PROGRAM DESCRIPTION
Kid Watch is a non-licensed temporary, short term child care service for children ages 1 year and walking to 7 years old. Members and guests may use this service while utilizing available amenities in the facility. Activities include arts & crafts, active and passive games, sports, singing, dancing and limited T.V. and computer time.

HOURS OF OPERATION
The Kid Watch Program operates year round, Monday-Saturday 8:00am-1:30pm and Monday-Friday 3:30pm-7:30pm. Children ages 1 year and walking to 7 years may participate in the Kid Watch Program. Carla Madison Recreation Center and Denver Parks and Recreation reserve the right to modify and/or change these days and hours at any time.

LICENSING
Under the general rules for child care facilities issued by: THE DIVISION OF CHILD CARE COLORADO DEPARTMENT OF HUMAN SERVICES, The Kid Watch Program is EXEMPT from licensing requirements under section 7.701.11 Licensing Exemptions [Rev. eff. 4/1/11] B. 3. A child care center operated in connection with a church, shopping center, or business where children are cared for during short periods of time, not to exceed three hours in any twenty-four hour period of time, while parents or persons in charge of such children, or employees of the church, shopping center, or business whose children are being cared for at such location are attending church services at such location, shopping, patronizing or working on the premises of the business. This facility must be operated on the premises of the church, business, or shopping center. Only children of parents or guardians who are attending a church activity or patronizing the business or shopping center or working at the church, shopping center or business can be cared for in the center.

COST AND REGISTRATION
Adult participants may purchase a 30 visit Kid Watch pass for $15 or $2 single visit/drop-in per child. The 30 visit Kid Watch pass may be used for more than one child. Denver Parks and Recreation Annual membership, Individual 30/15 visit pass and My Denver memberships will not allow admittance.

All members and guests are required to have an updated customer account and photo on file prior to using Kid Watch.

Registration is limited on a first come, first served basis. 30 visit Kid Watch pass holders may check in directly at the Kid Watch desk. All single visit/drop-in users must pay at the front desk before entering Kid Watch and present payment receipt upon entry.

Carla Madison Recreation Center and the City and County of Denver Parks and Recreation Department agree to provide a temporary, short term child care service for the children of our members and guests while such members and guests are working out in our facility. Services will be limited to a single use, once per day for a maximum of 90 minutes per child, and available only during posted Kid Watch hours. Days, hours, and times are subject to change at any time.

PARENTS MUST STAY INSIDE THE RECREATION CENTER AT ALL TIMES AND SPECIFY THEIR LOCATION INSIDE THE RECREATION CENTER. In accordance with our Policies and Procedures, parents leaving their child(ren) in the Kid Watch Program may not leave the recreation center at any time. We will contact the Denver District Police Station if a parent is found to be off-site. The parent will also receive a letter from the Recreation Center Supervisor which may result in termination of their use to the Kid Watch Program.
CHECK-IN/OUT TO AUTHORIZED PERSONS & LATE FEE
All participants in the Kid Watch Program are required to have an updated customer account and photo on file prior to using Kid Watch and should be updated yearly.

Only adult(s), 18 years of age or older, will be allowed to check-in/out a child to and from the Kid Watch Program.

Upon entering the Kid Watch Program, each child will receive 2 printed labels, containing the following information; the date, participants name, pass ID, check-in/out time, and authorized person for pick up. Both child and authorized person for pick up, must wear the label at all times and labels may not be removed until the child is checked out of Kid Watch.

Parents must accompany their child(ren) into the Kid Watch Program vestibule to check them in. The same person that dropped off the child MUST pick up. NO EXCEPTIONS! Parents MUST remain in the building at all times and pick up children promptly. We will contact the Denver District Police Station if a parent is found to be off-site. The parent will also receive a letter from the Recreation Center Supervisor which may result in termination of their use to the Kid Watch Program.

Please inform the staff if your child has any medical problems, allergies or behavioral challenges.

To ensure safety of all our children, only staff and children are allowed in the Kid Watch Program area. Parents will not be allowed to cross the security gate once a child is inside the Kid Watch area. This includes the playground area.

PARTICIPANTS WILL NOT BE ALLOWED TO LEAVE THE KID WATCH AREA OR BE RELEASED TO ANYONE OTHER THAN THE AUTHORIZED PARENT/GUARDIAN.

Parents will be notified through the paging system to pick up late children. A late fee of $1.00 per minute per child will be accessed to the customer account if usage time exceeds 90 minutes. Fee must be paid or the child’s Kid Watch usage privileges will be put on hold/suspended until the balance is paid.

ACCOUNTABILITY

The staff to child ratio is 1 to 7.

Children will be counted on arrival, during their visit, and at departure. All staff will be taking head counts continuously for safety of the children.

