

# **PARENT'S HANDBOOK**

## **June 2019 - May 2020**

### **Adventure Bound Summer Camps**



**Afterschool Action –**  
**School Days Off**

**A.S.S.E.T. Clubs**

**Art-Socialization-Sports-Education-Teamwork**

**Quality, licensed, age appropriate programming for Steamboat's School Age Youth!**

**DO NOT THROW THIS HANDBOOK AWAY.  
IT CONTAINS IMPORTANT INFORMATION & PHONE NUMBERS YOU WILL NEED THROUGHOUT THE YEAR.**

245 Howelsen Pkwy., P.O. Box 775088 Steamboat Springs, CO 80477  
970-879-4300 Phone / 970-870-0173 Fax  
[www.steamboatsprings.net/youth](http://www.steamboatsprings.net/youth)

## **Parent Handbook Table of Contents**

PURPOSE .....	3
OPERATING HOURS / REACHING STAFF .....	3
FORMAT / SCHEDULE – Afterschool Action (AA) and ASSET Clubs.....	4
FORMAT / SCHEDULE – School Days Off (SDO) .....	4
FORMAT / SCHEDULE – Summer Camp.....	5
TRANSPORTATION.....	5
REGISTRATION / TUITION – School Year Programs.....	6
REGISTRATION / TUITION – Summer Camp Programs .....	6
PAYMENT PLANS FOR ALL PROGRAMS.....	7
DEPARTMENT OF HUMAN SERVICES FUNDING .....	7
RECREATION DIVISION CANCELLATION/ REFUND POLICY .....	8
CALENDAR OF EVENTS .....	8
SUMMER SWIMMING LESSONS .....	9
SUMMER ASSET CAMPS.....	9
CAMP INVENTION.....	9
SNACKS & MEALS.....	9
SICK DAYS / ABSENT DAYS .....	10
MEDICATION .....	10
DIAPERING/TOILETING .....	10
DISCIPLINE.....	11
PARENT PICK UP .....	11
LATE PICK UP .....	11
RELEASE OF CHILDREN .....	12
FILING A COMPLAINT .....	12
VIDEO VIEWING/ TV WATCHING .....	12
VISITORS AND VOLUNTEERS.....	12
REPORTING CHILD ABUSE .....	12
LOST & FOUND .....	12
CLOTHING / PERSONAL ITEMS FROM HOME .....	13
EMERGENCY PROCEDURES/ LATE RETURN OF CHILDREN .....	13

**PURPOSE 7.702.31 A**

The City of Steamboat Springs provides Afterschool Action, School Days Off, and Adventure Bound Summer Camps; fun & exciting, recreation based activities for our youth. Our programs target skills for the safe enjoyment of all sorts of adventures and socially enriching activities. Activities are progressive in nature and are designed to challenge the ability level of each age group.

Our staff for school age programs encourages independence and enhances social skills through child-centered activities. We believe each child is a unique individual and we take the needs of all children into consideration.

Our programs have an inclusion program that addresses children with special needs in the least restrictive environment. Please call if you have a therapeutic recreation request for your child.

The State Department of Human Services licenses the City of Steamboat Springs Youth Programs and its facilities. It is the practice of our staff to adhere to all rules and regulations set forth by the State. Furthermore, all programs strive to meet or exceed the quality standards set forth by the National Afterschool Association.

The staff looks forward to fun, adventure, and friendship with your children throughout the year!

**OPERATING HOURS / REACHING STAFF 7.702.31 B, C**

**Afterschool Action** is open days school is in session (excluding holidays) and begins immediately after school dismissal until 5:45pm. This program is located at Soda Creek Elementary for kids K-5. Enter through the set of doors to the right of the main school entrance doors, by bus turnaround labeled "After Hours Entrance".

**School Days Off** is a full-day childcare program for kids K-5, on non-holiday days, when school is not in session. This program runs from 7:30am to 5:45pm.

**ASSET Clubs** are an additional activity offered in conjunction with the Afterschool Action Program for kids K-5. ASSET Clubs take place one day a week during each session. Children can be registered for a variety of special activities through the ASSET program. Different sessions will offer different topics. Children must be picked up by 5:45pm at Soda Creek unless otherwise noted for that ASSET Club.

**Adventure Bound Summer Camp** is open during the local public school summer vacation for children ages 4-12 **AND** entering Kindergarten – 6<sup>th</sup> grades (4 year old children must turn 5 prior to Oct 15 AND be entering kindergarten). All camps operate from 7:30AM – 5:45pm except the Mountaineers, which runs from 8:00AM – 5:30pm.

