

# Kidz Korner



2017/2018

# Family Handbook



Revised 08/02/2017

Welcome to the Clear Creek Metropolitan Recreation District's School Age child care program, CCMRD Kidz Korner. We will refer to the program as "Kidz Korner." We look forward to serving you and your family. The Kidz Korner 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 your Kidz Korner Director.

### **CCMRD KIDZ KORNER MISSION STATEMENT**

CCMRD Kidz Korner 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 Kidz Korner will assist the children in their physical, intellectual, social/emotional and creative growth. CCMRD Kidz Korner will provide caring, qualified staff members who participate in regular training and education.

### **GOALS AND OBJECTIVES**

1. The Kidz Korner commits itself to serve the community with quality childcare services in a cooperative effort with area schools. Parent involvement is essential to this goal.
2. We strive to hire quality staff for our program. They work directly with children building strong positive relationships in a safe and caring environment.
3. Staff and children work together to plan activities that encourage children to develop to their fullest potential.
4. Developmentally appropriate activities are offered in both large and small group settings.
5. Physical education activities are offered so that children can develop good coordination, physical fitness and proficiency in athletic skills.
6. Task oriented activities are planned to challenge children's present abilities and teach them new skills.
7. The Kidz Korner strives to establish a cooperative environment where children learn social skills, while developing their character and self esteem.
8. The Kidz Korner offers programs and services to individuals and families regardless of sex, race, religion, national origin or financial ability.
9. The Kidz Korner supports families through regular activities and parent support.
10. The objectives of the Kidz Korner is to grow personally, clarify personal values and character development, get along with others, appreciate diversity, become better leaders, develop specific skills, and **have fun!**

### **KIDZ KORNER SITE & PHONE NUMBER**

Clear Creek Recreation Center  
98 12<sup>th</sup> Ave. Idaho Springs CO 80452  
303-567-4822  
Director: Nicole McGrath 720-490-6947  
[nmcgrath@clearcreekrecreation.com](mailto:nmcgrath@clearcreekrecreation.com)

### **AGES OF CHILDREN**

Children enrolled in the Kidz Korner must be between the ages of 5 and 16 years old.

### **SPECIAL NEEDS**

The Kidz Korner 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**

The Kidz Korner opens at 6:00 a.m. until school starts, after school until 6:30 p.m. During summer session Day Camp programming time runs from 6:30 a.m. to 5:30p.m.

### **TRANSPORTATION TO AND FROM CARLSON ELEMENTARY SCHOOL**

Staff will escort children from the Kidz Korner to the school cafeteria at the start of breakfast and at the end of the school day children will be escorted from the cafeteria back to the Kidz Korner. The CCMRD Vans will be used for transportation during inclement weather. You are required to contact the Kidz Korner by 2:30 if your child will be absent that day or dropping in unexpectedly. We will depart for the Rec Center promptly 10 minutes after school gets out. A head count is done based on the daily roster.

### **LATE PICK UP & CHARGE**

If the Kidz Korner is not contacted and your child is still present 5 minutes after closing time, we will contact other individuals authorized to pick up and emergency contacts. 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.

### **BAD WEATHER/SNOW CLOSURES**

If a school is closed due to inclement weather, the Kidz Korner will close as well. Trips and activities may also be cancelled due to inclement weather.

### **HOLIDAYS & CLOSURES**

The Kidz Korner is CLOSED on the following days:

Labor Day (Sept 4)

Thanksgiving (Nov 23-24)

Christmas (Dec 25-29)

New Year's Day

Memorial Day (May 28-June 1) Summer Camp set-up

### **NON SCHOOL DAYS AND HALF DAYS:**

Care will be offered at the Kidz Korner if there are at least 7 children enrolled.

## **SCHOOL VACATIONS**

Holiday camps will be offered at the Kidz Korner during Holiday Break and Spring Break if there are enough children enrolled.

