



**YouthPower365
Caregiver Handbook
2022 - 2023**

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Welcome to YouthPower365!

For 25 years, our organization has provided programs that help youth reach their full potential. You are our most important partner in meeting that goal. We are here for you as much as we are for that important child or children in your life. As they learn, grow, and plan for their future, YouthPower365 wants you to also be supported every step of the way.

We value the trust you have given us to provide quality experiences for your child(ren). This handbook provides information about our organization, as well as important information on how our program works during the school year and summer. Please read through this manual carefully so together we can create a safe and successful environment for your child(ren).

I and all our YouthPower365 staff always welcome your questions and input on our programs. We also have a Proveedora and Family Ambassadors who can support you not only with our programs but in your daily lives.

Thank you for making a difference in the future of our youth and our community.

Sincerely,

A handwritten signature in black ink that reads "Sara B. Amberg". The signature is written in a cursive style with a large, looping flourish at the end.

Sara B. Amberg
Executive Director

YouthPower365 Staff Contact List

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Magic Bus Coordinator
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Male Lopez
Magic Bus Coordinator
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2021-2022 School Year Coordinators

School	Site Coordinator	Email Address
Avon Elementary	Gillian lane	gillian.lane@eagleschools.net
Brush Creek Elementary	Kristen Labagh	kristen.labagh@eagleschools.net
Edwards Elementary	Kelsey Wright	kelsey.wright@eagleschools.net
Eagle Valley Elementary	Amy Hanley	amy.hanley@eagleschools.net
Gypsum Elementary	Mayett Gonzalez	mayett.gonzalez@eagleschools.net
Homestake Peak School-Elementary	Maria Diaz	maria.diaznodora@eagleschools.net
Red Hill Elementary	Priscila Medina	Priscila.medina@eagleschools.net
Eagle Valley Middle School	Tanya Caruso	Tanya.Caruso@eagleschools.net
Homestake Peak School- Middle	Autumn Brown Kelly Priebel	Autumn.brown@eagleschools.net Kelly.priebel@eagleschools.net
Gypsum Creek Middle	Carrie Berger-Galusha Robin Roche	carrielberger1@gmail.com robin.roche@eagleschools.net

YouthPower365 Every Step of the Way

From early childhood to college and career,
we provide programs to help youth reach their full potential.



ABOUT YOUTHPower365

YouthPower365 is a 501(c)3 non-profit organization with the mission “to provide programming that inspires, educates, and empowers youth and families from early childhood to college and career readiness.” YouthPower365 was previously called The Youth Foundation until it changed its name in 2016. The organization became part of the Vail Valley Foundation family in 2012.

YouthPower365 programs are always free or low-cost. Families are never turned away due to the inability to pay a fee, although capacity is always dependent on staffing. Priority is given to Eagle County Schools students.

WHAT WE DO

YouthPower365 operates in every public school and in up to ten low-income neighborhoods across Eagle County. We reached nearly 4,000 youth last year through supports for more than a dozen programs.

Operating within individual Eagle County school locations, YouthPower365 partners with local teachers, staff, and schools with a 15:1 student/staff ratio so every child gets the attention and care they need to thrive. Our afterschool and summer programs offer a wide variety of fun, hands-on learning, homework help, mentorship, and enrichment opportunities such as sports and fitness, arts and crafts, dance, and music. The safe environment, quality instruction, and trusted adult relationships are proven to increase academic performance, school attendance, and promote social-emotional and physical well-being.

AFTERSCHOOL OVERVIEW

- Afterschool programs serve children 5 years old to 14 years old.
- Programs operate throughout the school year with breaks in accordance with school holidays and individual site schedules.
- Openings for children are
- The program serves all students regardless of race, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status such as disability, age, marital and family status, and/or sexual orientation.
- The program operates during the school year afterschool 3-4 days per week; programming days vary for each school location.
- Program take place directly afterschool.
- The program provides a snack after school, and breakfast, lunch, and snack in the summer.
- All children will be under the direct supervision of the site coordinator, teacher, enrichment staff and/or assistant for the duration of the entire program.
- The cost for afterschool programs is \$200 a year, per child or \$25 a month per child.
- To apply for a partial or full scholarship, no application is required. However, caregivers should indicate on their application that they need financial assistance and discuss their need with YouthPower365 staff or site coordinators.

SUMMER CAMP OVERVIEW

Summer Camp provides engaging programming for students across Eagle County. Summer Camp provides fun learning activities during the summer months as well as fun activities such as arts and crafts, physical activity, and outdoor exploration.

All programs will have at least two staff members always present while students are present in the program. Additional adult staff and volunteers will assist in programming to maintain a 15:1 ratio.

The cost of the camp is decided each year and posted with registration. To apply for a partial or full scholarship, no application is required. Families only need to discuss their need with YouthPower365 staff or site coordinators.

STAFF AND STATE LICENSING REQUIREMENTS

YouthPower365's early childhood, afterschool, and summer programs are licensed through the Office of Early Childhood, a branch of the Colorado Department of Health and Human Services. Licensure ensures children's health and safety, as well as their developmental needs. It also requires us to maintain low student to teacher/staff ratios of 15-1.

Our programs have policies in place that make sure children have positive, healthy, and safe experiences. Our part-time instructors receive training to support social emotional skills, recognize child

abuse and neglect, identify communicable diseases, and medication administration under the care of a licensed nurse. All staff receive bi-annual trainings and certifications in First Aid and CPR.

