

# 2018/2019



## B.A.S.E. Program

(Bob L. Burger After School Enrichment Program)

## Parent Manual



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# RECREATION DIVISION ORGANIZATIONAL CHART

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**Because the number of staff is dependent upon the number of children in attendance, we request advance notice whenever your child will be attending or absent, thereby allowing us to staff adequately.** The operating ratio of children per leader staff, designated by the Department of Human Services, is 15:1.

**Emergency Training:** All staff members are certified in First Aid, CPR and Standard Precautions.

**Security:** All staff members must pass a background check by the Colorado Bureau of Investigations and the Federal Bureau of Investigation. In addition, they must be cleared through the Central Registry of the State of Colorado.

**Medical:** All staff members are required to provide proof of good health as dictated by the Department of Human Services.

**Training:** All staff members are required by the State of Colorado to take 15 credit hours of training classes yearly in School-Aged Child Care or related topics.

## **WELCOME TO THE BASE PROGRAM!**

### **Purpose**

The BASE program seeks to enhance our community and enrich the lives of Lafayette children by providing a safe, supportive, and structured environment that supports overall health and well-being. This on-site state licensed program offers quality educational, recreational, and cultural programs that promote the social, physical, intellectual, and emotional development of children and youth.

### **We Provide**

Transportation from eligible Lafayette elementary schools to the recreation center  
Assisted homework time  
Arts and crafts  
Nutritional education program  
Supervised recreational and physical activities  
Healthy snacks  
Additional programming opportunities (see the current recreation guide for details and fees)

### **Location**

The BASE program is located at the Bob L. Burger Recreation Center and will use the multi use rooms as base camp.

### **Eligibility for Participation**

Children who are in Kindergarten (5 years old) through 5<sup>th</sup> grade (11 years old) may participate in the BASE program.

### **Nondiscrimination and Children with Special Needs**

The BASE program does not discriminate on the basis of race, color, national origin, sex, or disability. The BASE program is dedicated to supporting the goals of the Americans with Disabilities Act. Please refer to the inclusion statement if your child may require special accommodations for participation and contact the Recreation Supervisor at (303) 665-0469.

### **Inclusion Statement**

The mission of the BASE program is to provide a safe and secure environment for all children to explore and achieve success through a variety of recreational activities. We believe in providing quality programs for every participant.

#### **Accommodations**

The BASE program staff will make every effort to provide reasonable accommodations. These accommodations include, but are not limited to, staff training, additional staff supervision, use of individualized behavior support techniques, consulting with families and taking other steps to ensure a safe and enjoyable leisure experience for all participants. Participants are permitted to attend this program with an aid to assist. There will be no additional fees for an aid to attend unless attending a special ticketed event or activity. Due to the structure of our program, we are not able to provide customized care or individualized personal assistance. Individuals who require inclusion assistance must call at least two weeks in advance if you are interested in attending the BASE program.

### Hours of Operation

The BASE program is administered and operated by the Bob L. Burger Recreation Center. The hours are 2:30 p.m. to 6:00 p.m., Monday through Friday. This program will run in accordance with the BVSD school calendar. (***\*PLEASE NOTE Peak to Peak Parents: Peak to Peak does not follow the same school schedule and while we do allow students from Peak to Peak to attend this program, it will be the parents responsibility to be aware of the differences in the school schedule***). The start day is the first full day of school in August and the last day is the last full day of school in May. We also offer a full day program (School's Out Camp) when students are out of school from 7:30am – 6pm.

### Days of Operation

Full Day Program Dates 2018/2019 School Year (Full days will run from 7:30am to 6pm)

***\*Due to staffing, in order to reserve your spot you must register and pay in full no later than one week before each full date.*** Auto pay is not an option for payment on the full days.

***\*Should BVSD cancel school for any unexpected reason, the Recreation Administration will decide whether to provide Full Day Care. If school is canceled, BASE will not pick students up after school. If a Full Day is offered, you will be expected to pay the Full Day Registration Fee as you would for any other scheduled Full Day of care.***

September 17	Professional Development Day
October 12	Professional Development Day
November 12	Veteran's Day Observed
November 19-21	Conference Exchange Days
December 27, 28 & January 2-4 & 7	Winter Break
January 7	Professional Development Day
January 21	M.L. King Jr. Day
February 15	Teacher Work Day
February 18	Presidents' Day
March 25 – 29	Spring Break
April 12	Conference Exchange Day
April 15	Conference Exchange Day

### Program Dates Closed

September 3  
November 22/23  
December 24, 25 & 26 & 31  
January 1

### Admission and Registration of Children

Please remember that space is limited and will fill up quickly. To ensure a spot for your child, it is important to complete a Request for Care Form as early as possible.

