



# School Age Care Handbook 2023/24

Town of Oak Creek  
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Oak Creek, Co 80467

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970 200-4149(Center)

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The Town of Oak Creek's school aged child care program provides After school care, Full day Fridays, After school clubs and summer camps as recreation-based, age appropriate and enjoyable activities for our youth. Our programs target skills for the safe enjoyment of all sorts of adventures and socially enriching activities. Activities are progressive in nature and are designed to challenge the ability level of each age group.

Our staff for school-age programs encourages independence and enhances social skills through child-centered activities. We believe each child is a unique individual and we take the needs of all children into consideration.

The Colorado Department of Human Services licenses the The Town of Oak Creek's school aged summer camp. It is the practice of our staff to adhere to all rules and regulations set forth by the State.

## **OPERATING HOURS/ REACHING STAFF**

### **After-Care**

After Care is open Monday -Thursday from 4:10pm-6pm.

Registration is required. We operate at the South Routt Community Center, often take field trips out and about town and the surrounding towns. We will always leave/ share info with parents about our whereabouts at the center, by email or upon request at 970-291-0469, or [recreation@townfoakcreek.com](mailto:recreation@townfoakcreek.com).

This is a program for children K-4th grade. 5th graders are encouraged to be helpers and counselors in training.

### **Full Day Fridays**

Full Day Fridays is a full-day childcare program for kids K-4 on Fridays. 5th graders are encouraged to be helpers and counselors in training. Registration is required. Parents will be informed in advance of the schedule calendar, and be kept up to date with any last minute changes.

This program runs from 7:30 am until 5:30 pm.

### **After School Clubs and Programs**

After school clubs are an additional activity offered in conjunction with the After Care Program. Clubs take place one to three days a week during each session. Registration is required. Children can be registered for a variety of special activities through the after school club program depending on the session. Children must be picked up by 6 pm at the South Routt Community Center unless otherwise noted.

Oak Creek's school aged Summer Camp is open during the local public school summer vacation (dates to be released each year in the April prior to the camp

starting) for children K-4th grade. 5th graders are encouraged to be helpers and counselors in training.

There are also specialized camps for 4th, 5th and 6th graders through out the summer. These camps run Monday-Thursday, and are adventure based camps. Focused on outdoors, hiking, crafts, games and cooking.

Children entering Kindergarten- 4th grades (4 year old children must turn 5 prior to Oct 1 AND be entering kindergarten).

Summer camp operates from 7:30 AM – 5:30pm.

Specialized camps operate 9:00am-3:00pm.

#### Dates

Summer camp

Session 1 June 10-28, 2024

Session 2 July 8-26th, 2024

Session 3 Aug 5th-16th, 2024

Specialized camp (5th and 6th grade only)

Session 1 June 17-20

Session 2 July 8-11

Program Headquarters:

South Routt Community Center

227 Dodge Way

Oak Creek, Co 80467

Recreation and Events Coordinator :

Alissa Hill [recreation@townof oakcreek.com](mailto:recreation@townof oakcreek.com) 970-200-4149

#### **FORMAT/SCHEDULE–**

“After Care” and clubs

The daily After care schedule will be based on the following:

4:05-4:15pm: Check-in

4:15-4:30pm: Snack

4:30-4:55 Solo time - reading, homework

4:25-4:30 pm: Clubs leave for offsite activities (if applicable)

5:00-5:30 pm activity for after care - hiking, cooking, etc etc

5:30- 6 pm club members return and pick up

After care dates for 2023: 09/08-11/16, and 11/27-12/14

**Clubs (time of day may be altered depending on club, age, and season)**

3:45 pick up in town van from South Routt Elementary or meet at Middle school, or other location

3:55 check in // transportation if applicable

4:10-4:30 bathroom, wash hands, snack

4:30-5:25 activity

5:25 return to pick up location

5:30-6 pm pick up

**FORMAT/SCHEDULE**

Full Day Fridays

Full day Fridays is a full-day childcare program that runs most Fridays within the school year, this program does not run on school breaks.

This program is based out of South Routt Community Center from 7:30AM to 5:30PM.

Children should arrive at the program by 9:00AM and bring a non-refrigerated/non-heated sack lunch.

