

Parent Handbook 2020-2021



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RANCH HOUSE
7676 S. Continental Divide Rd.
Littleton, Colorado 80127
303.979.4070

COMMUNITY CENTER
1 Club Drive
Littleton, Colorado 80127
303.979.2233

DAKOTA LODGE
14422 W. Ken-Caryl Avenue
Littleton, Colorado 80127
303.979.4070

Welcome Families!

Welcome to Ken-Caryl Ranch Metropolitan District (KCRMD) Before and After School Programs! It is our pleasure to offer a caring, educational and affordable school age recreation program for you and your family.

The KCRMD B&A Recreation Program at the Ranch House and Community Center provide explorative and fun opportunities in science, drama, sports, art, cooking, outdoor play, nature lessons and games. Our Young Explorers B&A Program at the Dakota Lodge is an environmental education focused program providing opportunities to explore nature through various experiments, art, group projects, outdoor play and more. We strive to promote healthy development through experiential, recreational learning.

To help us best serve your student, please read the following information on program policies and procedures. If you have any questions, comments or suggestions please feel free to contact Lizz Brock at (303) 979-1876 ext.132 or lizzb@kcranch.org.

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

Sincerely,
Lizz Brock
Recreation Supervisor
Youth Programs

OUR MISSION: The Ken-Caryl Ranch Metropolitan District Youth Programs collaborate to promote safe, enriching experiences for youth and families through educational exploration. As a dedicated team, we foster positive development and healthy lifestyles.

PROGRAM LOCATIONS & CONTACT INFORMATION

Ranch House (Shaffer Elementary)

7676 S. Continental Divide Road
Littleton, CO 80127
Facility: (303) 979-1876 – Program Cell Number: (720) 708-8821

Community Center (Bradford Primary/Intermediate)

1 Club Drive
Littleton, CO 80127
Facility: (303) 979-2233 – Program Cell Number: (720) 724-4062

Dakota Lodge (Bradford Primary/Intermediate)

14422 W. Ken Caryl Ave.
Littleton, CO 80127
Facility: (720) 599-3223 – Program Cell Number: (720) 661-3686

PROGRAM FEES

2020-2021 Before & After Care Program Fees

	Per day Resident/ Non-Resident	Drop in Resident/ Non-Resident
Before School Only	\$15 / \$20	\$17 / \$22
After School Only	\$15 / \$20	\$17 / \$22
Both Before & After	\$27 / \$32	\$29 / \$34
Early Release Day	\$31 / \$36	\$31 / \$36 if space available
Full Day	\$42 / \$51	\$42 / \$51 if space available

**All fees are subject to change.*

To attend care, all families must provide the following for each student:

- Program registration online
- Current Contact & Consent form (school-year)
- Current immunization record
- If needed, medication administration or health care plan forms*

HOURS AND DAYS OF OPERATION

All programs are offered Monday – Friday.

	<u>Morning Program*</u>	<u>Afternoon Program*</u>
<u>Bradford</u>	6:45am - 9:10am	3:40pm – 6:00pm
<u>Shaffer</u>	6:45am - 9:05am	3:35pm – 6:00pm
<u>Full Day Programs</u>	To Be Determined	

*SCHEDULE SUBJECT TO CHANGE

Programs are offered on school holidays, breaks, and early release days. *If this changes, it will be communicated.*

The program is closed on the following dates/holidays: Sept. 7, Nov. 26 & 27, Dec. 23, 24 & 25, Jan. 1, May 28, & May 31.

REGISTRATION & ENROLLMENT

Our program welcomes students of all backgrounds to attend. Our program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

Students must be in grades K-6 (between the ages of 5 -12 years) to be eligible for enrollment. Five (5) year-olds must be currently enrolled in or have completed Kindergarten.

Registration is done online and can be found here:

https://apm.activecommunities.com/kcranchmetrodistrict/Activity_Search?detailskeyword=BEFORE&IsAdvanced=False&ddlSortBy=Activity+name&DaysOfWeek=0000000&SearchFor=2&SearchLevelID=2&NumberOfItemsPerPage=20&IsSearch=true

The parent must complete registration through our online registration system and submit the non-refundable/transferable registration fee. After receiving your registration, you will be sent the required paperwork to be completed and turned in.

