



Parent Policies & Procedures

School-Age Programs / License # 1780451

Upper Blue Elementary

School-Age Programs / License # 1750335

Breckenridge Elementary

Summer Camp / License #: 1511321

555 South Park Ave. Breckenridge, CO 80424

info@mountaintopbreck.org 970-453-7878

Our Mission Statement:

Mountain Top Explorium is a community resource designed to promote informal learning through interactive exhibits and educational programming that nurture relationships between children and their world.

AGES: 5* - 14 years old

*4 year olds must be 5 by October 1st and attending Kindergarten in the fall the same calendar year

All children must be fully toilet trained.

SPECIAL NEEDS:

Services will be available for special needs children in compliance with the American with Disabilities Act. If a child requires one-on-one care, advance notice is required in order to staff appropriately. In the event of an emergency there will be a specific procedure to keep students safe based on their needs and a dedicated teacher will be delegated to ensure the students safety.

ADMISSION & REGISTRATION PROCEDURES:

✓ After School Care and Summer Camp register via Mountain Top Explorium's dedicated registration software.

Families can access all financial information and required forms within the appropriate sections on the website. . If

Please email info@mountaintopbreck.org or call (970) 453-7878

Please note that all forms must be completed before your child can participate.

PAYMENT & CANCELLATION POLICIES:

Please see the [Family Resource Section of the Mountain Top](#) website to review the cancellation. Please note that if a child is sick they will be able to transfer at no charge into the next available date.

All program fees are listed on our website of the corresponding programs

- [Summer Day Camp](#)
- [After School & School Break](#)
- [Kids Night Out](#)

SIGN IN / SIGN OUT:

Children will be identified at all times according to the Sign-In/Sign-Out sheets. At Summer Camp arrival and departure, parents or guardians are required to print their name on drop-off and pick-up sheet. Parents are required to sign-in and sign-out their child(ren) every day. For After School Programs, students will be notified by their teachers that they are participating in MTE After School and students will meet program staff in a dedicated meeting area. MTE staff will touch base with the school regarding attendance and ensure all students are accounted for.

INCLEMENT WEATHER POLICY:

** Mountain Top Explorium will remain open unless the State of Colorado declares a state of emergency.

- ✓ In excessively hot weather; outdoor time to no more than 10 minutes at a time.
- ✓ In excessively cold weather, we will not go outdoors.

✓ If Air Quality Index Advisory is Unhealthy for Sensitive Groups, we will not go outdoors.

PROCEDURE ON GUIDANCE:

Our philosophy on discipline is based on the following:

1. Any disciplinary procedure is handled calmly, positively, and on an individual basis.
2. A child with a disciplinary problem should be removed from the other children if at all possible. Isolated play is used as an alternative and not labeled as a "time out".
3. The child and teacher will discuss the situation.
4. Parents are informed of discipline problems that can endanger the child or other children, such as the following:
✓ Biting, hitting, scratching ✓ Leaving the group or room ✓ Excessive use of inappropriate language or actions
5. When younger children are involved, the child is immediately directed to an alternative activity. Children are made aware of inappropriate behavior.
6. Physical punishment is not permitted.

PROCEDURE ON POSITIVE INSTRUCTION, SUPPORTING POSITIVE BEHAVIOR:

Cultivate positive child, staff and family relationships.

Each teacher at MTE has been trained on positive teaching practices that ensure that children's behavior is guided in a positive manner. We continuously incorporate our families through daily communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) is being positively guided.

Create and maintain a socially and emotionally respectful early learning and care environment.

All of our teachers encourage positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others socially and emotionally.

Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children.

Through training each teacher is able to effectively and positively reinforce children's positive behavior and redirect any behavior that is harmful to a wanted behavior. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.

Provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.

MTE believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.

Access a School age child mental health consultant or other specialist as needed.

At MTE we continuously strive to strengthen our relationships with our children and their family. Through our continuous specialized training, our teachers are able to identify the individual needs of our children. While working with our families, we are able to provide each child with the specialized care that he/she may need within our classrooms. When a situation occurs that makes a child's needs difficult for staff and parent(s)/guardian(s) to adequately address the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.

STEPS for SUSPENSION & EXPELLING:

Our staff are well trained and work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent(s)/guardian(s) and begin with a 'Make it Right Form' if behaviors do not improve, we will schedule a conference with parents. To better

accommodate your child, we would like to work with your family to develop a 'Behavior Management Plan'. During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a period of time. Once the child returns to our program, if the child is still a danger then we will discuss if we are the best persons to be caring for your child. Please refer to our detailed discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

NOTIFYING PARENTS OF ILLNESS/ACCIDENTS/INCIDENTS:

ILLNESS: Parents/guardians will be contacted in the event that a child exhibits one or more symptoms from the health guidelines established by Summit County Medical Center and the Colorado Department of Health. As a licensed childcare facility, the required guidelines are followed to ensure the health and safety of all children enrolled. Any communicable illness will be posted for all parents (and sent via email) to see and the local health department will be notified.

