



YouthPower365 PwrHrs Parent Handbook

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Dear Parents,

Welcome to YouthPower365! Thank you for allowing us to care for your child(ren).

We appreciate the trust you and your family has given to us. We care about providing the best service to our families and youth, which is why we have created this PwrHrs Parent Handbook, to provide information about our program, policies, procedures, registration guidelines and staff, which will facilitate your knowledge of our organization. In order for us to provide a high-quality academic and enrichment experience for your child(ren), we ask that you please read through this manual carefully and become acquainted with the policies and procedures that enable us to provide a safe and successful environment. An important part of our mission is to provide a safe space for the youth and families we serve year-round.

Communication is the key to any relationship, and as questions or concerns arise, please do not hesitate to contact us, we welcome your input. We ask that you contact your site coordinator first but can also contact Peter Barclay, the Assistant Director of PwrHrs, who will assist you to the best of their ability. Feel free to visit our Avon office at 90 W Benchmark Rd. 2nd floor Avon, CO 81620.

Sincerely,
The YouthPower365 Team

YOUTHPOWER365 STAFF CONTACT INFORMATION

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PwrHrs Summer Site Coordinators

School	Site Coordinator	Email Address	Cell Number
HPS	Maria Diaz	MARIA.DIAZNODARO@eagleschools.net	9704718410
AES	Tiffany Gross	TIFFANY.GROSS@eagleschools.net	9703313759
BCMS	Nita Kirwan	wanita.kirwan@eagleschools.net	9703766958
JCES	Johnna Williams	johnna.williams@eagleschools.net	7209398380
BCES	Missy Kraft	melissa.kraft@eagleschools.net	7202724880
GCMS	Torrey Kaddatz	Torrey.kaddatz@eagleschools.net	7208846059

PwrHrs School Year Site Coordinators

School	Site Coordinator	Email Address	Cell Number
HPS Elementary	Maria Diaz	MARIA.DIAZNODARO@eagleschools.net	9704718410
AES	Tiffany Gross	TIFFANY.GROSS@eagleschools.net	9703313759
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JCES	Johnna Williams	johnna.williams@eagleschools.net	7209398380
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RHES	Amy McCue	Amy.mccue@eagleschools.net	7207717001
GES	Brittany Rivera	Brittany.rivera@eagleschools.net	9704015008
EVES	Nan Gardner	Nan.gardner@eagleschools.net	9704711036

EES	Beth Cooney	Elizabeth.cooney@eagleschools.net	9703903807
HPS Middle	Autumn Brown	Autumn.brown@eagleschools.net	3038173726
RSES	Laurine Megna-Davis	Laurine.megna-davis@eagleschools.net	9703909742

ABOUT OUR STAFF

Many of our staff are licensed teachers. Each member of our staff goes through an interview process and must meet our licensing qualifications for their position through the Colorado Department of Health and Human Services. All staff are required to be fingerprinted which provides us with an extensive background check. The Colorado Bureau of Registry of Child Protection would notify us of any criminal offences and or criminal record for any perspective staff member.

WHO WE ARE

YouthPower365 is a 501(c)3 non-profit organization with an extraordinary history of serving children and families throughout Eagle County. From the inception of our organization, YouthPower365 staff and leadership have studied our ever-changing resort community to provide optimal services to the working families who struggle every day to make ends meet and to raise educated, well-rounded children.

YouthPower365 has grown in both size and services over the course of our history to respond to the growing and changing demand for high quality support services. We now have 17 full time staff, employ 168 educators in the PwrHrs programs, and utilize 200+ volunteers. Today, we operate a cradle-to-career pipeline focused on overcoming the opportunity gap faced by many of our youth and families.

WHAT WE DO

We are devoted to our youth and families at each step of their academic journey. YouthPower365 programs benefit all Eagle County youth, from our very youngest to those pursuing postsecondary opportunities. Our programs have historically focused on serving our minority and low-income families, but YouthPower365 has made it a primary goal to expand PwrHrs so that we can offer the program to any child or family that has a need.

We offer early childhood initiatives (PwrUp); afterschool and summer programs for K-12, including academic support, enrichment and civic development activities, and fitness/nutrition education (PwrHrs); and mentorship, scholarships, internships, shadow days, and other professional development support for high school students (PwrOn). All YouthPower365 programs encourage a greater level of investment in their school community.

