



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
970 200-4149(Center)

www.townofoakcreek/departments/programs-camps

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Purpose and Philosophy of Program (7.702.31, 1-3)

The Town of Oak Creek School Age Care (SAC) provides Summer Camp, Clubs, and an After School Program. Our programs offer fun and exciting, recreation based activities for youth. Activities are progressive in nature and are designed to challenge the ability level of each age group. We offer programs for children entering Kindergarten through 6th grade. Our staff 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.

The Town of Oak Creek School Age Care is an inclusive program that addresses children with special needs, in the least restrictive environment. 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 the parents and the Recreation Coordinator will be done to determine how SAC can meet the needs of the child. The program will work with the family to develop a plan for serving the child. We will serve any child with disabilities within our limits and in accordance with the ADA.

The State Department of Human Services licenses the Town of Oak Creek School Age Care and its facilities. It is the practice of our staff to adhere to all rules and regulations set forth by the State. Our staff looks forward to fun, adventure, and friendship with your children throughout the year!

Operating Hours and Reaching Staff (7.702.31, 4)

The Afterschool Program is offered Mondays through Thursdays from 4:00 to 6:00 PM during the school year, and follows the Soroco school calendar. Some participants arrive via the Soroco school bus and others are dropped off 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 the Community Center. While at the After School Program the children will be provided with a nutritious snack.

Clubs are an additional activity offered in conjunction with the After School Program for kids in Kindergarten through 5th grade. Clubs take place one day a week during each session. Children must be picked up by 6:00 PM at the Community Center unless otherwise noted for that club.

Summer Camp is open during the local public school summer vacation for children ages 4-12 **AND** entering Kindergarten – 6th grade (4 year old children must turn 5 prior to Oct 15 AND be entering kindergarten). The summer camp operates from 7:30 AM until 6:00 PM.

Fees are not charged when closed for Federal holidays as well as some Town of Oak Creek holidays. Our programs do not currently operate during the Winter and Spring Breaks.

Program Headquarters:

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

Site	Phone Number
Town Hall	(970) 736-2422
Recreation Coordinator	(970) 200-4149 Erika Petersen
Fax	(970) 736-8225
Routt County Human Services	(970) 870-5533

Emergency Procedures and Late Return of Children (7.702.31, 5, 11)

In case of a delay due to unpredictable circumstances, the staff will call the Town Hall office as soon as they are able to reach a phone or phone service. The Recreation Coordinator will post notice at the headquarters of the estimated time of arrival.

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 Town Hall
- 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 First Aid/CPR.

Admission and Registration (7.712.31, 6)

We encourage all families to participate in Oak Creek’s youth programs. All children are conditionally accepted based on the eligibility criteria. The Town reserves the right to evaluate the program’s ability to meet the needs of the child. We do reserve the right to enroll based on the following criteria:

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

To Enroll:

1. Please visit TownofOakCreek.com under programs and camps for registration information. You can also pick up registration packets at Oak Creek Town Hall.
2. Drop off completed registration packets at Oak Creek Town Hall or email Erika Petersen at epetersen@townofOakCreek.com
3. There is a non-refundable registration fee of \$20.

4. For all school-age programs, payments may be made by cash, credit card, or checks made payable to the Town of Oak Creek. Payment plans are due at registration.
5. All registration forms must be submitted by the parent/guardian before children can begin attending programs.

Complete registration will include:

- Recreation Family Record*
- Signed payment plan and card on file
- Immunization records or Non-Medical Exemption Form submitted or on file
- Applicable waivers
- Emergency Card Updates

All information on the emergency card must be kept current. It is the responsibility of the parents/guardians to inform the Recreation Coordinator 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
- Persons to contact in a medical emergency if the parent cannot be reached

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.

Itemized Fee Schedule (7.702.31, 7)

After School Program: \$5 per day

Summer Camp Program: \$30 per day

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.

The Summer Camp Program will be split into 3 different sessions. We require a card on file for each student before they attend our Summer Camp program. Families will be charged for each day a student is signed up. Payment days will be on the following Mondays:

- May 24th – Camp fees from June 7th until June 30th
- June 21st – Camp fees from July 1st until July 23rd
- July 19th – Camp fees from July 26th until August 13th

Payment plans will be made for every student attending our programs. We require a card on file for each student before they attend our After School Program. During the After School Program the card on file will be charged on a biweekly basis on Fridays. Families will only be charged for the days students attend.

The fee schedule for Session 1 and 2 of the 2021 After School Program are the following Fridays:

- August 27th, 2021
- September 10rd, 2021
- September 24th, 2021
- October 8th, 2021
- October 22nd, 2021
- November 5th, 2021
- November 19th, 2021
- December 3rd, 2021
- December 17th, 2021

Refund and Household Credit Policy

- Refunds or Household Credits may be issued for: Summer Camp Programs; if the cancellation is made 14 days prior you will receive a credit* for 100% of the tuition/entry fee. Cancellations made less than 14 days prior will surrender the entire tuition/entry fee. Requests to add, drop, or change your child's schedule can be emailed to epetersen@townofoakcreek.com.
- 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 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 parents of any changes as soon as possible.
- All schedule changes are subject to availability and may be subject to a processing fee.

