



VOYAGER YOUTH PROGRAM

SUMMER 2011

Ridgway

Parent Handbook

VOYAGER YOUTH PROGRAM MISSION STATEMENT

Voyager Youth Program, a non-profit founded in 1997, supports Ouray County youth and families through educational, recreational, and experiential activities. Our goal is to assist youth so they develop into critically thinking, well balanced, healthy individuals.

Welcome to the Voyager Youth Program 2011 summer enrichment program! We believe that our program offers your child(ren) a fun and safe environment in which to explore, create and make friends. We look forward to a summer full of memory making activities.

WEEKLY DATES

June 13-17
June 20-24
June 27-July 1

July 5-8
July 11-15
July 18-22
July 25-29

August 1-5
August 8-12
August 15-19
August 22-26

*Note: Voyager will be closed on Monday, July 4 in honor of Independence Day.

*Note: Staff meetings will occur on several Tuesdays throughout the summer. On these days, ALL youth must be picked up by 5:00pm. Staff meeting dates are: Tuesdays, June 21, July 12, and August 2.

This handbook has been created as a reference guide for parents. It contains vital information and policies about our summer program. Your child's safety is our first priority and we take this responsibility very seriously. Please take time to read and review the entire handbook. If you have any questions please feel free to call our office.

CONTACT INFORMATION:

Voyager Youth Program
P.O. Box 709
Ridgway, CO 81427
Office: 626-4279
Ouray cell phone: 318-5263
Ridgway cell phone: 318-1764

Email: voyager@ouraynet.com

Karla Cline, Executive Director
Katrina Thomsen, Summer Program Director

REGISTRATION AND ENROLLMENT:

Each child participating in the program must complete a registration packet of documents required by the state of Colorado. Registration materials will be made available at each site and the Voyager Youth Program office. In compliance with state licensing guidelines, a new set of accurately completed forms must be completed for each year of participation. If your child arrives the first day without all the required information he/she will not be allowed to attend until all forms and the registration fee are submitted. Completed files will be kept on site at all times during program operation.

Registration materials checklist:

- | | |
|--|-------------------------------------|
| ‡ \$25 Registration fee per child per year
(annual - renewed each June) | ‡ Permission and Authorization form |
| ‡ Enrollment form | ‡ Statement of Health Status form |
| ‡ Contact Authorization form | ‡ Certificate of Immunization |
| | ‡ Behavior Contract |

ENROLLMENT, FEES AND PAYMENT POLICIES:

A non-refundable annual registration fee of \$25 per child is required at the time of registration. This registration fee covers the costs of the enrollment and registration process as well as a T-shirt that will be provided. Additional T-shirts will be available for \$12.00 each (while supplies last).

Fee Schedule:

In order to provide the highest quality programming possible, Voyager would like to encourage families to pre-register for days they plan to attend. While "drop-ins" are welcome, pre-registration greatly helps Voyager in planning for programming and staffing needs.

Early-bird Sign Up Policies

- Monthly calendars will be available on-line and sent home with youth; parents are asked to review the calendars and mark the dates their child(ren) will attend.
- Families who fill out the calendar and return it by the **15th of the month prior**, will receive a 20% discount; the daily fee will be \$20. For example, July calendars will be available on June 1; parents who fill out the July calendar and return it to Voyager by June 15 will get the discount.
- Youth are expected to attend the program on days which they are "signed up." If a youth does not show up more than twice on days which the youth is signed up, the parents' will be charged \$10/child "no-show" fee for that day.

Traditional Drop-in

Families will still have the drop-in option with no pre-registration needed. Enrollment packets still must be completed. The drop-in fee will be \$25/day.

Traditional Drop In Fee: \$25 per day
Early Bird Sign Up Fee: \$20 per day
No Show Fee: \$10 per day

Late pick-up fees will be applied at the end of the day at the rate of \$1 per minute. Prompt pickup of children is expected daily no later than 6pm. (In the event of late pickup, emergency listings will be contacted by staff for an alternate pick up arrangement.) The late fee is in place to compensate staff members for their time. If you know you will be late please attempt to make alternate pickup arrangements. Voyager Youth Program should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

Voyager Youth Program bills monthly. Payment is due upon receipt and is considered late 15 days after the date of billing. A finance charge will be assessed on all late payments. Seriously delinquent accounts will not be allowed to participate in the program. Payments 90 days past due AND with no contact made with VYP's Executive Director will be turned over to a collection agency.

