

2010/2011

LAFAYETTE RECREATION DEPARTMENT

B.A.S.E. Program

(Bob L. Burger After School Enrichment Program)

Parent Manual



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RECREATION DIVISION ORGANIZATIONAL CHART

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111 West Baseline Road
(303) 665-0469
www.cityoflafayette.com/recreation**



WELCOME TO THE B.A.S.E. PROGRAM!

Purpose

The B.A.S.E. Program seeks to enhance our community and enrich the lives of Lafayette children by providing a safe, supportive, and structured environment that supports overall health and well-being. The B.A.S.E. program offers quality educational, recreational, and cultural programs that promote the social, physical, intellectual, and emotional development of children and youth.

We Provide:

Transportation from Lafayette Elementary Schools to the Recreation Center
Assisted Homework Time and Computer Use
Arts and Crafts
Nutritional Education Program (SaJai Wise Kids)
Supervised Recreational and Physical Activities
Healthy Snacks
Additional Programming Opportunities (See below for details and fees)

Location

The B.A.S.E. Program is located at the Bob L. Burger Recreation Center and will use the multi use rooms as base camp.

Eligibility for Participation

Children who are in Kindergarten (5 years old) through 5th grade (11 years old) may participate in the B.A.S.E. Program.

Admission and Registration of Children

This program is one of many activities offered by the City of Lafayette Recreation Department, and registration for all city-sponsored programs is as follows. Registration begins each June prior to the start of the school year. Participants can register by one of three methods: Walk-in, Mail-In or Fax.

1. Walk-in Registration: Come into the Bob L. Burger Recreation Center during regular hours of operation. (Hours are subject to change)

Monday-Friday	5:00 a.m. – 9:00 p.m.
Saturday	8:00 a.m. – 6:00 p.m.
Sunday	10:00 a.m. – 6:00 p.m.

Complete the registration form, (one form per child) and pay the program deposit by cash, check or credit card (Visa/MasterCard/Discover). If you wish to have your payments taken out of your account automatically you will also need to complete and auto pay form.

2. Mail-In Registration: Mail the completed After School Program registration form with correct payment of check or credit card (Visa/MasterCard/Discover) NO CASH to :

Bob L. Burger Recreation Center
B.A.S.E. Registration
111 West Baseline Road
Lafayette, CO 80026

3. Fax the completed registration form to (303) 665-0987. Please be sure to include a credit card number for payment.

Please remember that space is limited and will fill up quickly – to ensure a spot for your child, it is important that you register as early as possible. This packet contains liability waivers, permission slips and emergency information forms necessary for program admission. Current immunization records

and physician statement forms MUST be turned in prior to your child's first day of attendance. A current physical is required within 12 months of admission.

Hours of Operation

The B.A.S.E. Program is administered and operated by the Bob L. Burger Recreation Center. The hours are 2:30 p.m. to 6:00 p.m., Monday through Friday. This program will run in accordance with the BVSD school calendar. The start day is the first full day of school in August and the last day is the last full day of school in May. We also offer a full day program when students are out of school from 7am – 6pm.

Days of Operation

Full Day Program Dates 2010/2011 School Year (Full days will run from 7am to 6pm)

****Due to staffing and in order to reserve your spot you must register and pay in full no later than one week before each full date.*** Auto pay is not an option for payment on the full days.

September 20 – Professional Development Day
November 11 – Veteran's Day
November 22 – 24 (Fall Break)
December 20 – 23 & 27 - 30 (Winter Break)
January 3 & 4 – Professional Development Days
January 17 – M.L. King Jr. Day
February 21 – Presidents Day
February 25 – Professional Development Day
March 21 – 25 (Spring Break)
March 28 & 29 – Conference Exchange Days
April 29 – Professional Development Day

Program Dates Closed

September 6 – Labor Day
November 25 & 26 – Thanksgiving Day and the Day After
December 24 & 31 Christmas and News Years Eve

Full Day Fees

If you choose to register your child for the full day program on off-school days, you will be charged an additional \$40R/\$50NR per day. Payment for full days is due at the time of registration. These days will run from 7am – 6pm and participants will have the opportunity to explore arts and crafts, indoor & outdoor games, field trips, swimming and other adventures! Due to staffing and field trip limits, the deadline for full day registration will be one week before each full day, so please be sure to register early!