Steps to registration:

1. Pay the \$85 or \$100 annual non-refundable, non-transferable enrollment fee.
2. Complete the following enrollment forms prior to the first day of attendance and send to the program coordinator:
 - a. Contact and Consent Form
 - b. Current Record of Immunization
 - c. Medication Forms (if applicable)
3. Complete monthly calendars on your ActiveNet profile and submit prior to each month's deadline. (Drop-in fee will be charged if signups are passed deadline)

Priority Status:

To receive priority status and be able to register for camp before the general public, your student must attend B&A at least 8 times per month for 4 months and be registered before January 1st, 2021. Drop-in families do not receive priority registration and will be processed with public registrations for all camps.

Withdrawal from the B&A Program will result in the loss of priority status.

Drop-In Status:

The Before & After School Program recognizes the need for services when un-planned events arise.

Drop-in care is available for days not reserved; however the student must be registered (paid the non-refundable/ transferable deposit) to use drop in care.

Drop-in status participants are NOT afforded the same privileges (early registrations, etc.) as regular, weekly attendees.

You must call or text the program cell number to request drop-in service. If your request surpasses our ratio for the day, service will be denied. **You must receive confirmation that we have the availability before attempting to attend.**

Payment for drop-in will be added to your most current, upcoming bill.

Program Waitlist & Openings:

Full and part-time openings are determined based on space availability. When full or part-time student care openings occur, parents of students on the waitlist are contacted for enrollment.

CANCELLATION POLICY

All cancellations must be made with 7 days notice to receive credit. This includes switching days, even if the days you want to switch are within the same week.

Credit is automatically applied to your KCR account for the full amount. Cancellations made with less than 7 days notice do not receive credit. We do not provide credits/refunds for sick days or weather closures.

PROGRAM PAYMENT & MONTHLY ENROLLMENT

Each month families will complete their online calendar and submit it to register for days needed. The calendars will be accessible from the 1st of the month until the 25th of the month. Calendars must be submitted for the next month by the 25th of each month to reserve space (August will be an exception). Payment will be due in full for the upcoming month upon submission of your student's monthly calendar. Each family is required to keep a credit card on file. **Any days registered for after the monthly deadline will be charged the drop-in fee rate.**

In order to register after the 25th of the month for the following month, please e-mail LizzB@kcranch.org with the dates care is needed and whether care is needed for the morning, evening or both.

Guided instructions for monthly payment and enrollment are coming soon!
Please check your e-mail in the next week for more information.

IRS STATEMENTS

The Program can provide an itemized statement for tax purposes. We also suggest that you keep a record of your monthly payments as an accurate account of your student care expenses. The KCRMD Taxpayer Identification number is 84-1087303 for the Student Care Expenses form.

How to print your Tax Receipts

1. Begin at the Ken-Caryl Ranch home page, <https://ken-carylranh.org/>
2. Click on the teal hexagon, *Register for Classes*, in the middle of the page at the top.
3. There will be a blue *Sign In* button on the right-hand side, click it.
*Do not create a new account! (If you already know your login please just sign in)
4. Click on *Forgot Password* in blue underneath the white boxes.
5. Enter in your email address you use to communicate with Ken-Caryl Ranch and click the green submit button.
6. An email will be sent to you with a temporary password. You will use this temporary password and your email address to log in.
7. From here you will be prompted to change your password. Enter in the temporary password under current password and choose a new one to enter in twice. Then click save and you will be logged in.
8. At the top of the page on the right side, you will see a *My Account* button, click it.
9. This should bring you to a page saying **Account Options for "Your Name"** at the top. Underneath the account activity heading, click on *Print Tax Receipts*.
10. You will change the tax year to the year you need to print a receipt and move all family members over from the left box (available family members) to the right box (selected family members)

11. Once you have done that, click the dark grey *Run Report* button on the right-hand side.
12. This will bring you so a new page with your tax receipt for the year requested (2018, etc.) that you are able to view and print.

PROGRAM EXPECTATIONS

Parents may expect that:

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

The program expects that parents will:

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

Students 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 students 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 students and staff through action and words.