OUR HISTORY

Created in 1997, YouthPower365 (then named the Youth Foundation) was designed to impact youth with positive mentorship, community interaction and recreation applications that inspire self-confidence, friendship, and integrity in the hearts of all participants, as well as volunteers and supporters. Headed by inaugural chairman Mark Smith, the 15-member founding board also included Rod Slifer, Chupa Nelson, Bob Hernreich, Gerald Gallegos, Steve Fossett, along with nine other individuals that donated their time to the organization's early efforts.

In January 1, 2012, the Vail Valley Foundation and YouthPower365 merged to collectively offer more effective and efficient programming as education arm of the Vail Valley Foundation. Since then, the Vail Valley Foundation and YouthPower365 have shared a successful partnership and continue to grow to meet changing needs. Through our attention to human resource and cost efficiency, added strength due to the merger, elimination of competition with VVF initiatives, and the unyielding creativity of our staff and leadership, YouthPower365 has been able to serve more children, offer more effective programming, and leverage greater community support for our initiatives. YouthPower365 operates as a separate 501(c)3 and all contributions remain restricted to education.

In October 2017, we will be celebrated 20 years of serving children and families throughout Eagle County. From humble beginnings, we now have 17 full-time staff employees, employ 168 teachers in our programs, utilize 200+ volunteers, and serve over 4,200 students from cradle to career.

PWRHRS PROGRAM PHILOSOPHY

Improves student's achievement, education, and engagement in school through extended learning opportunities during the school year and summer months. Operated at individual schools, PwrHrs uses local teachers and facilities combined with a powerful 10:1 student/staff ratio that accelerates growth for students. PwrHrs provides extended learning and enrichment opportunities such as nutrition, character building, athletics, dance, music, and are for students three to four days per week. The additional time spend on academics and participating in safe after-school enrichment activities improves academic scores and promotes social, emotional, and physical well-being.

YouthPower365 Vision

The Vail Valley Foundation's YouthPower365 has a vision to allow Eagle County's youth access to early childhood, K-12, career & college programs that aspire to create success for Every Child, Every Day.

Youth: Honors the history and legacy of the Youth Foundation and is the best term to represent the wide range of ages we serve.

Power: Symbolizes the main objective of all our programs: the empowerment of our participants.

Every day, 365: It is our aspiration to create programming that is relevant and available to ALL children in the Vail Valley, year round, in every stage of their lives.

PWR HRS STAFF

- Teachers have been selected for their interest in and knowledge about children; they understand how children grow and learn.
- They are responsible for planning and implementing program activities and documenting children's work.
- They provide an environment where children can explore and experiment as they experience and enjoy.
- They understand that the teacher sets the stage by planning the environment and then leaving children free to learn.
- They focus on children's strengths and most absorbing interests.

PWRHRS AFTERSCHOOL

Improves students' achievement, education and engagement in school through extended learning opportunities during the school year.

PWRHRS GENERAL PROGRAM INFORMATION

Ages: 5-14

Operated at individual schools, PwrHrs uses local teachers and facilities combined with a powerful 10:1 student/teacher ratio that accelerates growth for students. PwrHrs provides extended learning and enrichment opportunities such as nutrition, character building, athletics, dance, music and art for students three to four days per week. The additional time spent on academics and participating in safe after-school enrichment activities improves academic scores and promotes social, emotional and physical well-being.

- PwrHrs operates year round with breaks at Thanksgiving, Christmas, New Year's, Eagle County School District spring break, and summer other than 3 weeks in June.
- 2018-2019 Academic Calendar is on page 13.
- The program is available at 13 schools in Eagle County School District.
 - Avon Elementary School
 - Eagle Valley Elementary School
 - Eagle Valley Middle School
 - June Creek Elementary School
 - Red Hill Elementary School
 - Gypsum Elementary School
 - Red Sandstone School

- Edwards Elementary School
- Homestake Peak Elementary School
- Homestake Peak Middle School
- Berry Creek Middle School
- Gypsum Creek Middle School
- Brush Creek Elementary School
- The program operates during the school year afterschool 3-4 days per week from 3:00-4:30pm or 5pm for elementary schools and 3:50pm-5:30pm for middle schools, all day during teacher work days, and June 11-29 all day.
- The PwrHrs program is available with a sliding scale cost.
- The PwrHrs does not transport children at any time, but we are contracted with the eagle county schools transportation department to transport students to and from school sites and neighborhood bus stops.
- The program does not go on field trips, have a television or watch videos.
- All food served is provided through Eagle County Schools Nutrition Department. Afterschool program provides a snack, while all day programs provide breakfast, lunch, and snack.
- 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.

PwrHrs Summer Camp 2018 dates:

Begins June 11th and runs Mondays through Fridays with the last day being June 29th.

