



Caregiver Handbook

Table of Contents

YouthPower365 Staff Contact List.....	4
About YouthPower365.....	6
What We Do	6
After-school Overview	7
Summer Camp Overview.....	7
Staff Training Requirements.....	8
Who Can Participate?	8
How to Apply	9
Personal Information: Confidentiality and Privacy.....	9
Special Activities and Field Trips	9
Assessments/Evaluations	10
Arrival and Dismissal.....	10
Afterschool.....	10
Summer Camp.....	11
Bus Transportation	12
Afterschool.....	12
Summer Camp.....	12
Accommodations.....	13
Weekly Schedule	13
Child Safety.....	13
Attendance	14
Withdrawal and Refund	15
Family Engagement	15
Parent Mentors Program	16
Appropriate Attire	16
Positive Social Emotional Programming & Behavior Management	16
Student Suspension Procedure.....	17
Technology	18
Student Health and Safety.....	19
Health Information and Medication	19
Injuries.....	20
Illness.....	21
Staff Health.....	22

Personal Belongings.....	22
Special Occasions	23
Communication.....	23
Emergencies.....	24
Severe Weather.....	24
Natural Disasters	25
Caregiver Concerns.....	25
Food & Food Preparation.....	25
Bathrooms	25
Visitors.....	25
Statement of Non-Discrimination	26
Child Protection.....	26
Emergency Phone Numbers	27

Welcome to YouthPower365!

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

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

I and all our YouthPower365 staff always welcome your questions and input on our programs. Thank you for making a difference in the future of our youth and our community.

Sincerely,

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

Sara B. Amberg
Executive Director

YouthPower365 Staff Contact List

K - 8 Programs

Maria Diaz Nodaro Director of Expanded Learning K8 (970) 748-5985 mdiaznodaro@vvf.org	Ricky Luevanos Senior Manager of Youth Development (970) 748-5983 rluevanos@vvf.org
Katie McClanahan Senior Manager of Experiential Learning (970) 748-5996 kmccclanahan@vvf.org	Yesenia Duran Middle School Program Manager (970) 748-5978 yduan@vvf.org
Keely Gregg Program Manager, PwrHrs (315) 283-2888 kgregg@vvf.org	Andres Hernandez Soccer Programs Manager (970) 401-1640 ahernandez@vvf.org
Karen Kuri Site Support (720) 224-8569 kkuri@vvf.org	Rhyann Hauter-Sims Culinary Coordinator (720) 261-6124 rsims@vvf.org

Family Engagement

Kaitlyn Merriman Senior Manager of Youth and Family Programs (970) 748-599 kmerriman@vvf.org	Norma Gurrola Family Engagement Manager (970) 331-1070 ngurrola@vvf.org
---	---

Operations and Compliance

Dawn Sweeney Manager of Compliance and Strategic Planning (970) 748-5981 yp365support@vvf.org	Chrissy Silk Staff Development and Compliance Specialist (970) 748-5981 yp365support@vvf.org
---	--

College and Career

<p>Rachel Tjossem Senior Manager of College and Career Readiness (970) 748-5905 rtjossem@vvf.org</p>	<p>Aldo Moreno Post Secondary Program Manager (970) 777-2015 amoreno@vvf.org</p>
<p>Walter Giles AmeriCorps Manager (970) 748-5906 wgiles@vvf.org</p>	

Family and Early Learning

<p>Amy Chato Director of Family & Early Learning (970) 748-5982 achato@vvf.org</p>	<p>Maria Calvo Magic Bus Manager (970) 748-5990 mcalvo@vvf.org</p>
<p>Male Lopez Magic Bus Manager (970) 748-5986 mlopez@vvf.org</p>	

YouthPower365 Every Step of the Way

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



About YouthPower365

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

YouthPower365 programs are always free or low cost. Less than 2% of our revenue derives from fees of any kind, which means to keep programs accessible, we must rely on donors, grants, and sponsorship. Families are never turned away due to the inability to pay a fee, although capacity is always dependent on staffing. Priority is given to Eagle County Schools students.

What We Do

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

After care for families is a benefit of our programs, but not the driver of what we

do and how we do it.

POLICY NOTE:

This handbook contains many policies and procedures. In all cases, YouthPower365 may revert to, reference, or apply the same policies of Eagle County School District.