ACCIDENTS/INCIDENTS: In the event of an injury, an accident report form will be completed for parental notification and signature. For accidents that require more attention than a necessary band-aid, you will be notified immediately, and an accident report form will be completed for your signature.

Immunizations:

In accordance with state health regulations, all students must be up to date on required immunizations to participate in our programs. If a student is unimmunized or underimmunized, parents must submit an official exemption letter that has been reviewed and approved by the state. This documentation must be provided prior to the student's participation in any program activities.

EMERGENCIES:

✓ In the event of an emergency all correspondence with updates for families will be via email or call as needed on a case by case basis.

Procedures for handling a lost child:

- ✓ All other children will be taken to the center. ✓ Parents/guardians will be contacted immediately.
- ✓ The director of the center will be notified. ✓ Local authorities will be contacted.

Emergency transportation:

✓ In the event that children need to be transported away from the center area, MTE will call an appropriate ambulance service for transport. First option will be to St. Anthony's Hospital, Frisco, CO or whichever emergency facility is seen best for the care of the child.

Fire / Other danger in the building:

✓ In the event of a fire, children will be evacuated out of the building/area to safety.

School-Age Programs @ Breckenridge Elementary:

✓ The school parking lot will be used as our meeting point. In the event that the school parking lot is unsafe we will move to Carter Park.

School-Age Programs @ Upper Blue Elementary:

✓ The school parking lot will be used as our meeting point. In the event that the school parking lot is unsafe we will move to the Kourosh Baseball Stadium.

Summer Camp @ 555 S. Park Ave. (The Village at Breck):

✓ Main Street Station, stage area will be used as our meeting point. In the event that the Main Street Station stage area is unsafe we will move to the North East corner of the South Gondola Parking Lot.

✓ Evacuation routes are posted and drills are held monthly.

✓ In the case of a forest fire evacuation will be to a designated location in Frisco or Blue River.

Lock Down Procedure:

✓ Children will be put in a safe space with the door locked and keys removed and held by the teacher.

Shelter in Place Procedure:

✓ Children will continue activities with the door locked and keys removed and held by the teacher.

Communicable Diseases:

✓ In the event that a communicable disease is present at Mountain Top Explorium, notification will be made to the local health department.

TRANSPORTATION:

Children will be transported by means of walking and public transportation. We do utilize 15-passenger vans within our summer camp program. When students are transported by 15-passenger vans, students will use booster seats for safety when it is required for the student based on age, weight, and height. For students to participate, parents will have signed an authorization form and will confirm for the specific field trip on the daily sign in sheet. Children will be supervised at all times while riding on gondola, public buses, and van transportation to ensure their safety and well-being. Attendance will be taken before getting on/off any transportation. If there is any sort of emergency in transporting children the staff member will pull off the road and the closest and safest location to address the emergency. The director will be called immediately for safety steps specific to that emergency.

FIELD TRIPS:

Field trips at MTE are integrated into each program day. The program schedule is distributed to families prior to program participation and during drop-off. Parents will be reminded of these field trips and off-campus travel at the start of each day and details will be listed on the sign in sheet for specific confirmation of the field trip. During field trips, staff will have children's waivers (if necessary) with emergency contact numbers, a first aid kit, a cell phone, a list of emergency numbers, and a record of the children attending the field trip on their person at all times. In the event of an emergency, the center would be contacted as well as the child's parents/guardians. Head counts and roll calls will be done frequently. Some field trips will have additional waivers that will be obtained during drop off.

TELEVISION/VIDEO VIEWING: Only educational videos will be viewed on a limited basis.

SAFETY/RELEASE:

Children are supervised by Mountain Top staff at all times during the day. **Please inform whoever is picking up your child that identification may be required even if their name is on the authorization form.** If your child has not been picked up on time, the nearest parent will be contacted and a staff member will wait with the child until an authorized pick-up arrives. *If a custody case is present, a copy of the court order is required.

Unauthorized Pick-Up: The center will release the child only to the adult(s) for whom authorization has been given and is maintained in the child's records. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal or written authorization. If the staff member who releases the child does not know the adult, identification must be required to assure that the adult is authorized to pick up the child.

If an individual not authorized by the parent or guardian of a child attempts to have the child released to him/her, the director or supervisor will be immediately notified.

LATE POLICY:

Call the center (970-453-7878) if you are going to be late. If arrangements have not been made and a total of 30 minutes has gone by, the police will be notified according to state regulations.

There is a \$1/minute late charge for parents who pick up their children after the end of the program.

✓ After-School Care & Summer Camp- 5:30pm.

✓ Kids Night Out - 9:00pm

LATE ARRIVALS:

If you arrive with your child and his/her class is not in the building, he/she will be cared for by an extra staff person, or in another room until the group returns to the center. In cases where the children are on the premises, an extra staff member may bring them out and join them up with their class.

