



Clear Creek Metropolitan Recreation District

## 2024 Family Handbook- Summer Camp Policies & Procedures



### **CCMRD CHILD CARE SITE & PHONE NUMBER**

Clear Creek Metropolitan Recreation District  
Carlson Elementary School

License #1545577, 1772219

Director: Caitlin Morris

720-414-3464

[caitlin@ccmrd.com](mailto:caitlin@ccmrd.com)

\*Revised 4/3/24

<b>OUR PURPOSE &amp; PHILOSOPHY.....</b>	<b>4</b>
<b>AGES OF CHILDREN.....</b>	<b>4</b>
<b>SPECIAL NEEDS.....</b>	<b>4</b>
<b>HOURS OF OPERATION.....</b>	<b>4</b>
<b>HOLIDAYS &amp; CLOSURES.....</b>	<b>4</b>
<b>WEATHER.....</b>	<b>4</b>
<b>REGISTRATION OPTIONS and PAYMENT POLICY.....</b>	<b>5</b>
<b>RATES.....</b>	<b>5</b>
<b>CANCELATION POLICY.....</b>	<b>5</b>
<b>REFUNDS/CREDITS.....</b>	<b>5</b>
<b>FINANCIAL INFORMATION.....</b>	<b>5</b>
<b>RECEIPTS AND TAX INFORMATION.....</b>	<b>5</b>
<b>PROGRAM LOCATION OF CHILDREN.....</b>	<b>5</b>
<b>OUR PROCEDURES ON GUIDANCE, POSITIVE INSTRUCTION, SUPPORTING POSITIVE BEHAVIOR, DISCIPLINE AND CONSEQUENCES.....</b>	<b>6</b>
<b>ILLNESS.....</b>	<b>7</b>
<b>Initial Assessment and First Aid.....</b>	<b>7</b>
<b>WHEN A CHILD IS SEPARATED FROM THEIR GROUP.....</b>	<b>8</b>
<b>TRANSPORTATION TO AND FROM FIELD TRIPS.....</b>	<b>9</b>
<b>DISCIPLINE.....</b>	<b>9</b>
<b>FIELD TRIPS.....</b>	<b>9</b>
<b>TECHNOLOGY, MOVIES.....</b>	<b>10</b>
<b>TRANSPORTATION SAFETY.....</b>	<b>10</b>
<b>PROCEDURES FOR DROP OFF/PICK UP &amp; SIGN IN/OUT.....</b>	<b>10</b>
<b>LATE PICK UP &amp; CHARGE.....</b>	<b>11</b>
<b>LATE DROP OFF.....</b>	<b>11</b>
<b>CLOSING PROCEDURES.....</b>	<b>11</b>
<b>MEDICATION.....</b>	<b>12</b>
<b>ALLERGIES.....</b>	<b>12</b>
<b>PERSONAL BELONGINGS &amp; MONEY.....</b>	<b>12</b>
<b>WHAT NOT TO BRING.....</b>	<b>12</b>
<b>WHAT TO BRING.....</b>	<b>12</b>
<b>MEALS AND SNACKS.....</b>	<b>13</b>
<b>VISITORS.....</b>	<b>13</b>
<b>PROCEDURE TO FILE A COMPLAINT.....</b>	<b>13</b>
<b>REPORTING OF CHILD ABUSE.....</b>	<b>13</b>
<b>CHILDCARE SERVICES WITHDRAWN FROM PROGRAM.....</b>	<b>14</b>
<b>TRANSPORTING CHILDREN BETWEEN THE SCHOOL &amp; CCMRD.....</b>	<b>14</b>

