

MONTE VISTA KIDS CONNECTION YOUTH PROGRAM POLICY HANDBOOK



Monte Vista Kids Connection
545 2ND AVE
Monte Vista, Co 81144

719-852-6966(site)
719-852-2692 EXT 119(ADMIN)

www.cityofmontevista.com

kidsclub@ci.monte-vista.co.us

Please retain the policy book for your reference and return the last two pages.



Monte Vista Kids Connection

Welcome to the Monte Vista Kids Connection Youth Program!!

It is our goal as the staff of the Monte Vista Kids Connection to give your child an extraordinary experience that allows your child to flourish with independence and creativity. Whether you are a long time participant in the program, or brand new, we are excited to have you join us!

Our mission at Kids Connection is to provide a safe place for the youth of the San Luis Valley. A place where every young person receives a chance, especially those that need us most, to be inspired to reach their full potential and to be cared for unconditionally.

Please take a moment to read about our program and review all policies and procedures with your child. If you have any questions or concerns please feel free to contact us at 852-6966 during Kids Connection hours or at City Hall 852-2692 ext 119 any other time of the day.

Thank you for your interest in Monte Vistas Kids Connection. Make sure to pick up your program calendar at the start of each month and look closely as special events often come up.

Sincerely,

The Staff of MVKC

KIDS CONNECTION PURPOSE AND MISSION STATEMENT

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AGES OF CHILDREN ACCEPTED

5 -18 years of age

SPECIAL NEED POLICY

As mandated by the ADA (American Disabilities Act), this child care center will provide equal access to children with disabilities by allowing children to be fully integrated into regular activities.

HOURS OF OPERATION

SCHOOL YEAR HOURS- (late August- May)

Monday through Thursday 3:30pm- 6:00pm and Fridays 7:30am-5:30pm

SUMMER HOURS-(June-August)

Monday through Friday 7:30am-5:30pm

KIDS CONNECTION WILL BE CLOSED ON ALL NATIONALLY OBSERVED HOLIDAYS (UNLESS THE SCHOOL DISTRICT IS IN SESSION) WE WILL BE OPEN FOR SPRING BREAK (summer hours each day) THANKSGIVING AND CHRISTMAS BREAKS (closed on Thanksgiving day and Friday after-Closed Christmas eve day, Christmas Day and the day after-Closed New Years eve day and New Years day) **Subject to change at the discretion of MVKC Administration**

SEVERE WEATHER POLICY

We will have daily outdoor play times for children of all ages, however we ensure the safety of the children at all times. We will not have outdoor playtime during inclement and excessively hot weather but will have indoor large gross motor activities. MVKC will be closed if Monte Vista School District closes due to inclement weather. If we are in the middle of the day and need to close for weather or other emergencies, MVKC will make every effort to notify parents and or emergency contact persons. Please make sure to update files every time something changes to ensure proper notification.

ADMISSION, REGISTRATION AND SERVICE INFORMATION

A complete membership form and the back pages of this packet must be filled out and signed in order for your child to begin membership.

Denial of Services: If the behavior of the child endangers the health or safety of the staff or other children, MVKC Director has the authority to handle the situation as she/he deems most appropriate for the Kids Connection.

Dismissal of Membership: In the event that the Kids Connection ever finds it necessary to end membership a two week notice will be given out, except for the reasons listed below; these situations will be grounds for immediate dismissal.

- * **Destructive, uncontrollable, or violent behaviors**
- * **Habitual tardiness in picking up your child**
- * **Lateness of payment or non-payment**
- * **Lack of parental cooperation**
- * **Failure to maintain required supplies for child (ren)**
- * **Failure to comply with required enrollment and health forms**

Withdrawal of Membership Policy: If you wish to end your child's membership a two week notice must be given and all past due accounts are required to be paid in full on the day that the notice is given.

ITEMIZED FEE SCHEDULE

Weekly Fee:

\$20.00 per child per week (pay a month in advance and you will receive a \$5per week per child discount)
Payments can be made on-line at www.cityofmontevista.com or you can fill out a self prep form at city Hall offices located at 95 W First. Ave. in Monte Vista.

\$FREE to any family who are residents of Rio Grande County and earn less than \$75,000.00 annually

LATE POLICY AND FEES

Late fees will be charged at the rate of \$5.00 for every 15 minutes after 6:00 pm Monday– Thursday, and 5:30pm on Fridays. **Late fees must be paid in full at the time of pick up, if you do not pay, your child will not be able to return until it is paid.** If an emergency arises that will require you to be late picking up your child please call the center immediately. If no notification is made to the center by closing time and the center is unable to reach the parents, the authorities will be called and your child will be placed in their care until you pick them up.

