

TOTALLY KIDS, INC.

Welcome to Totally Kids, Inc. School Age Child Care Programs. We have put together this handbook to further your understanding of our programs and the philosophy by which they operate. As parents, you need to know what to expect from our program.

Totally Kids provides After School Program, School Days Off-Day Camp and Summer Day Camp for youth from kindergarten to 5th grade. Our programs are geared to the needs of individual children with concern for their interests, needs, special talents, and individual style.

Open communication between parents, staff and children is essential. We want you to feel that you may come to our staff, at any time, with your questions or concerns. We believe each child is a unique individual, and we take the needs of all children into consideration.

The purpose of our program is to provide a safe, stimulating environment to children. Our philosophy is based on the idea that children flourish in a safe setting that encourages positive self-image.

Our programs have an inclusion piece that addresses special needs children in the least restrictive environment. Please call if you have a special needs request for your child.

The State Department of Human Services licenses Totally Kids School Age Child Care Programs and its facilities. It is the practice of our staff to adhere to the rules and regulations set forth by the State Department of Human Services.

Hours of Operation

After School Program is open on days when school is in session from the time that school gets out until 5:45 pm.

After School Program (ASP) Schedule

3:50 – 4:05 – Scan for temperature and then walk or ride the bus to Hayden Town Park or Hayden Center for snack.(staff member signs children in as they are scanned.)

4:05 – Arrive at site, children wash hands, have snack, and get ready for outside play.

4:15 – 4:45 – Outside play

4:45 – 5:30 – Homework – when children finish with homework, they may read or draw quietly until all children have completed their homework.

5:30 – 5:45pm – Free Play

Friday Day Camp – Schedule varies and will be sent out prior to camp

Friday Day Camp is open from 7 am to 5:45 pm on days when there is no school (excluding holiday breaks i.e. Thanksgiving, Winter Break and Spring Break). Snacks will be provided, but children need to bring their own lunch.

Schedule

7:00 to 8:30 am – Check in and free play

8:30 to 10:00 am – Small group activities

10:00 to 10:15 am – Snack

10:15 to 11:45 am – Activities as described in daily activity schedule

11:45 am to 12:30 pm – Lunch and recess

12:30 pm to 3:30 pm – Afternoon activities as described in the daily activity schedule

3:30 pm to Pick-up – Free play

Summer Day Camp (SDC) – Schedule varies and will be sent out weekly

Summer Day Camp is a full-day childcare program open during the summer months when the public school takes its summer vacation. This program runs from 7:00am to 5:45 pm. Please have your child check in by **8:30**.

Sometimes we leave on field trips by 9:00 am. Check your calendars.

Schedule

7:00 to 8:30 am – Check in

8:30 to 10:00 am – Large group activities outside

10:00 to 10:15 am – Snack

10:15 to 11:45 am – Activities as described in daily activity schedule

11:45 am to 12:30 pm – Lunch and recess

12:30 pm to 3:30 pm – Afternoon activities as described in the daily activity schedule

3:30 pm to Pick-up – Free play

REGISTRATION/TUTITION/CALENDAR

- Enrollment will be on a first come first, first serve basis. After a program is full, a list will be started on a first come basis and parents will be notified as openings occur.
- Registrations forms, medical forms, medical release forms, field trip forms, immunization records, and the discipline rules must be filled out and kept on file at the center.
- **Extended Hours Program** - (Includes after school and Friday Day Camp). The calendar for the Extended Hours Program follows the school calendar.
 - **After School** - The program begins immediately following school and ends at 5:45 p.m. Fees for after school include - A single day fee of \$10.00 per child per day.
 - **Friday Day Camp** – A daily fee of **\$30.00/day** for the first child in a family and **\$25.00/day** for any additional children in the same family will be charged. There must be at least 10 children signed up to make the camp viable for that day and everyone is required to prepay.
- **Summer Day Camp** -A daily fee of **\$30.00/day** for the first child in a family and **\$25.00/day** for any additional children in the same family will be charged. Summer Day Camp will be open Monday – Friday beginning after Memorial Day

- ending in August 2022 depending on the school calendar. The camp opens at 7:00 am – closing at 5:45 p.m. each day.
- Day camp must be prepaid. Payments are due by the 5th for the upcoming month.
 - Registrations can be emailed or dropped off at 495 W. Jefferson – Totally Kids Desk.
 - Questions should be directed to Carolyn at 846-9083.
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MEALS AND SNACKS

During Summer Day Camp and Friday Day Camp - Children are responsible for bringing their own meals. We will be eating outside for meals and snacks daily (unless weather prohibits).

