

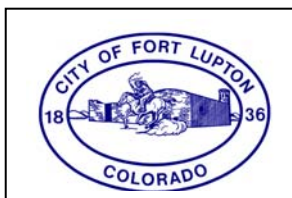
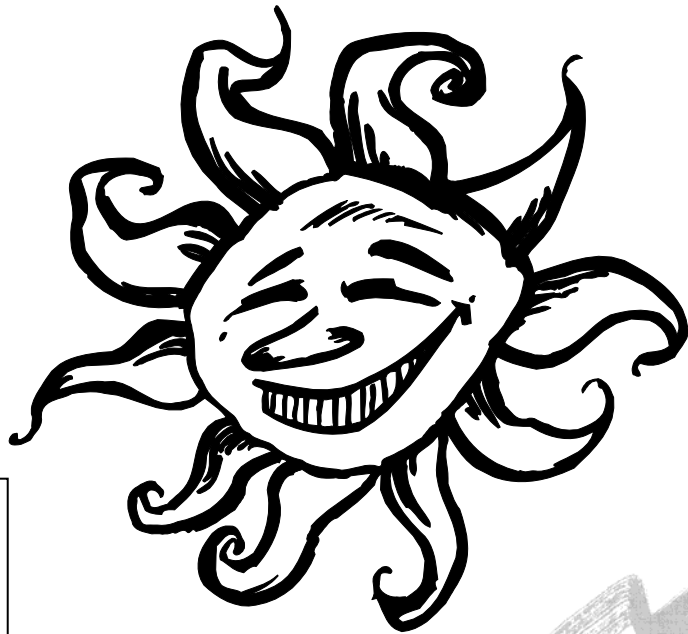


2011 - 2012

**Fort Lupton Recreation Center  
After School Enrichment Program**

**“DISCOVERY KIDS CLUB”**

**Parent Manual**



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## RECREATION DEPARTMENT TABLE OF ORGANIZATION

### **Director of Parks and Recreation**

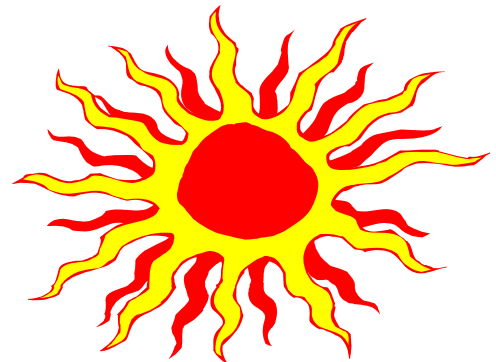
**Monty Schuman** ext. 101  
Mschuman@fortlupton.org

### **Recreation Manager**

**Julie Seedorf Holm** ext. 114  
Jseedorf@fortlupton.org

### **Recreation Center Contact Information**

**Fort Lupton Recreation Center**  
**203 S. Harrison Avenue**  
**Fort Lupton, CO 80621**  
**Phone: 303.857.4200**  
**Fax: 303.857.6421**



# **WELCOME TO THE AFTER SCHOOL ENRICHMENT PROGRAM!**

## **Philosophy of the After School Enrichment Program**

At the Fort Lupton Recreation Center we strive for a loving and joyful environment where children, families and staff come together to enrich and touch the lives of the future. The Fort Lupton After School Enrichment Program focuses on the whole child as we offer hands-on experiences that enrich and build each child's learning skills according to their age and ability.

## **Eligibility for Participation**

All children must be enrolled in Kindergarten thru 5<sup>th</sup> grade to participate in the Fort Lupton Recreation Center After School Enrichment Program.

## **Children with Special Needs**

The Fort Lupton Recreation Center After School Enrichment Program does not discriminate on the basis of race, color, national origin, sex, or disability. The after school enrichment program is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please call us at 303.857.4200.

## **Hours of Operation**

The After School Enrichment is a program sponsored by the Fort Lupton Recreation Center. The after school enrichment program hours are after school to 6 p.m., during school days. The after school enrichment program is NOT offered as an all day program on non-school days.