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

PROGRAM NUTS & BOLTS

ATTENDANCE & SAFETY

- Upon arrival and periodically during the day attendance will be taken to confirm a student is present and accounted for both on and off site at all times.
- Parents or another authorized adult are required to sign in and out their student every day.
- In the case a student does become lost, staff will notify the parents and local authorities immediately. Any lost student 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.
- Morning Program:
 - Students can be dropped off at any time after 6:45 AM. From 6:45 AM – 8:00 AM, students take part in free play. At 8:00 AM, students have snack time and take part in outdoor games or enrichment activities before being going to school.
- Afternoon Program:
 - Students can be picked up from our program any time after 4:00 PM. Students are picked up promptly after school is released. From 4:00 PM – 4:30 PM, students take part in free play and snack. At 4:30 PM, students play outdoors, make crafts and take part in enrichment activities that vary each day. From 5:00 PM – 5:30 PM, students are asked to read a book or work on homework. From 5:30 PM – 6:00 PM, students have free time.

This schedule is subject to change.

AUTHORIZED RELEASE OF STUDENTS

Students will be allowed to leave with persons other than the parent only if permission has been given on the Parent/Legal Guardian portion of the contact and consent form, in writing, or by phone message from the parents in case of an emergency. When an unauthorized individual seeks the release of a student, the program supervisor will be contacted along with any parent or guardian to ensure the student's safety. If your student attends extracurricular activities or has any other kind of arrival/departure time changes, please contact the Recreation Supervisor.

DROP-OFF AND PICK-UP

Due to COVID 19 we will be using a contactless drop off and pick up process for the safety and well being of our families and staff. Parents are not allowed inside the facility. In order to reduce exposure to families and to staff, each family will have a unique codeword of their choosing to be used in the place of signatures. KCRMD accepts responsibility as the student care provider upon the parent's drop off and when their codeword is stated. Students of the program can be found in the designated room assigned at each facility unless otherwise stated. If an authorized person is picking up other than a parent, they must bring an ID for us to check.

Please see below for specific pick-up and drop-off procedures for each facility. If students are not in the room (ex. at the playground), staff will leave a sign stating where the students are and their estimated return time. Please call the program cell number to inform the teacher's you are there to pick-up. The teacher can always be reached at the program cell number.

Parents may not leave a student at a KCRMD program site unless staff is there to supervise the student. **Parents, or another authorized adult, are required to “sign out” or provide their codeword every day of program.**

Site Specific Drop-Off and Pick-Up Procedures:

❖ Ranch House Drop-Off:

- The parent will bring their child to the recreation door and ring the doorbell.
- If there are multiple families dropping off there will be designated markers on the ground displaying where each family can wait. All families are expected to keep a 6-foot distance from each other while waiting.
- The staff member can see who is at the door through the doorbell/camera system. They will ask for your codeword and ask the health screen questions.
- Once the codeword is given, the staff member will sign them in and unlock the door for the student to walk into the facility. The student will walk directly to the program room.
- The parent will not enter the facility as this is not permitted for the safety and health of everyone.
- Once the child has made it into the room the staff member will take the student's temperature. If the temperature is 100.4 F or higher, they will call the parent to inform them the student is unable to attend.
- A designated drop off deadline time will be announced prior to the start of the school year. You must have your student dropped off prior to this determined time.

❖ Ranch House Pick-Up:

- The parent will ring the doorbell located at the recreation door.
- The staff member will answer and ask for your codeword.
- The staff member will then help the student get their belongings together and direct them to the door.
- The student will meet the parent at the door and walk out.

❖ Community Center Drop-Off:

- The parent will bring their child to the B&A room door and will knock, alerting the staff they are there.
- If there are multiple families dropping off there will be designated markers on the ground displaying where each family can wait. All families are expected to keep a 6-foot distance from each other while waiting.
- After knocking, the parent will take a step back allowing space for the staff member to safely open the door and greet the student.
- The staff member will check the temperature of the student and ask the health screen questions. If cleared to participate, the staff member will ask the parent for their codeword and will sign them in. (If temp is 100.4 or higher, they will not be cleared)
- The student will enter the room and put their belongings away. The parent will not enter the facility as this is not permitted for the safety and health of everyone.
- A designated drop off deadline time will be announced prior to the start of the school year. You must have your student dropped off prior to this determined time.

❖ Community Center Pick-Up:

- The parent will knock on the B&A room door, alerting the staff they are there.
- If there are multiple families picking up there will be designated markers on the ground displaying where each family can wait. All families are expected to keep a 6-foot distance from each other while waiting.
- After knocking, the parent will take a step back allowing space for the staff member to safely open the door and greet the student.
- The staff member will answer and ask parent for the codeword and will then sign the student out.
- The staff member will then help the student get their belongings together and direct them to the door.
- The student will meet the parent at the door and walk out.