<b>SUSPENSION/EXPULSION TO WITHDRAW CHILD.....</b>	<b>14</b>
<b>ACCIDENTS AND EMERGENCIES.....</b>	<b>15</b>
<b>NATURAL DISASTERS/EMERGENCIES/THREATS.....</b>	<b>15</b>
<b>FIRES.....</b>	<b>15</b>
<b>SAFETY AND WELL-BEING OF ALL CHILDREN, INCLUDING THOSE WITH DISABILITIES..</b>	<b>15</b>
<b>CONTINUITY OF OPERATIONS AFTER AN EMERGENCY/DISASTER.....</b>	<b>16</b>
<b>HEALTH IMMUNIZATIONS.....</b>	<b>16</b>
<b>SUNSCREEN.....</b>	<b>16</b>
<b>RELEASE OF RECORDS.....</b>	<b>16</b>
<b>POLICY REGARDING DISCUSSIONS CONCERNING MINOR CHILDREN, PARENTS, OR</b>	
<b>GUARDIANS WITH THIRD PARTIES.....</b>	<b>16</b>
<b>LOST AND FOUND.....</b>	<b>17</b>
<b>STAFF QUALIFICATIONS.....</b>	<b>17</b>
<b>COMMUNICATION WITH STAFF.....</b>	<b>17</b>
<b>PREVENTION OF CHILD ABUSE.....</b>	<b>17</b>
<b>SOCIAL SERVICES.....</b>	<b>18</b>

## OUR PURPOSE & PHILOSOPHY

Welcome to the Clear Creek Metropolitan Recreation District's School Age Childcare Program. We look forward to serving you and your family. CCMRD Child Care strives to provide a safe, affordable, convenient, and quality program to meet your family's needs. This handbook has been written to answer many of the questions you may have concerning our childcare services. If you have any further questions, please contact the CCMRD Director.

CCMRD Child Care will provide licensed, professional childcare for children in a safe and convenient environment. We will provide children with positive interactions and opportunities to establish relationships with peers and adults. CCMRD Child Care will assist the children in their physical, intellectual, social/emotional and creative growth. CCMRD Child Care will provide caring, qualified staff members who participate in regular training and education.

## AGES OF CHILDREN

Children enrolled in the CCMRD Child Care must be between the ages of 5 and 15 years old.

## SPECIAL NEEDS

CCMRD Child Care will not discriminate against anyone because of a disability. We will work with each family in the best interest of the child in our program, on a case-by-case basis. We will be willing to make reasonable adjustments in our program to meet the needs of all children, their families and program employees.

## HOURS OF OPERATION

Summer Camp : 7:30am - 5:30pm (Monday-Friday)

## HOLIDAYS & CLOSURES

CCMRD will be closed June 19, 2024 (Juneteenth), July 4, 2024 & July 5, 2024, August 5 - 12, 2024 for move over week

## WEATHER

All children need to be prepared to go outside on a daily basis. This gives children a chance to get fresh air, run, and climb and roll in a large natural setting. We are aware of temperature and natural weather changes. Please send appropriate clothing for your child. During hot weather, water is available at all times. Some activities are planned in the shade or indoors. During the summer months if the temperature rises over 100 degrees (F) the children will stay indoors.

## REGISTRATION OPTIONS and PAYMENT POLICY

Our registration is through the CCMRD website. Payment will be due upon registration.

## RATES

Summer Camp Rates:

Adventure Camp : \$70/day

Specialty Camps: \$55/day

You must pay in full before summer camp starts.

## CANCELATION POLICY

Cancellation Policy: 21 days before - full refund. 14 days before, 50% refund. 7 days before, no refund.

## REFUNDS/CREDITS

To continue to offer an affordable program and to adhere to our planned activities, we are unable to give refunds unless one of the following occurs:

- A doctors' note stating the child's health will prohibit him/her from participating in the program for five business days or more.

## LATE PAYMENTS

All registration must be paid in full prior to your child attending.

## FINANCIAL INFORMATION

All families seeking financial aid for childcare can apply for CCCAP (Colorado Child Care Assistance Program). This is through the PEAK website. Ask the Director if you need assistance with this.

## RECEIPTS AND TAX INFORMATION

Receipts are available after making a payment and should be kept for families' records. The CCMRD Child Care payments may be a tax deduction. Statements are available upon request. The Tax ID EIN: 84-0865420

## PROGRAM LOCATION OF CHILDREN

Staff supervise children at all times. Attendance sheets are used to monitor children daily. Staff take roll calls through name-to-face verification to account for all children every 30 minutes or before/after any transition. Head counts are performed by staff every ten minutes to account for children. When restrooms are not located immediately adjacent to the childcare room, children are accompanied by a staff member.