A morning and afternoon snack will be provided. Children must be registered for Full Fridays one business day in advance of the week/days needed. All rules and regulations for the After care program apply for Full day Fridays as stated in this handbook. The general activity schedule is set as follows:

Time:

Activity:

7:30 AM - 9:00 AM Check-in, free play

9:15 AM - 9:40 AM Snack

9:40 AM - 11:40 AM Mini-camp activities and outside time

11:45 AM - 12:30 PM Lunch time

1:00 PM - 3:45 PM Afternoon Activity - scheduled (included in parent email)

NOTE: Groups will post a schedule at the main entrance of program headquarters to indicate your child's location for late drop offs. It is the parent's responsibility to find the group. At all times during the program, children are with-in sight of a staff member. Children are counted throughout the day to ensure that none have left the field of sight.

3:45 PM - 4:00 PM Return to headquarters.

4:00 PM - 4:30 PM Carpet time and snack time

4:30 PM - 5:30 PM Free play

Parents: Please have all participants to program headquarters by 9:00 AM.

Please pick up your children prior to 5:30 PM.

## **2023 dates**

Full Day Fridays  
Sept 8, 15, 22,29  
Oct 6, 13, 20, 27  
Nov 3, 10  
Dec 1, 8  
2024  
Jan 12, 19, 26  
Feb TBA  
Mar TBA  
Apr TBA  
May 3,10

## **FORMAT/SCHEDULE-**

Summer camp  
Session 1 June 10-28, 2024  
Session 2 July 8-26th, 2024  
Session 3 Aug 5th-16th, 2024

The daily camp schedule will generally be as follows (unless a field trip requires a camp to leave headquarters prior to 9:00AM as would be indicated on the activity calendar):

7:30- 9:00 – Free Play  
9:00 – Snack  
9:15 -11:15 – Mini-camps and outside time  
11:30 -12:30 – Lunch  
1:00 -4:00 – Local field trip (Calendars subject to change)  
4:00 – Return to headquarters  
4:15 – Snack  
4:15-5:30 – Pick-up

Parents: Please have all participants to program headquarters by 9:00AM. Pick up is from 4:00-5:30PM, if you need to pick up before please make arrangements with staff.

## **Specialized camp (5th and 6th grade only)**

Session 1 June 17-20  
Session 2 July 8-11

The daily camp schedule will generally be as follows:

Drop off is from 8:45-9am at hockey hut in oak creek.

9-10 am load and drive to activity for the day  
10-12 outdoor activity (hiking, swimming, exploring)  
12-12:45 lunch  
12:45-1:45 craft/games  
1:45-2:45 return to hockey hut  
Pick up is from 2:45-3

Transportation during ALL youth programs will be provided in the Recreation Activity van(s), public transportation, a town vehicle, leased school district or other vehicle, walking, or Alpine Taxi with a properly licensed driver.

## **TRANSPORTATION**

For After care, children will ride the bus from Yampa Elementary and be dropped off at the South Routt Community Center. Our staff will meet your child on the bus, we can only take children who are on our list. If your child is not signed up for that day they will not be taken off the bus. Parents whose children are registered and do not make it to our program will be called. PLEASE call or text 970-200-4149 (Town mobile phone) if your child will not be attending so we do not unnecessarily call parents.

For Summer Camp, please check your email or activity calendar for specific field trips/events. Have campers at camp BY 9:00AM. If a child arrives after his/her group has left, our destination will be posted at camp headquarters and it is the parent's responsibility to catch up with the camp group to drop off your child. Groups will try to return to headquarters by 4:00PM. 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 camper 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 breakdown on the road, the driver will assess the situation to ensure safety of the children at all times. At no time will children be left unsupervised.

## **REGISTRATION/TUITION**

Summer Camp information is available starting Late March/early April 2024 - online at [www.townofoakcreek.com](http://www.townofoakcreek.com). Or email [recreation@townofoakcreek.com](mailto:recreation@townofoakcreek.com). Registrations will be accepted online, or in person at town hall— while space is available. Residents of Oak creek will have first availability to spaces in camp. For all school-aged programs, payment may be made by cash, credit card or checks made payable to the Town of Oak Creek. Payment plans are available. Questions regarding the program or process are welcome; please speak to the the recreation and special events coordinator or the town hall via the phone, appointment, or e-mail as necessary.

The Town of Oak Creek is offering a limited enrollment summer camp program based on the needs of families and our community. Registration will on April 5th for Summer Camp, and confirmation of your child (res)'s enrollment will be sent out via email by May 15th, 2024.