Fee Schedule

The B.A.S.E. Program runs in accordance with the BVSD school calendar. We offer a competitively priced afterschool enrichment program. Certain months have been pro-rated to reflect BVSD school holiday's/breaks. **All monthly payments are due by the 1st of each month (see the charts below).** Refunds are not issued for unused days or vacation days.

Registration Fee

The \$25 registration fee will hold your child's spot for the entire school year. This fee is non refundable and will not be applied to the monthly fee.

At the time of registration only the non refundable \$25 registration fee, per enrollee, is due. This applies if you register in advance. If you register in August or after the start of the school year your first payment will include the non refundable \$25 registration fee and the first and last months payment.

Payment Policy

Option One: Auto Pay by Bank Account EFT(voided check must be provided) or Credit Card:

- The first payment will include the first and last months fees.
- The monthly fee will be automatically withdrawn from your bank account or credit card account on the 1st of each month. If your bank account has non sufficient funds (NSF) or your credit card is declined you will be notified and given 2 days to come in with, cash or check in the full amount. You will also be charged a \$30 NSF service fee.
- Payments not received by the due date will be charged a \$10 late fee. If payment is not received within the two day grace period, enrollment will be cancelled.
- Full Days are not included in the Auto Pay program. You must register for each full day you would like your child to attend. Payment is due at the time of registration.

If you choose option one (Auto Pay) the monthly fees are listed below:

Month	5 Days a Week	3 Days a Week	2 Days a Week	Payment Due Date
August 2010/May 2011	\$420	\$285	\$195	8/1/2010
September	\$300	\$200	\$140	9/1/2010
October	\$300	\$200	\$140	10/1/2010
November	\$240	\$150	\$105	11/1/2010
December	\$240	\$150	\$105	12/1/2010
January 2011	\$300	\$200	\$140	1/1/2011
February	\$300	\$200	\$140	2/1/2011
March	\$240	\$150	\$105	3/1/2011
April	\$300	\$200	\$140	4/1/2011

Option Two: Cash or Check (Manual Payment):

- The first payment will include the first and last months fees.
- The monthly fee is due by the 1st of each month (see chart below). If your balance is not paid in full, by the dates listed below, your child will be canceled from the program.
- Payments not received by the due date will be charged a \$10 late fee. If payment is not received within the two day grace period, enrollment will be cancelled.

If you choose option two (Cash, Check or Credit Card) the monthly fees are listed below:

Month	5 Days a Week	3 Days a Week	2 Days a Week	Payment Due Date
August 2010/May 2011	\$440	\$300	\$205	8/1/2010
September	\$315	\$210	\$147	9/1/2010
October	\$315	\$210	\$147	10/1/2010
November	\$252	\$158	\$111	11/1/2010
December	\$240	\$158	\$111	12/1/2010
January 2011	\$315	\$210	\$147	1/1/2011
February	\$315	\$210	\$147	2/1/2011
March	\$252	\$158	\$111	3/1/2011
April	\$315	\$210	\$147	4/1/2011

Cancellation Policy

Should you choose to cancel your enrollment, a written 30 day notice is required and the registration fee is non-refundable. The pre-paid last month's payment will be applied to your child's last month of attendance. If written notice is given in less than 30 days, a 25% cancellation fee will be charged on the last month's pre-paid payment.

Add On Programming

We have extra "add on" activities that you can register your child for during the afterschool program hours such as: Swimming Lessons, Karate, Basketball, Physical Education, Art/Drawing, and Theater classes to name a few. Please see the current Recreation Brochure for details on the exact program offerings.

