



PO Box 1146 Vail, Colorado 81658 970.524.2706  
www.tlcafterschool.com

School Year 2008/2009

Dear Parents:

Welcome to The Learning Camp (TLC) After School Program. We would like to introduce ourselves and our program. Thirteen years ago we founded The Learning Camp, an academic residential summer camp for children with learning disabilities. We began operating our after first school program in 2005 for Brush Creek Elementary. That was the beginning of wonderful relationship with our schools and your children. Now, in our 4<sup>th</sup> year, the TLC After School Program serves the children of Brush Creek Elementary, Eagle Valley Elementary and June Creek Elementary.

We provide a nurturing and safe environment where your child can unwind after their school day, receive nutritious snacks, work on their homework, engage in group activities and enjoy arts and crafts.

We work to keep communication open with students and parents and enjoy a special time with your children. We promise to nurture, respect and encourage your children while they are in are care.

Enclosed in this packet you will find information about our staff, our philosophy, our contact information and how to register your child for the after school program.

We will work hard at making a positive difference in the life of your child.

Many thanks and we look forward to working with your family in the year ahead.

Sincerely,

Ann Cathcart  
Learning Camps Inc. Founder  
970-471-6312 TLC After School Brush Creek and Eagle Valley  
(970) 471-2037 TLC After School June Creek  
970-524-2706 The Learning Camp offices



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## Program Handbook

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### **Contact Information**

Brush Creek Elementary (970) 471-6312  
Eagle Valley Elementary

June Creek Elementary (970) 471-2037

Registration and other information is available online at [www.tlcafterschool.com](http://www.tlcafterschool.com)

### **Program Mission**

The mission of TLC After School Program is to be a wonderful resource for parents that must work outside the home after the school day is over. Our goal is to provide a nurturing and safe environment where your children can relax with their peers after school. During each day children will fill their afternoon with art, outdoor play, snacks, reading time, small group activities and homework help.

### **Core Staff at TLC After School**

TLC After School is a division of Learning Camps Inc. Learning Camps Inc also operates The Learning Camp, a residential academic summer camp for children with learning disabilities. Our full-time staff works throughout the calendar year at The Learning Camp and at TLC After School and are all CPR and First Aid Certified. Some of the following staff members will work with your children each day:

#### **Martha Waterhouse** Director- Brush Creek Elementary and Eagle Valley Elementary

Martha has worked for The Learning Camp for over 10 years. After receiving 2 degrees from Denver University, Martha became a licensed elementary school teacher and taught 1st grade in Colorado for Jefferson County School District for 5 years. In 2007 Martha moved with her family to Eagle, Colorado and works year round as Director of our TLC After School program for Brush Creek Elementary and Eagle Valley Elementary schools as Co-Director of the The Learning Camp during summer program. Martha is married to Mark Cavaliero, and is the mother of Kaikea, who is in the 2nd grade.

#### **Mark Cavaliero** Director-June Creek Elementary

Mark has been a 4th and 5th grade teacher for 10 years in Colorado and has worked summers with The Learning Camp for over 10 years. In 2008 Mark became part of our full-time staff as Director of our TLC After School program for June Creek Elementary and Co-Director of the The Learning Camp summer program. He is married to Martha Waterhouse and is the proud father of Kaikea, a 2nd grade at Brush Creek Elementary.

#### **Kay Cochran** Art Director

Kay has been with The Learning Camp for nearly 7 years and has created a wonderful art program for our children. Kay holds two AA degrees in Art and Education. Kay is the Art Director for both TLC After Achool and The Learning Camp. She lives in Eagle, Colorado. She also is a recognized artist in Western Colorado with work on display in several galleries in the area and the 2008 Mother Earth Display in Eagle, Colorado.



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### **Courtne Beers**

Courtne joined the TLC After School staff after her first summer with The Learning Camp as a recreation counselor. She graduated with degree in Political Science from the Point Loma University in San Diego, California. She has worked the past two years exclusively with children in a camp setting which inspired her to change careers to one of working with children. Courtne works with June Creek after school program.

### **Liz Rhodes**

Liz joined the TLC After School staff after her first summer with The Learning Camp as a recreation counselor. She graduated with a degree in Sociology from the University of California/Santa Barbara. She has worked as a Behavioral Therapist in California working primarily with autistic children. She moved to Colorado in June of 2008 to join the staff of The Learning Camp. Liz works with the Brush Creek and Eagle Valley after school program.

### **Tom Macht** Owner

Tom joined Learning Camps Inc. in 1997. Tom and Ann married in 1999 and together they run The Learning Camp and TLC After School. Tom has 20 + years as a teacher and as a school counselor both in Wisconsin and in Colorado. He has a Bachelor's degree in Psychology and a Masters degree in Special Education from University of Wisconsin. Tom is the father of 3 grown men, living in Colorado and Montana.

### **Ann Cathcart** Founder

Ann founded Learning Camps Inc. in 1996. Learning Camps Inc. operates The Learning Camp, a residential summer camp for youth with learning disabilities and TLC After School serving Eagle County school district for three of their elementary schools in the valley. Ann has a degree in Socialwork Counseling from Florida State University and has lived primarily in Eagle County for over 30 years. Ann is the mother of one grown son, living in Grand Junction.

