



## SNOW CUBS PARENT INFORMATION SHEET

This program is licensed by the State of Colorado and follows state requirements outlined for Child Care Centers. Statement of Policies & Procedures from the Colorado Office of Early Childhood: Department of Human Services. 7.702.31

### PURPOSE & PHILOSOPHY

To provide a stimulating, high quality Childcare Program based on the developmental needs of children. To establish a safe environment that provides opportunities for children ages 8 weeks to 5 yrs. We strive to explore the great outdoors through enriched educational and recreational opportunities.

### NON-DISCRIMINATION POLICY

Snow Cubs does not discriminate in their enrollment or employment on basis of race, religion, national origin, sex or age. Children with special needs are welcome in our program provided we can meet their needs. Please let us know if your child has any special requirements so that we may review the situation carefully to determine if our program is able to meet these needs.

### ENROLLMENT PROCEDURES

- Parents are required to fill out our enrollment papers on the child's first day of enrollment.

As a State Licensed Facility we require the following information.

- INFORMATION AND MEDICAL RELEASE FORM.
- **On the first day of attendance, all children are required to provide a current Immunization Documentation on a Colorado State Immunization Form. If enrolled more than 30 days, a Statement of the child's Current Health Status, signed by a Health Care Professional who has seen the child in the past 12 months, is REQUIRED.**
- PARENTS WHO CHOOSE NOT TO IMMUNIZE THEIR CHILD MUST SUBMIT an EXEMPTION FORM that can be signed at the Snow Cub Front office.

### FACTS AND FIGURES FOR 2018-19 WINTER SEASON

<b>Cubs Hours:</b>	Daily. 8:30 am – 3:30 pm Note: Half day programs available for from 8:30 am – 12:30 pm
<b>Dates:</b>	November 22, 2018 – April 21, 2019
<b>Drop Off:</b>	<u>SNOWMASS</u> : 8:30 - 9:30 am on the first floor of the Treehouse in Snowmass Base Village
<b>Pick Up:</b>	3:00 – 3:30 pm. Inquire about late pick-up arrangements.
<b>Lunch / Snacks:</b>	INCLUDED - Menu is posted in the Snow Cubs lobby and at each Room Check-In area.
<b>Childcare rate:</b>	Full Day: \$190 / Half Day (available morning only): \$128
<b>Cubs on Skis rate:</b>	Full Day: \$240 / Half Day (available morning only): \$199

### STATE LICENSING GUIDELINES

Room	Ratio: Adult/ Children	Maximum children in room	Ages
Butterfly I	1/3	10 infants	8 weeks to 12 months
Butterfly II	1/3	10 toddlers	12 to 24 months
Trout Haven	1/5	10 toddlers	12 months to 36 months
Beaver Lodge	1/5	16 toddlers	30 to 36 months
Fox Den	1/5	14 toddlers	24 to 36 months
TLC	1/5	5 children	30 months to 9 years old

### PARENT / Guardian RESPONSIBILITIES

- Sign the children in and out daily and provide emergency phone numbers.
- Provide Snow Cubs with a list of authorized adults who can pick up your child. Cubs will require proof of identification at pick up.
- Complete medical administration form for prescribed medicine if necessary.
- Provide the program with payment for daily & special programs.
- When children arrive late (after 10 AM), we will do our best to accommodate in a positive and warm environment.
- Please write your child's name on all personal belongings. Do not send them with money.
- We do not offer "screen time" to children while in our care. Please leave all electronic devices at home.

## DAILY ENROLLMENT ACCOUNTABILITY

- Parents must sign in their child upon arrival and again sign them out at the end of the day. This is done at the front desk.
- In addition, a parent (or authorized guardian) will need to sign their child in/ and out of the specific age-appropriate room.
- *When children leave the facility with instructors and teachers, each will sign out on a master whiteboard listing children, time and destination.*

## ILLNESS/ ABSENCE

Contact Snow Cubs at 970-923-0564 and leave a message before 7 am on the day of to cancel.

***Failure to do so will result in full charge for the day.***

Our program is not staffed or licensed to care for ill children. Please do not bring your child to childcare if she/he is exhibiting symptoms of a cold, sore throat, rash, diarrhea, or fever or if she/he has vomited in the past 24 hours. If your child develops any of these symptoms during the day, you will be contacted immediately and asked to pick up your child within the hour. It is the parent's responsibility to provide alternative care at this time. Your child's exposure to, or exhibiting any symptoms of any communicable disease (such as chicken pox, measles, mumps, whooping cough, strep throat, pink eye, RSV, etc.) should be reported immediately to our staff. Exposure to communicable diseases will be posted to inform other parents. Outbreaks of certain diseases must be reported to the Center for Disease Control.

