

Voyager Youth Program Policies and Procedures Manual

In compliance with the “Rules Regulating School-Age Child Care Centers” as published by The Division of Childcare, The Colorado Department of Human Services.

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Section 1: Voyager Administration Policies and Procedures

1-1 The center's purpose and its philosophy on child care.

Voyager Youth Program's purpose and philosophy can be summarized through its Mission and Vision statements.

Mission Statement

Voyager Youth Program provides an after-school and summer enrichment program that supports Ouray County youth and families. We are committed to practicing prevention of drug and alcohol usage through various creative, educational and recreational activities.

Vision Statements

- We will keep our youth safe by creating an environment that offers a variety of opportunities and utilizes our community resources.
- We encourage and support parental involvement that inspires youth to a higher quality of life.
- We promote a positive community environment and mutual respect for everyone.

Section 1: Voyager Administration Policies and Procedures

1-2 Ages of children accepted

1. After-School Enrichment – Youth ages 5 through 12 accepted.
2. Summer Enrichment – Youth ages 5 through 12 accepted.
3. Climbing Team – Youth in grades 6 through 12 accepted.
4. Lunch Group – Youth in grades 7 and 8 accepted.
5. Homework Help – Youth in grades 6 through 12 accepted.
6. San Juan Outdoor Learning Academy (SOLA) – Youth ages 11 through 16 accepted. The specific camp being offered may have different age restrictions.

Section 1: Voyager Administration Policies and Procedures

1-3 Services offered for special needs children in compliance with the Americans with Disabilities Act.

Voyager Youth Program will not discriminate against persons with disabilities; people with disabilities will be provided with the same opportunities to participate in programming. Reasonable modifications will be made to accommodate people with disabilities; however, Voyager Youth Program cannot make fundamental alterations to the program to accommodate youth. Voyager Youth Program will provide services necessary for effective communication with children or adults with disabilities. Program facilities will be accessible for persons with disabilities.

Each youth with a disability who wants to enter the program will be provided with an individual assessment. During that assessment, representatives from Voyager Youth Program will meet with the youth's guardians to identify the needs of the child and ways those needs can be met. As long as meeting those needs does not fundamentally alter the program, the youth will be admitted. Voyager Youth Program is not able to hire a staff for a child who needs a one to one ratio for care; however, if a guardian can provide a personal assistant to the child (at not cost to Voyager), the child can participate in the program.

Youth who pose a direct threat to the health and/or safety others will not be allowed to participate in programs and services offered by Voyager Youth Program.

Section 1: Voyager Administration Policies and Procedures

1-4 Center hours, including specific hours during which special programs are offered and holidays when the center is closed.

1. Voyager Youth Program Administration Office – Voyager’s administrative office is open Monday through Friday from 9am to 5pm. If no one is in the office, Program and Site Directors can be reached by cell phone during program hours.
2. After School Enrichment Program – General After School Enrichment Program hours are 3:30p to 6:00p. On early release days, the program will run from 2:30p to 6:00p. Programming will not run on Martin Luther King Day, President’s Day, and Columbus Day. The After School Enrichment Program will be closed any day in which school is cancelled due to weather or other environmental concerns. Other program closures will be posted on the web site and on the monthly calendars sent out to families.
3. Summer Enrichment Program – The Summer Enrichment Program runs from 9:00 am to 4:30pm with extended hours from 7:30am to 9:00am and 4:30pm to 6:00pm. Special programs, such as field trips, will be offered between 9:00am and 4:30pm, unless otherwise posted. All youth must be picked up by 6:00pm.
4. Climbing Team – The Climbing Team sets and posts a schedule prior to each season.
5. Lunch Group – Lunch groups are held once per month during each school’s scheduled lunch time.
6. Homework Help – Homework Help days and times will be published each month in the Ridgway school newsletter.
7. San Juan Outdoor Leadership Academy (SOLA) – Programs will be offered on specific weeks during the summer. The dates and times for these programs can be found on our web site and through our mailings.
8. The Voyager Administrative Office and all Voyager Programs will be closed on January 1, Memorial Day, July 4, Labor Day, Thanksgiving Day and the day after, and Christmas Eve and Christmas day.