**ASSET Camps** are week long camps offered during the summer that target one single skill building set for kids 6-14 years old. Kids will be integrated with the Summer Camp programs when not participating in the ASSET camp activities.

**Program Headquarters:**

Soda Creek Elementary  
Afterschool Action  
School Days Off  
Adventurers Camp  
Explorers Camp  
ASSET Clubs

Howelsen Hill  
ASSET Camps  
Mountaineers Camp

Summer Camp  
Directors can be  
reached at their sites:  
**Soda Creek**  
**970.879.6033**  
**Howelsen Hill**  
**970.879.8499**

**Youth Recreation Staff:**

Youth/Teen Program Coord.	Alexis Wolf	871.7053	<a href="mailto:awolf@steamboatsprings.net">awolf@steamboatsprings.net</a>
Registration Specialist	Holly Rockwood	871.7015	<a href="mailto:hrockwood@steamboatsprings.net">hrockwood@steamboatsprings.net</a>
Recreation Specialist	Megan Robertson	871.7011	<a href="mailto:mrobertson@steamboatsprings.net">mrobertson@steamboatsprings.net</a>
Recreation Specialist	Mackenzie Woodsmall	871-7056	<a href="mailto:mwoodsmall@steamboatsprings.net">mwoodsmall@steamboatsprings.net</a>
Recreation Specialist	Erika Petersen	871-7061	<a href="mailto:epetersen@steamboatsprings.net">epetersen@steamboatsprings.net</a>
Rec Enterprise Supervisor	Kyrill Kretzschmar	871.7031	<a href="mailto:kkretzschmar@steamboatsprings.net">kkretzschmar@steamboatsprings.net</a>

**FORMAT / SCHEDULE – Afterschool Action (AA) and ASSET Clubs 7.702.31 C, G**

The daily **Afterschool Action** schedule will be based on the following (changes in schedule will be posted at Soda Creek Elementary):

**SODA CREEK**

*Time: Activity:*  
**3:05 - 3:15 PM** Check-in at the desk in the hallway  
**3:15 - 4:00 PM** Snack, Free choice  
**3:30 - 3:45 PM** ASSET Clubs leave for offsite activities  
**4:00 - 4:30 PM** Outside play, ASSET Clubs  
**4:30 - 5:00 PM** QAT (Quiet Activity Time) & Clubs  
**5:00 - 5:30 PM** Arts & Crafts, Group Games, ASSET Clubs Return  
**5:00 - 5:45 PM** End of day – parent pick up

**STRAWBERRY PARK**

*Time: Activity:*  
**3:15 - 3:30 PM** Check-in, meet outside at the white P&R bus waiting in front of the school.  
**3:30 - 5:45 PM** Same as Soda Creek

At all times during the program, children are within sight of a staff member. Children are counted throughout the day to ensure that none have left the field of sight.

**FORMAT / SCHEDULE – School Days Off (SDO) 7.702.31 C, G, P**

School Days Off (SDO) is a supplemental program to Afterschool Action. SDO is a full-day childcare program on non-city holidays when school is not in session. This program is based out of Soda Creek Elementary **from 7:30AM to 5:45PM.**

**Children should arrive at the program by 10:30 AM and bring a non-refrigerated sack lunch.**

A morning and afternoon snack will be provided. Children must be registered for SDO 1 business day in advance of the week/days needed. All rules and regulations for the Afterschool Action program apply for SDO as stated in this handbook. The general activity schedule is set as follows:

<b>Time:</b>	<b>Activity:</b>
<b>7:30 AM - 8:30 AM</b>	All children check-in, wake up & open play
<b>8:30 AM - 10:00 AM</b>	Mini-activities
<b>10:00 AM - 10:30 AM</b>	Large group meeting & snack, prep for the day
<b>10:30 AM - 3:45 PM</b>	<b>Out &amp; About Time-</b> scheduled activities as indicated on newsletter.
<b>NOTE:</b> Groups will post a schedule at the main entrance of program headquarters to indicate your child's location for late drop offs. It is the parent's responsibility to find the group. At all times during the program, children are within sight of a staff member. Children are counted throughout the day to ensure that none have left the field of sight.	
<b>3:45 PM - 4:00 PM</b>	Return to Headquarters.
<b>4:00 PM - 4:30 PM</b>	Large group meeting & snack.
<b>4:30 PM - Pick Up</b>	<b>Wrap up – CLOSURE –</b> open-ended activities