When a child becomes ill during the day or presents illness symptoms, we will call the parent and quarantine the child until the parent arrives.

## IN CASE OF EMERGENCY, ACCIDENT OR INJURY

Each day your child attends childcare, parents will be asked to provide an emergency telephone number on our sign in sheets. In the event of a medical emergency, the parents will be notified, an EMT will be called and the child may be transported to Aspen Valley Hospital. Staff members are trained in first aid and CPR. Accident reports will be filled out by a teacher. Evacuation notices are posted in each room of the building in case of fire or other disaster. The fire department schedules fire drills and practices evacuation procedures at least once a year for our building.

## ADMINISTERING MEDICATION

Consent to administer all medications must be filled out by a parent with a staff member present. The medication must be in its original container stating dosage and frequency. The medication needs to be prescribed by a Physician. Those children with allergies that require an EpiPen will need to fill out a special form. Please let us know of any allergies so that we can give your child an allergy tag. ***Snow Cubs is a nut free zone and the Treehouse is a nut-free facility.***

## CHILD ABUSE REPORTING

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for the Pitkin County Department of Social Services is (970) 429-2040. Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well planned and run program. You are welcome to observe the program, with regard to children's health, safety, equipment, play materials, and staff.

## FILING A COMPLAINT

For information about the child care facilities or complaints consult the:

Department of Human Services, Division of Childcare  
1575 Sherman St.  
Denver, Colorado 80203-1714  
Telephone: 303-866-5948

## ASPEN SKI COMPANY GENERAL CHILD CARE POLICIES

*The following policies need to be followed as a preventative measure.*

1. No employee is to be alone with a child in an enclosed space. Leave doors open so that you can be seen by others.

2. Bathroom policy/potty accidents - If help is needed with a child of the opposite sex, ask for assistance from someone of that gender. If that is not possible, have two adults present. A male instructor may not change a child's diaper under any circumstance.
3. Be aware at all times where you place your hands on the child.
4. Inform coordinator and parents of any unusual events which occur—falls indoors or while skiing, bumps, etc. Make note on daily report; fill out accident/incident report form.
5. Special needs children may be under your care without pre-warning from the parents. We will do whatever we can to accommodate these children.
6. Snow Cub coordinators will decide if a child should be asked not to return to Snow Cubs.
7. If a parent has a complaint, please refer them to the coordinator.
8. Remember to write everything down on the day-sheet, inclusive of their garment top/jacket/shirts color (in the case of Trout, Fox, and Beaver Lodge (in the Notes section of the Daily Room sheets).
9. Remember to always ask for proof (dot label) that a parent has signed-out their child at the Snow Cubs front desk. No child should be released without signing-out.
10. If the weather is too cold or wet to go outside, please ask the coordinator what you should do. If a child has trouble skiing, because of warm conditions, ask for extra help. See the Weather Policy chart for clarification.
11. Lost children should be reported immediately to the Snow Cubs front desk. Refer to the 'Lost Child Protocol' in the Snow Cubs Manual.
12. If you still have a child / children at 4:00pm, notify the office immediately.
13. If parents are late in picking-up their children, please remind them that pick-up is between 3:00 – 3:30 pm. If there is an emergency and the parent cannot come before 4:00 pm. Someone may be appointed to stay late.
14. If there is a **visitor, make sure that they have signed the Visitors Log** and ensure the visitor writes/states the reason for visiting Snow Cubs. Do not let a visitor wander through Snow Cubs without an employee escort.
15. All information concerning the children and/or their families is confidential.

## PROCEDURE ON GUIDANCE, POSITIVE INSTRUCTION, BEHAVIOR & CONSEQUENCES

*The following discipline and child abuse codes MUST be adhered to:*

1. We will not permit an employee or child to use corporal or other punishment, including but not limited to pinching, shaking, spanking, punching, rough handling, hair pulling, or any humiliating or frightening method of discipline to control the actions of any child or group of children.
2. Punishment shall not be associated with rest, toileting or food deprivation.
3. Children shall not be subjected to threats.
4. Children shall be given 3 chances to stop inappropriate behavior. Adults should attempt to engage the child in another activity (re-direction). If the inappropriate behavior continues after adults have made many attempts to work with the child, then the director may need to set-up a plan with the parents.
5. Separation, when used as discipline, shall be brief and appropriate for the child's age. The child shall be within sight of an adult in a safe, lighted, well-ventilated area. No child shall be isolated in a locked, closed room, or closet.
6. If a child physically hurts another child repeatedly, then the director may choose not to have the child in the program. This decision may NOT be made by anyone other than the director.
7. If a child's attention span or age is such that he/she cannot join group activities (i.e. storytime), the adult shall find an alternative activity for that child such as looking at books in the quiet corner.
8. Verbal abuse or derogatory remarks about a child, his family, or his race, religion or cultural background shall not be permitted.
9. Disregard of any of the foregoing disciplinary rules or any disciplinary measure resulting in physical injury or abuse to any child shall be grounds for dismissal.

