

**2024-2025 Policies and Procedures**  
**KidZone After School & Schools Out Camp**

**MISSION STATEMENT:** VRD YOUTH SERVICES PROVIDES ENGAGING EXPERIENCES FOR YOUNG PEOPLE THAT PROMOTE PHYSICAL ACTIVITY AND COGNITIVE DEVELOPMENT IN AN INCLUSIVE SETTING WHERE CHILDREN LEARN TO MAKE POSITIVE CHOICES.

KidZone is a state licensed childcare program offered to children ages 5-12 and currently in grades K-5. KidZone **AFTER SCHOOL** is offered after school every day that school is in session from August 20, 2024 (Tuesday) through June 4, 2025 (Wednesday) and follows ECSD early dismissal alerts. The program opens at the time of Red Sandstone Elementary School dismissal. Staff will meet all registered participants at the gymnasium doors in the RSES cafeteria/common. Pick-up is any time before 5:30 p.m. KidZone **SCHOOLS OUT CAMP** is offered on select days that school is not in session with drop off from 7:45 a.m. – 9 a.m. and pick up from 4:00 p.m. – 5:30 p.m.

**Registration/Cancellation Policies**

**Registration:** A complete registration form including copies of the child's up-to-date immunization records are required prior to attending. After School is \$16/per day with a pre-paid session or \$20/day drop-in (space permitting). Schools Out Camp is \$55/day. Parents may complete the registration form and register through [www.vailrec.com](http://www.vailrec.com)

**Reservations:** Participants must specify the dates they wish to attend in advance. Reservations must be pre-paid and are non-refundable. Drop-in registration is accepted if space is available and if paperwork is already on file.

**Cancellations:** Schools Out Camp cancellations received one week prior to the start of a camp session will be given a refund minus a \$10/day per child processing fee. For example, changing out of Jan 3, 2025, would need to be done by Dec 13, 2024 - one week prior to the first day of holiday camp, Dec 21, 2024. After School cancellations within a session receive NO refund or credit, however communication of absence is recommended. After School cancellations for a drop-in day must be communicated to KidZone in writing prior to noon the day of attending to warrant a refund.

**No-Show:** Due to limited capacity, no refund and no credit is given to any child who does not attend a day at KidZone for which they hold a reservation.

**Wait-list:** Staff use the waitlist to fill spaces that become available. You must be on this list to get into KidZone on a full capacity day. When space becomes available: staff will add in the child for that day and the Amilia system will automatically email the account holder with an invoice to pay. Families will have 24hrs to accept the offer AND pay for this day. If it goes unpaid past 24hrs, staff will offer the space to the next child on the waitlist.

**Late Children:** Camp activities begin at 9am. If a child arrives after 9am, staff make every attempt to incorporate the camper into daily activities – IF activities are available upon your late arrival. If the staff has no notice of your child's late arrival, the space may be forfeited.

**Arriving Unprepared:** In the event a child arrives at camp unprepared for that day's activities, staff will contact the parents to bring the appropriate clothing, or supplies needed. If parents are not available to supply these items, staff will make every attempt to make the child comfortable and able to participate appropriately by using the camp's extra supplies and/or lost and found items.

**Program Closure:** In the event that any unforeseen circumstances arise and KidZone must close the program for any length of time, staff will notify participant families immediately and refund for the days KidZone must be closed.

**Sick Policy:** Your child must remain home from KidZone if s/he has diarrhea, fever, "flu-like" symptoms, severe coughing or wheezing, rash with fever, vomiting, chicken pox, head lice or scabies, Hepatitis A, impetigo, ringworm, roseola, strep throat, Measles, Mumps, Rubella, Pertussis. Your child must be symptom free (with fever controlled without medication) for 24 hours to attend KidZone. Please refer to the [CO DPHE Infectious Disease Guide](#). If your child is registered but cannot attend KidZone due to illness, please notify **KidZone by 8:00 am the day of**. Staff will follow the same illness policy with further restrictions from food service as outlined in the staff illness Policy provided by the CO DPHE. If your child becomes sick, unwell, or unsafe while attending KidZone program, the child will be removed, and parents will be notified to pick up their child within 60 minutes.

