



A Boys & Girls Club of La Plata County
school-based elementary program,
offered through a partnership with Durango School District 9-R.

FAMILY ORIENTATION HANDBOOK

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUB
OF LA PLATA COUNTY



Durango School District

WELCOME TO THE CLUB @DURANGOSCHOOLS

The Durango 9-R School District is working in partnership with the Boys & Girls Club of La Plata County to provide the community's premier school-based after-school program.

Our program serves children in kindergarten through 5th grade. However, we strongly encourage 4th and 5th graders to attend our program geared towards older children at the Main Club at 2750 Main Ave. The school district will provide transportation from each school to the Main Club every day.

The Club@DurangoSchools is a program designed to provide fun, engaging, activities for kids. The Boys & Girls Club's outcome driven program supports academic success through activities that promote character and citizenship (leadership), and healthy lifestyle behaviors (active play, smart choices, etc.) together with STEM, and the arts.

This Family Orientation Handbook outlines what you may expect from the Club@DurangoSchools and contains our policies and procedures.

Please feel free to contact me with any questions you may have. My work hours are Monday through Friday from 10:30am-6:30pm.

Audra Snow, MSW, LSW
(she, her, hers)

Director, The Club@DurangoSchools School Site Based Programs
Durango School District 9-R and The Boys and Girls Club of La Plata County
(970) 247-5411 extension 1469
asnow@durangoschools.org

PLEASE PROGRAM YOUR SITE'S CELL PHONE NUMBER INTO YOUR PHONE.
You will use these phone numbers to report after school absences and communicate with the after-school staff at your site.

Animas Valley (970) 559-9326
Florida Mesa (970) 749-6360
Fort Lewis Mesa (970) 814-6143
Needham (970) 749-7565
Park (970) 946-9117
Riverview (970) 749-6968
Sunnyside (970) 814-9479

WHERE DOES MY CHILD GO AFTER SCHOOL?

For most schools, The Club's "home base" is the cafeteria of the school. Your child will check in there when the bell rings. Teachers or their aides will escort kindergarteners.

Sunnyside uses a room located off the library and Fort Lewis Mesa uses the small classroom at the Northwest corner of the building.

WHERE DO I PICK MY CHILD UP EACH DAY?

Sunnyside- access our classroom through the library.

All other schools- there is a doorbell at the exterior door leading to our space. Please ring it and we will come greet you. We do not have the ability to remotely unlock the front doors of the school, you will need to use our specific entrance.

You are legally required to sign your child out each day. If your family uses CCCAP for childcare, remember that your contract with the state requires you to check in and out through the guardian kiosk of the Attendance Tracking System.

IDENTIFICATION?

Any adult (parent, grandparent, family friend, etc.) will be required to show official identification to pick up their child. As our staff becomes familiar with you, it will no longer be required. However, it is always a good idea to bring your ID in the event there is a substitute who is unfamiliar with you. Please communicate the need for ID with any person who will be picking up your child(ren).

FAMILIARIZE YOURSELF WITH OUR PROGRAM'S POLICIES AND PROCEDURES

- **PARTICIPANTS:** All children attending elementary school, K- 5th Grade in Durango School District 9-R are eligible to enroll in The Club @DurangoSchools.
- **VACCINATIONS:** Colorado law requires that students attending school be immunized against vaccine-preventable diseases.
 - Documentation of immunization status or exemption as required by Colorado Department of Public Health and Environment (CDPHE). Colorado law requires proof of immunization to be provided prior to or on the first day of admission. *You should have already submitted this information to your school when you registered your child. We have access to this, so there is no need to duplicate this step.*
 - Beginning July 1, 2016, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical

exemption, go to www.colorado.gov/vaccineexemption and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

- **STUDENT INFORMATION FORM: WE MUST HAVE A 2023-24 THE CLUB @DURANGOSCHOOLS STUDENT INFORMATION FORM ON FILE AT YOUR AFTER-SCHOOL SITE BEFORE YOUR CHILD CAN ATTEND.**
 - **You will need to turn this into the FRONT OFFICE of your child's school.**
 - **If we do not have this form and your child arrives to check in, they will be sent to the office to await parent/guardian pick up.**
 - **There are no exceptions. This is a state licensing requirement.**
 - The state requires that a new form be filled out every year. This form can be found at bgclaplata.org on the Afterschool Programs page and at www.durangoschools.org under Our Schools, and then under After School Programs
 - *If your child spends time in more than one household, we ask that all households fill out separate Information forms.*

FEES & FINANCIAL ASSISTANCE

Regular Rate: \$14.50

9-R Employee Regular Rate: \$13.00

Any family that qualifies for free and reduced lunch and submits application: \$10.00

Financial assistance

The Colorado Childcare Assistance Program (CCCAP)- This is available on a long-term basis to qualifying families through the La Plata County Department of Human Services. Call (970) 382-6150 for information or visit the Colorado Department of Early Childhood website.

Boys & Girls Club of La Plata County-Thanks to generous donors, we have the ability to offer financial assistance to qualifying families. The short application is available online at www.bgclaplata.org. You may also request a paper application.