## SNOW CUBS LOST CHILD PROTOCOL

Upon noticing a child who has separated from an instructor, the following steps must be followed:

1. When there is an **indoor lost child**, call the Snow Cubs front desk immediately.
2. When there is an **outdoor lost child**, immediately call the Kids Cave desk and Snow Cubs desk.
3. **In all cases:**
  - a. Give a clear description of the child and color of their jacket/shirt. If you cannot remember garment color, ask the Snow Cubs front desk to check garment description in the Notes section of Daily Room Sheets.
  - b. Pros should continue skiing in same area until the class is finished.
  - c. Kids Cave will notify the top and bottom of all possible lifts that the child could have skied to. Kids Cave will give the lift operator all information. Lift operators will be instructed to hold the child if found and call the Kids Cave.

## DAILY ENROLLMENT ACCOUNTABILITY

- Parents must sign in their child upon arrival and again sign them out at the end of the day. This is done at the front desk.
- In addition, a parent (or authorized guardian) will need to sign in/ and out the child in the specific age-appropriate room.
- When teachers leave the facility with instructors and teachers, each will sign out on a master whiteboard listing children, time and destination.

## IN THE EVENT OF NATURAL DISASTER OR SECURITY BREACH PROTOCOL

### EMERGENCY AND DISASTER PREPAREDNESS

**Evacuate.** We leave the building, go to Capitol Peak: take attendance, call parents/ guardian at the number registered on sign-in sheet and relay information for reuniting the family.

**Lockdown, Shelter in Place, Active Shooter and/or Lockout.** The Staff in the building secure perimeter and seek shelter in a secure location within our building. We lock classroom doors, turn out the lights, move away from sight, do not open the door, maintain silence and take attendance. Parents/ Guardian will be called at the registered number on the sign-in sheet and given information for reuniting the family.

## SNOW CUBS SECURITY POLICY

- Parents need to sign their child IN and OUT of the facility at the front office.
- Staff may not release a child to a parent unless the parent has a sticker which shows that they have signed out at the front office.
- NEVER release a child to a parent while outside!!
- If you question the identity of the adult picking up a child, call the front desk for verification.
- Parents may NOT enter any of our "PARENT FREE ZONES"
- The TLC room is available to parents who need some time to help their child adjust. Parents must check at the front desk before being allowed in the TLC room. Boots need to be removed.
- Parents are allowed in and out of the daycare area at drop off and pick up ONLY!
- Parents are welcome to call the front desk as often as they like to check on their child and/or stop in at the front desk.
- Please question ANYONE you see wandering around the facility, escort them out to the front desk.
- Back exit doors of each room need to remain CLOSED.
- Entry doors, kitchen and diaper area doors need to remain closed.
- When on the playground, all gates need to be shut and locked. NO ONE is allowed through when Snow Cubs are outside. Direct other personnel to use the Main Treehouse entrance.
- While on the plaza, children need to be strapped into a buggy.
- NEVER leave any children unattended.
- Children need to be accompanied by an adult in the bathrooms.
- No one may photograph children in our program without a signed model release from the child's parents. Aside from SHARPSHOOTER who may take pictures for the parents to view and purchase if they choose.
- Communication: Staff is not authorized to talk to any media people. If anyone asks you questions about a child or incident, you must refer that person to Jeff Hanle.

## MEALS AND SNACKS

Snow Cubs posts a weekly menu at the front desk and in each childcare room. Our meals are made on-site and in a commercial kitchen. We comply with all USDA requirements

## FOUND CHILD PROTOCOL

If a child is found (not a Snow Cubs child) and not with their class:

1. Keep the child with your class and call Kids Cave x4356.
2. If you are near the Kids Cave, you can drop the child off with the staff inside the Tree House at the Kids Cave.

## WEATHER POLICY

A note to our parents: Sometimes we will not be able to offer your child an outside snow experience when the temperature is below 20 F. For excessively hot weather, children will go outside early in the morning.

## PROCEDURES FOR TRANSPORTATION

Children will take walks on the plaza, take a ride on the gondola or go on a buggy ride as weather permits. We do not transport children in a vehicle at any times.