



Gilpin County Parks and Recreation Parent Handbook 2018-2019 K-6th Programs

Welcome to Gilpin County Parks and Recreation (GCPR) 2018-2019 School Year Program! It is our pleasure to offer a caring, educational, recreational, and fun-filled program to you and your family.

To help us best serve your student, please read the following information on program policies and procedures. Please sign and return the agreement at the end of this document when you enroll your child. A copy will be kept in your child's file, as required by state law.

If you have any questions, comments or suggestions please feel free to contact Jacob Rippy or Gabrielle Chisholm.

We look forward to playing, learning and growing with you and your family this school year!

Jacob Rippy

Camp Director, Youth Programs Coordinator

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Gabrielle Chisholm

Substitute Camp Director, Assistant Director of Parks and Recreation

gchisholm@gilpincounty.org

PROGRAM LOCATION & CONTACT INFORMATION

School Age Afterschool Location:

Gilpin County Community Center

250 Norton Drive

Black Hawk, CO 80422

Phone (303) 582-1453

Fax (303) 582-5404

Camp Director, Youth Programs Coordinator: Jacob Rippy | jrippy@gilpincounty.org

License #: **1518618** (Colorado Department of Human Services)

GENERAL SCHEDULE

2018-2019 Dates: Monday-Friday: 8/13/18 – 5/30/19

NO Program: **Monday, 9/3/18- Labor Day**
Wednesday, 11/22/18 & Thursday, 11/23/18- Thanksgiving
Monday, 12/24/18 & Tuesday 12/25/18- Christmas
Tuesday, 1/1/19- New Year's Day
Monday, 5/27/18- Memorial Day

Daily Hours: Afterschool – 6:00 PM, Monday – Thursday
8:00 AM – 6:00 PM, Friday

Daily Activities: Daily activities include swimming, gym games, science, art, sports, and much more!

WHAT TO BRING TO PROGRAM

Please bring the following each day of program. If additional items are needed (i.e. for a field trip), you will be notified. **Please label all belongings with first and last name.**

Afterschool

- Weather appropriate clothes
- A reusable water bottle
- Swim stuff on swim days

Full Day Fridays

- A nutritious lunch and two snacks
- A reusable water bottle
- Tennis shoes
- Clothes that can get dirty
- Swimsuit and towel

Here's a list of things to leave at home:

- Cell phones, portable game devices, other electronics and valuables*
 - *These items may be brought ONLY if there is permission to do so for a themed day or party. Staff or the Youth Programs Coordinator will notify you on days this is allowed.
- Money

Gilpin County is not responsible for any lost, broken or stolen personal items or money.

REGISTRATION & PROGRAM FEES

Families have the flexibility to register for as many or as little days that they need throughout our school year program.

A first come first serve system is used to fill all available program spots. Registration will start Monday, July 30th. Please go to www.gilpinrecreation.com or the Community Center to get registration packet. Early registration is encouraged to be able to enroll in the days of program you want.

Students

School-Age Youth Programs will enroll children entering Kindergarten to 6th grade. Children will be put into groups based on grade, K-3rd and 4th-6th. Youth staff will make every effort to provide reasonable accommodations necessary to ensure that the program is accessible and available to persons with disabilities. Youth Camp employees will be sensitive to the needs and requirements of the disabled and will ask if assistance is needed. If your child has any special needs, please notify staff so that we can properly accommodate your child. All children will be assessed on a case-by-case basis.

School Year Program Registration Options

Families must complete and return registration packet to be enrolled. Families may register for any day the Community Center is open (Monday-Friday) using a monthly calendar that will be emailed directly to enrolled families or can be picked up at the Community Center.