Current immunization records and physician statement forms MUST be turned in prior to your child's first day of attendance. Please note the BASE program does provide care for children who may **not** be immunized. A current physical is required within 12 months of admission. A new packet of registration forms will be required at the beginning of each school year. **It is the parent's responsibility to keep their child's application form updated continuously with new or changed information.**

This program is one of many activities offered by the City of Lafayette Recreation Department. Request for Care begins each May (Current Families) /June (New Families)

prior to the start of the school year. Participants can fill out a Request Form at the Front Desk of the Recreation Center.

Request for Care Form: Come into the Bob L. Burger Recreation Center during regular hours of operation. (Hours are subject to change)

Monday-Thursday	5:00 a.m. – 9:00 p.m.
Friday	5:00 a.m. – 7:00 p.m.
Saturday	7:00 a.m. – 6:00 p.m.
Sunday	8:00 a.m. – 5:00 p.m.

Once care has been confirmed (via email) complete the registration packet, (one packet per child) and pay the program registration fee by cash, check or credit card (Visa/MasterCard/Discover/American Express). In order to have your monthly payments taken out of your account automatically please complete an auto pay form.

### **Full Day Fees**

If you choose to register your child for the full day program on off-school days, you will be charged an additional 50R/\$60NR per day. Payment for full days is due at the time of registration. These days will run from 7:30am – 6pm and participants will have the opportunity to explore arts and crafts, indoor & outdoor games, field trips, swimming and other adventures! Due to staffing and field trip limits, the deadline for full day registration will be one week before each full day, so please be sure to register early!

\*Should BVSD cancel school for any unexpected reason, the Recreation Administration will decide whether to provide Full Day Care. **If school is canceled, BASE will not pick students up after school. If a Full Day is offered, you will be expected to pay the Full Day Registration Fee as you would for any other scheduled Full Day of care.**

### **Fee Schedule**

The BASE program runs in accordance with the BVSD school calendar. (***\*PLEASE NOTE Peak to Peak Parents: Peak to Peak does not follow the same school schedule and while we do allow students from Peak to Peak to attend this program, it will be the parents responsibility to be aware of the differences in the school schedule***). We offer a competitively priced afterschool enrichment program. Fees are based on contact days when BVSD is in session and you are not charged for days we are closed. After your first payment, your monthly fees will be the same each month. **All monthly payments are due by the 1<sup>st</sup> of each month (see the charts below).** Refunds are not issued for unused days or vacation days.

### **Registration Fee (paid once Care Request has been confirmed via email)**

The \$35 registration fee will hold your child's spot for the entire school year. This fee is non refundable and will not be applied to the monthly fee. At the time of registration only the non refundable \$35 registration fee, per enrollee, is due. This applies if you register in advance. If you register in August or after the start of the school year your first payment will include the non refundable \$35 registration fee and the first and last month's payment.

### **Payment Policy**

#### **Auto Pay by Bank Account EFT (voided check must be provided) or Credit Card:**

- The first payment will include the first and last months fees.
- The monthly fee will be automatically withdrawn from your bank account or credit card account on the 1<sup>st</sup> of each month. If your bank account has non sufficient funds (NSF) or your credit card is declined you will be notified and given 2 days

to come in with, cash or check in the full amount. You will also be charged a \$30 NSF fee.

- If your credit card is declined, you will be charged a \$10 late fee. If payment is not received within the two day grace period, enrollment will be cancelled.
- If payment is not received within the two day grace period, enrollment will be cancelled.
- Full days are not included in the Auto Pay program. You must register for each full day you would like your child to attend. Payment is due at the time of registration.

**Late Payment Policy**

- If your credit card is declined, a \$10.00 fee will be assessed to your account immediately.
- If your bank account has nonsufficient funds (NSF) you will be charged a \$30.00 NSF service fee (assessed by the City Finance Department).
- If your balance due is not paid within 5 business days, your child’s enrollment will be evaluated.