## OUR PROCEDURES ON GUIDANCE, POSITIVE INSTRUCTION, SUPPORTING POSITIVE BEHAVIOR, DISCIPLINE AND CONSEQUENCES

### *Responsive and Positive Relationships:*

- We value open communication and encourage you to share any concerns or questions with us.
- Our staff undergo extensive training to build strong, nurturing relationships with your child and your family.
- We strive to create a warm and welcoming environment where your child feels safe, valued, and supported.

### *Program-wide Culture for Mental Health and Well-being:*

- Mental health is an integral part of our program. We promote mental wellness through various activities and resources.
- We believe in normalizing emotions and providing opportunities for your child to express themselves in a supportive environment.
- Our curriculum incorporates mindfulness exercises, outdoor play, and other wellness activities to promote mental health.

### *Teaching Strategies for Social and Emotional Competence:*

- Our curriculum includes social-emotional learning (SEL) activities to develop empathy, communication skills, and conflict resolution.
- Our staff serve as positive role models, teaching your child valuable social and emotional skills through their interactions.
- We encourage positive peer interactions through group projects, team-building activities, and cooperative games.

### *Individualized Support and Positive Behavior Intervention:*

- If your child requires additional support, we will work with you to develop a personalized behavior support plan.
- Our multidisciplinary team, including teachers, administrators, and external professionals, will collaborate to address your child's needs.
- We continuously monitor your child's progress and adjust support plans as needed to ensure their success.

### *Access to Early Childhood Mental Health Consultant:*

- We have partnerships with early childhood mental health consultants who provide support and guidance to our staff and families. One of them being Jefferson Mental Health Center.
- You have access to consultation services to address any complex social-emotional concerns and develop effective intervention strategies.
- We offer professional development opportunities for our staff to enhance their skills in supporting your child's social-emotional development.

At CCMRD, we are committed to creating a nurturing and supportive environment where your child can thrive. We value your partnership and look forward to supporting your child's growth and development.

## ILLNESS

According to state licensing requirements and for the protection of all children, the CCMRD Child Care cannot accept children with the following symptoms:

- Elevated temperature
- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge.
- Diagnosed contagious disease such as strep throat or chicken pox

Sick children will be provided with a place to rest comfortably until they go home. Parents will be notified to come and pick up their child within the hour. Child must be symptom free and 24 hours of antibiotics before returning to the CCMRD Child Care. Please notify the CCMRD Child Care if your child contracts a contagious disease, such as whooping cough, German or regular measles. It is a licensing requirement that signs be posted to notify families. This policy also includes staff.

### Initial Assessment and First Aid

- When a child becomes ill or is injured, the caregiver or staff member on duty should immediately assess the situation.
- Administer appropriate first aid based on the nature and severity of the illness or injury. Staff should be trained in basic first aid procedures.
- Ensure the safety of the child and those around them.

#### *Seeking Medical Attention:*

- If the illness or injury requires medical attention beyond basic first aid, contact emergency services if necessary.
- Contact the child's parents or guardians to inform them of the situation and seek their guidance on next steps.
- If the child requires transportation to a medical facility, ensure that they are accompanied by a staff member or caregiver.

#### *Documentation:*

- Record details of the illness or injury, including what happened, when it occurred, and any actions taken.
- Keep a log of all incidents, including the names of the child, witnesses, and staff involved, as well as the outcome and any follow-up required.

#### *Exclusion from Care:*

- Determine whether the child needs to be excluded from care based on the nature of their illness or injury and the policies of the childcare facility.
- Common reasons for exclusion may include contagious illnesses such as chickenpox, flu, or strep throat, or injuries that require rest or medical attention.
- Communicate the exclusion policy clearly to parents or guardians and ensure they understand when their child will be unable to attend the childcare facility.

