

PARENT'S HANDBOOK 2020/2021

Education Exploration



**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

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PURPOSE

The City of Steamboat Springs is providing a new full day program that supplements the Steamboat Springs School District's Phase 3 schedule (every-other-day schooling). This program will be available Monday through Friday from 8:00 a.m. to 5:00p.m. (subject to change). Kids will spend a portion of the day working on online schoolwork and assignments, as well as participate in free play time, outdoor play, arts & crafts, and other developmentally appropriate activities. During schoolwork time children will be actively engaged in their schoolwork. Staff will be there to answer questions but due to the number of children in the program we are unable to work with children 1 on 1 for extend periods times. Parents should plan to spend time in the evening checking schoolwork.

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.

Education Exploration is an inclusive 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 school year!

OPERATING HOURS/ REACHING STAFF

Education Exploration will operate from October 19th though December 18th for children ages 4-10 **AND** entering Kindergarten – 5th grades (4 year old children must turn 5 prior to October 15 **AND** be entering Kindergarten). All programs operate from 8:00 a.m. to 5:00 p.m.

Program Headquarters:

Community Center
Soda Creek and Strawberry Park Elementary Students

Directors can be reached at
their sites:
Community Center
970-819-1591

Youth Recreation Staff:

Youth/Teen Supervisor	Megan Troiani	871-7020	mtroiani@steamboatsprings.net
Recreation Specialist	Erika Petersen	871-7061	epetersen@steamboatsprings.net
Recreation Specialist	Rachel Jackson	871-7056	rjackson@steamboatsprings.net
Recreation Specialist	Charlie Rogers	879-2060	crogers@steamboatsprings.net
Recreation Specialist	Austin Cagaanan	871-7042	acagaanan@steamboatsprings.net
Recreation Manager	Alexis Wolf	871-7053	awolf@steamboatsprings.net

PARENT DROP-OFF

Families will be asked to follow the guidelines below at drop off time:

Students at the Community Center :

- Education Exploration for Soda Creek and Strawberry Park students will be held at the Community Center. The check-in desk will be located at the entrance on the right side of the community center.
- Tape or other markings at least 6 feet apart will be placed on the sidewalk to help maintain a safe distance. Please stand on the marking until it is your turn move forward or enter the building.
- A staff member will be at the entrance to take your child's health check. A fever is defined as a temperature of 100 or above. Any child that exhibits COVID-19 symptoms must be excluded from the program.
- After the health check, children will enter the building and wash their hands before entering their room. Parents will not be allowed to enter the building.
- All children must arrive to children at the Community Center between 8:00 a.m. and 9:00 a.m.

FORMAT/SCHEDULE

Session II Education Exploration will run Monday – Friday from October 19-December 18, 2020.
The daily schedule will generally be as follows

Community Center

8:00 Free Play
9:00 eLearning/Homework
10:00 Outside Time
10:45 Bathroom Break
11:00 Mini Camps
12:00 Lunch
12:30 Free Play
1:00 Field Trip
3:45 Snack
4:00 Free Play and eLearning

Parents: **Please have all participants to program headquarters by 9:00 a.m.**
Please pick up your children between 4:00 p.m. and 5:00p.m

TRANSPORTATION

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.

Groups will try to return to headquarters by 4:00 p.m. 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 student while in a moving vehicle.

Staff will ensure each child:

- Is belted properly, if applicable. The Recreation Activity Bus, SST 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 breakdown on the road, the driver will assess the situation to ensure safety of the children at all times. At no time will children be left unsupervised.

TRANSPORTATION (CONTINUED)

Covid-19 Measures to Reduce Exposures in Shared Transportation:

- Employee(s) and children are screened for COVID-19 symptoms each day and will be excluded if symptomatic.
- Hand sanitizer is used by each employee and student prior to entering the vehicle.
- The number of passengers has been reduced by 50% of the vehicle's occupancy and passengers will sit in locations to maximize the distance between one another.
- Employees and students will wear a non-medical, cloth face-covering when in a vehicle containing more than one person.
- Disinfecting all high-contact surfaces of the vehicle will be done at the beginning and end of each day.
- Travel will be eliminated when possible.
- No out-of-county travel is permitted.

REGISTRATION/TUITION

Registration for Education Exploration starts Monday September 28 at 8:00 a.m. online at www.steamboatsprings.net/schoolyear. Questions regarding the program or process are welcome; please speak to the Youth & Teen Recreation Supervisor or the registration office via the phone, appointment, or e-mail as necessary.

Costs: \$40 per day

- 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 5:00 p.m. on the Thursday prior to programs.
- Therapeutic Recreation: If you require t-rec services, please contact Megan Troiani directly prior to registering online.