**Parents: Please have all participants to program headquarters by 10:30 AM. Please pick up your children prior to 5:45 PM.**

**2019-20 School Days Off:**

October 11  
 November 7,8  
 December 23-24, 26-27, 30-31  
 January 2-3, 6, 20  
 February 7, 18-21  
 March 12-13, 16  
 April 20-24

**No Youth Programs:**

August 12-19  
 September 2  
 November 27-29  
 December 25  
 January 1  
 February 17  
 May 25  
 June 3-5

## FORMAT / SCHEDULE – Summer Camp 7.702.31 C, G, P

Upon arrival to camp children will sign up for a short morning activity called a “mini-camp”. Mini-camps will range in activities from sports to nature to arts and crafts based upon staff planning. A mini-camp choice sheet will be available each morning or kids will rotate through all of them. However, if a field trip is offered during mini camps, a 1:8 or better staff to child ratio will be maintained. At all times during the program, children are within sight of a staff member. Children are counted throughout the day to ensure that none have left the field of sight.

The daily camp schedule will generally be as follows (unless a field trip requires a camp to leave headquarters prior to 11:00 am as would be indicated on the activity calendar):

<b>Time:</b>	<b>Activity:</b>
7:30 AM - 9:00 AM	All camps check-in
9:00 AM - 10:30 AM	Mini-Camps
10:30 AM - 11:00 AM	Large group camp meeting & snack, prep for the day
11:00 AM - 3:30 PM	<b>Out &amp; About Time-</b> on or off site activities as indicated on activity calendar.
<b>NOTE:</b> Each group leader will post a schedule at the main entrance of program Headquarters to indicate your child's location at all times.	
3:30 PM - 4:00 PM	Return to Headquarters.
4:00 PM - 4:30 PM	Large group camp meeting & snack.
4:30 PM - 5:45 pick up	<b>Wrap up - CLOSURE</b>

**Parents: Please have all participants to program headquarters by 10:30AM. If camp group is not on site, it is the parent's responsibility to find the group. They will return to headquarters by approximately 4:00 PM (unless otherwise noted) and must be picked up by 5:45 PM.**

**Note: Always check your calendar. Some days the program will be away from the home site until 5:15pm. We will always post a note on the door regarding where we are, or call the Parks & Recreation Office for any change of schedules. Calendars are subject to change.**

\*\*Please help us by following our rules and regulations. They are for the safety of your child(ren).\*\*  
Please ask us questions!

## TRANSPORTATION 7.702.31 K, L, M, P

Transportation during youth programs will be provided in the Recreation Activity Bus, public transportation, a city vehicle, leased school district or other vehicle, walking, or Alpine Taxi with a properly licensed driver.

**For Afterschool Action**, participants from Soda Creek Elementary **must** check in with staff in the hallway area before 3:15. Participants from Strawberry Park **must** get to the white Recreation Activity Bus parked outside the school by 3:30pm. If your child misses our bus, it is the parents' responsibility to get the child to our program. **PLEASE emphasize to your child to go directly to our bus,** we will wait until 3:30pm. Parents whose children are registered and do not make it to our program will be called. **PLEASE call 879-6033 (Soda Creek Site) before 2:30 PM** if your child will not be attending so we do not unnecessarily call parents.

**During summer camp**, please check your activity calendar for specific field trips/events. Have campers at camp **BY 10:30 AM**. If a child arrives after his/her group has left, **our destination will be posted at camp headquarters and it is the parent's responsibility to catch up with camp group** to drop off your child.

Groups will try to return to headquarters by 4PM (Summer Camp and School Days Off) or 5:15 (ASSET clubs and Afterschool Action). However, due to unpredictable delays, children may return later. If necessary, a sign will be posted informing parents of any new plans. **Please let a staff member know if you need to pick up your child early. They can work with you to help determine the location of your child at a particular time.**

It is our policy to ensure the safety of each camper while in a moving vehicle.

Staff will ensure each child:

- Is belted properly, if applicable. The Recreation Activity Bus, SST department vehicles, and School district busses do not have seat belts.
- Remains seated while vehicle is in motion.
- Is loaded and unloaded at curbsides, whenever possible.

In case of a bus or vehicle break down on the road, the driver will assess the situation to insure safety of the children at all times. At no time will children be left unsupervised.