The monthly fees are listed below:

Month	5 Days	4 Days	3 Days	2 Days	Payment Due Date
August 2018/May 2019	\$542	\$530	\$412	\$304	8/7/2018
September	\$361	\$326	\$260	\$187	9/1/2018
October	\$361	\$326	\$260	\$187	10/1/2018
November	\$361	\$326	\$260	\$187	11/1/2018
December	\$361	\$326	\$260	\$187	12/1/2018
January	\$361	\$326	\$260	\$187	1/1/2019
February	\$361	\$326	\$260	\$187	2/1/2019
March	\$361	\$326	\$260	\$187	3/1/2019
April	\$361	\$326	\$260	\$187	4/1/2019

**Transfer Fees**

You may only transfer or drop days of enrollment from BASE from December 1 – December 22<sup>nd</sup>. Should you choose to add more days to your child’s enrollment, you will need to get approval from a Program Coordinator. Approval for added days will depend on availability.

**Cancellation Policy**

Should you choose to cancel your enrollment, a written 30 day notice is required and the registration fee is non-refundable. The pre-paid last month’s payment will be applied to your child’s last month of attendance. If written notice is given in less than 30 days, a 25% cancellation fee will be charged on the last month’s pre-paid payment and the current month will not be refunded.

**Add On Programming**

We have extra “add on” activities that you can register your child for during the afterschool program hours such as: swimming lessons, karate, basketball, physical education, gymnastics and art classes to name a few. Please see the current Recreation Guide for details on the exact program offerings. Due to safety precautions, classes starting during BASE but ending after 6pm will not be offered as a BASE add on. You may still register, but must take your child to and from classes. Your child will be chaperoned/transported in a city

vehicle, by the BASE staff, to the area in the Recreation Center such as the gym, pool or multi use rooms. The BASE staff will then chaperone/transport the children back to the BASE room when their class is over.

### **Transportation**

The minimum requirement for transportation from each elementary school is five enrolled students. If we do not meet this requirement, transportation will not be provided.

The BASE staff will transport children from Lafayette Elementary Schools in three city owned 13 passenger vehicles. The transportation schedule from these schools is as follows:

2:30pm pick up at Lafayette Elementary

2:35pm pick up at Ryan Elementary

\*Children at Pioneer Elementary will walk over with BASE staff members at 3:20pm

3:00pm pick up at Peak to Peak Charter School (***\*PLEASE NOTE Peak to Peak Parents: Peak to Peak does not follow the same school schedule and while we do allow students from Peak to Peak to attend this program, it will be the parents responsibility to be aware of the differences in the school schedule***).

In the event there are no participants registered at any of the above schools the staff driver will omit this school on the schedule and go directly to the next school. **NOTE:** This schedule may be changed at any time to safely accommodate all participants.

**If your child will be utilizing this transportation from school to the Recreation Center it will be your responsibility to inform the school that your child will be picked up by the BASE program staff.**

Field trips outside of the City of Lafayette will be transported by a professional bus service when the participant number exceeds the seat limit on the city owned and operated vehicles. Participants are expected to follow rules and regulations of the bus transportation systems. The BASE staff will **NOT** transport any participants in their personal vehicles.

### **Safety When Riding in a Vehicle / Vehicle Supervision**

Important safety rules are reviewed prior to each field trip. When on field trips, all participants and drivers will use a seat belt. Behavior in the vehicles will be such as to not distract the driver. Other staff will be present to assist the children. A cell phone will be available for emergencies.

### **Arrival / Dismissal & Log-In/Log-Out Process**

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out of the BASE program. The exception is for children who are picked up by the BASE program staff from a Lafayette elementary school. Log-in/Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to staff will be asked to show ID. Authorized persons must be at least 18 years old. No staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted from a parent, only in an emergency.



**Procedure for Individuals Not Authorized to Pick Up Participants:** If an unauthorized individual comes to sign a child out, the child will remain in the program until the parents can be contacted for permission or someone with proper authorization comes for the child.

### **Dismissal / Late Pick-up / Failure to Pick-up**

The program hours are 2:30 p.m.-6:00 p.m. for afterschool and 7:30am to 6pm for full days.

