



School Age Care Handbook

Town of Oak Creek
129 Nancy Crawford Blvd.
Oak Creek, CO 80467

Mailing Address:
PO Box 128
Oak Creek, CO 80467
970 736-2422 (Town Hall)
Fax: 970 736-8225

Center Address:
227 Dodge Avenue
Oak Creek, CO 80467
970 736-8231 (Center)

www.townofoakcreek/departments/parks-recreation

Table of Contents

Program	
Mission and Program Purpose	3
SAC Vision	3
Orientation	3
Staff	3
Definition of Programs	3
Registration	
Enrollment	5
Special Needs	6
Program Fees	6
Sick Policy	6
Holiday and Non-Service Days	6
Emergency Information Updates	7
Policies and Procedures	
Behavior Expectations	7
Reporting Absences	7
Late Pick-up	8
Schedule Change / Withdrawal	8
Sign In / Out	8
Release of Children	8
Snow Days	8
Outdoor Play / Severe Weather	9
Homework / Quiet Time	9
Medical Emergency and Illness	9
Dispensing Medication	10
Sunscreen / Insect Repellent	10
Field Trips / Transportation	10
Meals and Snacks	11
Children's Belongings	11
Extra-Curricular Activities	11
Tracking System / Lost children	11
Visitor Policy	11
Television / Movie Policy	12
Child Abuse and Neglect	12
First Aid and Emergency Procedures	12
Site Contact Information	13
Abuse & Neglect Reporting Information	13
Non Discrimination Policy	13
Licensing Contact Information	13

Mission and Purpose of Program

Town of Oak Creek School Age Care (SAC) offers an inclusive, licensed, fee-based program for children. Our mission is to enhance the quality of care for children and parents in the following manner:

Children experience a nurturing environment, age-appropriate activities, and homework assistance. Children are encouraged to pursue interests and develop friendships, independence and confidence. All children have the right to be safe within our programs.

Parents feel a high comfort level and can depend upon the staff to provide the best care and quality program for their child/ren.

The State Department of Human Services licenses the Town of Oak Creek youth programs and its facilities. It is the practice of our staff to adhere to all rules and regulations set forth by the State.

SAC Vision

Growing People!



Orientation

Your family is welcome to visit any of our programs prior to enrollment. Please contact the individual site to set up a visit. (Site phone numbers are listed at the back of this handbook.)

Staff

SAC staff members are skilled professionals dedicated to providing high quality programs for children. They are required to have a combination of professional training and job experience, which enable them to meet the developmental needs of children.

Definition of Program

SAC is a summer and after school program that operates during the summers and the school year. Our program is licensed to accept children who turn 5 by October 1st (summer program only) through 18 years of age regardless of residency. We currently offer two programs for these children:

- A eleven (11) week (one 6-week session and one 5-week session) Summer Day Camp Program that typically begins after school ceases for the summer and before school begins in the fall; and
- An After School & Friday Full Day Program that operates Monday through Friday on the South Routt County RE3-J School District (Soroco) schedule.

The SAC site is open from 7:30am to 5:45pm during the summer schedule and from 3:45pm to 6:00pm during the school schedule Monday through Thursday and 7:30am to 5:45pm on Fridays.

Program Headquarters:

South Routt Community Center
227 Dodge Avenue
Oak Creek, CO 80467

The Program Director and staff can be contacted at (970) 736-8231 or (970) 736-2422.

Summer Day Camp & Friday Full Day Program

Upon arrival, children will be provided with age appropriate sit down activities, followed by a morning group activity such as garden or nature time, arts and crafts, or sports based upon staff planning. Two periods of free time will be offered during the day for campers to self-select some other activity or project. There is also an organized group activity planned for each day. During some days of the week children will participate in all-day field trips (Stagecoach, Steamboat). While on these field trips children will participate in group activities, free choice, and rest time.