SIGNING IN CHILDREN TO DAY CAMPS

Each day during the hours of 7 am to 8:30 am, a radio will be on the table outside of the main doors. Please let staff know you are there, and someone will come check your child in.

RELEASE OF CHILDREN

When you or your designated person arrive to pick up your child, you will be able to either text, call, or use the radio provide, and your child/children will be brought out to you. Children will be released only to person/persons who are listed on the enrollment form or who have been authorized by the parent. If an unauthorized person attempts to pick up a child, the parents will be notified. The child will not be released to the unauthorized person unless verbal or written permission is given by the parent. Photo identification will be required before a child is released to a person not known by the director or program leader. Children over 10 years of age may sign themselves and a sibling out after permission and proper documentation.

CHANGES IN POLICIES

Parents will be notified in writing of any significant changes in services, policies, or procedures so that parents can decide whether the program continues to meet the needs of the child(ren).

SUPERVISION OF CHILDREN

Children must be signed in and signed out each day. See above procedures for children signing themselves out. Children will always be supervised by an adult. Staff will use

methods such as roll call and head count to make sure that children are always accounted for.

DISCIPLINE

The group leader/program leader or the director will handle typical discipline problems. Rules are posted in the Totally Kids room. Extreme problems will be discussed with parents. Repeated misbehavior will be grounds for expulsion from the program.

Children sent home from school for disciplinary reasons will not be allowed in any of the programs on that day and/or subsequent days until the issues have been resolved.

Situations at home can affect a child's behavior at our programs. Please notify the staff if there are any situations at home that may explain unusual behavior. All information shared is strictly confidential.

As in any group activity, inappropriate behavior by one or two children can spoil the experience for the entire group. Staff will deal with normal day-to-day behavior issues using acceptable techniques and approaches, including: • Redirecting • Rewarding acceptable behavior • Encouraging children to talk about their feelings • Role modeling on how to speak and interact with peers in a positive manner • Implementing time outs when appropriate. Any disciplinary measure used relates to the child's specific actions and is handled in a timely fashion. No physical punishment, humiliation, scare tactics, or controlling measures shall be allowed.

Our primary concern is safety of each child and the group. When a child's behavior:

- Seriously disrupts group interaction
- Is disrespectful to staff members or other children
- Is likely to result in harm to themselves or others
- Is likely to result in property damage
- Involves any physical interaction with other children or staff
- Is chronic and/or extreme
- Involves bullying, teasing, or emotional taunting of others...

It may be necessary to separate the child until he or she is able to regain control and rejoin the group.

If a child's behavior is chronically disruptive and disrespectful, even after reasonable measures have been made to assist the child in adjusting to the program setting, parents are contacted by the Director or Assistant Director to determine if the child is able to continue at the program. Staff will always work towards developing a cooperative plan of action to maximize a child's chances of success at the program.

If disruptive or disrespectful behavior continues, it may be determined that the child and the program are not well-suited. At this time the child may be asked to leave the program.

The following are guidelines for disciplinary action:

The timeline for these warnings would be in a 4-day period.

First Warning: A verbal warning is given to the child by a staff member, and then relayed to the Director or Assistant Director.

Second Warning: Child is required to meet with the Director, Assistant Director or Program Leader to discuss his/her behavior and to write up a plan of action. A parent/guardian is notified at the end of the day in person or by phone.

Third Warning: The child is required to meet with the Director or Assistant Director to discuss his/her actions and to review the plan of action. A parent/guardian is notified at the end of the day in person or by phone.

Fourth Warning: A parent/guardian is called and asked to meet with the child and the Director or Assistant Director to discuss the child's actions and what can be done to rectify the situation.

Fifth Warning: If the child is not able to function within the program, the parent/guardian is notified, and the child is asked to leave the program for the rest of the day.

Sixth Warning: After the child has returned to the program, if she or he is not able to function within the program, the parent/guardian is notified, and the child is asked to leave the program for the remainder of the week.

