Parent Policies & Procedures Handbook

2021 Summer Camp

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Mission Statement

Our Mission: To empower every Club member, through safe and impactful experiences, to: graduate high school with a plan for college or career, contribute to their community and live a healthy life.

Purpose and Philosophy

Boys & Girls Club of the Pikes Peak Region has a primary goal of providing a comfortable, safe, and stimulating environment, to effectively meet the needs of school-aged children. The teaching staff strives to build a respectful environment while simultaneously meeting individual needs of the children within the group setting.

All Boys & Girls Club of the Pikes Peak Region programs reflect the diversity of the Colorado Springs community. It is a fundamental goal to foster each child's pride and security to his or her own identity while promoting the children's awareness of and respect for others. The curriculum is deliberately multicultural; teachers guide children in exploration of differences and discovery in an atmosphere of trust and mutual recognition. The curriculum is designed to meet the academic needs of the children by conducting activities that promote creative expression and exploratory learning and linking school-age curriculum to each school's curriculum whenever possible.

Boys & Girls Club of the Pikes Peak Region is committed to promoting and supporting all aspects of a child's growth in an atmosphere of respect. Your child is an individual who is an integral member of a group and whose uniqueness is acknowledged and appreciated by that group.

The development and training of staff is a continuous process, which includes attending workshops, listening to guest speakers, and frequent discussions. The staff is encouraged to visit other programs and to take classes related to child development. Each site has a Branch Director and qualified group leaders.

Locations

Central Office -Administrative Only
1307 Aeroplaza Drive
Colorado Springs, CO 80916
Ph: 719-570-7077 Fax: 719-570-7079

E. A. Tutt Club - Summer Camp
1455 South Chelton Rd.
Colorado Springs, CO 80910
719-570-6242

Hours of Operation

Summer Camp:
June 1st,2021-August 6th, 2021

Hours:
Summer Camp Hours: 8:00 am– 5:30 pm

Holiday Closures:
Closed July 5th in Observance of Independence Day.

Additional closure days may be posted by the Branch Director.

Inclement Weather Closures:
Boys & Girls Club of the Pikes Peak Region reserves the right to close any site due to inclement weather. For Boys & Girls Club of the Pikes Peak Region closures, please watch local television stations KKTV or KOAA as well as news channel websites.

Excessive Hot Weather:
In excessive hot weather, children will remain indoors and be provided plenty of hydrating liquids, such as water.

Admission Policy

AGES

Boys & Girls Club of the Pikes Peak Region Summer Camps accept children between the ages of 6 through 18 and is open to all without regard to race, color, creed, gender, nationality or religious preference. Boys & Girls Club of the Pikes Peak Region strives to maintain a **1:20** or lower staff to child ratio. Due to COVID-19 and in accordance with recommendations, the Club will run a **1:9 ratio** for Summer Camp **unless restrictions are lifted**.

FAMILY ORIENTATION

Families are encouraged to speak with the Branch Director to arrange a time to participate in being oriented to our program.

ENROLLING CHILDREN with SPECIAL NEEDS and BEHAVIORAL CHALLENGES

We welcome children with all abilities to our program. To provide the best care for your child, Boys & Girls Club of the Pikes Peak Region asks that parents schedule a meeting with the Branch Director to discuss tips and best practices when caring for your child. If your child experiences challenges or has a special need, we ask that you provide that information when registering your child. **Due to COVID-19, the Club is asking parents/guardians of members with underlying health or respiratory conditions, to not enroll at this time for your child's safety.**

If your child is on an Individualized Education Plan (IEP), we suggest that you share this plan with us to allow for consistency and a smoother transition from the child's school year into our Summer Camp program. A behavior plan may need to be put in place dependent upon how the member conducts themselves within the program. The Club must be able to maintain our **1:9 ratio**. If the child requires a one-on-one caregiver, then it will be the parent's responsibility to provide an adequate caregiver. In addition, this person would then have to pass all background checks required by Boys & Girls Club of the Pikes Peak Region.