Each member of our staff goes through an interview process and must meet licensing qualifications for their position through the Colorado Office of Early Childhood Department of Human Services. All staff are fingerprinted and submit to a background check. The Colorado Bureau of Registry of Child Protection notifies us of any criminal offences and/or criminal record for any perspective staff member.

Staff are selected for their passions for teaching and positive youth development. They are responsible for planning and implementing program activities, providing an environment where children can explore and learn.

They also must complete ongoing training and professional development including, but not limited, to: Recognition and Reporting of Child Abuse and Neglect, FEMA Disaster Preparedness, Standard Precautions, First Aid & CPR, Medication Administration and Delegation for site coordinators, and social and emotional development and education coursework.

WHO CAN PARTICIPATE?

To be eligible to participate in our programs, students must be in kindergarten through 8th grade, depending on the site. Due to the high demand for our program, we require that all spaces be filled with regularly attending, active participants. The number of students our program can accept is always dependent on appropriate staffing to meet required ratios, expertise of available staff, and facilities' access. If a site is full, students and families are put on a waiting list and will be notified by the school coordinator as soon as an opportunity opens to join the program. In some cases, schools also identify students in need as high priority for participation. Need in this case can be defined as academic, social-emotional, needing a safe space, etc.

HOW TO ENROLL YOUR CHILD

To potentially enroll in our programs, caregivers must complete an application. YouthPower365 has an online application that should be updated before a new program begins (typically Fall, Winter, and Spring. A paper application is also available along with assistance with accessing the online portal. For in-person or remote help with this process, please contact:

Cristal Romero
Provedora (Main Line Registration)
(970) 748-5985 | cmorero@vfv.org

Norma Gurrola
Elementary School Program Administrator
(970) 331-1070 | ngurrola@vfv.org

Kaitlyn Merriman
Middle School Operations Manager
YouthPower365
(970) 748-5991 | kmerriman@vfv.org

Caregivers must provide the following information for program files through their application:

- Two Emergency contacts
- Listing of people who may pick up your child(ren)
- Health history form
- Current immunization records for your child(ren) or a signed exemption form
- Caregiver Handbook Acknowledgement
- Permission/Release forms giving permission to:
 - photograph and/or video participants
 - obtain emergency medical and hospital care
 - sunscreen release
 - child self-sign-in/out

All the information above is important to making sure our programs are safe. Please complete all forms so we have the right information about your child(ren).

NOTICE: Students will not be permitted to attend our programs until all information is on file. If throughout the school year or summer, contact information or information regarding student behavior changes, caregivers must update the profile in the online system. All required forms need to be completed and on file prior to the first day of programming for your child(ren) to participate.

The security, confidentiality and privacy of your child’s personal information will always be protected. Only YouthPower365 staff and state licensing officials will have access to student information. The Eleyo online records site is secure, and password protected.

SPECIAL ACTIVITIES AND FIELD TRIPS

Afterschool and Summer Camp programs may occasionally take field trips off school grounds. In this case, caregivers will be notified of details such as day, time, pick-up location, etc. Permission slips will be required. The following rules will also be mandatory.

- Chaperones will have at least one first aid kit
- Chaperones will have a list of emergency contacts for each child
- List of kids and itinerary of trip will be kept at the school

ASSESSMENTS/EVALUATIONS

YouthPower365 evaluates all our programs so we can improve them. To do so, we use a variety of evidence-based tools that are age and content appropriate to understand student growth. YouthPower365 also conducts regular caregiver, student, and teacher surveys to collect qualitative information and participant feedback that help us improve and change the program to better meet the needs of our youth and families. Your input and opinions are valuable to us!

STUDENT TRANSPORTATION, DROP-OFF & PICK-UP:

Students will go to the program directly after school. Students will move from their last class at school to

the designated meeting location at the end of the school day and sign him/herself in. YouthPower365 has worked out accommodations with each site location to provide access to classrooms, other indoor spaces, bathrooms, drinking water, cafeteria, and outdoor space.

If a child is dropped off from a different location, a caregiver or guardian of the student (as stated on their application) will need to sign them in, or if the child themselves is authorized by a caregiver or guardian, he or she may sign himself in and you may request their attendance record by reaching out to your Site Coordinator.

Student pick-up will be at the end of the program; the time for pick up is set by each school location. Rules about pick up:

- Student pick-up will be between the end time of programming and 15 minutes later at the designated location for each site.
- Students authorized to ride their bikes home will sign themselves out before leaving. Students will only be released to caregivers or guardians authorized on their application.
- A student may self-sign out if authorized for self-release on his/her application form. If YouthPower365 staff does not know an adult, identification must be presented to assure that the adult is authorized to pick up the child.
- A designated staff member will be present at the pick-up location until all students have been signed out by their authorized adult or self.

If caregivers are not present within 15 minutes of pick-up with no call or communication, authorized persons and/or emergency contacts will be called. The local police department and child protective services will be notified in the case of a child being left within the care of YouthPower365 for longer than an hour. The phone number for Child Protective Services of Eagle County is (970) 328-8840.

Before leaving for the day, staff will ensure all students have been picked up by checking the sign in/out log, the school building, bathrooms, and outdoor facilities.