Your child will be chaperoned or transported in a city vehicle, by the B.A.S.E. staff, to the area in the Recreation Center or off site where these programs will take place, such as the gym, pool, multi use room or the Harlequin Theater on Public Road. The activity instructors will then chaperone/transport the children back to the B.A.S.E. room when their class is over.

Transportation

The B.A.S.E. staff will transport children from Lafayette Elementary Schools in two City owned 13 passenger vehicles. The transportation schedule from these schools is as follows:

2:30pm pick up at Lafayette Elementary

2:30pm pick up at Sanchez Elementary

2:35pm pick up at Ryan Elementary

3:00pm pick up at Peak to Peak Charter School

*Children at Pioneer Elementary will walk over with a B.A.S.E. staff member.

In the event there are no participants registered at any of the above schools the staff driver will omit this school on the schedule and go directly to the next school. **NOTE:** This schedule may be changed at any time to safely accommodate all participants.

If your child will be utilizing this transportation from school to the Recreation Center it will be your responsibility to inform the school that your child will be picked up by the B.A.S.E. program staff.

Field trips outside of the City of Lafayette will be transported by Boulder Valley School District buses. Participants are expected to follow rules and regulations of the bus transportation systems. The staff will **NOT** transport any participants in their personal vehicles.

Absences or Change in Child's Daily Schedule

It is the parent's responsibility to inform the BASE program staff of their child's absence or any schedule changes. Please complete an Absence/Schedule Change form (print online or ask a staff member for this form). In an emergency please call the BASE cell phone directly at 720-849-1552.

If a child is enrolled to attend on a specific day and does not report to BASE and the parent does not contact BASE or submit an Absence/Schedule Change form to report the absence, BASE staff will make efforts as dictated by law to contact the parent(s) and/or authorized emergency contacts, up to and including 911.

Arrival / Dismissal & Log-In/Log-Out Process

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out of the B.A.S.E. Program. The exceptions are for children who are picked up by the B.A.S.E. program staff from a Lafayette elementary school, or a signed Bike/Walk waiver, indicating the participant will be arriving to and leaving from the program

alone (this is for children who are 12 years old). Log-in/Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to staff will be asked to show ID. Authorized persons must be at least 18 years old. No staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

Procedure for Individuals Not Authorized to Pick Up Participants: In a case in which an **UNAUTHORIZED** individual arrives to pick up a participant the child will not be released. Children will only be released to people who are designated on the permission slip. ***The supervisor of the program will approve individuals only if written permission is given, prior to the day of the pick up.***

Dismissal / Late Pick-up / Failure to Pick-up

The program hours are 2:30 p.m.-6:00 p.m. for afterschool and 7am to 6pm for full days.

Dismissal time: Participants should be picked up **promptly** by 6:00p.m. Anything after 6:05 p.m. is considered a late pick-up and is subject to the following disciplinary procedure:

- A. First Time – The supervisor or leader will wait with the participant until they are picked up by a designated parent/guardian. This staff member will remind the parent that this is a late pick up and prompt pick-up is required.
- B. Second Time – The supervisor or leader will wait with the child until the parent/guardian arrives. They will inform the parent that Recreation Supervisor will be in contact regarding their continued delinquent behavior. The Recreation Supervisor will notify the parent/guardian to inform them of a late fee owed. Which is \$5 for every 10 minutes late. This fee is payable at the Recreation Center Front Desk, **NOT** to the B.A.S.E. program staff. **This fee MUST be paid prior to their child returning to the program.** In addition to the late fee, the parent/guardian will also be informed that if they are late a third time, their child can no longer attend this program for the duration of the year.
- C. Third Time – The Recreation Supervisor will notify the parent/guardian that they have abused our policy, they have been warned and their child may no longer attend this program for the duration of the year. There will be **NO REFUND** for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.

Failure to Pick-Up Child: If a child is not picked up by 6:30 p.m. from the registered 6:00 p.m. program, the staff member waiting with the child will inform the Recreation Supervisor of the situation. Staff will immediately call the parent/guardian(s) listed on the emergency card. If staff reaches them they will immediately convey the severity of their tardiness and proceed with the outlined policy for late pick-up, depending on whether this is a first, second or third offense. If the parent can not be located the Recreation Supervisor will call the police and the child/ren will be turned over to the police by 7:00 p.m. Late fees will apply until the parent/guardian arrives or the police take custody.