#### *Notification of Parents/Guardians:*

- Inform parents or guardians promptly about any illness, accident, or injury their child experiences while in care.
- Provide clear and accurate information about what happened, the steps taken, and any follow-up care needed.
- Discuss with parents or guardians any necessary arrangements for picking up their child, seeking medical attention, or providing additional care at home.

*Follow-Up and Monitoring:*

- Follow up with the child and their parents or guardians to monitor their recovery and ensure any necessary follow-up care is provided.
- Review incident logs and discuss any trends or recurring issues with staff to identify areas for improvement in childcare procedures or safety measures.

## WHEN A CHILD IS SEPARATED FROM THEIR GROUP

*Initial Assessment:*

- The staff member who notices the separation or receives a report of it should immediately assess the situation. They should gather as much information as possible about when and where the separation occurred, and any relevant details about the child and their group.

*Notify Supervisors:*

- The staff member should promptly notify their supervisors or other appropriate authorities about the situation.

*Search and Rescue:*

- Depending on the circumstances, staff members may conduct a search for the missing child within the immediate vicinity. They may also alert nearby staff or personnel to assist in the search.

*Communicate with Others:*

- Staff members should inform other groups or staff members in the vicinity about the situation so that they can be on the lookout for the missing child.

*Contact Authorities:*

- If the child is not found within a reasonable amount of time or if there are concerns about their safety, local authorities such as park rangers, security personnel, or law enforcement may need to be contacted for assistance.

*Provide Support and Reassurance:*

- Throughout the process, staff members should communicate with the child's guardians or parents to keep them informed about the situation and provide reassurance.

*Review and Preventative Measures:*

- After the child is found and the situation is resolved, there should be a review of the incident to identify any factors that contributed to the separation and to determine what preventive measures can be implemented to reduce the likelihood of similar incidents occurring in the future.

*Documentation:*

- All steps taken during the incident should be documented thoroughly for record-keeping and future reference.

*Follow-Up:*



- Depending on the severity of the incident, there may be a need for follow-up with the child, their guardians, and staff members involved to ensure that any emotional or psychological impacts are addressed.

*Training and Preparedness:*

- Finally, staff members should receive training on how to handle such situations effectively and be prepared to implement emergency procedures as needed to ensure the safety of the children under their care.

## TRANSPORTATION TO AND FROM FIELD TRIPS

- Transportation is provided during summer camp to field trips off of site. The CCMRD 15-passenger vans are used for transportation. Staff has been trained in the use of the 15-passenger vans. We usually leave for the field trips at 9:00am. If you are late, please contact us, otherwise we will not be able to wait for you. Generally we are back from field trips by 4:00pm.
- Children attending the CCMRD Child Care will be transported in CCMRD vans. All children are required to wear seat belts when riding in the vans. It is the CCMRD Child Care responsibility to transport these children safely and to comply with Motor Vehicle Laws. A child must follow instructions and cooperate. If his/her behavior is affecting the safety of the other children, the participant's parents will be notified and your child may be dismissed from the program. We all want a safe and happy experience for the children. Safety is our primary concern.

## DISCIPLINE

Discipline will be handled in one or more of the following ways: We may talk with the child, talk with the parent, offer “alone time”, or file a misconduct report, which could result in suspension or termination from the program. CCMRD Child Care staff may take any reasonable action, which does not harm, humiliate, isolate (alone), or deny the child food in order to correct behavior that is inappropriate. Appropriate guidance strategies will always be used when dealing with challenging behaviors.

## FIELD TRIPS

Field trips are a scheduled part of our program and will be posted in the weekly schedules, as well as in the Clear Creek Recreation Center Office. A sign will be left at the site for parents describing the location and return time of the group. During full day care we ask that all children be dropped off by 9:00 am. If your child arrives late and has missed the departure for the field trip, the parent will assume the responsibility for transporting the child to the group at the field trip location and locating staff to sign the child in (even if the child has a walking permission slip), or finding alternative care for the day. Schedules are subject to change; please call the Clear Creek Recreation Center or talk with the CCMRD Child Care Director for updated information. Please realize that our drivers are instructed to consider safety first, and that they may run late when traffic or weather problems occur. Any time a program is away from the site, parents are given a written agenda of the field trip.

