



# Licensed School Age Childcare and Youth Camps Handbook 2025/26

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

*Mailing Address: Center Address:* PO Box 128 Oak Creek, CO  
80467 305 Grant Avenue Oak Creek, CO 80467 970 736-2422  
(Town Hall) 970 200-4149 (Center) Fax: 970 736-8225

## PROGRAM LOCATION AND CONTACT INFORMATION

MISSION

PROGRAMS OFFERED

GENERAL CAMP SCHEDULE

WHAT TO BRING TO CAMP

REGISTRATION AND PROGRAM FEES

CANCELLATION POLICY

SICK DAYS/ ABSENCE

PROGRAM PAYMENT

PROGRAM EXPECTATIONS

HOW THE PROGRAM WORKS

HEALTH AND SAFETY

## PROGRAM LOCATION, CONTACT INFORMATION

Town of Oak Creek School Aged Childcare Location:

Soroco Middle School

305 Grant Ave.

Oak Creek, CO 80467

Phone (970) 200-4149

(Summer Camp Locations may vary)

Childcare and Camp Director: Alissa Hill | [recreation@townofoakcreek.com](mailto:recreation@townofoakcreek.com)

Youth Programs Assistant: Kirstyn Shaffer | [recreation.asst@townofoakcreek.com](mailto:recreation.asst@townofoakcreek.com)

License #:1653575 (Colorado Department of Human Services)

## MISSION

The Town of Oak Creek School Aged Childcare Programs' Mission is to provide a safe, healthy, inclusive space for our staff, the children we serve, and their families. We strive to educate, support, and empower all involved to improve and maintain regulation of one's nervous system with all of its ups and downs. Our culture is one of fun, exploration, creativity, and belonging.

## PROGRAMS OFFERED

### After Care Afterschool Program

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

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

We operate from the Soroco Middle School and will communicate with parents/caregivers when we leave the school grounds to visit an off site destination such as the library, a park, or hiking trail.

### **Full Day Fridays**

Full Day Friday is a full-day childcare program from 7:30am- 5:30pm for kids K-4th grade on Fridays during the school year. 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.

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

After school clubs are an additional activity offered separately from the After Care Program. Clubs take place one to three days a week during each session. Registration is required. The registration link and a calendar of club activities for youth, middle school, and high school can be found at <https://townofoakcreek.com/parks-recreation/>.

### **Summer Camp**

Summer camp runs from the beginning of June until the first week of August. Updated schedule and specifics will be posted on the website after March 1st each year. Summer camp hours are 7:30 AM - 5:30 PM and operate out of our main location. Summer camp is for kids going into K-4th grade the upcoming year. 5th and 6th graders are encouraged to join 4th, 5th, and 6th grade camps or be helpers and counselors in training. Registration is required, and opens the first week in February. Please see [www.townofoakcreek.com/summer-camp](http://www.townofoakcreek.com/summer-camp). Parents will be informed in advance of the schedule calendar, and be kept up to date with any last minute changes.

## **GENERAL CAMP SCHEDULE**

### **2024-2025 Dates:**

**School-year Hours:** Monday-Thursday 4:10 - 6:00 PM | Friday 7:30 AM - 5:30 PM

Full Day Friday and Aftercare is not held during school breaks. Please refer to each session's registration email for details.

Summer/break Hours: Monday- Friday 7:30 AM - 5:30 PM (End times vary for specialty camps. See registration packet for details.)

### **Summer Camp**

**Classic Camp Hours:** Monday-Thursday 7:30 AM - 5:30 PM Friday 7:30 AM - 4:00 PM

Session 1: June 2- July 2, 2025

Session 2: July 9- July 25, 2025

Session 3: July 30- August 8, 2025

**Specialty Camp Hours:** Please see registration packet online at

[www.townofoakcreek.com/summer-camp](http://www.townofoakcreek.com/summer-camp)

## Daily Activities

Campers will play hard and spend a lot of time outside.

Daily activities include science, art, group games, outdoor recreation, sports, social-emotional learning, and much more! A detailed schedule will be emailed to parents each week/month and a printed copy will be available upon request.

## WHAT TO BRING TO CAMP

Please bring the following each day of camp. If additional items are needed (i.e. for a field trip), you will be notified.