** Please Note: Ratios for the children may change due to special situations**

Our program will offer a variety of passive and active choices for your child(ren). Staff cannot supervise children on a one to one basis. All information and policies are available in the Policy and Procedure Manual. Parents may receive a copy of the Policy and Procedure Manual upon request. To file a complaint contact the Kid Watch Coordinator at 720-865-5587 or email: Renee.Williams@denvergov.org
FOOD AND BEVERAGE POLICY
Due to unknown food allergies, absolutely NO food, snack, gum, candy, or beverages such as milk, juice, soda, punch, etc. will be permitted in the Kid Watch program area. Children must be fed prior to entering Kid Watch. Please do not bring toys from home. Kid Watch staff is not responsible for lost, stolen, or damaged items brought to the program. Please label all items entering the child sitting facility.

TOILET PROCEDURES
No personal care is provided. Infants and toddlers must be changed prior to entering the Kid Watch Program. All potty trained children will be allowed to use the Kid Watch restroom based on necessity. In the event a child needs a diaper change, the parents will be required to change their child’s diaper.

ILLNESS/MEDICATION/CRYING POLICY
Carla Madison Recreation Center Kid Watch Program enforces a Sick Child Admittance policy. Parents are requested to keep children at home when they show signs of illness including fevers, any sort of rash or skin irritation, runny (green) noses, vomiting or diarrhea. We reserve the right to come get the parents from their workout if we feel there are any signs of illness present. Should the child have any of the above symptoms due to allergies, a pediatrician’s note is required and will be left on file. Sick children requiring antibiotics must be taking their prescribed medicine for 24 hours prior to returning to Kid Watch.

Carla Madison Recreation Center Kid Watch Staff is not permitted to administer medication (non-prescriptive and prescriptive; including inhalers, EpiPens, sunscreen, lotion, Motrin, Tylenol, etc.) at any time. A parent/guardian must administer medication to their child, if their child requires medication during their usage time in Kid Watch.

Parents will be paged if a child cannot be comforted from crying after the first 10 minutes. If a child cannot be consoled after 5 minutes once the parent arrives, parents will be required to check their child out and returned a single visit pass back to their KW visit pass.

ACCIDENTS/EMERGENCY
If a child is injured, appropriate first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be notified immediately. All injuries and illnesses will be documented by staff.

EMPLOYEE KID WATCH USAGE POLICIES
Kid Watch usage is available to employees, at no cost, who are instructing or subbing classes only. Kid Watch may only be used one time per week, up to a maximum of 90 minutes for work related usage. Kid Watch usage is not available for individual personal training sessions, staff meetings and/or staff trainings.

Staff requiring Kid Watch, must be approved by the Kid Watch Program Coordinator prior to bringing their child(ren) to work. Written notification must be sent via email 24 hours or more in advanced.

Employees wanting to use Kid Watch for personal, non-work related use must adhere to all Kid Watch Policy and Procedures for members and the general public. If a Kid Watch provider feels that an employee using the Kid Watch Program is non-compliant with the employee usage policies and/or there are discipline problems with an employee’s child(ren), the Kid Watch staff will document and report the incident to the Program Coordinator which will be turned in to the employee’s Supervisor for necessary discipline action.

** Staff Usage can be subject to change at any time if desired by the Program Coordinator and Supervisor**

PARTICIPANT DISCIPLINE POLICY
Our staff uses positive methods of guidance that encourage independence and a sense of responsibility. Redirection is one strategy our staff uses to guide the child from inappropriate play to a more appropriate behavior. Communication can include giving alternative choices to their behavior in an effort to assist the child with problem solving. Physical punishment is never used. Children will not be subjected to physical or emotional harm or humiliation. In order to make the Kid Watch program a positive experience for all children, we ask that all participants exhibit appropriate social behavior and observe the following three basic principles:

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

**Appropriate Social Behavior:** Participants will refrain from behavior that can be detrimental to themselves, the group, or our staff (i.e. hitting, scratching, biting, kicking, self-abusing, refusal to participate in activities, etc.). If a participant’s behavior is deemed detrimental, a parent or guardian will be called and will be required to pick up the child immediately. At the onset of inappropriate behavior, our staff will begin to follow the Participant Discipline Policy, which may result in the participant having to withdrawal from the program. This will be documented in a DISCIPLINE/INCIDENT form.

When a child does not display the behavior expectations for the program, the staff will engage in preventative strategies that may include: verbal prompting and redirection, setting limits and consequences, and maintaining open communication with child, parents/guardians, and other staff. If the child does not respond to these preventative measures, the following progressive discipline steps outline the actions that will be taken:

1. At the time of the first DISCIPLINE/INCIDENT FORM, direct communication with the parent/guardian will also occur. At that time, staff will inform the parent of the child’s behavior and involve them in a problem-solving strategy that is appropriate for the child.

2. At the time of the second DISCIPLINE/INCIDENT FORM, a loss of privileges will occur, such as suspension from the program for a day or week, or the loss of the opportunity to participate in an activity. Direct communication with parents/guardians will again occur, to ensure that they have knowledge of the imposed consequence.