The same policies and procedures will be followed for the full day program. If the parent can not be located the Recreation Supervisor will call the police and the child/ren will be turned over to the police by 7:00 p.m. Late fees will apply until the parent/guardian arrives or the police take custody.

Late Arrivals – For the Full Day Program

The program hours are 7:00 a.m.-6:00 p.m.

Arrival Time: Participants should arrive between 7:00 a.m.-9:05 a.m. Anything after 9:10 a.m. is considered tardy and is subject to the disciplinary actions outlined in this manual (unless it is excused in advance).

In all cases of tardiness or late arrival a staff member will wait at the check-in site until 9:15 a.m. At that time they will call the parent/guardian to inquire about the late participant.

Planned or Scheduled Late Arrivals: It is required that the parent/guardian send a written notice to at least one day prior to the foreseen late arrival. In those situations, staff will either wait for the late arriving participant or schedule with that parent/guardian an alternate arrival destination, if it is on a field trip day.

Tardiness or Unscheduled Late Arrivals: For unscheduled tardiness, the procedure will be as follows:

- D. First Time – participant with a parent/guardian will log-in late.
- E. Second Time – staff will notify the Recreation Specialist and she will call the parent and discuss the situation.
- F. Third Time – staff will notify the Recreation Specialist who will notify the parent and the participant will be suspended for the duration of the year. There will be **NO REFUND** for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.

Participant tardiness impacts the day's schedule for all the other participants, and therefore is an inconvenience that won't be tolerated.

Dress Code

Please dress children appropriately according to weather, planned activities and in comfortable clothing. Arts and crafts may be messy so that the children can feel free to express themselves. A fancy dress is sometimes not safe for running and playing outside or in the building. Also consider the needs of your child for the use of the restroom. Clothing children cannot handle themselves, such as; one-piece jump suits and complicated belts are not recommended. A proper swimsuit with extra sun protective clothing is also recommended.

Nondiscrimination and Children with Special Needs

The B.A.S.E. program does not discriminate on the basis of race, color, national origin, sex, or disability. The B.A.S.E. program is dedicated to supporting the goals of the Americans with Disabilities Act. Please refer to the inclusion statement if your child may require special accommodations for participation and contact Karen Snortland at (303) 665-0469.

Inclusion Statement

The mission of the B.A.S.E. program is to provide a safe and secure environment for all children to explore and achieve success through a variety of recreational activities. We believe in providing quality programs for every participant.

Accommodations

The B.A.S.E. program staff will make every effort to provide reasonable accommodations. These accommodations include, but are not limited to, staff training, additional staff supervision, use of individualized behavior support techniques, consulting with families and taking other steps to ensure a safe and enjoyable leisure experience for all participants. Participants are encouraged to bring a companion to assist with special accommodations. There will be no additional fees for a companion to attend unless attending a special ticketed event or activity. Individuals who require inclusion assistance must call at least two weeks in advance if you are interested in attending the B.A.S.E. program. Due to staffing, space is limited. **We are unable to provide personal care.**

Inclement Weather Procedures

In cases of extreme heat when activities are scheduled outdoors, the activity time shall be shortened and all children shall be required to have a water bottle with them. The children will then be moved indoors. In cases of rain, lightening, or a tornado warning, the activity will be moved indoors. If the Bob L. Burger Recreation Center closes due to weather or for any other reason, parents will be notified by telephone.

Identifying Where Children Are at All Times

A schedule of activities will be available on line at www.cityoflafayette.com/recreation , and are distributed at the beginning of each month. Updates are distributed as they occur. When children are not present at the designated “home base” location, a sign will be posted on the door indicating where the children and staff can be found.