### **REGISTRATION / TUITION – School Year Programs 7.701.31 E, F**

Registrations will be accepted at the Recreation office, 245 Howelsen Parkway, or online while space is available. The Parks and Recreation office is open Monday through Thursday, 8:00am to 5:00pm and Fridays from 8:00am – Noon. For all school-age programs, payments may be made by cash, credit card (Visa, Master Card, American Express, and Discover) or checks made payable to the City of Steamboat Springs. Payment plans are available.

**Costs:**           Afterschool Action       \$10 advance, \$15 day of  
                      School Days Off         \$40 advance, \$46 day of  
                      ASSET clubs (6-8 week special activities) price varies by club

**Registration Dates:** April 1<sup>st</sup>           Summer Programs  
(Subject to change)   May 10<sup>th</sup>           End of Summer Early registration pricing  
                              July 29<sup>th</sup>           Session I AA, SDO, & ASSET Clubs  
                              Sept 30<sup>th</sup>          Session II AA, SDO, & ASSET Clubs  
                              Dec 2<sup>nd</sup>            Session III AA, SDO, & ASSET Clubs  
                              Feb 10<sup>th</sup>          Session IV AA, SDO, & ASSET Clubs

- Registration is on a first-come, first-served basis
- Unregistered participants will be asked to be picked up immediately **or...**
- The parents of unregistered participants who show up at the program will be charged the “day of” pricing IF space is available for the child to stay.
- All registrations must be made by 5:30 pm the business day prior to the date requested to avoid the “day of” prices. Registrations for Mondays must be made by 5:30 p.m. on the Thursday prior to programs.

### **REGISTRATION / TUITION – Summer Camp Programs 7.702.31 E, F**

Summer Camp information is available starting **April 1<sup>st</sup>** at Soda Creek Program location, the Parks and Recreation Office or online at [www.steamboatsprings.net/summer](http://www.steamboatsprings.net/summer). Questions regarding the program or process are welcome; please speak to the Youth Program Coordinator or the registration office via the phone, appointment, or e-mail as necessary.

Online registration is the preferred method of registration, but all forms of registration will be accommodated, including mail-in, fax, email, and in person.

**Costs:**  
All camp registrations received on or before May 10           \$40 per day  
All camp registrations received on or after May 11           \$46 per day  
All camp registrations on the day of programs               \$52 per day  
Campouts all levels   rates vary by trip

Our programs have limits set forth by the state licensing guidelines. We will do our best to serve as many children as we can. It is recommended that all registrations be returned in a timely fashion.

- Completed registrations will be collected and entered starting April 1<sup>st</sup>, 7:30am  
On-line Registration will open on April 1<sup>st</sup> at 7:30am.
- Complete registration will include:
  - Recreation Family Record\*
  - Calendar pick sheet/payment sheet or on-line registration
  - Immunization records submitted or on file
  - Applicable waivers

\*Please Note: You will receive an email link to fill out the Recreation Family Record within 1 week of registering. This must be completed within 48 hours of receiving the email.

**SORRY, INCOMPLETE FORMS WILL NOT BE ACCEPTED AND MAY BE RETURNED UNPROCESSED.**

- Faxed, emailed or mailed-in registrations will not be accepted before April 1<sup>st</sup>.  
**Mail to:** Parks & Recreation - Registration, PO Box 775088, Steamboat Springs, CO 80477  
**Or Fax to:** (970) 870-0173  
**Email to:** [hrockwood@steamboatsprings.net](mailto:hrockwood@steamboatsprings.net)
- Registration staff will e-mail a confirmation upon completion of your registration.  
**Note: If you have not received a confirmation within 1 week, please contact our office.**
- You may set up a payment plan for your registration with a credit card or bank account on file. Please see the registration form for details.
- Please remember to write your child's first & last name and camp in the memo section of your check (made out to The City of Steamboat Springs), this will help us in processing your payment. Your cooperation is appreciated.
- Registration is on a first-come, first-served basis
- Unregistered participants will be asked to be picked up immediately **or...**
- The parents of unregistered participants who show up at the program will be charged the “day of” pricing **IF** space is available for the child to stay.
- All registrations must be made by 5:00 pm the business day prior to the date requested to avoid the “day-of” prices. Registrations for Mondays must be made by 12:00 p.m. the Friday prior to programs.

**PAYMENT PLANS FOR ALL PROGRAMS**

**Payment Plans:**

If a payment plan is arranged through the registration process the following agreement is made:

“If payments are not made by the date specified or payment is insufficient, you will lose your payment plan privileges and will be charged a \$15 fee by the City of Steamboat Springs. If you are unable to make payments within 5 business days your child will not be eligible to attend any City programs until payment is made.

