

ONSITE POLICIES AND PROCEDURES FOR NEIGHBORHOOD YOUTH ORGANIZATION

Purpose, Mission and Philosophy for Child Care

REC is committed to providing high quality and meaningful services to our students. REC's mission states, 'Riverside Educational Center provides structured after-school tutoring and enrichment activities for K-12th students who qualify academically and financially to inspire improved academic achievement and foster positive social and emotional development in a safe and supportive environment.'

Ages of Children Accepted

REC accepts and provides services to children from Kindergarten (age 6) to 12th grade (age 18).

Operational Hours

REC is open year-round with closures for holidays and closure for part of the summer. REC operates and runs programming during the school year with varying hours, Monday-Friday and some weekends.

Programming days are from 9:30 am-6:00 pm during the school year and 8:00 am-4:30 pm during summer programming. Summer office hours during non-programming non-contact days vary. It is recommended to call the main line at 970-462-2901 for current hours during non-programming days.

REC's office is located on the campus of Dual Immersion Academy and programming correlates to District 51's calendar. REC is in session any day District 51 is in session. If there is no school for District 51, then there is no REC programming offered. Anytime School District 51 cancels school, for example, a Snow Day and will not be in session; REC will also not be in session for the safety of our students and staff.

Programming Hours:

DRE, FVE, RME: T-Th 4:00pm-6:00pm, Fri: 2:00pm-6:00pm **DIA:** M-Th: 4:00pm-5:30pm,
OMMS, BMS, GMMS, MGMS: M-Th 3:15pm-5:30pm, **HS@GJHS:** 3:15pm-5:30pm.

REC is closed during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the Friday following Thanksgiving), Christmas Day.

REC programming is not in session during the Thanksgiving holiday, Winter Break, Spring Break, and the Summer Break (besides our Summer program that runs in June). Any Teacher In-Service days, Non-Contact Days, Conference Days on the District 51 Calendar when School is not in session, REC will also not be in session.

REC calendars will be distributed to students, families and staff members at the beginning of each academic year and at the time of enrollment and also on the website. This calendar will list out dates REC is not in session and any dates for the beginning and end of programming.

In the event of a field trip outside of normal programming days, REC will notify parents ahead of time, REC uses Blanket Permission forms to be signed for the whole year, notification will be provided prior to individual trips. It will be assumed student covered under blanket permission will attend unless otherwise notified by parents. REC's calendar will be available on the website.

PROCEDURE FOR ADMISSION AND REGISTRATION

Registration forms must be completed for all children before enrollment. There is a suggested optional donation of \$20 for the first student, \$5 for every additional student up to \$30 maximum. Donation is non-refundable. The donation is not required and if a hardship, the parent or student (if in one of our secondary programs) can do volunteer hours as well if a family chooses to. We ask for 4-6 hours of volunteer work four hours for one child, five hours for two children and six or more hours for three or more. There is no fee to attend and students will **NOT** be denied admission if no donation or volunteer hours are given.

PROCEDURE FOR RELEASING CHILDREN ONLY TO PERSONS WITH AUTHORIZATION

For each child enrolled, REC requires written authorization from a parent(s)/guardian(s) regarding persons who each child can be released to. Persons picking up children will be verified through identification of a valid state driver's license or identification card to ensure they are an authorized 'pick up', person. REC will not release children without verifying that the person picking up the child is authorized to do so.

PROCEDURE FOR LATE OR NO PICK UP AFTER CENTER HOURS

REC closes daily at 6:00 pm at the DIA Building, 5:30 at the MGMS, BMS, and OMMS Campuses, and 6:15 pm at the DRE and RME Campuses. All staff after and during the evening clean up routine will check every classroom and review the attendance log to ensure all children have been picked up for the day. Staff will also double check each classroom, as well as outdoor play areas to ensure that there are no children unaccounted for. If a child has not been picked up by REC's closing time, the child will continue to be cared for by one of our qualified staff, and the parent(s)/guardian(s) will be called to ensure pickup. If the parent(s)/guardian(s) cannot be reached, the emergency contacts listed on the child's enrollment form will be called. If a child remains in our care for more than an hour after the center has closed and we have been unable to reach a parent/guardian or emergency contact person, the REC Manager and/or Coordinator or Director will contact local child protective services and/or law enforcement.

PROCEDURE FOR MISSING STUDENT AND RESPONDING TO EMERGENCIES

Philosophy- REC is committed to promoting the safety and welfare of all students in the program. REC staff will ensure that REC locations are secure and will take steps to prevent unauthorized persons from entering the premises.

- REC staff and volunteers ensure that students are supervised closely when visiting places in the community or on field trips.
- REC staff and volunteers advise students how to contact REC staff and or set up a designated meeting point on arrival should the group get separated.