❖ Dakota Lodge Drop-Off:

- The parent will bring their child to the B&A room back door and will knock, alerting the staff they are there.
- If there are multiple families dropping off there will be designated markers on the ground displaying where each family can wait. All families are expected to keep a 6-foot distance from each other while waiting.
- After knocking, the parent will take a step back allowing space for the staff member to safely open the door and greet the student.
- The staff member will check the temperature of the student and ask the health screen questions. If cleared to participate, the staff member will ask the parent for their codeword and will sign them in. (If temp is 100.4 or higher, they will not be cleared)
- The student will enter the room and put their belongings away. The parent will not enter the facility as this is not permitted.
- A designated drop off deadline time will be announced prior to the start of the school year. You must have your student dropped off prior to this determined time.

❖ Dakota Lodge Pick-Up:

- The parent will knock on the B&A room back door, alerting the staff they are there.
- If there are multiple families picking up there will be designated markers on the ground displaying where each family can wait. All families are expected to keep a 6-foot distance from each other while waiting.
- After knocking, the parent will take a step back allowing space for the staff member to safely open the door and greet the student.
- The staff member will answer and ask parent for the codeword and will then sign the student out.
- The staff member will then help the student get their belongings together and direct them to the door.
- The student will meet the parent at the door and walk out.

PERSONAL BELONGINGS: WHAT IS NOT ALLOWED IN PROGRAM

- Toys, trading cards, and/or valuables*
*These items may be brought ONLY if there is permission to do so for a themed day or party at camp. Camp staff or the Recreation Coordinator will notify you on days this is allowed.
- portable game devices and other electronics
- Cell phones- Can be kept in the student's backpack and can be used with permission
- Money

MEALS AND SNACKS

During the before and after school program we will have a snack time. Please provide your student with a snack for the morning and/or afternoon that you plan for them to attend. **For the health and safety of all students, we will NOT be providing snack this year.**

During full day programs, families are required to provide two snacks and a lunch for their students. We encouraged those snacks and lunch to be healthy and nutritious.

Please inform the Recreation Supervisor of any food allergies!

TRANSPORTATION OF STUDENTS

Due to the uncertainties in relation to COVID-19, we will provide more updates regarding our transportation policies for the 2020-2021 school year. The below in blue are the typical transportation policies within a typical school year.

The KCRMD Youth Programs use transportation to go to and from locations away from the designated facility. KCRMD uses District transportation (14 passenger buses) that is insured by the District or they will contract with a transportation company that can provide written proof of insurance that will stay on file at the KCRMD offices.

The permissions tab on CampDoc shall be read and signed by parents or guardians before a participant is allowed to be transported in KCRMD vehicles. KCRMD does not permit transportation of students in any staff's personal vehicle.

The KCRMD staff will enforce the following bus safety policies:

- 1. Passengers shall be instructed and required to keep the seat belt properly fastened and adjusted.*
- 2. All body limbs of passengers will be kept inside the vehicle at all times.*
- 3. Conversation should be kept at a low volume, as to not distract the driver during transport.*
- 4. If an emergency should occur during transport the passengers shall do exactly as instructed by staff according to the situation.*
- 5. All the rules and regulations that have been established in the Ken-Caryl Ranch Youth Programs apply during transport.*
- 6. Any participant that does not adhere to these rules may not be permitted to use programs when trips are scheduled.*
- 7. A roster of all passengers will be left with our recreation desk for verification.*

FIELD TRIPS

Due to the uncertainties in relation to COVID-19, we will provide more updates regarding our field trip policies for the 2020-2021 school year. The below in blue are the typical policies within a typical school year.

Parents will be notified in advance of all field trip destinations, departure times and return times. If a student arrives late after the group has left for an excursion, the parent is responsible for the care of that student. Students must conduct themselves respectfully during all field trips. Students that behave inappropriately on a field trip may be suspended from future excursions and parents may be asked to pick student up.

Any emergencies that occur on the road or during field trips will be handled in the following manner: move all students to a safe place, contact 911 if it is a life threatening emergency, contact the program supervisor, contact the parents. The staff to student ratio on all field trips is 1:10 or less. Buses will be supervised by at least one staff at all times.

VISITORS

Due to the COVID-19 Pandemic we will have a no visitors policy until further notice. This means parents will be met at the door or curb. Parents will be given the program cell phone number to contact when needed.