**Illness, Accident, or Injury:** In the case of illness, accident, injury, and/or unsafe behavior, staff will first assess the situation, make the child comfortable, call for medical help if necessary, and notify the parent or guardian so they may pick up their child within 60 minutes. When a child becomes sick at Kidzone, she/he will be separated from other children and made comfortable while in sight of a leader.

**Immunizations:** Vail Recreation District recommends that children are fully immunized prior to the start of the program. Children who do not have completed immunization records must have a medical exemption, a non-medical exemption or written documentation of a

plan for getting up to date on required immunizations. We share immunization information with Eagle County Public Health and Environment and the Colorado Immunization Information System.

What to Bring to Camp: Please send the following items with your child to prepare them for the day: a healthy lunch, snack, sunscreen, hat, jacket, comfortable shoes, rain gear, water bottle, and a backpack to carry everything. Please bring all snow clothing during winter weather: hat, coat, gloves, snow pants and boots. Pack the proper clothing for special activities (e.g. swimsuit and towel). Please label all belongings. **No spending money is necessary at KidZone.**

Toys from Home: KidZone encourages children to leave toys at home or in the car. We do allow children to use their electronic devices while we field trip in the VRD vans.

Personal Belongings: KidZone staff are NOT responsible for the children's personal belongings. However, staff will ask children to keep all of their belongings in their backpack. Please send your child in appropriate clothing for the day's activities and weather. Please label ALL of your child's belongings with the child's first and last name.

Meals/Snack: No meals are served at KidZone. We provide a snack each afternoon. Please send your child to camp with a healthy sack lunch, morning snack and water bottle every day.

Bathroom Use and Breaks: Group restroom breaks will be offered during times of transition between activities to help decrease the need for individual bathroom breaks during activity time. If a child needs to use the bathroom during an activity, staff will watch as they walk to the bathroom and back. Children must ask a staff member to use the bathroom before leaving an area of activity.

Guidance: Staff build relationships with children by engaging with them, recognizing, and encouraging positive behavior, and communicating and enforcing clear expectations and boundaries. Staff will do its best to regularly communicate with parents at pick up regarding the development and behavior of each child. Parents are encouraged to ask questions of staff regarding their child's development and behavior.

Expectation and Consequences: When a child or children display disruptive or problematic behavior, such issues are generally handled by logical consequences, typically beginning with removing the child from the activity or separating children from one another. Additional consequences may be given when necessary and at the discretion of staff. If a problem continues, a parent/guardian will typically be notified at pick up, by phone or by email. The purpose of such communications is to notify the parent/guardian of the continued disruptive and/or problematic behavior so that it can be discussed further at home with the child, as well as to inform the parent/guardian that continued conduct may result in further action being taken by KidZone. If the problem persists, a conference will be set up with the parent/guardian to discuss the standard of behavior required for continued participation. KidZone reserves the right to suspend or expel a child from the program if the behavior and/or circumstances warrant it, including but not limited to situations in which a child is a danger to himself/herself, other children or staff. KidZone has an ongoing relationship with Early Childhood Partners and is willing to work with parents to provide individualized social and emotional intervention and/or mental health consultation to the extent possible, although KidZone reserves the right to evaluate each situation to determine whether it can reasonably accommodate a child or whether the situation presents an undue hardship.

Accessibility: Children with special physical, mental, or emotional requirements are considered for enrollment on an individual basis. KidZone makes reasonable efforts to meet the special needs of each child within the scope of KidZone's staff abilities and resources. KidZone does not have staff or individuals with expertise to accommodate all special needs or situations; rather, each situation will be individually analyzed to determine whether an accommodation is reasonable based on the circumstances or whether it presents an undue hardship. KidZone expectations of school age children are that they can independently accomplish the following: using the bathroom, washing hands, getting dressed/undressed, eat their lunch/snack, drink their water, refill their water, apply sunscreen to their body. If a child requires consideration of a reasonable accommodation, KidZone expects that the child's guardian/parent will notify appropriate staff, provide necessary information and documentation, including information and documentation KidZone may request to evaluate the situation, and cooperate as needed so that KidZone can determine how to proceed.

