



**SUMMER GAMETIME PARENT PACKET**

**Purpose:**

The purpose of the Durango Parks and Recreation Gametime program is to provide children from the ages of 5 to 15 years old the opportunity to form new relationships with other children while participating in various activities throughout the day in a well supervised and safe environment.

**Philosophy:**

We believe that each individual child is unique and will bring their own special qualities to the program. It will be the goal of each leader to coordinate group dynamics so that each child will fully maximize his or her qualities in order to reach their full potential. While we will follow each week's schedule of activities, the children will have ample time to explore, imagine and create their own fun, while developing appropriate socialization skills. Our main objective is to provide a safe, healthy, and nurturing environment for the children, while allowing parents to feel comfortable knowing that their children will be cared for in a professional and compassionate way.

**Gametime Information:**

- Children ages 5 – 15 years
- Summer Gametime is offered Monday – Friday, 7:30am-5:30pm (excluding holidays when the Recreation Center is closed)
- Gametime activities include crafts, reading, games, swimming, open gym, climbing wall, gymnastics, playground and field trips
- Summer Gametime is divided into 4 groups: Fun for Fives, 1<sup>st</sup> and 2<sup>nd</sup> Grade, 3<sup>rd</sup> Grade EPIC/Adventure Camp, and 4<sup>th</sup> Grade and Up EPIC/Adventure Camp. Each group will be assigned to a specific location for drop-off and pick-up during the program.
- Register at the Durango Community Recreation Center or online at [www.durangogov.org/register4rec](http://www.durangogov.org/register4rec)

**Fees (per child):**

- Daily: \$27
- Monthly: June 4-30: \$418
- Monthly: July 1-31: \$506
- Monthly: August 3-21: \$330

**Drop off & Pick up:**

Please be sure to sign in and out your child. Staff will be stationed at the sign in area for any assistance. Your child does not have to be dropped off at 7:30am. We have set up the schedule to allow for drop off and pick up to be the first and last hour and half of each day. If you drop

your child off later or need to pick up earlier you need to refer to the schedule to find where your child's group is. You may also call your site's director. Children will be released to any individual listed on the Child Enrollment Packet with proper identification, including parents. Children will not be released to other persons unless designated by written authorization from parents and with proper identification.

**Late Pick-Up:**

A late charge of \$5.00 per 15 minutes per child will be assessed for children not picked up by 5:30pm. If we do not receive a call from parents within 30 minutes after we close and we are unable to reach an emergency contact person, the local authorities will be notified.

**Discipline Policy:**

Keeping children actively involved in meaningful and fun activities generally creates an environment in which problems are few and minor. However, in situations where rules are not followed, leaders will utilize the following procedures:

Behavioral infractions are documented: Staff will document problem behaviors in an effort to maintain a written accounting of patterns.

Correction: Child is reminded of the rules and is asked once again to follow them.

Safe Place: Child is asked to sit out from the activity as a cooling off and calming down period.

Communication with Parents: Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the day.

Suspension/Withdrawal: Serious or continuing problems may result in a behavioral plan, suspension and/or immediate withdrawal. We reserve the right to terminate the childcare contract.

**Medical Emergencies:**

In case of a medical emergency, every effort will be made to reach the parents. If the parents cannot be reached, we will try the emergency numbers the parents have listed on the Child Information Form. Emergency medical treatment by professionals will be given when all efforts to reach parents or guardians have failed. Children will be transported by emergency ambulance to the closest medical facility. In a life-threatening emergency, EMS will be called immediately.

**Illness:**

We request that parents keep their children home when they show signs of illness. If a child comes to the program ill or becomes ill during the day, the parents will be asked to pick up their child. Ill children will be isolated, to the best of the staff's ability, from others in the program until they are picked up. Children will be excluded from Gametime, if the illness prevents the

child from participating in activities, increases risk of transmission to others, and if the illness requires more care than staff are able to provide. We will notify San Juan Basin Health Department if any child has attended our program and has been diagnosed with a communicable disease.

### **24 Hour Rule:**

If a child is sent home due to fever of 101 degrees or greater, vomiting two or more times, or diarrhea two or more times, they may not return the day after being sent home. They may return after being symptom free for 24 hours.