**Please label all campers' belongings with first and last name.**

Every Day:

- A reusable water bottle
- Hat and Sunglasses
- A nutritious lunch. Please leave the candy and sugary treats at home. We provide a morning and afternoon snack and we encourage that you pack an additional snack for your child.
- A fun and positive attitude!
- Outside shoes and clothes (all year!)
- Sunscreen

Swim Days/ Camp:

- Swimsuit, Towel, and a dry change of clothing

Horse Camp:

- Closed toed shoes
- Helmet

### **Here's a list of things to leave at home:**

Ø Cell phones, portable game devices, smart watches, other electronics and valuables

Ø Money

Ø Personal items (if helpful, it is okay to bring one security item - blanket, stuffy, etc.)

Personal items will be left at the Middle School during field trips.

**The Town of Oak Creek School Age Childcare Program is not responsible for any lost, broken or stolen personal items or money**

## LOST & FOUND

Every day staff will do a sweep for lost and found items. All items found will be placed in a specific location by the sign-in table for one week. Periodically, staff will make a specific effort to find owners and any unclaimed items will be donated to LiftUp or another charitable organization.

## **REGISTRATION & PROGRAM FEES**

### **Annual Registration Fee**

The annual fee beginning the 1st Tuesday in March, coinciding with summer camp registration, in the following amounts for 2025:

#### In-Town Resident

\$150/family (2 adults and all children 18 and under in the household)

\$ 40/individual

#### Out-of-Town Resident

\$200/family (2 adults and all children 18 and under in the household)

\$ 55/individual

## **CANCELLATION POLICY**

### **Cancelations or Changes in Schedule**

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

## **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 970-879-0108 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 paying 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.

## **SICK DAYS / ABSENCE**

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 Aftercare on that day and/or subsequent days until they are allowed back into school.

Caregivers 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.

## **PROGRAM PAYMENT**

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. Summer camp requires a card on file. Once you are registered you will receive a payment schedule. If you have any questions or are interested in a scholarship, please email [recreation@townof oakcreek.com](mailto:recreation@townof oakcreek.com)

## **PROGRAM EXPECTATIONS**

### **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 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.

### **BEHAVIOR AND DISCIPLINE POLICY**

Youth Programs staff use the positive techniques of guidance, including logical or natural consequences applied in problem situations, redirection of children to more acceptable behavior, anticipation of and elimination of potential problems and encouragement of appropriate behavior rather than comparison, competition, or criticism. Consistent and clear rules are established. Staff members encourage the children to solve the problems rather than imposing a solution. The Staff helps children to recognize and respect each other's feelings. Staff members encourage pro-social behavior such as cooperation, helping, taking turns, and constructive verbal communication to solve problems. The goal is to help children internalize rules and become self-directed in their behavior.

Our program also implements an evidence-based social-emotional curriculum taught by Northwest Colorado Health called Resiliency. These lessons are included in our activities weekly throughout the year, and are proven to help kids achieve a positive self-concept, improved mental and physical health, self-management/control/regulation, coping skills, problem-solving and decision-making skills, pro-social attitudes and skills, honesty with self and others, goal-setting, planning for the future, and persistence to

reach one's goals. All of these positive actions protect children and youth from internalizing problems (anxiety, depression) and externalizing behaviors (disruptive behavior, violence, substance use), and provide the skills and character necessary for positive development, academic achievement and success in life.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other campers, abuses the staff, or ignores or disobeys the rules which guide behavior during program time. If a camper cannot adjust to the program setting and behave appropriately, then the camper may be discharged from the program.

Reasonable efforts will be made to assist campers to adjust to the program setting. Disruptive behavior will be handled in the following manner:

1. A staff member will verbally redirect the camper's behavior.
2. If the disruptive behavior continues or repeats, a staff member will speak with the camper and will decide upon an appropriate natural consequence such as cleaning up a mess made, writing an apology, a brief time-out, staying close to staff leaders, etc.
3. If the behavior continues or repeats, a staff member will work with the child to complete a "Positive Behavior" plan, and inform the child of consequences if the behavior continues.
4. If the behavior continues or repeats, the Youth Programs Supervisor will be notified and will speak with the camper. A Behavior Report will be completed and sent home.
5. If the behavior continues, another behavior report will be completed, parents will be contacted to discuss expectations and collaboratively develop an individualized behavior plan.

- It may be recommended to include an early childhood mental health consultant in development of the behavior plan, depending on circumstances. The Early Childhood Mental Health Support Line is a no-cost, confidential resource for anyone who cares for children under six. The support line can help us to better understand and support the well-being of the young children in our care, including children who may currently be struggling. 833-ECMH411  
<https://cdec.colorado.gov/early-childhood-mentalhealth-consultation>

6. If a camper receives three written Behavior Reports, the camper will be suspended effective the end of the day of the third report. During the first week of the camper's suspension, the parents and camp staff 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 camper is discharged from the program.