### **Activities**

- + outdoor play and recess
- + a quiet time for homework help and reading each day
- + board games, puzzles, and small group manipulatives
- + gymnasium fun
- + arts and crafts
- + nutritious snacks

### **Locations**

Brush Creek Elementary (includes children from Eagle Valley) & June Creek Elementary.

*NOTE: Eagle Valley Elementary students will receive transportation to Brush Creek by TLC After School.*

### **Fees & Registration**

\$ 17.00 per day

\$ 11.00 per additional child from the same family at TLC After School.

All children must be registered in order to participate in TLC After School. If you are unable to register online at [www.tlcafterschool.com](http://www.tlcafterschool.com) you can pick up a registration form at the participating school offices.



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### **Reservations**

White reservation envelopes are in each elementary school office along with our drop box. Please make your reservations there for the day, the week or the month. Please call to confirm a spot if you have last minute changes and were unable to fill out an envelope that day. We will always have room for your child.

Cancellations: There is no penalty for cancellations. Call anytime before your scheduled session to let us know not to expect your child.

### **State-Required Immunization Forms**

The Colorado Department of Public Health and Environment requires a completed Certificate of Immunization be on file for each child enrolled in our program. Completion of this document requires your physician's signature. Please complete the two-page form at the end of this document and see that it is submitted to us when your child first arrives at their TLC After School location.

### **Participation Policies**

Medications We will not distribute medications to children. We recommend that if medication is needed it be received before 2:50 PM or after 6 PM.

Personal Belongings Make sure your child has warm clothes as needed for outdoor play. Please label all of your child's belongings. We will make every effort to ensure your items are not lost. We will not be liable for lost items. Please dress children each day for appropriate outdoor weather activities in the afternoon.

### Poor Behavior/ Discipline

TLC After School believes in RESPECT for each other. We will only speak to your child with respect when we need to provide discipline. Should there be a problem, your child will be given two verbal warnings to correct a behavior. We will work hard with you and your child to ensure their success, but respect and kindness is imperative. Should we be experiencing any behavior problems, you will be advised. If the problem continues to be ongoing, your child will no longer be able to attend TLC After School Program.

### Mutual Respect

Please know that we are working with your children by choice and in good faith. We simply cannot continue to work with parents that continually run late in picking up their children or who are regularly rude to our staff. Should either of these situations occur, your child will no longer be welcome to attend our program. I hope that you will understand and respect our position on this issue.

### Accidents/Illness/Emergencies

When a child becomes ill or is injured during the after school program, the parent/guardian will be contacted. If the parent can not be reached our staff will adhere to the emergency contact information on your child's registration form. Please notify us immediately if changes occur in addresses, phone numbers or emergency contacts for your child. Should we not be able to reach anyone listed, we will take emergency actions necessary for the safety of your child.

### Hours

The after school program operates from 2:50 PM – 6:00 PM Monday through Friday. We close at 6PM. If you will be later than 6PM please call and notify us immediately. Should you run late regularly your child will not be welcome to attend our after school program.



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**The program will not be available on holidays or days that school is not in session.**

Payments

**Payments are expected prior to your child attending the After School Program.** The Learning Camp payment box will be in the school office during school hours. It will be on our table in the after school program during our program hours. Simply put your check in the envelope provided and identify your child, his/her grade level and his/her schedule on the envelope.

**COLORADO LAW REQUIRES THIS FORM BE COMPLETED AND PROVIDED TO THE SCHOOL**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

**COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT—CERTIFICATE OF IMMUNIZATION**

VACCINE		Enter date each immunization was given			
DTaP	Diphtheria-Tetanus-Pertussis (see footnote "c" below)				
Td/DT/Tdap	Tetanus-Diphtheria				
OPV/IPV	Polio				
Hib	<i>Haemophilus influenzae</i> type b				Required for children < 5 yrs. of age. (see footnote "j" below)
Measles	Measles				Varicella and the first MMR cannot be given more than four days before the first birthday to be considered valid for school requirements. Written evidence of laboratory tests showing immunity to measles, mumps, rubella, polio, and hepatitis B is acceptable. Attach written proof to this Certificate or record test results and dates in the boxes at left.
Mumps	Mumps				
Rubella	Rubella				
HB	Hepatitis B				
Varicella	Chickenpox				History of disease. Yes _____ year (optional) _____ (see footnote "e" below)
Other					

To the best of my knowledge, the person named above has received the above immunizations.

