



YouthPower365

PwrHrs Parent Handbook

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Dear Parents and Guardians,

Welcome to YouthPower365!

Thank you for being a part of PwrHrs after school or PwrHrs Summer Camp programming. We appreciate the trust your family has given us and we strive to provide the best quality programs to our families and youth. This PwrHrs Parent Handbook provides information about our policies, procedures, registration guidelines and staff for both PwrHrs after school and PwrHrs Summer Camp. Please read through this manual carefully to become acquainted with the policies and procedures that enable us to provide a safe and successful environment for your child(ren). An important part of our mission is to provide a safe space for the youth and families we serve year-round.

Please do not hesitate to contact us as we welcome your feedback. We ask that you contact your site coordinator first, but you can also contact Melissa Wills, the Sr. Manager of PwrHrs. Feel free to visit our Avon office at 90 Benchmark Rd, Suite 202 of the White River Center in Avon, CO 81620.

Sincerely,

The YouthPower365 Team

COVID-19 NOTE: YouthPower365 is following the guidelines and COVID-19 protocols given from Eagle County Public Health. We are in constant communication with all partners to ensure that the highest level of health and safety are met in our programs.

YOUTHPOWER365 STAFF CONTACT INFORMATION

Melissa Wills
PwrHrs Sr. Manager
YouthPower365 | Vail Valley Foundation
970.748.5978 | mwills@vvf.org

PwrHrs School Year Coordinators

School	Site Coordinator	Email Address
AES	Johnna Williams	gillian.lane@eagleschools.net
BCES	Kristen Labagh	kristen.labagh@eagleschools.net
GES	Mayett Gonzalez	mayett.gonzalez@eagleschools.net
HPS-Elementary	Maria Diaz	maria.diaznodora@eagleschools.net
BCMS	Madison Harlow	madison.harlow@eagleschools.net
EVMS	Matt Jones	Matthew.jones@eagleschools.net

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 engaging programming to youth and families.

YouthPower365 has grown over the course of our history to respond to the growing and changing demand for high quality support services. Today, we provide a cradle-to-career programming focused on overcoming the opportunity gap faced by many of our youth and families.

WHAT WE DO

We are devoted to providing our youth and families assistance at each step of their academic journey. YouthPower365 programs benefit all Eagle County youth, from our very youngest to those pursuing postsecondary opportunities.

We offer early childhood initiatives in our PwrUp programs. PwrHrs offers afterschool and summer programs for K-12, including academic support, and enrichment activities. Our PwrOn programs provide mentoring, post-secondary pathway development; including access to internships, job shadows, and apprentices.

OUR HISTORY

Created in 1997, YouthPower365 (then named the Youth Foundation) was designed to impact youth with positive mentorship, community interaction and recreation activities that inspire self-confidence, friendship, and integrity in the hearts of all participants, as well as volunteers and supporters.

On January 1, 2012, the Vail Valley Foundation and YouthPower365 merged to collectively offer more effective and efficient programming as the 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.

PWRHRS PROGRAM PHILOSOPHY

Operating within individual Eagle County school locations, PwrHrs uses local teachers, staff, and facilities with a 15:1 student/staff ratio that accelerates growth for students. PwrHrs provides extended learning and enrichment opportunities such as nutrition, sports and fitness, arts and crafts, dance, music, and is available for students three to four days per week. The additional time spent on academics and participating in safe afterschool enrichment activities improves academic scores and promotes social-emotional and physical well-being.

YOUTHPOWER365 VISION

The Vision of The Vail Valley Foundation's YouthPower365 is 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.

PWRHRS AFTERSCHOOL OVERVIEW

- Ages: 5-16
- PwrHrs operates throughout the school year with breaks in accordance with school holidays and individual site schedules.
- The program is available in all public schools within Eagle County Schools except for public charter schools.
- The program operates during the school year afterschool 3 days per week; programming days vary for each school location.
- As PwrHrs is held directly afterschool, late arrivals do not occur often. In the case a student arrives late, a parent or guardian must sign in the student with the program coordinator.
- All food served is provided through Eagle County Schools Food Services

department. PwrHrs afterschool program provides a snack, while PwrHrs summer 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 OVERVIEW

PwrHrs Summer Camp provides four weeks of engaging, programming for students across Eagle County during the summer. PwrHrs Summer Camp provides extra academic support to keep students engaged during the summer months as well as enrichment opportunities such as arts and crafts, physical activity, and outdoor exploration.

