

**2016/2017 School's Out Camp**

**AVON COLORADO**

Games, Crafts, Swimming, Bouldering, Adventures and More!!

**7:30am-5:30pm \$35.00/Day Ages 5-11**

<b>September</b> Monday, 5 <sup>th</sup>	<b>October</b> Friday, 14 <sup>th</sup> Monday, 17 <sup>th</sup> Tuesday, 18 <sup>th</sup>	<b>November</b> Monday-Wednesday 21 <sup>st</sup> -23 <sup>rd</sup>	<b>December</b> Wednesday-Friday 21 <sup>st</sup> -23 <sup>rd</sup> Monday-Friday 26 <sup>th</sup> -30 <sup>th</sup>
<b>January</b> Monday, 2 <sup>nd</sup> Monday, 16 <sup>th</sup>	<b>February</b> Monday-Friday 13 <sup>th</sup> -17 <sup>th</sup>	<b>March</b> Monday, 20 <sup>th</sup>	<b>April</b> Monday-Friday 17 <sup>th</sup> -21 <sup>st</sup>

**Bring your bathing suit, towel and a sack lunch and dress to be outdoors!**

A Youth Waiver Packet must be completed prior registration.

Call or Visit us at the Avon Recreation Center to Register your Child Today

Space is Limited, So Don't Delay!

Avon Recreation Center • [www.avonrec.org](http://www.avonrec.org) • 90 Lake Street • 970-748-4060

**AVON COLORADO**

**AFTER SCHOOL PROGRAM**

**PARENT HANDBOOK**

**2016/17**

Dear Parents:

Thank you for choosing the Town of Avon Recreation Center for your child(ren)!

The purpose of this handbook is to welcome you to the Town of Avon's After School Program. In order for us to provide a high quality program, we ask that you please read through this manual carefully and become acquainted with the policies and procedures that enable us to provide a safe and successful program. The Town's programs are dedicated to providing a safe, active and exciting recreational experience for your child(ren) once school has completed for the day.

Communication is the key to any relationship, and as questions or concerns arise we welcome your input. We ask that you contact the Program Coordinator, who will assist you. If you have any questions after reading through this booklet, please feel free to contact us. We are looking forward to a fun-filled and safe school year!

Sincerely,  
The Avon After School Team



## Monday-Thursday Schedule

- 3:30-4:00 Homework or Crafts
- 4:00-4:15 Snack
- 4:15-5:15 Finish Homework or Craft
- 5:15-6:00 Outside or Inside Free Play
- 5:15-6:00 Pick-up

## Friday Schedule

- 3:30-3:50 Outside or Inside Free Play
- 3:50-4:00 Travel to Avon Recreation Center
- 4:00-5:00 Free Swim
- 5:00-6:00 Movie and Snack
- 5:00-6:00 Pick-up at Avon Recreation Center



## Monday-Thursday Schedule

- 2:50-3:15 Travel to Homestake Peak School
- 3:15-4:00 Homework or Crafts
- 4:00-4:15 Snack
- 4:15-5:15 Outside or Inside Free Play
- 5:15-5:30 Travel to Avon Elementary
- 5:30-6:00 Pick-up at AVON ELEMENTARY

## Friday Schedule

- 2:50-3:15 Travel to Avon Recreation Center
- 3:15-5:00 Free Swim
- 5:00-6:00 Movie and Snack
- 5:00-6:00 Pick-up at Avon Recreation Center

### Town of Avon Recreation Center

#### Contact Information

Avon Recreation Center:  
970-748-4060

After School Cell Phones:

**Avon Elementary School:**

970-331-5684

**Homestake Peak School:**

970-376-3660

Programs Coordinator:

Matt Koch

970-748-4057

[mkoch@avon.org](mailto:mkoch@avon.org)

Parks and Recreation

Director:

John Curutchet

970-748-4059

Front Desk Coordinator:

Jamie Taylor

970-748-4053

Aquatic Supervisor:

Ryan Graham

970-748-4446

### About Avon Recreation Center

#### After School Program

Ages:

5-11yrs

Days:

Monday-Friday

Times:

2:30pm-6:00pm

Locations:

Monday-Thursday:

Avon Elementary School  
850 W Beaver Creek Blvd.