Section 1: Voyager Administration Policies and Procedures

1-5 Procedure concerning admission and registration of children

Each family must complete a registration packet of documents required by the state of Colorado for the child(ren) attending the Voyager Youth Program. Registration materials are available at each site (Ridgway and Ouray) and at the Voyager Youth Program Administrative office and on-line at www.voyagerprogram.com. In compliance with state licensing guidelines, a new set of accurately completed forms must be completed each year (June is typically the month where parents/guardians will register their child as it coincides with the beginning of our Summer Enrichment Program). If a child arrives without all the required forms being completed, he/she will not be allowed to attend. Completed files will be kept on site at all times during the program operation.

Required registration forms include: Voyager Enrollment form, Contact Authorization form, Permission and Authorization form, Statement of Health Status form, Certificate of Immunization, and Behavior Contract. There is also a \$25 per child registration fee.

Parents/guardians will be give a copy of Voyager's Parent Handbook, outlining Voyager's policies and procedures upon their child's registration.

Section 1: Voyager Administration Policies and Procedures

1-6 Itemized fee schedule

1. There is a \$25 per child registration fee (annual – renewed each June).
2. After School Enrichment Program – There is a \$7 per day fee for programs running from 3:30p to 6:00p. There is a \$10 per day fee for programs running from 2:30p to 6:00p.
3. Summer Enrichment Program – Youth who sign up by the 15th of the month prior, will be charged \$20 per day. Youth who “drop-in” will be charged \$25 per day. Youth will be given two “absences” per month for days in which they are signed up; after those absences, families will be charged \$10/day for each day missed.
4. Climbing Team – There is an annual \$40 fee.
5. Lunch Groups – This program is free for youth.
6. Homework Help – This program is free for youth.
7. San Juan Outdoor Learning Academy (SOLA) – Each camp will have its own fee. Fees will be posted on the web site and brochures.

Voyager Youth Program believes all children should have access to our program regardless of their financial status. Voyager strives to keep program fees low and affordable. A limited number of need-based partial scholarships intended to assist families are available on a first come basis.

Section 1: Voyager Administration Policies and Procedures

1-7 Policy regarding the child care facilities' responsibility to notify parents or guardians when the program will no long be able to serve children.

Voyager Youth Program will make all efforts to communicate with parents/guardians prior to a child's discharge from the program. Parents will be reminded that youth older than age 12 are no longer eligible for the After School and Summer Enrichment Programs.

If a youth exhibits significant behavior problems, Voyager staff will discuss the issue with the child's parents/guardians. A behavior plan will be established. If the behavior persists and the youth must be discharged from the program, the parent/guardian will be notified in writing and verbally.

Parents/guardians who do not pay for care will be given 30 days to settle their bill. If the bill remains unpaid, and the parents/guardians have not made payment arrangements, the parents/guardians will be informed that their child(ren) will not be allowed to attend Voyager until the bill is paid.

Section 1: Voyager Administration Policies and Procedures

1-8 Policy regarding the parent's or guardian's responsibility to notify the child care program when parents or guardians withdraw their child(ren) from the program.

Voyager Youth Program requests that parents/guardians notify the Site Director, Program Director, or Executive Director when their child(ren) will no longer be attending the program.

Section 2: Program Policies and Procedures

2-1 Procedure for identifying where children are at all times.

Upon arrival to Voyager, youth must sign in and give their "name card" to the staff member present. Each staff member will physically hold up to 8 "name cards;" that staff member is responsible for knowing the whereabouts of those 8 youth at all times. If the staff member needs to leave the group, he/she will hand the "name cards" to another staff, who will then be in charge of the youths whereabouts. Children must get permission from the group leader(s) to leave the room or the group. Roll call will be taken before, during, and after each field trip to ensure all youth are present.

The youth sign in sheet must be kept with the folders of all children attending that day, including emergency contact information. In addition, at the beginning of each day, all students are paired with a "buddy" with whom they share the day's activities.

Section 2: Program Policies and Procedures

2-2 Discipline Policy

All staff will be trained to address any inappropriate behavior of a child, such as name-calling, not following directions, and/or physical aggression. Methods of discipline such as diversion, separation from the problem situation, discussion with the child, and praise for appropriate behavior will be applied. Separation, when used, will be brief and appropriate to the 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 an established period of time when necessary. Voyager reserved the right to refuse service as the very last resort in unsafe conditions.

Section 2: Program Policies and Procedures

2-3 Policy concerning meals and snacks

Youth will be given enough time to eat and drink throughout the day. Morning snack time is 9:30; lunch is from 12:00 to 12:45pm; a nutritious afternoon snack is provided at 4:00pm. Youth will be responsible for bringing their a.m. snack and lunch. Voyager Youth Program will provide the p.m. snack. Water will be available throughout the day. Youth will be required to wash their hands prior to each snack and meal.

