



FUNTIME

PRESCHOOL PROGRAM



Program Participation Manual

Visit fcgov.com/youthprograms for more information

COVID DISCLOSURE

Based on current and future COVID-19 guidance from State, County and local health departments, some policies and procedures (identified with headings in red text) are subject to modification. For the most up to date guidance on childcare facilities that remain open, visit <https://www.larimer.org/health/communicable-disease/coronavirus-covid-19/schools-and-childcare/covid-19-information>.

City of Fort Collins Recreation Department Mission

To foster health and well-being through diverse and inclusive recreation opportunities, sustainable planning, and community partnerships.

Early Learning Mission

The City of Fort Collins Funtime Preschool Program Mission is to provide a stimulating, nurturing, inclusive environment, to learn, play and grow.

Funtime Preschool Program Location

Northside Aztlan Community Center
112 E Willow St.
Fort Collins, CO 80524

Contact Information

- **Sr. Recreation Coordinator, Preschool Director:** Lisa Freeman: (970) 416-2528, lfreeman@fcgov.com
- **Sr. Supervisor, Recreation:** Sarah Gagne, (970) 221-6337, sgagne@fcgov.com
- **Northside Aztlan Community Center:** (970) 221-6256
- **Website:** <http://www.fcgov.com/recreation/youthprograms>

Questions and Concerns

Please contact the numbers above to reach staff if your child will be absent or arriving late to class, in case of emergencies, or if you have concerns or program feedback. For general questions, please contact the front desk or visit Recreation's Youth Programs webpage.

Family Communications

Regular communications to families are sent via email including program information and event reminders. All emails are sent to the email address listed for the Primary Guardian in the household account. Additional email addresses can be added to distribution lists by contacting the Preschool Director.

Funtime Preschool Program Family Conferences

Family conferences are scheduled for school year-round Funtime Preschool programs only. These conferences allow parents/guardians to ask questions regarding their child's time spent in the classroom as well as for teaching staff to celebrate child's strengths and/or discuss options for addressing classroom challenges. Parents will be notified about conference meeting times, and a

sign-up sheet will be provided. Instructors are responsible for confirming meeting times with all families at least 1 week prior to scheduled meeting times, either in-person, via email or phone call.

Conferences are conducted once in each the Fall and Spring semesters. Special attention is given in the fall to a child's transition into the classroom. Spring conferences focus on observations of developing and mastered developmental skills that children are exhibiting as they prepare to transition onto their next classroom/school program.

NOTE: Conferences may be held virtually to minimize exposure to COVID-19 symptoms.

Emergency Communications

Occasionally, it is necessary for camp staff to reach ALL parents/guardians of a camp program at one time. These communications primarily take place through ePACT Emergency Network, including automated text and voice messages and that are listed as incoming from an unknown number in British Columbia, Canada. This is because the ePACT Emergency Network organization is based out of that location.

Funtime Preschool Program

A state-licensed childcare program focused on the development of readiness skills through child-directed discovery and teacher-led activities. Comprehensive curriculum content includes: development of fine motor, cognitive, gross motor, social, emotional, and early literacy skills. The play-based, intentional approach encourages self-regulation, critical thinking, and problem-solving.

Funtime for Preschoolers

A play-based, child-directed, and teacher-guided approach encourages self-regulation, critical thinking, and problem-solving skills. Children must turn 3 years of age by October 1 of the applicable school year and cannot begin this program until child turns 3.

Funtime Pre-K

Comprehensive Kindergarten-readiness curriculum includes development of fine motor, cognitive, gross motor, social-emotional, and early literacy skills. Must turn 4 years of age by October 1 of the applicable school year.

Lunch Bunch for Pre-K

An extended-day, optional program for Funtime Pre-K students. Parents/guardians must provide a healthy, nut-free sack lunch that does not require refrigeration or reheating. In preparation for Kindergarten, children will eat, converse, and practice manners as part of a larger group with a teacher-guided focus on learning self-regulation skills including opening and closing containers, what and how much to eat, how to save leftovers and clean up after themselves, and responsibility for their own belongings.

Funtime Adventures Summer Day Camp

Designed for children 4-5 years who have not yet attended Kindergarten, this introduction to summer camp and extension of our school year-round Funtime Pre-K provides both half and full-day options. Morning schedules are made up of structured, themed camp activities including songs, games, arts & crafts, and S.T.E.M. projects. Full day participants will also have time for

lunch, an optional rest time, and recreational enrichments (dance, yoga, sports, etc.). All participants will enjoy a weekly walking field trip to local parks and natural areas.