If you need to contact your child for any reason you can call the Recreation Specialist, Kathy Apjoke at the Recreation Center (303) 665-0469 ext. 3473 or Recreation Supervisor, Karen Snortland at the Recreation Center (303) 665-0469 ext. 3458.

Staff are assigned to groups and children use the buddy system for role call during the program and for all activities.

Expectations for Participants

Appropriate social behavior is required for all programs and activities in all City facilities and programs. All individuals are encouraged to act in a way that will not hurt themselves or others physically, mentally or emotionally. A participant may be asked to withdraw from the program if their behavior does not comply with facility and program standards.

When necessary, an individualized behavior contract will be developed for participants. Staff will meet with the child and the parents to discuss the action plan identified in the contract.

Consequences will be determined for participant misconduct. If deemed necessary, a participant will be suspended from an activity or withdrawn from the program if the behavior or actions do not change.

Discipline

In order to make the B.A.S.E. program a positive experience for all children, we ask that three basic principles be observed:

- Keep yourself safe
- Keep others safe
- Keep the materials and equipment safe

Staff uses positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Staff will communicate with the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving.

Physical punishment is never used. Children will not be subjected to physical or emotional harm or humiliation. Punishment is never associated with food, rest, or toileting.

It is the parent’s responsibility to inform the staff if their child has any behavioral, mental, or physical challenges which may affect his/her day-to-day activities in class. Such issues must be specifically noted on the child’s registration form and emergency card. Failure to do so may result in the child’s dismissal.

When a child does not observe the expected guidelines, the staff will discuss an appropriate plan of action which may include any or all of the following steps:

1. Separate the child from the group for an age appropriate amount of time. Discuss with the child the inappropriate behavior before they return to the group.*
2. Parents will be notified of any problems during the program.*
3. If a child’s behavior continues to be a problem and/or the safety of others or themselves is at risk, the Recreation Supervisor, the parents/guardian and the child will sign a behavior contract.*

4. If further incidents occur, the consequence will be a parent conference and a three day suspension of registered days from the program.*
 5. If another incident following this suspension occurs, there will be an automatic expulsion from the program for the remainder of the school year. There will be **NO REFUND** for the current month and fees will be forfeited. The remaining payments will be discontinued if on auto pay.
- *Staff will document all behavior problems and incidents.

Participants Who Become Ill / Accidents / Emergency

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return. If a child should become ill or get injured during the B.A.S.E. program the parents/guardians will be notified.

Ill children will be separated from the other children and will be offered a blanket and cot to lie on. If a child is injured first aid will be administered, and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pickup their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the staff any exposure to communicable illnesses outside the program. The child will then be excluded from the Recreation Center for the period of time prescribed by the child's physician or the local health department. All injuries and illnesses will be documented by staff.

Lost Children / Natural Disasters

All B.A.S.E. program staff are trained in the established safety procedures. Drills are held (once per quarter in the school year) to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in such a situation:

- Children's parents/guardians will be notified promptly
- Notification of the Recreation Specialist will be immediate. The Recreation Supervisor will notify police.
- Local authorities will begin work immediately.
- Emergency transportation will be provided.
- Specific procedures for responding to the crisis will occur.

When the B.A.S.E. program staff hears a tornado siren or is alerted by the Recreation Specialist that there is a tornado warning, children will be moved to the Recreation Center locker room. B.A.S.E. program staff will take attendance once they are safely in the locker room. Once staff receives an all-clear signal from the Recreation Specialist or the Police Department, children will return to regularly scheduled activities.

Field Trips / Photos / Video Taping / Video Viewing

On local field trips participants will be transported in 14 passenger vans with individual seat belts. Parents who would like their child/ren to use a car seat, need to bring the seat to the Recreation Center the day of the trip. The staff will **NOT** transport any participants in their personal vehicles. For the safety of your child please discuss with the director how the car seat is to be installed. A field trip schedule, with dates, locations and fees will be available online at www.cityoflafayette.com/recreation
Possible Local Field Trips:

Bob L. Burger Recreation Center Indoor Pool
White Tail Park
Waneka Lake Park

From time to time, the City of Lafayette Recreation Department may photograph or video tape activities and events for inclusion in promotional materials. If you prefer not to have your child (ren) involved, please let us know in writing.

