

Castle Rock Adventure Club Parent Handbook

Updated Jan. 2020



Mindy Fortin, Youth Specialist
Castle Rock Adventure Club Director

mfortin@CRgov.com
303-814-7454

Castle Rock Community Recreation Center

Recreation Center Front Desk: 303-660-1036
Recreation Center Fax: 303-660-1011
Website: CRgov.com/Recreation
2301 Woodlands Blvd.
Castle Rock, CO 80104



WELCOME TO CASTLE ROCK ADVENTURE CLUB!

Castle Rock Adventure Club Philosophy

Castle Rock Adventure Club provides each participant with a safe, fun and positive environment for children to grow and learn through a well-balanced curriculum according to their age. Staff aim to contribute to the development of physical growth, creativity, social awareness and intellectual curiosity. Castle Rock Adventure Club provides an environment to build self-confidence and self-esteem, while encouraging new friendships and participation in new activities.

Staff strive to provide all parents and participants with the highest degree of customer service. Staff are here to provide a positive experience for the children and parents in Castle Rock Adventure Club Preschool and Pre-K programs. Staff are always open to questions, concerns and suggestions.

Please take the time to read this information carefully. It is important for parents and guardians to be familiar with Castle Rock Adventure Club Policies and Procedures. Failure to comply with all Castle Rock Adventure Club Policies and Procedures may result in discontinued service.

Castle Rock Adventure Club staff are excited for the opportunity to work with the Castle Rock community!

Eligibility for Participation

Junior Preschool participants (ages 2½–3½ years) must have their third birthday after October 1. Preschool participants (ages 3–4 years) must have reached their third birthday by October 1. Pre-K participants (ages 4–5 years) must have reached their fourth birthday by October 1 and plan on attending Kindergarten the following year.

Occasionally, Castle Rock Adventure Club must close enrollment and keep a waiting list for those interested in joining. This occurs when the Castle Rock Adventure Club has reached the maximum number of students allowed in its program space or reached the maximum child-to-staff ratio. The standard ratio for Castle Rock Adventure Club programming is one teacher for every six Junior Preschool students and one teacher for every eight Pre-K or Preschool students. The Department of Human Services determines these numbers as part of the licensing requirements for childcare centers.

Children with Special Needs

The Castle Rock Adventure Club does not discriminate based on race, color, national origin, sex, gender or disability. Castle Rock Adventure Club is dedicated to supporting the Americans with Disabilities Act. If your child requires special accommodations for participation, please call the Castle Rock Adventure Club Director at 303-814-7454.

Hours of Operation

The Castle Rock Adventure Club Junior Preschool Program is open for children 30 months to 3 years of age Tuesdays and Thursdays from 9:15–11:15 a.m. and 12:30–2:30 p.m.

The Castle Rock Adventure Club Preschool Program is open for children 3 to 4 years of age Tuesday and Thursday from 9:15 a.m.–noon and 12:30–3:15 p.m.

The Castle Rock Adventure Club Pre-K Program is open for children 4 to 5 years of age Monday, Wednesday and Friday from 9:15 a.m.–noon and 12:30–3:15 p.m.

The Castle Rock Adventure Club Five-Day Pre-K Program is open for children 4 to 5 years of age Monday through Friday from 12:30–3:15 p.m.

Holiday Closures

Castle Rock Adventure Club observes a closure for the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Please see the Castle Rock Adventure Club calendar for specific dates for fall, spring and winter breaks. The Castle Rock Adventure Club Director will post any other foreseeable closures at least two weeks in advance.

Fee Schedule

<i>Class</i>	<i>Deposit (September–May)</i>	<i>Monthly Tuition</i>
Junior Preschool	\$45	\$120 (\$155 nonresident)
Preschool	\$45	\$140 (\$175 nonresident)
Pre-K (3 days a week)	\$45	\$180 (\$215 nonresident)
Pre-K (5 days a week)	\$45	\$295 (\$335 nonresident)

Tuition payments are due in advance on the first day of each month. Failure to pay tuition will result in a withdrawal from the program until payment is received and the child or children must re-register. Tuition payments are based on days of service throughout the school year and will not be prorated during holidays or breaks. Vacation days are not offered in this program due to the traditional school year track. A late fee of \$5 per week will be assessed to late tuition payments. Automatic payments may be set to come out on the fifth of each month, however it will include an additional \$3 monthly processing fee.

Admission and Registration of Children

At the time of registration a non-refundable deposit of \$45 is required to secure your child's spot through May. If the child does not attend for that month, then the deposit is forfeited and you may lose your spot. Monthly balances are due by the first of each month to verify your child's continuous attendance. Payments made after the first of the month will incur a late fee \$5 per day. After 5 days without payment, the child will not be allowed to attend class until payment has been made. Registration will start at 9 a.m. on Tuesday, January 21, 2020 on a first come, first served basis.

Please note: the \$45 registration deposit will only guarantee continuous enrollment for the 2020–2021 school year. Current Castle Rock Adventure Club participants are not given priority for the following school year. Therefore, all participants must re-register every year. All required forms must be completed and turned in before the child is eligible to participate in the program. Payment is required at the time of registration. Acceptable methods of payment include cash, check, money order, MasterCard or Visa. Please make all checks payable to CRCRC (Castle Rock Community Recreation Center).

Teacher-to-Child Ratios:

Castle Rock Adventure Club implements the following teacher-to-child ratios in the program:

- Junior Preschool–1:6 or 2:7 (1:10 maximum)
- Preschool–1:8 or 2:9 (1:15 maximum)
- Pre-K–1:8 or 2:9 (1:15 maximum)

Primary Caregiver Policy

The lead teacher in your child's class serves as your child's primary caregiver. The primary caregiver works with other program staff to ensure a positive preschool experience for children and their parents. The primary caregiver system ensures that every child has a special person, and that each parent has a primary contact. The responsibilities of primary caregivers include:

- **Advocating**—A primary caregiver empowers parents and children by translating their individual concerns and needs into action through the efforts of all program staff.
- **Communication**—A primary caregiver is the essential link in the communication chain between parents and program, and children and program. Primary caregivers ensure that every day, each child's experience is communicated to parents—not just what the teacher personally witnessed, but what others observed or enacted. A primary caregiver also relays parents' concerns and suggestions to other staff.
- **Nurturing**—A teacher who is the primary caregiver tunes in to each child and develops a special bond while ensuring all needs are met and all care is carried out in ways that empower the child and establish a sense of security and basic trust.
- **Observation, Evaluation and Monitoring**—A primary caregiver makes sure children's experience in the program are positive and that parent's concerns are addressed by continually assessing each child's and parent's experience. The caregiver regularly makes and takes note of observations, discussions with other staff and parents and analysis of the experience of the child and their family. The primary caregiver will be the teacher who leads your child's parent-teacher conferences and documents your child's progress throughout the year.
- **Teaching**—A primary caregiver is a teacher who cares for children in ways that maximize language experiences and learning potential in all interactions, and who ensure that the learning environment works for all children.