Eligibility Requirements

All children attending Funtime Preschool, Pre-K, Lunch Bunch, and Funtime Adventures programs must be fully toilet trained. Diapering facilities are not available, and staff are not able to take responsibility of changing diapers or pull-ups. Inclusion services for disabilities are available and any exceptions must be approved by the Program Director. Parents/guardians may be asked to remain on-site if diaper changing is needed.

Funtime Preschool and Pre-K

Poudre School District requires that children entering Kindergarten must turn 5 years old on or prior to October 1 of the applicable school year. To ensure Funtime students are on track to enter Kindergarten at the appropriate time, program eligibility requirements based on age are as follows:

- Students enrolled the M/W/F Funtime Pre-K class must turn 4 years old by October 1st.
- Students enrolled in the T/Th Funtime for Preschoolers Program must turn 3 years old by October 1 of the applicable school year. Additionally, children who turn 3 years old between the first scheduled day of the school year and October 1 cannot attend the program until they turn 3 years old.
 - NOTE: Families may wait to enroll until after the child's birthday to receive prorated tuition however, enrollments are based on availability at that time. In order to reserve the child's space at the beginning of the school year, full tuition payments are required.

Funtime Adventures Summer Day Camp

Students enrolled in the Funtime Adventure Camp must be 4 years of age by the first day of the camp session.

Inclusion Services

The City of Fort Collins welcomes individuals of all abilities into our classes and programs. To request support for your child as they participate in the Funtime Preschool and/or Funtime Adventures program due to conditions of a disability, please indicate any special needs when you register and contact Adaptive Recreation Opportunities by calling (970) 221-6655 or emailing recreation@fcgov.com. **NOTE:** Requests for inclusion services should be made at least two weeks before the program begins.

Hours of Operation

Funtime Preschool and Pre-K

- **Funtime for Preschoolers:** T/Th, 9:30am-12:00pm
- **Funtime Pre-K:** M/W/F, 9:30am-12:00pm
 - **Lunch Bunch for Pre-K:** M/W/F, 12:00-2:00pm

Funtime Adventures Summer Day Camp

- **Morning-only** (“half-day”), M-F 8:00am-12:00pm
- **Afternoon “add-on”** (morning registration required), M-F 12:00-5:00pm

Annual Schedule

Funtime Preschool and Pre-K

School year-round preschool and pre-k programs **generally** follow the Poudre School District (PSD) calendar for scheduled school days off and seasonal or holiday breaks. Scheduled program start dates and days off are listed in the Recreator and provided to all families at the time of registration. **NOTE:** Funtime Preschool Program **does not** follow PSD announcements for inclement weather. Any program delays and closures are subject to the City of Fort Collins facility closures which can be found on the main webpage, <http://www.fcgov.com>.

Funtime Adventures Summer Day Camp

Summer day camp programs begin the Wednesday following the Memorial Day holiday and run weekly through the Thursday of the week prior to PSD start dates. And scheduled days off during the summer, including the Independence Day holiday, are listed in the Recreator and provided to families at the time of registration.

Teacher to Student Ratios

Funtime Preschool is licensed as a Small Childcare Center, allowing a capacity of up to 15 children at any one time. Licensing rules and regulations require a teacher to student ratio of 1 to 10. We strive to allow for lower teacher to child ratios in order to improve quality of care and individualized attention. We schedule two teaching staff per class period, as long as 8 or more children are in attendance.

City of Fort Collins Tax ID #

The City of Fort Collins Federal Tax ID number is **84-6000587**. Funtime Preschool operates as a state-licensed, preschool age childcare facility. The City cannot advise as to whether our recreation programming is considered “child or dependent care” for tax purposes. Some City programs may not qualify for federal or state tax deductions for child or dependent care expenses. Please consult with your tax professional for further advice before deducting the program fee.

Recreation Reduced Fee Program

Qualified participants receive a discount on all recreation programming. A 70% discount is available to families that qualify on licensed childcare programs including all Funtime Preschool, Pre-K, Lunch Bunch, and Funtime Adventures summer day camp programs. Learn more at www.fcgov.com/recreation/reducedfeeprogram.

Registration & Fees

Registrations take place based on seasonal dates available through the Recreator, at least one season prior to the program start date. Fall class sessions are available for registration in the Summer Recreator and Winter/Spring class sessions are available for registration in the Fall Recreator. Summer day camp programs (Funtime Adventures) are available for registration in the Spring Recreator.

An annual, non-refundable, materials fee of \$30 per child is due prior to registering for any Funtime Preschool or Funtime Adventures program. This fee covers the cost of electronic health records, t-shirts and/or supply bags, and daily sunscreen use.