After-school Overview

- Afterschool programs serve children from 5 years old to 14 years old.
- Programs operate throughout the school year with breaks in accordance with school holidays and individual site schedules.
- The program serves all students regardless of race, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status such as disability, age, marital and family status, and/or sexual orientation.
- The program operates during the school year 3-4 days per week; programming days vary for each school location. Programs take place directly after school.
- The afterschool program provides healthy snacks.
- Home transportation is provided when available. Bus service after programs is based on ECSD capacity.
- Children are always supervised.
- Elementary program cost per student is \$400 per student for the entire year, or \$50 a month.
- Middle school program cost per student is \$12.50 per semester for Culinary, GirlPowHER, Student Interest, and The C.L.U.B. For Study Club and Athletic Mentoring, the cost is \$5.00 per month.
- Families can request fee discounts based on special circumstances from a school coordinator or a YouthPower365 program staff. If a family has been approved for the ECSD More than a Meal program, they can submit that record and receive a fee waiver.

Summer Camp Overview

Summer Camp provides engaging academic and enrichment programming for students across Eagle County. At summer camp, students engage in fun hands-on learning academic activities, arts and crafts, STEM, physical activity, and outdoor exploration. During summer camp, lunch and snacks are provided. Specific information will be provided to families closer to the start of Summer

Camp.

All programs will maintain a 1:15 (staff: student) ratio.

The cost of the camp is decided each year and posted with registration. To request a fee waiver, families can contact YouthPower365 staff or Coordinators.

Staff Training Requirements

Our programs have policies in place that make sure children have positive, healthy, and safe experiences. Our instructors have background checks, are trained in emergency preparedness and CPR, provided with curriculum and are given other professional development opportunities.

Staff are selected for their passion for teaching, positive youth development, and effectively involving families in the program. They are responsible for planning, implementing program activities, and providing an environment where children can explore and learn.

Who Can Participate?

To be eligible to participate in our programs, students must be in kindergarten through 8th grade, depending on the site. The number of students our program can accept is always dependent on how many qualified staff we have available at each site. We strive to maintain 1:15 staff/student ratios (described above).

If a site is full, students and families are put on a waiting list and will be notified by the school coordinator as soon as an opportunity opens to join the program.

High priority is given to students who have academic, social-emotional, & economic needs, which means enrollment is not based on a first come first served basis. Teacher referrals are considered. YouthPower365 programs are not drop-in childcare programs.

For YouthPower365 programs to have the highest level of positive impact on students, it is imperative that they attend on a consistent and regular basis. If students are not attending programs, they should be encouraged to attend. If they have decided to stop participating in programs, they should be removed or withdrawn from the contract list immediately. This will prevent families from being wrongly billed for programs their students did not attend.

How to Apply

To apply for programs, caregivers must complete an online application before new programs begin. For assistance with this process, please contact yp365support@vvf.org. Once you submit your application, you will receive an email confirmation stating it has been received. This does not mean that your student(s) have been *enrolled*. At least one week before programs begin families will receive an acceptance notification, or a waitlist email.

Please carefully complete all sections of the application so we can have the most accurate information about your child(ren).

NOTICE: Students will not be permitted to attend our programs until all information is on file. If there are any changes, caregivers must contact their site coordinators.

Personal Information: Confidentiality and Privacy

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

Eagle County Schools and YouthPower365 share academic data with each other for the purpose of guiding program supports. As a participant in YouthPower365 programs you are asked for your consent to access data that Eagle County Schools has available on your student(s). Families have the option of opting out of the Academic Release in the application process.

Special Activities and Field Trips

Afterschool and Summer Camp programs may occasionally take field trips off school grounds. Caregivers are required to review trip details such as day, time, pick-up location, etc. The following best practices will be followed:

- Caregivers:
 - Caregivers will be required to sign and return a physical permission slip.
 - Verbal permission will not be accepted.
- Student Behavior:

- Students must follow the same code of conduct used during the school day.
- Instructors:
 - Instructors will have at least one first aid kit and a list of emergency contacts for each child.
- Site Coordinators:
 - The list of students and trip details will be kept at the school and with the site coordinator.

Assessments/Evaluations

YouthPower365 evaluates all our programs so we can improve them using various evidence-based tools that are age and content-appropriate to understand student growth. This includes sharing assessment information between YouthPower365 and Eagle County School District. YouthPower365 also conducts regular caregiver, student, and teacher surveys and focus groups to collect qualitative information and participant feedback that help us improve and change the program to better meet the needs of our youth and families. Your input and opinions are valuable to us! Families have the option of opting out of the Academic Release in the application process.