Any unpaid tuition, or balance will stunt the progress of new enrollments, if you need a payment plan, please email [recreation@townofoakcreek.com](mailto:recreation@townofoakcreek.com) so that we can work with you.

## **PAYMENT PLANS**

If a payment plan is arranged through the registration process the following agreement is made:

- Payment plans will be set up as 50% down and the remaining 50% 2 weeks before activities starts.
- If payments are not made by the date specified, or payment is insufficient, you will lose your payment plan privileges and will be charged a \$25 fee by the Town of Oak Creek. If you are unable to make payments within 5 business days your child will not be eligible to attend any town programs until payment is made.
- Payments will be adjusted as necessary to accommodate for additions and cancellations.

## **DEPARTMENT OF HUMAN SERVICES FUNDING POLICIES FOR FAMILIES RECEIVING ASSISTANCE THROUGH THE DEPARTMENT OF HUMAN SERVICES**

The Department of Human Services offers tuition assistance for those who qualify. For more information on applying for these benefits, please call Fran Snider at 970-879-540 prior to registering for summer programs. If paperwork is not presented at registration, arrangements for full payment will be expected.

As is consistent with our policies, once you register your child for a camp session, you are responsible for that session. People receiving benefits from Human Services may cancel up to three (3) days per month through



the recreation and special events coordinator or the Oak Creek Town Hall Office, penalty free.

Cancelations or Changes in schedule:

Any changes to your Child(rens)'s calendar need to be turned in in writing 14 days prior to the change, or you will be charged in full.

## **CALENDAR OF EVENTS**

Activity calendars can also be accessed online at [townofoakcreek.com](http://townofoakcreek.com) or by request [recreation@townofoakcreek.com](mailto:recreation@townofoakcreek.com)

You will receive a weekly email with any information about activities for the week, please make sure to bring any items requested. Please be sure your child is prepared with appropriate equipment, clothing, and shoes for each daily activity.

If your child arrives with toys, stuffed animals, dolls, trinkets, etc we will hold them to the side until pick up. Please do not send them with toys from home. Thank you.

If you have questions you may contact the staff on site prior to dropping your child off at camp.

## **Summer Specialized camps**

Summer specialized Camps are camps for children going into 5th and sixth grade. These camps will be Monday -Thursday. Drop off at 8:45-9 am and pick up 2:45-3pm. These camps will utilize the hockey hut for pick up and drop off. We will be doing field trips, hiking, swimming, crafts, and other activities. Team building skills and fun age appropriate adventures.

Registration is open April 5th, 2024.

A detailed curriculum and schedule will be made available to all participants a week prior to the Camp beginning, and all applicable waivers must be completed prior to the start date.

Prices for the camp is \$30/day. Unless otherwise noted, all transportation, activity fees, morning and afternoon snack are included in the price of the Camp. Participants will provide their own lunch.

## **Snacks and Meals**

We will provide a snack each day for morning and afternoon snack. It is the family's responsibility to send a lunch each day for their 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.

Kids are required to bring water bottles daily and will have access to additional water at all times.

## **SICK DAYS / ABSENT**

Please **do not send** your child to our programs with a contagious medical condition or fever. As required by the State Department of Human Services, when a child arrives or becomes contagiously sick at programs, the leader will call you immediately, and you will need to pick up your child at that time.

**\*\*If your child is running a fever (100.4°F or higher), it is a sign of infection and will be treated as a contagious medical condition.\*\***

Children who are absent from school because of illness or sent home from school sick will not be allowed in after care on that day and/or subsequent days until they are allowed back into school.

Parents must call or text 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 to prevent the staff from having to call parents unnecessarily.

## **MEDICATION**

It is recommended that every possible means be taken to **give children medication at home or at school.**

If it becomes necessary for a participant to take any form of medication (**prescription or over the counter**) at any of Oak Creek's school aged programs, the following must be in place:

- Written authorization from a legal prescribing practitioner stating the student's name, medication, dosage, time to be given, and for how many days.
- Medication properly identified and in its original pharmacy labeled container (request an extra at pharmacy).
- Medication log sheet completed by staff and parents together to document when medication was given.
- Written permission from the parents/legal guardian giving the program authorization to administer that particular medication.
- **Convenient medication permission forms are available.**  
There are times when physicians and parents want **students to carry their own medication.** This is true for some students using an inhaler for asthma, but may also be true for other medical conditions. Any requests

made for a student to carry medication during one of our programs must be accompanied by:

