City of Steamboat Springs
Parks & Community Services

PARENT'S HANDBOOK
June 2016-August 2017

Mini Sprouts

Updated 4/4/2016

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

PURPOSE

The Mini Sprouts program is a part time recreation based program. The program is for toilet trained children ages 2 1/2– 5 years old. This unique experience allows children opportunities to increase socialization skills in a themed activity setting.

Qualified staff provide developmentally appropriate recreation and social activities in a warm and caring environment. Activities are developed around a specific skill set and are centered around building social, fine & gross motor, listening and self-help skills within that themed setting. Other readiness skills are incorporated when possible around scheduled crafts, reading times and activities.

LOCATION / TIME

The summer **Mini Sprouts** program meets Tuesday and Thursday mornings from 9:00 am – 11:30 am from June 14th through August 11th. The program is split into two 7-week sessions. Locations for each session can be found on the activity information sheet.

If the group is away from the designated drop-off/pick-up site, notification and contact information will be posted at the site. It is the parent's responsibility to find the group. Children must be signed in with staff members when they join the group.

REGISTRATION / TUITION

REGISTRATION PROCEDURES

Pick up a calendar of events and registration packet at the Parks, Open Space & Recreation offices starting Monday, April 4th for **Mini Sprouts.** Registration will open at 7:30 am the same day.

Read and fill out all paperwork **completely**. Copies of your child's **current** health status and immunization record **are required for enrollment** by the state. We keep copies of immunizations on file so if your child's immunization record has been updated, we will need a new copy. Only one Recreation Family Record needs to be completed each year per family. If necessary, updates can be made or a new form can be completed. Forms can be combined for families with school age and pre-school children.

Registrations will be taken and entered on a first come, first serve basis. Full payment must accompany a complete registration. Please let us know in advance if you require an alternative payment plan. All paperwork must be accurate and complete. **ONLY ONE FAMILY'S REGISTRATION HANDED IN PER FAMILY PLEASE!**

Faxed, emailed, or mailed-in registrations will be accepted beginning the day regular registration opens. Incomplete paperwork **WILL BE RETURNED**. Days requested will not be honored until all paperwork is complete.
Mail your complete packet to:

Parks and Community Services - Mini Sprouts
PO Box 775088
Steamboat Springs, CO 80477

Children can register for the entire session at a discounted rate or for individual days. Registrations are due by 5:00pm **the day prior** to the day(s) requested. The cost varies for each program. Registration is limited and is taken on a first come, first serve basis. Acceptance is based on availability of space and is limited to the first 15 children registered.

An immunization record & a current health status must be presented at the time of registration.

A minimum registration of 4 children per day is required for the program to operate. If this minimum is not reached, families will be notified and all registration fees will be converted into household credit. Household credit must be used within the calendar year and is eligible for use in any of the Recreation programs including sports, youth programs, and Ice Skating programs.

Please note our office hours: Monday through Thursday, 7:30am – 5:30pm.
Business transactions will not be conducted on Fridays.

MEDICATION / SICK CHILDREN

NO MEDICATIONS PLEASE. If your child is sick, he/she needs to stay home and get well! If your child won't be attending, please call us so we won't be waiting for your child. Please leave a message at 970-871-7061.

If medications must be given or held at the program for participants, 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, in the registration packet, or on-line at www.steamboatsprings.net/youth.**

Medications can only be given by a staff member certified in Medications Administration training, and will be stored in a locked or secure appropriate area without access by children.

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**:

- Single Days of Pee Wees/Mini Sprouts
- Afterschool Action
- Summer Camp
- Pentathlon
- Teens on Tour
- Campouts
- Teens Around Town
- Town Challenge Single Race

An **ongoing program**; if the cancellation is made prior to the posted registration deadline you will receive a credit* of 100%. If the cancellation is made after the posted registration deadline the tuition/entry fee will be pro-rated with a maximum of 75% returned to the customer.