SORRY, INCOMPLETE FORMS WILL NOT BE ACCEPTED

AND MAY BE RETURNED UNPROCESSED.

- Mail to: Parks & Recreation - Registration, PO Box 775088, Steamboat Springs, CO 80477
Or **Fax to:** (970) 870-0173
Email to: mtroiani@steamboatsprings.net
- Registration staff will e-mail a confirmation upon completion of your registration.
Note: If you have not received a confirmation within two weeks, 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 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.
- 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 p.m the business day prior to the date requested to avoid the "day-of" prices.

PAYMENT PLANS

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 \$25 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 programs. 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 block, you are responsible for payment. 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

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**: Education Exploration, Summer Camp day

*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 on June 1st 2021 for the 2020 calendar year.

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.

DAILY REQUIREMENTS

There are some items that must come with your child every day. Please use this list as a guide & make sure to put your child's name on everything. All students and councilors will be required to wear a non-medical face mask inside. We will not require a mask during outside activities. Please pack the following: Cold lunch, morning and afternoon snack, 2 non-medical face covering, supplies needed for e-Learning, headphones, sunscreen, water bottle, extra clothes, extra underwear (accidents happen), gym shoes, jacket or sweatshirt.

SNACKS & MEALS

Children will need to **BRING 2 SNACKS** for AM and PM snack times and a **LUNCH**. 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 heater prior to consumption.

Kids are required to bring water bottles daily and will have access to additional water at all times. If a student forgets lunch, staff will contact parents to see if they can bring lunch, OR they may make a sandwich or suitable alternative 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

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.****

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.

Emergency Plan for Possible Outbreak:

When to suspect:

- Fever of 100 or higher
- Fever of 99.2- 99.9 in combination with one or more of following symptoms: chills, repeated shaking with chills, muscle pain (not explained by your current level of physical activity), headache, sore throat, new loss of taste or smell
- Anyone showing symptoms will be placed in an isolation room.
- We will call the child's parents and inform them of the symptoms we are seeing. Children showing symptoms will need to be picked up as soon as possible.
- If symptoms related to COVID are exhibited; staff will call Megan Troiani and let her know. She will handle the situation as she sees fit.
- Children who have been sent home must receive a COVID test ASAP and inform City of Steamboat Springs staff with results. If positive, staff and families will be notified and the City of Steamboat Springs will recommend that all parties be professionally tested for COVID before returning to programs.
- If a child or staff member in our program tests positive for COVID, our facility will close for at least 72 hours.
- Staff will contact local public health agency of positive cases.
- Before reopening staff will sanitize all toys and surfaces.

MEDICATION

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 youth 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 in the document center at 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

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 2 consecutive days attended or 25% of days attended. For young children who may have occasional accidents, please send a change of clothes daily.

PARENT PICK-UP

Community Center:

- The check-out desk will be located on the right side of the community center.
- Tape or other markings at least 6 feet apart will be placed on the sidewalk to help maintain a safe distance. Please stand on the marking until it is your turn to move forward or enter the building.
- A staff member will be at the entrance where you will let them know who you are there to pick up. Staff will complete a health check before student leaves.
- Pick up is between 4:00 p.m. and 5:00p.m.

LATE PICK UP

There will be a \$1.00 charge per minute for parents who pick up their children after 5:00 p.m. with a maximum of \$30. If three late pick-ups occur within any one session your child/children will be unenrolled from the program with a \$25 processing fee. 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.

DISCIPLINE

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 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.

If our staff decides that a child must be terminated or suspended from the program due to discipline problems, the Youth Program Supervisor 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.

RELEASE OF CHILDREN

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

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 Supervisor or the Recreation Manager 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

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

G Rated Videos	May be viewed by all participants Kindergarten – 6 th grades
PG Rated Videos	May be viewed by all participants 1 st – 6 th 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 two movies per week maximum or 1 per day if for educational use. The youth programs currently do not have access to regular television programming.

VISITORS AND VOLUNTEERS

For the 2020/21 School year we will not allow any visitors or volunteers to limit the children/staff exposure to COVID-19.

REPORTING CHILD ABUSE

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

Everyday staff will do a sweep for lost & found items. All items found will be placed in a specific location for one week. 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.**

TECHNOLOGY

Communication and Technology: Our programs are considered a technology free zone. Our goal is to keep kids active, outdoors, and off screens as much as possible.

Please refrain from sending the following items with your child.

Cell Phones*

iPads or Tablets* (unless for school work)

Computers or Laptops* (unless for school work)

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 program 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

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 Supervisor 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