Payments will be adjusted as necessary to accommodate for additions and cancellations.

Payments will reflect registered dates for that month, and will not be broken into even payments throughout the session.

Payments will be made on the 1st of the month, regardless of day of the week. “

**DEPARTMENT OF HUMAN SERVICES FUNDING**

**POLICIES FOR FAMILIES RECEIVING ASSISTANCE THROUGH  
THE DEPARTMENT OF HUMAN SERVICES**

The Department of Human Services offers tuition assistance for those who qualify. For more information on applying for these benefits, please call Fran Snider at 879-1540 **prior** to registering for the summer camps. If paperwork is not presented at registration, arrangements for full payment will be expected.

As is consistent with our policies, once you register your child for a camp day, you are responsible for that day. People receiving benefits from Human Services may cancel up to three (3) days per month through the Parks and Recreation Office, penalty free. Fees will be charged for any days cancelled beyond this amount. **Human Services will NOT cover these fees.**



## RECREATION DIVISION CANCELLATION/ REFUND POLICY 7.702.31 Y

Refunds or household credit within the Recreation Division may be issued for:

A **single event**; if the cancellation is made 7 days prior to the single event you will receive a credit\* for 100% of the tuition/entry fee. Cancellations made less than 7 days prior to the single event you will surrender the entire tuition/entry fee.

Examples of a **single event**:

- Afterschool Action day
- Summer Camp day
- Pentathlon
- Teens on Tour
- Campouts
- Town Challenge Single Race

An **ongoing program**; if the cancellation is made prior to the posted registration deadline or start date, whichever is earlier, you will receive a credit\* of 100%. If the cancellation is made after the posted registration deadline or start date, the tuition/entry fee will be pro-rated with a maximum of 75% returned to the customer. Refunds/Credits are no longer available after 50% of the program is completed.

Examples of **ongoing programs**:

- ASSET Clubs / ASSET Camps
- School-Year Middle School Programs
- Town Challenge Bike Race Season Pass
- Adult Sports Leagues

\*Any cancellation will default to a household credit. Household credit is money held on account that can be used within the calendar year that the credit was issued for any family member for any Recreation Program. A refund is defined as money returned to the customer in the form of a check or credit card. Refunds are only given if requested in writing by the customer at time of cancellation. **All refunds are subject to a \$25 processing fee.** All credits will be forfeited at the end of the calendar year (December 31<sup>st</sup>).

No refunds or credits for absent or missed days from a program will be issued. You will be charged for unused days that have not been cancelled prior to the registration deadline or according to the rules stated above. Notification of absence for the program is greatly appreciated and saves the staff time away for the other children.

The State of Colorado requires you to keep your child home in case of illness. Therefore, we can issue a credit for any Youth Program Single Event with proof of doctor visit submitted within 5 business days of the absence.

Refunds, exchanges or credits are not given for activity changes due to inclement weather. Weather conditions are out of our control. Staff will do their best to inform parent of any changes as soon as possible.

## CALENDAR OF EVENTS

**School Year:** School Days Off activity schedules are available online or in the newsletter. Please post the newsletter somewhere where you and your child can check it. You may need specific equipment or clothing for specific daily activities.

**Summer Camp:** Calendars for the entire summer are released by April 1<sup>st</sup>, 2019. Please be sure your child is prepared with appropriate equipment, clothing, and shoes for the activity he/she is registered for. If you have questions you may contact the staff on site prior to dropping your child off at camp.

Activity calendars can also be accessed on line at [www.steamboatsprings.net/youth](http://www.steamboatsprings.net/youth)



## SUMMER SWIMMING LESSONS

Swim lessons are offered as an ASSET Camp for children entering Kindergarten through 3<sup>rd</sup> grades. This program is a partnership with the Old Town Hot Springs (879-1828) and Level 1-5 lessons will be taught by qualified instructors employed by OTHS. As an ASSET Camp, the cost of the program includes daily summer camp for the entire week.

## SUMMER ASSET CAMPS

Summer ASSET Camps are special week long camp designed for kids to learn and excel in one specific skill set. Registration begins on April 1<sup>st</sup>, 2019 and is open until filled. Kids may be incorporated into the appropriate Summer Camp program in the mornings and afternoons before and after their scheduled ASSET Camp.