PwrHrs afterschool programming dates 2018-19

Once dates have been set we will communicate them.

PwrHrs Summer Camp OVERVIEW

The five summer sites will be Homestake Peak School, Avon Elementary School, Berry Creek Middle School, Brush Creek Elementary School, and Gypsum Creek Middle School.

Generally, each day of the summer session will follow the same format. This will consist of:

- Morning 8am-12pm: Academics
- Lunch 12pm-1pm
- Afternoon 1pm-4pm: Enrichment

Generally, each after-school session will follow the same format.
YouthPower365 After-School Operational Plan September 4th-June 12th 2018

YouthPower365 School Year PwrHrs Holiday All Day Care – pending funding.

Dates:

September 21st and 24th, October 19th and 22nd, November 19th-23rd, December 26th-28th, January 2nd- January 4th, January 21st, February 22nd and 25th, March 25th-29th, April 26th and 29th, May 24th and 27th

This will consist of:

Academics and enrichment projects and activities.

All bus transportation to and from neighborhood bus stops to individual schools is contracted through Eagle County Schools Transportation Department with the same daily pick up and drop off schedule.

All programs will have at least 2 staff members present at all times children are in the program. A minimum of one trained adults will accompany the maximum of 30 students at all times. Additional adult staff and volunteers will assist in programing.

All YouthPower365 school sites will operate under a State of Colorado School Aged Child Care License. Our staff will be fully trained according to regulations in the proper ratios including the following: recognition and reporting of child abuse and neglect reporter training, FEMA, Standard precautions, first aid & CPR, Medication Administration and delegation, we will have a nurse practitioner overseeing all medical requirements and immunization records. Additional training throughout the year will be done by each staff member of 15 hours or more with 3 hours of social and emotional development.

TRANSPORTATION

YouthPower365, PwrHrs Summer and After-school will conduct all transportation through Eagle County Schools Transportation Department. All bus transportation to and from neighborhood bus stops to individual schools will have the same daily pick up and drop off schedule. No additional transportation will be needed; the PwrHrs program is stationed at school sites without fieldtrips.

Loading and unloading of the buses will be done in a safe area designated for that purpose. All loading and unloading will be supervised by YouthPower365 staff. At no time will children be left in a bus unsupervised.

If there is an emergency that is not life threatening and a child needs to seek medical care, YouthPower365 staff will call the parent or preferred emergency contact, but will not transport the child to any health care facility. In an emergency situation, staff will call 911 immediately and contact the parent or preferred emergency contact.

PROGRAM ELIGIBILITY

Due to the high demand for our program, we require that all of our spaces be filled with regularly attending, active participants.

- Child must be 5 to 14 years old, Kindergarten through 8th grade.
- Preference is given to children who are in need of academic assistance and extended child care for parents work schedules.

ADMISSIONS/ENROLLEMENT

Children will be enrolled on a first come first serve basis using the criteria listed below. Parents must provide the following information for the program files (please note that our registration platform is only available online. If you require any assistance, please reach out to your school/program coordinator):

- Enrollment Form
- Emergency Form/Listing of people who may pick up your child
- Health History Form
- Current Immunization records for their child or an Exemption Form
- Parent Agreement
- Permission/Release Forms giving permission to:
 - photograph and/or video enrolled children
 - obtain necessary emergency medical and hospital care
 - report child abuse
 - Sunscreen Release

The security, confidentiality and privacy of your child's personal information will always be protected. Only YouthPower365 staff will have access to student information, the Civicore online records site is secure and password protected.

All questions should be directed to Peter Barclay via phone or by office visit.

Registration requires payment at the time of registration on a sliding scale, based on your gross family income. If the price given is not affordable for your family's financial situation, please call/email Site/School/Program coordinator and they will be happy to discuss options with you.

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. In order for proper accommodations to be made, please notify Peter Barclay two weeks prior to PwrHrs starting date.

ATTENDANCE POLICY

Parents must report any absence before programming begins each day. You may leave a message or talk with your site/program coordinator. Consistent attendance by the child is essential to his or her educational progress; therefore, absences should be kept to a minimum. Any child with excessive absences of 6 or more days may be dropped from the program. Please remember that much of what your child learns comes from direct contact with the teacher and participation in classroom experiences.