**Dismissal time:** Participants should be picked up **promptly** by 6:00p.m. Anything after 6:00 p.m. is considered a late pick-up and is subject to the following disciplinary procedure:

- A. First Time – The supervisor or leader will wait with the participant until they are picked up by a designated parent/guardian. This staff member will remind the parent that this is a late pick up and prompt pick-up is required.
- B. Second Time – The supervisor or leader will wait with the participants until the parent/guardian arrives. They will inform the parent that Recreation Supervisor will be in contact regarding their continued delinquent behavior. The Recreation Supervisor will notify the parent/guardian to inform them of a late fee owed. This is \$1 for every 1 minute late. This fee is payable at the Recreation Center Front Desk, **NOT** to the BASE program staff. **This fee MUST be paid prior to their child returning to the program.** In addition to the late fee, the parent/guardian will also be informed that if they are late a third time; their child can no longer attend this program for the duration of the year.
- C. Third Time – The Recreation Supervisor will notify the parent/guardian that they have abused our policy, they have been warned and their child may no longer attend this program for the duration of the year. There will be NO REFUND for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.

**Failure to Pick-Up Child:** If a child is not picked up by 6:00 p.m., the staff member waiting with the child will inform the Recreation Supervisor of the situation. Staff will immediately call the parent/guardian(s) listed on the emergency card. If staff reaches them they will immediately convey the severity of their tardiness and proceed with the outlined policy for late pick-up, depending on whether this is a first, second or third offense. Late fees will apply until the parent/guardian arrives or the police take custody. The same policies and procedures will be followed for the full day program. If the parent can not be located the Recreation Supervisor will call the police and the child/ren will be turned over to the police by 7:00 p.m. Late fees will apply until the parent/guardian arrives or the police take custody.

### **Late Arrivals – For the Full Day Program**

The program hours are 7:30 a.m.-6:00 p.m.

**Arrival Time:** Participants should arrive between 7:30 a.m.-9:05 a.m. Anything after 9:10 a.m. is considered tardy and is subject to the disciplinary actions outlined in this manual (unless it is excused in advance).

In all late arrival cases a staff member will wait at the check-in site until 9:10 a.m. At that time they will call the parent/guardian to inquire about the late participant.

**Late Arrivals:** While onsite, staff will attempt to contact the parents to inquire about their child's ETA. Due to safety concerns, there can be no drop off while camp is offsite swimming or on a field trip.

**Tardiness:** The procedure will be as follows for late arrivals:

- A. First Time – participant with a parent/guardian will log-in late.
- B. Second Time – staff will notify the Recreation Specialist and they will call the parent and discuss the situation.

- C. Third Time – staff will notify the Recreation Specialist who will notify the parent and the participant will be suspended for the duration of the year. There will be **NO REFUND** for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.

Participant tardiness impacts the day's schedule and safety for all participants, and therefore, will not be tolerated.

#### Absences or Change in Child's Daily Schedule

***It is the parent's responsibility to inform the BASE program staff (in writing) of their child's absence or any schedule changes.*** Please complete an Absence/Schedule Change form (print online or ask a staff member for this form). In an emergency please call the BASE cell phone directly at **720-849-1552**.

If a child is enrolled to attend on a specific day and does not report to BASE and the parent does not contact BASE or submit an Absence/Schedule Change form to report the absence, BASE staff will make efforts as dictated by law to contact the parent(s) and/or authorized emergency contacts, up to and including 911.

#### Closing Procedures

After closing hours, the staff will check the log in/out sheets to make sure that all children in attendance have been signed out. The program staff will also check all areas of the building used for that day. This will be done prior to staff leaving the building for the day.

#### Visitors Policy

The BASE Program welcomes visitors to observe our program, however, they are required to comply with the following safety procedures:

- All visitors must check in/sign in with the On Site Director.
- Visitors must provide the following information: first and last name, current address, date of their visit, and the purpose of their visit.
- They must also show the BASE staff a photo ID and receive a visitor's badge to wear while on site.
- Any visitors interested in observing our program must provide 48 hours advanced notice so that arrangements can be made.

#### Volunteer Policy

All volunteers are required to complete a City of Lafayette Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Recreation Specialist/Supervisor.

#### Dress Code

Please dress children appropriately according to weather, planned activities and in comfortable running shoes. A swim suit and towel will be needed on full days when swimming is planned as the field trip.

#### Field Trips

On local field trips participants will be transported in 13 passenger vans with individual seat belts. Staff will **NOT** transport any participants in their personal vehicles.

When on field trips, children will be separated into groups by age and ability as appropriate.