FINANCIAL ASSISTANCE

Voyager Youth Program believes all children should have access to our program regardless of their financial status. We strive to keep our program fees low and affordable. We have a limited number of partial scholarships intended to assist families unable to pay the full amount due to financial hardships. Please call the office or visit our web site to request an application. Money is available on a first come basis.

OUR PROGRAM:

Summer Enrichment Program is available for children grades kindergarten through 6th. Each week has a designated theme, with a variety of activities throughout the week celebrating each theme for children to participate in. Activities will include games, arts and crafts, swimming, outdoor excursions, cooking, and weekly field trips out of the area.

SUMMER ENRICHMENT PROGRAM HOURS:

Monday thru Friday 9 am - 4:30 pm. Extended care is available free of charge to accommodate busy families, 7:30 am- 9:00 am and 4:30 pm - 6 pm in Ridgway and from 7:30am-9:00am and 4:30pm-5:30pm in Ouray.

RIDGWAY DROP OFF

Children may be dropped off as early as 7:30 am for extended care and 9:00 am for regular program. Children should be picked up at the program by 4:30 pm or 6:00 pm for extended care. **Children must be on site by 9:00 daily.**

OURAY DROP OFF

Children may be dropped off as early as 7:30am for extended care and 9:00am for regular program. Children should be picked up at the program by 4:30pm or 5:30pm for extended care. **Children must be on site by 9:00 daily.**

GENERAL SCHEDULE:

Each day the children will participate in a variety of activities around each theme designed to help your child to realize their limitless potential and the wonders and opportunities awaiting them. Each day at each site the day's activities will be posted at sign in, with any additional information about the next day posted at sign out. In general, the day is arranged as follows:

7:30-9:00 am	AM Extended Hours Ridgway	7:30-9:00am AM Extended Hours Ouray
9:00-9:30 am	Morning snack & announcements	
9:30 am	Transport to day's activity	
10:00 am-12:00 pm	Activities	
12:00-12:45 pm	Lunch	
12:45-4:00 pm	Activities	
4:00-4:30 pm	PM snack (provided)	
4:30-6:00 pm	PM Extended Care Ridgway	4:30-5:30pm PM Extended Care Ouray

***Note: Staff meetings will occur on several Tuesdays throughout the summer. On these days, ALL youth must be picked up by 5:00pm. Staff meeting dates are: Tuesdays, June 21, July 12, and August 2.**

Daily checklist for parents and children:

- Healthy lunch, snack, water bottle
- Appropriate shoes (closed toes - no flip flops)
- Light jacket or sweatshirt
- Apply sunscreen
- Voyager T-shirt on Thursdays and field trips
- Bathing Suit and towel; for daily Voyagers, we will have a place to leave your suit and towel

Appropriate activities for the daily program will be held inside during inclement or excessively hot/cold weather.

LOCATIONS:

Voyager Youth Program operates at Ridgway Elementary School.

SIGN IN/SIGN OUT:

This is an essential part of our program. Parents or other authorized persons are responsible for signing their child(ren) in and out at the beginning and end of each day. This helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's day.

Children will be released only to those authorized by the parent/guardian on the registration form. It is the parent's responsibility to notify Voyager Youth Program of any changes to authorization. If someone other than these people must pickup your child, a written note must be sent ahead of time. Those picking up children should be prepared to show identification to staff members upon request. No child will be released to anyone who is not authorized to pick up that child. All visitors to the site must sign in and show identification.

Voyager Youth Program staff has been instructed to notify police of any parent or guardian picking up children while under the influence of alcohol.

ADDRESS AND TELEPHONE NUMBERS:

Please inform Voyager Youth Program in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency.

HEALTH AND SAFETY:

Health records will be required and kept in each child's file. All known information about drug reactions, allergies, medications and special diets or conditions must be included. Immunization records must be provided to be kept in child's file.

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. *If your child becomes ill while in the program you will be required to pick up your child as soon as possible.* The child will be placed in an appropriate rest area until a parent/guardian arrives.

Any staff administration of medication can only be given to a child if a written order by the prescribing physician to the parent is provided with knowledge and consent of the parent or guardian. All medication must be clearly labeled and be in its original container and pharmacy seal along with the child's name and correct dosage. All medications will be kept in a locked medicine box. All staff will record administration time and amount of medication given to any child on the appropriate form.

Program attendance will be taken daily. All children will be accounted for before, during and after all activities. All program staff will be made fully aware of children in their charge.