Charges & Payments Policies

- Due to system limitations, each child's account is only allowed one Parent Portal User. It is recommended that the Parent Portal User be the legal parent/guardian, the primary contact and the person financially responsible for the account. This also pertains to a joint custody situation.
- Enrollment in a service serves as your **financial contract** with Boys & Girls Club of the Pikes Peak Region.
- **Initial Payment:** Payment for one day of service is required at the time of enrollment. This payment is non-refundable.
- **Registration Fee:** Payment for the appropriate registration fee is required to complete enrollment. The registration fee is also non-refundable.
- **Rates Subject to Change:** Rates are subject to change without notice. Families who withdraw or are disenrolled from the program for non-payment will have to re-enroll in the program at current rates.
- **Charges and Payments:** Summer Camp charges are based on the selected service, NOT attendance. The total amount due is based on the chosen service and the length of time enrolled. The required initial payment for one day of service is subtracted from the total due and the remaining amount is then divided into equal payments throughout the time enrolled for the service. Payment Schedules for the services are included in the enrollment confirmation email you received after the enrollment was completed through the Parent Portal. It lists your payment amounts and the dates they are due which also correspond to the charges on the account. Changes made to your service may cause Payment Schedule and charge adjustments. Payments are due regardless of your child's attendance and are not refundable or prorated if a child is absent, regardless of reason, including but not limited to: illness, suspension, weather or other club closures. Additional field trip fees may apply.
- **Payment Options:** You have the option of choosing Automatic or Manual Payments at the time of enrollment. Debit/Credit card information for payments made through the Parent Portal will remain on file through the enrollment period. If you wish to change your selection after the enrollment is complete, please contact the Central Office.
    - **Automatic Payments** - If you select "Auto Payments" at the time of enrollment, the credit/debit card on file will be charged as indicated on your Payment Schedule. If the charge is declined, you will be notified by email and/or phone. You must make a payment manually through the Parent Portal, via the Pay tab, **and** update credit/debit card information via the Financials tab, if applicable. If a manual payment is not made on the due date, then a second automatic charge will be attempted the following day. If payment is not received the day after it is due, care will be suspended according to policy. Excessive declines may result in additional processing fees and/or the account being changed to the manual payment option with an adjusted Payment Schedule.
    - **Manual Payments** - If you select "Manual Payments" at the time of enrollment, your weekly payments will be due on the dates specified on your Payment Schedule. Payments may be made in the following ways:
        - Credit or debit card through the Parent Portal.

        - Cash, check, or money order at the Club or at the Central Office. Boys & Girls Club of the Pikes Peak Region does NOT have cash on location so please bring exact amounts. Make checks payable to: Boys & Girls Club of the Pikes Peak Region or BGCPPR.
        - Receipts will be provided when payment is received at the Club or Central Office.
- **Late Payments/Fees:** Any payments not received by the due date indicated on the Payment Schedule are considered late and a **$5.00 late fee, per day, per child** will be charged to the account(s).
    - **Care will be suspended immediately** if payment, or a payment arrangement, is not received after two late fees. See Suspension & Termination Due to Unpaid Accounts section below.

Returned Check Fee: A $40 charge will be added to your account for any check returned and your account will be placed on a cash only basis for 90 days. Child care services will be suspended immediately until the original amount plus the $40.00 returned check fee is paid in full. Failure to make proper payment on returned checks will result in immediate collections.

Late Pick Up

It is important that each child be picked up by 5:30 pm sharp when the Club closes. If you are going to be late, please call the Club. It may be possible to arrange for a friend, neighbor, or relative to pick up the child/children.

During Summer Camps only **two** late pickups with fees paid will be allowed by the parent/guardian. Upon the **third offense, care will be terminated,** and late pick up fees will apply. Please make sure to list reliable emergency contacts or update them as necessary. Children not picked up by **6:30 pm, with no communication from parents,** will be referred to the Colorado Springs Police Department as well as the Department of Human Services.