## TECHNOLOGY, MOVIES

If CCMRD is watching a movie, it will only be rated G or PG. Children will not be allowed to be on their cell phones or devices unless it is an emergency. They are to be left in their backpacks. This will be monitored by staff

## TRANSPORTATION SAFETY

- We will assign designated seating arrangements for each child, considering their age, size, and any special needs.
- We will regularly inspect and maintain vehicle seats and seatbelts to ensure they are in proper working condition.
- Maintain appropriate adult-to-child ratios during transportation, ensuring that there are enough staff members to supervise all children effectively.
- Designate a responsible staff member as the driver, who is trained and licensed to operate the vehicle safely.
- Assign another staff member to ride in the vehicle with the children to provide supervision and assistance as needed.
- Conduct regular checks to ensure that all children are securely seated and wearing seatbelts or properly restrained in their safety seats.
- Develop and communicate clear emergency procedures to all staff members involved in transporting children.
- Ensure that staff members are trained in CPR, first aid, and emergency response protocols.
- Maintain a first aid kit and emergency supplies in each vehicle.
- In the event of an emergency, the driver should pull over to a safe location and assess the situation.
- Contact emergency services if necessary and follow established protocols for notifying parents or guardians.
- Maintain open communication with parents or guardians regarding transportation arrangements and any changes to schedules or routes.
- Obtain written consent from parents or guardians for transporting children and keep records of authorization forms on file.
- Document any incidents or accidents that occur during transportation, including details of what happened, any injuries sustained, and actions taken.

## PROCEDURES FOR DROP OFF/PICK UP & SIGN IN/OUT

- It is required by the CCMRD Child Care and the Department of Human Services that only authorized persons sign a child in and out each day. It is not acceptable for children to sign themselves In or Out of the program. Only when a parent has completed the "Permission to Walk " Form and a discussion is held with the child, parent and child care

Director, a child will be allowed to walk to and from the childcare site. We will expect you to call to let us know that your child is not attending the CCMRD Child Care.

- Your child will be released only to the individuals that you have designated on the Child Information Record and they MUST be signed out.
- If you need to make changes to the list of people authorized to pick up your child, please do so in writing. If there is an emergency, please call the CCMRD Child Care and we will make special arrangements. We will ask for a picture ID and check the authorization for the release of the child. If the person is not authorized to pick up the child, the child will
- not be released. If an unauthorized adult attempts to take a child without permission, the parents and the police will be called. The CCMRD Child Care staff will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child.
- These procedures are for the protection and safety of your child and staff, and for your peace of mind.

## LATE PICK UP & CHARGE

- If the CCMRD Child Care is not contacted and your child is still present 5 minutes after closing time, we will contact emergency contacts and other individuals authorized to pick up. In the event that no one can be reached a half hour after closing Social Services will be contacted and the children will be taken to the local police. Late pick-up is stressful for the child. Please call if you anticipate being late. A cost of \$1.00 per minute will be strictly enforced. This fee must be paid immediately to the Recreation Center upon pick-up. Repeated violation of this policy may result in the child's dismissal from the program.

## LATE DROP OFF

If your child arrives late, the parent needs to take the child to school or to the location of the scheduled activity. It is the parent's responsibility to have the child at the site prior to the group leaving for school. If a child is brought to a field trip location, the parent must sign in the child even if the child has a permission to walk form. Parents have to notify the CCMRD Child Care in advance if the child will be arriving late.

## CLOSING PROCEDURES

Before a staff member closes the building, all rooms including bathrooms and closets that the childcare program utilizes will be searched to assure no child is left in the building and playground. The staff will review the sign in and out sheets to assure all children that were signed in are signed out by an authorized individual. If there are any questions in these procedures staff will call the parent/guardian first and then proceed with authorized pickups to assure the safety and well being of the child.