Arrival and Dismissal

Afterschool

Students go to the program directly after school, moving from their last class to the designated meeting area and sign themselves in. YouthPower365 has worked out accommodations with each site location to provide access to classrooms, other indoor spaces, bathrooms, drinking water, cafeteria, and outdoor space.

If a child is dropped off from a different location, a caregiver or guardian of the student (as stated on their application) needs to sign them in, or if the child himself is authorized by a caregiver or guardian, they may sign themselves in. A caregiver may request their attendance record by reaching out to the site Coordinator, or YouthPower365 program staff.

Student pick-up times are set by each school location.

- If caregivers are not present within 10 minutes of pick-up with no call or communication, authorized persons and/or emergency contacts will be

called. The local police department will be notified if a child is left within the care of YouthPower365 for longer than 30 (thirty) minutes with no communication from caregiver or emergency contact(s).

- A student may self-sign out if authorized for self-release on his/her application form.
- Students will only be released to caregivers/guardians, or any authorized individual listed on their application.
- If YouthPower365 staff does not know the adult picking up the student, identification must be presented to ensure that the adult is authorized to pick up the child.
- The site coordinator will be present at the pick-up location until all students have been signed out by their authorized adult or self.

Before leaving for the day, staff will ensure all students have been picked up by checking the sign in/out log.

Summer Camp

During summer, students arrive to their school site, they are greeted by their Coordinator, and go to the designated meeting area and sign themselves in. They will sign in with their instructor and they will sign themselves out in the afternoon, with caregiver permission or their caregiver will pick them up and sign them out each afternoon.

YouthPower365 has worked out accommodations with each site location to provide access to classrooms, other indoor spaces, bathrooms, drinking water, cafeteria, and outdoor space.

A caregiver may request their attendance record by reaching out to the site Coordinator, or YouthPower365 program staff.

- If caregivers are not present within 10 minutes of pick-up with no call or communication, authorized persons and/or emergency contacts will be called. The local police department will be notified if a child is left within the care of YouthPower365 for longer than 30 (thirty) minutes with no communication from caregiver or emergency contact(s).
- A student may self-sign out if authorized for self-release on his/her application form.

- Students will only be released to caregivers/guardians, or any authorized individual listed on their application.
- If YouthPower365 staff does not know the adult picking up the student, identification must be presented to ensure that the adult is authorized to pick up the child.
- The site coordinator will be present at the pick-up location until all students have been signed out by their authorized adult or self.

Before leaving for the day, staff will ensure all students have been picked up by checking the sign in/out log.

Bus Transportation

Afterschool

YouthPower365 partners with the Eagle County Schools Transportation Department to provide bus transportation to select afterschool sites. If you sign up for the bus it is expected that your student(s) will be riding the bus every day of programs. If an exception comes up, you must communicate with your site coordinator as soon as possible.

If you select **yes** for bus transportation on your program application, YouthPower365 staff sends your student's name and address to the Eagle County Schools Transportation Department. Every week the transportation department reviews the list of student names and addresses to approve students for the weekly bus routes based upon the Eagle County Schools guidelines. Eagle County Schools Transportation Department makes the final decision to approve or deny bus routes and individual riders. Please note that it will take 1 week upon submitting your bus request before your student may be approved to ride the bus.

As a reminder, transportation is provided only when it is available, which can differ from site to site. Bus service after programs is based on Eagle County School District capacity of drivers and staff, as a result we cannot guarantee transportation. Students need their Smart tags to be able to ride the bus.

Summer Camp

Bus transportation is available for select students and often for those who ride the bus during the school year.

YouthPower365 will notify families once transportation provides us with a list of bus stops together with pick-up times and drop-off times for each stop. We do not confirm transportation until we have received the routes from Eagle County School District transportation. Students need their Smart tags to be able to ride the bus.

If students are on the bus route during the year, they are likely to receive transportation for summer camp. If they are not part of the bus routes during the school year, it is unlikely that they will receive transportation.

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:

Weekly Schedule

A weekly schedule will be provided prior to or on the first day of programming. It will outline the academic and enrichment activities along with the instructor(s) your student(s) will be with throughout the program week. All staff will have a copy of this schedule and will follow it to the best of their ability.