BUS TRANSPORTATION

YouthPower365 utilizes the Eagle County Schools Transportation Department as part of our partnership. Select sites may have after program bus transportation available that is dependent on staffing and community needs.

Upon selecting yes for bus transportation on your program application, YouthPower365 staff communicates your student's name and address to the ECS Transportation Department. Every week the transportation department reviews the list of student names and addresses to approve students for the weekly bus routes based upon the ECS guidelines. Eagle County Schools Transportation Department makes the final decision to approve or deny bus routes and individual riders.

ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, considerations and/or accommodations will be made for children with disabilities providing we have the resources to support the child. For proper accommodations to be made, please notify YouthPower365 staff before completing your application.

DAILY ITINERARY

A typical daily itinerary will be available prior to the first day of programming. This will outline the academic and enrichment activities throughout the program. All staff will have a copy of this itinerary. Program staff will follow the itinerary to the best of their ability. In case of an emergency or a significant change in the itinerary, staff will be notified, and caregivers contacted.

CHILD SAFETY

To keep children safe, YouthPower365 staff take the following precautions:

1. Instructors pick an area for play or learning outside that is free from hazards: For example, In the field, walk around and look for areas free from holes or divots in the earth.
2. Indoors, instructors make sure boundaries are clearly defined and there is nothing obstructing a child's movement.
3. Instructors make children are aware of hazards and mark any physical hazards clearly or have a facilitator stand next to them.
4. Running is permitted but if there is a risk for collision, instructors have children assume the "bumpers up" position with both hands out in front.
5. Instructors make children aware of risks prior to an activity and discuss rules for safety and teamwork.

Instructors keep track of students to also ensure their safety. The tools used by instructors may look different at different schools, but generally include head counting, face-to-name checks, roll calls, and use of cell phones between staff. If you need to locate your child, you may contact your Site Coordinator's cell phone or the school's front office phone.

If a child is separated from the group, staff will call the Site Coordinator to look for the child so that their students remain supervised. All available program staff will begin a search to determine where the child was last seen. If the child is not found within 15 minutes, additional staff at the location will be notified to help search. If the child is not found within 30 minutes, the local police department will be notified, as well as the caregiver or guardian. When the police arrive, the search and rescue will be entirely turned over to them.

ATTENDANCE

YouthPower365 staff uses sign-in and out sheets daily during the school year and summer programs. Attendance and sign-in sheets are completed first thing each day.

Consistent attendance by the child is essential to his or her educational progress; therefore, absences should be kept to a minimum. If a student has 6 or more unexcused absences, caregivers will be called

to a meeting, and they may be asked to leave the program. Please remember that much of what your child learns comes from direct contact with the teacher and participation in classroom experiences.

The following are important rules around attendance:

- Caregivers must report a student absence before programming each day. Caregivers may leave a message or talk with your Site Coordinator.
- If a child is absent during the school day, they will automatically be excused from afterschool programming.
- Student absences should be limited to illness or family emergencies.
- Children must come to programming promptly at the scheduled time.
- Caregivers must let the PwrHrs staff know if their child is no longer able to participate in the program.
- Students will sign themselves out or be checked off by a teacher if they ride the bus home each day.
- If a caregiver picks up their child after programs end, caregivers must sign their child out.

NOTIFICATION THAT YOUR CHILD WILL NO LONGER BE ATTENDING

Caregivers may withdraw a child from PwrHrs programming at any time. If the decision is made to withdraw a child, caregivers must inform their site coordinator. The following policies relate to refunds:

- Refunds will not be granted after the third week of any programming year
- If your child withdraws prior to programming, 100% of total amount paid will be refunded
- If for any reason the program becomes cancelled, you will receive a 100% refund

In the event a participant requests a full refund due to level of service or other legitimate factors, they are asked to submit this request in writing citing their reason for a full refund. If a refund is authorized, the appropriate amount will be refunded via a written check or in the form of credit towards a household balance. No exceptions.

FAMILY ENGAGEMENT

Our staff are here to:

- develop strong and trusting relationships with caregivers,
- offer resources and support for families,
- team up with caregivers to support and enhance their school-age children's education and development.

These relationships are grounded in values such as inclusivity, reciprocity, and respect. As trusted partners, our Family Engagement staff are well equipped to help families identify needs and access resources, which could include the areas of behavioral and physical health care, housing, insurance etc. We are here to support families with the ultimate goal of successfully engaging with their child(ren)'s learning. Using our training in community resources, the Family Engagement team members walk with families on their student's educational journey.

Additionally, YouthPower365 collaborates with each school to support family engagement. Each school designates family engagement opportunities for families to receive a credit for attending events and

information nights. This credit will be applied to their tuition cost.

Each school's YouthPower365 program coordinator will communicate via email and/or text message to share with families a summary of weekly or monthly activities to encourage families to become involved and continue the learning and discovery at home. At the end of Afterschool and Summer Camp, a Student Showcase will be held to show families the programming offered and highlight student learning.

Additionally, we invite families to come in as guest experts to share a skill, passion, or expertise. Be sure to introduce yourself and family to your school coordinator. The more we know about you and your student, the more we are able to support.

We support each family where they are. Please reach out if there are needs/concerns that need attention and to be prioritized. We are available to help connect with resources, support, advocate, and listen.