On discovering that a student has gone missing, REC staff will

- Check the sign in/out sheet to ensure that the student has not already been picked up. Other staff and volunteers will be consulted to see if they have seen the parent/guardian pick up the student.
- Inform all staff and volunteers present of the procedure when a student goes missing and supply information to support the search (e.g. detailed description of the student and what he or she is wearing)

- Some staff/volunteers will be deployed to start an immediate, thorough search of the facility and surrounding areas.
- The remaining staff and volunteers will ensure that the other students are supervised, calm and supported throughout.

If the search is unsuccessful, REC staff will:

- Contact the police, describe the situation and the missing student, follow police guidance and keep searching the area.
- Inform the student's parents/guardians of the situation.

After the event, REC staff will:

- Conduct a risk assessment and review policies and procedures to establish what went wrong and how it can be avoided in the future.

PROCEDURE FOR RESPONDING TO EMERGENCIES

To ensure the safety of the children within our program we respond to all emergency situations to include, but not limited to: lost children, lockdown, fires, etc. If your child becomes lost while in our care we will alert the proper authorities and follow the procedure for missing children (listed above). We will conduct a practice fire drill and lockdown drill at least once a semester in case of a real emergency, for these we follow the same plan as School District 51 so students are familiar with what to do and staff are instructed in what to do. REC has implemented a 'Red Folder' system so that in each classroom there is an emergency plan and instructions to guide staff and volunteers.

Inclement and Excessively Hot Weather

Philosophy-REC is committed to promoting the safety and welfare of all students in the program. REC staff will ensure that REC locations are secure.

REC will have daily outdoor play times for our children of all ages and REC ensures the safety of the children at all times. We will not have outdoor playtime during inclement and excessively hot weather but will have optional indoor activities. If raining/snowing etc. students can stay inside and participate in these alternate activities.

Identifying Children's Locations At All Times

Each classroom will have volunteers and staff members with the students. Attendance is taken at the start of REC. Students are under constant supervision of multiple adults in the form of the volunteers and staff in each classroom. Also, Senior Staff will rotate through the classrooms and ensure students are where they need to be with their assigned tutors in their assigned classroom. At the end of the session, students are all taken to the cafeteria where they wait until they are picked up and are supervised by staff. Staff will ensure that each parent/guardian signs out their child upon leaving daily. If they have been permitted to walk and REC has it on file, children are free to leave the center at the end of tutoring and walk out of the building without a parent signature.

Visitors to the Center

All visitors must sign in at the front table or the REC office in the Visitor Log if coming into the building or check in with a Manager at sites. All visitors must be accompanied by staff at all times.

PROCEDURE GOVERNING FIELD TRIPS, TELEVISION AND VIDEO VIEWING AND SPECIAL ACTIVITIES, INCLUDING STAFF RESPONSIBILITY FOR THE SUPERVISION OF CHILDREN

Permission forms

Field trips require parental permission for your child to participate. For each field trip to include nearby walking field trips, and special activities, a blanket permission form signed upon enrollment will need to be signed but will cover the entire school year.

PROCEDURE FOR CARING FOR CHILDREN WHO ARRIVE LATE TO CENTER AND CLASS/GROUP IS AWAY FROM CENTER ON FIELD TRIP

If the child arrives late and the child's assigned class/group has already left for a planned excursion away from the center, the child will be assigned to another class/group at the Center while the child's normally assigned class is away on their field trip. If the whole group is out on field trip, and the student has arrived after the last group has left and no one is at the Center the parent can either take the child back home with them or drive out and meet the class and group at the location.

Supervision

During all field trips and special activities, REC will ensure that proper staff-to-child ratios are maintained at all times. As well, during field trips and special activities, attendance will frequently be verified to ensure that all children are accounted for.

Video/Multimedia Viewing

REC will occasionally show educational or enrichment-oriented videos and multimedia materials. REC will ensure that all videos and multimedia materials are rated according to the student group's age.

PROCEDURE ON CHILDREN'S SAFETY RELATED TO RIDING IN A VEHICLE, SEATING, SUPERVISION, AND EMERGENCY PROCEDURES ON THE ROAD

Philosophy- While transporting children on field trips, as well as to and from nearby schools, we ensure that Colorado State Laws are followed at all times.

Drivers, CPR Qualification, Emergencies

A qualified driver will be present in each REC vehicle with each group of children. All REC vehicles are equipped with first aid supplies and will have an individual currently certified in First Aid and CPR. Each driver will also be instructed in emergency roadside procedures.

Road Safety

Children are required to remain seated, with their seatbelt fastened appropriately, and children never left unattended on a vehicle.