Continuity of Care

Each child enrolled in Castle Rock Adventure Club will be in a development and age-appropriate classroom. Children will stay with the same primary caregiver in the same peer group for the entire school year, until they have reached the maximum age or exceeded the learning process for their class level.

New Students

Each year, Castle Rock Adventure Club hosts an Open House Night to meet with the child and family in the classroom setting before school starts. This is an important time for the child and their family to meet their teacher, make friends and familiarize themselves with their new learning environment. Castle Rock Adventure Club staff use the child information forms in the registration packet as a tool to familiarize themselves with the student. This information is helpful to the teacher, who can then provide an easier

transition for the child and their parents by introducing a welcoming environment and connections from home.

Transitions

As they grow and learn, Castle Rock Adventure Club supports your child's transitions in several different ways. Castle Rock Adventure Club hosts an Open House Night the week before school starts. All children and families are welcome to attend. Families will have the opportunity to come and explore the classrooms. If you are unable to attend, please contact your teacher to set up a time that works for your family to visit the room before the first day of school. Parents are welcome to set up a time with their teacher to talk one-on-one before the school year starts.

Prior to transitioning into the next academic program, Castle Rock Adventure Club will host spring parent-teacher conferences and discuss the transition to kindergarten, a swim party at the end of the year and a Pre-K graduation ceremony that will take place during the last week of school.

Inclement Weather Procedures

In the event of blizzard conditions during class hours, Castle Rock Adventure Club will remain open and attempt to keep regular class hours. If the Recreation Center loses electricity or heat, staff will notify parents to pick up their children. Please contact staff if you are going to be late picking up your child due to inclement weather. Castle Rock Adventure Club will be closed if Douglas County Schools are closed. If Douglas County Schools are running on a delayed schedule, Castle Rock Adventure Club morning classes will be cancelled, but afternoon classes will run as scheduled.

In cases of extreme heat or cold, the Castle Rock Adventure Club will limit outdoor activity and plan alternate indoor activities. In cases of rain, lightning or a tornado watch or warning, all activity will move indoors to the Recreation Center. If the Recreation Center closes due to weather or for any other reason, Castle Rock Adventure Club staff will notify parents to pick up their children.

Parents may also call the Recreation Center to inquire about any program closures. The Town of Castle Rock will also post any closures or program changes to the Town website and Facebook page.

Lost Children and Natural Disasters

Castle Rock Adventure Club trains all its staff members in established safety procedures. Castle Rock Adventure Club holds drills once per quarter in the school year or once each session in the summer to familiarize staff and children on emergency procedures for events such as a fire, tornado or other severe weather. Detailed emergency procedures are located as an appendix at the end of this document.

Lost Child Procedures: Code Adam

To be used when there is a child missing inside of the facility.

Castle Rock Adventure Club Staff will work with Recreation Front Desk and Aquatic Staff when this code is called.

Lead Classroom Teacher(s):

1. Obtain a detailed description of the child, including what he or she is wearing.

2. Call "Code Adam." Describe the child's physical features and clothing.
3. Assist other staff in looking for the child and monitoring entrances to ensure the child does not leave the premises.
 - If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff or visitors at risk. Immediately notify law enforcement and give details about the person accompanying the child.

Assistant Classroom Teacher(s):

1. Immediately stop working, look for the child and monitor entrances to ensure the child does not leave the premises.
2. If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff or visitors at risk.
- Call Castle Rock Police if the child is not found within 10 minutes.
- If the child is found and appears to have been lost and unharmed, reunite the child with the searching family member.

Natural Disaster Procedures: Tornado

When the Recreation Center Manager alerts Castle Rock Adventure Club staff that there is a tornado warning, staff will take children to the Castle Rock Recreation Center lower locker rooms. Staff will take attendance once they are safely in the locker room. Once the Recreation Center receives an all-clear signal from the Recreation Center Manager or the Police Department, children will return to the classroom.

Identifying Student Locations

Castle Rock Adventure Club staff take every precaution to make sure that children is safe. A head count is taken approximately every 30 minutes. Castle Rock Adventure Club staff are responsible for children and child to staff ratios during all activities and events. In the case of a lost child, accident or injury, parents will be notified promptly. All staff members are trained in emergency procedures. When children are out of the classroom, a sign will be posted on the door as to where the children can be found.

Discipline

In order to make the Castle Rock Adventure Club a positive experience for all children, staff ask that students observe three basic principles:

- *Keep yourself safe.*
- *Keep others safe.*
- *Keep the materials and equipment safe.*

Teachers use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play and into a more appropriate activity. This concept teaches the child a positive outcome and positive reinforcement. Teachers communicate with the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternatives to the child or assisting the child with problem solving. Physical punishment is never used. Punishment is never associated with rest time, toilet training or eating.

It is the parent's responsibility to inform the Castle Rock Adventure Club Director if their child has any

behavioral, mental or physical issues which may affect their day-to-day activities in class (this includes hyperactive disorders). Such issues must be specifically noted on the child's registration form and emergency card. Failure to do so may result in the child's dismissal from the Castle Rock Adventure Club.

If a child's behavior continues to be a problem or puts the safety of others at risk, the Castle Rock Adventure Club Director may decide to suspend the child temporarily from the program or to remove the child from the program altogether. Suspension or disciplinary removal does not merit any refund.

Ill Children, Accidents and Emergencies

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Please keep children home if they exhibit any of the following symptoms:

- Chills
- Diarrhea
- Earache
- Fever within the last 24 hours
- Heavy nasal discharge
- Inflamed eyes
- Severe coughing
- Skin rash or sores
- Sore throat
- Stomachache or nausea
- Vomiting within the last 24 hours

Consult a physician to determine if your child's symptoms are contagious, and when they should return. If a child should become ill or are injured during the Rock Rec Camp program, the parent or guardian will be notified. Ill children will be separated from the other children and offered a blanket and cot to rest. If a child is injured, staff will administer first aid or call 911 if necessary. All staff are trained and certified for AEDs and CPR. Staff will call the parent or guardian and notify them of the injury, as well as if their child needs to be picked up or was transported by emergency vehicle to a hospital. Staff will inform the parent or guardian about any minor scrapes and bumps when they arrive to pick up their child. In the event that the parent or guardian cannot be reached, the child's emergency contact will be notified. Parents must report to the camp director any exposure to communicable illnesses outside the camp. The child will then be excluded from Rock Rec Camp for the period prescribed by the child's physician or the local health department. Staff document and report all injuries and illnesses.