## MEDICATION

- Prescription and non-prescription medication will be administered to children. The following procedures must be followed:
- 1. Parent completes Authorization to Administer Medication Form and obtains Physician signature.
- 2. Parents bring medication to the Director (please do not send along with children).
- 3. The prescription label and doctor's statement/prescription includes the date, name of drug, name of child, name of doctor, dosage and times of administration. These must be clearly written.
- 4. Staff will store medication in a closed, locked container and will document when it is administered. As of January 1, 2003 all childcare staff are designated by the nurse consultant to give medications and must complete the 4-hour Department – approved medication administration training and have current first aid and universal precautions trainings. The CCMRD Child Care is in compliance with the Nurse Practice Act.

## ALLERGIES

In order for our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have or had, for example, food, medication, bee sting or other substances.

## PERSONAL BELONGINGS & MONEY

It is the intent of the CCMRD Child Care to make children as responsible for their belongings as possible. We believe that a child learning to care for one's belongings is an important life skill that we want to foster. You can help by labeling your child's belongings for easy identification. Please do not send your child with money.

## WHAT NOT TO BRING

Do not allow your child to bring any violent items such as guns, knives, or any type of weapon or propellant toy. Children are not allowed to bring any type of pets to the program. Please do not send your child with money unless specified in the weekly schedule. **DO NOT LET YOUR CHILD BRING ANY ITEM HE/SHE CANNOT AFFORD TO LOSE!** The CCMRD Child Care is not responsible for lost or stolen items. Phones are not allowed during camp. They can bring them but they need to keep them in their backpacks.

## WHAT TO BRING

What to Bring Every Day for Full Day Adventures:

- Backpack
- Water bottle
- Good hiking shoes
- Sack lunch
- Snacks

Hat  
Rain jacket  
Extra pair of clothes  
Long sleeve sunscreen top

**Long sleeve sunscreen tops are required for ALL water activities. If your child does not have a sunscreen top, they will be required to wear a t-shirt over their swimsuits.**

Water shoes (not flip-flops)  
Swimsuit  
Towel  
Goggles  
Sunscreen (if you prefer a certain brand-otherwise we will provide sunscreen)  
Appropriate clothes for the weather

## MEALS AND SNACKS

You are required to provide your child a well-balanced, nutritious lunch and snacks on days your child is enrolled. Please do not send glass containers or microwave food. We want snack/lunch time to be an enjoyable experience for children. The atmosphere will be kept pleasant with conversation encouraged along with eating. No child will be forced to eat, nor denied food as a form of punishment. Make sure that staff is aware of any food allergies your child may have.

If you forget to provide lunch for your child a \$10.00 fee will be due to the CCMRD Child Care @ pick-up.

## VISITORS

All CCMRD Child Care visitors must show a photo ID and sign the CCMRD Child Care Visitor Log. Visitor's should not disrupt or otherwise interfere with the conduct of the program. Staff shall be the sole arbiter as to whether a visitor is creating an undesirable disruption or disturbance. In such an event, the visitor will be asked to leave, and expected to leave promptly upon request.

## PROCEDURE TO FILE A COMPLAINT

To file a complaint about this facility please contact:

The Colorado Department of Early Childhood  
710 S Ash St, Denver, CO 80222  
(800) 799-5876

## REPORTING OF CHILD ABUSE

CCMRD Child Care at The Clear Creek Recreation Center is a licensed childcare program. The CCMRD Child Care is mandated to report any suspicion of child abuse or neglect to Social Services. The license indicates that the program has met the required standards for the

operation of a childcare facility. If you have not done so, please ask to see the license #1545577

If you believe that your child has been abused, you should seek immediate assistance from your county Department of Human Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect. The telephone number to report abuse is:

*CLEAR CREEK COUNTY HUMAN SERVICES: 303-679-2365 or 844-264-5437*

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, please consult the Colorado Department of Human Services, Child Care Licensing, at 303-866-5958.

## CHILDCARE SERVICES WITHDRAWN FROM PROGRAM

In the event that a service is withdrawn either by the childcare center or the parents/guardians, the following policy applies: If the withdrawal is initiated by the center, a two-week notice period is required, during which fees will continue to be charged. If the withdrawal is initiated by the parents/guardians, a two-week notice period is also required, during which fees will likewise continue to be charged. Any outstanding fees must be settled before the child's departure, and all personal belongings must be collected within one week of withdrawal. Refunds will not be issued for unused days within the notice period. Upon withdrawal, all records and documents pertaining to the child's care will be provided to the parents/guardians.