Tuition Assistance

If your family is in need of a scholarship, there are three programs you can apply for.

1. The Department of Human Services offers the Colorado Childcare Assistance Program (CCAP) for those who qualify. For more information on applying for these benefits, please contact Fran Snider at (970) 870-5280 or fsnider@co.routt.co.us
2. If you do not qualify for CCAP, you can apply for the First Impressions Tuition Assistance. First Impressions Tuition Assistance is limited to working families earning up to 325% FPL (\$6,618 gross monthly income for a family of 4). To apply online go to <https://routtcounty.smapply.io/>. If you have questions, contact Angie Pleshe at (970)819-4808 or apleshe@co.routt.co.us
3. If you do not qualify for either of these programs, you can apply for the Town of Oak Creek's Tuition Assistance Program, by emailing Erika Petersen at epetersen@townofoakcreek.com. You must apply for both CCAP and First Impressions before being eligible for the Town of Oak Creek's Tuition Assistance Program.

If paperwork is not presented prior to the first day of attendance, full payment will be expected.

Format and Schedule (7.702.31, 8)

After School Program

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

Time: Activity:

- 4:20 - 4:40 PM** Check-in and snack
- 4:40 - 5:00 PM** Optional Art or STEM Project
- 5:00 - 5:30 PM** Free play
- 5:30 - 6:00 PM** End of the day – parent pick up

At all times during the program, children are within sight of a staff member. Children are counted throughout the day to ensure that none have left the field of sight.

School Year Clubs

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

Time: Activity:

- 4:20 - 4:25 PM** Check-in and load van
- 4:25 - 4:30 PM** Shuttle to club and have snack
- 4:30 - 5:15 PM** Students participate in club
- 5:15 - 5:30 PM** Students pack up, drive back to Community Center
- 5:30 - 6:00 PM** End of the day – parent pick up

At all times during the program, children are within sight of a staff member. Children are counted throughout the day to ensure that none have left the field of sight.

Summer Camp

Each morning, campers will rotate through all of the scheduled mini camps. Mini-camps will range in activities from sports to nature to arts and crafts, based upon staff planning. Students will also participate in a reading or study time each morning, as part of our summer slide prevention program. Parents: Please have all participants to program headquarters by 10:00 AM with a non-refrigerated sack lunch and backpack. A morning and afternoon snack is provided.

The daily camp schedule will generally be as follows (unless a field trip requires a camp to leave headquarters prior to 10:00 AM, which will be indicated on the activity calendar):

Time: Activity:

- 7:30 - 9:00 AM** Check-in and free play
- 9:00 - 9:30 AM** Snack
- 9:30 - 10:30 AM** Mini Camps
- 10:30 - 11:00 AM** Reading or Study Time
- 11:00 - 12:00 PM** Outside time
- 12:00 - 12:30 PM** Lunch Time
- 12:30 - 4:00 PM** Off site field trip
- 4:00 - 4:30 PM** Snack
- 4:30 - 6:00PM** Pick up

At all times during the program, children are within sight of a staff member. Children are counted throughout

the day to ensure that none have left the field of sight.

Calendar of Events

Summer Camp: Calendars for the entire summer are released by May 3rd, 2021. Please be sure your child is prepared with appropriate equipment, clothing, and shoes for the activity he/she is registered for. If you have questions you may contact the staff on site prior to dropping your child off at camp. Activity calendars can be accessed online at <https://townofoakcreek.com/programs-camps/>

Summer Swim Lessons

All Summer Camp participants signed up from June 14th through June 25th are required to participate in two weeks of swim lessons. This program is a partnership with Old Town Hot Springs (879-1828) and Level 1-5 lessons will be taught by qualified instructors employed by OTHS. The cost of the program is an additional \$65 and must be paid in full. Swim Lessons will start at 9:30 AM; all campers must arrive at the Center by 8:30 AM with a swimsuit on underneath their clothes. Fridays will be free swim days.

Guidance and Discipline (7.702.31, 9)

It is the goal of our program staff to focus on the positive behavior rather than to dwell on the negative. This will be implemented through our Guidance and 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. Parent conferences are available upon request.

The Guidance and Discipline Plan, with 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. 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.

Situations at home can 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.

Please note that our programs offer support for ages 4 to 12. 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:

- Respect for others
- Appropriate verbal and physical conduct
- Social cooperation
- Safety with self and others

Illness, Accidents, and Injuries (7.702.31, 10)

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, a group 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. ****

If a child has an injury or accident that requires any possible medical service, a group leader will call you immediately, and you will need to pick up your child at that time.

Children called into school sick or sent home from school sick will not be allowed at After School on that day and/or subsequent days until they are allowed back into school.

Parents must phone our program at (970) 200-4149 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.

Field Trips / Transportation (7.702.31 12-14)

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.

For After School and School Year Clubs, participants can ride the bus from Soroco Elementary to the Community Center. We will meet all participants at the bus stop outside the Community Center. Parents can also drop off participants at the Community Center or at the club location. Please call (970) 200-4149 if your child is not attending the After School Program or Club.