- For school year-round programs (Funtime Preschool and Pre-K), class session fees are based on \$16 per scheduled day of classes. Full Fall and Spring session fees are divided into monthly payments, August through November and January through May, and are due prior to the 15th of each month for the upcoming month's payment. NOTE: August class dates are included in September's monthly tuition fee.
- All Lunch Bunch program fees are due at the time of registration and are charged at \$12 per single day enrollment.
- For summer day camp programs (Funtime Adventures), individual weekly enrollments require a minimum down payment of \$20 per enrollment, due at the time of registration. Remaining weekly fees are due monthly, two weeks prior to the start of each month, June through August.

Weekly Fees for Funtime Adventures Summer Day Camp Programs

- M-F, morning-only ("half-day"): \$100
- M-F, afternoon add-on ("full day"): \$100*

*Morning-only registrations in corresponding weeks is required for any afternoon add-on registration. Total fees for a full day, week-long summer day camp option is \$200.

**NOTE: Camp weeks that are not scheduled for the full 5 days per week will be prorated based on \$40 per day. Additionally, camp fees are not prorated for late registrations or partial attendance.*

Program fees are not prorated for ANY reason. This includes late registrations, absences due to illness, and lack of transportation to attend the program. Additionally:

- During the school year when classes are cancelled due to inclement weather, no refunds or household credits are given. (See **Inclement Weather** policy on page __: Funtime Preschool Program does not follow PSD weather closures.)
- During summer day camp programs, refunds are not granted, nor is there alternative childcare provided if a camper does not attend an off-site activity or field trip. Parents/guardians are responsible for making other childcare arrangements for the day.

Withdrawals, Transfers, & Cancellations Policies

Refunds are issued in accordance with Recreation Department policies listed in the [Recreator](#). Cancellation requests should be emailed along with the original purchase receipt to Recreation@FCGov.com, or by call (970) 221-6256 or (970) 416-4280. For Funtime Adventures summer day camp programs, it is requested that any transfers or cancellations be made at least 5 calendar days before the start of scheduled weekly camp sessions so that appropriate staffing levels can be ensured.

Withdrawals

If you are not satisfied with your program, you may withdraw before the second class begins and receive a refund. Refunds are not given once the second class begins (Tuesday of a full camp

week). Programs that meet once may receive a refund up to one week prior to the scheduled program start. Refund options include:

- A full credit to your Recreation household account.
- Check or credit refund; a \$5 service charge per program will be applied.

NOTE: Material fees are non-refundable. For refunds less than \$5, a household credit is offered.

Transfers

Transfer are permitted between programs prior to the second meeting of the class on a space-available basis. There is no charge for transfers, but you are responsible for any additional costs. If the new program costs less than the original program the difference is credited to the household account without an additional program fee. If your child(ren)'s age, grade level, or ability does not meet the minimum program requirements, you will be transferred to a program that better matches their age/developmental level(s).

Cancelations

Recreation may cancel programs at staff's discretion due to low enrollment or other reasons. If Recreation cancels a program for any reason, you will receive a full refund or credit. Recreation staff can assist you in finding another program that meets your needs or interests.

Services Discontinued

Funtime Preschool Program and Funtime Adventures summer day camp programs reserve the right to withdraw a child and discontinue services if:

- Parents/guardians refuse to or are unable to meet full tuition obligations.
- Parents/guardians fail to provide the required medical forms and immunization records prior to specified due dates.
- Extreme behavior problems exist which cannot be resolved (please refer to the Child Behavioral section later in the Handbook for more details)
- After attempting to meet all reasonable accommodation requests, preschool staff feel that the child is unable to function successfully in the Funtime Preschool program.

Enrollment Profiles, Immunization Records, & Medication Permissions

Each child must have emergency contact/authorized pick-up information, health/medical history including REQUIRED immunization records, a General Health Appraisal Form (requires parent AND physician signatures) and any necessary medication forms, and all liability/release waivers completed prior to attending programs. This information is submitted online through ePACT Emergency Network. An invitation to complete your camper's "Enrollment Profile" will be emailed to you upon registration.

Medication Administration

Staff are delegated by a contracted Nurse Consultant to administer emergency or otherwise required medications with approved forms signed by the prescribing physician. All medications must be stored in their original container(s) with the prescription label clearly stating child's name, delivery method, and expiration date. Additionally, all medications must be kept in a labelled, designated space out of children's reach.