During a typical year KCRMD Youth Programs welcome all visitors. All visitors must sign in and provide identification when visiting the program. Prior notice is not required but is appreciated to ensure safety and our availability. When the no visitor policy is lifted you will be notified.

LATE PICK UP POLICY

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)

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 student's safe pick-up. If no contact is made within 30 minutes, staff will follow this procedure to alert proper supervision: Recreation Coordinator, Recreation Supervisor, Recreation Director, District Manager.

The student 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 1 hour of closing the Recreation Coordinator will contact the local authorities and/or police to handle the situation.

BEHAVIOR AND DISCIPLINE POLICY

Each program has designed an age-appropriate positive behavior and reward system that is present and implemented in B&A. Families will be informed of the system at the beginning of the school year.

A variety of methods will be used to cultivate positive relations with family. Our program environment is warm and welcoming so all children and parents feel a sense of belonging and membership. Our goal is to foster positive relationships between families to create a sense of community that allows for open communication should a challenge arise.

In this environment children are able to learn at their own pace based on their individual temperaments, development, and culture. Children will be taught and encouraged to express themselves, understand the feelings of others and how to communicate their wants, needs, and feelings.

The provider and parents will work together on persistent challenges. As a team we will identify an action plan to support the needs of the child.

Students are entitled to a respectful, pleasant and harmonious environment at the program. The B&A program cannot serve students who display chronically disruptive behavior that is unsafe for themselves or others in the program. Examples of these behaviors may include behavior that inflicts physical or emotional harm on other students, abuses the staff, or ignores or disobeys rules designed to keep all students and staff safe.

We rely on positive rewards and redirection for behavior management. If these strategies are not effective, B&A staff will contact the family to discuss strategies to help the student be successful.

Repeated behaviors that are unsafe or inflict physical or emotional harm on others will be addressed in the following manner:

1. A staff member will verbally redirect the student's behavior.
2. If the disruptive behavior continues or repeats, a staff member will speak with the student and will decide upon an appropriate natural consequence.
3. If the behavior continues or repeats, a staff member will complete a think about it sheet with the student.
4. If the behavior continues or repeats, the Recreation Coordinator will be notified and will speak with the student. A Behavior Report will be completed and sent home. To reduce challenging behavior and prevent suspension and/or expulsions, individual team-based behavior plans will be created to promote student success when necessary. B&A staff will work with parents to identify ways to empower the student to make good choices.
5. If a student receives three written Behavior Reports the student will be suspended effective at the end of the day of the third report. During the first week of the student'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 student is withdrawn from the program or is discharged.
6. If the student is reinstated in the program and receives a fourth behavior-related incident report, the Recreation Coordinator may suspend the student immediately and notify the parent to pick up the student. The student 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.
7. If the severity of a problem is great enough that it could endanger the safety of the student or other students in the program or any staff, discharge will be effective immediately. This includes any type of physical abuse inflicted by the student on staff or other students.

A student may also be discharged if he/she is picked up late three times without notification. Any student will be refused entrance if payment and forms for the program are not up to date.

FAMILY WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their students 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 the month or for one-half the month, whichever amount is greater. **Please Note:** Withdrawal from the program will result in the loss of priority status.

FAMILY DISMISSAL FROM THE PROGRAM

A family may be dismissed from the program if the family does not comply with program policies. Reasonable efforts will be made to assist families in understanding and following our program policies. This scenario will be handled in the following manner:

- A staff member will verbally remind family of the policies and procedures that are not being followed.
- If the behavior continues, family will be contacted by the Recreation Supervisor to discuss the policies and procedures that are not being followed.
- If the behavior continues, the Recreation Coordinator and Recreation Supervisor will meet with the family and discuss the policies and procedures in question. The family may be temporarily suspended from program.
- If the policies and procedures are again not followed, the family may be dismissed from the program at the discretion of the Recreation Coordinator and Recreation Supervisor. The family will not be responsible for payment for any tuition after the date of dismissal.

HEALTH AND SAFETY

SICK AT KCR YOUTH PROGRAMS

- If a participant has any one of the following conditions, the parent will be notified to pick up the participant immediately: **contagious disease, fever over 100.4F, vomiting or diarrhea, an accident requiring medical attention or the inability to participate in KCR Care activities.** (*note COVID-19 specific info below*)
- In case of **serious accident or illness**, parents of the participants will be called immediately. If necessary, the participants 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. KCRMD will contact West Metro 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.
- If your student 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 Recreation Supervisor.