Transportation of Children and Field Trips

Due to the short length of the Castle Rock Adventure Club Program, the school will not be taking any field trips or transporting children.

Television, Video and Movie Viewing

On occasion, staff may use video aids to enhance the learning process. Teachers will preview the materials and ensure the relevance to the current lesson plan. A parent or guardian must sign a permission slip to allow their child to view the videos. Castle Rock Adventure Club will only view G-rated movies. If a child's permission form is not signed, staff will arrange alternate activities for the child.

Security Door

The entrance to the Castle Rock Adventure Club has a keypad lock. The door will be open 15 minutes prior to the start of class and again at the end of class time. If you arrive late, please check in at the Castle Rock Adventure Club office or the Rec Center Front Desk for access. Safety is the Castle Rock Adventure Club's top priority, and staff are always working to improve security measures.

Arrival and Release of Children

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not sign themselves in or out of any Castle Rock Adventure Club Program.

Sign in and sign out sheets 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. Individuals unknown to Castle Rock Adventure Club staff will be asked to show photographic identification. Authorized individuals must be at least 18 years old to pick up students. Parents may not list any Castle Rock Adventure Club staff member 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) of pickup, and your signature. Verbal consent will be accepted only in an emergency.

Policy for Unauthorized Individuals Attempting to Pick Up a Child

Unauthorized individuals attempting to pick up a child from the facility will be denied access to the child. Staff will attempt to call the enrolling parent for verbal authorization. If staff do not obtain authorization, they will contact the Castle Rock Adventure Club Director and the unauthorized person will be denied access and asked to leave the facility. In the event that the unauthorized person fails to comply, Castle Rock Adventure Club staff will contact the local authorities for assistance.

Procedure for Ensuring Children are Picked Up

The staff will check the sign in/sign out sheet as a reference to ensure that each child has been signed out for the day. Staff will also check their classroom and attendance sheets. Parents must sign their children in for the day when dropped off for class, and out for the day when being picked up to ensure their safety and accurate attendance.

Late Pick Up or Failure to Pick Up

Please contact the Castle Rock Recreation Center or the Castle Rock Adventure Club Director if you are going to be late. There is a mandatory late fee of \$10 for the first one to ten minutes of tardiness and \$1 per minute after the first ten minutes have passed. This must be paid before the child can return to class. Please note: a late fee will be collected even with advance notice. When a child is not picked up after class, staff will first try to contact the parent or guardian, then the emergency contact numbers. After 30 minutes with no communication, staff will contact the Department of Social Services or the Castle Rock Police Department and the child will be placed in their custody. There may be further consequences if a child is repeatedly picked up late. The Castle Rock Adventure Club clock stands as the official time when determining tardiness.

Late Arrivals

It is required that the parent or guardian send a written notice to the Castle Rock Adventure Club at least one day prior to the foreseen late arrival. Please remember that tardiness affects the day's schedule for all other children in the session. Please be mindful of the time and inform staff of any late arrivals beforehand. Upon arrival, children must join the group in their current daily activity.

Storing and Administering Children's Medication

Please notify the Castle Rock Adventure Club Director if your child will need any type of medication during class, whether it be prescription or over-the-counter, or if they require special medical attention due to allergies. Please meet with the supervisor and teacher 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 the Recreation Center 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 class.

In the event that staff need to administer medication during class time, Castle Rock Adventure Club must have the following before administering the medication:

1. Written and dated authorization from the health care provider,
2. Written and dated authorization from the parent or guardian, and
3. The medication in the original labeled container.

Only staff members trained and certified in Medication Administration are authorized to administer medication, and only if there is a signed parent or guardian and physician waiver on file. Staff maintain child confidentiality at all times. All medications will be kept in a locked cabinet away from children. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

Belongings

All children's belongings should be labeled with their first and last name. There is a designated place in the classroom for personal belongings to be stored. Although the Castle Rock Adventure Club staff makes an effort to monitor children's belongings, they cannot guarantee the security of your child's belongings. The Castle Rock Adventure Club provides activities and equipment for children. Children should not bring expensive or valuable items to the program. The Castle Rock Adventure Club is not responsible for lost, stolen or damaged items, including money.

Sunscreen

Please apply sunscreen to your child daily before attending the Castle Rock Adventure Club. In the event that your child is not wearing sunscreen, Castle Rock Adventure Club staff may only apply sunscreen with written consent. Please complete the consent form authorizing Castle Rock Adventure Club staff to help your child apply sunscreen. Please indicate on the child's sign in sheet whether or not you would like staff to apply sunscreen before any outside activities. Sunscreen with insect repellent is not allowed.

Snacks

All children should eat breakfast or lunch prior to Castle Rock Adventure Club Programs. Castle Rock

Adventure Club will provide a daily snack to children. All food items must be store bought, pre-packaged items in their original unopened container that do not need refrigeration. Please notify the instructor of any allergies. Castle Rock Adventure Club is a peanut-controlled environment. Safe drinking water will be freely available to the children at all times. All food prepared by the center is from sources approved by the health authority. All foods are stored, prepared and served in such a manner as to be clean, wholesome, free from spoilage and safe for human consumption.

Castle Rock Adventure Club cannot serve home-canned foods. The children may not have sugar-sweetened beverages. These liquids include, but are not limited to soda, fruit drinks, flavored milk and sports or energy drinks. If 100 percent fruit juice is offered as part of a meal or snack, it will be limited to no more than twice per week. A record of served snacks is available for review with the Castle Rock Adventure Club instructor.

Diapering and Toilet Training

Your child does not need to be toilet trained to attend the Castle Rock Adventure Club. If your child is not toilet trained, please speak with the instructor prior to the first class. Castle Rock Adventure Club staff will work with you and your child to help them begin the toilet training process when they are developmentally ready. In the event of an accident, the child will need a change of clothes (and diapers if necessary) in their backpack every day. If there is no change of clothes in their backpack, Castle Rock Adventure Club does keep extra clothing on hand to use. However, it is the parent's responsibility to wash these clothes and return them on the next day of class. Please note the Castle Rock Adventure Club does not provide diapers. Please include diapers in your child's backpack if necessary.