FAMILY SUPPORT TEAM CONTACT LIST

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Carolina Guzman
Middle School Family Ambassador
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Jazmin Trias
High School Family Ambassador
(970) 748-5994 | jtrias@vfv.org

WHAT TO WEAR TO PROGRAMS

- 1) Clothing and Shoes
 - Please ensure your child is dressed in school day attire such as comfortable play clothes and shoes. Children should wear closed-toed sneakers (no sandals).
 - Weather in Colorado is ever changing; please make sure your children have appropriate clothing for any inclement weather that could arise.
- 2) Sunscreen and Hat
 - When weather permits, we conduct outdoor activities.

- A hat is highly recommended.
- Your child must arrive to programming with sunscreen (at least 30 spf+) or use the provided sunscreen on site.
- Students will be supervised and/or assisted by staff to apply sunscreen to all exposed skin of each student prior to outdoor activities. Reapplication will occur as advised by the listed time on each individual sunscreen.
- According to the Department of Human Services regarding Sun Protection, it states:
 - The center must supervise that sunscreen is applied to children prior to outside play or outside activities unless caregivers provide written notice that they have applied the sunscreen themselves. A doctor's permission is not needed to use sunscreen at the center.
 - When supplied for an individual child, the sunscreen must be labeled with the child's first and last name.

POSITIVE SOCIAL EMOTIONAL PROGRAMMING & BEHAVIOR MANAGEMENT

At YouthPower365 we pride ourselves on the ability to create an inclusive and socially and emotionally respectful environment. This is accomplished by staff modeling expected behaviors, setting clear expectations, and maintaining awareness of their groups' needs throughout programming. Keeping students engaged also helps limit misbehavior.

With this philosophy in mind, discipline will be appropriate, constructive, and educational in nature. Discipline will NEVER cause physical or emotional harm or humiliation to any student. Discipline will also NEVER be associated with food, physical activity, or toileting and will not be delegated to other children.

We implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in children. Strategies in place for dealing with inappropriate behaviors may include diversion, separation of the student from the problem situation to "cool off" and/or reflect on the choices being made, or with praise for appropriate behaviors. If the staff continues to have issues with any student, they are required to request the assistance of the Site Coordinator and if the issue escalates, report a YouthPower365 manager.

To cultivate positive child, staff, and family relationships, caregivers/guardians may also be contacted and asked to be a part of the program plan to insure their child can be successful at YouthPower365.

If a YouthPower365 staff member believes a child is in danger of hurting him/herself or others, families will be referred to childhood mental health consultants such as Early Childhood Partners (970-328-0774), Mind Springs Health (in Vail 970-476-0930 or Eagle 970-328-6969) and/or the school-based Mountain Family Health Center in Avon Elementary School (970-945-2840) and/or another specialist as needed.

CHILD SUSPENSION PROCEDURE

YouthPower365 staff reserves the right to suspend or withdraw a child from our programs at any time for serious and/or continual behavioral problems. YouthPower365 may withdraw a child from the program and ask that the child be immediately picked up from programming for any of the following reasons:

- 1) Failure to adhere to program policies.
- 2) Behavior by a child that poses a threat to the safety of him/herself or others.
- 3) Hitting, fighting, and/or other forms of physical abuse.
- 4) Inappropriate touching.
- 5) Failure to respond to staff direction.
- 6) Behavior by a child that is continually disruptive to the program for any reason.
- 7) Behavior by a child which is destructive to property.
- 8) Leaving the direct supervision of a staff without permission.
- 9) Caregiver behavior which is disrespectful to staff, children, community, or property.

Staff prevent discipline issues through setting clear expectations and using positive reinforcement. Staff and students set expectations together on the first day of programming. Afterschool staff give students three chances to improve their behavior in the following ways.

1. With the first incident, students are informed of the policy and consequences. Staff will communicate student behavior to the Site Coordinator or YouthPower365 manager, who will contact the caregiver or guardian.
2. With a second incident, the site coordinator and YouthPower365 manager will meet and discuss how we can support the child so they can continue their involvement in the program.
3. If there is a third incident, the child is no longer allowed to participate in the program for the remainder of the year.

TECHNOLOGY

Our program sometimes utilizes technology when appropriate in an academic setting. This includes use of tablets, computers, internet, and videos. However, regarding student use of technology, YouthPower365 always follows policies set by the school and Eagle County School District. The following are best practices our programs use regarding technology in our programs:

- All media that children are exposed to will not contain explicit language or topics and will be used under adult supervision.
- All television, recorded media, computer, tablet, cell phones, video games and other media devices are prohibited except during a planned special occasion.
- There is no time restriction for children using personal adaptive equipment or assistive technology.
- Student personal cell phones should not be used during program hours except in cases of emergency.

MEDICATION

At the time of admission, health information must be provided for every child entering the program, including any known drug reactions and allergies, medications, and dietary restrictions. The name, address, and phone number of the child's physician and dentist are required on the application.

All prescription and non-prescription medication given in a childcare or school setting requires written

authorization from the student's health care provider, as well as caregiver written consent. This is a childcare licensing requirement. The medication authorization form is provided by request. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration, and the frequency the medication needs to be given. All medication must be brought in the original, labeled container with the child's name on it. Our program prefers not to administer non-emergency medications, but we have trained and delegated staff to administer emergency and non-emergency medications. All staff demonstrate knowledgeable decision-making, judgment, and concern for the proper care and well-being of children in accordance with the Colorado Child Care Rule 7.712.41 A.