The daily camp schedule will generally be as follows (unless a field trip requires a camp to leave headquarters as would be indicated on the activity calendar posted at the site):

Time	Activity
7:30am-9:00am	Drop off and check in
9:00am-11:30am	Morning activity, snack
11:30am-12:00noon	Free time
12:00noon-1:30pm	Lunch, stories and mentoring activities
1:30pm-4:00pm	Afternoon activity, snack
4:00pm-5:45pm	Free time and pick up

Parents: Please have all participants to program headquarters by 9:00 am with a non-refrigerated sack lunch and backpack. A morning and afternoon snack is provided. They will return to headquarters by approximately 4:00 pm (unless otherwise noted) and must be picked up by 5:45 pm.

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

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

After School Program

The After School Program is offered Mondays through Thursdays during the school year and follows the Soroco school calendar. Some participants arrive via the Soroco school bus and others are dropped by parents or walk from their homes. Those arriving by bus are met by program staff at the bus stop located at the bottom of the driveway at headquarters.

While at the after school program the children will be provided a nutritious snack. After snack they will participate in 30 minutes of quiet study time (homework, reading). One day a week the children may also choose to participate in a STEM (Science, Technology, Engineering, Mathematics) activity. Each day there will be time for the children to have free play as well.

The daily schedule will generally be as follows, and any changes will be posted at headquarters:

Time	Activity
4:10pm-4:30pm	Drop off and check in, snack
4:30pm-5:30pm	Quiet study time- Homework and reading or group activity or class
5:30pm-6:00pm	Free play, end of day, parent pick up

Enrollment

We encourage all families to participate in SAC. We do reserve the right to enroll based on the following criteria:

1. Children are able to function appropriately in both small and large group settings.
2. Children are able to perform within safety regulations.
3. Families are able to pay tuition in a timely manner.

To Enroll:

- Please visit the Parks & Recreation programs page for registration information at <http://www.townof oakcreek.com/programs-camps>
- Please address any questions regarding registration to the Town at (970) 736-2422.
- There is a non-refundable registration fee.
- All children are conditionally accepted based on the eligibility criteria. We reserve the right to evaluate the program's ability to meet the needs of the child.
- Your child's start date will be based on staffing needs and program capacity.
- A SAC site may be closed due to low enrollment.
- If you withdraw your child from SAC, you will be charged the registration fee upon re-enrollment.

Special Needs

We welcome all children including those with special needs in accordance with the Americans with Disabilities Act (ADA). Prior to the child's attendance, a consultation with parents and the Program Director will be done to determine how SAC can meet the special needs of the child. The program will work with the family and other resource persons to develop a plan for serving the child. We will serve any child with disabilities within our limits in accordance with the ADA.

Program Fees

SAC is fee-based and operates on the tuition paid by families.

- All registration forms must be submitted by the parent/guardian before children can begin attending SAC.
- Tuition payments are due upon registration for the session or in accordance with an approved payment plan.
- SAC does not issue refunds for school closings, days off, sick days or family vacation days.
- Absences cannot be credited or refunded.
- A two-week written notice is required to add, drop or change your child's schedule. This can be emailed or faxed to the SAC office.
- All schedule changes are subject to availability and may be subject to a processing fee.
- If a check is returned for insufficient funds, a new check or money order must be submitted with a \$35.00 processing fee added.
- If we have not received payment, a late fee of \$25.00 may be assessed.
- If we do not receive payment after 30 days **WE WILL CANCEL YOUR CHILD/RENS' ENROLLMENT EFFECTIVE THE FIRST DAY OF THE FOLLOWING MONTH.**

Sick Policy

If a child is too sick to go outside (or attend school), the child is too sick to be at SAC after school, Friday full day or summer program. SAC will not accept children who did not attend school due to illness.

Holiday and Non-Service Days

Fees are not charged when SAC is closed for Federal holidays as well as some Town of Oak Creek holidays. SAC does not currently operate during the Christmas and Spring breaks as such are scheduled by Soroco.

Emergency Information Updates

All Information on the Emergency Card Must be Kept Current.

It is the responsibility of the parents/guardians to inform SAC of changes in the following information:

- Home address, phone numbers and email addresses of parent(s)/guardians.
- Parent(s) workplace phone number or cell number.
- Name of child's physician plus address and phone number.
- Persons authorized to pick up the child at the school location.
- Persons to contact in a medical emergency if the parent cannot be reached.