### **The 2011-2012 dates are:**

September 6 – September 9  
September 12 – September 16  
September 20 – September 23  
September 26 – September 30  
October 3 – October 7  
October 10 – October 14  
October 17 – October 20  
October 25 – October 28  
October 31 – November 4  
November 8 - November 11  
November 14 - November 18  
November 28 – December 2  
December 5 – December 9  
December 12 - December 16  
January 3 – January 6  
January 9 – January 13  
January 17 – January 20  
January 23 – January 27  
January 31 – February 3  
February 6 – February 10

February 13 – February 16  
February 21 – February 24  
February 27 – March 1  
March 5 – March 9  
March 12 – March 16  
March 19 – March 23  
April 2 – April 5  
April 10 – April 13  
April 16 – April 20  
April 23 – April 27  
May 1 – May 4  
May 7 – May 11  
May 15 – May 18  
May 21 – May 23

### **Inclement Weather Procedures**

In cases of extreme heat when activities are scheduled outdoors, the activity time shall be shortened and all children shall be required to have a water bottle with them. The children will then be moved indoors.

In cases of rain, lightening, or a tornado warning, the activity will be moved indoors.

If the Fort Lupton Recreation Center closes due to weather or for any other reason, parents will be notified by telephone.

### **Admission and Registration of Children**

This program is one of many activities sponsored by the Fort Lupton Recreation Center, and registration for all city-sponsored programs is as follows. Registration begins in August of the current year. The 2011 - 2012 After School Enrichment Program registration starts August 2011. Participants can register by one of three methods: Walk-in, Mail-In or Fax.

1. Walk-in Registration: Come into the Fort Lupton Recreation Center during normal hours of operation. (subject to change)

|                 |                        |
|-----------------|------------------------|
| Monday-Thursday | 5:30 a.m. – 9:00 p.m.  |
| Friday          | 5:30 a.m. – 8 p.m.     |
| Saturday        | 8:00 a.m. – 5:00 p.m.  |
| Sunday          | 12:00 p.m. – 5:00 p.m. |

2. Mail-In Registration: All mail-in forms are in the Recreation Program brochure. Mail the completed form with correct payment of check or credit card (Visa/MasterCard)

NO CASH to :

Fort Lupton Recreation Center  
203 S. Harrison Avenue  
Fort Lupton, CO 80621

3. Fax your registration to 303.857.6421.

Please remember that days fill up quickly – to ensure a spot for your child, it is important that you register in a timely manner.

This is your parent information packet. This packet will contain liability waivers, permission slips and emergency information forms necessary for the after school enrichment program admission. Current immunization records and physician statement forms **MUST** be turned in prior to any child's attendance in the after school enrichment program. **IMMUNIZATION RECORDS MUST BE ON AN APPROVED CERTIFICATE!** Physicals will need to be within 12 months of the program's admission.

Packets need to be returned at the Mandatory Parents' Meeting. The **MANDATORY** parent's meeting will be held on Wednesday August 31, 2011 at 7:00 PM at the Fort Lupton Recreation Center. At this time, the Recreation Manager/After School Enrichment Program staff will outline all the details of the upcoming after school enrichment program.

### **Fee Schedule**

The After School Enrichment Program runs on a daily basis – the daily fee is \$5.00/child. All participants must be on the daily roster in order to participate.

**PLEASE NOTE: REFUNDS WILL NOT BE GIVEN – IF YOUR CHILD IS ON THE DAILY ROSTER AND IS UNABLE TO ATTEND, A REFUND WILL NOT BE GIVEN!!!**

### **Payment Options and Payment Policy**

- Payment is due at time of registration.
- Participants must be registered by Wednesday for the following week.
- 15 spots are available on a daily basis, please register early.
- REFUNDS WILL NOT BE GIVEN (NO EXCEPTIONS!!!)

### **Identifying Where Children Are at All Times**

Schedules of activities are given out to parents and children at the beginning of the week. When children are not at the designated home base, a sign will be posted on the door as to where the children and staff can be found.