If a youth comes to the program without a lunch, Voyager will provide the youth with a nutritionally balanced lunch. When the youth's parent/guardian picks the child up, a staff member will talk to the parent about ensuring the youth comes to the program with adequate food for an active day.

Section 2: Program Policies and Procedures

2-4 Procedure concerning children's personal belongings and money

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. Children should bring a swimsuit and towel daily. Hats and sunscreen are recommended. Youth are encouraged to wear their Voyager t-shirt.

Personal toys, video games, items of value, candy, money (except when otherwise stated for field trips), weapons, and fireworks are not permitted.

Voyager Youth Program will not be responsible for lost items. It is suggested that all of a child's belongings be clearly marked. It is the parent/guardian's responsibility to make sure their child is leaving with everything he/she brought.

Section 2: Program Policies and Procedures

2-5 Policy regarding visitors to the center

Voyager Youth Program will sometimes bring in visitors for educational, creative, or sports programs. Visitors must sign in; Voyager staff members must be available or present while visitors are with youth. Visitors must be pre-approved by the Program or Site Director. Voyager requests that parents/guardians do not visit their child(ren) during program hours.

Section 2: Program Policies and Procedures

2-6 Procedure for releasing children from the center only to persons for whom the center has written authorization

Parents or other authorized person are responsible for signing their child(ren) in and out of the program at the beginning and end of each 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. 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.

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

Section 2: Program Policies and Procedures

2-7 Procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day

Voyager Youth Program's extended hours end at 6:00pm; all children must be picked up no later than 6:00pm. Late pick-up fees will be applied at the end of the day at the rate of \$1 per minute. If a parent/guardian has not arrived by 6:00pm, a staff will call the parent/guardian. If the staff is unable to contact the parent/guardian, the staff will then call people listed under "Emergency Contacts" in the child's file to arrange for the child to be picked up. If the staff is unable to contact any parent, guardian, or Emergency Contact, the staff will contact local police and the Voyager Program Director or Executive Director. The staff will remain with the child until the child is safely discharged.

Section 3: Safety Management Policies and Procedures

3-1 Policy regarding severe weather

Colorado weather can change rapidly and without warning. For field trips and outside activities, youth will be expected to bring appropriate clothing and water. Clothing includes close toed shoes, rain jacket, hat, and a warm layer. All youth must have at least one full water bottle per activity. Field trips and outdoor activities may be cancelled or shortened due to weather. Staff will make the decision based on keeping the group safe. Staff will carry additional water, first aid kits, sunscreen, and cell phone in case of emergency.

If thunderstorms, lightning, or extreme heat are of concern, physical outdoor activities, such as hiking or rock climbing, will be postponed.

Section 3: Safety Management Policies and Procedures

3-2 Procedure for transporting children, including transportation arrangements and parental permission for excursion and related activities

1. Parental Permission for excursion and related activities – Parents/guardians can choose to give permission for transportation, participation in activities, applying sunscreen and bug spray, emergency medical care, administering medication, and attending field trips on the “Permission and Authorization Form” found in the Voyager Youth Program Enrollment Packet. This pack must be completed prior to a child attending the program. Each month, 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. Voyager will not, however, be able to accommodate children who do not want to participate in a field trip. Voyager Youth Program reserves the right to cancel any field trip that is not fully enrolled or adequately staffed. Voyager reserved 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.

2. Transportation to and from the site – Parents/guardians must provide written permission for all transportation services of their child. Transportation includes whether the child(ren) can walk, ride a bicycle, or travel in a car. Children who self transport to or from the program site are expected to arrive and leave on time. Children who do not arrive on time may not be able to participate in the program that day.

3. Transportation requirements during program hours – Liability insurance information must be obtained from all staff and/or parents who transport children during program hours. All drivers will be properly certified to operate vehicles.

Section 3: Safety Management Policies and Procedures

3-3 Written policy and procedure governing field trips, television and video viewing, and the staff's responsibility for the supervision of children

1. Field Trips – Field trips will be listed on the monthly calendars sent home to parents/guardians and available at www.voyagerprogram.com. 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.

Voyager Youth Program reserves the right to cancel any field trip that is not fully enrolled or adequately staffed. Voyager reserved 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.

2. Television and video viewing – Parents/guardians are able to give permission for their child(ren) to watch either “G” or “PG” rated movies on the “Permission and Authorization Form” found in the Voyager Youth Program Enrollment Packet. If a parent/guardian does not want their child(ren) to watch movies, the child can read or play in an adjacent room. Staff will supervise each group. No television programs are shown.