Videos will not be viewed during the B.A.S.E. program due to copy write issues. An exception would be for educational purposes.

Safety When Riding in a Vehicle / Vehicle Supervision

When on a field trip, all participants and drivers will use a seat belt. Behavior in a van or the bus will be such as to not distract the driver. Other staff will be present to help control the children. A cell phone will be available for emergencies.

Storing and Administering Medication

Please notify the Recreation Specialist, if your child will need any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies. Parents need to meet with the supervisor and director in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. 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 in the program.

In the event that medication does need to be administered during program time by staff, we must have the following on file before administering the medication 1) written authorization from the health care provider 2) parent written authorization 3) and medication in the original labeled container. Only the Director and/or Recreation Specialist are authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked box away from children. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

Handling Personal Belongings and Money

Ultimately, the individual participant is responsible for any personal belongings they may bring to the program. We do require extensive labeling of all belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.), as a preventive measure for tracking personal items. We ask that they keep everything in a labeled backpack. Participants are NOT to bring cell phones, CD players, MP3 players, radios, Gameboys, etc. ***The City of Lafayette and the B.A.S.E. Program staff will not be responsible if these items are lost, stolen or broken.***

When the participants are at Waneka Lake Park, their belongings are kept under the designated shelter. If they go on a hike, their belongings will be taken with them.

We keep a "Lost and Found" box at the Recreation Center, where all recovered items are placed.

PARTICIPANTS MUST NOT BRING MONEY TO CAMP UNLESS PRE ARRANGED WITH STAFF.

Sunscreen

Please provide sunscreen for your child on sunny days. In the event that your child is not wearing sunscreen, staff will regularly remind the participants to apply sunscreen. This will only be done with the buddy system. Due to licensing laws, the staff is not allowed to apply sunscreen to the children at anytime.

Meals and Snacks

Any meal, snack or flavored beverage that a participant may want or need during the day **MUST** be brought from home. All containers need to be clearly marked with the participant's name. Water will be readily available to all participants. The staff has the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If the lunch does not meet this

requirement, the staff will contact the parent/guardian so they can supply the needs of the child's daily nutrition.

Visitors / Volunteer Policy

Visitors are always welcome at the B.A.S.E. Program. We ask that all visitors check in with the supervisor and sign-in and sign-out on our visitor sheet when arriving and before leaving.

Parents may visit the program any time. Persons unknown to staff will be required to show identification. All volunteers must complete a City of Lafayette Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Recreation Specialist.

Filing a Complaint

We want to hear from you if you have questions or concerns about your child's care. We will make every effort to resolve any issues or concerns you have about the program. If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call (303) 866-5958.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Human Services. The telephone number for the Boulder County Social Services is (303) 441-1000.

Reporting of Child Abuse

As a child care facility, each staff member is required to read and sign a statement clearly defining 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.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the day camp facility is located.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the county department of social services in the county in which the child resides or the local law enforcement agency in the county in which the incident is believed to have occurred. Boulder County Social Services - (303) 441-1000

Request for Removal and Appeals

The removal of a participant from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a participant is removed, the Recreation Supervisor will discuss the current situation and all events occurring to date with the Director of Recreation. With the Director of Recreation's approval, the Recreation Supervisor will then inform the parent/guardian by phone that their child is dismissed from our program. Additionally, the Recreation Supervisor will follow-up the call with a letter stating what actions have been taken and why. A copy of this letter will also be sent to the Director of Recreation.

An Appeal Process is available to parent(s)/guardian(s). Please contact the Recreation Supervisor to arrange a hearing before the Appeals Board (Director of Recreation, Recreation Supervisor, and Recreation Specialist). The parent/guardian has the opportunity to plead their case at this meeting and bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their child should be reinstated to the program. The Board has the authority to make exceptions and will give the parent/guardian their decision within 24 hours of the appeal hearing.