All programs will have at least 1 staff member present at all times students are present in the program. Additional adult staff and volunteers will assist in programming to maintain a 15:1 ratio.

PWRHRS STAFF AND STATE LICENSING REQUIREMENTS

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 prospective 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.

All YouthPower365 school sites operate under a State of Colorado School Aged Child Care License. Our staff undergoes thorough training in multiple areas of best practices when working with youth. These trainings include Recognition and Reporting of Child Abuse and Neglect, FEMA Disaster Preparedness, Standard Precautions, First Aid & CPR, Medication Administration and Delegation for site coordinators, and are staff are trained to keep proper ratios (15 students:1 instructor) at all times. In addition, we have a registered nurse and health consultant on-call, overseeing all medical requirements and immunization records. Trainings throughout the year must equal 15 hours with an additional 3 hours of social and emotional development work.

SPECIAL ACTIVITIES AND FIELD TRIPS

PwrHrs Afterschool and PwrHrs Summer Camp many occasionally take field trips off school grounds. In this case, parents will be notified and permissions 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 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 and social-emotional development.

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.

STUDENT 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 PwrHrs 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 parent or guardian of the student (as stated on their registration form) will need to sign them in, or if the child himself is authorized by a parent or guardian, he may sign himself in.

Student pick-up will be at the end of the program at times set by each location. 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 parents or guardians authorized on their registration form. A student may self-sign out if authorized for self-release on the registration 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 parents are more than 10 minutes past pickup time, for a total of three program days, the registration of their student(s) will be revoked. 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 970.328.8840.

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.

PROGRAM ELIGIBILITY

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

- Child must be Kindergarten through 8th grade, depending on the site.
- Summer: Child must be incoming 1st grade through incoming 8th grade.
- Preference is given to students who are in need of the program first. Need in this case can be defined as academic, social-emotional, being in need of a safe space, etc.

ADMISSIONS/ENROLLMENT

Children are enrolled on a first come first serve basis using the criteria listed above. Parents must provide the following information for 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 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
- Parent 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

Completed student participation forms are vital in ensuring the safety of our programs. 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 or 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 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. All questions should be directed to Melissa Wills via email, phone, or office visit.

** Summer enrollment is dependent on Eagle County Schools identified students in academic and/or financial need.

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 Melissa Wills two weeks prior to PwrHrs starting date.

PWRHRS MUSTS

- Parents and students 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 excused from afterschool programming.
- Absences should be limited to illness or family emergencies.
- Children must come to programming promptly at the scheduled time.
- Parents must sign children in and out or authorize the 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 or unknown by the coordinator. 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 must occur 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.
-

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 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 contacted.

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.

ATTENDANCE POLICY

Parents must report any absence BEFORE programming begins each day. You may leave a message or talk with your site coordinator. 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, parents will be called to a meeting and they will potential 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.

PwrHrs staff uses sign-in and out sheets daily during school year and summer programs. Attendance and sign-in sheets are completed first thing each day. Your student will sign themselves out or be checked off by a teacher if they ride the bus home each day. If picking up your student after PwrHrs ends, please sign your child out.

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:

- Inform your site coordinator of your child’s withdrawal
- The YouthPower365 PwrHrs withdrawal policy states:
 - If your child withdraws seven days or less prior to start of programming= No Refund
- If your child withdraws more than seven days prior to programming= 50% of total amount paid
- If for any reason the program becomes cancelled, you will receive a 100% refund

In the event a participant 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 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

YouthPower365 collaborates with each school to support family engagement. Each school designates family engagement opportunities for PwrHrs families to receive a credit for attending. This credit will be applied to their PwrHrs tuition cost.

At the end of PwrHrs Afterschool, a Student Showcase will be held to show families the programming offered at PwrHrs.

PWRHRS ATTIRE

- 1) Clothing and Shoes
 - Please ensure your child is dressed in school day attire such as comfortable play clothes and shoes. We recommend children 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 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.

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 school's front office line.

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, 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 Director of Programs.

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.

For rewards, PwrHrs uses Power Bands: bracelets with Power Values on them to create classroom culture. If students receive all 5 bracelets (Perseverance, Ownership, Wellness, Empowerment, and Respect) within one session, they will be entered into a drawing to win a prize. Additionally, Power Bucks are used as a reward system for demonstrating the Power Values. Each school uses Power Bucks differently, please check with your site coordinator for details.