MEDICATION:

If your child should need medication, the following state guidelines should be followed:

1. The use of prescriptive or non-prescriptive medication shall be provided only on a written order or a prescription from a physician to the parents.
2. Medication prescribed for an individual child shall be kept in the original container bearing the original pharmacy label which shows the prescription number, name of medication, date filled, physicians name, child's name, and directions for dosage.
3. Medication release forms can be given to you upon request and should be handed directly to your child's teacher or supervisor if the teacher is not immediately available.
4. Your child's teacher will record the time the medication was administered and should relay that information to you at the end of the day.
5. All children's medications are stored in a container in a designated locked cabinet or the refrigerator.
6. Only Teachers who have had the Medication Administration training are authorized to administer medicine to the child(ren).
7. All staff are aware of children with emergency medications such as inhalers or epi-pens.
A teacher trained in Medication Administration carries these medications with written release from the parent(s) when offsite of the facility.

PERSONAL BELONGINGS/MONEY:

Mountain Top Explorium is not responsible for personal belongings brought to the center. All children will have an assigned cubby. Parents/guardians please **label** all belongings with a permanent marker. At no time, will a child need to have money at the center. In the event that money or an item of value is found on a child, it will be held and given to the parent at the end of the day. We ask that your child NOT bring extra items at home i.e. toys, electronic devices, etc. These items may be taken away and held for the parent.

LUNCH/SNACKS:

✓ Summer Camp: It is required that all children bring Lunch & Snacks from home. Children's lunch boxes will be stored in a refrigerator throughout the day. We are very active. Please pack enough food so your child is not hungry. Snacks will not be given out.

✓ After-School Program: Snacks are provided at the start of each after school program.

✓ Kids Night Out - Dinner will be provided from Castaways Cove.

MTE is a nut aware facility. This means that we do not serve any peanut products and request that families do not send lunch and food items with nuts, but we are not always able to control what other families pack for their children. If your child(ren) has an allergy/intolerance we will have a designated table in which they may sit that is Allergen Free.

VISITOR POLICY:

All visitors to Mountain Top will be required to sign the visitor's logbook including their name, address, and the purpose of the visit.

VOLUNTEER POLICY:

Volunteers will be trained by appropriate staff to the job or task and a log of volunteer hours and assignments will

be kept on the premises. Volunteers will wear identification at all programs and events. Training includes:

✓ Orientation to the facility and organization ✓ Information about children ✓ Information about programs/events

Adult Volunteer Guidelines: (ages 18 & up)

- ✓ Will be supervised at all times when working with children
- ✓ Interviewed by Education Director or Executive Director
- ✓ Provided with a volunteer handbook which includes role and responsibilities, information on developmental levels of children, dress code, and logistical information
- ✓ Placed in a position that fits their interest, knowledge, and experience

Youth Volunteer Guidelines: (ages 15-18)

- ✓ Interviewed by Education Director or Executive Director
- ✓ Provided with a volunteer handbook which includes role and responsibilities, information on developmental levels of children, dress code, and logistical information
- ✓ Will be counted as a part of the adult/child ratio
- ✓ Placed in program positions with children at least 2 years younger than the volunteer age

SMOKING is prohibited by MTE staff, parents, and families.

REPORTING OF COMPLAINTS:

To report any complaints about the childcare please report to: Office of Early Childhood Division of Early Care and Learning Licensing 710 S. Ash Street, Denver, CO, 80246 (303) 866-5958 The information must include the complete name, mailing address, and telephone number of Mountain Top Explorium.

REPORTING OF CHILD ABUSE:

To report any suspected child abuse please contact: Colorado Child Abuse and Neglect Hotline (844) 264-5437 OR Nicole Bortot Child Welfare Manager (970) 668-9168. Each staff member of Mountain Top is required to take Child Abuse training and sign a statement clearly defining the child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

CONTINUITY OF OPERATIONS AFTER A DISASTER:

In the event of an Emergency the Program Director will communicate all plans and updates via Slack to all staff members and all updates via email to families. The Program Manager will ensure that all staff are aware of the situation and be available to answer questions. The Program Coordinator would be at the safety location helping account for all students and staff. All parent communication would happen through emails and parent phone calls as needed by our program team. The Program Director is responsible for reporting an incident to our licensing specialist and CDEC as soon as all students are safe and accounted for or within 1 hour of the incident beginning. We have all records kept digitally in Campsites making them accessible from any computer at any time for our admin team via a personalized login. In the event we are unable to login to this portal, we will use our daily printed "Red Flags" sheet to find all necessary information. The electronic records include confidential and financial records that are only accessible by delegated members of our admin team and are password protected at all times.

CLOSING PROCEDURE (at end of day): At the end of the day, to ensure that all children are picked up from the center, the following steps will occur:

1. All rooms are checked for children.
 2. The sign-out sheet is checked. If a child was not signed out by a parent, but a staff member witnesses the pick-up, staff will record the time and initial pick-up.
- All electrical items (excluding refrigerator) are unplugged, lights are turned off, windows are closed and the doors are locked.