A detailed curriculum and schedule will be made available to all participants a week prior to the Camp beginning, and all applicable waivers must be completed prior to the start date.

Prices for the camps will vary. Unless otherwise noted, all transportation, activity fees, morning and afternoon snack are included in the price of the Camp. Participants will provide their own lunch.

## CAMP INVENTION

Parents who register their child in the Camp Invention program will have the opportunity to participate in after-care through the summer camp program. Camp Invention is a separate program, hosted at Strawberry Park Elementary that parents can register for through [www.campinvention.org](http://www.campinvention.org). Kids will be under the supervision of Camp Invention staff from 9:00am – 3:30pm. This activity is **not** automatically included in the Adventure Bound Summer Camp program.

Separate registration for this program is required and follows the same policies as our Summer Camp programs. This program will run from Monday, June 10<sup>th</sup> through Friday, June 14<sup>th</sup> and kids will participate in Summer Camp activities after Camp Invention concludes each day. Participants must provide their own lunch & morning snack while at Camp Invention.

Cost for Camp Invention Aftercare:	\$10.00/day
(3:30pm - 5:45pm)	\$45.00/ full week Mon-Fri

## SNACKS & MEALS 7.702.31 S

We will provide a snack for each child every day at the Afterschool Action and ASSET Club program by 4:00pm and we will provide an AM and PM snack during the School Days Off, Summer Camp, and ASSET Camp programs. Kids are required to bring water bottles daily and will have access to additional water at all times.

During School Days Off and Summer Programs, **you must** send a **LUNCH** with your child. The meal must meet one-third of the child's daily nutritional needs. Please be sure this lunch does not need to be refrigerated or heated prior to consumption.

If campers forget lunch, staff will contact parents to see if they can bring lunch, OR they may make a sandwich or suitable alternative for the camper and charge the parent a \$5.00 fee. Fees will be charged to the credit card on file. Staff must supply an adequate meal to meet one-third of the child's daily nutritional needs.

## **SICK DAYS / ABSENT DAYS 7.702.31 I**

Please **do not send** your child to our programs with a contagious medical condition or fever. As required by the State Department of Human Services, when a child arrives or becomes contagiously sick at programs, the leader will call you immediately, and you will need to pick up your child at that time.

**\*\*If your child is running a fever (100°F or higher), it is a sign of infection and will be treated as a contagious medical condition.\*\***

Children called into school sick or sent home from school sick will not be allowed in Afterschool Action on that day and/or subsequent days until they are allowed back into school.

We will not issue refunds for missed days unless a Doctor's note is provided verifying illness or injury for the day. A household credit will be issued for the cost of the day when proper documentation is provided. Documentation must be provided within five (5) business days of the day(s) missed to receive credit.

Parents must phone our program at 879-6033 and leave a message when you know your child won't be at the program for illness or injury. This alleviates the staff having to call parents unnecessarily.

## **MEDICATION 7.702.31 Q**

It is recommended that every possible means be taken to **give children medication at home or at school**. If it becomes necessary for a participant to take any form of medication (**prescription or over the counter**) at School Year or Summer programs, the following must be in place:

- Written authorization from a legal prescribing practitioner stating the student's name, medication, dosage, time to be given, and for how many days.
- Medication properly identified and in its original pharmacy labeled container (request an extra at pharmacy).
- Medication log sheet completed by staff and parents together to document when medication was given.
- Written permission from the parents/legal guardian giving the program authorization to administer that particular medication.
- **Convenient medication permission forms are available through the registration office or online at [www.steamboatsprings.net/youth](http://www.steamboatsprings.net/youth).**

There are times when physicians and parents want **students to carry their own medication**. This is true for some students using an inhaler for asthma, but may also be true for other medical conditions. Any requests made for a student to carry medication during one of our programs must be accompanied by:

- Written authorization from a legal prescribing practitioner stating the student's name, medication, dosage, time to be taken, and number of days/months to be taken. Authorization from a legal prescribing practitioner must state the student is to carry and self-administer the medication.
- Written permission from the parent requesting the student carries and self-administers the medication. Parents will accept full responsibility from any misuse of the medication by the student.
- Medication is to be properly identified and in its original pharmacy labeled container. Only one day's supply of medicine is to be carried by the student. An asthma inhaler is an exception of this requirement.
- If the student abuses or misuses this privilege to carry and self-administer the medication, the privilege may be revoked.