Children's parents can always call the Recreation Center at 303.857.4200 or reach the Recreation Manager at the Recreation Center 303.857.4200 ext. 114.

Instructors are assigned to certain kids, and kids use the buddy system or some other system of role call during the day and for all activities (depending on the activity).

## **Discipline**

In order to make the After School Enrichment Program a positive experience for all children, we ask that three basic principles be observed:

- Keep yourself safe.
- Keep others safe.
- Keep the materials and equipment safe.

When a child does not observe the expected guidelines, the After School Enrichment Program staff will discuss an appropriate plan of action which may include any or all of the following steps:

- Separate the child from the group for an age appropriate amount of time.
- Discuss with the child the inappropriate behavior before they return to the group.
- Parents will be notified of any problems during the class.
- Staff will document all behavior problems.

The After School Enrichment Program Instructors Love and Logic and also various positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Instructors communicate with the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving.

Physical punishment is never used. Children will not be subjected to physical or emotional harm or humiliation. Punishment is never associated with food, rest, or toileting.

It is the parent's responsibility to inform the Program Director, if their child has any behavioral, mental, or physical challenges, which may affect his/her day-to-day activities in class (this includes hyperactive disorders). Such issues must be specifically noted on the child's registration form and emergency card. Failure to do so may result in the child's dismissal.

If a child's behavior continues to be a problem and/or the safety of others or themselves is at risk, a decision could be made to suspend a child temporarily from the program or the child may be removed from the program entirely. The registration fee may be prorated and/or refunded.

## **Participants Who Become Ill / Accidents / Emergency**

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return. If a child should become ill or get injured during the After School Enrichment Program the parents/guardians will be notified.

Ill children will be separated from the other children and will be offered a blanket. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pickup their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Program Coordinator any exposure to communicable

illnesses outside the program. The child will then be excluded from the center for the period of time prescribed by the child's physician or the local health department. All injuries and illnesses will be documented by staff.

### **Lost Children / Natural Disasters**

All After School Enrichment Program staff members are trained in the established safety procedures. Drills are held to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in such a situation:

- Specific procedures for responding to the crisis will occur.
- Notification of the Program Coordinator must be immediate. The Program Coordinator will notify police.
- Local authorities will begin work immediately.
- Emergency transportation will be provided.
- Children's parents/guardians must be notified promptly

When After School Enrichment Program staff hears the tornado siren or is alerted by the Program Coordinator that there is a tornado warning, children will be moved to the Ft. Lupton Recreation Center safe spot. After School Enrichment Program staff will take attendance once they are safely in the locker room. Once staff receives an all-clear signal from the Program Coordinator or the Police Department, children will return to regular scheduled activities.

### **Transportation of Participants – Field Trips**

Field trips outside of Fort Lupton will be transported by a 15 passenger van (maintained by the City of Fort Lupton). After School Enrichment Program participants are expected to follow rules and regulations of Fort Lupton's provided transportation. The staff will **NOT** transport any participants in their personal vehicles.

### **Safety When Riding in a Vehicle / Vehicle Supervision**

When on a field trip, all participants and drivers will use a seat belt. Behavior in a van or the bus will be such as to not distract the driver. Other instructors will be present to control kids. A cell phone will be available for emergencies.

### **Arrival / Dismissal of Campers & Log-In/Log-Out Process –**

Participants of the After School Enrichment Program will sign themselves in to the program and will be picked up from the program by an authorized person. Children may not log themselves out of the After School Enrichment Program. The only exception is a signed Bike/Walk from the After School Enrichment Program waiver on file, indicating that the participant will be arriving to and leaving from the after school program alone. Log-in/Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to the After School Enrichment Program staff may be asked to show ID. Authorized persons must be at least 18

years old. No program staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

***Procedure for Individuals Not Authorized to Pick Up Participants:*** In a case in which an **UNAUTHORIZED** individual arrives to pick up a participant the child will not be released. Children will only be released to people who are designated on the permission slip. The Program Director will approve individuals only if written permission is given, prior to the day of the pick up. The Program Director will okay the release **ONLY** if the parent has given written permission.