Late Pick Up Fee

Fees are charged as follows to both subsidized and non-subsidized families. Late pick up fees will apply according to your enrolled service pick up hours. The late pick up fee is charged per child.

Late Pick Up Fee Schedule for Subsidized and Non-Subsidized Families:

Number of Minutes Late	**Charge**	
1 minute to 15 minutes late	$25.00	Per Child
16 minutes to 60 minutes late	$1.00/per additional minute	Per Child

Suspension & Termination Due to Unpaid Accounts

Failure on the part of the parent/guardian to keep payments current will lead to suspension & possible termination of services. If payment has not been received by Friday of the week due or the payment arrangement has not been honored, Boys & Girls Clubs of the Pikes Peak Region will accept that as the parent/guardian's two-week notice for withdrawal of their child from the program. Daily service fees will be assessed throughout this two-week period. You authorize Boys & Girls Club of the Pikes Peak Region to collect any outstanding balance(s) by charging the credit/debit card on file. Services may not resume until past due amounts are paid in FULL. An adequate amount of time will be given to contact the Finance Department and pay off any balance due.

Collections

If payment has not been received via in house methods, the account will be sent to an outside collection agency for the current balance due and possible collection and attorney fees. Once your account has been sent to the collection agency, Boys & Girls Club of the Pikes Peak Region no longer holds ownership of the account and cannot retrieve the account or accept payments or payment arrangements.

Fee Assistance & Discounts

Second Child Discount:

- The standard rate applies to the first child enrolled. The Second Child Discount rate applies to each additional child.

Military Discount:

- Applies to Active, Reserve, Honorably Discharged or Retired military.
- DD214 or LES documentation to validate discounted rate is due at the time of enrollment. This can be faxed to 719-570-7079 or emailed to registration@bgcppr.org.
- If valid documentation is not provided, the account will be changed to the standard rate charges until it is received.
- Payments are due according to the Payment Schedule you selected at the time of enrollment as described in the Charges and Payments section.

Annual Payment Summaries (Tax Statements)

You may view and print this report from the Pay tab in the Parent Portal. Please be aware that if you have an outstanding balance, this report will not be accessible through the Parent Portal. Contact the Central Office with questions or concerns. No amounts will be given out over the phone.

Vacation Requests

Vacation Request Forms are available at our website and from your Branch Director. Please submit your request at least 7 days in advance in order to give the Finance Department enough time to adjust your account accordingly.

Withdrawal from Services

Boys & Girls Club of the Pikes Peak Region requires a **two-week notice** to withdrawal from all services. Withdrawal from service must be done in writing by submitting a Withdrawal Form or emailing registration@bgcppr.org. If a remaining balance is due, payment will be required before the last day of care. If there is any credit on the account, it will be applied to outstanding charges or a refund will be issued. **Failure to withdrawal at least two weeks in advance will result in a continued financial obligation.**

Bereavement/Funeral Time

When an absence is due to the loss of an immediate family member (mother, father, sister, brother, grandparent) Boys & Girls Club of the Pikes Peak Region will allot up to 3 days of bereavement credit. Upon confirmation of the loss, the account will be credited for the days absent.

Sign In and Out

A parent or authorized adult over the age of 18 is required to use daily sign in and sign out sheets for documentation purposes. Boys & Girls Club of the Pikes Peak Region requires a full signature for child arrival and departures. A parent/guardian is required to accompany their child into the program and sign him/her in with the accurate time. Parent/guardian must sign the child out with an accurate time at pick up as well.

Release of Children

Only parents or persons over 18 years of age with pick up authorization will be allowed to take a child from the Club. In emergency situations, the parent may give verbal authorization to Club care-givers. This person will need a valid photo ID and sign the child out with accurate time. Contacts may be added/updated through the Parent Portal.