Dress Code

Please dress children appropriately according to weather, playground play, planned activities and comfort. Arts and crafts may be messy. Fancy dress is not safe for running and playing outside or in the building. If a dress up day is called for, please pack a change of clothing fully marked with your child's name on each piece. Consider the needs of your child for the use of the restroom. Clothing that children cannot handle themselves, such as one-piece jumpsuits and complicated belts, are not recommended. The class will go outside if the temperature is above 20 degrees so weather-appropriate outerwear and footwear are recommended each day.

Visitors and Volunteer Policy

Parents may visit the classroom at any time. All visitors are required to sign in on the Visitor's Log at the Recreation Center Front Desk. Persons unknown to staff will be required to show photographic identification.

Castle Rock Adventure Club offers a variety of ways for families to participate in the growth and improvements of the program. Staff encourage families to take an active role in the education program. There are several parent volunteer opportunities throughout the school year, including but not limited to the Halloween Party, Pie and Cider Day, the Winter Party, the Scholastic Book Fair, Picture Day and various Parent Nights or Classroom help opportunities.

Communication with Parents

Parents are encouraged to visit their child's class. Castle Rock Adventure Club staff believe in an open door policy and want parents to be involved in their child's learning. Please contact the Castle Rock Adventure Club Director with any comments, questions or concerns.

Parent-Teacher Conferences

Castle Rock Adventure Club conducts parent-teacher conferences twice yearly, in November and in April. Child assessments will take place before the conference and results will be shared with parents at that time. Developmentally appropriate child assessments include observation data such as portfolios or work samples. Parents are free to request a conference with their teacher or with the Castle Rock Adventure Club Director, should they need to meet prior to or after the scheduled parent-teacher conference time. Additional conferences may be scheduled at any time. The process of transitioning into kindergarten will be discussed at the April conference for Pre-K children.

Student Health Information

Health information records are required for all children in order to comply with Colorado State requirements. Parents are asked to indicate their child's medical and dental provider on the enrollment form. The Castle Rock Adventure Club Director will review the enrollment form. If a medical provider is not listed, the Castle Rock Adventure Club Director will offer resources to the family.

Each fall, information is included in one of the school monthly newsletters describing the importance of a medical home. Information is included in the newsletter about where families can obtain information for applying for Medicaid and Child Health Plan Plus (CHP+) programs.

Parents are informed that they can ask for, if they need, assistance in finding a medical home as Castle Rock Adventure Club maintains a resource list of medical providers that can provide a medical home, brochures on Medicaid and the CHP+ program are also available in the preschool hallway in the Parent Resource Center.

Castle Rock Adventure Club participates in the Colorado Immunization Information System (CIIS) with the Colorado Department of Health for immunization information. Castle Rock Adventure Club also provides resources for families on where to obtain hearing, vision and dental screenings. This information, along with other health resources information, is in the hallway outside of the preschool classrooms.

If you do not have health insurance and need help with obtaining resources for medical insurance or other medical needs, please see the Castle Rock Adventure Club Director for a list of community resources.

Resources include:

- Childcare Assistance
- Early Intervention
- Energy Assistance
- Food Bank
- Grow and Learn
- Health Care Programs
- Healthy Kids

- Immunization Information
- Kindergarten Information
- Lead Poisoning Information
- Talking to kids about Violence
- Tax Information
- Temporary Assistance for Needy Families (TANF)
- WIC Information
- Women's Crisis Center

Birthdays

Castle Rock Adventure Club celebrates birthdays in the preschool classrooms. If you would like to send in a special treat on your child's birthday, please let the classroom teacher know. Remember that the snack needs to be pre-packaged or prepared from a commercial source to ensure quality control. All snacks must be peanut free.

Observation and Parent Volunteers

Parents are welcome and encouraged to visit or volunteer in the classroom. Please allow the child a chance to settle in, and refrain from visiting until a few weeks has elapsed. Please respect the visiting policy: visits to the classroom are encouraged and allowed as long as such visits do not disrupt school operations or interfere with the educational process.

Toys or Weapons

The toys and equipment used at school have been purchased to enrich the program. Staff encourage children not to bring toys to school to play with. Castle Rock Adventure Club does not permit mechanical toys, guns, toy weapons or other weapons at school at any time.

Community Service Agencies Referral Policy

Parents may choose (and are encouraged) to contact outside agencies or organizations for programs or services directly. The Castle Rock Adventure Club Director maintains lists of resources that can be shared with any parent who would like information about organizations that provide early intervention and connect families to appropriate community service agencies. In addition, a variety of community resources can be found throughout the school. The parent resource center is located in the preschool hallway and has updated community resources. These include, but are not limited to, the following:

- Childcare Assistance
- Child Find
- Dental and Hearing Screenings
- Early Intervention
- Energy Assistance
- Food Bank
- Grow and Learn Child Development
- Health Care Programs
- Healthy Kids
- Immunization Information
- Kindergarten Information

- Lead Poisoning Information
- Talking to Kids about Violence
- Tax Information
- Temporary Assistance for Needy Families (TANF)
- WIC Information
- Women's Crisis Center

Referral Process

The referral process is as follows:

- The teacher informs the Castle Rock Adventure Club Director of their concerns.
- A meeting is scheduled with the parents, teacher and the Castle Rock Adventure Club Director.
- The parents are given the contact information for the appropriate referral agency.
- The parents make contact with the appropriate agency and a screening is arranged.
- The outcomes are discussed with the teacher and the Castle Rock Adventure Club Director.
- The staff and the parents discuss ways the program can assist in meeting the child's needs. There may be occasions when parents may choose not to accept referrals.

Child Find

Child Find provides a free developmental screening and evaluation for children from birth to five years. Children identified with physical or developmental challenges receive intervention services through the school district preschool program, and through specialized groups (speech groups and motor groups). For additional information to arrange an assessment appointment call 720-433-0020 or visit <https://www.cde.state.co.us/early/childfinddirectoryinfo> for the Colorado Child Find Directory.

If an Individualized Family Service Plan (IFSP), Individualized Education Program (IEP), Individual Learning Plan (ILP) or other individual plans are put in place, Castle Rock Adventure Club will collaborate with community services providers, families and school district personnel in order to design learning activities that aid in meeting the child's individual needs and goals. The Castle Rock Adventure Club Director will work directly with families, staff and community services to coordinate meetings.