FINANCIAL POLICIES

- We do not issue year end receipts for child care. If you plan on itemizing childcare expenses at tax time, you will need to keep track of your own expenditures. The Tax ID or EIN is 20-5112759.

- If you utilize the CCCAP program, you must pay your parental fee within 24 hours of registering. If you fail to do this, your days will be deleted.
- Refunds will be issued for cancellations made 30 or more days in advance. There will be no refunds given if a cancellation is made less than 30 days in advance, unless the vacancy created is immediately filled from the waiting list.
- We do not transfer registered days. If you need to make a change more than 30 days in advance, we can issue a refund. You can choose to use that refund to register for the new day you need.
- Refunds will be issued if a child is withdrawn permanently,
- Refunds will be issued if a family is asked to find alternate care due to one of the following reasons: repeated behavior citations/unsafe behavior by child, inappropriate behavior by a parent or guardian, repeated late pick-ups, repeatedly neglecting to notify staff of absences, repeatedly refusing to follow CCCAP sign out procedures, repeatedly neglecting to sign child out.

STAFFING

Each school site has a lead staff person- the site coordinator. The site coordinator is assisted by a program assistant.

ATTENDANCE PROCEDURES

Attendance is taken several times daily. Parents/guardians are responsible for notifying the TheClub@DurangoSchools site staff if their child will be absent from the after school program. **Please call or text the SITE phone number to report absences.** These phone numbers are listed on page two of this handbook.

Repeated failure to notify your after-school site staff directly regarding absences may be cause for dismissal from the program.

If a child is absent and we are unable to confirm location from a parent/guardian, we will call the police or the sheriff's dept. to request help locating the child.

When a child is absent during the school day, they are not eligible to attend The Club @DurangoSchools that afternoon.

An unexcused absence will initiate one or more of the following actions:

- The office will be contacted to see if the child was absent or dismissed from school.
- The child's guardian's cell phone will be called.
- The child's guardians will be called at work
- The child's teacher will be contacted for possible information.
- The building intercom system will be used to attempt to locate the child.
- The school grounds will be checked.

- The Bus Barn will be contacted to find out if the child boarded a school bus.
- If a child's guardians cannot be contacted to confirm the location of their child, we will contact the Durango Police Department or the La Plata Sheriff's Department for assistance in locating the child.

LATE PICK UP

Our program ends at 6:00pm Monday through Friday.

Parents who are running late must call program staff. There is \$1 a minute fee for late pick up starting at 6:05pm. **State regulations require that our staff call the Department of Human Services if a parent/guardian is more than 30 minutes late.**

Three late pick-ups may result in your child being dismissed from the program.

VISITORS and VOLUNTEERS

We may occasionally invite outside agencies into the program to present an activity. These individuals will be thoroughly vetted and will not be left alone with children. All volunteers go through the same background check process as staff members.

SNACK

One small snack is provided each day. Children are welcome and encouraged to bring their own snacks to supplement what is provided.

If your child has a food allergy, we will try our best to accommodate them. We have very limited options for gluten/dairy/nut/etc. free snacks.

HOURS OF OPERATION

All school sites operate from the time school lets out each day until 6:00pm.

COMMUNICATION

Parents/guardians will receive text and/or email alert notifications from the Club in the case of urgent operations changes (cancellations due to weather or lack of staff, for example). Please email info@bgclaplata.org with phone and email updates to ensure you receive this important information.

Please remember to send information about changes to emergency contact information to info@bgclaplata.org, as well.

Families will receive the Club's e-news regularly via email.

WATER

Occasionally the City of Durango needs to shut the water off in a building, either for maintenance or because of a problem. If they determine that the water will be off for more than two hours, we will require parents to pick up their children as soon as possible. State law dictates that child(ren)s cannot be in a building without running water for more than two hours.

BEHAVIOR AND DISCIPLINE POLICIES

Providing a safe environment (both physically and emotionally) is our priority. We focus on prevention and taking advantage of teachable opportunities through restorative protocols.

We will work with you and your child to help ensure their success. Should we experience challenges with behavior, you will be advised. A family may be asked to find alternate care if a child is unable or unwilling to behave safely. Short term suspensions will not be refunded.

Staff will appropriately address refusal to follow our rules, and behavior deemed to be disruptive, physically or emotionally dangerous, or generally unsafe.

Unsafe behavior is grounds for temporary and/or permanent dismissal from the program. This includes but is not limited to refusal to stay with the group, running away or hiding from staff, physical aggression/assault of another child or staff, threats to another child or staff, bullying, consistent refusal to follow rules.

Inappropriate behavior by a parent or guardian including, but not limited to, verbal abuse of a child or staff, may result in a child's dismissal from the program permanently.

Parent/Guardian Safety Resources:

Safe-to-Tell: <https://safe2tell.org/>

Bullying Prevention: <https://www.stopbullying.gov/prevention/how-to-prevent-bullying>

Child Safety: <https://www.bgca.org/about-us/child-safety>

MANDATORY REPORTING

The Club @DurangoSchools staff are mandatory reporters. We are required, by law, to report any suspicions of abuse or neglect to the Department of Human Services.