## **FINANCIAL INFORMATION**

All families seeking financial aid for childcare must inquire with Clear Creek County Resource Center to see if they qualify for aid. (303-670-7540)

## **BEFORE AND AFTER SCHOOL RATES**

**10 visit Punch Card- \$100** (6am – school begins) = 1 Punch  
(After school – 6:30pm) = 1 Punch

**Drop-in fee- \$15**

**1/2 Day Fee - \$25**

**Full Day Fee - \$35**

## **REGISTRATION OPTIONS and PAYMENT POLICY**

Once the enrollment packet is completed and returned, participants may register via walk-in, call-in or credit card authorization. All registrations are taken on a first-come first-serve basis. Payment is due upon registration.

- Turning in an enrollment packet does not reserve spots for Before/After School Care. You must register and purchase a Punch Card in advance.
- Guarantee your child's spot for our Before/After School program by arranging to have your fee automatically charged to your credit card when your Punch Card runs out. A Credit Card Authorization form must be filled out prior. Your card is charged immediately as your Punch Card runs out.
- If the credit card given on your CC authorization form is declined you will have to immediately submit a different form of payment or you will be charged the late fee.
- As always, you are able to pay and register on a weekly basis. Space is on a first come, first serve basis.

## **LATE PAYMENTS**

All registration must be paid in full prior to your child attending. Punch Cards for Before/After School care must be purchased in advance. A **\$25.00** late fee will be assessed to any registration not paid for by the **Thursday** prior to the week your child is registered. The weekly session fee and late payment fee must be received prior to your child returning to care.

## **REFUNDS/CREDITS**

In an effort 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.
- The child's family moves out of Clear Creek County.

## **WITHDRAWAL POLICY**

It is The Kidz Korner's policy that written notice must be given two weeks in advance of your child's withdrawal from the program in order to avoid being charged for any days. Any outstanding balance must be paid at the time of withdrawal. The Kidz Korner reserves the right to dismiss a child from the program upon notifying the parent.

## **RECEIPTS AND TAX INFORMATION**

Receipts are available after making a payment and should be kept for families' records. The Kidz Korner childcare payments may be a tax deduction. Statements are available upon request. The Tax ID # is 98-03774.

## **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.

## **MEDICATION**

Prescription and non-prescription medication will be administered to children. The following procedures must be followed:

1. Parent completes and signs the **Parent Release for Administering Medication** form.
2. Parent brings 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 Kidz Korner is in compliance with the Nurse Practice Act.

## **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.

## **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.

## **ILLNESS**

According to state licensing requirements and for the protection of all children, the Kidz Korner 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 or 24 hours of antibiotics before returning to the Kidz Korner.

Please notify the Kidz Korner 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.

## **ACCIDENTS AND EMERGENCIES**

The Kidz Korner 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.***

## **LOST CHILD**

This is a subject that is in the back of our minds most of the time, but it is important. It is our policy to determine that the child is really missing. After a brief but thorough search of the Kidz Korner, Rec Center and surrounding areas, the police department will be called and parents will be notified and asked to come to the Recreation Center. One staff person along with whatever help is determined necessary will continue to search until the child is located.

## **NATURAL DISASTERS/EMERGENCIES/THREATS**

In the case of a natural disaster CCMRD Kidz Korner will follow its Emergency procedures specific to the incident. The Kidz Korner 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 Kidz Korner 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 Kidz Korner is alerted of a fire, all children will be asked to line up calmly and escorted outside. Kidz Korner 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 (Carlson Elementary). If we are not able to return to the building a Kidz Korner staff member will contact you as to where you can pick up your child.

## **REPORTING OF CHILD ABUSE**

CCMRD Kidz Korner at The Sampler Mill Recreation Center is a licensed childcare program. The Kidz Korner 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.

If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social 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 child care facility, please consult the Colorado Department of Human Services, Child care Licensing, at 303-866-5958.

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

It is required by The Kidz Korner and the Department of Social Services that only authorized persons sign their children in and out each day. **It is not acceptable for children to sign themselves in** unless that child walks to the child care site and the parent has completed a **"Permission to Walk" Form**. We will expect you to call to let us know that your child is not attending The Kidz Korner.