Behavioral Expectations for Our Students

In order to promote a safe, stimulating environment for all children and staff, each site will have guidelines that include SAC behavioral expectations.

Staff will provide clear reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff will intercede if a child's behavior is harmful to him/herself or others.

Every effort will be made to plan for a successful experience for every child; however, when a child displays behaviors which jeopardize the safety of themselves and others, the staff will contact the child's parent or guardian and request that the child be removed from the program for that day. If the child continues to make poor choices once the behavior plan is in place, additional days of suspensions may follow with possible permanent removal from the SAC program.

Please note that our programs offer support for ages 5 to 18. This age span offers both opportunities and challenges for children of all ages. Due to the wide age span, there is a range of behavioral expectations and guidelines that we expect from your child/ren.

All children enrolled in our programs are expected to demonstrate the following behaviors:

1. Respect for others.
2. Appropriate verbal and physical conduct.
3. Social cooperation.
4. Safety with self and others.

DISRUPTIVE BEHAVIOR WILL NOT BE TOLERATED.

Failure to abide by these behavioral expectations may result in removal from the SAC program.

Our goal is to maintain a safe environment for everyone.

Reporting Absences

It is the parent or guardian's responsibility to notify SAC staff when his/her child will not be in attendance on a scheduled day. Failure to do so before 2:30pm on school days and 9am on summer and Friday full days will result in a \$25.00 no-notification fee. If we cannot locate your child or contact you, we may need to make a missing person's report to the police.

Late Child Pickup

All children must be picked up or sent home by 5:45pm for the summer and Friday full day programs and 6:00pm for the after school program. If you know that you will be late for pickup, please make arrangements and notify the program that someone else is to pick up your child/ren. The parent will be charged \$1.00 per child for every minute he/she is late. The person picking up the child will be asked to sign a form verifying the pickup time with the site clock. The parent will be billed for the late pickup charges.

Unless you have contacted the staff, they will begin calling the emergency contact names at closing. If the parent/guardian or emergency contacts cannot be reached by 6:00pm/6:15pm respectively, staff will call the appropriate human services or law enforcement agency. The parent is responsible for picking up the child from the agency. After the third late incident, childcare services will be discontinued.

Schedule Change and Withdrawal

A schedule change is defined as any alteration to your child's regularly scheduled days (i.e., adding days, dropping days and/or switching the days of the week). The SAC office and your child's Program Leader must be notified in writing at least two weeks in advance of any schedule change. **All schedule changes may be assessed a processing fee. A two-week written notice must be submitted to the main office for cancellation of service from the program.** If a two-week notice is not given, the entire fee is

due until the two-week period is fulfilled. If for any reason we can no longer function, parents will be given two-weeks' notice to allow parents to find other care.



Sign In / Out

In the interest of safety, the SAC Program will not accept legal responsibility for a child unless a parent or authorized person signs the child in and out with name or initials, and makes contact with the staff person. Children may only sign themselves out of the SAC program if they have their parent's written authorization.

Release of Children

If a person other than the parent or designated person is picking up the child, SAC staff must be notified in writing. In emergencies, a parent must call the Site to inform staff that another person will pick up the child. This person will be asked to show proof of identification. If an unauthorized person arrives to pick up a child, the parent/guardian will be contacted by phone for permission.

We cannot legally keep either custodial parent from picking up his/her child from the SAC program without having an official copy of a restraining order on file with our office.

Snow Days

SAC is closed whenever the Soroco is closed due to inclement weather. Listen to a local radio or television station for school closing announcements.

If weather is extreme and of an expected duration to cause cancellation of SAC, parents must pick up their children as soon as possible. If parents cannot be reached, individuals listed on the emergency forms will be contacted to pick up the child at the site.

Fees are not refunded due to weather closings.

Outdoor Play / Severe Weather

Children will spend some time outside every day, weather permitting. Children should be properly dressed for the weather, i.e. hats, mittens, and warm coats when it is cold and boots and snow pants for snowy weather. In excessively hot weather, children will be provided with shaded play areas and/or permitted to stay indoors. Water will be available to children at all times, including field trips. We ask that parents provide their children with a labeled bottle of sunscreen to keep at the site.