## **DIAPERING/TOILETING 7.702.31 T**

School Age programs do not accommodate diapering for any children. All participants must be toilet trained. Although we understand that the occasional accident occurs, we will be unable to accommodate any child that has repeated and/or consistent accidents. This is defined as having toilet accidents on 3 consecutive days attended or 25% of days attended. For young children who may have occasional accidents, please send a change of clothes daily.

## **DISCIPLINE 7.702.31 H, V, Z**

It is the goal of the Recreation Department to focus on the positive behavior rather than to dwell on the negative. This will be implemented through a Discipline Plan that is appropriate for the well-being of all children. Our staff is expected to set a good example for the children and treat each child with dignity and respect. Staff have access to a mental health consultant or other specialists when situations arise that are beyond their realm of expertise. Parent conferences are available upon request.

The Discipline Plan, with the guidelines your child is expected to adhere to, will be available to interested parents. It is vital that both the staff and children have a systematic discipline plan that explains what will happen when students choose to misbehave or engage in mistaken behavior. The children will be involved in the making of the rules & consequences for both positive and negative behavior.

Situations at home can definitely affect a child's behavior at our programs. Please notify the staff if there are any situations at home that may explain unusual behavior. All information shared is strictly confidential.

**Possession of, or participating in smoking, drugs, weapons, sexual activity, violence and alcohol are all causes for immediate suspension without refunds and/or possibly being expelled for the season.**

**Our primary concern is for the safety and mental health of all participants. Safety specific concerns such as running away, failure to follow safety guidelines, bullying, violence towards themselves, another child, or a staff member, and excessive use of foul language or inappropriate language can all be causes for suspension and/or expulsion without a refund.**

Children sent home from school for disciplinary reasons will not be allowed in Afterschool Action on that day and/or subsequent days until they are allowed back into school.

If our staff decides that a child must be terminated or suspended from the program due to discipline problems, the Youth Program Coordinator will have a conference with the parents explaining exact reasons why the child may no longer attend the program. This will only occur after the staff has worked with the parent(s) and child to try to achieve better behavior with no results. Tuition will not be refunded for any child expelled due to discipline problems.

## **PARENT PICK UP 7.702.31 O**

Parents are required to come into the facility and sign their child in on full day programs and sign their child out every day. If arrangements for pick up/drop off change, parents must notify staff at the on-site office number listed on page 3. If your child is not picked up by 5:45pm, we will call you at all available numbers to see if any miscommunications have occurred. If you are unavailable, we will call listed emergency contacts and may ask them to pick up your child. If we do not get through to anyone listed and a parent has not picked up the child by 6:15pm we may drop off him/her at the local city police station (on 10<sup>th</sup> Street) and parent(s) will be charged a late fee accordingly. A message will be left on your answering machine or voicemail (if applicable) as to your child's location. The Youth Program Coordinator will be informed of the situation (see staff #'s). All children must be signed out at the end of the day, and a facility sweep will be done to ensure no children are left on site.

**This is a guideline only and each circumstance will predict the appropriate outcome.**

## **LATE PICK UP**

There will be a \$1.00 charge per minute for parents who pick up their children after 5:45pm with a maximum of \$30. Fees should be paid at the registration office or on site at the time of the offense. Registrations for other programs will not be accepted until all late fees are paid.

## **RELEASE OF CHILDREN 7.702.31 N**

Please be sure to let us know, **IN WRITING**, if someone other than those listed on your Family Record sheet will be picking up your child. We will only release your child to a responsible adult keeping the following in mind:

### **THE ADULT...**

- must be 16 years of age or older.
- must be listed as an authorized person on the Family Record OR
- if not authorized, must have a note signed by parent and the note must be brought by the child or person picking up.
- will be checked for identification if we are not familiar with the person in question.

Your child may walk or ride home if you send them **with a written note**, signed by their parent/guardian or the Child information on the Recreation Family Record indicates that it is OK.

**IF WE HAVE ANY QUESTIONS REGARDING THE CORRECT ARRANGEMENTS, WE WILL NOT HESITATE TO CALL YOU!!**

## **FILING A COMPLAINT 7.702.31 W**

It is the goal of our youth programs to encourage open communication with everyone involved in our programs. Please feel free to approach any staff member if a comment or concern arises.

If you feel the problem is not resolved in adequate time, please call the Recreational Services office at 879-4300 and speak with the Youth Program Coordinator or the Recreation Supervisor or come to the office and pick up a formal "complaint form". If further action is needed, you may call the State Dept. of Human Services office at 1-800-799-5876.