- Written authorization from a legal prescribing practitioner stating the student's name, medication, dosage, time to be taken, and number of days/months to be taken. Authorization from a legal prescribing practitioner must state the student is to carry and self-administer the medication.
- Written permission from the parent requesting the student carries and self-administers the medication. Parents will accept full responsibility for any misuse of the medication by the student.
- Medication is to be properly identified and in its original pharmacy labeled container. Only one day's supply of medicine is to be carried by the student. An asthma inhaler is an exception of this requirement. If the student abuses or misuses this privilege to carry and self-administer the medication, the privilege may be revoked.

### **Diapering / Toilet Trained**

School-Age programs do not accommodate diapering for any children. All participants must be toilet trained and be able to wipe on their own.

Although we understand that the occasional accident occurs, we will be unable to accommodate any child that has repeated and/or consistent accidents. If your child has a toilet accidents two days in a week or 25% of days attended, they will be removed from the program for 3 months to address the problem before being allowed to return to the program. For young children who may have occasional accidents, please send a change of clothes daily.

### **PARENT PICK-UP**

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 arrangements for pick-up/drop-off change, parents must notify staff at the on-site office number listed on page 3. If you know you will be late, give us a call or a text. If your child is not picked up by 5:30( Fridays) or 6 pm (aftercare). We will call you at all available numbers to see if any miscommunications have occurred. If you are unavailable, we will call listed emergency contacts and may ask them to pick up your child. If we do not get through to anyone listed and a parent has not picked up the child by 6:00pm we may drop off him/her at the local town police station (town hall). A message will be left on your answering machine or voicemail (if applicable) as to your

child's location. The Recreation and special events coordinator will be informed of the situation (see staff phone numbers). All children must be signed out at the end of the day, and a facility sweep will be done to ensure no children are left on site.

This is a guideline only and each circumstance will predict the appropriate actions and outcome.

### **LATE PICK-UP**

We understand conditions on the road, or from time to time you are running late, please just let us know. 970-200-4149, a call or text is great! If this becomes a consistent problem, we will discuss further how to address this.

### **RELEASE OF CHILDREN**

Please be sure to let us know, IN WRITING, if someone other than those listed on your Recreation 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 Recreation Family Record OR if not authorized, must have a note signed by parent and the note must be brought by the child or person picking up.
- Will be checked for identification if we are not familiar with the person in question.

Your child may walk or ride home if you send them with a written note, signed by their parent/guardian or the child information on the Recreation Family Record indicates that it is OK.

IF WE HAVE ANY QUESTIONS REGARDING THE CORRECT ARRANGEMENTS, WE WILL NOT HESITATE TO CALL YOU!! :)

### **Discipline.**

It is the goal of the Recreation Department to focus on the positive behavior rather than to dwell on the negative. This will be implemented through a Discipline Plan that is appropriate for the well-being of all children. Our staff is expected to set a good example for the children and treat each child with dignity and respect. Staff have access to a mental health consultant or other specialists when situations arise that are beyond their realm of expertise. Parent conferences are available upon request.

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

Possession of, or participating in smoking, drugs, weapons, sexual activity, violence and alcohol are all causes for immediate suspension without refunds and/or possibly being expelled for the season.

Our primary concern is for the safety and mental health of ALL participants. Safety specific concerns such as running away, failure to follow safety guidelines, bullying, violence towards themselves, another child, or a staff member, and excessive use of foul language or inappropriate language can all be causes for Immediate suspension and/or expulsion without a refund.

In all cases the refund policy will be discussed by the Town Administrator, Recreation and Special Events Coordinator and any staff involved. Please allow for 30 days on any decision.

**Items are listed behavior and then action below.**

**Behavior:**

Harassment, abuse, assault of anyone that requires support of law enforcement.  
Verbally threaten to use guns, knives, or any weapon to harm another.

Possession of weapon

Use or possession of drugs, vapes, or alcohol.

**Action:**

First offense: Immediate Expulsion from program without refund.

**Behavior:**

Stealing

Willful destruction of property

Physically harming another person.

Physical fighting

Bullying (physical or verbal)

**Action:**

First offense: write up, parents notified, and a 2 day suspension - with the possibility of no refund.

Second offense: Expulsion from Program - possibility of no refund.