Family Survey

Castle Rock Adventure Club conducts a family survey twice each year, once in January and once in May. This will give each family an opportunity to share ideas and suggestions on how staff can improve the program. The administration leadership team will carefully review surveys and share them with families February 1 and June 1. At least two of the suggestions will be used to inform the Castle Rock Adventure Club's Quality Improvement Plan (QIP) for the following school year.

Families, staff and Town Council members will receive feedback on the results of the survey and improvements made during the Fall Open House and in fall weekly emails at the beginning of the next school year. A hard copy of the Quality Improvement Plan is filed in the Castle Rock Adventure Club Director's office. Access to the QIP is available upon request.

Castle Rock Adventure Club also welcomes feedback from families regarding specific concerns and suggestions for improving the program throughout the year. Please retrieve and fill out a comment card from the Recreation Center lobby, and then place the completed card in the mailbox outside the Castle

Rock Adventure Club Director's office.

Filing a Complaint

Castle Rock Adventure Club staff want to hear from you if you have questions or concerns about the Adventure Club Program. The Castle Rock Adventure Club Director will make every effort to resolve any issues or concerns you have about the program. If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call 303-866-5958.

If you suspect child abuse or neglect, you should seek assistance from the appropriate County Department of Human Services. The telephone number for the Douglas County Department of Social Services is 303-688-4825. Should you have a concern, comment or idea for improving the Adventure Club Program, you may also contact the Castle Rock Adventure Club Director at 303-814-7454.

Reporting of Child Abuse

As a childcare 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 suspected child abuse or neglect according to state law.

If you suspect child abuse or neglect at the Castle Rock Adventure Club facility, you must make a report of suspected child abuse to the Douglas County Department of Social Services or the Castle Rock Police Department.

If you suspect child abuse that occurred outside of this facility, you must make a report of suspected child abuse 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.

Douglas County Department of Social Services
4400 Castleton Court
Castle Rock, CO 80109
303-688-4825

Request for a Child's Removal and Appeals

The removal of a child from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

The Castle Rock Adventure Club Director will discuss the current situation and everything that has occurred to date with the Assistant Director of Parks and Recreation before removing any child from the Castle Rock Adventure Club. With the Assistant Director's approval, the Castle Rock Adventure Club Director will then inform the parent or guardian by phone that their child is dismissed from the Castle Rock Adventure Club. Additionally, the Castle Rock Adventure Club Director will follow the call with a letter stating what actions have been taken and why. This letter will also indicate that a copy has been sent to the Assistant Director of Parks and Recreation.

An appeal process is available to the parents or guardians. The parents or guardians would contact the Castle Rock Adventure Club Director to arrange a hearing before the Appeals Board, which consists of the Assistant Director of Parks and Recreation, the Recreation Manager and Castle Rock Adventure Club Director. They would then plead their case and bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their child be reinstated to the program.

The Board has the authority to make exceptions and will inform the parent or guardian of their decision within 24 hours of the appeal hearing.

Helmet Use

Children are required to wear a helmet while riding rollerblades, bicycles, scooters or skateboards. Children who do not have a helmet will participate in an alternative activity on that day.

Withdrawing From the Program

A parent or guardian may withdraw their child from the Castle Rock Adventure Club at any time. At the time of withdrawal, parents must submit in writing to the Youth Recreation Specialist a two-week advance notice stating their child's last day of attendance in the Castle Rock Adventure Club. The Castle Rock Adventure Club Director will give any applicable refunds based on the Castle Rock Recreation Center refund policy. The required \$45 registration deposits are non-refundable.

Refund Policy

All cancellations, except classes cancelled by the Castle Rock Recreation Center are subject to a service charge. The Castle Rock Adventure Club does not give refunds or credit for cancellations made less than 7 days before the start of class. The Castle Rock Adventure Club issues refunds in the form of a check or credit card (depending on the original method of payment) or a household credit balance. Refund checks may take 3 weeks to process and will be mailed to the address indicated in the registration packet. The Castle Rock Adventure Club Director must approve all cancellations initiated by the participant. The \$45 deposit, which is required at the time of registration to secure your child's spot through May, is non-refundable.

Tax Information

The Castle Rock Adventure Club provides year-end summary statements upon request.

Castle Rock Adventure Club Tax ID number: 84-6000640.

The Castle Rock Adventure Club's address is 2301 Woodlands Blvd., Castle Rock, CO 80104.

CASTLE ROCK ADVENTURE CLUB RULES FOR PARTICIPANTS

Castle Rock Adventure Club

- Keep yourself safe.
- Keep others safe.
- Keep the materials and classroom safe.
- Keep your hands to yourself.
- Be respectful and kind to others.
- No running allowed.
- Listen to teachers.
- Use your inside voice.
- Be respectful of the building. It is a privilege to be at the Recreation Center.

CASTLE ROCK ADVENTURE CLUB POLICIES AND PROCEDURES REGARDING COMMUNICABLE DISEASES

- When children show signs of severe communicable illness, they must be separated from the other children, the parents or guardians notified and a doctor or medical facility consulted as needed regarding treatment.
- Staff members with a communicable illness must not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.
- When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center must immediately notify the local or state department of health, all staff members, and all parents and guardians of children in care. Children's confidentiality must be maintained.
- Please note: in the event of an outbreak, any campers who exempted from immunizations will be suspended from the program. The Castle Rock Adventure Club does not give credit or refunds due to suspension.

LETTER FROM SOCIAL SERVICES

Dear Parents,

Your child was recently enrolled in a childcare program that is licensed by the Colorado Department of Human Service. The license indicated that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license and the last facility inspection.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone numbers to report child abuse in various counties are listed below:

<i>Arapahoe County Department of Social Services</i>	303-795-4825
<i>Adams County Department of Social Services</i>	303-412-8121 (Monday–Friday) 303-412-5212 (Saturday–Sunday)
<i>Boulder County Department of Social Services</i>	303-441-1000
<i>Clear Creek County Department of Social Services</i>	303-569-3251 ext. 365 303-679-2365
<i>Douglas County Department of Social Services</i>	303-688-4825 303-663-6270 (Crisis Hotline)
<i>Gilpin County Department of Social Services</i>	303-582-5444
<i>Jefferson County Department of Social Services</i>	303-271-4357 303-271-4131
<i>Colorado Child Abuse and Neglect Hotline</i>	1-844-264-5437

Colorado Law requires that childcare providers report all known or suspected cases of child abuse or neglect. Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional and social development will be nurtured in a well-implemented program. Remember to observe the program regularly, especially concerning children's health and safety, equipment, play materials and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, please consult the Colorado Department of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714 or call 303-866-5958. To review a file for a licensed childcare facility please call 303-866-5088.