Child Safety

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

1. Outdoors: Instructors pick an area for play or outside learning that is free from hazards: For example, if students go to a field, instructors will look for areas free from holes or tripping hazards.
2. Indoors: Instructors ensure that boundaries are clearly defined and there is nothing obstructing a child's movement.
3. Instructors review rules and expectations with students prior to activities for safety and teamwork.

Throughout programs, instructors keep track of students to ensure safety which generally includes head counting, roll calls, and the use of cell phones between staff.

If you need to locate your child, please contact your site coordinator. We ask that all student cell phones are put away during programs and that you do not

call or text your student directly.

If a child is separated from their group, staff will call the coordinator and all available program staff will help search. If a child is not found within 15 minutes, the local police department and the caregiver or guardian will be notified.

Attendance

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

YouthPower365 programs are not drop-in childcare or aftercare. You are applying for a year-round comprehensive program. Consistent attendance is essential to student educational progress; therefore, absences should be kept to a minimum.

If a student has 6 or more **unexcused absences**, caregivers will be called in for a mandatory meeting, and students may be asked to leave the program to make room for students on the waitlist. Please remember that much of what your child learns comes from direct contact with the instructor and participation in classroom experiences. If students do not attend or are picked up early, this disrupts learning and other students in your child's class.

Attendance Expectations: Afterschool

- Caregivers must report a student absence before programming each day to the site coordinator.
- If a child is absent during the school day, they will automatically be excused from after-school programming.
- Student absences should be limited to illness or family emergencies.
- Children must come to programming promptly at the scheduled time.
- Caregivers must withdraw student from programs by contacting Coordinator in a timely manner to avoid being invoiced for programming.
- Students must sign themselves out if they ride the bus home each day.
- When a caregiver picks up their child, you must sign your child out unless you have authorized your child to sign themselves out.

Attendance Expectations: Summer Camp

- Caregivers contact Coordinators by 8:30 a.m. to report student absences.
- Student absences should be limited to illness or family emergencies.
- Children must come to programming promptly at the scheduled time.

- Caregivers must withdraw student from programs by contacting Coordinator in a timely manner.
- Students must sign themselves out if they ride the bus home each day.
- When a caregiver picks up their child, you must sign your child out unless you have authorized your child to sign themselves out.

REMINDER: If a student has 6 or more **unexcused absences**, caregivers will be called in for a mandatory meeting, and students may be asked to leave the program to make room for students on the waitlist

Withdrawal and Refund

Caregivers may withdraw a child from PwrHrs programming at any time. If so, caregivers must inform their Coordinator. The following policies relate to refunds:

- If your child withdraws prior to the beginning of programs, 100% of the total amount paid will be refunded.
- If for any reason the program is cancelled, you will receive a 100% refund.

In the event a participant requests a full refund due to level of service or other legitimate factors, they will be 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. Additionally, if a student is asked to leave the program due to behavior or continued unexcused absences or early pickups, program fees will not be returned.

Family Engagement

Our Family Engagement staff are here to:

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

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

Program site coordinators may communicate with families via monthly newsletters. Activities may include how to support students and continue learning and discovery at home. At the end of afterschool programs and summer camp, a student showcase may be held to highlight student learning.

Additionally, we invite and encourage families to come to programs as guest experts to share personal skills, passions and expertise. Contact your site coordinator if interested. The more we know about you and your child(ren), the more we can support.

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

Parent Mentors Program

YouthPower365's Parents Mentors program provides training and support to help develop participants into education leaders and role models in their school communities through classroom volunteerism.

Appropriate Attire

Clothing and shoes

- Please ensure your child is dressed in school day attire including comfortable clothes and shoes. Children should wear closed-toed sneakers (not sandals).
- Weather in Colorado is ever changing; please make sure your children have appropriate clothing for any inclement weather that could arise.

Sunscreen and a hat

- When the weather permits, we have outdoor activities.
- Hats are highly recommended.
- Your child may arrive at the programming site wearing sunscreen (at least 30 SPF) or use the provided sunscreen on site (summer camp only).

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 student 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. We recognize and award students for appropriate behaviors. In case of inappropriate behaviors, some strategies may include the separation of the student from the problem situation to “cool off,” a reflection on the choices being made, and continued check-ins. Staff may request the assistance of the site coordinator if issues escalate, and report incidents to YouthPower365 program managers.