Participants requiring medications to be administered during class will need appropriate forms completed and signed by a physician, and then uploaded to the online health profile through ePACT Emergency Network. All medication forms are available for download in the Shared Files section of Funtime's ePACT form.

Daily Snack Times

A small, healthy snack is provided in each morning and afternoon class period that is low in sugar content and follows all food handling and storage parameters as dictated by the Larimer County Department of Health. Instructors utilize this time to guide children in important health practices such as hand washing, social/emotional skills including table manners, and environmental awareness including food disposal options such as trash, recycling, and composting.

Families may volunteer to provide classroom snacks, and may do so by signing up on daily snack sign-up sheets posted at check-in. All provided snacks must adhere to health department guidelines. All provided snacks must be non-perishable in nature and in unopened, labelled packages. No products that need to be refrigerated after purchase including dairy products such as milk, yogurt, and cheese may be provided by parents/guardians for the class. Produce must be delivered to staff in its purchased state, unwashed and uncut. Instructors may advise parents/guardians of any additional food sensitivities and allergies in the classroom.

NOTE: Funtime Preschool Program and Funtime Adventures summer day camp programs make all attempts to keep the classroom environment free of peanuts and tree nuts.

Food Sensitivities & Allergies

Parents/guardians are responsible for informing staff of any food sensitivities or allergies upon enrollment and documenting this information in the child's ePACT health profile. Staff will review all health profiles prior to the start of school and complete a written chart of all children with food sensitivities, allergies, emergency medications related to allergies or other conditions. This information will be shared with all instructors during pre-service training and copies will be posted confidentially in the classroom. Pictures of each child will also be posted for teaching staff to refer to when preparing daily snacks and cooking activities. Staff will provide alternative snack options to children with food sensitivities or allergies as needed.

Parents/guardians are also welcome and encouraged to provide specific snack items for their child. Staff will keep all child-specific snacks in a sealed, labelled container and will distribute them only to the child they are provided for.

What to Bring to Class/Camp

All personal items should have the child's name written on them in permanent ink. Items to bring daily include a water bottle, comfortable clothing that is appropriate for the weather and allows for freedom of movement, socks and closed toed shoes. Flip flops or sandals are not recommended as they can easily pose a safety concern, and may prevent campers from participating in walking, running or active games. For Funtime Adventures summer day camp program, weekly itineraries will designate special days when campers may enjoy outdoor water play. It is the parent/guardian's responsibility to note these dates and to send their camper with a bathing suit and towel, and a dry change of clothing.

For Lunch Bunch and Funtime Adventures summer day camps, parents/guardians are required to provide a nut-free, healthy sack lunch that does not require refrigeration daily. Lunches cannot be refrigerated or heated. If a child's lunch does not meet current USDA child food program meal pattern requirements, supplemental foods will be offered to children. For summer programs, parents/guardians must also provide 2 nut-free snacks in addition to the sack lunch. For school year-round, Funtime Preschool programs, both morning and afternoon snacks are provided.

Children will spend time outside daily unless the temperature is below 20 degrees Fahrenheit or in excess of 90 degrees Fahrenheit. During summer months, campers should come to camp equipped with a hat and other protective clothing. During winter months, please make sure your child has clothing appropriate for the weather including a hat, mittens/gloves, warm coat, and boots.

Personal Belongings

Children should not bring toys, stuffed animals, any electronics or other personal belongings to class or camp to prevent loss or damage, and to encourage full participation in class/camp activities. The City of Fort Collins is not responsible if items become broken or misplaced.

Photography Policy

The City of Fort Collins Recreation Department reserves the right to use images and/or photographs of anyone participating in an activity and/or at a park or public place. Images may be used in present and/or future publications, online, or for other promotional purposes, unless told otherwise at the time image or photo is taken.

Television and Video Viewing

Access to television and video/movie watching is limited in Funtime Preschool Program and Funtime Adventures summer day camp programs, and parents/guardians will be made aware of any scheduled media showings in advance. On occasion in summer day camp programs, in the event of inclement weather or other unplanned cancellation of planned activities, a movie may be shown to replace scheduled afternoon activities. Any movies viewed will have a G rating. Maximum allowable media viewing will be three hours per week.

Sunscreen

It is the responsibility of parents/guardians to apply sunscreen to their child(ren) each day before arriving at class daily. For full-day programs, Funtime Preschool provides Rocky Mountain Sunscreen KIDS SPF50 Broad Spectrum Mist Spray (<https://rmsunscreen.com>) for reapplication after lunch or water activities. Children will be directly supervised and assisted by staff to re-apply sunscreen. Any skin reaction observed by staff will be documented and promptly reported to parent/guardian.