NOTIFICATION FOR WITHDRAWAL

You may at any point withdraw your child from PwrHrs programming. If the decision is made to withdraw, the following steps will need to occur:

- Calling Site/Program coordinator to inform them of your child's withdrawal
- If for any reason the program becomes cancelled, you will receive a 100% refund
- The YouthPower365 PwrHrs withdrawal policy states:
 - Seven days prior to start of programming= No Refund
 - More than seven days prior to programming= 50% of total amount paid

In the event a patron or their dependent falls ill, becomes injured, or does not possess necessary skills, inhibiting their ability to participate in or continue participation in a program a refund may be given based upon the date of the refund request.

Documentation (i.e. doctor's note) is requested for illnesses and injury claims.

In the event a patron 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.

YOUTH ACTIVITY WAVIER

Completed student participation forms are a vital part of our ability to begin programming on the right foot. Please ensure all forms are complete and have accurate information. Students will not be permitted to attend PwrHrs until all information is obtained. If throughout the school year/summer, contact information or information regarding student behavior changes please update the profile in the online system. All required forms need to be completed and on file prior to the first day of programming in order for your child(ren) to participate.

PREPARING FOR PWRHRS

- 1) Complete online registration
 - Please ensure all required forms are turned in prior to the first day of programming. If the forms are not complete, or handed in by the first day of PwrHrs your child cannot participate.
 - Immunization Documentation must be completed on the original immunization forms provided by the state and included in the online registration platform.
- 2) Clothing and Shoes
 - Please ensure your child is dressed in comfortable play clothes and shoes. We recommend children wear closed toed sneakers (no sandals or hard-soled shoes).
 - Weather in Colorado is never predictable; please make sure your children have appropriate clothing for any inclement weather that could arise.
- 3) Sunscreen and Hat
 - When weather permits, we conduct outdoor activities.
 - A hat is highly recommended.
 - Your child must arrive to summer programming with sunscreen (at least 30 spf+)
 - Students will be supervised/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 parents 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.

SUMMER SESSION STUDENT DROP-OFF & PICK-UP:

Student drop off will be between 7:50-8:05am at the five school sites (Homestake Peak School, Avon Elementary School, Berry Creek Middle School, Brush Creek Elementary School, and Gypsum Creek Middle School). YouthPower365 has worked out accommodations with each of these locations to provide access to classrooms, other indoor spaces, toileting facilities, drinking water, cafeteria, and outdoor space. At drop off a parent or guardian of the student (as stated on their registration form) will need to sign them in, or by the child himself if they are authorized by a parent/guardian to do so.

Student pick-up will be between 3:50-4:10pm at the same locations listed above. Students will only be released to the parents or guardians that are authorized on their registration form or authorized for self-release. 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 drop-off location until all students have been signed out by their authorized adult or self.

If parents are more than 10 minutes past pickup time, they will be charged a (\$5) five-dollar fee for every 5 minutes. If parents 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. After one hour the child will be considered abandoned. The phone number for Child Protective Services of Eagle County is 970.328.8804.

Students must have written permission to sign themselves in and out.

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.

SCHOOL YEAR STUDENT DROP-OFF & PICK-UP:

Student will go to the program directly after school, for elementary this is at 2:50pm and Middle this is at 3:50pm. YouthPower365 has worked out accommodations with each of these locations to provide access to classrooms, other indoor spaces, toileting facilities, drinking water, cafeteria, and outdoor space. At drop off a parent or guardian of the student (as stated on their registration form) will need to sign them in, or by the child himself is they are authorized by a parent/guardian to do so.

Student pick-up will be at the end of the program; these times are set by each school. The earliest finish at 4:30pm the latest at 5:30pm. Students will only be released to the parents or guardians that are authorized on their registration form or authorized for self-release. 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 drop-off location until all students have been signed out by their authorized adult or self.

If parents are more than 10 minutes past pickup time, they will be charged a (\$5) five-dollar fee for every 5 minutes. If parents 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. After one hour the child will be considered abandoned. The phone number for Child Protective Services of Eagle County is 970.328.8804.

Students must have written permission to sign themselves in and out.

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.

CHILD TRACKING

Specific child tracking tools vary by site and 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 coordinators cell phone or the schools front office line.

POSTIVE SOCIAL & EMOTIONAL DELEOPMENT/DISCIPLINE

At YouthPower365 we pride ourselves on the ability to create an inclusive environment for all students and we believe that the most authentic learning opportunities come about from mistakes. In order to create an environment where all youth can be successful we create and maintain a socially and emotionally respectful early learning and care environment. This is accomplished by staff modeling the behaviors they expect, setting clear expectations, and awareness of their groups' needs throughout the day. Keeping students engaged will also help limit the possibility for misbehaviors. With this philosophy in mind, discipline must be appropriate and constructive/educational in nature.