- If the field trip involves swimming, children with low swimming abilities will be placed in one group and be actively supervised by staff in the kiddie/shallow pool and are not to use large slides.

Possible Local Field Trips: Bob L. Burger Recreation Center Indoor Pool  
White Tail Park  
Waneka Lake Park

### **Photos / Video Taping / Movies**

From time to time, the City of Lafayette Recreation Department may photograph or video tape activities and events for inclusion in promotional materials. If parents prefer not to have their children involved, they may inform us in writing.

It is always challenging to find appropriate movies that will satisfy children of all ages. Therefore, we will never show more than 1 movie per month and will always have guardians sign a release that states what movie we will be watching and when it will play.

### **Personal Belongings and Money**

Ultimately, the individual participant is responsible for any personal belongings they may bring to the program. Parents are responsible clearly label personal belongings (swimsuit, towel, sunscreen, lunch box, water bottles, backpack etc.), as a way to tracking personal items. We ask children to keep all items in a labeled backpack. Participants are NOT to bring cell phones, iPads, iPods, or other electronic devices. ***The City of Lafayette and the BASE Program staff are not responsible for lost, stolen or damaged belongings.***

We keep a "Lost and Found" box at the Recreation Center front desk, where all recovered items are placed. **PARTICIPANTS ARE ASKED NOT TO BRING MONEY TO PROGRAM.**

### **Snacks and Meals**

All children and staff are required to wash hands before snacks and meals. All children attending the BASE afterschool program will be provided a light snack and drink. Snacks will meet the Healthy 35-10-35 Standard (Fat Cal must be less than 35% of the total calories, Saturated Fat must be less than 10% of the total calories and Sugar must be less than 35% of the total weight).

If your child has special dietary needs please provide a supply of snacks (labeled with the child's first and last name) to keep at the recreation center for staff to give your child. It is the parents' responsibility to advise the BASE staff of any individual food allergies which need accommodation.

On Schools Out day's, participants must bring a non-perishable lunch, morning snack, and afternoon snack and a drink. If the parent is unable to bring and or supply this, you will be charged a fee of up to \$10.00 for each instance we supply a lunch/snack.

#### **Sack Lunch/Snack Do's and Don'ts:**

- |         |  |
|---------|--|
| Do:     | Provide a nutritious and filling lunch<br>Label lunches and drinks with the child's first and last name  |
| Don'ts: | Please NO microwaveable foods<br>Please NO glass containers<br>Fail to advise the staff of any individual food allergies<br>Lunches and/or snacks will not be shared |

## **Activities**

The BASE program will provide a monthly calendar listing the activities and events. All activities are age appropriate and for the enjoyment of the children. Activities include, but are not limited to: arts and crafts, sports, science, nutritional education program, literacy enrichment and computers. These activities are designed to enrich children's social growth and self esteem. If your child cannot participate in a scheduled activity, please notify the staff so appropriate accommodations can be made. The BASE program staff is unable to provide customized care during scheduled activities.

We also offer additional programming opportunities, such as swimming lessons, karate, basketball, gymnastics and pottery. Please see the current recreation guide for details and fees.

During the School's Out full day program children will have the opportunity to explore arts and crafts, indoor & outdoor games, field trips, swimming and other adventures! On swim days children will need to bring a swimsuit and towel. Children will need to bring a non perishable lunch, two snacks and a drink.

## **Homework Time**

All children enrolled in the BASE program will be given time for snacks and physical activity on a daily basis. Up to one hour of time will be provided each day for group homework. Due to Colorado State ratio expectations, staff will be available to provide limited assistance but will not be available to do one-on-one tutoring.

## **Guidance/Behavioral**

The BASE program is designed to enrich, educate and entertain children. The BASE program has the right to refuse service to any student who has been expelled from any BVSD school for disciplinary reasons.

In order to make the BASE program a positive experience for all children, we ask that three basic principles be observed:

1. Keep yourself safe
2. Keep others safe
3. Keep the materials and equipment safe

A child who interferes with the quality of care provided or is putting the safety of children or staff at risk will be asked to leave.

1. Each child will be given three verbal warnings about the behavior, except when such behavior poses a safety concern. Parents will be notified about the inappropriate behavior each time. The BASE program does NOT use emotional, verbal or physical abuse as forms of redirection. Withholding food, physical activity, and corporal punishment are NOT allowed within the BASE Program.