### **Dismissal / Late Pick-up / Failure to Pick-up**

The camp hours are after school - 6:00 p.m.

***Dismissal time: After School Enrichment Program participants*** should be picked up **promptly** at 6:00 p.m. to 6:05 p.m. Anything after 6:10 p.m. is considered a late pick-up and is subject to the following disciplinary procedure:

- A. First Time – Program Coordinator, Director or Leader will wait with the camper until they are picked up by a designated parent/guardian. This staff member will remind the parent that this is a late pick up and they need to arrange prompt pick-up for the participants in the future.
- B. Second Time – The Program Coordinator or program instructor will wait with the child until the parent/guardian arrives. They will then inform the parent that the Program Coordinator or Program Director will be contacting them in regards to their continued delinquent behavior. The Program Coordinator or Program Director will then call the parent/guardian that same day and inform them that they now owe a late fee of \$5.00 for every 10 minutes late they were in picking up their child. This fee is payable at the Ft. Lupton Recreation Center Front Desk, **NOT** to the After School Enrichment Program Staff. **This fee MUST be paid prior to their child returning to camp.** In addition to the late fee, the parent/guardian will also be informed that if they are late again, their child can no longer attend this program for the duration of the month.
- C. Third Time – The Program Coordinator or Program Director will notify the parent/guardian that they have abused our policy, they have been warned and their child may no longer attend this program for the duration of the month. Any future session fees that have already been paid will be refunded.

***Failure to Pick-Up Child:*** If a child is not picked by 6:30 p.m. from the registered 6:00pm program, the After School Enrichment Program Staff member waiting with the child will call the Program Coordinator and make him/her aware of the situation. He/she will immediately call the parent/guardian(s) listed on the emergency card. If he/she reaches them he/she will immediately impress upon them the severity of their tardiness and proceed with the outlined policy for late pick-up, depending on whether this is a first, second or third offense. If the parent can not be located the Program Coordinator or Program Director will call the police and the child/ren will be turned over to the police by 7:00 p.m.

## **Late Arrivals -**

The After School Enrichment Program hours are immediately after school-6:00 p.m.

**Arrival Time:** Participants should arrive for the After School Enrichment Program between 3:15 p.m.-3:40 p.m. Arrivals and departures from After School Enrichment Program will be thoroughly discussed at the parent meeting. In all cases of tardiness or late arrival a staff member will wait at the check-in site until 4 p.m. At that time they will call the parent/guardian to inquire about the late participant.

**Planned or Scheduled Late Arrivals:** It is required that the parent/guardian send a written notice to the after school enrichment program at least one day prior to the foreseen late arrival. In those situations, After School Enrichment Program staff will either wait for the late arriving participant or schedule with that parent/guardian an alternate arrival destination, if it is on a field trip day.

**Tardiness or Unscheduled Late Arrivals:** For unscheduled tardiness, the procedure will be as follows:

- A. First Time – Participant with a parent/guardian will Log-In late.
- B. Second Time – After School Enrichment Program staff will notify the Program Coordinator and she will call the parent and discuss the situation.
- C. Third Time – After School Enrichment Program staff will notify the Program Coordinator who will notify the parent and the participant will be suspended for the duration of the month. If the participant is registered for other sessions, they will receive a refund on the remaining after school enrichment program sessions.

After School Enrichment Program participants' tardiness impacts the day's schedule for all the other participants in the session, and therefore it is an inconvenience that will not be tolerated.

## **Storing and Administering Participants Medication**

Please notify the Program Director, if during the program your child will need any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies. Parents need to meet with the Program Director and the Program Coordinator in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in the After School Enrichment Program.

In the event that a medication does need to be administered during After School Enrichment Program time by staff, we must have on file before administering the medication 1) written authorization from the health care provider 2) parent written authorization 3) and medication in the original labeled container.