7. If the camper is reinstated in the program and receives a fourth behavior-related incident report, the Youth Programs Supervisor may suspend the camper immediately, and notify the parent to pick up the camper. The camper 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.

8. If the severity of a problem is great enough that it could endanger the safety of the camper or other campers in the program or any staff, discharge will be effective immediately. This includes any type of physical abuse inflicted by the camper on staff or other campers, or any other exceptionally dangerous behavior.

## **HOW THE PROGRAM WORKS**

### **ATTENDANCE**

The Town of Oak Creek School Age Childcare Program and the state requires that each camper be signed in and out each day by a parent or other person with written authorization. The Town of Oak Creek accepts responsibility as the camper care provider upon the parent's signature on the daily sign in/out sheet. For afterschool care, staff will sign children into the program from the bus, if they have been enrolled by a parent.

If a camper is walking in by himself/herself, a Self-Sign-in form must be completed and the camper must be responsible for signing himself/herself into the program. This option is only available for 3rd–6th grade campers. Younger siblings of 3rd – 6th graders with this form are allowed to walk to camp with his/her sibling, but the older sibling must sign-in the younger sibling. Parents may not leave a camper at the program site unless staff is there to supervise the camper.

Parents, or another authorized adult, are required to sign out their camper(s) every day of camp. Campers 12 and over may sign themselves out with written permission from parents.

Campers must be picked up by 5:30PM or the specified end of camp time. If there will be a delay, camp staff must be notified as soon as possible. If late pick-up becomes a consistent problem, we will discuss further how to address this.

### **Authorized Release of Campers**

Campers will be allowed to leave with persons other than the parent/ caregiver only if permission has been given on the Emergency Consent and Release form, in writing, or by phone call from the parents, in case of an emergency (we will call you back on a number you provided to confirm your identity). When an unauthorized individual seeks



the release of a camper, the program supervisor will be contacted along with any parent or guardian to ensure the camper's safety and we will request to see a valid photo ID. If your camper attends extracurricular activities or has any other kind of arrival/departure time changes please contact the Youth Programs Coordinator.

### **DROP-OFF & PICK-UP**

**After School Care:** For Aftercare, children will ride the bus from Yampa Elementary to Soroco High School. Our staff will meet your child as they get off the bus and from there we will walk to the Middle School. **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.**

Caregivers whose children are registered and do not show up to our program will be called. PLEASE call or text 970-200-4149 (Town mobile phone) if your child will not be attending.

**Summer Camp and Full Friday:** It is highly encouraged for kids to attend by 9:00 AM every day. This supports the child being able to transition and be aware and prepared to participate in the activities of the day. Parents who are wishing to pick up or drop off their children at other times please communicate at least 24 hours in advance when possible to make arrangements. All campers must be present by 9:00 AM on field trip days to ensure timely departure. We may request that your child arrive prior to 9:00 AM for certain activities and field trips and this will be communicated in advance via the weekly communication email.

### **Meals and Snacks**

Campers are required to bring a lunch to camp on full days. We encourage lunch and any extra snacks to be healthy and nutritious. Please pack a healthy, low-sugar, and balanced meal. Lunches will not be refrigerated; therefore, we ask that you send lunches with an appropriate ice pack and/or temperature-controlled container. Please mark all lunch boxes/containers with the camper's first and last name.

During Full Fridays and Summer Camp, a morning and afternoon snack will be provided.

During Afterschool Care, one snack will be provided. If your child is still hungry, it is helpful and recommended that you pack an additional snack in their backpack.

The children will take part in occasional food parties and cooking projects. Please include any food allergies or other dietary restrictions in your child's registration packet prior to your camper attending camp.

## HEALTH AND SAFETY

### 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 to this requirement. If the student abuses or misuses this privilege to carry and self administer the medication, the privilege may be revoked.

## **TRANSPORTATION**

For Aftercare, children will ride the bus from Yampa Elementary and be dropped off at Soroco High School. Our staff will meet your child as they get off the bus and from there they will walk the children to the Middle School. 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 return to headquarters by 4:30 PM. 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. \*We will be following the new car booster seat law that went into effect Jan. 2025
- Remains seated while the 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.

## **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 the 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.

**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 970-200-4149 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.

**Please Sign below acknowledging that you have read, understand and agree to the guidelines set forth for this program.**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_