Program Waitlist & Openings

- Openings are determined based on space availability, we have a 30-participant maximum. If your family is waitlisted for all or some requested program dates, your family will be contacted when openings occur.
- We may have space available on the day of program you are not registered for and want to enroll or "drop-in". Please call the front desk 303-582-1453, to see if space is available. Full payment is expected at the time of drop-in registrations. Drop-in care is not always available. If it would cause our staff-child ratio to drop below the state required minimum, if there are already 30 children enrolled for the day, or if the program has been cancelled due to low enrollment, staffing, or other unforeseen issues, enrollment will be denied.
- Child care for any particular day may be cancelled if not enough children are enrolled, we have a 3-participant minimum. We will attempt to notify parents of children that are enrolled for that day by the Thursday prior to care. Please make sure we have updated and multiple means of contact.
- Number of students enrolled in program per day- minimum: 3, maximum 30

Program Fees

	Daily Calendar Fee	Daily Drop-In Fee	Full Day Friday
Gilpin Resident:	\$6	\$8	\$35
Non-Resident:	\$8	\$10	\$45

A \$25/child or \$35/household non-refundable deposit is due at the time of registration.

To register, all families must provide the following for each camper:

- ✓ Registration form
- ✓ Emergency Consent and Release form
- ✓ Registration Deposit
- ✓ Immunization Records

The State requires us to have a copy of each child's immunization records, or an immunization exemption form. Forms can be found at this website:

<https://www.colorado.gov/pacific/cdphe/immunization-forms>

Children who are not up to date on immunizations, and not exempt, cannot be allowed in our program without a written plan for getting immunized.

- ✓ Medication forms (if applicable)
- ✓ Signed Parent Handbook Agreement

CANCELLATION POLICY

Please read carefully!

You may change, switch or cancel a scheduled day for full credit with **seven days notice**. Please email Jacob or Gabrielle for schedule changes.

There are no refunds or credit available for any changes, switches, cancellations or absences with less than seven days notice. We cannot provide credit for sick days, doctors' appointments, etc. When we reserve your space for program we oftentimes turn other families away and are unable to fill that space later. This is to ensure the quality of program supplies and staffing.

PROGRAM PAYMENT

Monthly Calendars

1. At the time of registration confirmation, you will be emailed a monthly calendar of days your child can sign up to attend program.
2. To enroll, complete monthly calendar and submit payment. You may either pay in full by the 1st of the month or you may pay half on the 1st and the balance by the 15th of the month. A \$25 late fee can be assessed for late payments and child-care services may be denied. Please note the due date on each calendar.
3. If you do not turn in a calendar, you may be on a drop-in status and pay as you go. Please call or stop by the front desk to enroll for drop-in days. Please note there is a \$2 price difference.
4. We accept cash, check or credit cards (additional fees apply). Returned checks will incur a fee of \$25.
5. We accept payment through the Colorado Child Care Assistance Program (CCCAP). For CCCAP questions contact Gilpin County Human Services: 303-582-5444.

6. Our program closes at 6:00 PM. Parents whose students remain past 6:00 PM will pay overtime fees: **\$1 for every minute** after program closes (per student). Participant may be withdrawn if three overtime charges occur. Please contact the front desk if you are going to be late.

IRS STATEMENTS

GCPR can provide a program receipt for tax purposes. We also suggest that you keep a record of your payments as an accurate account of your child care expenses. The Gilpin County Taxpayer Identification number is 84-6000768 for the Child Care Expenses form.

PROGRAM EXPECTATIONS

Parents may expect that:

- o Their campers are cared for in a safe, supportive environment.
- o They are encouraged to share ideas, feedback and concerns with the Youth Programs Coordinator.
- o They will be contacted to discuss and address any challenging behaviors.
- o Their child will be engaged in a variety of high quality enrichment activities.

The program expects that parents will:

- o Read all distributed materials.
- o Pay fees on time as explained in the Program Payment section.
- o Keep the child's records up-to-date.
- o Drop off and pick up child on time.
- o Follow the health policy as explained in the Health and Safety section.
- o Contact the program if their child will not be attending on a scheduled day.
- o Cooperate in efforts to address challenging behaviors.