Only the After School Enrichment Program Director and/or Program Coordinator are authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked box away from children. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

### **Handling of Participants Belongings and Money**

Ultimately, the individual participant is responsible for any personal belongings they may bring to the After School Enrichment Program. We do require extensive labeling of all their belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.), as a preventive measure for tracking personal belongings. We ask that they keep everything in a labeled backpack. Participants are NOT to bring money, cell phones, iPods, CD players, MP3 players, radios, Gameboys, etc. The Fort Lupton Recreation Center and the After School Enrichment Program staff will not be responsible if these items are lost, taken by another participant or broken. When the participants are away from their designated home base, their belongings are all kept together at one location and at the designated check-in spot. We keep a "Lost and Found" box at the program base, where we put all recovered items.

### **Sunscreen**

In the event that your child is not wearing sunscreen, After School Enrichment Program staff will be regularly announcing to the participants to apply. This will only be done with the buddy system. The After School Enrichment Program staff will not be applying sunscreen to the children at any time.

### **Participant Meals and Snacks**

Any meal, snack or flavored beverage that a participant may want or need during the day **MUST** be brought from home. All containers need to be clearly marked with the participant's name. Water will be readily available to all participants and staff. The staff has the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If this is not met, the staff will contact the parent/guardian to bring the needs of the child's nutrition. **THE AFTER SCHOOL ENRICHMENT PROGRAM DOES NOT PROVIDE SNACKS FOR THE PARTICIPANTS. IT IS THE PARTICIPANT'S RESPONSIBILITY TO COME PREPARED WITH AN AFTER SCHOOL SNACK EVERY DAY. THE AFTER SCHOOL PROGRAM STAFF WILL NOT PROVIDE MONEY TO ANY PARTICIPANT FOR SNACKS!!!**

### **Dress Code**

Please dress children appropriately according to weather, planned activities and in comfortable clothing. Arts and crafts may be messy so that the children can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. Also consider the needs of your child for the use of the restroom. Clothing those children cannot handle themselves, such as; one-piece jump suits and complicated belts are not recommended.

### **Visitors / Volunteer Policy -**

Visitors are always welcome at the After School Enrichment Program. However we ask that all visitors check in with the After School Enrichment Program staff and sign-in and sign-out on our visitor sheet when they arrive and before leaving.

Parents may visit the program at any time. Persons unknown to staff will be required to show identification. All volunteers must complete a City of Fort Lupton Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Program Director.

### **Filing a Complaint**

We want to hear from you if you have questions or concerns about your child care. We will make every effort to resolve any issues or concerns you have about the program. If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call (303) 866-5958.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Human Services. The telephone number for the Weld County Social Services is 970.352.1551.

### **Reporting of Child Abuse**

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the program facility is located.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the county department of social services in the county in which the child resides or the local law enforcement agency in the county in which the incident is believed to have occurred.

Weld County Social Services 970.352.1551.

### **Request for Participants Removal and Appeals –**

The removal of an After School Enrichment Program participant from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a participant is removed, the Program Director will discuss the current situation and everything that has occurred to date with all of the program instructors. With the approval of the Program Director and the Program Coordinator, it will then be informed to the parent/guardian by phone that their child is dismissed from our program. Additionally, the Program Coordinator will follow-up the call with a letter stating what actions have been taken and why. An Appeal Process is available to parent(s)/guardian(s). Parent/guardian would then plead their case; bring to the attention any extenuating circumstances or reason that an exception should be made and their participant should be reinstated to the program. Exceptions can be made and the Program Coordinator will give the parent/guardian their decision within 24 hours of their appeal hearing.

**Participant Helmet use while Operating Roller Blades, Bicycles, Scooters or Skateboards**

Participants are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is an after school enrichment program activity. Those participants who do not have a helmet will participate in an alternative activity on that day.

Please Note:

**ALL FILES WITHIN THE FORT LUPTON RECREATION CENTER'S SCHOOL AGED PROGRAMS ARE CONFIDENTIAL. FOR LEGAL PURPOSES, A COURT ORDER MUST BE GIVEN FOR ANY FILES TO BE RELEASED.**