



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

# FAMILY ORIENTATION HANDBOOK 2025-2026

GREAT FUTURES START **HERE.**





## *Durango School District*

### **WELCOME TO THE CLUB @DURANGOSCHOOLS**

The Durango School District (DSD) 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 5<sup>th</sup> grade. However, we strongly encourage 4<sup>th</sup> and 5<sup>th</sup> graders to attend our program geared towards older children at the Main Club at 2750 Main Ave. Durango 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 don't hesitate to reach out if you have any questions or concerns—I'm here to help and ensure the best experience for your child(ren).

Tienna Begay  
(she, her, hers)

Director of School Based Programs, After School and Summer  
Durango School District and Boys & Girls Club of La Plata County  
(970) 247-5411 extension 1469  
tbegay@durangoschools.org

### **PLEASE SAVE 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**-970-749-6968  
**Park/Needham**- 970-946-9117  
**Florida Mesa** - 970-814-3321

## **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.

## **WHERE DO I PICK MY CHILD UP EACH DAY?**

There is a doorbell at the exterior door leading to our space. Please ring it and we will come to 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- 5<sup>th</sup> Grade in Durango School District 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](http://www.colorado.gov/vaccineexemption) and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

- **WE MUST HAVE A 2025-2026 BOYS & GIRLS CLUB MEMBERSHIP (NEW OR RENEWED) BEFORE YOUR CHILD CAN ATTEND.**
  - **There are no exceptions. This is a state licensing requirement.**
  - The state requires that a new membership be filled out every year. You can find the link under “Browse Memberships” in the parent portal.

## **FEES & FINANCIAL ASSISTANCE**

Regular Rate: \$15.00

9-R Employee Regular Rate: \$11.00

Any family that qualifies for free and reduced lunch and submits application: \$11.00

### **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](http://www.bgclaplata.org). You may also request a paper application.

## **FINANCIAL POLICIES**

- We do not issue year end receipts for childcare. 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 by the 1<sup>st</sup> of each month. Call (970) 375-0010 ext. 1 with a credit or debit card number to pay. Unpaid parental fees may result in registration cancellations. When you notify us that you have been awarded CCCAP you will be sent a link to make payment online.
- Refunds will be issued for cancellations made 14 or more days in advance. There will be no refunds given if a cancellation is made less than 14 days in advance, unless the vacancy created is immediately filled in from the waiting list.
- We do not transfer registered days. If you need to make a change more than 14 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 Director. The Site Director is assisted by at least one Program Specialist.

## **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 their 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 County 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 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](mailto: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](mailto: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.

## **BEHAVIORAL SAFETY POLICIES**

At the Boys & Girls Club of La Plata County, our top priority is to ensure a safe and supportive environment for all our members. We are committed to promoting a space where children can enjoy themselves, engage in fun and educational activities, and where staff can lead these programs effectively. To maintain this environment, we have established a safety policy that outlines expectations. We encourage open communication between staff and families to address any concerns or to support behavioral improvements.

We appreciate your cooperation and commitment to maintaining a positive and safe environment for all our members.

To keep everyone safe and ensure that our programs run smoothly, behaviors are categorized into three tiers, each with specific examples and corresponding actions:

### **Tier One Behaviors**

*Examples:*

- Disrespectful behavior towards peers and staff
- Refusing to follow directions or participate
- Creating disturbances that affect others' ability to participate
- Mistreating Club equipment and supplies
- Refusing to follow Club rules and expectations

*Action:*

- **Initial Incident:** Staff will address the behavior and discuss it with the Club member.
- **End of Day:** Staff will inform parents/guardians of the incident when the child is picked up.
- **Repeated Incidents:** Repeated Tier One behaviors within a month may necessitate a safety agreement to outline expectations and consequences.

### **Tier Two Behaviors**

*Examples:*

- Briefly leaving the group or hiding from staff and peers
- Putting hands on another Club member (e.g., pushing, shoving, grabbing)
- Unsafe behavior on the bus

*Action:*

- **Initial Incident:** Staff will address the behavior and discuss it with the Club member.
- **End of Day:** Staff will inform parents/guardians of the incident when the child is picked up.
- **Consequences:**
  - If similar behavior occurs a second time within a month, the Club member may lose attendance privileges for one day and a safety agreement will be created.
  - If the behavior happens a third time a month, the Club member will lose attendance privileges for two days.
  - Continued behavior issues may result in longer-term suspension or potential permanent exclusion from the program.

## Tier Three Behaviors

### *Examples:*

- Physical aggression (e.g., punching, hitting, fighting, throwing items at someone)
- Destruction of property
- Physical aggression towards staff
- Use of derogatory comments
- Harassment or bullying
- Elopement (leaving the program area without permission)
- Inappropriate behavior during field trips

### *Action:*

- **Immediate Response:** Parent/guardian must pick up their child.
- **Safety Agreement:** A safety agreement will be created outlining expectations and consequences.
- **Consequences:**
  - The Club member will lose attendance privileges for at least one day.
  - Continued Tier Three behavior within a month may result in extended suspension or permanent exclusion from the program.

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.) and medications prescribed for a disability are the only medications administered by our staff. Contact your Site Director in advance to discuss medication administration.

If a child becomes ill while at our program, the parent/guardians will be called and asked to pick their child up early.

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 at 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 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 occasion (usually due to children earning a reward or inclement weather) we will show a movie. We use commonsensemedia.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](http://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.

### **ACCOMMODATIONS**

The Boys & Girls Club daily programming is facility-based, and group structured. Youth rotate through a variety of activities, both inside and outside, small and large group sizes, and activities range from physical activities to seated, discussion-based activities. Youth are expected to remain in their assigned groups and participate in each rotation. If you believe this format may be challenging for your child, contact the Club at 970-375-0010 to discuss strategies and reasonable accommodations.

### **SAFETY POLICIES**

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

These include:

- Evacuation procedures
- Lock-Downs
- Secures
- 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:**

**Katrina Lindus, ECSE**

**Licensing Specialist - Archuleta, La Plata, Montezuma**

**Division of Early Learning and Licensing Administration (DELLA)**

**(720) 703-0781**

**Katrina.Lindus@state.co.us**

**710 South Ash Street Denver, Colorado 80246**