Intoxicated Persons at Pick Up

For the safety of the children, the Boys & Girls Club of the Pikes Peak Region has established a procedure in the event of anyone attempting to pick up a child while under the influence of or impaired by alcohol or drugs. If a staff person suspects intoxication, a conversation will take place and they will call an authorized contact of the child's to pick up. If the individual insists on leaving with the child, the staff will immediately contact law enforcement and advise them of the situation. Failure to comply with this policy could result in termination of services.

Television, Video Viewing, and Video Games

Television will not be watched during Summer Camp services. Video viewing can be used in conjunction with the curriculum, to expand learning concepts and activities, and for special celebrations on a limited basis. Videos will be rated G or PG.
Use of video game systems will also be limited and games will be appropriately rated for use with children.

Electronic Devices

Boys & Girls Club of the Pikes Peak Region recognizes the importance of children having a cell phone and being able to communicate with parents. However, cell phones, iPads, tablets and gaming devices are not allowed out during Club programming. Electronic devices may be used during free time and only for a limited amount of time. If a child continues to violate this policy, they will be asked to leave their devices at home or check them in at the front desk until they are picked up for the day.

Attendance and Absences Policy

It is vital that Boys & Girls Club of the Pikes Peak Region is contacted if a child will be absent. Boys & Girls Club of the Pikes Peak Region expects children to attend on the contracted days of care. Boys & Girls Club of the Pikes Peak Region must be notified within an hour of the child's service start time.

Emergency Contacts: It is important to keep emergency contacts up to date through the Parent Portal. Branch Directors and Program Leads will release a child only to the parent or someone authorized by the parent with proper identification, 18 years old or older as indicated on the emergency contact list. Please notify the Branch Director if someone not listed on the emergency list is picking up your child.

Illness Policy

For a child to get the most out of the Boys & Girls Club of the Pikes Peak Region program, he/she needs to be in good health. Do not bring a child if he/she cannot participate fully in the indoor and outdoor activities. Please do not send a child if he/she has a fever or is vomiting. Please notify the program if your child is going to be absent three or more days because of illness.

If a child shows signs of illness or injury, staff will contact the parent/guardian or emergency contacts to alert them to the injury or symptoms of illness. If symptoms are deemed serious it is expected that the parent/guardian will arrange for the child to be picked up within one hour of the original phone call.

Staff will make every effort to comfort the child by providing a secluded area for the child to rest. In case of an emergency, 911 will be called. If transportation or medical costs incur, the parent/guardian will be held responsible for all financial fees.

Communicable Illness
When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the parent/guardian must notify the center immediately.

Children will not be admitted back to the program without a physician's note stating the child is clear of the communicable illness. If a child is found to have lice, they will not be admitted until all nits are gone. Children with pink eye are required to be on medication and wear an eye covering before they will be admitted.

Staff members with a communicable illness will not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.

The day a communicable illness or parasite is discovered in our facility, Boys & Girls Club of the Pikes Peak Region will inform the parent/guardian in writing by:
Posting a sign on the door
Posting a sign on our bulletin board
Giving each parent written information on the specific illness
Posting a sign on the sign in/out sheet

Facility staff will ensure that the name of an ill child or staff person remain confidential.

Medication Administration

Boys & Girls Club of the Pikes Peak Region will administer medication to a child ONLY after receiving a completed medication release form from the parent or guardian which can be found online. For each child receiving medication at the site, a release form will include:

- The name of the medication
- The dosage
- The route of administration
- The times and dates to be administered
- The illness or condition being treated
- The parent or guardian signature
- The physician's signature

The medication form will be checked for completion by the Branch Director. The prescription label does not serve as the doctor's orders.

DO NOT send medication with the child. Please give the medication directly to the Branch Director. Medication is stored and locked in a secure box.

Boys & Girls Club of the Pikes Peak Region will only have medication administered to children by a trained, designated caregiver. This caregiver will be trained to:

- Check the label and confirm the name of the child

- Read the directions regarding administration of medication
- Properly document administration of medication – Boys & Girls Club of the Pikes Peak Region will maintain medication records for six weeks that include:
    - Times, dates, and dosages of the medication given
    - The signature or initials of the caregiver who administered the medication
    - Any errors in administration or adverse reactions

The Branch Director or designee will report any adverse reactions to a medication or error in administration to the parent or legal guardian. This will be reported immediately upon recognizing the error or reaction. Medications stored in refrigerators will be in a locked container.