Children may expect:

- o To have a safe, caring, supportive and consistent environment.
- o To use all the program equipment, materials, and facilities on an equal basis.
- o To receive respectful and fair treatment.
- o To have discipline that is constructive and non-punitive.
- o To receive nurturing care from staff members who are actively involved with them.
- o To have a variety of recreational opportunities for learning, fun and growth.

The program expects that the children will:

- o Be responsible for their actions.
- o Follow program rules.
- o Remain with the group and program staff at all times.
- o Take care of materials and equipment used.
- o Refrain from using abusive language and other unacceptable behavior.
- o Show respect and kindness to the other children and staff through action and words.

Our goal is to create a safe, respectful and positive community where children can thrive. Please review these expectations with your child.

HOW THE PROGRAM WORKS

ATTENDANCE

Upon arrival and periodically during the day attendance will be taken to confirm a child is present and accounted for both on and off site at all times.

In the case a child does become lost, staff will notify the parents and local authorities immediately. Any lost child is reported to the police and department of Social Services. When planning events and activities, a list of names will be left at the front desk with a note indicating the specific location of the group.

AFTER SCHOOL DROP-OFF AND PICK-UP

Each day GCPR will email the list of enrolled students to the Gilpin School administration by 3:00pm. Only children enrolled in the program will be allowed on the bus to the Community Center. Program staff will greet the students off the bus and take attendance. If a child is enrolled but not on the bus, the parents will be called immediately to ensure the safety of the child and his/her whereabouts. Please remember to email absences to Jacob or Gabrielle so that time is not wasted on calling parents. Program closes at 6:00pm.

FULL DAY FRIDAY DROP-OFF AND PICK-UP

Parents may drop-off or pick-up their child(ren) at any time throughout the day between 7:30 AM and 6:00 PM, except on field trip days. All children must be present by **9:00 AM** on field trip days to ensure timely departure.

GCPR and the state requires that each child be signed in and out each day by a parent or other person with written authorization. GCPR accepts responsibility as the child care provider upon the parent's signature on the daily sign in/out sheet. Children can be found in the designated camp room. If program is not in the camp room staff will leave a sign stating where the children are and the time.

Parents may not leave a child at a GCPR program site unless staff is there to supervise the child.

Parents, or another authorized adult, are required to sign out their child(ren) every day of program.

AUTHORIZED RELEASE OF CHILDREN

Children will be allowed to leave with persons other than the parent only if permission has been given on the Emergency Consent and Release form, in writing, or by phone message from the parents in case of an emergency. When an unauthorized individual seeks the release of a child, the program supervisor will be contacted along with any parent or guardian to ensure the child's safety. If your child attends extracurricular activities or has any other kind of arrival/departure time changes please contact the Youth Programs Coordinator.

VISITORS

All visitors must sign in and provide identification when visiting the program. GCPR Youth Programs welcome all visitors. Prior notice is not required but is appreciated to ensure safety and our availability.

PROGRAM CLOSING TIME

Our program closes at 6:00 PM. Parents whose campers remain past 6:00 PM will pay overtime fees: **\$1 for every minute after program closes (per camper)**

If parental/guardian contact is not received 5 minutes after closing time, staff are required to call parents (if possible) and exhaust all emergency phone contacts to ensure camper's safe pick-up. If no contact is made within 30 minutes, staff will follow this procedure to alert proper supervision: Youth Programs Coordinator, then Assistant Director.

The camper may be withdrawn from the program if three overtime charges occur. If all contacts are exhausted and parents and emergency contacts cannot be reached within 30 minutes of closing the Youth Programs Coordinator will contact the Gilpin County Sheriff's Office to handle the situation.

MEALS AND SNACKS

A light snack will be provided everyday afterschool. A weekly menu will be posted in the camp-room. A different snack will be provided if your child has allergies. If your child does not like a certain snack please provide a snack for your child.

On Full Day Fridays, children are required to bring two snacks and a lunch to program. We encourage those snacks and lunch to be healthy and nutritious.