## TRANSPORTING CHILDREN BETWEEN THE SCHOOL & CCMRD

CCMRD will transport children enrolled in the childcare center who participate in before and after school activities. Transportation procedures will include thorough vehicle checks, adherence to schedules, and vigilant supervision. The children will also wear orange tags to visual show that they are going to the after school program.

## SUSPENSION/EXPULSION TO WITHDRAW CHILD

Occasionally it becomes necessary to inform parents of disruptive/challenging behavior that is above and beyond the typically expected range. In an event such as this, a misconduct report (Parent Communication) is written and submitted to the CCMRD Child Care Director. A copy is given to the parent along with some discussion from the staff regarding the child's behavior. In cases where a child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to dismiss a child from attending the CCMRD Child Care. If this occurs, parents will be asked to

find alternative care immediately. No child will be dismissed without the benefit of a conference between parent and staff first.

## ACCIDENTS AND EMERGENCIES

The CCMRD Child Care staff is First Aid and CPR certified and has been trained in emergency procedures. Emergency numbers are available at each site. Plans for handling fire, floods, tornadoes, severe weather, lock-down, lock-in, lock-out, lost or missing children, injuries and illnesses are on file at each site. We will call you or your emergency contact person to notify you of a minor accident or injury. When there is no question that your child must be taken to the doctor or the hospital, we will call you to inform you of our course of action as soon as possible. It is vital that you keep our staff updated in case of changes in your phone numbers at work and at home and any other contact information.

## NATURAL DISASTERS/EMERGENCIES/THREATS

In the case of a natural disaster CCMRD Child Care will follow its emergency procedures specific to the incident. The CCMRD Child Care follows the Clear Creek Recreation Center guidelines set forth for evacuation and notification. If an emergency of this nature were to occur, parents would be asked to be available at the number they have listed as an emergency contact and the CCMRD Child Care staff will notify the parents of the procedures being taken. We ask that parents do not call but wait to be notified. The emergency procedure manual is available to all persons for review at the site.

## FIRES

When the CCMRD Child Care is alerted of a fire, all children will be asked to line up calmly and be escorted outside. CCMRD Child Care staff will take the attendance sheet, emergency book, cell phone and GO-Bag with them outside. Everyone will be escorted to a safe area away from the building. If we are not able to return to the building, a CCMRD Child Care staff member will contact you as to where you can pick up your child.

## SAFETY AND WELL-BEING OF ALL CHILDREN, INCLUDING THOSE WITH DISABILITIES

Our plan includes designated evacuation routes and assembly points that are accessible for children with mobility impairments, visual impairments, or other disabilities. Staff members are trained to provide assistance and support tailored to the individual needs of each child, ensuring they are safely evacuated and accounted for during drills and real emergencies. Additionally, we maintain updated emergency contact information and communication methods to promptly notify parents/guardians and relevant authorities about the situation and any specific needs of children with disabilities. Regular reviews and adjustments to our plan are conducted to ensure its effectiveness and inclusivity.

## CONTINUITY OF OPERATIONS AFTER AN EMERGENCY/DISASTER

After an emergency, if childcare operations are to continue, it's vital to promptly assess any damages, ensure the safety and well-being of children and staff, and restore essential services such as power, water, and communication. Additionally, any necessary repairs or cleanup should be conducted swiftly to maintain a safe and secure environment for the children. Regular updates should be provided to parents to keep them informed about the situation and any changes in childcare arrangements.

## HEALTH IMMUNIZATIONS

The State of Colorado requires a certificate of immunization on the state approved form, signed by the physician for every child; due the day the child starts. Failure to follow this policy will result in dismissal of the child from the program.