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

If a YouthPower365 staff member believes a child is in danger of hurting him/herself or others, families will be referred to childhood mental health consultants.

Student Suspension Procedure

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

- 1) Failure to adhere to program policies.
- 2) Behavior that poses a threat to the safety of him/herself or others.
- 3) Hitting, fighting, and/or other forms of physical abuse.
- 4) Inappropriate touching.
- 5) Failure to respond to staff direction.
- 6) Behavior that is continually disruptive to the program for any reason.
- 7) Behavior which is destructive to property.
- 8) Improper use of technology
- 9) Leaving the direct supervision of staff without permission.
- 10) Failing to adhere to any ECSD policies not addressed here

**** Caregiver** behavior which is disrespectful or poses a threat to staff, children, community, or property may result in the suspension of the student.

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

1. With the first incident (**warning**), students are given a warning and are reminded of the policies and consequences. The coordinator, instructor, and student will debrief, identify the trigger(s), and create a plan to decrease the occurrence of behavior. The instructor, with support from the coordinator, will call the family to inform them of the warning given and the plan created. Please know that if the incident is severe, especially regarding student safety, then the coordinator may skip this step and proceed directly to a first strike or more serious consequences.
2. With a second incident (or **first strike**), staff will report the student behavior to the site coordinator or YouthPower365 manager, who will contact the caregiver or guardian. The coordinator, instructor, and student will review the plan in place and determine the next steps.
3. If there is a third incident (**second strike**) the coordinator will contact the Senior Manager of Programs. A meeting will be scheduled with the family to discuss how we can support the student so they can continue their involvement in the program.
4. If there is a fourth incident (**third strike**), the coordinator will immediately contact the Senior Manager of Programs, and they will discuss the incident directly with the YouthPower365 Director and Executive Director. A mandatory meeting will then be scheduled and held between the family, site coordinator, instructor, Senior Manager, and the YouthPower365 Executive Director to determine suspension or withdrawal.

Technology

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

- All media used or shown will not contain explicit language or topics and will be used under adult supervision.
- All television, recorded media, computer, tablet, cell phones, video games, and other media devices are prohibited except during planned learning or enrichment activities.
- There is no time restriction for children using personal adaptive equipment or assistive technology.
- Student personal cell phones, air pods, tablets, and smart watches are not allowed to be used during program hours and should be kept off in locker or backpack.
- If a student needs to make an emergency call during program hours, they should use a classroom phone with teacher permission.
- Please do not call or text your student on personal devices during program hours.

Student Health and Safety

YouthPower365 follows the Eagle County School District's Health and Safety Policies.

Health Information and Medication

During the application process you will be asked to provide your student's health information, including any food allergies, drug reactions, emergency medication, dietary restrictions, and/or environmental allergies with YouthPower365.

YouthPower365 contracts with a Registered Nurse who supports the students in our programs who have special healthcare needs. This includes students with emergency medication and healthcare plans, written by their physician.

If your child has emergency medications, you must submit a current and up to date healthcare plan to your site Coordinator before programs begin. Healthcare plans will be completed and signed by a physician annually, as well as signed by you, the parent/caregiver.

Children may not transport medications to and from our program, unless they have a written health care plan that states they can self-carry.

Prescription and non-prescription (over the counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections may 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 health care plan must be given, signed by the doctor, to YouthPower365.

Caregivers are responsible for picking up leftover medications. If caregivers do not respond, YouthPower365 will dispose of medications with the proper documentation.

Our nurse consultant will review the healthcare plan to determine the training our staff needs to best serve your student. Please remember that by law, we cannot share medical information, including healthcare plans, with the school district.

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

If an EPI-Pen is used either by a staff or student, 911 will be called immediately.

Injuries

Many staff members are certified in CPR and First Aid/AED. Minor injuries that occur at our program will be treated by certified staff. An incident report will be completed to document the injury, and the care provided, and a copy will be sent home to the caregiver.

In the case of a serious injury, the site coordinator will notify the caregiver immediately and appropriate action will be taken. An incident report will be completed by staff. Please be aware that any medical expenses incurred will be the caregiver's responsibility, not YouthPower365.

If you seek outside medical assistance related to an incident that occurred during program hours, please inform the site coordinator as soon as possible.