DO NOT SIGN UNLESS MINIMUM IMMUNIZATION REQUIREMENTS ARE MET

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Physician, nurse, or school health authority)

**Table 1. MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION**

Vaccine	Level of School/Age of Student								
	Child Care 2-3 mos	Child Care 4-5 mos	Child Care 6-14 mos	Child Care 15-17 mos	Pre-school 18-23 mos	Pre-school 24-35 mos	Pre-school 3-4 yrs	Grades K-12 5-18 yrs	College
Pertussis	1	2	3	3	4*	4*	4*	5b,+,c,*	
Tetanus/Diphtheria	1	2	3	3	4*	4*	4*	5b,+,d,*	
Polio <sup>e</sup>	1	2	2	2	3	3	3	4f,+	
Measles/Mumps/Rubella <sup>e,g,+</sup>				1	1	1	1	2 <sup>h</sup>	2 <sup>h,i</sup>
<i>Haemophilus influenzae</i> type B <sup>+</sup>	1	2	2	3/2/1 <sup>j</sup>	3/2/1 <sup>j</sup>	3/2/1 <sup>j</sup>	3/2/1 <sup>j</sup>		
Pneumococcal Conjugate <sup>a,+</sup>	1	2	3/2 <sup>k</sup>	4/3/2 <sup>k</sup>	4/3/2 <sup>k</sup>				
Hepatitis B <sup>+</sup>	1	2	2	2	3	3	3	3	
Varicella <sup>+</sup>					1 <sup>g</sup>	1 <sup>g</sup>	1 <sup>g</sup>	1 <sup>g</sup>	

See Table 2 (on back of certificate) for the year of implementation of Measles, Mumps, and Rubella (MMR-second dose) and Varicella (VAR).

**Footnotes:**  
 \*—The requirements for the 4<sup>th</sup> and 5<sup>th</sup> doses of diphtheria, tetanus, and pertussis vaccines will be reinstated September 15, 2004.  
 +—Vaccine doses administered ≤ 4 days before the minimum interval or age are counted as valid.  
 a—This requirement is indefinitely suspended.  
 b—Five doses of pertussis, tetanus, and diphtheria vaccines are required at school entry in Colorado unless the 4<sup>th</sup> dose was given at ≥ 48 months (i.e., on or after the 4<sup>th</sup> birthday) in which case only 4 doses are required. Vaccine doses administered ≤ 4 days before the minimum interval or age are to be counted as valid.  
 c—For students ≥ 7 years who have not had the required number of pertussis doses, no new or additional doses are required.  
 d—Any student ≥ 7 years at school entry in Colorado who has not completed a primary series of 3 appropriately spaced doses of tetanus and diphtheria vaccine may be certified after the 3<sup>rd</sup> dose if it is given > 6 months after the 2<sup>nd</sup> dose.  
 e—For polio, measles, mumps, rubella, or hepatitis B, in lieu of immunization, written evidence of a laboratory test showing

immunity is acceptable for the specific disease tested. For varicella, a laboratory test showing immunity or a disease history from a health care provider, parent, or guardian is acceptable.  
 f—Four doses of polio vaccine are required at school entry in Colorado unless the 3<sup>rd</sup> dose was given ≥ 48 months (i.e., on or after the 4<sup>th</sup> birthday) in which case only 3 doses are required. Vaccine doses administered ≤ 4 days before the minimum interval or age are to be counted as valid.  
 g—The 1<sup>st</sup> dose of measles, mumps, and rubella vaccine and varicella vaccine must have been administered at ≥ 12 months of age (i.e., on or after the 1<sup>st</sup> birthday) to be acceptable. Vaccine doses administered ≤ 4 days before the minimum interval or age are to be counted as valid.  
 h—If the student received a 2<sup>nd</sup> measles dose prior to July 1, 1992, the 2<sup>nd</sup> rubella and mumps doses are not required. The 2<sup>nd</sup> dose of measles vaccine or measles, mumps, and rubella vaccine must have been administered at least 28 calendar days after the 1<sup>st</sup> dose. Vaccine doses administered ≤ 4 days before the minimum interval or age are to be counted as valid.  
 i—Measles, mumps, and rubella vaccine is not required for college students born before January 1, 1957.

j—The number of *Haemophilus influenzae* type b (Hib) vaccine doses required depends on the student's current age and the age when the Hib vaccine was administered. If any dose is given ≥ 15 months, the Hib vaccine requirement is met. For students who begin the series < 12 months, 3 doses are required of which at least 1 dose must be administered at ≥ 12 months (i.e., on or after the 1<sup>st</sup> birthday). If the 1<sup>st</sup> dose is given at 12-14 months, 2 doses are required. If the current age is ≥ 5 years, no new or additional doses are required. Vaccine doses administered ≤ 4 days before the minimum interval or age are to be counted as valid.  
 k—The number of pneumococcal conjugate vaccine doses depends on the student's current age and the age when the 1<sup>st</sup> dose was administered. If the 1<sup>st</sup> dose was administered at: (i) ≤ 6 months of age, 3 doses are required at 6-14 months and 4 doses are required at 15-23 months of age with 1 dose administered on or after the 1<sup>st</sup> birthday; (ii) 7-11 months of age, 2 doses are required at 6-14 months and 3 doses are required at 15-23 months of age with 1 dose on or after the 1<sup>st</sup> birthday; (iii) 12-23 months of age, 2 doses are required. If the current age is ≥ 2 years, no new or additional doses are required. Vaccine doses administered ≤ 4 days before the minimum interval or age are to be counted as valid.