During Summer Camp, please check your activity calendar for specific field trips and events. Have campers at camp by 10:00 AM. 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 at least one adult for every eight 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.

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

Groups will try to return to headquarters by 4:00 PM on Summer Camp days. 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 participant while in a moving vehicle.

Staff will ensure each child:

- Is belted properly, if applicable
- Remains seated while vehicle is in motion
- Is loaded and unloaded at curbsides, whenever possible
- In case of a bus or vehicle breaking down on the road, the driver will assess the situation to insure safety of the children at all times. At no time will children be left unsupervised.

Video and TV Viewing

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

G rated videos	may be viewed by all participants in Kindergarten – 6 th grade
PG rated videos	may be viewed by all participants in 1 st – 6 th grade
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 the movie title and rating. An alternative activity will also be made available. The programs may watch one movie per week maximum. The youth programs currently do not have access to regular television programming.

Release of Children (7.702.31, 15)

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 a parent
- Person picking up will be checked for identification if we are not familiar with the person in question

Your child may walk or ride a bike home if you send them with a written note signed by a 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!!

Parent Pick up (7.702.31, 16)

Parents are required to come into the facility and sign their child in on full day programs and sign their child out every day. If you know that you will be late for pickup, please make arrangements and notify the program at (970)200-4149 and inform the program that someone else is to pick up your child/ren. If your child is not picked up by 6:00 PM, we will call you at all available numbers to see if any miscommunications have occurred. 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. 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 6:30 PM, 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. This is a guideline only and each circumstance will predict the appropriate outcome.

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

Late Arrival (7.702.31, 17)

Parents: Please have all participants to program headquarters by 10:00 AM. If a camp group is not on site, it is the parent's responsibility to find the group. Campers will return to headquarters by approximately 4:00 PM (unless otherwise noted) and must be picked up by 6:00 PM. We will always post a note on the door regarding where we are. Calendars are subject to change

Medication (7.702.31, 18)

It is recommended that every possible means be taken to give children medication at home or at school. If medication is prescribed for a child which must be taken during attendance hours, written instructions by a physician or dentist must be provided to the program, along with written permission from the parent. Forms for Medication Administration will be provided at registration or per Parent/ Guardian request. Medication WILL NOT be administered without written consent. Medication must be in the original container, properly labeled with the child's name, dated and with the amount, route and frequency of dosage. The Director and Group Leaders are trained in administration by a licensed nurse and in accordance with the Nurse Practice Act. 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 has expired, then that child may not attend the center until the proper medication is available.

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 is required 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.

Clothing and Personal Items from Home (7.702.31, 19)

Please check the calendar and have your child wear appropriate clothing for the planned activities. 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 child with

a labeled bottle to keep at the site. It is important that your child wear **comfortable** tennis shoes/sneakers every day. During the summer it may be necessary to send an extra set of clothing.

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

Summer Camp Requirements: A list of daily required items can be found on the back of the Activity Calendars for each camp.

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

Please refrain from sending the following items with your child:

- Cell Phones*
- iPads or other tablets*
- Computers or laptops*
- 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.

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.

Other Items NOT allowed: (These Items will be confiscated)

- Weapons of any kind, real or toy versions
- Alcohol or drugs of any kind

Lost and Found

Everyday staff will do a sweep for lost & found items. All items found will be placed in a specific location for two weeks. Periodically, staff will make an effort to find the owner then will be directed to donate items to “Lift Up” or another 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. All items for camp use should be well labeled. Items not labeled have a very hard time finding their owners.

Snacks and Meals (7.702.31, 20)

We will provide a snack for each child every day at the After School Program by 4:45 PM and we will provide an AM and PM snack during the Summer Camp Program. Kids are required to bring water bottles daily and will have access to additional water at all times.

During the Summer Camp Program, *you must* send a LUNCH with your child. 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 heated prior to consumption.

If campers forget lunch, staff will contact parents to see if they can bring lunch, OR they may make a

sandwich or suitable alternative for the camper 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

Visitor and Volunteers (7.702.31, 21)

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

Filing a Complaint (7.702.31, 22)

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 Town Hall at (970)-736-2422 and speak with the Recreation Coordinator 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.

Reporting Child Abuse (7.702.31, 23)

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.

Withdrawing from Program (7.702.31, 24)

A 14 day written notice must be submitted to the main office for cancellation of service from the program. If a 14 day notice is not given, the entire fee is due until the two-week period is fulfilled. If for any reason The Town of Oak Creek School Age Care can no longer function, parents will be given a two-week notice to allow parents to find other care.

Transition from School to After School Program or Clubs (7.702.31, 25)

For the After School Program and Clubs, some participants arrive via the Soroco school bus and others are dropped off 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.

Steps Prior to Suspension (7.702.31, 26)

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 or inappropriate language can all be causes for suspension and/or expulsion without a refund. 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.

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. Children sent home from school for disciplinary reasons will not be allowed at After School on that day and/or subsequent days until they are allowed back into school.

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