3. Staff Supervision – Staff are responsible to visually supervise all youth present at all times. Voyager Youth Program strives to hire highly qualified, well-trained staff. All staff meet the requirements set forth by the CO Department of Human Services, including successfully completing a background investigation. Staff member participate in planned training and education to further their skills in child development and recreation. All program staff have CPR/First Aid training.

Section 3: Safety Management Policies and Procedures

3-4 Policy on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road

Voyager Youth Program utilizes school buses and Suburbans provided by the Ridgway Schools to transport youth. All drivers are properly certified and qualified to operate the school vehicle transporting children. Roll call will be taken as the children get on and off the bus to ensure all youth are present. All children will be required to wear seat belts, when available, at all times. While in motion, youth will be required to remain seated and quiet. Staff will supervise the youth to ensure proper behavior.

If an emergency occurs on the road, the driver will pull the vehicle off the road to a safe place. The driver will then call for assistance using a cell phone and set up hazard sign in front, behind, and to the side of the vehicle. Depending on the safety of the situation, youth may remain in the vehicle or be required to exit the vehicle.

Section 3: Safety Management Policies and Procedures

3-5 Procedure for handling lost children and other emergencies at all times, including during field trips

Parents/guardians 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/guardians next. In cases in need of non-emergency care, all children will be taken to the Ridgway Mountain Medical Center located at 295 State Highway 62.

In the event of a lost child, the Executive and/or Program 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.

Section 3: Safety Management Policies and Procedures

3-6 Procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip excursion

Daily itinerary will be available on site for any late arrivals. Parent/guardian will be required to deliver their child(ren) to the off site activity if they arrive after the group has left the facility. Extra children coming late to the program could require additional staff or transportation that may not be available; Voyager reserves the right to refuse to take a child coming late based on staff ratios and transportation availability. Parents/guardians are encouraged to call if their child(ren) will be late and check for space availability.

Section 4: Reporting Policies

4-1 Procedure for filing a complaint about child care

If a parent, guardian, or employee has a concern regarding child care, they are first encouraged to bring that concern, in person or in writing, to the Executive Director of Voyager. The Executive Director can be reached at (970) 626-4279, e-mailed at: voyager@ouraynet.com, or written to at PO Box 709, Ridgway, Colorado, 81432. The Executive Director will take action to resolve the issue.

If a parent, guardian, or employee is unable to resolve the concern regarding child care with the Executive Director of Voyager, the Colorado Department of Human Services, Division of Child Care can be contacted via telephone at: (303) 866-3755 or via mail at: The Colorado Department of Human Services, Division of Child Care, 1575 Sherman St, Denver, CO 80203.

Section 4: Reporting Policies

4-2 Policy regarding the reporting of child abuse

Pursuant to Colorado state law, all staff members of Voyager Youth Program will be required to read and sign a statement clearly defining child abuse and neglect and outlining the staff member's responsibility to report all incidents of child abuse or neglect. Any staff member suspecting a youth has been subjected to child abuse or neglect or who has witnessed a child being subjected to abuse or neglect must immediately report the incident to Ouray County Department of Social Services or local law enforcement. Upon enrollment of their child to the Voyager Youth Program, parents/guardians will be given information that explains how to report suspected child abuse or neglect.

Section 5: First Aid, Illness, and Medication

5-1 Procedure, including notification of parents or guardians, for handling children's illnesses, accidents, and injuries

Health records are 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. Voyager Youth Program does not have the facilities to care for sick children and therefore do not allow them to attend the program. If a child becomes ill while in the program, the parent/guardian will be required to pick up their child as soon as possible. The child will be placed in an appropriate rest area until a parent/guardian arrives.

All Voyager Youth Program staff must become CPR/First Aid certified. Approved first aid kits are kept at each site and taken on all off-site activities. If a youth becomes injured or there is an accident, staff will first assess the situation. If the accident or injury is minor (a scrape or a bruise), the staff member will apply first aid as necessary. If staff have any question about the severity of the accident or injury, the child will be taken to the Ridgway Mountain Medical Center and the parent/guardian will be contacted.

In cases of serious accidents or injuries, staff will immediately call 911, contact the parent/guardian, and call the Voyager Executive Director. Parents must provide written authorization for emergency medical care and all pertinent information regarding emergency parent/guardian contact.