For over the counter and prescription medications, they must:

- Be in the original or pharmaceutical container
- Have the original label
- Include the child's name
- Have a child proof cap
- Have instructions for administration

The Branch Director will return any unused or out-of-date medications to the parent or guardian.

Boys & Girls Club of the Pikes Peak Region staff are unable to administer aspirin, aspirin free tablets, cough lozenges or medical ointments unless a doctor prescribes them in writing. The "Medication Administration" form is available online.

Allergies and Allergic Reactions

Parent/Guardian must notify the Boys & Girls Club of the Pikes Peak Region if a child has an allergy or an allergic reaction to any food or drug. A list of children and their allergies will be maintained and kept confidential at each site. In the event your child has an allergic reaction we are not aware of, we will take steps to ensure the safety and wellbeing of the child up to and including contacting emergency personnel for assistance at parent/guardian expense.

Daily Schedule

In meeting our goal, Boys & Girls Club of the Pikes Peak Region has designed a program that is both consistent and flexible. Having a predictable routine helps the child feel secure and increases his or her confidence.

Each day includes both teacher-organized and child-initiated activities, indoor and outdoor activities, active and quiet periods, group, and individual play. Specific daily schedules are posted at each Club location.

Training and Orientation of Caregivers

All program staff members are 18 years or older and meet all Boys & Girls Club of the Pikes Peak Region program qualifications. Each staff member completes orientation training prior to working on the floor as well as quarterly trainings which are provided by the Operations Department and/or the Branch Director.

Orientation Training includes:

- A job description
- An introduction and orientation to the children, which includes special conditions such as allergies and medical conditions of any child
- Procedures for releasing children to parents or guardians
- Site policies and procedures
- Reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation of children and how to make a report
- Employees will be required to read the Policies and Procedure Handbook for our families
- All caregivers are required to have a minimum of fifteen hours of documented in-service training each year.

The following in-service training topics must be addressed annually:

- Standard Precautions which include information on proper hand washing, OSHA requirements, and sanitation techniques
- Proper procedures in administration of medications
- Recognizing early signs of illness and determining when there is a need for exclusion from the facility.
- Accident prevention and safety principles
- Reporting requirements for abuse, neglect, and exploitation
- Positive guidance for management of children
- CPR/First Aid

Each program's Branch Director and Program Leads are responsible for knowing the current rules and regulations and always adhering to them.

Additional training opportunities available through outside agencies, videos, reading materials and other sources may be made available through the Operations Department and/or Branch Director.

Supervision and Protection of Children

Boys & Girls Club of the Pikes Peak Region ensures that all children are adequately supervised. Our level of supervision includes maintaining minimum child to caregiver ratios. The Branch Director will ensure that ratios are adjusted to maintain the levels of supervision and care by being able to hear or see our children.

Each location will use a half hour tracker. Half hour trackers are always used by staff to keep an accurate head count and track the movement and whereabouts of all members of the program.

When a child moves from one activity area to another, the staff will communicate through walkie talkie and alert another staff that the child is headed their way. Once the child has been received that staff member will communicate that the child has been received and all staff will adjust their numbers as needed.

When children are using the bathroom, Boys & Girls Club of the Pikes Peak Region supervises and protects with a staff member monitoring from outside the bathroom.

When children are in a large group, such as outside on the playground, during off-site activities, on a field trip, or participating in a special mixed group activity, supervision and protection will be maintained.

Lost Child

At Boys & Girls Club of the Pikes Peak Region, every step will be made to ensure the safety of every child – Hence, the importance of daily sign in and out sheets and headcounts. Boys & Girls Club of the Pikes Peak Region does recognize that no matter how careful, accidents may still occur.
Staff are trained to never leave the children unattended. Children will be in view at all times.