3. If the child’s behavior continues to be a problem, the decision will be made to suspend the child from the program. This would occur upon the necessity for the third DISCIPLINE/INCIDENT FORM and would again be accompanied by direct communication with the parents/guardians.

4. If at any time, a significant or major issue occurs, which endangers the child, other participants, or staff, immediate suspension from the program will ensue.

Additionally, if at any time a child leaves the immediate program area in anger or for any other reason, a reasonable attempt will be made to stop him/her. If they continue to flee, 911 will be called and the child will be reported as a runaway. Parents will be contacted. This behavior will result in a DISCIPLINE/INCIDENT FORM, and the appropriate consequences will occur.
INDIVIDUALS WITH DISABILITIES INCLUSION POLICY

Disabilities are defined as any physical, emotional, or cognitive impairment or any chronic health condition. Children with disabilities are encouraged to participate in all Denver Parks and Recreation programs. As staff, we are required to make all reasonable accommodations so that all children may experience the full range of recreational opportunities offered by Denver Parks and Recreation.

At the time of purchasing a 30 visit Kid Watch pass, parents need to indicate whether their child may require functional needs accommodations. If so, they are required to complete the Inclusion Support Services Form through the Adaptive Recreation Department.

Denver Parks and Recreation programs are subject to the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 as amended and it’s implementing regulation, Title 45 Code of Federal Regulations (CFR), part 80; the Age Discrimination Act of 1975 as amended and it’s implementing regulation, Title 45 CFR, part 91; Section 504 of the Rehabilitation Act of 1973 as amended and it’s implementing regulation, Title 45 CFR, part 84; Titles I through V of the Americans with Disabilities Act as amended and it’s implementing regulation, Title 29 CFR, part 1630. All decisions related to the enrollment, placement, or dismissal of a child with a disability of chronic condition will be in compliance with the Americans with Disabilities Act.

We are dedicated to achieving a positive integrated experience through:

*Offering an optional parent/staff meeting prior to utilizing the Kid Watch program.

*Completing a site visit at the child’s classroom to observe behavior, peer interaction and discuss any IEP goals with the teacher. (with prior parental approval)

*Encouraging communication between the program staff and parents/care provider of the child with a disability on an on-going basis.

*Seeking assistance from the TRAC (Transition to Recreational Activities in the Community) program for additional support.

*Increasing the number of staff at the site to assist in the supervision of the children.

*Staff attending Special Situation Delegation, parent meeting, CPR-PR, First Aid, and Universal Precautions.

EQUAL OPPORTUNITY

If anyone believes he or she has been subjected to discrimination on the basis of race, color, national origin, religion, age, sex, or handicap, he or she may file a complaint alleging discrimination with either the Parks and Recreation Department, 201 W. Colfax, Dept. 606, Denver, Colorado 80202, or with the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.
CANCELLATION / EXTREME WEATHER POLICY
A decision to cancel the program before it begins for the day will be made by the Recreation Center Supervisor and/or Kid Watch Coordinator. If conditions are questionable, employees and parents may contact the Recreation Center Front Desk at 720-865-5590.

Under most circumstances Kid Watch will operate regardless of weather. If the weather is severe and the recreation center must close, the Kid Watch area will be closed.

SAFETY RULES CONCERNING WEATHER CONDITIONS
Staff is instructed to locate shelter and/or familiarize themselves with posted evacuation procedures in the event of extreme weather and/or tornado. Children and parents should be informed of the location of the shelter.

TORNADO

IF OUTDOORS: Seek indoor shelter if time permits. If not, get into a ditch, ravine, or low-lying area. Do not let children leave your site.
IF INDOORS: Go to a basement, if possible. If not, go to the center of any hallway. Stay away from windows. Avoid gyms with high roofs.

LIGHTNING

At signs of an impending storm (for example: towering thunderheads, darkening sky, lightning, and increasing wind), tune in your radio for the latest weather information.

If you are caught outside in a storm, get off or away from open water, trees, metal equipment, and small vehicles. Stay away from wire fences, clotheslines, metal pipes, and rails. If you are in the open with a group, spread out. Do not stand near one another.

FIRE, FLOOD, OR OTHER NATURAL DISASTERS

Seek shelter if time permits. Otherwise, geographically distance children from signs or situations of inherent or impending danger. Do not let children leave the site.

EVACUATION/EMERGENCY SHELTER DRILLS

Emergency shelter locations (utilized during lightening, hail, tornado, and extensive rainstorm) are established by the recreation center.

FILING A COMPLAINT / REPORTING CHILD ABUSE

We want to hear from you if you have any questions or concerns about the quality of the Kid Watch Program. We will make every effort to resolve any issues or concerns you have about the program. Please contact the Kid Watch Program Coordinator at 720-865-5587 or Renee.Williams@denvergov.org.

In addition all Kid Watch staff is required to report suspected physical, emotional, or sexual harm of any children in their care. As a child care provider, each of our staff members 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.