If there is a non-life-threatening emergency, YouthPower365 staff will call the caregiver or preferred emergency contact if the child needs medical care and

will not transport the child to any health care facility. In a potentially life-threatening emergency, staff will call 911 immediately and then contact the caregiver or preferred emergency contact.

Illness

The health and wellbeing of all students is very important to us. We request that caregivers keep children who are potentially infectious at home. Caregivers will be asked to call their Coordinator to notify YouthPower365 that their child will not attend programming that day, and this will count as an excused absence. All attendance records will be kept on our student database system.

During the school year, if a child is home ill from school, they will not be allowed to participate in the afterschool programming that day. During summer camp, please do not send an ill child to camp or give them medication to cover up the symptoms. Please make your best judgement about your child's symptoms.

Students may not return to programs until they are symptom-free without medication for 24 hours.

If a child becomes ill during programs they will be separated from the group, and a caregiver will be notified immediately.

No child or staff may attend our program if they are showing signs of a communicable disease. When children have been diagnosed with a communicable disease (i.e., Hepatitis, Measles, Mumps, Rubella, Meningitis, Diphtheria, Salmonella, Tuberculosis, Giardiasis Shigella, etc.), YouthPower365 will notify the local/state department of health, all staff members, and all caregivers, 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.

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

YouthPower365 adheres to the following guidelines regarding Standard

Precautions to Prevent Transmission of Blood-borne Diseases:

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

All incidents will be documented in an incident report and sent home. Caregivers are responsible for the cost of medical treatment due to accident or illness that has occurred during programming.

Children may not attend programming if any of the following applies:

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

Staff Health

All program staff are held to the same health standards as listed above for the children and will not be permitted to teach at our programs if they show any symptoms.

Personal Belongings

YouthPower365 staff are not responsible for any personal items children or family bring to programs. As a result, avoid sending important keepsakes or memorabilia (things that cannot be replaced) with your child. Children may bring personal belongings to programs, but these must remain in backpacks or cubbies during programming hours. Any personal belongings children bring will

be stored in classrooms or in the hallway in a designated location.

Any items left at the end of the day will be placed in a lost and found kept by the coordinator until the owner is found.

Please discourage students from bringing the following to our program:

- Money
- Toys from home
- Valuables of any type such as phones, iPods, expensive sunglasses, jewelry, skateboards, and scooters (unless needed for transportation to and from PwrHrs)
- NO weapons of any kind: pocket-knife, toy weapon, matches, fireworks, etc.

Items that are allowed in programs:

- Each child is encouraged to bring a water bottle, and in summer we encourage bringing a hat and sunscreen as well.

Special Occasions

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

Communication

YouthPower365 communicates with caregivers by email and text. If parents request a phone call, YouthPower365 will follow that method when we have the capacity to do so. We encourage two-way communication, and we ask caregivers to contact Coordinators by email, text, or phone.

- Caregivers may make an appointment to meet with their Coordinators to discuss any questions or concerns.
 - If you have questions specifically about your school's programs, please contact your Coordinator.
 - If you have general questions about YouthPower365 programs, billing, application/registration process, or scholarships, please contact yp365support@vvf.org or call 970-748-5985.
- Caregivers will be provided with a phone number and email of their site coordinator

- Caregivers may also contact any YouthPower365 staff for assistance.

Emergencies

In case of a child emergency, illness, or accident, every effort will be made to contact the caregivers and the emergency contact. A staff member will stay with the child until a caregiver arrives. If necessary, 911 will be called. If an ambulance to a hospital is needed, it will be at the caregiver expense.

YouthPower365 follows Eagle County School district's emergency evacuation plan. Written instructions for evacuation are posted by each classroom door. Emergency drills will be conducted at the beginning of each program. All sites have first aid kits, fanny packs for outdoors, and backpacks for field trips. These kits include the Red Cross recommended supplies for first aid kits.

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

Avon Elementary School: Basketball court

Eagle Valley Elementary: Methodist Church

Eagle Valley Middle School: Methodist Church

Red Hill Elementary School: Gypsum Creek Middle School

Gypsum Elementary School: Eagle Valley High School 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

Stone Creek Charter: Calvary Christian Fellowship

Severe Weather

During programming students will be outside for a portion of the day. During inclement weather, most of the programming will run as normal. Activities will be moved and/or adjusted if the temperature falls below 32°F, or above 90°F or weather conditions (i.e.: rain, lightning) become severe. In these cases, YouthPower365 will use the gym or other space for physical activity. If students are outside and severe weather occurs, YouthPower365 staff will assess the situation and make appropriate decisions. In the case of lightning, groups will move indoors.