**Behavior:**

Unsafe actions during transportation (bus/van/walking, etc)

Disrespectful of staff

Found out of program boundaries

Cursing

Careless damage to recreation (or field trip) property

**Action:**

1st offense: write up, parents notified

2nd offense: write up parent notified, discussion with program coordinator or supervisor

3rd offense: write up, parents notified, 2 -day suspension (possibly no refund)

4th offense: Expulsion from program (possibility of no refund)

**Behavior:**

Inappropriate language

Breaking facility rules

Breaking program rules

**Action:**

1st offense: Verbal warning

2nd offense: write up, parents notified.

3rd offense: write up, parent notified, discussion with program coordinator/ supervisor

4th offense : write up, parents notified, 2 day suspension (possibility of no refund)

5th offense: expulsion from program (possibility of no refund)

## **FILING A COMPLAINT**

It is the goal of our youth programs to encourage open communication with everyone involved in our programs. Please feel free to approach any staff member if a comment or concern arises. If you feel the problem is not resolved in adequate time, please call the Town Hall at 970-736-2422 and speak with the Recreation and Special Events coordinator or come to the office and pick up a formal "complaint form". If further action is needed, you may call the Colorado Department of Human Services office at 1-800-799-5876.

## **VIDEO VIEWING/TV WATCHING**

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

G Rated Videos May be viewed by all participants Kindergarten – 5th grades

PG Rated Videos May be viewed by all participants 1st – 5th grades

PG-13 Rated Videos May be viewed only with previous parental permission

If a movie is planned outside of this rating guideline, parents will be informed of movie title and rating. An alternative activity will also be made available. The programs may watch up to two movies per week maximum. The youth programs currently do not have access to regular television programming. Children will be supervised at all times.

If we are taking a field trip to the movie theater, and you do not want your child to watch the film, please let us know, there will always be an alternate activity.

## **VISITORS AND VOLUNTEERS**

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

## **REPORTING CHILD ABUSE**

As required by Colorado Department of Human Services, our staff will report any suspected child abuse to local authorities. Staff are required to have mandated reporter training annually.

## **LOST & FOUND**

Every day staff will do a sweep for lost and found items. All items found will be placed in a specific location for one week. Periodically, staff will make a specific effort to find owners, and then will be directed to donate items to LiftUp or another charitable organization. Staff is not responsible for items lost but will do their best to help children keep track of their belongings and locate lost items. Label your child's belongings.

## **CLOTHING/PERSONAL ITEMS FROM HOME**

Please check the calendar and have your child wear appropriate clothing for the planned activities. 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. If your child arrives with toys, stuffed animals, dolls, trinkets, etc we will hold them to the side until pick up. Please do not send them with toys from home. Thank you.

**School Year:** Participants will need to be appropriately dressed for all outdoor activities. Please check your email or the activity calendar daily to be sure your child is prepared. We reserve the right to deny your child an activity if they are not properly prepared.

**Summer:** A list of daily required items can be found with the weekly email or Activity Calendars including daily requirements and campout requirements.

**Communication and Technology:** Our programs are considered a technology free zone. Our goal is to keep kids active, outdoors, and off screens as much as possible. While we do watch the occasional movie, computers and other forms of technology are not offered as part of the program.

**Please DO NOT send 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. Phone numbers for each site are listed on Page 3.

Other Personal Items: Unless noted on the activity calendar for a specific program, children should not bring personal or sentimental items to the program, including toys, sports equipment, money, or other easily lost or broken items. All items for camp use should be well labeled. Items not labeled have a very hard time finding their owners.

The following items are NOT allowed and will be confiscated:

Weapons of any kind, real or toy versions

Alcohol or drugs, unless accompanied by a Medication Administration form

Gum and candy - Treats for the group are allowed for birthdays and special occasions.

Shoes with wheels – wheels will be removed by staff if another pair of shoes is not available.

## **EMERGENCY PROCEDURES/LATE RETURN OF CHILDREN**

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

In the case of excessive smoke or air pollution, kids will be only be allowed outside for times deemed allowable by reliable and trusted sources. Staff use multiple approved sources to determine the appropriate time allowed, along with their individual judgement.

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

Children will be supervised at all time by their assigned staff members for the day. Staff will conducted head counts or roll call multiple times a day and every time they transition to a new location.

**Call us with questions! 970-200-4149**

**I have read and understand the Town of Oak Creek's handbook for recreation and programs.**

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**Name and date**