STAFFING

The quality and effectiveness of MVKC services for children are directly related to the skills and personal characteristics of staff. Recruiting, selecting, training and supporting staff are an essential, interrelated process in ensuring the success and integrity of MVKC. The leaders are required to have experience working with children, knowledge of recreational activities, and must possess certain qualities in order to serve as role models to children. They receive training in many areas including but not limited to; safety, child/adult communication and programming activities .MVKC staff are first aid and CPR certified and are trained Mandatory Reporters.

We have designed our program to ensure an adequate ratio of staff to child is met according to The State of Colorado's regulations and to ensure that staff are always aware of where a child is.

GUIDANCE/POSITIVE INSTRUCTION & SUPPORT OF POSITIVE BEHAVIOR

Each staff member at Kids Connection has been trained with positive training practices that ensure that children's behavior is guided in a positive manner. The staff will do their best to communicate all aspects of a child's day, good and bad with a parent. We would like to encourage you as a parent/guardian to get involved. Each of our staff encourage positive interactions with the children through demonstration and teachings that allow children to learn and be capable of respecting other socially and emotionally.

DISCIPLINE POLICY

Misbehavior will be dealt with in a three step procedure. This is known to our kids as our stop light.

Each child begins the day on green, as their behavior becomes an issue they will have their names moved up from green, to yellow, then orange and finally red, where a write up will follow. The children are given the opportunity throughout the day to move their names down with good behavior. If they reach red and have been issued a write up, the write up will stick, but they will still have to opportunity to move their name down and it will be noted on the write up.

Fighting, leaving the building without permission, possession of a weapon, destruction of property, stealing, Use of illegal substances or actions will result in automatic 1 week suspension for the first offense. The suspension will become more severe after the first offense and can lead up to permanent removal from the program.

MVKC will allow up to two warning write ups in a one month period, the third write up in the same month will result in suspension. At the beginning of each month the student will start over for the new month, but MVKC may use the write up as reference for continued behavioral issues

Monte Vista Kids Connection Director reserves the right to skip any and all steps in deciding each individual

disciplinary action (meaning your child may be suspended even if it is not his/her third offense of the month and he/she has not been moved up the stop light accordingly).

Age, severity of offense and frequency will be taken into consideration when considering discipline. Discipline will never consist of corporal punishment, humiliation, excessive periods of "time out", or yelling at the child.

IMMUNIZATION/ILLNESS

Kids Connection is required to keep a copy of your child's immunization record in their file.

Illness or injury: If your child becomes sick or injured while at the center we will notify you immediately, as well as fill out an incident report to go home with you. If your child gets a fever of 101° or higher while at Kids Connection they will be sent home.

In compliance with health department license regulations we cannot admit children into the program who have a fever or yellow discharge coming from their eyes or nose. **Please do not send you child if they have had a fever within the last 24 hrs.**

If your child is diagnosed with a communicable illness, please contact the center so that we may contact other parents whose children may have come in contact with your child. (Communicable illness include, but are not limited to: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, Giardia or shigella.)

MEDICAL ADMINISTRATION POLICY

To ensure every child's safety we ask that if your child needs medicine including inhalers and epinephrine while at the center you give it directly to MVKC Director to be placed in a locked box. All medication must be accompanied by a written order by the prescriber and kept in its original container. Specific order forms can be obtained through MVKC Director, and will be evaluated on a case by case basis.

SPECIAL CONDITIONS POLICY If your child has any type of allergy, disorder, or medical condition, please make sure you note that on your child's health form as well as make staff aware of it to avoid incidents from occurring.

FIELD TRIP/OUTING POLICY

All field trips will be on your event calendar which will be posted at and available at the center. Field trips are always optional as long as staff to member ratio can be maintained. On the occasional times when staff members cannot come to work we will notify you if children need to attend the field trip to maintain our ratios. The staff may choose to walk the kids to the local park, or on a bike ride. If you come to pick up your child while they are away a staff will call and confirm a place in town where you can meet and pick up your child. If you need your child to be at the center during specific times you may make the request with the staff to ensure your child is close by.

If your child arrives late to the club and his/her group is away, there will always be staff at the center for those children. If the group is within city limit and a parent would like to transport their child to the group, arrangements will be made with group leader for a meeting place. Spring Break will be the only exception where all of the staff will be on the field trip to ensure we are within student to staff ratio.

EMERGENCY ACTION PLAN

If a medical emergency arises at the club or away our top priority is the children. The proper authorities will be contacted (if needed) and then the staff will contact parents to notify them of the emergency.