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

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.

CHILD SUSPENSION PROCEDURE

Staff reserves the right to suspend or remove a child from PwrHrs at any time for serious and/or continual problems. PwrHrs staff may terminate a child's enrollment 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 or fighting and 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) Parent 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. PwrHrs uses the 3-strike policy. Students are informed of the policy and consequences on the first day. Staff will communicate student behavior to the coordinator who is able to give a strike. The site coordinator will contact the parent or guardian if a student receives a strike. Once a student receives two strikes then the parent or guardian, site coordinator and Director of Programs 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.

MEDIA POLICY

- A. PwrHrs utilizes technology when appropriate in an academic setting. This includes use of tablets, computers, internet, and videos.
- B. All media that children are exposed to will not contain explicit language or topics, and will be used under adult supervision.
- C. All television, recorded media, computer, tablet, cell phones, video games and other media devices are prohibited during snack or meal times except during a planned special occasion.
- D. There is no time restriction for children using personal adaptive equipment or assistive technology.
- E. 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 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. PwrHrs 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.

Parents are responsible for providing all medications, paperwork and supplies to the site coordinator. 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 must provide documentation to the site coordinator.

Medications may not be expired and brought to any YouthPower365 programs by a parent or guardian of the student. Parents or 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, only with physician authorization and approval from 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 parent 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 Onsite Check List.

PwrHrs 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 classroom (i.e. outside), 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. 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, 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.

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 with a copy sent home with the parent or guardian. In the case of a serious injury, the Site Coordinator will notify the parent or guardian immediately and appropriate action will be taken. Please be aware that any medical expenses incurred will be the responsibility of the parent 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. Parents will be notified verbally and or via copy of injury/accident report 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 parent 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 contact the parent 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 WHILE AT PWRHRS

We are concerned with the health and wellbeing of all children and adults who are in our program. 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.

If symptoms present themselves during programming, that individual will be separated

from the group and a parent 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 PwrHrs 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 parents 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 doors handles in each room will be cleaned and disinfected on the day infection and reported to YouthPower365.

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 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.

All incidents and accidents will be documented on a written report with the YouthPower365 staff and a parent or guardian signature. Parents 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 PwrHrs. Your child should be symptom free for 24 hours before they should be sent to programming.

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.

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.

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 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 PwrHrs. When a child enrolls with special health care needs, PwrHrs will inform our Child Care Health Consultant (CCHC). The child cannot start until the CCHC determines next steps based on health care plan, to maintain best practice.

YouthPower365 has adopted the policy developed from Children's Hospital Colorado. We also rely on the guidance of any of the following documents: 7.10.1 C 2 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

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
- 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.

CHILD PERSONAL BELONGINGS

- PwrHrs 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 can bring personal belongings to programming as long as all distractions are kept in their backpacks
- Please discourage students from bringing the following.
 - 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, or fireworks.
- Each child is encouraged to bring a water bottle.
- All child belongings will be stored in their classroom or in the hallway.
- Although we provide food during 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. Parents are asked to discuss their plans with the teachers. Site Coordinators need to be made aware of any special traditions which are important to the family and to be notified if there are holidays the family does not observe.

COMMUNICATION

- Parents may make an appointment to meet with their Site Coordinators to discuss any questions or concerns.
- Parents will be provided with the phone number and email of their site coordinator in PwrHrs staff section.

EMERGENCIES

In case of a child emergency, illness, lost child or accident, every effort will be made to contact one or both parents or guardians, 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 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 parents 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

LOST CHILD

If a child is separated from the group, they will call the site coordinator to look for the child so that their students remain supervised. All available PwrHrs 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 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, 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, lightening) 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. If another lightening strike occurs within that 15 minutes, the group will remain indoors.

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 PwrHrs staff 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 are trained on our policies procedures.

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 coordinator, or Melissa Wills. Melissa is the PwrHrs Senior Manager and can be reached at (970) 748-5947.

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.

FOOD & FOOD PREPARATION

All food will be prepared and served through our contract with Eagle County Schools Nutrition Services Department. 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. 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. Our license is available for viewing.

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 PwrHrs 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 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 Site Coordinator or PwrHrs Director.

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 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.

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