It is the responsibility of the parent/guardian to provide an alternative sunscreen if the above brand does not meet a participant need. All provided sunscreen must be clearly labelled with the child's first and last name and handed directly to a staff member upon arrival to class. Sunscreen must

not be kept or stored in children's belongings to prevent sharing and potential allergic reactions. Aerosol spray sunscreen is not permitted for use in any Funtime Preschool program activities.

Attendance: Sign-In & Sign-Out

Parents/guardians or authorized contacts must check children in and out of class/camp each day. Only persons listed as an Emergency Contact or Approved Pick-up Person in the child's ePACT Enrollment Profile are allowed to sign children out of camp. A verbal or written notification from a parent/guardian is allowed in the event of an emergency. NOTE: Any person picking up a child may be asked for their driver's license for proof of identity if photos are not uploaded into the electronic Enrollment Profile.

Attendance is verified throughout the daily class/camp sessions. If a group leaves the designated classroom area for an activity (e.g. the gym or playground), staff will take attendance prior to departure from the classroom, frequently and at designated times during the activity, and upon arrival back to the classroom.

If you need to pick-up your child earlier than the normal dismissal time, note that the pick-up location may be different than the normal check-in/check-out site. Please confirm with staff on the day of the early pick-up where they will be at the specific time of pick-up.

Staff will help your child/children collect all belongings at the end of each day. It is recommended to label your child(ren)'s belongings. A lost and found may be available to locate missing items.

At the end of each class/camp day a designated staff member will verify that all children have been signed out and the designated classroom space is emptied of participants before closing locking the room and departing for the day.

COVID-19 Consideration for Drop-off and Pick-up

Drop-off and pick-up will occur outside the classroom whenever possible. Parents/guardians are not permitted to enter the classroom. Organized, staggered drop-off and pick-up times may be implemented if staff are unable to manage the flow of arrivals and departures. Staff will greet families for non-contact sign-in/out procedures and daily health screens. A 6 ft distance should be maintained as much as possible, and cloth masks/facial coverings should be worn by all staff and parents/guardians during drop-off and pick-up. Supervised hand washing will take place immediately upon children's entry to the classroom.

Daily Health Screens for COVID-19 Symptoms

A series of questions must be answered each day prior to (available through ePACT QR code) or upon arrival at class/camp. Questions will include presence of symptoms, recent travel and potential exposure to anyone with a positive COVID-19 diagnosis. Temperature checks will be conducted if verbal temperatures are not given to the staff at drop-off. If a child arrives at camp with a fever of 100.4 or higher, or is exhibiting other symptoms related to COVID-19, they will not be permitted to attend class/camp that day.

Child Illness Policy

Please keep your child home if they have any of the following symptoms:

- Vomiting or diarrhea in the last 24 hours
- A fever of 100.4 degrees or more in the last 24 hours
- Excessive coughing or nasal discharge
- Draining sore or open rash
- Strep throat or itchy matter in eyes that has not been treated for 24 hours with antibiotics
- Untreated head lice or scabies
- Symptoms of a possible communicable disease (these usually include sniffles, reddened eyes, sore throat, headache, and abdominal pain with fever)

If a child arrives at class/camp with the above conditions, or develops any symptoms during the day, staff will call parents/guardians, emergency contacts and/or approved pick-up contacts to come pick the child up. Until the child is picked up, they will be removed from the classroom environment and isolated to rest comfortably in a designated area with a supervisory camp staff. Children will not be allowed back into the program until they have been symptom free for 24 hours. Parents/guardians should notify staff immediately if a child has been diagnosed with a communicable disease.

Staff will keep children and staff inside if any air quality alerts are in effect according to the National Weather Service. If your child is too sick to be outside under these types of conditions, they are also considered too sick to be brought to class/camp.

COVID-19 SYMPTOMS & PROCEDURES

Any symptoms of COVID-19, including a dry cough, shortness of breath, fever of 100.4 or higher, or new loss of smell & taste will require that a child be sent home immediately. Funtime Preschool Program and Funtime Adventures summer day camp programs follow all up to date local and state health guidelines. Since this information is always changing please visit this website for more information: <https://www.larimer.org/health/communicable-disease/coronavirus-covid-19/schools-and-childcare/covid-19-information>.

Should a child or staff member test positive for COVID-19, the program will follow local guidance on closures. If a class/camp closes due to a positive case a notice will be sent to parents/guardians immediately notifying them. Upon receipt of such a notification, parents/guardians, emergency contacts and/or approved pick-up persons must come to retrieve all children within 1 hour's time. After 1 hour from release of notification, if a child has not been retrieved, the Police Department or Social Services may be called to care for the child.