ARRIVAL/LEAVING POLICY

We are a drop-in drop-out service. This allows children to come in and leave anytime during the day. When you bring your child, please come inside to sign them in. If you are picking them up, please come in, tell the staff and wait for your child to come, and then sign them out with listing your name and time of check out. In order for your child to check his/her self out of MVKC MUST have prior approval. For children that are able to check themselves

in and out, they are only allowed to do so once during each day of service. If a child checks themselves out early they will not be able to return until the following business day.

RELEASE OF CHILD POLICY

MVVC will only release a child to the people authorized by their parent(s)/guardian(s) on the membership form to check out their child. Any person authorized to pick up your child must be 18 years of age. A person wishing to pick up a child will be required to show ID to verify authorization. Should an unauthorized person attempt to pick up a child the staff will attempt to notify the parent(s)/guardian(s) and if needed, the local police or sheriff's department will be notified immediately if necessary.

CLOSING PROCEDURES

Before a staff member closes the building all rooms including bathrooms will be checked to ensure all children have left. The staff will check the sign in/out book to ensure all children were checked out. If there are any questions while performing these procedures staff will contact parent/guardian first, then proceed accordingly.

PERSONAL BELONGINGS

It is the intent of Monte Vista Kids Connection to make the children as responsible for their belongings as possible. We believe this is an important life skill to have. You can help by labeling your child's belongings for easy identification. Please provide your child with something to hold his/her belongings that can be easily carried. An extra change of clothes may be needed for some children.

WHAT NOT TO BRING

Do not allow your child to bring expensive items; i-pods; i-pads; cell phones; hand held video game devices; pets; or money unless specified in schedule. If items are found with your child and they become a distraction, the staff may choose to confiscate the item and not give it back until the end of the day. **DO NOT LET YOUR CHILD BRING ANY ITEM YOU CAN NOT AFFORD TO LOSE! MVVC IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

DRESS CODE

All children are expected to come prepared to spend time outside, in the summer and winter months.

- We do not allow inappropriate logos and graphics to be worn while at the center.
- We ask that all girls that wish to come in dresses or skirts wear shorts underneath, and tank tops have a strap of at least 1/2 inch width. NO spaghetti straps!
- **NO FLIP FLOPS!!!** If your child arrives with flip flops on we will have you take them home for a more appropriate pair of shoes!

MEALS/NUTRITION/SNACKS

Summer Program: Your child will receive a breakfast and lunch provided by Kids Connection. Lunch is scheduled for 12:00pm.

After School Program: Monday—Thursday MVVC will provide an after school snack. On Fridays you will need to send a ready to eat lunch (sack lunch)(non-microwaveable) for your child.

If your child has any food allergies please state those on your child's health form as well as notify the staff on the first day of care. All meals and snacks provided will follow federal nutritional guidelines.

DO NOT send SODA or Junk food or food that needs to be PREPARED OR HEATED(microwaved) by staff. Energy Drinks, coffee drinks and any chip/snack food labeled as "hot or Fuego" will not be permitted to be consumed on site.(hot cheetos, hot takis, takis fuego, any Doritos brand chip that is orange/red in color)

If you do not send a meal with your child, MVVC will provide one to them, but you will be charged \$7.00 for us doing so. CHILDREN WILL NO LONGER BE ABLE TO MAKE PHONE CALLS TO FIND OUT WHERE THEIR LUNCH IS(THIS TAKES TOO MUCH STAFF TIME AWAY FROM SUPERVISING THE REST OF THE CHILDREN) PARENTS MUST DROP OFF LUNCH OR HAVE MADE PRIOR ARRANGEMENT AND LET STAFF KNOW WHAT WILL HAPPEN FOR

LUNCH FOR YOUR CHILD.

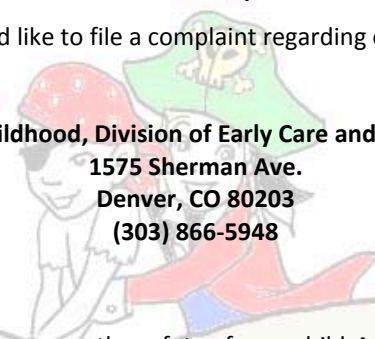
VOLUNTEERS/VISITORS

We encourage parents or family friends to be an active part of the Kids Connection. If you would like to be present during the program you are required to sign in and sign out in our volunteer binder. If it becomes a regular occurrence we will request a background check be done to ensure the safety of every child at the center.

Please remember that all children will still be required to follow the MVKC rules and requirements. If you have a concern or a comment about a behavior issue or student conduct, a MVKC staff will be happy to discuss the issue.