Inclement Weather: In extreme heat/cold or rainstorms, counselors seek immediate shade or shelter from weather conditions. KidZone always takes shelter from lightning.

#### Emergencies:

All activities and field trips are subject to change/adjustment due to weather, safety, or other circumstances. Staff are trained to communicate with admin staff on their circumstances and scheduling adjustments made.

**LOCKOUT** - "SECURE THE PERIMETER" - **Students** are trained to: Return to inside of building; Do business as usual; **Teachers** are trained to: Recover students and staff from outside building; Increase situational awareness; Take roll, account for students, Do business as usual, Nobody in, nobody out; Contact law enforcement to control entry/exit.

**LOCKDOWN** - "LOCKS, LIGHTS, OUT OF SIGHT" - **Students** are trained to: Move away from sight; Maintain silence; This may be protocol for active shooter situation; **Teachers** are trained to: Decide on appropriate protocol in active shooter situation (Evacuate or Lockdown); Lock classroom door; Lights out; Move away from sight; Maintain silence; Do not open the door; Take roll, account for students; Contact off-campus counselors to notify of reunification location; Children with disabilities or special needs will be given

assistance by the nearest staff person (and possibly by other students). All staff will cooperate to accommodate special needs; Use Standard Reunification Method if necessary.

**EVACUATE** - "TO THE HANDICAP PARKING" - **Students** are trained to: Leave stuff behind; Bring their phone; Form a single file line; This may be protocol for active shooter situation; **Teachers** are trained to: Decide on appropriate protocol in active shooter situation (Evacuate or Lockdown); Grab roll sheet if possible; Lead students to THE HANDICAP PARKING SPACE (then further if necessary); Take roll, account for students; Contact off-campus counselors to notify of reunification location (if necessary); Children with disabilities or special needs will be given assistance by the nearest staff person (and possibly by other students). All staff will cooperate to accommodate special needs; Use Standard Reunification Method if necessary.

**SHELTER** - "FOR HAZARD USING A SAFETY STRATEGY" - Hazards might include: • Tornado • Hazmat • Earthquake • Lightning • Flood • Wildfire; Safety Strategies might include: • Evacuate to shelter area • Seal the room • Drop, cover and hold • Get to high ground; **Students** are trained in: Hazards and Appropriate Safety Strategies; **Teachers** are trained in: Hazards and Appropriate Safety Strategies: Specifically, take shelter from lightning, tornado strategy is to get into an interior, low level, well-built space (e.g. bathrooms or storage rooms), then stay low and cover head; Take roll, account for students; Report injuries or problems, at the Evacuation Assembly, to first responders; Children with disabilities or special needs will be given assistance by the nearest staff person (and possibly by other students). All staff will cooperate to accommodate special needs; Use Standard Reunification Method if necessary.

#### STANDARD REUNIFICATION METHOD

- Once children arrive at off-site reunification location (if needed), notify parents of location
- Establish a parent check-in location, OUT OF SIGHT of children (outside preferred)
- Gather children in the child staging area, OUT OF SIGHT of parents/guardians
- Greeters direct parents/guardians to check in location - they should gather, not line up
- Reunifier brings child from student staging area to the parent - use regular sign-in/out sheet
- If a child is not present, a crisis counselor removes the parent/guardian from the group and takes him/her to a private location
- Anticipate notification issues (child not present or not accounted for), medical issues and/or investigative contingencies
- Anticipate the possibility of multiple pick-up sites, families with children in multiple sites, carpools with children in multiple sites
- Children with disabilities or special needs will be given assistance by the nearest staff person (and possibly by other students). All staff will cooperate to accommodate special needs.
- Each Counselor's daily bag includes phone, first aid, student info, necessary medications
- Camp "Go Bag" includes phone, counselor info, any necessary medications, student info

Identification of Children: To ensure that staff always know the location of children, counselors will conduct no less than two head counts any time we change rooms, leave the center, go outside, leave or return from an activity.