Branch Directors or a Program Leader must have a means for determining at all times who is present at Boys & Girls Club of the Pikes Peak Region.

If it is determined a child is missing, the following steps will be taken:

- Staff will check the bathroom
- Staff will check around the immediate area where child was last seen
- Staff will check all rooms where the child would typically go and other rooms of use in the program
- Staff will check with school staff if enrolled in a summer school program

If the child is not found after a fifteen-minute search, staff will contact emergency personnel, the child's family, the supervisor, and file a lost child report.

Guidance and Discipline

Discipline will be approached in a positive, consistent way. Rules, expectations and limitations are simple and understandable. Employees strive to model, teach, and encourage good communication skills, problem solving skills and positive interactions. No harsh discipline methods may ever be used such as hitting, belittling, or any other punitive discipline. When a child displays inappropriate behavior, the situation will be discussed with the child and the child will be instructed on how to appropriately handle similar situations. Brief separation is sometimes necessary to relieve undesirable situations. In cases of extreme behavioral issues or where a child who has been identified with special needs has behavior issues, parents will be

partnered with to develop a behavior support plan. Information may be given to the family about programs and services available to assist them and their child. It is expected that parents support our staff and work as partners to keep consistency in behavioral expectations. Frequent acts of misconduct may result in suspension or expulsion from the program.

Boys & Girls Club of the Pikes Peak Region uses discipline to encourage the child's self-control and reduce risk of injury and any adverse health effects to self or others. Staff will use the following positive discipline measures for children: positive reinforcement, Love & Logic, redirection, and verbal praise.

The following rules help caregivers, parents, and children understand the expected conduct at Boys & Girls Club of the Pikes Peak Region:

- Keep hands and feet to oneself
- Follow the directions of adults
- Use equipment properly
- Treat others with respect
- Use appropriate language
- Settle disagreements by discussing them

*Discipline measures will **not** include any of the following:*

- Corporal punishment-including hitting, shaking, biting, pinching, or spanking
- Forced physical exercise to eliminate behaviors or use of punitive work assignments
- Use of abusive, demeaning or profane language
- Forcing or withholding of food, water, rest, or toileting
- Punishment by peers or use of group punishment for individual behaviors

Parent Communication, Involvement, and Participation

Boys & Girls Club of the Pikes Peak Region encourage parents to talk to staff daily. We invite parents to share their skills/talents with the children. Parents may request a conference with the Branch Director or schedule an appointment to visit at any time. To keep parents well informed, important schedule changes, forms requiring signatures for events and announcements are posted on or near the front desk.

Your cooperation in the Boys & Girls Club of the Pikes Peak Region program is important because it creates a partnership in the development of your child. Since children are often in our care for several hours, we view ourselves as a meaningful part of your child's life. It helps staff to know about family changes, such as a deployment, marriage, divorce/separations, or a new family member. Staff will also share any concerns that arise.

Parent and Children's Rights

Rights as a Child in the Program

All children in our program have the right to be treated in a non-discriminatory manner and have the freedom to express, practice religious and spiritual beliefs. Boys & Girls Club of the Pikes Peak Region encourages children to bring their questions and concerns about our program first to the Group Leaders and if further assistance is needed, then to the Branch Director.

Rights as a Parent in the Children's Program

As a parent concerned with your child's well-being and education, Boys & Girls Club of the Pikes Peak Region encourages parents to bring their questions and concerns about our program first to the Branch Director. If any issues remain unresolved, a meeting may be requested with their direct supervisor.

Personal Belongings and Money

Children may NOT bring personal belongings to the site unless the Branch Director has given permission. If the Director has given permission, these items must be clearly labeled with the child's name. Boys & Girls Club of the Pikes Peak Region will not be held liable for any lost, stolen or damaged items.