Visitation Policy

Parents/guardians are welcome to visit camp at any time.* All visitors must show a photo ID and sign a Visitor's Log (includes name, address & purpose of visit).

****NOTE: In order to minimize potential exposure to COVID-19, visitors will not be permitted in the childcare facility unless necessary.***

Late Arrivals and Non-Participation

For children arriving late for drop-off and/or when the group is away from the drop-off location, it is the responsibility of the parent/guardian to transport their child to meet the group. For summer day camp programs, a weekly schedule of activities and their locations will be made available to parents/guardians prior to each scheduled week. When meeting up with the group, it is the parent's responsibility to communicate with the instructor and complete the check-in process with their child.

If a child does not attend an off-site field trip or any other scheduled program activity, alternative childcare will not be available. Parents/guardians are responsible for making other childcare arrangements for the day.

Unauthorized Pick-up Attempt of Child

Any adult picking up a child from the program will be asked by staff for their name and a valid ID. Staff will also explain that law and facility regulations prevent release of child to unauthorized persons.

If an adult arrives to pick up a child that is not authorized on ePACT to do so by the parent/guardian, staff will immediately call the parent/guardian to inform him/her about the pick-up situation and confirm pick-up. In an emergency situation, a parent/guardian may provide verbal authorization for pick-up. For all other times, written notification signed by the parent/guardian is required for release of the child.

If the parent/guardian denies authorization for the child to be released over the phone, or if staff is unable to reach a parent/guardian, Emergency Contacts listed in ePACT may be notified, and staff will refuse to release the child to the adult attempting pick-up. Security or Police will be contacted if the attempting adult continues to demand the child's release.

Late Pick-Up Fee and Failure to Pick-up Procedure

Pick-up must occur by the end of each scheduled program. After that time, late fees will be charged at the rate of \$5 for every 10 minutes late/per child. All charges are added to your household account. Future household registrations will not be permitted until the account balance has been paid in full.

Staff will take the following steps in the event a child has not been picked up from a camp program:

- Staff will wait 15 mins after the scheduled time of camp to before making a call to parent/guardian.
- If parent/guardian cannot be reached, staff will make calls to emergency contacts in the authorized ePACT form.
- Staff will call the supervisor if parent/guardian cannot be reached and continue making calls every 5 minutes.

- 30 minutes after the end of camp, Security or Police may be notified, and the child may be released into the custody of a police officer.
- Staff shall remain with children until all children are picked up.
- In the event that a staff member cannot stay until a child is picked up the child will be put in care of the center's front desk staff.

Behavior Expectations

Minor squabbles, arguments and misbehaviors are a natural part of the socialization process. When a young child misbehaves it is usually because they have not yet learned a better way to deal with their problems. Funtime staff encourage and guide children in positive actions and reactions through positive reinforcement and direct supervision. When challenges arise with an individual child or a conflict occurs between children, instructors meet the child(ren) on their level and immediately discuss desired choices, restate the rules to ensure safety, and offer encouragement for future opportunities to develop positive behaviors.

Serious behavior problems, specifically those that present safety challenges to the child's self or to others will be brought to attention of the parent/guardian as soon as possible. An Inclusion Aid or Adaptive Recreation Opportunities staff member may be asked to observe the child and provide guidance. Program staff will work with parents/guardians to create a developmentally appropriate guidance plan for the child if needed.

Staff follows City of Fort Collins City Manager approved guidelines with escalating sanctions. Current procedures can be found at any Recreation facility or at www.fcgov.com/recreation. The steps outlined below will be followed if inappropriate behavior occurs. **NOTE: Disability related support needs can be provided. Two-week advance notice is requested. See page 4 for more information on our Inclusion Support Policy.**

The following steps will be taken if a child is not responding to typical redirection and guidance within a reasonable amount of time:

1. Instructors meet child(ren) on their level and immediately discuss desired choices, restate the rules to ensure safety, and offer encouragement for future opportunities to develop positive behaviors.
2. If the behavior is causing or threatening to cause harm to the child or to others, the child may be removed from the situation/environment to allow time for the child to calm down. Children may not be permitted to return to scheduled activities if staff feel it is unsafe to do so.
3. Parents/guardians are notified immediately, and a meeting may be scheduled to discuss the situation and evaluate possible strategies to ensure safety and success for the child and other program participants.
4. An individual guidance plan may be created and implemented during an agreed upon trial period between parents/guardians and teaching staff. Follow up meeting date(s) may be scheduled to evaluate the guidance plan.
5. Program staff conduct observations and document behaviors during the trial period, and evaluation occurs at scheduled follow-up meeting(s).
6. If behavior modification and guidance strategies have been unsuccessful using the guidance plan, program staff will explore community resources including professional assessments conducted by a behavioral health specialist. Additional resources may also be provided to the parent/guardian depending on the nature of the situation.