Avon, CO 81620

Homestake Peak School

600 Eagle Road

Eagle-Vail, CO 81657

Fridays:

Avon Recreation Center  
90 Lake Street

Avon, CO 81620

### **Purpose and Goals**

The purpose of the Town of Avon After School Program is to get children involved in activities and to improve their physical and social skills in a fun and safe environment. Our After School Program offers a wide variety of activities, that will provide your child(ren) with an ability that will last them a lifetime.

Staff will provide a variety of well-rounded activities for kids through playing games and a combination of other sporting and educational activities throughout the day. Most importantly our staff wants your child(ren) to have fun, be safe and enjoy their time after school.

### **Registration**

Advanced registration is not required to attend our after school program. A Youth Activity Waiver Packet does need to be completed prior to attending in order to ensure that we have your contact information in the event of an emergency. If you are interested in applying for financial assistance you can look into Eagle County's Child Care Assistance Program (CCAP). The Avon Recreation Center does not have any part in the CCAP application process, we merely provide childcare to those that qualify and have been approved by the County.

### **Fee Information**

Daily: \$15

10-Visits: \$125

2 Children: \$15 for the 1<sup>st</sup> child and \$12 for the 2<sup>nd</sup> child

3 Children: Same as above and \$10 for the 3<sup>rd</sup> child

Payments can be made with cash or check at your pick up location. All credit card payments can be completed by contacting the Avon Recreation Center Front Desk.

### **Reporting of Child Abuse**

The Town of Avon Recreation Center programs are licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see our license. Licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you suspect that your child has been abused, please seek immediate assistance. Any suspected licensing violations or complaints should be reported to:

The Division of Child Care  
Colorado Department of Human Services  
1575 Sherman Street  
Denver, Colorado 80203-1714  
(303) 866-5958

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well planned program. Remember to observe the program regularly, especially regarding children's health, safety, equipment, play materials and staff. For additional information regarding licensing, or if you have any concerns about a child care facility, please consult:

Colorado Division of Child Care  
1575 Sherman Street, First Floor, Denver, CO. 80203  
To obtain licensing information: 303-866-5958  
To report licensing violations: 303-866-5958

**Colorado requires childcare providers report all known or suspected cases of child abuse & neglect.**

## **Behavior Interventions Continued**

In cases of disruption of an activity, the child will be requested to rectify the situation. In cases of destruction of the facility property, parents will be asked to assume responsibility of costs incurred. Purposeful destruction of another child's possession will be the financial responsibility of the parent. Continued negative behavior may lead to removal from the program. Parents will receive advance warning of this decision. This will be determined by the reasoning for the removal of the child and will be the decision of the Programs Coordinator and Recreation Director. This is our approved policy and procedure for staff to follow as it relates to behavior at the program; we do not allow any form of physical, or negative verbal/emotional behavior interventions.

***Staff reserves the right to suspend or remove a child from the program at any time for serious and/or continual problems.***

The Town of Avon Recreation Center may terminate a child's enrollment and ask that the child be immediately picked up from the program for any of the following reasons:

- I. Failure to adhere to program policies.
- II. Behavior by a child that poses a threat to the safety of him/herself or others.
- III. Hitting/fighting and other forms of physical abuse.
- IV. Inappropriate touching.
- V. Failure to respond to staff direction.
- VI. Behavior by a child that is continually disruptive to the program for any reason.
- VII. Behavior by a child which is destructive to property.
- VIII. Leaving the direct supervision of a staff without permission.
- IX. Parent behavior which is disrespectful to staff, children, community or property.
- X. Non-payment, late payment or return payments by a financial institution for any fees.

## **WHAT TO BRING TO THE AFTER SCHOOL PROGRAM:**

- If you wish you may pack your child an after school snack, however we do provide a daily snack
- Homework from class
- Swimming attire, goggles, towel (Fridays Only)
  - Activity appropriate clothes summer/winter
  - Shorts/shirt/closed toed shoes
  - Gym shoes/winter coat/snow pants/boots/hat/gloves etc.