For all major incidents, an Incident Report will be completed and turned into the Program and Executive Directors. These reports will be faxed to the Colorado Department of Human Services, as necessary.

Section 5: First Aid, Illness, and Medication

5-2 Procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act"

Medication Administration: The RN consultant will delegate and supervise the task of medication administration only to those staff members who have completed a state approved Medication Administration Training. Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is at the Voyager Youth Program.

The following requirements must be met before administering medications:

- Written authorization from the Health Care Provider
- Parent written authorization
- Medication in the original labeled container
- Proper care and storage of medication
- Documentation of medication administration

Nebulized medications and emergency injections (such as an Epi-Pen) require a written health care plan or instruction completed by the RN consultant and/or the child's health care provider.

Parents/guardians are responsible for providing all medications and supplies to Voyager. In most situations, children should not transport medications to and from Voyager. Special arrangements may be considered with written authorization.

Program staff may not deviate from the written authorization from the Health Care Provider. Program staff must count and record the quantity of controlled substances received from the parent, in the presence of the parent.

Documentation: Any medications routinely administered are documented in the Medication Log by the person administering the medication.

Disposal: Medications that have expired will be returned to the parent/guardian. If the medicine has not been picked up within one week of the date of the request, then medication will be disposed of by a trained medication administration person of the RN according to established procedures.

Care and Storage: Medications administered at Voyager Youth Program are stored in a secure, locked, clean container. Medications that require refrigeration are stored in a leak-proof container in a designated area of the refrigerator separated from food.

Medication Incidents: A medication incident is any situation that involves any of the following:

- Forgetting to give a dose of medication
- Giving the wrong dose
- Giving the medication at the wrong time
- Giving the wrong medication
- Giving the medication to the wrong child
- Giving the medication by the wrong route
- Forgetting to document the medication

Medication incidents are documented on the Medication Incident Report and reported to the RN nurse consultant, child's parents, Voyager Executive Director, and health care provider. Medication incidents that involve medication given to the wrong child or an overdose of medication require consulting with Poison Control: 800-222-1222.

Section 6: Special Activities Policies and Procedures

6-1 General Special Activity Policies and Procedures

All staff members leading special activities will have verified documented experience with that activity, as well as a minimum of CPR and First Aid training, preferably Wilderness Medical training. First Aid supplies will be present during all special activities. Staff to child ratios will be followed at all times.

Parents/guardians will have the opportunity to request that their child(ren) do not participate in special activities; however, we may not be able to accommodate children who are unable to participate in the activity. Parents will be required to sign a waiver for hiking, rock climbing, mountain biking, camping, and other activities that present risk.

Section 6: Special Activities Policies and Procedures

6-2 Climbing Wall

Voyager Youth Program sponsors and runs an indoor rock climbing wall in conjunction with the Ridgway School system. The wall is located at Ridgway Elementary School. The wall is located in a locked room. Qualified climbing supervisors are always in attendance when anyone is climbing on the wall. Climbing supervisors have received training on safety procedures for using the wall and also hold current First Aid certification.

The climbing wall and all equipment are checked regularly to ensure safety. The climbing wall is also checked prior to each use.

Parents/guardians must sign a waiver for youth to climb on the wall. Youth climbing are required to have undergone a safety talk regarding procedures for climbing. Youth will be required to wear appropriate safety gear while using the climbing wall.

Section 6: Special Activities Policies and Procedures

6-3 Outdoor Sport Rock Climbing

Single pitch, sport rock climbing is sometimes offered at Voyager. When rock climbing is offered, there are always at least two climbing supervisors with 12 or fewer youth. Each climbing supervisor has verified, documented experience with knots, anchors, safety zones, verbal signals, belaying, rappelling, and safe tie-ins. At least one climbing supervisor holds current First Aid and CPR certifications. There is always a First Aid kit on site.

The climbing supervisors are in charge of ensuring safety among youth, teaching climbing procedures, checking gear for safety, and replacing equipment when necessary. All rock climbing gear must meet industry standards, including safety standards and maintenance standards.

Parents/guardians are required to sign a waiver for youth to participate in rock climbing; no youth will be forced to participate against his/her will. Youth will be required to complete a safety and gear segment prior to climbing. Youth will also be required to wear helmets and other safety equipment as designated by the climbing supervisor. No youth will climb unsupervised.

The staff will post a rock climbing itinerary, complete with all adults and youth rock climbing, at the Voyager office.