Examples of **ongoing programs**:

- ASSET Clubs
- School-Year Middle School Programs
- Youth Football
- Town Challenge Bike Race Season Pass
- Adult Leagues
- T-Ball or Coach Pitch

*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 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. **All refunds are subject to a $25 administration fee**. All credits will be forfeited at the end of the calendar year (December 31st).

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.

RELEASE OF CHILDREN

Please be sure to let us know if someone else will be picking up your child (in writing). We will only release your child to a responsible adult keeping the following in mind:

- ✓ Must be 16 years of age or older.
- ✓ Must be listed as an authorized person on the Recreation Family Record
- ✓ If the adult is not authorized, they must have a note signed by the parent and the child must bring the note to the program.
- ✓ The adult will be asked for identification if we are not familiar with the person in question.

If someone who is not authorized tries to pick up your child, we will call 911 immediately and then contact you.

IF WE HAVE ANY QUESTIONS REGARDING WHO IS PICKING UP, WE WILL NOT HESITATE TO CALL YOU!!

EMERGENCY PROCEDURES

In case of a change due to unpredictable circumstances, the staff will call the Recreational Services Department 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, illness, accident, 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 or away from harm.

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

DISCIPLINE

The Recreational Services Department has adopted a discipline policy for all its Youth Programs. 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 an **Assertive 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.

It is vital that both the staff and children have a systematic discipline plan that explains what will happen when children choose to misbehave. The children will be redirected towards positive behavior and will be made aware of the consequences he/she faces if negative behavior arises or continues. If deemed necessary, a child may be terminated 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 Mini Sprouts. This will only be after the staff has worked with the parent(s) and child with no positive results.

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

VISITORS/VOLUNTEERS

Volunteers are welcomed as needed. Visitors must sign in and inform staff of their arrival and their intentions. All visitors 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!

DIAPERING/TOILETING

Our 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.

PARENT CONFERENCES

Conferences are encouraged and available upon request by the parents. If staff deem it necessary to hold a conference, it will be held at a time convenient for both parties and all information will be kept confidential.

LATE PICK-UP FEES

There will be a $5 charge for parents who pick up their children 5 minutes after ending time and an additional $1 charge for every minute for those picked up after 5 minutes beyond ending time. For any child who is not picked up 10 minutes after ending time, staff will begin to contact those listed under “emergency contact” and parents will be charged accordingly.

CLOTHING

If it is necessary, please send an extra set of clothing with your child. The calendar notes will assist parents in what other extras the kids may need.

SNACKS

Participants will need to bring their own, non perishable snacks to the program. Water will be provided for a drink.
If your child has any allergies, be sure to list them on the enrollment form and/or notify staff if new allergies arise.

CALENDAR

An activity calendar will be provided for the registration period with the registration forms. Activity calendars will be available at the program space and Parks and Community Services office. Please watch for special trips where pick up & drop off may be different.

FIELD TRIPS

All scheduled field trips will be on the calendars. If a spontaneous trip arises, it will be posted at time of drop off. Transportation will be via foot, or the City bus system with a properly certified driver. Parents will be notified if a child seat is necessary. Parents must sign the field trip release.

REPORTING CHILD ABUSE

As required by the Colorado State Department of Human Services, our staff is required to report any suspected child abuse to local authorities.

FILING A COMPLAINT

It is the goal of our staff to encourage communication with parents and participants involved in our program. Please feel free to approach staff if a question or concern arises.

If you feel the problem is not resolved in adequate time, please call the Parks and Community Services office at 879-4300 x353, to speak with Alexis Wolf, the Youth Program Coordinator. A formal complaint form can be picked up from the Parks and Community Services Office 7:30am – 5:30pm, Monday -Thursday.

Get ready for a fantastic adventure with your new friends!

Please feel free to call our office if you have further questions that are not addressed in this manual, 970-879-4300.