***We recommend extensive labeling of all belongings as a preventive measure for tracking personal items.***

## **WHAT NOT TO BRING:**

- Nice clothes
- Any type of video games or electronic devices
- Cell phones
- Any type of weapons
- Pool floatation devices
- Toys, stuffed animals, games, etc.
- Valuables— **we are not responsible for any lost items.**

## **Who May Pick up your child(ren)?**

Children will be released to authorized personnel only; parents, guardians, or individuals listed on the Youth Activity Waiver. ANYONE picking up should be prepared to show a valid form of identification. Children will not, under any circumstances, be released from the program without authorized pick up person showing proper identification.

Please ensure to sign your child(ren) out and notify staff before leaving with your child. It is important for our staff to know that the child is no longer in our care and that the person picking up is authorized.

If a person arrives at the program, who is not authorized to pick up the individual, the legal parent or guardian will be contacted immediately. If the individual is in danger due to an unauthorized person at the location, staff will contact the authorities.

### **Late Pick up Procedure/Penalties**

Children should be picked up no later than 6:00pm. After that designated time, a \$5 per minute late fee will apply. Children will not be able to attend the next day of the program unless this fee is paid. *The internal clock on cell phones will be used.* If you know ahead of time you will be late, please contact the Counselor. If the parent/guardian continues to pick up late from the program, their child will no longer be authorized to attend the program.

If the child is not picked up within 5 minutes of the designated time of pick up the Counselors will contact everyone on the emergency list, and notify the Program Coordinator. If the Coordinator has not received a return call within 30 minutes after the program has ended, an additional attempt will be made to contact everyone on the emergency list. If by 45 minutes after the program has ended we have not been able to contact anyone to pick the child up, they will be left with the Coordinator or another qualified member of staff.

If a child is not picked up within one hour of the designated pick up time, the Program Coordinator will contact the Town of Avon Police Department and ask for a social worker on duty to report an abandoned child. The police can check on accident reports throughout Eagle County to ensure the parent has not been involved in an accident. If we still cannot reach any contacts we will ask for the social worker from Child Protection to come get the child.



### **Behavior Interventions**

Our staff has the knowledge to help children solve problems for themselves. Staff will be aware of concerns for each individual and staff is committed to using a positive reward system. If a child displays a negative behavior, staff will redirect the child to learn from each experience, and encourage the child to make a different choice next time. Several lower level interventions will be used when a child becomes agitated. Some examples would be letting the child take-space (time away from the group that is used so a child can calm themselves and gather their thoughts), ignoring the negative behavior (as long as no child or staff are in any danger), redirecting the child to other options for what is acceptable, give compliments regarding child's strengths and positive behavior, sit calmly with the child until they are ready to talk to staff or join the group. Staff realizes that every child is unique and will have different needs during the program. What works for one child, may not work for another, and staff will work with you and your child to determine what works, what the needs are, and how to have a successful experience.

Steps taken for serious behavior problems may include written reports with behavior contracts, additional positive reinforcement, and counseling with parents to create a plan for change. In rare occasions when the situation cannot be resolved, disenrollment of the child from the program for a pre-determined amount of time may occur. Our goal is to provide a safe and enjoyable environment for all participants.

If negative behavior persists, or a child is endangering themselves or others, a parent/guardian will be notified and will be asked to pick the child up from the program. At that time a meeting may be arranged to discuss further participation in the program.

### **About Our Staff**

Our staffs are trained professional role models. Each member of our staff goes through an interview process and must meet our licensing qualifications for their position through the Colorado Department of Health and Human Services. All staff are required to be fingerprinted which provides us with an extensive background check. The Colorado Bureau of Registry of Child Protection would notify us of any criminal offences and or criminal record for any perspective staff member.