Lunches will not be refrigerated; therefore, we ask that you send lunches with an appropriate ice pack. **Please mark all lunch boxes/containers with the child's first and last name.**

During program there might be occasional food parties and cooking projects. **Please inform the Youth Programs Coordinator of any food allergies** prior to your child attending program.

MEDIA AND VIDEOS

The use of media will be permitted only with the written approval of each child's parent/guardian; including time limits. These activities will not contain inappropriate content. Parents/guardians will be asked to sign a permission form authorizing their child to watch a video prior to doing so. All children will be provided an alternative activity once they lose interest in the media activity.

TRANSPORTATION OF CAMPERS

The GCPR Youth Programs use transportation to go to and from locations away from the designated facility. GCPR will use transportation (10 passenger bus) that is insured by the County or will contract with a transportation company that can provide written proof of insurance that will stay on file at the Community Center.

An Emergency Consent and Release form shall be read and signed by parents or guardians before a participant is allowed to be transported in vehicles.

The GCPR staff will enforce the following transportation safety policies:

1. Passengers shall be instructed and required to keep the seat belt properly fastened and adjusted.
2. Conversation should be kept at a low volume, as to not distract the driver during transport.
3. The name of the driver, method, itinerary, and destination will be posted for any field trip.
4. The GCPR will meet state regulated ratios at all times in the vehicles.
5. Children will be loaded and unloaded out of the path of moving vehicles.
6. Children will not be permitted to stand or sit on the floor of a moving vehicle and their arms, legs, and heads will remain inside the vehicle at all times.
7. Children will not be left unattended in the vehicle.
8. Transportation arrangements for school-age children will be by agreement between Gilpin County and the child's parent(s) as to the mode of transportation. Staff will monitor the arrival of expected parents and follow up on their whereabouts if they are late.
9. A first aid kit must be in each vehicle in which children are transported.
10. Emergency information must be kept in each vehicle in which children are transported.
11. A roster of all passengers will be left with our recreation desk for verification.

FIELD TRIPS

Parents will be notified in advance of all field trip destinations, departure times and return times. Please note that all schedules are subject to change!

If a child arrives late after the group has left for an excursion the parent is responsible for the care of that child. Children must conduct themselves respectfully during all field trips. Children that behave inappropriately on a field trip may be suspended from future excursions.

Any emergencies that occur on the road or during field trips will be handled in the following manner: move all children to a safe place, contact 911 if it is a life threatening emergency, contact the program supervisor, contact the parents.

BEHAVIOR AND DISCIPLINE POLICY

Youth Programs staff use the positive techniques of guidance, including logical or natural consequences applied in problem situations, redirection of children to more acceptable behavior, anticipation of and elimination of potential problems and encouragement of appropriate behavior rather than comparison, competition, or criticism. Consistent and clear rules are established. Staff members encourage the children to solve the problems rather than imposing a solution. The Staff helps children to recognize and respect each other's feelings. Staff members encourage pro-social behavior such as cooperation, helping, taking turns, and constructive verbal communication to solve problems. The goal is to help children internalize rules and become self-directed in their behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may

include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, or ignores or disobeys the rules which guide behavior during program time. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be handled in the following manner:

1. A staff member will verbally redirect the child's behavior.
2. If the disruptive behavior continues or repeats, a staff member will speak with the child and will decide upon an appropriate natural consequence such as a brief time-out.
3. If the behavior continues or repeats, a staff member will work with the child to complete a "Think about it" sheet.
4. If the behavior continues or repeats, the Youth Programs Coordinator will be notified and will speak with the child. A Behavior Report will be completed and sent home.
5. If the behavior continues, parents will be contacted and an incident report will be written by the staff member and filed with the child's enrollment information.
6. If a child receives three written Behavior Reports, the child will be suspended affective at the end of the day of the third report. During the first week of the child's suspension, the parents and caregiver will meet in a conference setting in order to determine the conditions for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged.
7. If the child is reinstated in the program and receives a fourth behavior-related incident report, the Youth Programs Coordinator may suspend the child immediately and notify the parent to pick up the child. The child will be discharged from all youth programs effective the next day. Parents will not be responsible for payment for any tuition after the date of discharge.
8. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program or any staff, discharge will be effective immediately. This includes any type of physical abuse inflicted by the child on staff or other child.