7. If all previous steps have occurred and the child's behavior continues to pose a safety risk to themselves or to others in the classroom*, or if teachers are unable to make reasonable accommodations to the environment or classroom schedule that discourage the behavior, program staff reserve the right to dis-enroll the child from the program.

***NOTE:** *In the event that a severe behavior occurs that causes harm to self or others, program staff reserve the right to by-pass these steps and dis-enroll the child.*

Behavior incidents will never be dealt with in a demoralizing, humiliating, or abusive manner. No child shall be subject to abuses of neglect, cruel, unusual severe, or corporal punishment including punishment with subject of a child to verbal abuse, ridicule, humiliation, denial of food, use of bathroom facilities, punishment for soiling, wetting, or not using the toilet.

Staff members shall not be subject to verbal or physical abuse by a child enrolled in camp, or by their parent, including but not limited to, cruelty, humiliation, foul language, and ridicule. Refunds may not be granted if a participant is dismissed from a City of Fort Collins Recreation Program.

Bathroom Policy

All children participating in Funtime Preschool Program and Funtime Adventures summer day camp programs must be fully toilet-trained and able to use restrooms without assistance unless accommodations are requested at the time of registration and are required by ADA guidelines.

If a child has a toileting accident, a parent/guardian or emergency contact will be contacted to bring a clean set of clothes to the classroom and to assist in changing the child. Funtime Preschool programs are not equipped with diapering facilities and staff are not permitted to assist in the changing of diapers, Pull-Ups, or clothing in the event of a toileting accident.

Field Trips and Transportation of Children

During the school year-round Funtime Preschool Program, off-site enrichments and field trips may be scheduled with the expectation that a parent/guardian transports and attends with the child. Funtime Preschool staff do not transport children in recreation vehicles, nor are they permitted to transport program participants in their personal vehicles.

During Funtime Adventures summer day camp programs, weekly off-site walking trips are planned. Parents/guardians are given advanced notice of the destination and scheduled activities, and must sign a permission form for each scheduled off-site field trip.

All fees associated with scheduled field trips are included in session tuition and weekly camp fees unless noted otherwise. Parents/guardians may opt out their child of field trips and/or scheduled activities, however alternative care will not be provided and no discount will be given.

Attendance is taken upon departure from the facility, frequently throughout field trips, prior to departing the destination location, and again upon arrival back at the classroom/facility. Children are under direct supervision of staff at all times when attending a field trip.

If arrival back to the class/camp room is substantially delayed, staff will contact Recreation facility front desk staff with an update. Parents/guardians may also be contacted through the ePACT Emergency Notification System (text, voice, and email messages).

Recreation does its best to carry out scheduled field trips as advertised, however there are times when field trips may be changed due to weather and other unforeseen circumstances. When possible, alternative experiences are provided.

Use of Helmets

Children are required to wear a helmet (and may be required to provide their own) while participating in scheduled activities that including the riding of rollerblades, bicycles, scooters, skateboards and horses **IF** these activities are offered as a class/camp activity. Children who do not have a helmet may participate in alternative activities on that day.

Accidents, Injuries, Sudden Illness & Emergency Policy

In the event a child is injured while attending City programs, staff and program directors will take appropriate steps to ensure the health and safety of the injured child. Funtime Preschool and Funtime Adventures summer day camp staff are required to maintain current CPR and First Aid training certifications, and are required to carry a first aid kit, cell phone for emergency purposes, and any authorized participant medications at all times. Any child complaining of persistent or unusual pain is treated as a serious issue until it is determined that EMS does not need to be called. Parents/guardians are notified immediately of any serious accident, injury, or sudden illness.

The following procedures are followed by program staff in the event of any serious accident, injury, or sudden illness:

1. If a child has an injury staff administers first aid, if applicable.
2. If a child is exhibiting signs of illness or injury severe enough that they are not participating fully in the program or staff suspects the child may be contagious, the child is moved to a designated area and parents are called.
3. If a child has any injury during the day that does not involve a parent's immediate attention, staff informs parents at the end of the day about the incident.
4. If the injury or illness is serious, 911 is called. If 911 is called, staff attempts to notify the parent immediately after the call.
5. In any event in which the parent/guardian cannot be reached, the emergency contact person is notified.
6. Children are transported by emergency ambulance personnel to the closest medical facility.
7. Emergency medical treatment (by professionals) is given when all efforts to reach parents or guardian have failed.
8. The parent/guardian is responsible for all costs involved with the EMS services.