We also use:

- Redirection and other activities
- Positive Reinforcement
- Time Away

- Time Out – not to exceed one minute for each year of age
  - Chill Time – child reads, colors or constructs a puzzle.
2. If the behavior continues, the child will be given a behavior notice\* to take home and parents will be contacted. The child will lose certain privileges.
  3. If the behavior continues, the child will be given a write-up and the parents will be contacted to pick up the child.
  4. After (2) write-ups, a conference will be held and the child may be placed on an individualized behavior plan. The child may also be suspended depending on the offense.
  5. After (3) write-ups the Recreation Supervisor and the Recreation Coordinator will be notified and care may be discontinued. The parents will be notified in advance if care is to be discontinued.
  6. There will be **NO REFUND** for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.
  7. At the parent's request, a review committee will meet to determine eligibility for re-entry to the BASE program after 6 months.
  8. When behavior presents a safety concern, BASE staff reserves the right to skip steps in the discipline process. Every effort will be made to help the child change his/her behavior, but it is the child who is ultimately responsible for his/her conduct.
  9. To clarify, inappropriate, disruptive behavior includes but is not limited to the following: damaging/stealing property; throwing objects; leaving room, playground, or school grounds without permission; disrespectful, abusive, harassing behavior and inappropriate language; hitting, roughing, or physical abuse.

\*Staff will document all behavior problems and incidents.

### **Accidents and Illnesses**

To help prevent accidents and injuries, safety rules will be reviewed with the children. In case of an injury, the following actions would be taken:

1. A trained staff member will assess the situation.
2. If there is any question about the seriousness of the injury Emergency Medical Service (911) will be contacted to respond and provide necessary evaluation.
3. For minor injuries, trained staff will apply first aid whenever necessary.
4. Parents/guardians/emergency contacts will be notified of the severity of the accident.
5. If the parents/guardians/emergency contacts can not be reached Emergency Medical Service (911) will be contacted to respond and provide necessary evaluation.
6. Appropriate documentation will be completed and an accident/illness log will be maintained.

Children enrolled in the BASE program are expected to be able to maintain appropriate bodily functions. We do understand however that there may be an occasional accident. If a child has an accident and soils their clothing, parents will need to come clean their child if the child is unable to do so themselves. Should a child have repeated "accidents" which require more care than the staff can provide without compromising the health and safety of other children, the child's placement in the program may be reconsidered.

Ill children are not to attend the BASE Program and will be sent home if exhibiting any of the following:

1. Temperature of 100 degrees or higher.
2. Vomiting or diarrhea.
3. Uncontrollable or persistent cough.
4. Appearance or complaint of acute illness or severe pain.
5. Communicable diseases that have **not** been treated with antibiotics for at least 24 hours. Serious communicable diseases will be reported to the Colorado Department of Health.
6. Head Lice.
7. Any behavior that requires more care than the staff can provide without compromising the health and safety of other children.

If a child should become ill while attending the program, the parent will be contacted and the child must be picked up immediately. The child will be cared for comfortably until the parent/guardian arrives.

### **Identifying Where Children Are at All Times**

The BASE program staff will directly supervise all children during program hours. They will identify the children in their groups and take attendance of their groups at regular intervals. Please stress to your child the importance of remaining with the BASE program staff at all times.

### **Storing and Administering Medication**

Parents need to meet with the Recreation Leader/Specialist/Supervisor in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in the program. In the event that medication, whether it be prescribed or an over the counter product, does need to be administered during program time by staff it must meet the following conditions:

1. Medication must be placed in the original container and properly labeled with the prescription number, name of pharmacy, patient's name, doctor's name as well as the dosage clearly marked.
2. All medication needing to be administered during program hours will be kept in the BASE program area in a locked cabinet, unless it is an emergency type (Epi-Pen) medication, then staff will carry in first aid pack. The program is unable to share medications for siblings, therefore adequate amounts of medication must be provided for each child. Children will be prohibited from carrying medication, as the medication may be abused or endanger other children. Inhalers may be exempt with a written statement from an authorized medical provider.
3. All medication forms must be completed in full and submitted annually or revised when any changes occur in the medication or its administration. All medication received from the parent must be logged in and signed for by the parent and authorized BASE staff member to ensure an accurate amount.
4. Only trained BASE staff members will be allowed to handle and distribute medication. BASE program staff members are trained to administer medications in compliance with the Colorado Department of Human Services rules and regulations. A log will be

maintained for medication that is administered. All medication left after the school year is over or expired will be disposed of per the Delegation of Nursing Tasks: 12-22-318 C.R.S.