During special events or on field trips, children often want the freedom of having spending money. Additional funds for souvenirs or treats are based upon the discretion of the parent. Boys & Girls Club of the Pikes Peak Region only asks that it be a reasonable and not an excessive amount. All money that is lost or stolen from a child is the responsibility of the parent. Boys & Girls Club of the Pikes Peak Region will not be held liable for such incidents.

Transportation and Field Trips

Boys & Girls Club of the Pikes Peak Region offers various extracurricular activities for children to attend. The activities are planned and presented to parents. Parents are required to fill out a permission slip or give written permission for their child to attend/participate. All staff are required to carry group lists, emergency contact information, and perform head counts at regular intervals throughout the outing. Please watch for postings at your child's Club for potential field trips.

Drop off and pick up of children at the field trip is not permitted. Please schedule appointments appropriately.

Safety is especially important when transporting our children. Boys & Girls Club of the Pikes Peak Region transports children using our vans or contracts with an authorized third party. When children are being transported, at least one person accompanying the children in the vehicle will have current CPR and First Aid course completion. No child will be transported in any mode of transportation that the Colorado Department of Human Services does not deem

safe and acceptable. All vehicles used for transporting children to and from our site will be currently registered and maintained in a clean and safe condition. A release form signed by the parent or guardian will be on hand for reference. No child will be permitted to remain unattended in the vehicle. Children will remain seated in seat belts while the vehicle is in motion. Keys will be removed from the vehicle at all times when the driver is not in the driver's seat. Smoking is prohibited in the vehicle.
Each vehicle used will:

- Be driven by an adult with a current state driver's license that authorizes the driver to operate the type of vehicle driven
- Contain a first aid and bodily fluid clean up kit
- Be able to maintain temperatures between 60-90 degrees Fahrenheit
- Be equipped with individual, size-appropriate safety restraints
- Be enclosed
- Be locked during transport

Expectations During Travel

Before the children go on any field trip, bus expectations and safety rules will be discussed with the children. The following guidelines are for all staff while on the bus:

- Children's backpacks and bottoms stay in the seat
- Children are to face forward at all times
- All body parts & belongings remain inside the bus
- Inside voices or whispers are to be used while on the bus
- Children are to be seated 2-4 to a seat (Depending on seat belts)
- One staff remains on bus while children unload to check for children and personal belongings
- Attendance is taken while children load/unload the bus

Emergencies During a Field Trip

If an emergency occurs while off site, staff will take roll and move the children to a safe location, notify their direct supervisor and parents will be notified by the office. Staff will alert the bus driver and evacuate children depending on the situation.

Emergency and Disaster Plan

Boys & Girls Club of the Pikes Peak Region has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. This written plan is at the site and accessible to all staff. Evacuation plans are posted in prominent locations of each room or areas of the site. The site holds monthly fire drills which are documented. The site is inspected bi-annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation Site: If there is an emergency or disaster which requires evacuating the children, they will be transported to the El Pomar Club location at 805 Praderia Ave. Colorado Springs, CO 80904.

Contacts notified in an emergency (listed in order of priority):

1. Appropriate emergency agency based on situation
    a. Fire Department: 911
    b. Police: 911
    c. Police: Non-Emergency 444-7000
    d. Poison Control: 1-800-222-1222
    e. Child Abuse: 444-5700
2. Assistant Director of Operations and/or Director of Operations
3. Parents/guardians

LOCKOUT

Lockout is called when there is a threat or hazard **outside** of the site building.

Examples of Lockout conditions: dangerous animal on Club grounds, criminal activity in area, or civil disobedience.

During a lockout, no one will be allowed in or out of the building until the lockout has been lifted.

LOCKDOWN

Lockdown is called when there is a threat or hazard **inside** the site building.

Examples of Lockdown conditions: dangerous animal within Club, intruder, angry or violent parent or member, active shooter.

During a lockdown, members will not be released until the lockdown has been lifted.

EVACUATE

Evacuation is called to move student and staff from one location to another.