A child may also be discharged if he/she is picked up late three times without notification.

Any child will be refused entrance if payment and forms for the program are not up to date.

WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the program must provide a statement in writing at least two weeks prior to discontinuing the service.

Tuition will be due for the balance of any outstanding charges.

ABSENCES

If your child will not be attending the program because of scheduled appointments, vacations, or other planned absences, please notify the staff in advance (see

cancellation policy). If your child is ill, please call or email the program staff to notify us. Messages may be left on voicemail.

Absences without prior notification may be mistaken for a missing child and unnecessary concern and time may be spent searching for the child. If a child does not arrive at the program as intended, the staff will contact the parents.

HEALTH AND SAFETY

If your child has a known medical condition (nut allergy, asthma, diabetes, seizure disorder, etc.) please contact the Youth Programs Coordinator. Please provide necessary medication and appropriate forms for its use via your healthcare provider.

If a child has any one of the following conditions, the parent will be notified to pick up the camper immediately: **contagious disease, fever over 100F, vomiting or diarrhea, or an accident requiring medical attention.**

In case of **serious accident or illness**, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by an emergency vehicle for treatment and the parents will be called as soon as possible. Staff will contact Timberline Fire Department who assumes the immediate care and responsibility if parents are not on the scene. Medical expenses will be the responsibility of the parent or legal guardian.

Staff are to make every effort to keep a child from getting into a car with a parent or guardian under the **influence of drugs or alcohol**. They will call the Sheriff's Department to give the child and parent a ride home. Staff will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol.

The program's license **requires staff to report suspected cases of child abuse** to local authorities. This includes the reporting of neglect or parents who appear to be impaired by drugs or alcohol.

Smoking is not permitted in the Gilpin County Community Center.

SICK CHILDREN

If your child is absent due to illness during one or more of the scheduled attendance days the family is still responsible for payment. No credits or refunds will be given for sick days. Exceptions can be made in case of prolonged illnesses with a doctor's letter. All final decisions will be made by the Youth Programs Coordinator.

ACCIDENT REPORTS

If a child is involved in a minor or major accident while at camp, the staff will complete an Accident Report, which will be sent home with the parents or guardians. This report will also remain on file.

DISTRIBUTION OF MEDICATION

When a child must take a prescription or over-the-counter medicine the parent must

provide a completed, signed medication authorization form. Please contact the Youth Programs Coordinator for this form.

The medication must be provided in the original container accompanied by the doctor's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one-month supply should remain at the program at any time. All medication will be stored in a locked box accessible only to staff trained in medication administration.

SUNCREEN

Youth Staff will supervise and assist in applying sunscreen to children, as needed. Bring sunscreen with your child's full name on it (waterproof, and all-day formulas are recommended). Sun hats and/or sunglasses are also recommended.

INCLEMENT WEATHER

In the case of inclement weather children will be allowed to play outdoors in temperatures above 25 degrees F (when dressed appropriately), and as hot as 100 degrees F (when proper shading and hydrating conditions exist). Otherwise children will be required to play indoors. If we feel weather conditions create health hazards to program participants and staff (i.e. tornados, flooding, etc.) we reserve the right to close the program for safety precautions.

EMERGENCY PLAN

In case of an emergency or natural disaster Youth Staff will bring the participant roster and emergency information to keep all children accounted for, and adhere to the following procedures:

Floods

- Remain calm. Move to a safe location if conditions further deteriorate. Provide any first responder emergency care as it is needed (CPR, First Aid, etc.)
- Call emergency authorities to report the situation and request help if needed.
- If a District vehicle is safe for transportation, use it cautiously to transport participants to safety. If necessary, wait for emergency medical vehicles for transportation.
- Call Recreation Coordinator or Recreation Supervisor.
- Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called if necessary.