Natural Disasters

In the event of natural disasters, the safety of our students and staff is our priority. A copy of all student emergency contact information and a list of participants and staff attending that day are with the site coordinator. All afterschool staff are trained on our emergency procedures.

Caregiver Concerns

Communication is the key to successful programs. Our goal is to provide positive experiences for children, caregivers, and staff. Any concerns should be reported to the teacher, site coordinator, or YouthPower365 Program Manager.

YouthPower365's main line phone number is 970-748-5985 and our email address is yp365support@vvf.org. Calls and emails will be answered within 48 business hours.

Food & Food Preparation

Afterschool snacks will be whole fresh fruit, or another approved healthy snack. Students will participate in cleaning up after snack time.

Please ensure that your students' allergies are included and updated annually in your application form.

Although we provide food during our programming, children are welcome to bring their own food and snacks. Cold food should be accompanied by an ice pack in a lunchbox, and hot food should be kept in an insulated thermos.

Bathrooms

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

Visitors

Site visitors must sign in with their name, phone number, and visit purposes before entering a program. Individuals may be asked to provide identification.

Statement of Non-Discrimination

YouthPower365 does not discriminate based on race, religion, cultural heritage, political beliefs, sex, sexual orientation, or marital status in providing services to children and their families or in its employment practices.

If a student has special needs 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 staff, the Nurse Consultant, and the family. This would include planning to accommodate the student into the Emergency Evacuation Plan based upon the child's individual needs.

Child Protection

YouthPower365 is a permissive Neighborhood Youth Organization (NYO). Following the best practices, staff are required to report all known or suspected cases of child abuse & neglect. All staff are mandatory reporters in Colorado.

Caregivers can also report suspected abuse by calling one of the following numbers immediately:

- 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

When making a report, the following information may be needed:

- Your name, phone number and mailing address
 - You can remain anonymous
- The Organization's name, phone number and address.
- Where the incident occurred.
- Brief description about the incident/circumstances.

Definitions of Child Abuse and Neglect:

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

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

Emotional Abuse—Consists of a pattern of behavior that impairs a child's emotional development and positive sense of self, possibly resulting in

psychological damage. Emotional abuse includes the presence of a pattern of belittlement, criticism, rejection, threats, and the absence of supporting behaviors such as praise, pride in the child, and expressions of love and concern.

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

Reporting: A report demonstrates cause for concern and should not be interpreted as an accusation. Staff are required to report any suspicions immediately and are not authorized to contact the caregivers first. Once a report is made, Child Protective Services will determine if there is cause for an investigation. In all cases, our primary concern is the children's best interest. If you have any questions in this area, feel free to contact the site coordinator or YouthPower365 Program Manager.

To report suspected abuse and neglect of a child, use the numbers below:

- For the Eagle Valley Area: 970-328-7720
- Statewide Child Abuse/Neglect Hotline: 844-264-5437
- Allegations of Alcohol or Drug Abuse: 303-866-3755

These organizations will keep all the information about caregivers and children in our programs confidential.

Emergency Phone Numbers

Emergency: 911

Non-Emergency: 970-479-2201

Ambulance Service

Eagle County Ambulance District: (970) 476-0855

Western Eagle County Ambulance District: 970-328-1130

Eagle County Paramedic Service: 970-926-5270

Fire Protection

Eagle River Fire Protection: (970) 748-9665

Vail Fire Department Station 3: 970-479-2250

Vail Fire & Emergency Services: 970-479-2257

Greater Eagle Fire Protection District: 970-328-7244

Gypsum Fire Protection: 970-524-7101

Urgent Care

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

Doctors on call: 970-949-5434

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

Mental Health Support

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

Colorado Crisis Center 844-493-8255

Hospitals

Vail Health Hospital: 970-476-2451

Valley View Hospital: 970-945-6535

Police Departments

Eagle Police Department: 970-328-6351

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

Avon Police Department: 970-748-4040

Vail Police Department: 970-479-2201

Other

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

Domestic Abuse Hotline: 970-949-7086

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

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