MEDICATION ADMINISTRATION

- When a student must take a prescription or over-the-counter medicine, the parent must provide a completed, signed medication authorization form. Please contact the Recreation Coordinator for the applicable 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.

ACCIDENT REPORTS

- If a student 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.

SUNSCREEN

- Our program uses Rocky Mountain Sunscreen's 30 SPF broad spectrum sunscreen.
- Should your student need to utilize a different brand of sunscreen, please send the sunscreen in the original container, labeled with your student's name. Please inform the

staff and/or Recreation Supervisor if you will be supplying sunscreen for your student

SAFETY

- Staff are to make every effort to keep a student from getting into a car with a parent or guardian under the **influence of drugs or alcohol**. They will call the police to give the student 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 because the program insurance does not cover transportation unrelated to the program.
- 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.

INCLEMENT WEATHER

- In the case of inclement weather students 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 students 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.

COVID-19 RELATED HEALTH STANDARD GUIDELINES BEING IMPLEMENTED

- ◇ Masks are encouraged for children over 3 years old but are not required (***we will inform you if this policy changes***)
- ◇ All staff are required to wear masks indoors and outdoors when they are within 6 feet of anyone
- ◇ Drop off and pick up procedures follow the no visitors policy
- ◇ Health Screen at drop off each morning (temperature check and questionnaire)
- ◇ We will be enforcing social distancing (6 feet apart) as much as possible
- ◇ Consistent hand washing schedule throughout the day

SYMPTOM SCREENING & ASSESSMENT

Parent/Legal Guardian must keep children at home when they show any signs of illness including cough, sore throat, vomiting, diarrhea, green discharge from nose or elevated temperature.

In the upcoming months of providing childcare during the Covid-19 pandemic, the following procedures will be maintained:

- Parents are encouraged to take temperatures of children at home before arriving each day and to not bring sick children to programs.
- Upon arrival to programs, each child will go through an intake symptom screening and assessment, including having their temperature taken.
- If the child has a fever over 100.4 degrees Fahrenheit or responds affirmative to any of the listed symptoms during the health screening, they will be asked to immediately leave.
- Health screenings for children will be conducted throughout each day.
- If a child develops symptoms throughout the course of the day, they will be immediately separated from the other children and a parent/guardian will be contacted to pick them up immediately.

Parents are encouraged to watch for symptoms of COVID-19 at home during this time. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss or taste of smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Children have similar symptoms to adults and generally have mild illness. This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Children can return to childcare when ALL the following are true:

- No fever for at least 72 hours (3 days) without aid of fever reducing medication
- Other symptoms have improved
- It has been 10 days since symptoms started OR 2 negative tests within 24 hours (after a positive test)

OR:

- Your family has met with a healthcare provider (telehealth is acceptable) and you have obtained and provided us with a letter of clearance stating the child is allowed to attend B&A including a return date.
- For more information about what to do if you have symptoms:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Based on executive order or as directed by Jefferson County Public Health or CDPHE, a temporary closure of at least 24 hours or more may be required after a positive COVID-19 test. We will comply and communicate with staff and families accordingly.

Anyone with signs of illness consistent with COVID-19 will be treated as a new case, isolated and sent home. Closures and positive diagnosis will be reported to our licensing specialist and your local health department or CDPHE.

If your child has potentially been in contact with someone who has COVID-19 symptoms, you must obtain a note from your healthcare provider clearing your child to attend.

EMERGENCY PLAN

In case of an emergency or natural disaster we follow the procedures listed below:

Someone appearing on KCRMD property with a firearm

- 911 will be called and students will be taken out of danger by initiating a **Lockout** following Standard Response Protocol (SRP) procedures.
- Parents or all authorized guardians will be notified as soon as possible.

- Monthly drills will be practiced.

Someone appearing inside KCRMD property with a firearm

- 911 will be called and students will be taken out of danger by initiating a **Lockdown** following Standard Response Protocol (SRP) procedures.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly drills will be practiced.

Floods

- Staff will move to a safe location as conditions further deteriorate, provide any first responder emergency care as needed (CPR, First Aid, etc.) and take attendance.
- Staff will call emergency authorities to report the situation and request help if needed.
- Staff will call Recreation Coordinator or Supervisor.
- If a District vehicle is safe for transportation, staff will use it cautiously to transport participants to safety. If necessary, wait for emergency medical vehicles for transportation.
- Parents or all authorized guardians will be notified as soon as possible.