CASTLE ROCK ADVENTURE CLUB EMERGENCY ACTION PLAN

The objective of this plan is to reduce the possibility of harm to the children, facility and visitors to the center in the event of an emergency. Care must be taken to ensure that all occupants are aware of the following basic procedures:

Castle Rock Adventure Club Emergency Action Plan

- All children's information is updated yearly on their annual registration.
- Emergency contact information is updated annually and during daily sign in.
- Each classroom maintains sign in and sign out sheets for accuracy and attendance purposes.
- Each classroom is equipped with a fully stocked first aid kit and emergency evacuation box.
- During an emergency situation, staff will take special consideration for children with allergies, special needs or medical conditions.

Testing and Updating Emergency Procedures

- The Castle Rock Adventure Club Director will establish relationships with local first responders and keep up to date with all necessary emergency preparation community outreach programs within their community.
- The Castle Rock Adventure Club will invite local emergency responders to visit the preschool on a yearly basis.
- Classroom teachers will complete a monthly Crisis, Fire and Tornado Drill and record the date and time. Lock Down, Lock Out and Shelter in Place drills will be held and documented quarterly. These logs will be turned in to the Castle Rock Adventure Club Director for State review on inspections.

Extreme Weather Procedures

- Have the weather radio turned on.
- Have an official weather website pulled up on a computer or mobile device.
 - Check the radio or refresh the website every 15 minutes.
 - Inform the Castle Rock Adventure Club Director of the situation.
- If possible contact parents to inform of situation and possible evacuation or plan.
- Follow evacuation or relocation plan according to the situation.

Tornado: Code Grey

Tornado Watch: *a tornado watch is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornados.*

Lead Classroom Teacher(s):

1. Contact the Castle Rock Adventure Club Director.
2. Grab first aid backpack, activities and/or books and place in center approved tornado shelter in the locker rooms. Due to the difficulty of predicting tornado travel speed, staff and children may be confined to the shelter area for an extended period of time. Plan to lead a quiet activity to help maintain a calm atmosphere.
3. If moved to shelter, assist other staff members in keeping the children safe by completing activities
4. Complete roll call using name to face.
5. Keep phone and sign-in and out nearby at all times.
6. Check weather station and/or internet every 15 minutes. Television will be on channel 4, 7 or 9 to await further bulletins.

Assistant Classroom Teacher(s):

1. Direct all children to safe location away from doors and windows
2. Keep children calm and assist with quiet activities.
3. Close all inside doors.
4. Assist in moving children to shelter if warning is issued.
5. Staff must complete a training report in the event of a tornado drill. Tornado drills are done once per month.

Tornado: Code Grey

Tornado Warning: *A tornado warning is issued by weather services to warn that a tornado is either happening or imminent in the area. Take shelter immediately.*

If a tornado warning involving Castle Rock is called, the front desk staff is responsible for making an announcement over the intercom that individuals are in need of protection and are responsible for clearing the lobby.

Lead Classroom Teacher(s):

1. Contact Castle Rock Adventure Club Director.
2. Grab first aid backpack, activities and/or books and place in center approved tornado shelter in the locker rooms. Due to the difficulty of predicting tornado travel speed, staff and children may be confined to the shelter area for an extended period of time. Plan to lead a quiet activity to help maintain a calm atmosphere.
3. Assist other staff members in keeping the children safe by completing activities.
4. Complete roll call using name to face.
5. Keep phone and sign-in and out nearby at all times.
6. Check weather station and/or internet every 15 minutes. Television will be on channel 4, 7 or 9 to await further updates.

Assistant Classroom Teacher(s):

1. Direct all children to safe location away from doors and windows
 2. Close all inside doors.
 3. Assist in moving children to the tornado shelter.
- The Rec Center Front Desk Manager or another designated staff member will remain upstairs to communicate with incoming patrons and await the all-clear signal. All other staff should remain in the locker rooms with the patrons.
 - When it is safe to leave the locker room, an all-clear signal will be given and children and staff may return to assigned areas.
 - Staff must complete a written incident report in the event of a tornado weather event.
 - Staff must complete a training report in the event of a tornado drill. Tornado drills are done once per month.

Children may not be released until the National Weather Service has lifted the warning.

Flood: Code Grey

Lead Classroom Teacher(s):

1. Contact Castle Rock Adventure Club Director.
2. Complete roll call using name to face.
3. Keep phone and sign-in and out log nearby at all times.
4. Check weather station and or internet every 15 minutes.
5. If in immediate danger, contact parents to pick up children.
6. Assist staff in directing the children to highest surface possible.

Assistant Classroom Teacher(s):

1. Gather all children in your classroom.
2. Direct children to the highest surface possible.

Fire: Code Red

Lead Classroom Teacher(s):

1. Call 911 and if possible contact the Castle Rock Adventure Club Director and Front Desk Staff.
2. Grab sign-in and out log, name-to-face and take roll call.
3. Grab cell phones and walkie-talkies.
4. Grab emergency evacuation box.
5. Direct staff in leading children out of emergency doors in back of classroom.
6. Lead children to meeting place at sheds in the back parking lot. Complete a roll call.
7. If unable to contact them previously, contact the Castle Rock Adventure Club Director.
8. Post yourself or a staff member in a safe location nearest the center with cell phone.

Assistant Classroom Teacher(s):

1. Grab all coats.
2. Grab the fire rope.
3. Gather the children and take roll call.
4. Lead children out of the emergency doors in back of classroom.
5. Lead all children to the safest evacuation point: the sheds at the back of the back parking lot.
6. Fire drills are done once a month.

Utility Outage: Electricity

Lead Classroom Teacher(s):

1. Contact Castle Rock Adventure Club Director.
2. Grab flashlights in classroom and give to staff.
3. Direct staff in keeping the children safe by completing craft or story activities.

Assistant Classroom Teacher(s):

1. Direct all the children to a safe location by completing craft or story activities.

Gas Leak: Code Red

Lead Classroom Teacher(s):

2. Call 911.
3. If possible contact the Castle Rock Adventure Club Director and Front Desk.
4. Grab sign-in and out log, take roll call using name to face.
5. Grab cell phones and walkie-talkies.
6. Grab emergency evacuation box.
7. Direct staff in leading children out of safest evacuation route.
8. Complete a roll call.
9. If you were unable previously, contact Castle Rock Adventure Club Director.
10. Post yourself or a staff member in a safe location nearest the center with a cell phone.
11. Lead children to the safest evacuation point:
 - a. Back of facility: La Petite Academy Parking Lot on Allen Street.
 - b. Front of facility: Church of Christ Parking Lot on Woodlands Blvd.