Caregivers are responsible for providing all medications, paperwork, and supplies to the Site Coordinator. Children may not transport medications to and from our program.

Prescription and non-prescription (over the counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a doctor. All medications must be kept in the original, labeled bottle or container. Prescription medications must contain the original pharmacy label and over-the-counter medication must be labeled with the child's first and last name and a care plan must be given, signed by the doctor, to YouthPower365. Caregivers must provide documentation to the Site Coordinator.

Medications may not be expired and must be brought to any YouthPower365 programs by a caregiver or guardian of the student. Caregivers or guardians are responsible for picking up leftover medications. If caregivers do not respond, YouthPower365 will dispose of medications with the proper documentation. Self-carry Asthma and EPI-PENs are allowed at YouthPower365, only with physician authorization and approval from the YouthPower365 Health Consultant. Staff must be notified that a student has their medication in writing, along with a care plan and signed "Self-carry Contract" from the caregiver and student, to aid in an emergency.

If an EPI-Pen is used either by a staff or student, 911 will be called immediately. If any medication incidents do occur, a report will be filled. Our medication log and locked box will be reviewed at the beginning of each session (summer, fall, and spring) each year using the Medication Administration On-site Check List.

Program staff who are involved in medication administration will complete the 4-hour CO Department approved Medication Administration training, provided by a licensed provider. Trained staff must be delegated the task of medication administration initially and annually by either a licensed medical provider or a Registered Nurse.

Prior to administering any medication, YouthPower365 staff will ensure the "Six Rights" are in place: right student, right medication, right time, right dose, right route, and right documentation. All medications will be kept in an area inaccessible to children within a refrigerator or locked box for controlled medications. Controlled medications must be counted and safely secured with or by the program adult that it has been delegated to. Any questions or concerns regarding medication will be discussed with the YouthPower365 Child Care Health Consultant. A written medication log will be kept with each student's records. Emergency medications are stored in an area easily accessible and identifiable to staff but out of reach of children. When away from the classroom (i.e. outside, field trip), staff will carry emergency medications in a fanny pack on their person.

IMMUNIZATIONS

At the time of registration, information regarding all immunizations a child has had, including month and year each immunization was administered, must be provided. Our program utilizes the Colorado Immunization Information System (CIIS) to monitor immunizations of children enrolled in the program. If your child's immunization records are not already provided in this statewide system, you will be required to provide a hard copy of your child's immunization record to PwrHrs within thirty (30) days of enrollment. The immunization records will be recorded on the Certificate of Immunizations form approved by the Colorado Department of Public Health and Environment and kept on file electronically through YouthPower365. Additionally, in accordance with Colorado Department of Human Services Childcare Licensing rule 7.712.52.1.b, documentation of children's immunizations or exemptions will be securely viewed and verified for compliance upon request during a childcare licensing visit.

INJURIES AND ILLNESS

At least one staff member per 30 students is certified in CPR and First Aid/AED. Minor injuries that occur at our program will be treated by certified staff. An injury/accident form will be completed to document the injury and the care given to the individual with a copy sent home with the caregiver or guardian. In the case of a serious injury, the Site Coordinator will notify the caregiver or guardian immediately and appropriate action will be taken. Please be aware that any medical expenses incurred will be the responsibility of the caregiver or guardian and not YouthPower365.

A first aid kit is accessible to staff at each school site. Any time first aid is given to a child it will be documented. Caregivers will be notified verbally and or via copy of injury/accident report ("Ouch Slip") of the first aid that was given at the end of the day during student pick-up.

If there is a non-life-threatening emergency, YouthPower365 staff will call the caregiver or preferred emergency contact if the child needs medical care but will not transport the child to any health care facility. In the event of a potentially life-threatening emergency, staff will call 911 immediately and then contact the caregiver or preferred emergency contact.

If outside medical assistance is called for any reason, a copy of the incident report will be filed with the Colorado Office of Early Childhood Department of Human Services.

HEALTH CARE

We are concerned with the health and wellbeing of all children and adults who are in our programs. We request that caregivers keep children who are potentially infectious at home. Caregivers will be asked to call their Site Coordinator to notify YouthPower365 that their child will not attend programming that day. All attendance records will be kept on our Eleyo database system. If a child is home ill from school, they will not be allowed to participate in the afterschool programming that day.

If symptoms present themselves during programming, that individual will be separated from the group and a caregiver or guardian will be notified immediately, and a doctor or medical facility may be consulted as needed regarding treatment.

No child or staff may attend our program if they are showing signs of a communicable illness. When

children have been diagnosed with a communicable illness (i.e., Hepatitis, Measles, Mumps, Rubella, Meningitis, Diphtheria, Salmonella, Tuberculosis, Giardiasis Shigella, etc.), YouthPower365 will notify the local/state department of health, all staff members, and all caregivers or guardians of children in care, according to state laws regarding communicable diseases.

If staff knows that a student has been exposed to an infectious or communicable disease, such as Lice or Scabies, the following action(s), as recommended by the Center for Disease Control, will be followed:

- All personal cloth or clothing items will be bagged and sent home with child to be washed in hot water and dried in a hot dryer.
- All areas used by YouthPower365 will be deeply cleaned and disinfected.