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, with praise for appropriate behaviors. If the staff continues to have issues with any particular student, they are required to request the assistance of the site coordinator and if issue escalates, report to Assistant Director of PwrHrs.

PwrHrs provides individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. To cultivate positive child, staff, and family relationships; parents/guardians may also be contacted and will be asked to be a part of the program plan to insure their child can be successful at YouthPower365. 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.

As needed, families will be referred to childhood mental health consultants: 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 other specialist as needed.

Staff reserves the right to suspend or remove a child from PwrHrs at any time for serious and/or continual problems. PwrHrs may terminate a child's enrollment and ask that the child be immediately picked up from programming for any of the following reasons:

- I. Failure to adhere to camp policies.
- II. Behavior by a child that poses a threat to the safety of him/herself or others.
- III. Hitting/fighting and other forms of physical abuse.
- IV. Inappropriate touching.
- V. Failure to respond to staff direction.
- VI. Behavior by a child that is continually disruptive to the program for any reason.
- VII. Behavior by a child which is destructive to property.
- VIII. Leaving the direct supervision of a staff without permission.
- IX. Parent behavior which is disrespectful to staff, children, community or property.
- X. Non-payment, late payment or return payments by a financial institution for any fees.

PwrHrs uses the 3 strike policy. We will contact the parent/guardian if a student receives a strike. Once a student receives two strikes then the parent/guardian, site coordinator and Assistant Director of PwrHrs will meet and discuss how we can support the child so they can continue their involvement in the program. After three strikes the child is no longer allowed to participate in the program for the remainder of the year.

CHILD SUSPENSION PROCEDURE

In the event that a child's behavior is noticeably disruptive to the class, harmful to self or to other children and the teacher's intervention strategies are not effective, the child's parents are notified to come pick up the child. If the behavior continues to be of concern in programming, parents, teachers and the program manager set a conference date to determine and plan alternate strategies to use with the child. This may or may not include consulting with a mental health specialist. A behavioral action plan will be put into place as well as a follow-up conference date. In the unlikely chance that the child does not respond to the action plan, she or he may be asked to withdraw. An incident log will be kept for any child with a behavioral action plan to insure accountability of actions and verification of grounds for withdrawal. This log is to be kept in the School coordinators office.

MEDICATION

At the time of admission, health information must be provided for every child entering the program, including any known drug reactions and allergies, medication being taken, and any special diets required. The name, address, and phone number of the child's physician and dentist are request on the registration forms.

All prescription and non-prescription medication given in a childcare or school setting requires a written authorization from the student's health care provider, as well as parent 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 of medication needs to be given. All medication must be brought in the original labeled container with the child's name on it.

Parents are responsible for providing all medications and supplies to programming. Children may not transport medications to and from PwrHrs.

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. Parents will be able to upload these documents to their profile through the Civicore system.

Medications may not be expired and will be brought to any YouthPower365 programs by a parent/guardian of the student. Parents/guardians are responsible for picking up leftover medications. If parents do not respond, YouthPower365 will dispose of medications with the proper documentation. Self-carry Asthma and EPI-PEN are allowed at YouthPower365. Staff must be notified that a student has their medication in writing along with a care plan to provide assistance in an emergency situation. 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 lock box will be reviewed at the beginning of each session (summer, fall, and spring) each year using the Medication Administration Onsite Check List.

PwrHrs staff who are involved in medication administration will complete the CO 4-hour Department approved medication administration training, provided by a licensed provider, and are supervised in the administration of medications by a Registered Nurse consultant. 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. Controlled medications must be counted and safely secured with/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. When away from classroom (i.e. outside), staff will carry emergency medications in a bag on their person.

If a student at YouthPower365 needs medical attention while in PwrHrs programming, the child's parent(s) or guardian(s) will be notified immediately and necessary medical care will be sought from a licensed physician or medical facility. If it is a life or limb emergency, 911 will be contacted before the parent/guardian. If outside medical assistance is called for any reason, a copy of the incident report will be filed with the Colorado Child Care Authority.

IMMUNIZATIONS

At the time of admission, information regarding all immunizations a child has had, including month and year each immunization was administered, must be provided. PwrHrs 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, by their medical provider or school, 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's online system on Civicore.

INJURIES AND ILLNESS

At least one staff member per every 30 students is certified in CPR and First Aid/AED. Minor injuries that occur at PwrHrs will be treated by certified staff. An injury/accident form will be completed to document the injury and the care given to the individual. In the case of a serious injury, the Site Coordinator will notify the parents immediately and appropriate action will be taken. Please be aware that any medical expenses incurred will be the responsibility of the parent/guardian.