SUNSCREEN

Please apply sunscreen to your child daily, especially if your child has sensitive skin. The staff will make sure children have sunscreen on when they are outside. If you DO NOT want sunscreen on your child, please let us know in writing. We recommend SPF 30 or higher for sunscreen.

Early in summer, when the children have not yet been exposed to the summer sun, it is extremely difficult to keep the children from getting sunburned. Staff takes every precaution in keeping your children from receiving sunburns. If your child has severely sensitive skin, **PLEASE** make the staff aware of it.

EMERGENCIES

Parents must provide written authorization for emergency medical care and all pertinent information regarding emergency parent/guardian contact. In cases of emergency, staff will immediately call 911 and

then parents/guardian next. In cases in need of non-emergency care, all children will be taken to the Mountain Medical Center located at 295 Sherman St. in Ridgway.

In the event of a lost child, the Director will be contacted immediately. Additional staff members will be provided to search for the lost child. The child's parents/guardians and appropriate authorities will be notified when necessary.

In the case of a natural disaster, the established plan of action will be taken which includes prompt notification of parents/guardians, the main facility and local authorities. Emergency transportation will be provided as available.

TRANSPORTATION

Parents must provide written permission for all transportation services of their child. Liability insurance information will be obtained from all staff and/or parents who transport children. All drivers will be properly certified to operate any school vehicle transporting children. All children will be required to wear seat belts, when available, at all times.

FIELD TRIPS

Parents/Guardians will be provided with a list of all proposed activities. Parents may waive their child's participation in any activity that doesn't meet their approval. We will not, however, be able to accommodate children who do not want to participate in a field trip.

Program staff will carry all relevant information pertaining to each child on all field trips. Certified First Aid kits will also be in staff possession. During swimming activities, a swimming supervisor with a current American Red Cross Lifeguard Training Certificate will be present.

Daily itinerary will be available on site for any late arrivals. Parent/guardian will be required to deliver their child to the off site activity if they arrive after the group has left the facility.

Voyager Youth Program reserves the right to cancel any field trip that is not fully enrolled or adequately staffed. **Voyager reserves the right to refuse to take a child based on staff ratios and transportation availability.** Extra children coming late to the program could require additional staff or transportation that may not be available. Parents are encouraged to call before and check for space availability.

WHAT TO BRING

Parents/Guardians must provide their child with a **healthy** lunch and snacks daily. Please send a bottle of water. No soda please. You may want to include an ice pack in your child's lunch bag. Label lunches daily.

Voyager Youth Program is recreational in nature and will require proper clothing and footwear. Participants will be expected to wear sturdy tennis shoes or hiking boots daily and a warm jacket or sweatshirt. Temperatures vary greatly in our region, so please send your child prepared. Hats and sunscreen will be highly recommended. **If children are not prepared they may not be able to participate in the scheduled activity.** Children should bring a swimsuit and towel daily - especially on designated pool and water play days. For days the summer enrichment program (generally Thursdays) is on field trips please have your child wear the Voyager Youth Program T-shirt.

Please make sure all of your child's belongings are clearly labeled with first and last name.

WHAT NOT TO BRING

Please, no toys, video games, items of value (jewelry, tape/CD players, etc.), candy, money (except on excursions), weapons or fireworks.

LOST & FOUND

The program will not be responsible for lost items. We suggest that all of a child's belongings be clearly marked. Please make sure your child is leaving daily with everything he/she brought.

BEHAVIOR CONCERNS

All staff will be trained to address any inappropriate behavior of a child. Appropriate methods such as diversion, separation from the problem situation, and discussion with the child etc. will be applied. Separation, when used, will be brief and appropriate to child's age and circumstances. Any child in separation will be in full view of a staff member at all times. Children will not be allowed to address any behavior situation concerning their peers. Staff will assume full responsibility in this situation.

Children will be treated fairly and with respect. No child, regardless of circumstance or situation, will be humiliated, harassed or subjected to any physical or emotional harm. Corrective behavior methods will assume a positive, healthy approach and not be associated with food, rest or toileting in any way. Creative resolution will consistently be the goal in all situations.

A behavior contract must be reviewed and signed by both parent and child and kept on file. Behavioral situations and consequences will be discussed with parents immediately. Open communication will be maintained at all times to establish a supportive rapport and possible solutions. The three strike rule will be imposed for continued negative behavior and children will be removed from the program for a short period of time when necessary. Voyager reserves the right to refuse services as the very last resort in unsafe conditions i.e. violent behavior and bolting tendencies. Law enforcement and parents will be notified immediately.