Assistant Classroom Teacher(s):

1. Grab all coats.
2. Grab the fire rope.
3. Gather the children.
4. Assist children in putting on coats.
5. Lead children out of the safest evacuation route.
6. Assist other staff in leading children to the safest evacuation point:
 - a. Back of facility: La Petite Academy Parking Lot on Allen Street.
 - b. Front of facility: Church of Christ Parking Lot on Woodlands Blvd.

Lock Out: Code Yellow

Lock Out (Credible threat to center): Active Shooter/ Shelter in Place

If there is an intruder/active shooter or other dangerous emergency inside or immediately outside, as quickly and quietly as possible:

Lead Classroom Teacher(s):

1. Contact Castle Rock Adventure Club Director.
2. Lock all internal and external doors and windows.
3. Give coded alert to all adults that all doors should be locked when possible.
4. Keep children in rooms, away from doors and windows. If possible, attempt to move the children into the bathroom quickly and quietly.
5. Call 911.
6. Wait for instructions.

Only allow authorized personnel or parents into the center.

Assistant Classroom Teacher(s):

1. Keep children in rooms and away from doors and windows.
2. Move children into the bathroom quickly and quietly.
3. Keep children as calm and quiet as possible with quiet activities or books.
4. Lock out drills are done once a quarter.

Lock Down: Code Yellow

Lock Down (If the credible threat has escalated): Active Shooter/ Shelter in Place

If there is an intruder/active shooter or other dangerous external emergency inside or immediately outside, as quickly and quietly as possible:

Lead Classroom Teacher(s):

1. Contact Castle Rock Adventure Club Director.
2. Lock all internal and external doors and windows.
3. Give coded alert to all adults that all doors should be locked when it is possible.
4. Keep children in rooms, away from doors and windows. If possible, attempt to move the children into the bathroom quickly and quietly.
5. Call 911.
6. Wait for instructions.

No one is allowed to enter or leave the center.

Assistant Classroom Teacher(s):

1. Keep children in rooms and away from doors and windows.
2. Move children into the bathroom quickly and quietly.
3. Keep children as calm and quiet as possible with quiet activities or books.
4. Lock down drills are done once a quarter.

*Custody Pickup Dispute: **Code White***

Lead Classroom Teacher(s):

1. Contact the Castle Rock Adventure Club Director.
2. Contact 911, explaining the situation.
3. Use designated code word “white” to inform staff to remove children to a safe location within the Rec Center or out the emergency exit of the classrooms.
4. Contact the other parent, informing them of situation

Assistant Classroom Teacher(s):

1. Ensure all children are away from the situation and remove them to a safe location within the Rec Center or out the emergency exit of the classrooms.
2. If Lead is unable to, contact the Castle Rock Adventure Club Director.

Lost Child: Code Adam

To be used when there is a child missing inside of the facility.

Castle Rock Adventure Club Staff will work with Recreation Front Desk and Aquatic Staff when this code is called.

Lead Classroom Teacher(s):

4. Obtain a detailed description of the child, including what he or she is wearing.
 5. Call "Code Adam." Describe the child's physical features and clothing.
 6. Assist other staff in looking for the child and monitoring entrances to ensure the child does not leave the premises.
- If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff or visitors at risk. Immediately notify law enforcement and give details about the person accompanying the child.

Assistant Classroom Teacher(s):

3. Immediately stop working, look for the child and monitor entrances to ensure the child does not leave the premises.
 4. If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff or visitors at risk.
- Call Castle Rock Police if the child is not found within 10 minutes.
 - If the child is found and appears to have been lost and unharmed, reunite the child with the searching family member.

Child Abduction: Code Adam

To be used when there has been a suspected child abduction outside of the facility.

- Contact 911. Note any descriptive details to help assist authorities.
- Contact the Castle Rock Adventure Club Director.

*Workplace Violence: **Code White***

Lead Classroom Teacher(s):

1. Contact the Castle Rock Adventure Club Director.
2. Use designated code word “white” to inform staff to remove children to the safest location in the Rec Center or out the back emergency exit of the classrooms.
3. Inform employee/former employee they need to leave the premises or you will contact the authorities.
4. Contact 911 if their behavior escalates or they refuse to leave.

Assistant Classroom Teacher(s):

1. Ensure all children are away from confrontation and remove them to the safest location in the Rec Center or out the back emergency exit of the classrooms.
2. If Lead is unable to, contact the Castle Rock Adventure Club Director.

Escalated Child Crisis

When a child's behavior has escalated beyond the point of reasonable calming techniques.

Lead Classroom Teacher(s):

1. Contact the Castle Rock Adventure Club Director.
2. Instruct a staff member to remove all children away from escalation area and conduct a Circle Time or Activity.
3. Contact parent or guardian for assistance and pick-up.
4. Assist other staff members in leading the child to the safest spot in center where they can cause the least harm to themselves or others.

Never physically restrain a child for a long period of time.

Assistant Classroom Teacher(s):

1. Lead all children away from escalation area and conduct Circle Time or an Activity
2. If Lead is unable to, contact the Castle Rock Adventure Club Director.

Medical Emergency: Code Blue

Minor Injuries:

Most program injuries are easily handled with the First Aid kit. The First Aid kit should be taken on all excursions. Staff needs to check it daily and make sure it is stocked. Staff must inform the Castle Rock Adventure Club Director if supplies need to be ordered.

- For minor injuries, apply first aid to the best of your ability.
- Contact the Front Desk and/or the Aquatic staff for assistance if needed.
- No matter how minor the injury, it is important for you to report it to the parent.
- All injuries require documentation.
- Record the injury in the communication log.
- Fill out an incident report and give it to the Castle Rock Adventure Club Director.

Life Threatening Injuries:

- Call 911, preferably from a landline.
- Secure the safety of the program participants and staff members.
- Provide care.
- Contact the Front Desk and Aquatic Staff for assistance.
- Notify the Castle Rock Adventure Club Director.
- Notify the parents or emergency contact.

Family Reuniting Plan

Castle Rock Adventure Club Director:

1. Notify emergency responders:
 - a. How many staff members are present?
 - b. How many children are in the Preschool's care?
 - c. How can the preschool be accessed?
2. Relocate children to pre-designated evacuation site or location set by emergency responders
3. Ensure child attendance by verifying all children via sign-in and out logs
4. If safe, have a designated staff member to a point close to the center to redirect parents to evacuation location
5. Follow proper check out procedure upon parent's arrival.