How to File A Complaint with the Division of Child Care: Complaint about Licensing Violations

If there are any concerns or if you would like to file a complaint regarding our child care program, please contact:



Office of Early Childhood, Division of Early Care and Learning Licensing
1575 Sherman Ave.
Denver, CO 80203
(303) 866-5948


Child Abuse Policy

The MVKC staff will make every effort to ensure the safety of your child. MVKC is required by law to report any suspicion of child abuse. If the need arises the staff will contact MVKC Director and/or the staff will file a report with social services and/or the local law enforcement. If your child has encountered a bump, bruise, or any other injury due to an accident outside of the center, please bring it to the attention of the staff to avoid any confusion.

You may forward any complaint you have to:

Rio Grande County Social Services
1015 6th ST.
P.O. box 40
Del Norte, CO 81132
719-657-3381

Or:



Colorado Child Abuse and Neglect Hotline
1-844-CO-4-KIDS (1-844-264-5437)



MVKG

Permission/ Acknowledgment of all Kids Connection Policies

I _____ guardian/parent to _____
Understand that my child will be participating in The City of Monte Vista Kids Connection activities. I understand that my child may take part in activities such as: games, sports, walking and transported fieldtrips, and other activities including but not limited to movie/tv/video viewing policy consistent with the purposes of the program.

All vehicles and drivers being used during transportation of children will meet the Colorado Department of Motor Vehicles requirements. All children will be obligated to follow the Colorado Department of Motor Vehicles requirements for seatbelt use.

I agree that my child can be transported in a City of Monte Vista vehicle to and from any Kids Connection Activity. I also agree that by signing, I acknowledge that I have read and agree to all terms in each individual policy stated in this handbook. I also agree that I will make sure that I my child is aware of all policies and procedures set forth in this handbook prior to their first date of service.

Parent Signature _____ Date _____

Name of Child _____

ALL FIELD TRIP ARE LIMITED TO 50 STUDENTS; IT IS A FIRST COME FIRST SERVE BASIS. IT IS YOUR RESPONSIBILITY TO SIGN UP YOUR CHILD(REN) IF YOU WANT THEM TO ATTEND THE FIELD TRIP.



TOPICAL PREPARATIONS(PREVENTIVE) PERMISSION FORM

This form covers a variety of preventive topical preparations that may be applied to the skin with parent/guardian permission. Annual parent written permission is required.

Child's Name _____ Parent/Guardians Name _____

SUNSCREEN

I give my permission for the staff at Monte Vista Kids Connections to assist with applying or apply sunscreen to my child's exposed skin including face, tops of ears and bare shoulder, arms, legs and feet 30 min prior to outdoor activity. It is my responsibility to provide sunscreen with a minimum SPF of 15. I understand I must provide the sunscreen in its original container labeled with my child's name and noted expiration date. Sunscreen will not be applied to broken skin or if reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/ guardian.

Parent/Guardian Signature: _____ Date _____

MOISTERIZING LOTION/CREAM/BALM

I give my permission for the staff of Monte Vista Kids Connection to assist in applying or apply skin lotion/cream/balm to my child. I understand I must provide the lotion/cream/balm in the original over the counter container labeled with my child's name. It is my responsibility to check the ingredients of this product to insure my child is not allergic to it. Skin lotion/cream/balm will not be applied to broken skin or if a skin reaction has been observed. Any skin reaction observed by the staff will be reported promptly to the parent/guardian.

Parent/Guardian Signature: _____ Date _____



EMERGENCY INFORMATION & AUTHORIZATION FOR TREATMENT & TRANSPORTATION

Childs Name _____ Date of Birth _____
Last First

Home Address _____ Phone _____
Street City/State ZIP

Parent/Guardian _____ Phone _____
Last First

Employer/School _____

Employer/School Address _____ Phone _____

Parent/Guardian _____ Phone _____
Last First

Employer/School _____

Employer/School Address _____ Phone _____

Alternate Emergency Contact:

(1) _____
Name Relationship phone

Address _____

(2) _____
Name Relationship phone

Address _____

Health Care facility preference: _____

Allergies/Reactions _____

Chronic Illness/Special needs _____

Medications _____

Insurance Information _____

In consideration of my child's membership and participation in The City of Monte Vista Kids Connection, I as parent/guardian of the above named minor do hereby release the MVKC from all liability to me, my child, and my child's personal representative, assigns and heirs for all claims and damages which my child or I may have against the MVKC and/or its sponsors resulting from participation in or connection with a MVKC related activity. I hereby authorize the MVKC, as my agent, to secure medical treatment as deemed necessary. I the parent/guardian will, on behalf of said minor, assume and pay all expenses associated with such treatments in the event of accident, illness of other incapacity. I will ensure that my child is fit and sufficiently trained to participate in the programs of the MVKC. I permit the MVKC to utilize surveys/testing to evaluate the effectiveness of MVKC programming.

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached or in the case of an emergency.

Parent/Guardian Signature Date

Parent/Guardian Signature Date