**Your child will be released only to the individuals that you have designated on the Child Information Record and they MUST be physically 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 Kidz Korner 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 Kidz Korner 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 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. Please notify the Kidz Korner in advance if you will be bringing a child 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.

### **RELEASE OF RECORDS**

Due to the volume of requests for information coming into the Kidz Korner, and the necessity of protecting the privacy of the children in our care and the parents and guardians who utilize our services, the Kidz Korner 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 Kidz Korner 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 Kidz Korner.

### **PROGRAM LOCATION OF CHILDREN**

Staff supervise children at all times. Attendance is taken each day and staff takes roll call to account for all children. Staff utilizes attendance sheets and head counts 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.

### **TRANSPORTATION**

Children attending the Kidz Korner will be transported in CCMRD vans. All children are required to wear seat belts when riding in the vans. It is the CCMRD Kidz Korner 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. During the summer day camp season some camp participants will be transported by a school bus, we contract through local public school transportation. The public school transportation departments are required to follow State of Colorado Transportation Laws. We only transport children age five and older. If a



child is unruly on the bus, a parent will be called to pick up the child from the current location in order to maintain a safe environment for all children. Booster seats are provided for children who require them.

### **FIELD TRIPS**

Field trips are a scheduled part of our program and will be posted in the weekly schedules, as well as in the Sampler Mill 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 Sampler Mill Recreation Center or talk with the Kidz Korner 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.

### **MEALS AND SNACKS**

Snacks – A morning and afternoon snack will be provided for your child. You are required to provide your child a well-balanced, nutritious lunch on days your child is enrolled for full-day care. 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.***

### **PERSONAL BELONGINGS**

It is the intent of the Kidz Korner 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.

### **WHAT TO BRING**

Please provide your child with something that will hold his/her belongings and can be easily carried. Please read the activity schedule to determine what a child might need to bring. It is always recommended to bring items such as a swimsuit, towel, athletic shoes and a water bottle. These items including a lunch are required during Summer Camp.

### **WHAT NOT TO BRING**

Do not allow your child to bring expensive clothes, gang clothing or items such as guns, knives, or any type of weapon or propellant toy; I-Pod; I-Pad; Cell phones, game boys; pets of any kind; or money unless specified in weekly schedule. **DO NOT LET YOUR CHILD BRING ANY ITEM HE/SHE CANNOT AFFORD TO LOSE!** The Kidz Korner is not responsible for lost or stolen items.

### **LOST AND FOUND**

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

## **WEATHER**

We want children to have the opportunity to experience the changing seasons. 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, e.g. snow boots, gloves, mittens, hats, jackets, and sunscreen. During hot weather, water is available at all times. Some activities are planned in the shade or indoors. If the temperature is below 30 degrees (F) the children will stay indoors. During the summer months if the temperature raises over 100 degrees (F) the children will stay indoors.

## **MOVIE POLICY**

Movies will be shown occasionally during the program. We will be posting the movie before it is shown to the children. The movie will be offered to children as an option and will be a G rating (or PG rating with written parent approval). No PG 13 or R rated movies will be shown in school-age programs.

## **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. Kidz Korner 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.

## **DIFFICULT 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 behavior report (Parent Communication) is written and submitted to the Kidz Korner Program 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 Kidz Korner. 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.

## **STAFF QUALIFICATIONS**

The quality and effectiveness of the CCMRD Kidz Korner 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 have experience in working 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. Kidz Korner 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 Sampler Mill Recreation Center.

## **RATIO**

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

## **PREVENTION OF CHILD ABUSE**

The Kidz Korner 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 Kidz Korner has in place a detailed training and reporting program. All Kidz Korner staff are considered to be Mandatory Reporters.

Child Abuse Hotline: 1-844-264-5437 or 1-844-CO4-kids

## **COMMUNICATION WITH STAFF**

The Kidz Korner has a Director in charge. If you have a message or concern and are unable to reach that person, please contact the Recreation Center Manager (Laura Allen) at the Sampler Mill Recreation Center @ 303-567-4822.

## **SOCIAL SERVICES**

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

Colorado Department of Human Services  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958