If the students are exposed to any diseases or infections, all tables, chairs, counters, shelves, floors, and door handles in each room will be cleaned and disinfected immediately and reported to YouthPower365 Administration.

A child who has had an infectious or communicable disease may return to the program according to state guidelines for infectious diseases in childcare settings.

YouthPower365 adheres to the following guidelines regarding Standard Precautions to Prevent Transmission of Blood-borne Diseases:

- Wash hands before food handling, preparation, serving, eating, or table setting.
- Wear gloves when helping a child with exposed bodily fluids (blood, mucus, vomit, urine, feces).
- Cover cuts and sores with bandages.
- Immediately clean blood soiled surfaces and disinfect using a bio-hazard clean-up kit.
- Put blood soiled material in biohazard or double bagged plastic bags.
- Dispose of the bio-hazard bag in proper manor.
- Bag any blood soiled clothing items (not being worn by the child). Caregivers will be responsible for machine washing clothes separately in hot (160 F) soapy water.

All incidents and accidents will be documented on a written report with YouthPower365 staff and a caregiver or guardian signature. Caregivers or guardians are responsible for cost of medical treatment due to accident or illness during programming.

We will not accept children on the same day they have undergone general anesthesia.

Please, DO NOT send sick individuals to our program. Your child should be symptom free for 24-hours before they should attend our program.

Children may not be admitted to programming if they show any of the following symptoms:

- Temperature of 100.4 degrees or higher
- Must be fever free, without the use of fever reducing medications for 24-hours.
- No vomiting for 24-hours before returning to PwrHrs
- Diarrhea (described as 2 or more loose stools in a 24-hour period)
- Excessive coughing; vomiting; excessive runny nose, eyes with mucous or any other symptoms of a communicable disease such as a rash with fever.

CHILD HEALTH POLICY

It is important for health records to be complete and updated, including any food and/or environmental allergies. The program has a contract with a Registered Nurse who serves as the Child Care Health Consultant. Caregivers or guardians will be required to meet with the Health Consultant if their enrolled child has special health concerns or issues. The purpose of this meeting will be to devise a health plan to ensure proper health care is available for the student to avoid health emergencies from happening in our program. When a child enrolls with special health care needs, YouthPower365 staff will inform our Child Care Health Consultant (CCHC). The child cannot attend the program until the CCHC determines next steps based on health care plan, to maintain best practice.

YouthPower365 adopted this policy from Children’s Hospital Colorado. We also rely on the guidance of any of the following documents: (7.10.1 C2). Additional guidance regarding infectious disease guidelines is provided in the CDPHE’s Infectious Diseases in Child Care and School Settings, the American Academy of Pediatrics Managing Infectious Disease in Child Care and Schools and Caring for Our Children National Health and Safety Performance Standards Guidelines for Early Care and Education Programs. Child-care facilities may rely on this guidance.

STAFF HEALTH POLICY

YouthPower365 staff will be held to the same health standards as listed above for the children and will not be permitted to teach at our programs if they show any of the following symptoms:

- Temperature of 100.4 degrees or higher
- Must be fever free, without the use of fever reducing medications for 24-hours.
- No vomiting for 24-hours before returning to PwrHrs
- Diarrhea (described as 2 or more loose stools in a 24-hour period)
- Excessive coughing; vomiting; excessive runny nose, eyes with mucous or any other symptoms of a communicable disease such as a rash with fever.

HEALTH AND SAFETY

YouthPower365 works closely with Eagle County Public Health and Eagle County School District to align our Health and Safety Policies with local, State, and Federal laws and guidelines. Each day, staff disinfect their classroom and supplies before programs begin. Following programs, ECS Custodial Staff clean and disinfect classrooms to be ready for school the next day.

COVID AND COVID IMMUNIZATION GUIDELINES

YP365, in partnership with Eagle County Public Health and Eagle County School District guidance require staff to be fully vaccinated for COVID. We will help to provide information for those wishing to be vaccinated, but we do not require students to be vaccinated for COVID. For the most current information and our policies around this issue, it will be important to check for current policies here: <https://www.eaglecounty.us/publichealth>

PERSONAL BELONGINGS

- YouthPower365 staff are not responsible for any personal items of the child(ren) or family brought from home.
- Any items left at the end of the day will be placed in lost and found kept by the Site Coordinator until the owner is found.
- Children can bring personal belongings to programming but they must remain in backpacks or cubbies during programming hours.
- Please discourage students from bringing the following to our program.
 - Money
 - Toys from home
 - Valuables of any type such as: phones, iPods, expensive sunglasses, jewelry, skateboards, and scooters (unless needed for transportation to and from PwrHrs)
 - NO weapons of any kind: pocket-knife, toy weapon, matches, fireworks, etc.
- Each child is encouraged to bring a water bottle.
- All personal belongings will be stored in their classroom or in the hallway in a designated location.
- Although we provide food during our programming, children are welcome to bring their own food if cold food is accompanied by an ice pack in a lunchbox and hot food is insulated in a thermos.

SPECIAL OCCASIONS

Birthdays, holidays, and other special occasions are wonderful traditions to share with children. Caregivers are asked to discuss any celebrations they would like to share during our programs with staff or teachers. Caregivers should let YouthPower365 staff know of any special traditions which are important to the family and to be notified if there are holidays the family does not observe so programs remain a safe, welcoming place.