Lost Child: If a child becomes separated from the group, one staff member will supervise the children and call the proper authorities and the child's parents. Another leader will backtrack and begin searching. Contact between leaders will be kept constantly by radio or phone.

Transportation Information: Parents acknowledge their understanding of transportation arrangements on the KidZone registration form. In compliance with Colorado State law, any child under the age of 8 is required to use a Booster Seat when riding in any vehicle other than a school bus or public transportation. Children age 8 and over are required to wear seatbelts, and need to stay in their seats at all times. In case of an emergency, the vehicle is pulled to the side of the road and the situation is evaluated.

Electronics: Television and movie viewing are rarely offered, mainly during inclement weather if campers cannot be outside, and is supervised. Electronics are allowed during van trips. Please sign-off on the registration form on what movie rating and game rating your child is allowed to view/play.

Release of Children: Children must be signed in and out of KidZone. Either accompany your child to the registration desk or complete the appropriate section on the registration form allowing your child to sign him/herself in and out. Children are released only to the persons noted on the registration form. If someone not noted on your child's registration form is picking up your child, you must notify KidZone in writing. Anyone unknown to KidZone staff is asked for identification.

Pick-up and Late Fees: Children must be picked up by 5:30 p.m. from KidZone. Please be courteous that KidZone staff who have personal, academic, and employment obligations outside of KidZone. If parents arrive after 5:30pm, a late fee of \$1 per minute per child (1st offense), \$2 per minute per child (2nd offense), \$3 per minute per child (3rd offense) will apply. After a 3rd offense the child(ren) will be suspended from KidZone. All late fees are paid immediately to the counselor/staff member who remains with your child(ren) or the late fee will be added to your Amilia account. We will attempt to contact you beginning at 5:30p.m. If you cannot be reached, we will contact the emergency contacts listed on your form. If the child is not picked up by 6:00 p.m, KidZone staff will call the Vail Police Department and/or Eagle County Social Services.

Closing Procedures: At the end of the program, the following procedures will be conducted to ensure that all children have been picked up.

- Review the sign-out sheet to make sure every child has a signature releasing them from the program.
- Check Red Sandstone Elementary to ensure that all campers are gone.
- If a child has not been picked up by 5:30 p.m., staff will follow the above procedures listed under “Pick-up and Late Fees.”

Visitors: All visitors are required to sign-in with staff. Any visitors to KidZone that are unknown to the staff will be asked to show identification. The sign-in will include their name, date, time, and purpose of visit.

Medication: Children’s medicine is administered only when accompanied by a Medication Administration or Severe Allergy form signed by the child’s physician and parent. Medicine must be in its original container with the prescription label and dosage. Please see the KidZone Director for any medication needs. Medications (other than emergency medications) are stored in a lock box and administered by appropriately trained staff. Emergency medications are carried on appropriately trained staff or in the child’s backpack (with a self-carry contract) when children are away from the classroom.

Child Care Complaint: KidZone is licensed by the State of Colorado Division of Child Care. To file a licensing complaint, contact: Colorado Department of Health and Human Services, Department of Early Childhood; 710 S. Ash St Denver, CO 80246; Licensing Complaint Line: [\(800\) 799-5876](tel:8007995876)

Child Protection: KidZone adheres to the “Child Protection Act of 1987” (C.R.S. 19-3-301) in the Colorado Children’s Code. If at any time a childcare worker reasonably suspects child abuse, it is the responsibility of that child care worker to report or to cause a report to be made immediately upon receiving such information to the local county department or social or human services at 1-844-CO-4-KIDS (1-844-264-5437) or the police/sheriff’s department. Parents may also report any suspected child abuse to this number.

### **ACKNOWLEDGMENT**

I have read the above policies and procedures and have had the opportunity to ask questions regarding such policies and procedures. By signing below, I understand and acknowledge the policies and procedures set forth above.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_