5. Delegation of Nursing Tasks: 12-22-318 per Colorado State Law: We will follow all guidelines in the administration of medication per the requirements set forth in section 12-22-318. Please contact the Colorado State agency below for a complete list of the guidelines in this area.

### **The Colorado State Board of Nursing: (303) 894-2430**

#### **Sunscreen**

Please provide sunscreen for your child on sunny days. In the event that your child is not wearing sunscreen, staff will regularly remind the participants to apply sunscreen. Staff will encourage the children to utilize the buddy system when applying sunscreen.

#### **Procedures for Emergencies**

The BASE program will periodically conduct emergency practice drills with the children and staff members to ensure safety of all children.

**\*\*In the event of an emergency or disaster, BASE staff will notify parents ASAP with the location and wellbeing of their child. Following an emergency, staff will be prepared to meet parents at the in-line skate rink, directly behind the Bob L. Burger Recreation Center's parking lot. If this location is compromised, the next plan in line would be to meet parents at Pioneer Elementary school's playground area. (School directly next door to the BBRC, and the playground is in the back of the school).**

**Tornado/Fire:** In the event of a tornado or fire, the BASE program staff members will follow the procedures set forth by the City's Emergency Action Plan in getting the students to a safe and designated area.

**Evacuation:** In an emergency situation where the BASE program will need to evacuate the recreation center premises the BASE program will relocate to: Outdoor Hockey Rink (behind the skate park).

**Excessively Hot:** In the event of excessively hot weather, children will remain indoors and be encouraged to drink plenty of water.

**Inclement Weather/Closures:** In cold weather days please ensure that children have appropriate dress for outside activities (i.e. mittens, coats, hats, etc.). Children will not be permitted outside if the temperature is below 32 degrees.

Extreme weather conditions, which threaten the welfare or safety of children and staff members may result in the closure of Boulder Valley School District. If BVSD cancels classes we will follow suit. If a closure due to inclement weather occurs no refunds will be issued. Please listen to local television and radio broadcasts as well as check the city web site at [www.cityoflafayette.com](http://www.cityoflafayette.com) and BVSD's site at [www.bvsd.org](http://www.bvsd.org)

**Natural Disaster:** In case of a natural disaster, the children will follow the City's Emergency Action Plan and will proceed to the areas mapped out for safety by the City.

**Lost Child:** In the event of a lost child, the parents, local police authorities, and the recreation supervisor/specialist will be notified. All attempts will be made to locate the child as quickly as possible. If your child leaves the BASE program without permission, we will treat the situation as a lost child and notify parents and local police authorities immediately. Children who are expected to attend BASE but do not show and are not excused by the parent or guardian may also be treated as a “lost child”. Appropriate documentation will be completed and filed with proper authorities.

**Internal/External Threats:** Lockdown drills will be implemented for internal threats. Lockout drills will be implemented for external threats. Both are done in accordance with the City’s Emergency Action Plan.

**Reporting of Child Abuse**

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member’s personal responsibility to report all incidents of child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the county department of social services in the county in which the child resides or the local law enforcement agency in the county in which the incident is believed to have occurred.

Boulder County Social Services - (303) 441-1000

**Zero Tolerance for Abuse**

The City of Lafayette is committed to providing a safe environment for its staff and participants by preventing abusive conduct in any form. Every staff member is responsible for protecting our participants and ensuring their safety and well being while at BASE.

**Questions, Comments and/or Concerns Regarding Child Care Services**

Your child has recently been enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation as a child care facility.

**License Number: 1564223**

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child’s educational, physical, emotional and social development will be nurtured in a well-planned program. Remember to observe the program regularly, especially in regards to the children’s health and safety, equipment, play materials, and staff.

For additional information regarding licensing, or if you have concerns about a child care facility please consult:

**The Colorado Division of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714**



**(303) 866-5958**

**[www.colorado.gov/cs/satellite/CDHS-main](http://www.colorado.gov/cs/satellite/CDHS-main)**

**Secretary of State**

**[www.sos.state.co.us/ccr/welcome](http://www.sos.state.co.us/ccr/welcome)**