Voyager Youth Program reserves the right to remove a child from the program.

GENERAL PROGRAM RULES

Parents, please discuss these rules with your child(ren) prior to the first day of attending Voyager Youth Program

- You must get permission at all times from your group leader to leave the room or group
- Always wash your hands thoroughly with soap after going to the bathroom, before eating, after playing or preparing food
- Keep your hands to yourself at all times
- No rough play, foul language or fighting will be tolerated. Children need to talk through their problems with one another in a peaceful manner. If children cannot work it out between themselves, staff will help children resolve a problem or dispute
- Children must adhere to the discipline policy at all times while at camp
- No throwing of any objects
- Clean up after yourself

POOL RULES

- No one can get in the pool until staff gives permission to swim
- Running, splashing or dunking is not permitted
- You must successfully pass the swim test to swim in the deep section
- All rules of each Pool apply and must be adhered to

STAFF

Voyager Youth Program strives to hire highly qualified well-trained staff to conduct all Voyager Youth Program activities. All staff meet requirements set forth by the State as applicable, including a background investigation. Staff members participate in planned training and education to further their skills in child development and recreation. All program staff have CPR/First Aid training.

SPECIAL NEEDS

We know that every child is special, however: some children may require extra attention in order for us to fully meet their needs. It is important that you, the parent/guardian inform us of any special needs your child may have so we can ensure the summer program is a success for your child. We recommend making an appointment with the Program Director to discuss your child's needs.

SPECIAL PROGRAM ACTIVITIES POLICIES AND PROCEDURES

SWIMMING

- A qualified lifeguard will be present at all times.
- Ratios will be 1 adult to 10 children or fewer.
- Swimming will only be allowed in designated swimming areas or pools.
- Children swimming in water deeper than their shoulders will be required to take a skill test.
- Voyager Youth Program staff will directly supervise and monitor children at all times. Children will be monitored for exhaustion, distress, sunburn, heatstroke, and threat of drowning.
- Lake swimming will have a properly equipped rescue boat available at all times.

ROCK/WALL CLIMBING

- The climbing supervisor will be a qualified climber.
- Voyager staff will have at least 6 hours of climbing instruction and safety procedures.
- Proper supervision ratios will be maintained at all times.
- All participants will wear proper fitting climbing gear and head protection.
- All ropes will be inspected for strength and wear. Any damaged or unsafe ropes will not be used.
- The climbing wall facility will be constructed and inspected according to climbing wall safety standards.
- Natural climbing areas will be inspected by the supervisor for the following conditions: safety from loose falling rocks and debris, adequate anchoring conditions, skill level of the participants, weather conditions and rock conditions, and accessibility in case of emergency.

HIKING & CAMPING

- The hiking or camping supervisor will be at least 21 years of age and hold a Department-approved first aid and safety certificate that includes CPR for all ages.
- 2 Voyager staff members will accompany a group on hikes and camping trips. One staff member accompanying the group will have a current first aid CPR certificate.
- Selection criteria for hiking and camping sites: hiker's age, physical condition, and experience, seasons, weather trends, methods of evacuation and communication, and water quality and quantity.
- Before participation the children will be instructed on the following: fundamental safety procedures to follow on the trail, procedures to follow if lost, proper health and sanitation procedures on the trail, rules governing land to be hiked, potential high-risk areas, and fire precautions.
- Each hiker/camper will be equipped with clothing that protects against natural elements such as rain, snow, wind, cold, heat, sun, and insects.
- Adequate first aid kits will be taken on all trips.

CHILD ABUSE REPORTING/COMPLAINTS

Voyager Youth Program staff are required by law to report any suspected child abuse/neglect to the local Department of Social Services. To report any concern about child abuse, please contact the local Department of Social Services at (970) 325-4437. Parents/guardians should direct complaints or concerns to the Program Director or Executive Director regarding a decision to withdraw their child from the program. Complaints about the program or any child care facility should be addressed to a representative from the following agency:

Colorado Department of Human Services, 1575 Sherman Street, Denver, Co 80203-1714
1-800-799-5876

We hope this packet answers most of your questions. Thank you for carefully reading all the material and completing all the forms. We anticipate a fun filled summer that contributes to the growth of your child(ren). Your comments, input and support help us to continue to meet the ever-changing needs of the community and our youth.

If you have any questions or concerns please feel free to address them to the Voyager Youth Program Director at 626-4279.

We look forward to a happy and safe summer with your child(ren) this summer!