A first aid kit will be accessible to staff at each school site. Any time first aid is given to a child it will be documented. Parents will be notified of the first aid that was given at the end of the day during student pick-up.

911 will be called for any medical emergency that is beyond the scope of basic first aid.

HEALTH CARE WHILE AT PWRHRS

We are concerned with the health and wellbeing of all children and adults who are in our program throughout the day. We request that parents keep children who are potentially infectious at home. Parents will be asked to call their site coordinator or program coordinator to notify YouthPower365 that their child will not attend programming that day. All attendance records will be kept on our Civicore database system. If a child is home ill from school, they will not be allowed to participate in the afterschool programming that day.

All children who are well enough to be in attendance will be taken outdoors for play on a daily basis.

No child or staff may attend PwrHrs if they are showing signs of a communicable illness. If symptoms present themselves during programming, that individual will be separated from the group and parents/guardians will be notified immediately, and a doctor or medical facility may be consulted as needed regarding treatment.

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 parents/guardians of children in care, according to state laws regarding communicable diseases.

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 bio-hazard clean-up kit
- Put blood soiled material in bio-hazard 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). Parents will be responsible for machine washing clothes separately in hot (160 F) soapy water

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/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 doors handles in each room will be cleaned and disinfected on the day infection and reported to YouthPower365.

If a student becomes ill during YouthPower365 programming, accommodations will be made for them to be comfortably cared for and supervised while parent/guardians are called and child is picked up.

All incidents and accidents will be documented on a written report with the YouthPower365 staff and Parent/Guardian signature. Parents are responsible for cost of medical treatment due to accident or illness during programming.

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.

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

CHILD HEALTH POLICY

It is important for health records to be complete and updated, including any food and/or environmental allergies. The PwrHrs program has a contract with a Registered Nurse who serves as the Child Care Health Consultant. Parents will be required to meet with the Health Consultant if their enrolled child has special health concerns or issues and/or is prescribed an asthma inhaler and/or EpiPen for the purpose of an allergic reaction. The purpose of this meeting will be to devise a health plan for the student to avoid health emergencies from happening in PwrHrs.

Please, **DO NOT** send sick individuals to PwrHrs, your child should be symptom free for 24 hours before they should be sent to programming. If a student becomes ill at PwrHrs, staff will make an effort to reach the parent/guardian or authorized adult to for your child immediately. If no parties can be reached, the Site Coordinator will decide the course of action to be taken.

In the case of communicable disease, parents will be informed and advised as to the necessary protective measures. Eagle County Department of Health will be notified of any cases.

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

- Temperature of 100.4 degrees or over
- A child must be fever free, without the use of fever reducing medications.
- 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.

Children's illnesses are a hardship for parents and teachers - to say nothing of the children themselves. Hand-washing, regular classroom cleaning and setting a health policy which keeps sick children at home reduces the possibility of spreading contagion. If there are doubts about sending a child to PwrHrs, a good rule to follow is, "If another child had the symptoms your child is experiencing, would you want your child to be exposed?" If a child is kept home from school, they are not permitted to attend PwrHrs afterschool that same day.

STAFF HEALTH POLICY

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

- Temperature of 100.4 degrees or over
- A child must be fever free, without the use of fever reducing medications.
- 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.

Reportable disease outbreaks will be reported immediately to the local department of public health. Please refer to Attachment A for a list of these diseases.

CHILD PERSONAL BELONGINGS

- PwrHrs and staff are not responsible for any items brought from home.
- Any items that are left at the end of the day will be placed in lost in found, if it is something of worth, it will be kept by the site coordinator until the owner is found.
- Children are allowed to bring personal belongs to programming as long as toys, phones, or other distractions are kept in their backpacks, but it is encouraged that these items remain at home:
 - Money
 - Toys from home, unfortunately, they often cause problems among students
 - 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, or fireworks.
- Each child is encouraged to bring a water bottle.
- All child belongs will be stored in their classroom or in the hallway.
- Although we provide food during programming, children are welcome to bring their own food as long as cold food is accompanied by an ice pack in a lunchbox and hot food it insulated in a thermos.

SPECIAL OCCASIONS

Birthday, holiday and other special occasions are wonderful rituals to share with children. Parents are asked to discuss their plans with the teachers. Site/Program Coordinators need to be made aware of any special rituals which are important to the family and to be notified if there are holidays the family does not observe.