COMMUNICATION

- Caregivers may make an appointment to meet with their Site Coordinators to discuss any questions or concerns.
 - If you have questions specifically about your school's programs, please contact your Site Coordinator.
 - If you have general questions about YouthPower365 programs, billing, application/registration process, or scholarships, please contact YouthPower365 at 970-748-5985
- Caregivers will be provided with a phone number and email of their Site Coordinator in staff section.
- Caregivers may also contact any YouthPower365 staff (contact info above) for any

reason or for any kind of assistance.

EMERGENCIES

In case of a child emergency, illness, or accident, every effort will be made to contact one or both caregivers or guardians, emergency contact person and to notify the physician listed, if needed. A staff person will stay with the child until a caregiver arrives. If necessary, 911 will be called. If an ambulance to a hospital is needed, it is at the caregiver or guardian's expense.

There are written instructions for evacuation posted by each classroom door. Fire drills will be held monthly, and lock downs will be held at least quarterly along with discussion to prepare children. All sites have a first aid kit.

In the event of an emergency evacuation the following pre-designated meeting places for caregivers to pick up their child if necessary is as follows:

- Avon Elementary School: basketball court
- Eagle Valley Elementary: Methodist Church
- Eagle Valley Middle School: Methodist Church
- June Creek Elementary School: Berry Creek Middle School Field
- Red Hill Elementary School: Gypsum Creek Middle School
- Gypsum Elementary School: Eagle Valley High School field
- Red Sandstone School: Vail Gymnastics Center
- Edwards Elementary School: Soccer field
- Homestake Peak School: field
- Berry Creek Middle School: field
- Gypsum Creek Middle School: field
- Brush Creek Elementary School: Capital Theater

SEVERE WEATHER

YouthPower365 programming will be using outside school facilities for a portion of each day. During inclement weather, most of the programming will run as normal. Activities will be moved and/or adjusted if the temperature falls below 32°F, or above 90°F or weather conditions (i.e.: rain, lightning) become severe. In these cases, YouthPower365 will use the gym or other space for physical activity. If students are outside and severe weather moves in, YouthPower365 staff will assess the situation and make the appropriate call dependent on the circumstances. In the case of a lightning storm within 6 miles, the group will move indoors for at least 15-minutes and until there is no threat of lightning strikes.

NATURAL DISASTERS

In the event of a natural disaster such as a tornado, fire, or flood, the safety of our students and staff is our number one priority. If the local authorities or YouthPower365 staff need to notify caregivers or guardians, we maintain family contact information in digital format and in the event of a natural disaster, we will utilize that information to contact them. A copy of all emergency information on students and staff will be left on-site as well as the weekly agenda and a list of participants and staff who are in attendance for that day. All afterschool staff are trained on our policies procedures.

CAREGIVER CONCERNS

Communication is the cornerstone of successful programs for children. The goal is to provide a positive experience for children, caregivers, and staff. Any concerns should be reported to the teacher, Site Coordinator, or Program Manager.

Caregivers who feel they have concerns related to safety or other issues about the program procedures may call the Department of Human Services at (303) 866-5958 or 1-800-799-5876 or write to the Denver Office, Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203.

FOOD & FOOD PREPARATION

Students can bring their own food but are required to include an ice pack for cold food and a thermos for hot food in their lunch box to ensure proper temperature control and will be eaten within 6 hours from removal of refrigerator.

Afterschool snack will be whole fresh fruit, or another approved healthy snack.

Food waste and garbage will be collected and thrown away in cafeteria trashcans and kitchen or janitorial staff will remove it and put it in the outside dumpster.

DRINKING WATER

All students are encouraged to bring a water bottle daily. Every site is equipped with water fountains to ensure each student stays hydrated.

BATHROOMS

Each site has bathrooms for students and staff that will accommodate the size and needs of each program.

MISCELLANEOUS:

Visitors

- Visitors are asked to make an appointment with the Site Coordinator and are required by law to sign their names, addresses, and purposes of visits before entering a program. Individuals who are strangers to YouthPower365 staff must provide identification for inspection.

STATEMENT OF NON-DISCRIMINATION

- YouthPower365 does not discriminate based on race, religion, cultural heritage, political beliefs, sex, sexual orientation, or marital status in providing services to children and their families or in its employment practices.
- If the PwrHrs program enrolls a child with disabilities and/or access and functional needs, (this includes a current student who becomes temporarily disabled due to illness or accident), we will coordinate a plan of service with the PwrHrs staff, the Nurse Consultant, and the family involved. This would include planning to accommodate the student into the Emergency Evacuation Plan based upon the child's individual disability.

CHILD PROTECTION

- Staff is required by law to report any suspected cases of child abuse and/or or neglect.
- Caregivers can also report suspected abuse by calling one of the following numbers:
 - Eagle County Health and Human Services Child Protection 970-328-8840 or 970-479-2200 (after business hours)
 - Statewide Child Abuse/Neglect Hotline number (844) 264-5437

REPORTING OF CHILD ABUSE

YouthPower365 is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child-care facility. Our license is available for viewing at each school site.

Licensed facilities make every effort to provide a safe and healthy environment for children. If you suspect that your child has been abused, please seek immediate assistance. Statewide Child Abuse/Neglect Hotline number (844) 264-5437.