Section 6: Special Activities Policies and Procedures

6-4 Mountain Biking

When biking takes place at Voyager, there will always be a bicycling supervisor. The bicycling supervisor will be familiar with state laws regarding bicycling, know the terrain where bicycling will occur, know basic bicycle repair, and hold current First Aid and CPR certifications. At least two staff members will be with the youth on a biking excursion. A first aid kit, extra water, and a bike repair kit will be taken on each trip. The staff will post a biking itinerary, complete with all adults and youth biking, at the Voyager office.

All bikers are required to wear a functional helmet. Bicycles need to be in good condition with working brakes and be properly adjusted for the user's height. Bicycles will be inspected for safety prior to the bike trip.

If a youth sustains a minor injury or sickness, all members of the excursion will help to safely evacuate the sick or injured youth. This may include making a splint and assisting the youth down the trail, walking slowly, and picking the bicycle up later.

In the event of a medical emergency, one staff member will attend to the sick or injured youth, while the second staff makes sure all the other youth are in a safe spot. Once everyone is in a safe spot, one staff member will call for assistance using a cell phone. The group will stay in their location until help arrives. After the injured youth has been evacuated, the rest of the group will descend and process the event.

Section 6: Special Activities Policies and Procedures

6-5 Hiking

At least two staff will be present on all hiking excursions. The staff will post a hiking itinerary, complete with all adults and youth on the hike, at the Voyager office. Both staff will hold current CPR and First Aid certifications. If the group will be hiking more than 60 minutes from definitive medical care, at least one staff will hold a minimum of Wilderness First Aid and Medication Administration. A first aid kit will be carried on each hike. Staff will be familiar with symptoms and treatment of hypothermia, dehydration, sun stroke, blisters, sprains, and minor cuts.

Hikes will be appropriate for the age and fitness level of the youth participating. Staff will also consider weather, physical hazards, communication, and evacuation routes. Staff will determine appropriate rest spots and ensure that youth are drinking adequate water and eating enough calories. Each child will be required to have a daypack with adequate water, food, rain gear, and extra clothing. Youth will be required to wear hiking boots at all times on the trail. Staff will carry extra sunscreen, bug spray, a cell phone, water, and food.

Prior to hiking, staff will instruct the youth on:

- Trail safety – Stay on the marked trail. Follow the person ahead of you. Do not lose sight of the group. Ask staff for a rest break when necessary. Do not throw things.
- Procedures to follow if lost – Stay where you are; do not look for the group. Shout loudly during consistent intervals.
- Proper health and sanitation procedures – Do not drink water from ponds or streams. Do not eat plants or animals. Do not pick up animal parts, bugs, or touch any living animal.
- Rules governing land to be hiked – Stay on trail.
- Potential high-risk areas
- Fire precautions

If a youth sustains a minor injury or sickness, all members of the excursion will help to safely evacuate the sick or injured youth. This may include making a splint and assisting the youth down the trail, walking slowly, or helping staff.

In the event of a medical emergency, one staff member will attend to the sick or injured youth, while the second staff makes sure all the other youth are in a safe spot. Once everyone is in a safe spot, one staff member will call for assistance using a cell phone. The group will stay in their location until help arrives. After the injured youth has been evacuated, the rest of the group will descend and process the event.

Section 6: Special Activities Policies and Procedures

6-6 Camping

At least two staff will be present on all camping excursions. The staff will post a camping itinerary, complete with all adults and youth on the trip, at the Voyager office. Both staff will hold current CPR and First Aid certifications. Camping will be done within 60 minutes of definitive medical care. A first aid kit will be carried on each trip. Staff will be familiar with symptoms and treatment of hypothermia, dehydration, sun stroke, blisters, sprains, and minor cuts. At least one staff will hold a current Medication Administration certificate in the event a child requires medication.

Staff will be knowledgeable about camping and unique area conditions, such as weather or animal activity. The camping trip will be appropriate to the youths' knowledge, skill level, physical condition, and age. Youth will receive a safety orientation regarding camping upon arrival. Topics discussed will include: safety procedures, health and sanitation procedures, relevant rules and regulations, potential high risk areas, fire danger precautions, and procedures upon encountering wild animals. Staff will check the children's gear to ensure adequate clothing, shoes, rain gear, and sleeping bags are present.

At Voyager Youth Program, all camping activities will take place in a designated camping area. Clean water and toilets will be available to youth at all times. If a child becomes sick or injured, the staff will call appropriate medical professionals, the child's parents/guardians, and the Voyager Program or Executive Director.