Totally Kids staff reserves the right to immediately terminate a child from the program. Chronic and/or extreme behavior may warrant dismissal at the discretion of the Director or Assistant Director. Children dismissed from the program for reasons above jeopardize their ability to return the program.

REMOVING A CHILD FROM THE PROGRAM

If a parent wants to remove a child from the program, they will notify the Director or Assistant Director by written notice, email, text or phone call.

ILLNESS OR INJURIES

Please do not send your child to a program with a contagious medical condition or with a fever. As required by the State Department of Human Services, when a child becomes contagiously sick at camp, the leader or director will call you or your emergency contact immediately, and your child will need to be picked up at that time. If we cannot contact either party, and there is a need for further medical care, the child will be transported to the nearest physician, dentist, or medical facility.

The following symptoms would be cause for concern. Children with these symptoms will be isolated from others.

- Fever
- Dry cough
- Tiredness
- New loss of smell and/or taste
- Aches and pains
- Headache
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Rash on the skin and/or discoloration of the fingers or toes
- Shortness of breath

COVID 19 Update – What we are doing to stop the spread

- Pick up and drop off are curbside. At this time, no visitors or parents are allowed onsite.
- If your child/children are showing signs of illness, please keep them home.
- If a child becomes ill or has a temperature, they will be kept in an area away from other children with a staff member.
- Parents will be contacted immediately so that child can be picked up.
- If a child is sent home, the child will need to be symptom free for 48 hours. A negative COVID-19 test may be required depending on advice from our Nurse Consultant.
- Parents will be informed if their child/children have been exposed to someone who is COVID-19 positive. We will follow Routt County guidelines for closures due to COVID exposure. Parents will be notified by email or phone as the situation develops.

Staff are scanned each day, and they will not report for work if they have any of the symptoms listed above.

Please phone the us when you know your child will not be attending for any reason. 970-846-9083. This eliminates unnecessary calls to parents or designees.

MEDICATION

It is recommended that every possible means be taken to give children medication at home or at school. If it becomes necessary for a child to take any form of medication (prescription or over the counter) at a School Age Program the following must be in place:

- Written authorization from a legal prescribing practitioner stating the children's name, medication, dosage, time to be given, and for how many days.
- Medication properly identified and in its original pharmacy labeled container (request an extra at pharmacy).
- Medication log sheet completed by staff each time medication is given.
- Written permission from the parents/legal guardian giving the program authorization to administer that medication.
- Medication will be stored in a locked container.
- Medication will be given by a staff member who is trained in Medication Administration.

There are times when physicians and parents want children to carry their own medication. This is true for some children using an inhaler for asthma but may also be true for other medical conditions. Any requests made for a child to carry medication must be accompanied by:

- Written authorization from a legal prescribing practitioner stating the child's name, medication, dosage, time to be taken, and number of days/months to be taken. Authorization from a legal prescribing practitioner must state the child is to carry and self-administer the medication.
 - Written permission from the parent requesting the child carries and self-administers the medication. Parents will accept full responsibility from any misuse of the medication by the child.
 - Medication is to be properly identified and in its original pharmacy labeled container. Only one day's supply of medicine is to be carried by the child. An asthma inhaler is an exception of this requirement.
 - A staff member will assist/observe when a child is self-administering medication (asthma inhaler).
 - A staff member will log time and date of administration of medication.
 - If the child abuses or misuses this privilege to carry and self-administer the medication, the privilege may be revoked.
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TRANSPORTATION

Please check your activity calendar for specific field trips/events. Children should be at camp by 8:30 am. If a child arrives after the group has left, our destination will be posted on the outside door, and it is the parent's responsibility to catch up with the group to drop off your child. Some special activity days may have an earlier departure time; consult your calendar or a staff member for specific times.

Groups will try to return to Hayden by 4:30 pm, however, due to unpredictable delays children may return later. If necessary, a sign will be posted informing parents of any new plans. **Please let a staff member know if you need to pick up your child early, they will work with you to determine the location of your child at a time.**

Totally Kids will provide transportation for field trips. Walking field trips may also occur within the town of Hayden. It is our policy to ensure the safety of each camper while in a moving vehicle.

Staff will ensure each child:

- Remains seated while vehicle is in motion, if applicable.
- Is loaded and unloaded at curbsides, when possible.