COMMUNICATION

- A newsletter will be distributed periodically to keep parents informed of activities.
- Parents may make an appointment to meet with Site/Program Coordinators to discuss any questions or concerns. Children are great listeners; teachers will not want to engage in a discussion with parents when children are within hearing distance.
- Parents will be provided with the phone number and email of their site coordinator.

PARENT ENGAGEMENT

Research studies confirm that children who are successful in school are those whose parents are engaged. There is no question that all parents want good things for their children, but they don't always know how to provide those good things. The time at home, can also be full of activities for parents and children to do together, such as:

- reading books
- going grocery shopping, pointing out the purchases, letting children find specific items
- taking walks together
- doing chores
- cooking, following simple directions, measuring, distinguishing between solids and liquids;
- writing notes or making pictures for family and friends;
- discussions about important things - mysteries, myths, dreams, reasons for rules, doing good things to help other people, etc. Children love conversation and adults need to hear what they are telling us.

PwrHrs will also work directly with the individual schools to offer parent engagement events for them to learn more about the program and see the wonderful things their child(ren) are doing.

PWRHRS MUSTS

- Parents must commit to regular attendance. Frequent absences may result in termination from the program.
- Parents must report any absence before programming each day. You may leave a message or talk with your site coordinator. If your child is absent during the school day, they will automatically be excised from afterschool programming.
- Absences should be limited to illness or family emergencies.
- Children must come to programming promptly at the scheduled time to be sure they get the advantage of the full program.
- Parents must sign children in and out, or fill out a permission form for child to sign self in and out so there is an accurate account for safety reasons.
- Parents must list the names of people who may pick up their children. Children will not be released to anyone not listed. Anyone other than the parent must provide a photo ID before the child will be released.
- If the child will be picked up by the parent, pick up promptly at the end of each day.
- Parents must let the PwrHrs staff know if their child is no longer able to participate in the program.

EMERGENCIES

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

There are written instructions for evacuation posted by each classroom door. Fire drills/lock downs will be held 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 parents to pick up their child if necessary is as follows:

- Avon Elementary School: basketball court
- Eagle Valley Elementary: Fire station
- Eagle Valley Middle School: fire Station
- 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: Far side of the field
- 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

LOST CHILD

When it has been identified that a child has been separated from the group, and no longer under the direct supervision of their assigned staff member, their assigned staff member will gather their students together and ask if they know where the missing child has gone, they will call the site supervisor to look for the child so that their students remain supervised. All available camp 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 camp location will be notified to help search. If the camper is not found within 30 minutes, the local police department will be notified, as well as the parent or guardian. When the police arrive, the search and rescue will be entirely turned over to them.

SEVERE WEATHER

YouthPower365 programming will be using outside school facilities for a portion of each day. During inclement weather, the majority of 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, lightening) become severe. In these cases, YouthPower365 will use the gym 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 with a 30 second gap between flash and thunder, staff will move the group indoors until the danger has passed.

NATURAL DISTASTERS

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 camp personnel need to notify parents or guardians, 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 PwrHrs staff is also trained on our policies procedures.

ASSESSMENTS/EVALUATIONS

YouthPower365 evaluates PwrHrs using a mixed-methods approach that looks at both program process and outcomes. We implement a variety of evidence-based evaluation tools that are age and content appropriate to monitor program outcomes in academics, social-emotional development and health.

We use a research informed elementary and middle school survey to determine social and emotional development, the President's Youth Fitness Test to determine student growth in health, fitness, and AimsWeb ORF (Oral Reading Fluency) and the MCOMP assessment (Math Computation) to measure academic growth.

Expected outcomes from PwrHrs include increased academic performance, increased physical activity, and positive social emotional results. YouthPower365 also conducts regular parent, 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.

PARENT CONCERNS

Communication is the cornerstone of successful programs for children. The goal is to provide a positive experience for children, parents and staff. Any concerns should be reported to the teacher, site supervisor, or Peter Barclay. They will help find a solution agreeable to everyone. Peter Barclay is the PwrHrs Assistant Director and can be reached at 970-748-5994.

Parents who feel they have concerns related to safety or other issues about the PwrHrs 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.

DAILY ITINERARY

A typical daily itinerary will be available prior to the first day of each programming. This will outline the academics and enrichment activities throughout the program. All staff will have a copy of this itinerary. Program staff will attempt to 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 parents will be contacted.

All activities during PwrHrs are “Challenge by Choice”. This concept teaches students that they have the right and ability to choose the level that they participate; asking them to step into their stretch zone where growth occurs but does not push them past the learning point.