## **VIDEO VIEWING/ TV WATCHING 7.702.31 L**

It is the practice of our youth camps to follow the guidelines as set forth by the Motion Picture Association.

G rated videos	may be viewed by all participants Kindergarten – 6 <sup>th</sup> grades
PG rated videos	may be viewed by all participants 1 <sup>st</sup> – 6 <sup>th</sup> grades
PG-13 rated videos	may be viewed only with previous parental permission

If a movie is planned outside of this rating guideline, parents will be informed of movie title and rating. An alternative activity will also be made available. The programs may watch a one movie per week maximum. The youth programs currently do not have access to regular television programming.

## **VISITORS AND VOLUNTEERS 7.702.31 U**

Volunteers are welcomed as needed. Visitors must sign in and inform staff of their arrival and their intentions. All visitors and volunteers will be logged, ID will be necessary.

As a parent you are welcome to stop by the program or field trip at any point in time. Please check with your program leader if you are interested in volunteering. Special topics are always fun for the kids!

## **REPORTING CHILD ABUSE 7.702.31 X**

As required by Colorado State Department of Human Services, our staff will report any suspected child abuse to local authorities. Staff are required to have mandated reporter training annually.

## **LOST & FOUND 7.702.31 R**

Everyday staff will do a sweep for lost & found items. All items found will be placed in a specific location for two weeks. Periodically, staff will make an effort to find the owner then will be directed to donate items to "Lift Up" or another needy organization. Staff is not responsible for items lost, however, will do their best to help children keep track of their belongings and locate lost items. **Label your child's belongings.**

## **CLOTHING / PERSONAL ITEMS FROM HOME 7.702.31 R**

Please check the calendar and have your child wear appropriate clothing for the planned activities. It is important that your child wear **comfortable** tennis shoes/sneakers every day. During the summer it may be necessary to send an extra set of clothing.

**School Year:** Participants will need to be appropriately dressed for all outdoor activities. Please check the activity calendar daily to be sure your child is prepared. We reserve the right to deny your child an activity if they are not properly prepared.

**Summer:** A list of daily required items can be found on the back of the Activity Calendars for each camp including daily requirements and campout requirements.

**Communication and Technology:** Our programs are considered a technology free zone. Our goal is to keep kids active, outdoors, and off of screens as much as possible. While we do watch the occasional movie, computers and other forms of technology are not offered as part of the program.

Please refrain from sending the following items with your child.

- **Cell Phones\***
- **IPads or other tablets\***
- **Computers or laptops\***
- **Cell or text enabled watches\***
- **Any other form of communication or technological device\***

\*These items will be confiscated from your child and will be returned directly to the adult guardian at the time of pick up. If you need to contact your child during the day, please talk to a staff member at drop off so that you can coordinate with staff. Phone numbers for each site are listed on Page 3.

**Other Personal Items:** Unless noted on the activity calendar for a specific program or project, children should not bring personal or sentimental items to the program, including toys, sports equipment, money, or other easily lost or broken items.

All items for camp use should be well labeled. Items not labeled have a very hard time finding their owners.

**Other Items NOT allowed:** These Items will be confiscated

- **Weapons** of any kind, real or toy versions
- **Alcohol or drugs of any kind**, unless accompanied by a Medication Administration form
- **Gum and Candy** - Treats for the group are allowed for birthdays and special occasions.
- **Shoes with wheels** – wheels will be removed by staff if another pair of shoes is not available

## **EMERGENCY PROCEDURES/ LATE RETURN OF CHILDREN 7.702.31 D, I, J**

In case of a delay due to unpredictable circumstances, the staff will call the Parks & Recreation office as soon as they are able to reach a phone or phone service. The Youth Program Coordinator will post notice at the headquarters of estimated time of arrival and update the answering machine at site headquarters if possible.

In the case of an injury, accident, illness, missing child, severe weather or an unexpected disaster (natural or manmade) the staff is trained to:

- \* remain calm and ensure the safety of all participants
- \* promptly notify the Parks & Recreation Department
- \* promptly notify parents of children registered
- \* notify local authorities when necessary
- \* call an ambulance when necessary

In the case of inclement or excessively hot weather, staff will ensure the safety of all children by securing them in an appropriate environment indoors and away from harm. Water will be made available at all times.

At a minimum, one teacher per group is trained in at least basic First Aid/CPR.

**Call us with questions! 970-879-4300**

**[www.steamboatsprings.net/youth](http://www.steamboatsprings.net/youth)**