In case of a bus or vehicle break down on the road, the driver will always assess the situation to ensure safety of the campers. At no time will campers be left unsupervised. **School Bus rules will apply.**

TRANSITION CHILDREN BETWEEN SCHOOL AND COMMUNITY SPONSORED ACTIVITIES

If a parent wants their child to participate in a community sponsored activity that is away from the program site, the parent is responsible for providing the transportation to that activity. If the community activity is at the program site, a staff member will ensure that the child is escorted to the community activity.

EMERGENCY PROCEDURES

In case of a missing child or an unexpected disaster (natural or manmade) the staff is trained to:

- Remain calm and ensure the safety of the participants.
- Promptly notify Totally Kids Director or another staff member
- Promptly notify the parents of children registered.
- Notify local authorities when necessary.
- Call an ambulance when necessary.

At a minimum one teacher per group is trained in at least basic 1st aid and CPR.

WEATHER

Each day, weather permitting, the children will have outdoor playtime. Please make sure to dress your children appropriately for the weather. This includes jackets, mittens, hats, boots, etc. for play in snow. We will not go outside if the weather is below 20 degrees or if it is above 99 degrees unless the shade is cool.

Prior to outside play, sunscreen will be applied to all children. Sunscreen will be reapplied as needed throughout the day. We provide sunscreen that is at least SPF 50. If you prefer your child to have a different brand of sunscreen, then you will need to provide the sunscreen for them making certain to label the sunscreen with your child's name.

TELEVISION/MOVIES/VIDEO

If a movie is to be shown it will have a **G/PG** rating. Movies, in general, will only be shown on days when the weather has changed other plans or other conditions make watching a movie a good option.

PERSONAL ITEMS

Personal items such as toys, radios, electronic equipment, cell phones, and tablets or other electronic devices are brought at the risk of the child/parent. Electronic games, phones, or other devices will not be used at Totally Kids unless a phone is needed for an emergency. Totally Kids, Inc. and its employees will not be responsible for damaged or lost items.

Please have your child wear appropriate clothing for the planned activities. It is important that your child wear comfortable tennis shoes/sneakers every day. During the summer it may be necessary to send an extra set of clothing. Each child also needs a hat and a water bottle daily.

School Year: Participants will need to be appropriately dressed for all outdoor activities. We reserve the right to deny your child an activity if they are not properly prepared.

Summer: ALL ITEMS BROUGHT FROM HOME SHOULD BE WELL LABELED. If money is sent with your child, please have them give the money to a staff member for safe keeping.

SIGN IN/SIGN OUT

After School Program

Children sign themselves in and parents or another authorized person must sign the child out. A child, over 10, may sign themselves out if the parent/guardian has completed the proper forms.

Day Camps

Parents or a designated, authorized adult is required to sign the child in and out. A child, over 10, may sign themselves out if the parent/guardian has completed the proper forms.

DIAPERING/TOLIETING

School Age programs do not accommodate diapering for any children. All participants must be toilet trained. Although we understand that the occasional accident occurs, we will be unable to accommodate any child that has repeated and/or consistent accidents. This is defined as having toilet accidents on 3 consecutive days attended or 25% of days attended.

VISITORS

Currently, Totally Kids is only allowing visitors that are necessary. All visitors must call 970-846-9083 to be admitted and will be asked to have temperature checked, complete symptom checklist completed, and wash hands prior to entering. All visitors must sign the visitors log at the time of visit.

LATE PICK UPS

All programs close at 5:45 pm. This means that your child should be picked up and out of the classroom, before 5:45 pm. If the pick-up person is running late, notify the director 846-9083. We understand that occasionally there may be circumstances that cause parents to be late, so please have someone else that can pick-up your child in that situation so that there is not a late fee. When a child is late being picked up, a fee of \$2.00 per minute per child will be charged starting at 5:45 pm and must be paid before the child/children can return to the program. Every attempt will be made to locate you with the information given on the enrollment forms. However, if your child is not picked

up by 6:30, he/she will be taken to the local police department, and you will be charged the accumulated late fee.

CHILD ABUSE

Suspected child abuse will be immediately reported to the Routt County Department of Social Services.

LICENSING VIOLATIONS

If you believe that Totally Kids, Inc. is in violation of rules governing the licensing of childcare facilities, you may contact - Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, Denver, CO 80203-1714, (303) 866-5958.