When covering “Your Challenge Your Choice,” we will make sure participants understand this is not a ticket to check out. We will ask not only for them to remain mentally engaged and supportive of other’s efforts throughout, but for them to challenge themselves. It means, “letting the participant decide *when and how*, not if, they will make an attempt”.

We will give participants options as to how they will participate. Deemphasizing reaching the top or winning as a form of success. We will go back to participants’ goals to determine success. Encourage “FAILING FORWARD”. We will make it clear to participants that it’s OK to take risks, and OK to “fail”. The idea of failing forward is designed to disassociate success from performance; in essence to redefine success. Contrary to popular opinion, success entails lots of “failures” combined with an attitude of learning from those experiences.

YouthPower365 bases our Social emotional learning around our POWER values. Perseverance, Ownership, Wellness, Empowerment, and Respect. All activities will focus on one or more of these values.

Safety considerations with all initiatives include the following:

1. Pick an area that is free from hazards: In the field walk around and look for areas free from holes or divots in the earth. Indoors make sure boundaries are clearly defined and there is nothing obstructing participants’ movement. Make participants aware of hazards and mark any physical hazards clearly or have a facilitator stand next to them.
2. Running is permitted and if there is a risk for collision, have participants assume the “bumpers up” position with both hands out in front.
3. Make participants aware of risks prior to an activity you can get bruises, etc.

FOOD & FOOD PREPARATION

All food will be prepared and served through our contract with Eagle County Schools Nutrition Services Department. Students are allowed to bring their own food but are required to include an ice pack in their lunch box to ensure proper temperature control and will be eaten within 6 hours from removal of refrigerator.

See the menu below for the summer session's breakfast and lunch weekly menu:

Breakfast

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Orange • Apple • Cinnamon • Mini Loaf • Cheese Stick • Milk 	<ul style="list-style-type: none"> • Apple • Cereal • Cheese Stick • Milk 	<ul style="list-style-type: none"> • Banana • Muffin • Cheese Stick • Milk 	<ul style="list-style-type: none"> • Pear • Banana • Bread • Cheese stick • Milk 	<ul style="list-style-type: none"> • Apple • Cereal • Cheese Stick • Milk

Lunch

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Grilled Ham and Cheese Sandwiches • Milk 	<ul style="list-style-type: none"> • Cheese Pizza • Milk 	<ul style="list-style-type: none"> • BBQ Chicken • Whole Wheat Roll • Milk 	<ul style="list-style-type: none"> • Spaghetti with Meat Sauce • Milk 	<ul style="list-style-type: none"> • Cheese Burgers • Wedge Potatoes • Milk
Self-serve salad bar	Self-serve salad bar	Self-serve salad bar	Self-serve salad bar	Self-serve salad bar

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

DRINKING WATER

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

BATHROOM & TOILET FACILITIES

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

MISCELANIOUS:

Visitors

- Visitors are asked to make an appointment with the site/program coordinator and are required by law to sign their names, addresses and purposes of visits. Individuals who are strangers to personnel in PwrHrs must provide identification for inspection.

Statement of Non-Discrimination

- YouthPower365 does not discriminate on the basis of 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.
- In the event that 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.
- Parents 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. If you have not done so, please ask to see our license.

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 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 childcare providers 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. Neglect is different from poverty and may occur regardless of a family's economic standing.

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 and threats and the absence of supporting behaviors such as praise, pride in the child, and expressions of love and concern.

Sexual Abuse—Any sexual exploitation involving a child or adolescent who does not fully comprehend the situation and is unable to give informed consent. This includes any sexual contact between adults and children where the child is less than 15 years old and/or there is a four-year age difference between the suspect and victim.

Law requires camp 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. Camp staff is required to report these suspicions immediately and are not authorized to contact the parents 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 Program Coordinator.

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

Any suspected licensing violations or complaints should be reported to:

The Division of Child Care
Colorado Department of Human Services
1575 Sherman Street
Denver, Colorado 80203-1714
(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.

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.
- To call you to let you know the results of the investigation.

The Division will keep all information about parents 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.
- To call you to let you know the results of the 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: 970-4790-2201

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

Health Clinics:

Gypsum Urgent Care: 970-777-2800

Centura Health Emergency & Urgent Care: 970-668-7000

Mountain Family Health Center: 970-945-2840

Eagle Healthcare Center: 970-328-6710

Eagle Valley Medical Center: 970-328-6357

Colorado Mountain Medical: 970-926-6340

Doctors on call: 970-949-5434

Avon urgent care: 970-949-6100

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

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

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