Missing Child Procedure

Staff regularly takes a head count throughout the day. Prior to leaving any location, staff members take roll call and take a head count of the group. In the event that a child should ever come up missing from preschool, the following steps are taken:

1. The children are gathered, and attendance is taken to determine who might be missing.

2. All staff and children are asked if they know where the child is or was last seen.
3. One staff member is assigned to supervise the group and the other staff members search for the child in areas not easily seen at a quick glance (such as bathrooms, locker rooms, playground equipment, etc.). Preschool staff request will the assistance of other staff to help with the search when possible. No more than five minutes is taken for a search.
4. If the child is not found, one of the staff members makes the following telephone calls:
 - a. 911 to report a missing child.
 - b. The parents of the missing child to let them know that the child is missing and to have parents meet staff at the present location.
 - c. Recreation Coordinator and/or Supervisor is informed and assists in the search process.
5. A staff member stays with police to assist and aide in the search for the missing child.

Heat Index and Air Quality

The City of Fort Collins follows the National Weather Service Heat Index guidelines. Information on the heat index can be found at www.nws.noaa.gov/om/heat/heat_index.shtml. Alternative programming may be offered in the case of heat related events.

In cases of air quality concerns, Recreation staff will take Air Quality Index (AQI) levels into consideration as they affect camper and staff health concerns to make a final decision on the participation in City programs and outdoor activities.

In Case of Natural Disaster/Inclement Weather

The City of Fort Collins Recreation Department has a written plan of action on file in case of a natural disaster including floods, tornadoes, and other severe weather-related events. Staff has been trained to follow appropriate measures depending on the type of natural disaster/inclement weather. When a natural disaster may affect camp operations, full-time Recreation staff will work with program staff to designate the course of action. Staff receive direction from the appropriate full-time staff as deemed necessary.

In case of a field trip away from the facility, emergency plans accompany staff members.

Disaster and Emergency Preparedness

All camp staff are trained in emergencies and disaster preparedness prior to working with campers, use of AED devices. Protocols for shelter-in-place, lockdown and active shooter scenarios are determined amongst staff prior to start of camp. While staff are trained on procedures in the event of these scenarios, drills are not conducted with campers.

Evacuation

Evacuation, in case of fire or other disaster, will take place immediately. Each staff member will take their camp group outside to a designated location, at least 100 yards away from the facility. Attendance will be taken immediately upon arrival at designated spot. Camp staff will maintain direct supervision of all campers until authorities have cleared the facility for safety, and will then escort campers back into the camp room where attendance will be taken again.

Reuniting Families

In the event of any emergency or natural disaster, camp staff will remain with the group until all parents/guardians have been contacted and campers have been picked up and signed out by an authorized person. Notification to parents/guardians will be made once authorities have cleared the facility or area for safety.

Serving Children with Disabilities and those with Access & Functional Needs

Each child with special needs will be attended to during the evacuation and relocation by a pre-designated staff member, the Program Director, Therapeutic Recreation Coordinator, or a Recreation Coordinator/Supervisor. This includes but is not limited to: ensuring all medications leave the site with the camper in the event of the emergency relocation and creating an individualized plan (with the camper and their family) for assisting children with physical disabilities during and after the emergency relocation.

Reuniting Families

In the event of any emergency or natural disaster, program staff will remain with the group until all parents/guardians have been contacted and campers have been picked up and signed out by an authorized person. Notification to parents/guardians will be made once authorities have cleared the facility or area for safety.

To File a Complaint About this Facility

Funtime Preschool is licensed by the State of Colorado as a school age childcare facility. If you have any complaints about our program, facility or staff as it relates to our license, please contact:

The Colorado Department of Human Services, Division of Child Care
1575 Sherman Street
Denver, Colorado 80203-1714
1-303-866-5958 or 1-800-799-5876

Provider ID: 1740039

Reporting of Child Abuse/Neglect

If at any time a staff member reasonably suspects child abuse or neglect, it is in the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services. Upon suspected abuse or neglect, he or she will immediately contact his or her supervisor and that supervisor will contact the Department of Social Services in Larimer County at:

Child Protective Services

**205 E. 6th St.
Loveland, CO 80537
(970) 498-6990**

OR by calling the Colorado Department of Human Services Statewide Child Abuse and Neglect Hotline: **1-844-CO-4-KIDS**