INFLUENCE OF DRUGS OR ALCOHOL

If staff suspects that an adult is under the influence of drugs or alcohol at the time of pick up, and the adult is driving, our staff will suggest the adult find an alternate method of transportation. If this suggestion is not taken, 911 will be called and the adult's name and vehicle license plate will be reported.

HEALTH, SAFETY, AND MEDICATIONS

Our site is equipped with a first aid kit. At least one staff person at each site is CPR/First Aid certified. The site coordinator will notify parents immediately of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid.

Emergency medications (epi pens/inhalers, etc.) are the only medications administered by our staff.

If a child becomes ill while at our program, the parent/guardians will be called. We expect children who are ill to be picked up WITHIN 30 MINUTES. An ill child not picked up within a reasonable amount of time may assess a \$1.00 per minute late fee.

In the event of an emergency warranting medical attention or considered life threatening, our staff will call 911 or take other necessary emergency action. Parents/guardians and/or emergency contacts will be contacted after 911 has been called.

SUNSCREEN

The Colorado Department of Human Services has issued regulations for the use of sunscreen and shade requirements at childcare centers. Children over the age of four are allowed to apply sunscreen themselves. *If you would like your child to wear sunscreen at recess and during outdoor field trips, please provide them with a bottle for their backpack.* We will remind all children to apply it before heading outside.

HOW SICK IS TOO SICK

Our exclusion from care is based on recommendations from the public health department. It includes, but is not limited to the following:

- **Fever:** Children should be kept home if they run a temperature of 100 degrees or more. They may return to care after being fever free without medication for fever reduction for at least 24 hours.
- **Vomiting:** A child who cannot hold stomach contents down, must be excluded from care until they have had normal meals and the vomiting has subsided for at least 24 hours.
- **Diarrhea:** This is defined as loose watery stools that cannot be contained. If a child has three stools in a period of 2 to 3 hours that cannot be contained in the diaper or clothing, parents will be notified. Numerous germs can be passed through feces and if it is uncontainable there is greater danger that it will spread, potentially infecting several children. The child may return to care once they have normal stools while eating regular meals.
- **Nose & Eye discharge:** Children who have thick, green, excessive discharge will need to be excluded from care until they have seen a doctor and it is under control.
- **Conjunctivitis:** Commonly known as pink eye, this is a condition that is very contagious. A child whose eyes are inflamed, red, itchy or draining with mucus needs to be removed from care. They may return once the child is on medication for 24 hours and there is no further drainage.
- **Open blisters or sores:** Any open place on a child's skin that is bleeding or oozes bodily fluid can be hazardous. The child needs to be excluded until the skin is crusted over.
- **Skin rashes:** All skin rashes need to have a doctor's note indicating the child is not contagious in order to return to care.
- **Sore Throat:** A child who has a sore throat especially if accompanied by fever or swollen glands should be kept at home. A child with strep throat must have had at least 24 hours of an antibiotic to return to the center.

- **Respiratory Symptoms:** This includes difficulty in breathing, or continuous coughing to the point that the child cannot rest comfortably.
- **Head Lice and Nits:** Parents will be notified to pick-up a child with a suspected or confirmed lice infection. Treatment will be required. The child may return to school as she or he is completely free of lice and nits. Children will be inspected when they return to school.

PERSONAL POSSESSIONS

Please have your child(ren) keep their personal possessions at home. If they do bring items to our program, we will ask that they remain in their backpack.

MEDIA/SCREEN POLICY

On rare occasions (usually due to children earning a reward or inclement weather) we will show a movie. We use <https://www.common sense media.org> to decide which movies are appropriate for the group to watch. You may opt your child out of any media/screen time during registration.

Children are required to follow the Club's Acceptable Technology Use policy available at bgclaplata.org. Click on the About Us/Club Member Safety tab.

INCLEMENT AND EXCESSIVELY HOT WEATHER

During periods of severe weather children will remain indoors. Please make sure your child comes to school dressed appropriately for recess.

SPECIAL NEEDS SERVICES

Decisions to provide services to any child will be made with regard to appropriateness of programming, safety, capacity based on attendance numbers, and individual child(ren) needs. Special needs services comply with ADA.

SAFETY POLICIES

The Club @DurangoSchools is required to have safety guidelines on site.

These include:

- Evacuation procedures
- Lock-Downs/Lock Outs
- Communication between schools and administration during crisis situations
- Fire drills
- What to do in case of a gas leak
- What to do in case of serious injury or medical emergency
- Emergency Call Procedures
- Listing of Emergency contacts
-

These policies are available on flip charts stored in our area at each school site.

FILING A COMPLAINT ABOUT CHILD CARE

Childcare facilities must provide written information to parents at the time of admission and staff members at the time of employment on how to file a complaint concerning

suspected licensing violations. The information must include the complete name, mailing address, and telephone number of the Colorado Department of Human Services, Division of Child Care.

To file a complaint, please contact:

AMY DAVLIN

(303) 866-5958

1575 Sherman St

Denver, Colorado 80203-1714