### **Medication:**

If a child needs to take medication which must be dispensed at Gametime or requires medication in the event of an emergency (i.e. food allergy, asthma, Epi pen), the child's physician must complete the medication form. The form must be submitted and reviewed by our Nurse Practitioner and staff before the child may attend Gametime. Contact Holden Randle at holden.randle@durangogov.org. We are unable to administer any over-the-counter medication, unless it is listed on the medication form. State law forbids us from applying anything except soap, water and a Band-Aid to any open wound.

### **Exclusion is Necessary:**

**Chicken Pox:** Until blisters have dried and crusted

**Conjunctivitis (pink eye):** Return 24 hours after treatment has been started

**Coughing:** If it is severe, uncontrolled or has difficulty in breathing

**Croup:** A doctor note with diagnosis and treatment is necessary to return.

**Diarrhea:** If it is not contained and until 24 hours from doctor stating the cause and that it is not contagious.

**Norovirus:** Return after at least 24 hours have passed since the vomiting and diarrhea symptoms ended.

**Salmonella:** Return after at least 24 hours have passed since the vomiting and diarrhea symptoms ended.

**Shingella:** Return after at least 24 hours have passed since the vomiting and diarrhea symptoms ended.

**E.coli:** Return after at least 24 hours have passed since the vomiting and diarrhea symptoms ended.

**Fever:** If the fever is equal to or greater than 101 degrees F. Must be fever free for 24 hours.

**Head Lice:** Until treatment has been completed.

**Hepatitis A:** Until one week after onset or illness or jaundice.

**Herpes:** If mouth sores are oozing and cannot be covered

**Impetigo:** Until 24 hours after treatment starts

**Rash (body), Ringworm, Roseola and RSV:** A doctor's note with diagnosis and treatment is necessary to return

**Vomiting:** Exclusion for children who have 2 or more episodes of vomiting in the past 24 hours. Child must be excluded for 24 hours AFTER last episode of vomiting

**\*Additional foodborne illnesses with doctor notices specifying individuals as free of illness\***

**Exclusion not Necessary:**

**Cold Symptoms:** Child may attend if fever free. If child has green/yellow nasal discharge lasting more than a few days and is accompanied by fever, child must see doctor.

**Coxsackie virus:** If child is able to participate in activities.

**Ear Infection:** Unless child has a fever equal to or greater than 101 degrees F.

**Fifth's Disease:** Child is no longer contagious once rash illness appears.

**Records of Immunization:**

The Division of Child Care, part of the Colorado Department of Human Services, requires us to have in each registered child's file, a copy of their immunization records. Gametime utilizes the Colorado Immunization Information System (CIIS), a confidential, secure, statewide immunization registry. If your child was not vaccinated in Colorado, please provide proof of immunization.

**Child Abuse:**

All staff of Durango Parks and Recreation is mandated by the State of Colorado to report any suspicion of child abuse. To file a statement of complaint call The Department of Human Services at 259-5465 or 303-866-5948.

**Children with a Disability:**

We do provide services for children with a disability, within our limitations. Durango Parks and Recreation is an inclusionary program and will not discriminate based on a child's developmental needs or disability. We will work with the parents/guardians to try and accommodate each child based on our staff availability. If your child has special needs, please contact Holden Randle at [holden.randle@durangogov.org](mailto:holden.randle@durangogov.org).

**Severe Weather:**

In the event of inclement or excessively hot weather, Gametime staff may vary the schedule for the safety of the kids. We ask that parents dress their children appropriately for all weather.

**Natural Disasters:**

In the event of a natural disaster, Durango Parks and Recreation will call the Durango Police Department. Please call the Durango Police Department for information, if you are unable to reach us at the site. If we must evacuate the Recreation Center, we will go to the closest safe

building (Boys and Girls Club, La Plata County Fairgrounds, Senior Center, or the Durango High School). We will notify the Durango Police Department and parents of our location.