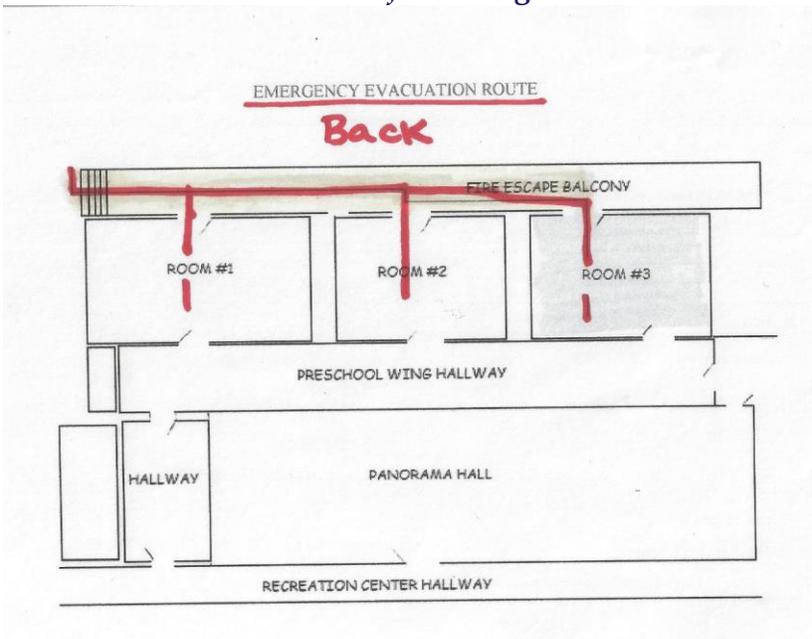
Lead Classroom Teacher(s):

1. Ensure Castle Rock Adventure Club Director has sign-in and out log information for classroom.
2. Ensure you have emergency binder.
3. Relocate children to pre-designated evacuation site or location set by emergency responders.
4. Facilitate proper check out procedure upon parent's arrival.

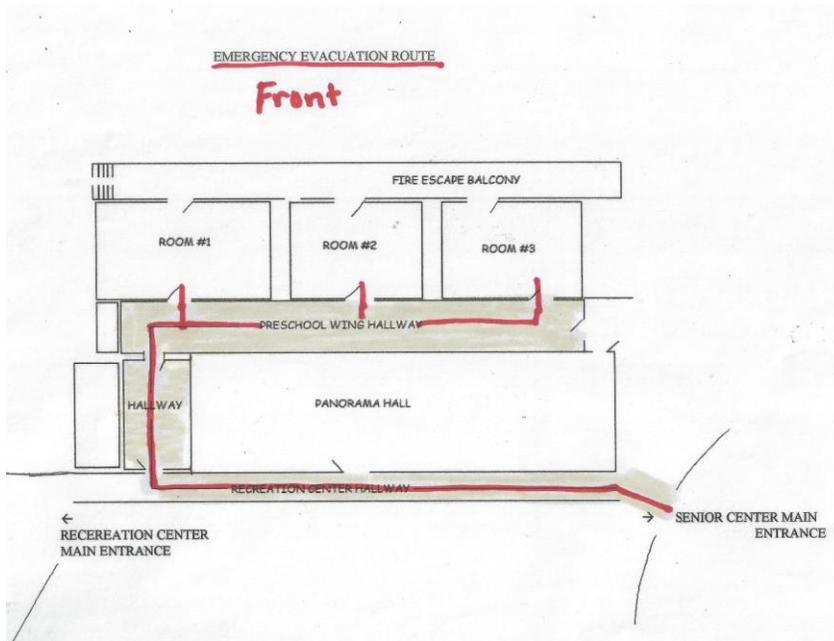
Assistant Classroom Teacher(s):

1. Grab all coats.
2. Relocate children to pre-designated evacuation site or location set by emergency responders.
3. Keep children calm until parents arrive for checkout.

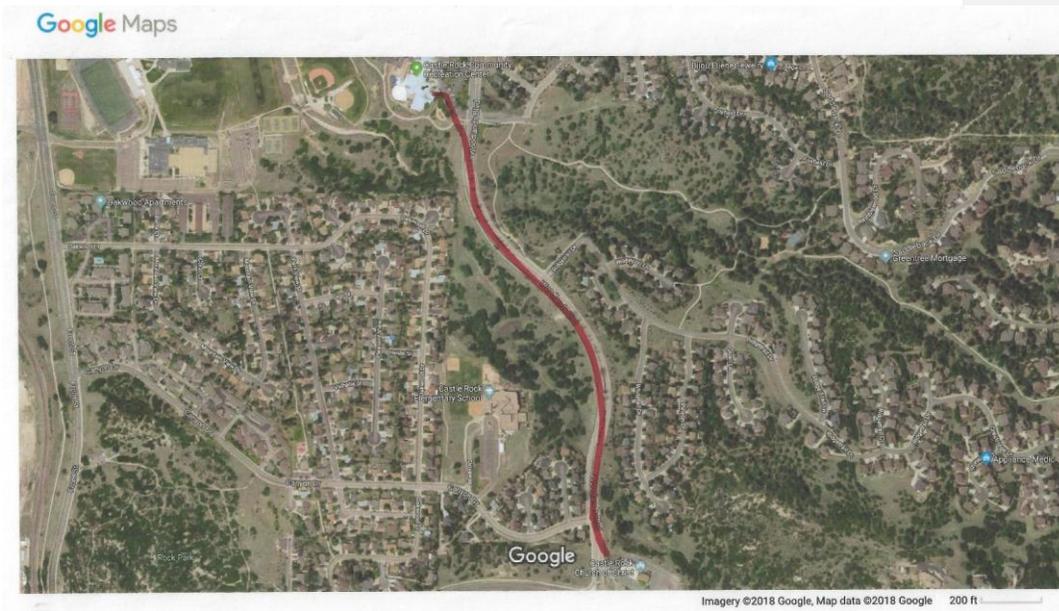
Facility Evacuation Map *Back of Building*



Facility Evacuation Map *Front of Building*



Offsite Evacuation Map
Outside of facility neighborhood
(2-5 miles away)



Evacuation from the Facility
Determined by government agency

Commented [MW1]: Do we have a map for this?

Shelter in Place Map
To be used during a tornado

Commented [MW2]: Do we have a map for this?