Homework / Quiet Time

During the SAC after school program, a quiet time is scheduled each day so we can **support work on Homework**. We recognize that there is a wide range of philosophies on homework from school to school and from family to family. Our goal is to provide a half-hour of time that is conducive for children to work independently on their homework. If your child does not have homework or you would prefer your child work on this at home with you, we provide a variety of quiet, cognitive activities. All children

are expected to work independently without outside conversations during this time. Studies have shown that children concentrate better on homework after they have had time to burn off energy, have a healthy snack and socialize with their friends. Therefore, homework time is scheduled after snack time to enable children to concentrate better on cognitive learning. Please let your SAC Program Leader know if your child is struggling with homework. Although, we are not set up to provide individual tutoring, we can collaborate with your child's teacher to support homework time.

During the SAC summer program, there are two scheduled free time periods during each day to allow for rest breaks and independent exploration of a variety of activities.

Medical Emergency and Illness

If you are going to be away from your work or school for the day, be sure to leave a phone number where you can be reached in the event that your child is involved in a medical emergency.

A child will not be admitted to SAC with any of the following symptoms:

- Severe Cold
- Sore Throat
- Fever
- Vomiting
- Undiagnosed Rash
- Diarrhea
- Lice

Parents need to notify the SAC Site staff of any contagious diseases (i.e. strep throat, viral infections, head lice, chicken pox, etc.). When a contagious disease has been reported, all parents will be notified and a notice will be posted at the school. A child should be free of fever for 24 hours before returning to the program. If a child is too sick to go outside, the child is too sick to be at SAC.

If a child becomes ill at SAC, whenever possible the child will be isolated from the other children. Parents and/or emergency contacts will be notified and requested to pick up the child as soon as possible.

In event of a medical emergency or accident, 911 will be called. An ambulance will transfer the child to a medical facility. Staff will immediately make every effort to notify the parent or persons on the emergency card. The parent or guardian is responsible for all medical charges.

Dispensing Medication

If medication is prescribed for a child which must be taken during SAC hours, written instructions by a physician or dentist must be provided to the SAC program, along with written permission from the parent. **Medication must be in the original container, properly labeled with the child's name,** dated and with the amount and frequency of dosage. Program Leaders are trained in medication administration by an Oak Creek Parks & Recreation nurse and in accordance with the Nurse Practice Act. Medications are stored in a locked cabinet out of the child's reach. It is the parent's responsibility to provide refills of medication and to replace an Epi Pen if it is expired or has been used. If a child requires an Epi Pen and one is not at the site or it is expired then that child may not attend SAC until the proper medication is available.



Sunscreen and Insect Repellent

SAC provides SPFRX – SPF50 Sport Lotion Water Resistant Sunscreen that is applied by staff to each child per label directions. Insect repellent is optional; SAC provides spray-on Repel with 40% Deet.

Field Trips / Transportation

Field trips and presenters are a regular part of our program. We feel it is important for children to have access to a variety of places and people within their community and the surrounding areas as a way to meet both recreational and educational goals. All children enrolled are expected to accompany the group on a field trip. We cannot provide alternate care on location for a field trip day.

We will attempt to contact parents about child/ren arriving late. However, on a field trip day we will proceed as planned. If you do not arrive on time you will be responsible for your child on that day. Children will be transported on field trips by one adult for every nine children. For safety reasons, we request that you do not pick up your child from any field trip without prior permission from the Program Director and Program Leader.

Soroco busses and Town of Oak Creek vehicles are used for transporting children. Rules and emergency procedures for transportation and field trips are explained to children prior to each field trip.

Please do not send money with your children on field trips.



Meals and Snacks

Every SAC program serves nutritious snacks. Parents may need to provide snack for children with unique dietary needs (within the program restrictions).

On summer program days, all children must bring a bag lunch and a beverage from home. Morning and afternoon snacks will be provided.

On overnight camping days, three meals and two snacks are provided, however participants are encouraged to bring nutritious snacks and a refillable water bottle.