### **Lunch & Snack:**

Please send a good size lunch, two snacks, and a water bottle with your child. There is no refrigeration or microwave oven available. Please do not pack items that will spoil in the heat (unless you send them in a small cooler with an ice pack). A sturdy lunch bag or box is best so lunches won't get crushed. Please tell your children not to share their lunches with other kids due to the high number of allergies. If your child does not have a lunch we are required to provide one. The charge to parents will be \$8.00. We do not provide snacks or beverages. We have two designated snack times per day.

### **Bathing Suits:**

Bathing suits and towels are needed for all children. Kids will have a swim day each week. Please clearly write your child's name on the tags of the bathing suit and towel.

### **Footwear:**

We suggest sending your child in sneakers due to the numerous activities throughout the day. We do not recommend sandals.

### **Lost and Found:**

Each location will have a lost and found bin. It is the responsibility of your child to keep track of his/her belongings. Speak to your child about the importance of making sure they have all their belongings. Please label all belongings.

### **Personal Belongings:**

Please do not send your children with any personal toys or electronics. Durango Parks and Recreation is not responsible for any damage that may occur or loss of any of the electronics or toys. A notice will be sent to parents if any scheduled activity requires an additional fee.

### **Sunscreen:**

Be sure to lather your child up with sunscreen before the start of the program and be sure to send sunscreen with your child every day. Please take extra precautions and send them with items such as a hat. Please read and sign the attached sunscreen form.

### **Schedules:**

Schedules are posted online at [durangogov.org/gametime](http://durangogov.org/gametime) and will be available at your child's site. Weekly schedules will be adhered to and will state where the children will be through the course of the day. Schedules may change due to various circumstances. Please call the Gametime Director or Front Desk with any questions of their location.

### **Lost Children:**

In the event of a lost child, Durango Parks and Recreation will contact the local authorities and contact the parents. The children in our program will be educated on what to do if they become lost. **Procedure:** Get to the nearest phone, Call 911, stay near the phone, and tell the officers you are with Durango Parks and Recreation Gametime.

### **Visitors:**

All visitors must sign in. They must show at least one form of identification. Visitors must be a child's approved parent or guardian, or approved by the parent or guardian. Staff must be notified in advance of any visitor.

### **Transportation:**

Durango Parks and Recreation has two buses and two mini-vans. Children will be transported to scheduled activities by a staff member. All children will be seated belted and an extra staff member will be in the vehicle to supervise the children. Staff will always have a cell phone on them when transporting children.

### **Cancelation Policy:**

If your child is not attending Gametime you may **cancel 3 days prior** to the date and receive a credit or refund. Please contact Holden Randle at 970-375-7317 or the Recreation Center Front Desk at 970-375-7300 x0 if your child is NOT attending Gametime.

### **Parent Input:**

Durango Parks and Recreation wants you to know how important it is for our program to have your input. Please feel free to discuss any ideas or concerns you may have about our Gametime program. We are always looking for new ideas and new ways to handle situations. Please contact Holden Randle at [holden.randle@durangogov.org](mailto:holden.randle@durangogov.org) or 970-375-7317 with any questions, comments, or concerns. To file a complaint with the Colorado Department of Human Services, Division of Child Care please contact, Department of Human Services 1575 Sherman Street Denver, Colorado 80203 or 303-866-5948.

### **Important Phone Numbers:**

Program Supervisor: Holden Randle 970-375-7317

Fun for Fives Director: 970-317-1511

1<sup>st</sup> & 2<sup>nd</sup> Grade Director: 907-759-5901

3<sup>rd</sup> Grade EPIC/Adventure Camp Director: 970-749-8875

4<sup>th</sup> Grade & Up EPIC/Adventure Camp Director: 970-317-1727

Durango Rec Center Front Desk: 970-375-7300 x0

Durango Parks and Recreation Administration: 970-375-7321

Durango Parks and Recreation Fax Number: 970-375-7337

**Please sign and return this page to the Durango Recreation Center when you submit the Gametime Enrollment Packet for your child(ren).**

**I acknowledge that I have read and understand the information provided to me in the Summer Gametime Parent Packet.**

**I acknowledge that I have been given the opportunity to ask questions.**

**I agree to the policies and procedures outlined in this packet.**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_