Evacuation conditions can include fires, toxic spills, water line breaks, gas line breaks or anything that would create structural damage or pose a health or safety risk inside of the building.

During an evacuation, parents will be notified when and where they can pick up their child(ren).

Evacuation Site: If there is an emergency or disaster which requires Boys & Girls Club of the Pikes Peak Region to leave our center, Boys & Girls Club Tutt will evacuate to:

- The Boys & Girls Club of the Pikes Peak Region El Pomar location: 805 Praderia Ave.
- The children will be transported to the evacuation site in vans per the emergency permission waiver on the Universal Signature Form.

SHELTER

Shelter is called when the need for personal protection is necessary.

Shelter conditions can include weather related issues such as tornado, flood, lightning, or blizzards. Shelter can also take place if there is a safety or health risk outside of the building.

When staff and members are out of immediate risk, parents/guardians will be notified when they can come and pick up their child(ren).

Medical emergency or injury involving a child

- If there is a life-threatening injury to a child, the Branch Director will contact emergency personnel before contacting the parents or legal guardian. Parents are responsible for any medical or hospital fees or costs associated with the child's medical treatment that may proceed without further authorization.
- If parents or legal guardians cannot be reached, the Branch Director will then attempt to contact the child's emergency contact person.

For any medical emergency or injury involving a child, the following steps will be taken by staff:

- CPR/First Aid will be administered if needed
- Accident report will be filled out and signed by a legal parent/guardian

It is the parents/guardian's responsibility to keep their emergency contacts and other information updated so that staff may reach parent/contact in a timely manner.

Food Service

Boys & Girls Club of the Pikes Peak Region will provide a morning snack, lunch and afternoon snack every day. Food is to be eaten in the designated area. The children must wash their hands before eating.

If your child has allergies, please notify staff immediately. If your child has special food needs, Boys & Girls Club of the Pikes Peak Region requires that you complete a **Special Dietary Statement Form** which will need to be signed by your physician.

Boys & Girls Club of the Pikes Peak Region will only substitute food items based on food allergies with a doctor's note and submitted Special Dietary Statement Form.

Hand Washing

Caregivers and children will wash and scrub their hands for 20 seconds with liquid soap and warm running water at the following times:

- After using the toilet
- Before and after eating
- Upon returning from outdoor playtime
- After wiping noses
- After handling animals

- Before and after food preparation

Hand washing procedures will be posted at each designated area and they will be followed.

On field trips and when leaving the site for other reasons, caregivers and children will wash their hands by using

- Public Facilities
- Hand Sanitizers
- Baby Wipes

Child Abuse & Neglect

Boys & Girls Club of the Pikes Peak Region recognizes each individual's basic human and legal rights. It is our policy that ALL staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal abuse, or neglect of any individual within or outside the program and facilities is forbidden. ANY staff member or volunteer who has the knowledge of abuse or neglect of any individual or has reasonable knowledge of abuse or neglect of an individual must report this information to the Director of Operations, as well as the El Paso County Department of Human Services. As child care professionals it is mandated, and fines are imposed for failing to report signs of possible abuse or neglect. The staff will not discuss any suspicions of abuse or neglect with the family members, nor will families be informed if a call has been made. If you suspect a child care provider is being negligent or abusing a child, please notify the Department of Human Services at 444-5700 or 911.

Licensing

Health and local fire departments inspect our programs. All staff are required to be cleared by the Colorado Central registry. This lists anyone convicted of child abuse or neglect. Each staff is also fingerprinted and cleared through the CBI/FBI for felony charges. The E. A. Tutt Club location operates as Neighborhood Youth Organization and is not a state licensed childcare facility.

Tobacco, Alcohol, Illegal Substances, Weapons, Sexually Explicit Materials

Boys & Girls Club of the Pikes Peak Region prohibits the following anywhere or anytime on the premises or in the vehicles used by the site:

- The use of tobacco
- The use of alcohol
- The use or possession of illegal substances and weapons to include firearms
- The use or possession of sexually explicit materials