### **Child To Staff Ratio**

The State of Colorado's standards for staff to school aged child ratio is 1:15. The Town of Avon Recreation Center plans for a 1:13 ratio at all times so we can provide a higher level of supervision.

### **Accommodations**

In compliance with the Americans with Disabilities Act, considerations and/or accommodations will be made for the children with disabilities. In order for proper accommodations to be made, please notify the Programs Coordinator two weeks prior to child's starting date.



### **Child Tracking**

Specific child tracking tools vary and include; head counting, face to name checks, roll calls, and use of cell phones. If you need to locate your child, you may contact the cell phone attached to your child's school.

### **Field Trips and Movies**

When children leave on a field trip, each group is led by a Counselor. Staff carries an emergency first aid pack and cell phone to be easily reached. All field trips and group activities are approved by the Programs Coordinator to ensure safety and age appropriateness.

When transporting by bus all children are required to sit facing forward with their backs to the seats. Staff will sit throughout the bus with the children to monitor behavior and ensure safety. Before each bus departure a safety talk will be provided.

### **Visitor and Volunteer Policies**

Parents and guardians are welcome to visit at any time. If you are interested in volunteering/visiting the program you will need to contact the Programs Coordinator. The Coordinator will help you fill out a Volunteer Application and Background Check form. The volunteer will be responsible for the cost of the background check. This process can take up to two weeks. Please be sure to contact the Program Coordinator ahead of time if you'd like to volunteer at the program. Anyone not listed as a parent/guardian or emergency contact is considered a visitor.

All visitors will be required to sign in our visitor log with the following information and proper identification: Name, address, phone number, reason for visit, and identification.

## **Transportation**

It is the policy of The Town of Avon Recreation Center to transport children only in vehicles owned by or leased to the town. All vehicles receive regularly scheduled maintenance and are in a safe operating condition. Van drivers will be trained to drive the vehicles and will be trained in CPR and First Aid. All passengers are instructed of safety rules that they will be expected to follow while riding in all Town vehicles. Regulation on the amount of seats in any vehicle does not exceed the state law. Children who use wheelchairs will be accommodated to ride in our Town vehicles while following all state laws. Everyone in the van will be required to be properly restrained with the motor vehicle's safety belt and be compliant with Colorado law.

If your child uses a booster seat while riding in the car, please inform the Counselors. We provide boosters to all children that require a booster. If you would like to provide your own booster seat, please make sure that it is properly labeled with your child's name and phone number. All personal booster seats will need to go home with the child at the end of each day. No personal booster seats will be stored.

In the event we have multiple problems with a child's behavior in a van or on outings, the child may be held back from attending field trips as a consequence. Safety is our top priority at the After School Program. We instruct our drivers to be cautious, even if it means arriving late. Please realize that under extreme driving conditions, groups may be late in returning from outings. Under no circumstances will staff transport children in their own vehicle.

## **Medication**

All prescription and non-prescription medication given in a childcare or school setting requires a written authorization from the child's health care provider, as well as parent written consent. This is a childcare licensing requirement. The medication authorization form is provided by request. Staff who are involved in medication administration receive special training and are supervised by a nurse consultant. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration and the frequency of medication needs to be given. All medication must be brought in the original labeled container with the child's name on it. Parents are responsible for providing all medications and supplies to the program. Children may not transport medications to and from the program.

## **Injuries and Illness**

Each Town of Avon Recreation Center staff member is certified in CPR and First Aid/AED. Minor injuries that occur at the program will be treated by certified staff. An injury/accident form will be completed to document the injury and the care given to the individual. In the case of a serious injury, the Program Coordinator will notify the parents immediately and appropriate action will be taken. Please be aware that any medical expenses incurred will be the responsibility of the parent/guardian. Please, DO NOT send sick individuals to the program, your child should be symptom free for 24 hours before they should be sent to the program. If a child becomes ill, staff will make an effort to reach the parent/guardian or authorized adult immediately. If no parties can be reached, the Programs Coordinator will decide the course of action to be taken. In the case of communicable disease, parents will be informed and advised as to the necessary protective measures. Eagle County Department of Health will be notified of any cases.