Children's Belongings

Toys and items of value should remain at home. The SAC program will not assume responsibility for materials brought from home. A "lost and found" is available at the SAC site. Lost articles, which are not claimed, may be periodically given away. Each child should bring a backpack everyday they are in attendance. Arrangements will be made so each child has a place to store their belongings.

All items and belongings should be labeled with the child's name.



Extra-Curricular Activities

If your child is involved in an after-school or other early release activity and will need to leave early or arrive late on a certain day, we require a signed activity release form on file.

Tracking / Lost Child Policy

Each site will have a system for visually locating all children. Children are required to tell staff where they are going and participate in the tracking system in place at the site. The tracking system allows staff to know where children are at all times, including all transitions moving from place to place. Each site uses a system such as head counts, magnets, sticks, clips, etc. to track the location of all children. Parents may refer to these systems to find their child at pick-up times. A sign stating where children can be found is also placed for parents to read when SAC is at another location.

In the event of a lost child situation:

- ✓ Local law enforcement will be contacted immediately.
- ✓ Staff will thoroughly search the premises.
- ✓ The SAC Director and parents will be notified as soon as possible.
- ✓ Documentation and follow-up will occur.

Visitor Policy

Visitors are welcome. We require all visitors to show identification and sign in and out including date, time, full name and reason for the visit.

Television / Movie Policy

Occasionally such as during poor weather or other situations, children in SAC may view television shows and G or (pre-viewed) PG rated movies. Parents will be notified, if possible, of movie viewing in advance on the program's calendar of activities. If you do not want your child to view a movie, it is your responsibility to communicate with the staff prior to movie day. An alternative activity will be available to your child.

Child Abuse and Neglect

All persons working with children are mandatory reporters, therefore Colorado State law requires SAC staff to report **ALL** known or suspected cases of child abuse and neglect to the proper authorities.

First Aid and Emergency Procedures

SAC will maintain at least one staff (per 30 students) that is certified in CPR and First Aid. In the event of an emergency involving your child, every effort will be made to contact you or the designated emergency contacts. If your child becomes ill during the program we will contact you. If your child has a contagious illness the Colorado Department of Social Services requires that a parent/guardian pick up their child as soon as possible. (See Medical Emergency and Illness.)

In the Event of a Life-threatening Injury or Serious Unusual Event

Staff will stay with the injured child

- ✓ 911 called immediately.
- ✓ Other children are removed from the area.
- ✓ CPR/First Aid administered.

Staff at site will

- ✓ Contact Parents and/or emergency persons.
- ✓ Notify Program Director.
- ✓ Follow up with a written report as required.
- ✓ In the event of a hospital transport, whenever possible, the Program Director will meet the parents and child at the hospital.

Fire Emergencies

- ✓ Evacuation routes are posted at each site.
- ✓ Quarterly fire drills are conducted.
- ✓ A documented log of fire drills is posted for viewing.
- ✓ Phone numbers of emergency and fire departments are posted by the telephone.

Weather-related emergencies

- ✓ If severe weather threatens, students are to stay in one place. The SAC office will stay in contact with each site. Staff and students will move to a designated safe place within the building.
- ✓ Attendance is done.

Phone Numbers/Contact Info

Site	Phone Number
South Routt Community Center	970 736-8231
Town Hall	970 736-2422 maryalice@townofocreek.com
Program Director	970 736-8231/970 846-6788 Johanna Farley
Program Leader	970 819-8814 Sydnie Amrein
Program Leader	720 425-4653 Kyle Rebik
Fax	970 736-8225

Abuse and Neglect

As a licensed Child Care facility we are required by law to report any suspected child abuse or neglect to our County Department of Social Services.

Routt County Human Services:	970 870-5533
<p>The Town of Oak Creek SAC does not discriminate against anyone in the program on the basis of race, age, marital status, creed, color, sex, disability or national origin.</p> <p>SAC will not tolerate discrimination, harassment or violence against anyone, including participants and staff members, regardless of race, ethnicity, gender, sexual orientation, age disability or religion.</p>	

For additional information regarding licensing or if you have concerns about a child care facility, please consult:

Colorado Department of Human Services
 Division of Child Care
 1575 Sherman Street 1st Floor
 Denver, CO 80203
 303 886-5958