Childcare 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. You are welcome to observe the program regularly, especially regarding children's health, safety, equipment, play materials, and staff. For additional information regarding licensing, or if you have any concerns about a child-care facility, please consult:

Colorado Division of Child Care
1575 Sherman Street, First Floor, Denver, CO. 80203

To obtain licensing information: 303-866-5948
To report licensing violations: 303-866-5958

Colorado requires child-care providers to report all known or suspected cases of child abuse & neglect.

Child Abuse is:

Neglect—Failure to provide adequate nutrition, clothing, shelter, medical care, or supervision for a child that results in injury or medical complications for that child.

Physical Abuse—Non-accidental trauma that results in injury or death to a child by any person in a position of trust.

Emotional Abuse—Consists of a pattern of behavior that impairs a child’s emotional development and positive sense of self, possibly resulting in psychological damage. Emotional abuse includes the presence of a pattern of belittlement, criticism, rejection, threats, and the absence of supporting behaviors such as praise, pride in the child, and expressions of love and concern.

Sexual Abuse— Sexual abuse is unwanted sexual activity, with perpetrators using force, making threats, or taking advantage of victims not able to give consent. According to the APA. Child sexual abuse is defined as sexual activity with a child by an adult, adolescent, or older child. If any adult engages in sexual activity with a child, that is sexual abuse.

Law requires YouthPower365 staff to report any suspicion of abuse or neglect. A report demonstrates there is cause for concern and should not be interpreted as an accusation. Staff is required to report these suspicions immediately and are not authorized to contact the caregivers first. Once a report is made, a Social Service worker will determine if there is cause for an investigation. In all cases, our primary concern is the children’s best interest. If you have any questions in this area, feel free to contact the Site Coordinator or YouthPower365 Program Manager.

To communicate a complaint please call your Site Coordinator or to File a Complaint with the Division of Early Care and Learning: (303) 866-5958

To report suspected abuse and neglect of a child, call and ask to speak to a child welfare caseworker or manager. For the Eagle Valley Area, please call the hotline: 970-328-7720. Statewide Child Abuse/Neglect Hotline number (844) 264-5437.

It is required that staff members report all incidents of child abuse or neglect according to state law. Complaints must be made by a witness or someone that has first-hand knowledge of the abuse. It is Division policy not to accept anonymous complaints except for unlicensed provider complaints. Please be prepared to give your name, telephone number, and mailing address to

the complaint intake person. This information is required for the following reasons:

- To call you back if the investigator needs more specific information about the complaint.
- To call you back if the investigator received contradictory or unclear information during the complaint investigation.

The Division will keep all information about caregivers and children in care confidential.

Allegations of Child Abuse or Neglect: Call 1-844-CO-4-KIDS (844-264-5437) to report child abuse or neglect.

Allegations of Alcohol or Drug Abuse: Call 303-866-3755

If the provider is currently under the influence of alcohol or drugs and the provider's ability to care for children is impaired, please follow these steps: Contact the police (be sure to get the name of the contact person you speak to).

Contact the Division at 303-866-3755. Please be prepared to give the following information:

- Your name, phone number and mailing address
- The Licensee's name, phone number and address.
- Where the incident occurred.
- Brief description about the incident/circumstances.

Allegations of Unlicensed Care: Call 303-866-3755

Complaints About Division of Early Care and Learning Staff: Call 303-866-3755

OR

Write out description of the complaint. It is Division policy not to accept anonymous complaints. Please include your name, telephone number and mailing address. This information is required for the following reasons:

- To call you back if the investigator needs more specific information about the complaint.
- To call you back if the investigator received contradictory or unclear information during the complaint investigation.

Mail to:

Colorado Department of Human Services
Division of Early Care and Learning
Attention: Complaint Intake
1575 Sherman Street, 1st Floor
Denver, CO 80203

EMERGENCY PHONE NUMBERS

Emergency: 911

Non-Emergency: 970-479-2201

Ambulance Service:

Eagle County Ambulance District: (970) 476-0855

Western Eagle County Ambulance District: 970-328-1130

Eagle County Paramedic Service: 970-926-5270

Fire Protection:

Eagle River Fire Protection: (970) 748-9665

Vail Fire Department Station 3: 970-479-2250

Vail Fire & Emergency Services: 970-479-2257

Greater Eagle Fire Protection District: 970-328-7244

Gypsum Fire Protection: 970-524-7101

Urgent Care:

Eagle Urgent Care – Colorado Mountain Medical: 970-926-6340

Doctors on call: 970-949-5434

Avon urgent care – Mountain Medical: 970-949-6100

Mental Health Support

Hope Center of the Eagle River Valley: 970-306-4673

Colorado Crisis Center 844-493-8255

Hospitals:

Vail Health Hospital: 970-476-2451

Valley View Hospital: 970-945-6535

Police Departments:

Eagle Police Department: 970-328-6351

Eagle County Sheriff's Office: 970-328-8500

Avon Police Department: 970-748-4040

Vail Police Department: 970-479-2201

Other:

Victim First Care (Sexual Assault/Abuse) 970-422-3202

Domestic Abuse Hotline: 970-949-7086

Eagle County Health & Human Services: 970-328-8840

Rocky Mountain Poison and Drug Center: 303-739-1100