Tornadoes

- If indoors—find a basement or a room with no windows (i.e. gymnasium, inner classroom, etc.)
- If outdoors—exit vehicle, lay flat on the ground in a ditch.
- Locate the safest place, take attendance, call local authorities/emergency services.
- Call Youth Programs Coordinator.
- Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called if necessary.

Fire

- Direct children to move quickly and orderly to the designated exit.
- One staff will check restrooms.
- All participants will walk in an orderly manner to the outside area—one program leader will lead, one will bring up the rear.
- All children will be counted. Emergency personnel will be notified of any child missing.
- The group will stay in the designated area with the children until emergency personnel give further instruction.
- Monthly drills will be practiced.

Blizzard

- If blizzard conditions exist to the degree that parents cannot pick up their children, the Youth Staff will continue to provide services and program operation will continue until conditions make pick-up possible. Additional payment may be requested.

Bomb or terrorist threat:

- Youth Staff will take the necessary precautions outlined in the Colorado State Regulations. Staff will escort children to the safest possible location.

Someone appearing on or in the premises with a firearm:

- The emergency number (911) will be called and children will be taken out of danger, following Standard Response Protocol (SRP) procedures.

FAMILY REUNIFICATION IN AN EMERGENCY

In the case of an emergency where children need to be moved to another location, the following efforts will be made to contact the parents or other authorized person to pick up the child:

- Before leaving, if possible, staff will post a sign on the front door of the Community Center telling the parents where the children are and a phone number for them to make contact. A staff phone number may be listed, as well as a number for the location. Also, the Sheriff 's Office will almost always have alternate means of communication. That number is: 303-582-5500.
- The Sheriff's Office will be called as soon as possible to let them know where the children are.
- Once the program has arrived at the alternate location, staff will begin contacting the children's parents, guardians, or emergency contacts.
- When someone comes to pick up a child, staff will verify that they are an authorized person to whom the child may be released by checking their Driver's license or other identification and comparing it to the child's authorized pickup list.
- If a parent or other contact cannot be reached, the child will never be left unattended. Staff will stay at the location until someone can be reached. If it is an extended length of time after the emergency is lifted, the child may be released to the Sheriff's Department or to Human Services. Human Services phone number is: 303-582-5444.

Below is a list of alternate locations where the children may be moved depending on the nature, location, and magnitude of the emergency:

- Exhibit Barn: 303-582-9106, 230 Norton Drive, Black Hawk, CO 80422
- Gilpin RE-1 School: 303-582-3444, 10595 CO-119, Black Hawk, CO 80422
- Justice Center: 303-582-1060, 2960 Dory Hill Road, Black Hawk, CO 80422
- Library: 303-582-5777, 15131 Highway 119, Black Hawk, CO 80422

PROGRAM LICENSING

The GCPR Youth Program is licensed by the State of Colorado, therefore we are held to high safety and programming standards. A copy of the Rules Regulating School-Age Child Care Centers (7.712) is available for your viewing at all times, or visit <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=7520&fileName=12%20CCR%202509-8> and see pages 282-305.

REPORTING CAMPER ABUSE/LICENSING VIOLATIONS

All staff at the Gilpin County Community Center and Youth Programs are considered "mandatory reporters" by the state, and must, by law, report any suspicion of abuse or neglect of any child to the Colorado Department of Human Services.

You too have the right, and are encouraged, to report any suspicion of abuse or neglect of any child, by anyone.

Colorado Child Abuse and Neglect Hotline: 1-844-CO-4-KIDS (1-844-264-5437)

FILING A COMPLAINT

If a parent has a complaint about an action taken by a staff member, or about an incident observed in a particular class, the parent should first talk directly with the staff member involved. If the parent does not feel comfortable doing this, or feels that the talk was not productive, he/she should then speak to the Youth Programs Coordinator/Camp Director.

If a parent is still not satisfied, he/she may call the State of Colorado Department of Human Services, Division of Child Care: (303)866-5958, or write to: 1575 Sherman, Denver, CO 80203