Tornadoes

- Staff will locate the safest place, take attendance, call local authorities/emergency services and call Program Director.
- If indoors, staff will find a basement or a room with no windows (i.e. gymnasium, bathroom, etc.)
- If outdoors, staff will help students lay flat on the ground in a ditch.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly drills will be practiced.

Fire

- Staff will direct students to move quickly and orderly to the designated exit while one staff will check restrooms.
 - All participants will walk in an orderly manner to the outside area—one program leader will lead, and one will bring up the rear behind all participants.
 - Attendance will be taken. If there is anyone unaccounted for, staff will alert the Program Director and they will alert Emergency Personnel.
- The group will stay in the designated area until emergency personnel give further instruction.
- Monthly drills will be practiced.

Evacuation

If the entire area has to be evacuated due to a hazard announced by Emergency Personnel, staff and children will be moved to the pre-designated relocation site. The person in charge will ensure a notice of the relocation site is posted on the entry to the facility which includes contact information. On arrival at the pre-designated relocation site, the person in charge will direct selected staff to notify parents or guardians to come pick up their children at the pre-designated relocation site.

- In Case of an Evacuation to the WEST – we will travel via KCRMD 14-passenger buses to the Community Center (1 Club Drive Littleton, CO 80127 (303) 979-2233)
- In Case of an Evacuation to the EAST we will travel via KCRMD 14-passenger buses to

Flacon Bluffs Middle School (8449 S Garrison St Littleton, CO 80128 303-982-9900)

ADA – Americans with Disabilities Act

The District prohibits discrimination against people with disabilities. The District makes every possible reasonable accommodation for people with disabilities so that everyone may enjoy the programs and services we offer.

Some common accommodations made in the Youth Programs include:

- Modified activities
- Modified behavior plans
- Additional supervision/attention from staff
- One-on-one aid if requested by parents
- Seek guidance from early childhood mental health consultant or other specialist as necessary or our registered nurse consultant

PROGRAM LICENSING

The KCRMD B&A Program is licensed by the State of Colorado, therefore we are held to high safety and programming standards. A copy of the licensing plan is available for your viewing at all times. Please contact the Recreation Coordinator for more information.

REPORTING STUDENT ABUSE/LICENSING VIOLATIONS

“Any parent/staff who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the student being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the County Department of Social Services in the county in which the student resides, or local law enforcement agency in the community in which the incident is believed to have occurred. Any complaint or reasonable causes of suspected licensing violations with a childcare facility shall be filed with the Colorado Department of Social Services.”

Suspected Student Abuse reported to:

Jefferson County Department of Human Services
900 Jeffco Parkway
Golden, CO 80401
(303) 271-4131

Licensing Violations reported to:

Colorado Department of Social Services
Division of Student Care
1575 Sherman Street
Denver, CO 80203
(303) 866-5958

FREQUENTLY ASKED QUESTIONS

1. If our student attended the program the previous year, do we need to fill out new forms?

Yes! We are required by law to update our forms annually. This year we are not using CampDoc. We are requiring completion of the Contact and Consent form. If you have completed one for summer, you do not need to complete a new one for the school-year.

2. Do the registered families receive priority registration for holiday and summer camps?

All students attending at least 8 days per month for four months and that were registered before January 1st, 2021, will receive priority registration.

3. Who should we call when our student will not be attending the program or becomes ill while attending school during a scheduled day to attend?

For Shaffer B&A Program, please text/call (720) 708-8821

For Community Center B&A Program please text/call (720) 724-4062

For Dakota Lodge B&A Program please text/call (720) 661-3686

4. Does calling ahead relinquish parents from paying the late fee if they arrive after 6:00pm?

*No. The fee for picking up after 6:00pm is **\$1 per minute, per student** payable to KCRMD.*

5. Where is the full day program offered?

*All camp days & full days are at the Ranch House location typically, **EXCEPT FOR FLEX TESTING DAYS** – Bradford Flex Test Days will be held at the Dakota Lodge & Shaffer Flex Test Days will be held at the Ranch House. There is a chance this changes and we will let you know if it does.*

6. Can a scheduled day of the week be switched with an unscheduled day?

Changes can be accommodated if they are made one week in advance if there is space available.