## SUNSCREEN

Each family must provide sunscreen for their child. All bottles must be labeled with the child's first and last name. Staff will supervise the application of sunscreen and help children with its application if needed. If your child burns easily, send an extra shirt for him/her to wear while swimming. We strive to prevent sunburn and we appreciate the parent/guardian for sending the child prepared. Sunscreen will be applied prior to all outside activities. During full day care such as Summer Camp and other Holiday Breaks, children are expected to come in with sunscreen already applied for the morning.

**Long sleeve sunscreen tops are required for ALL water activities. If your child does not have a sunscreen top, they will be required to wear a t-shirt over their swimsuits.**

## RELEASE OF RECORDS

Due to the volume of requests for information coming into the CCMRD Child Care, and the necessity of protecting the privacy of the children in our care and the parents and guardians who utilize our services, the CCMRD Child Care has established a policy, which prohibits release of information without the tender of the Authorization, Release and Request for Information form. This form can be obtained from the CCMRD Child Care Director.

## POLICY REGARDING DISCUSSIONS CONCERNING MINOR CHILDREN, PARENTS, OR GUARDIANS WITH THIRD PARTIES

Discussion concerning any child, parent, or guardian with any third party will only be allowed with those individuals with whom authorization for release of the child (pick up) has been given on the registration form. Discussions concerning any child, parent, or guardian with any third party not authorized on the registration form, will occur only with a member of CCMRD administration present, and must be scheduled with the Director of the CCMRD Child Care.



## LOST AND FOUND

The CCMRD Child Care will keep lost and found on site. Check for lost items daily, as we donate the unclaimed items to charity, after 15 days.

## STAFF QUALIFICATIONS

The quality and effectiveness of the CCMRD Child Care is directly related to the skills, experience and personal characteristics of staff. Recruiting, selecting, training and supporting staff is essential to maintaining the integrity of the program. All staff are required to demonstrate ability to work with children, knowledge of recreational activities, and must possess certain qualities in order to serve as role models and mentors for children. The staff is selected for personal qualities of warmth, empathy, and ability to relate positively to children. They receive training in many areas: Positive guidance strategies, Safety, Child/Adult communication, numerous activities including arts/crafts, games, etc. CCMRD Child Care staff are First Aid & CPR certified.

Background checks are conducted on all staff. This may include criminal record background checks, Central Registry checks and reference checks. Volunteers MUST fill out a volunteer application form that will be on file at the Clear Creek Recreation Center.

### *RATIO*

The CCMRD Child Care follows the Department of Human Services for the State of Colorado Division of Child Care Licensing requirement of a 1:15 ratio for school age childcare. A 1:10 ratio is in effect during swimming. The CCMRD Child Care strives to run programs at a ratio lower than that required by State Licensing.

## COMMUNICATION WITH STAFF

The CCMRD Child Care has a Director in charge. Caitlin Morris, Director of Childcare & Youth Programs. You can reach her at [caitlin@ccmr.com](mailto:caitlin@ccmr.com) or 720-414-3464.

If you have a message or concern and are unable to reach that person, please contact the Recreation Center General Manager @ 303-567-4822 or at [cameron@ccmr.com](mailto:cameron@ccmr.com)

## PREVENTION OF CHILD ABUSE

The CCMRD Child Care is committed to a vigilant effort to safeguard and enhance the lives of children entrusted to our care. Every reasonable effort is made to reduce risks to children. Staff are trained, supervised and evaluated in the prevention of child abuse. As current information about child abuse demonstrates, there are no documented procedures to eliminate this risk. Nevertheless, the growing body of information about the nature, prevalence and effects of child abuse has created an enhanced awareness for childcare providers, families and the general community. The CCMRD Child Care has in place a detailed training and reporting program. All CCMRD Child Care staff are Mandatory Reporters.  
Child Abuse Hotline: 1-844-264-5437 or 1-844-CO4-kids

## SOCIAL SERVICES

The CCMRD Child Care works in conjunction with the Colorado Department of Human Services, Division of Child Care. One of the functions of this department is to monitor child care centers. The CCMRD Child Care is licensed with the State of Colorado.

To file a complaint about this facility contact:

The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958 or 1-800-799-5876