



# Parent & Membership Packet

## 2021

134 Washington Street  
Monte Vista, CO 81144  
Phone: (719) 852-6966

Email: [kidsclub@ci.monte-vista.co.us](mailto:kidsclub@ci.monte-vista.co.us)

Website: <https://cityofmontevista.colorado.gov/kids-connection>

State of Colorado Child Care License #: 1620891

Dear Parents/Guardians,

It is our goal as the staff of the Monte Vista Kids Connection to give your child an extraordinary experience that allows your child to flourish with independence and creativity.

Our mission is to provide a safe place for the youth of the San Luis Valley, where every young person receives a chance, especially those that need us most, to be inspired to reach their full potential and to be cared for unconditionally.

Please take a moment and read about our program, and what it has to offer. Review all policies and procedures with your child. If you have any questions or concerns please feel free to contact us at 719-852-6966.

Thank you for your interest in Monte Vista Kids Connection. Please make sure to pick up your program calendar at the start of each month and look closely as special events often come up.

Sincerely,

The Staff of MVKC  
Anika Velasquez - Director  
Jesse Varner - Assistant Director  
Brizeida Medina - Youth Program Leader  
Crystal Hayes - Youth Program Leader  
Andi Golsan- Youth Program  
Madison Miller- Youth Program  
Jim Poston - Full time Volunteer  
Paul Wertz R.N.-M.S.N - Healthcare Consultant

Monte Vista Kids Connection Operating Hours:

<b>After-School Schedule</b>	<b>Summer Schedule</b>
Monday 3:30 p.m. - 5:30 p.m.	Monday 7:30 a.m. - 5:30 p.m.
Tuesday 3:30 p.m. - 5:30 p.m..	Tuesday 7:30 a.m. - 5:30 p.m.
Wednesday 3:30 p.m. - 5:30 p.m.	Wednesday 7:30 a.m. - 5:30 p.m.
Thursday 3:30 p.m. - 5:30 p.m.	Thursday 7:30 a.m. - 5:30 p.m.
Friday T.B.D.	Friday <b>Closed</b>

Ages served:

5yrs - 18yrs

Monte Vista Kids Connection is an equal opportunity Provider.

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# General Program Policies

## **Staffing**

The quality and effectiveness of MVKC services for children are directly related to the skills and personal characteristics of staff. Recruiting, selecting, training and supporting staff are an essential, interrelated process in ensuring the success and integrity of MVKC. The leaders are required to have experience in working with children, a knowledge of recreational activities, and must possess certain qualities in order to serve as role models to children. They receive training in many areas including but not limited to understanding child behavior, developmentally appropriate practices as well as positive behavior support with the intent to reduce challenging behaviors. MVKC staff are first aid and CPR certified. Background checks are conducted on all staff prior to employment. This includes record background checks and fingerprint checks along with reference checks.

## **Weekly Fee**

All children from families who live in Rio Grande County & earn less than \$75,000.00 annually, qualify for MVKC free of charge. If you don't qualify for free service (based on household income or Rio Grande County residency), it is \$20.00 per child, per week for MVKC membership. A full month's advanced payment (paid before the 1st Friday of the month) grants a discount to \$15 per child per week. Payments are made online at [www.cityofmontevista.com](http://www.cityofmontevista.com)

**NO PAYMENTS WILL BE TAKEN AT KIDS CONNECTION BY STAFF.**

## **Late Pickup Policy and Other Fees**

During the school year Kids Connection closes promptly at 6pm Monday - Thursday and 5:30pm on Friday. Kids Connection closes promptly at 5:30pm during the summer as well. Late pick up is stressful on both staff and children. Kids Connection staff put in a full day of fun but exhausting work, and children often become anxious about being the last to be picked up, so please arrive in a timely manner. Late fees will be strictly enforced. A late fee per child of: \$10 for the first late pick up, \$20.00 for the 2nd late pick up and \$30 for the 3rd, and over, will apply to any and all pickups occurring after closing times. Parents are to call in at least 10 minutes before closing time if running late. This will allow us to waive the fee for the first fifteen minutes after closing. Late fees may be paid upon pick up or prior to the child's return to MVKC. **NOTE:** after attempting to contact parents and emergency contacts, if no one is reached, law enforcement will be contacted 15 minutes (after closing).

## **Transportation Fee**

Throughout the program's year, your child will have the opportunity to attend many free field trips as well as some additional cost field trips. To ensure that proper transportation is available, as well as to help alleviate the cost of fuel for the summer, we are asking that each family pay a transportation fee each year of \$25.00. This fee must be paid prior to the first field trip you would like for your child to attend

## **Communications**

The staff at MVKC strongly believe in the "team" approach to caring for children. We believe the line of communication needs to be open and positive between parents/guardians, staff and children to ensure the best care and continued positive, respectful social and emotional development of your child. If you have any concerns please bring them to the attention of the MVKC Director or Assistant Director immediately to schedule a conference. Below are examples that Kids Connection identifies as appropriate modes of communication about situations:

**Telephone Call:** Illness - Significant injury - Student has Lice - Needs items to be successful for the day - child having requests to be picked up-- Student required to be picked up for severe negative behaviors - Wardrobe Malfunctions/Inadequacies

**Talk In-Person During Pick Up:** Repeated Negative Behaviors - Minor Altercations - Disciplinary Action Reports (DAR) or Positive Behavior Intervention & Support Reports (PBIS) - Unsafe or disrespectful behaviors

**Communication Slip:** Minor injury (bloody nose, small bumps and bruises) - Violation of any policy

**Posted at Site on Parent Board:** Weekly Schedules/Menu - Any Notification of changes in schedules

**Phones are not used to schedule play dates, sleepovers, to get lunches/ snacks or to just check in.**

## **Dress Code**

All children are expected to come prepared to spend time outside in the summer and winter months. Please have them dress accordingly and label all items! We do not allow inappropriate logos and graphics to be worn while MVKC. We ask that all students that wish to come in dresses or skirts wear shorts underneath, and that all tops fit well enough to cover the upper body at all times. Please make sure that they also have a pair of adequate tennis shoes, or other sturdy shoes that cover the whole foot. Flip Flops are flimsy and pose a safety risk while playing.

**Please send your child in play clothes. We do like and tend to get Messy!**

## **Signing Your Child In and Out**

In order for your children to attend MVKC anytime of the year, an authorized parent/guardian must come inside and sign the child in and/or out everyday. During the school year, the staff will sign your students in, unless you drop them off late. We meet the students on the basketball courts at Bill Metz Elementary when the bell rings to check in; Marsh Students are met at the gate at the Bill Metz Playground and check in on the basketball court as well. Middle school students either meet us at the playground or at the facility to check in. Parents/guardians will need to sign their children out every day. Any children that need to walk home must have it specified in the registration packet, if not specified an authorized parent must call ahead and speak directly to a staff member. The sign in has five columns that correspond to Mon-Fri. Each child has two lines by their name; the top line is for signing in, the bottom line is for signing out. Children are only allowed to check in and out once per day, unless there are special circumstances such as Dr. appointments. At the end of each day, Staff will perform a walk-through of the facility, and review the Sign-In binder to ensure all children have been picked up. If there is a child who has not been signed out for the day, the program will contact parents to determine where the child is.

## **Release of Child Policy**

MVKC will only release a child to the people authorized by their parent(s)/guardian(s) on the registration packet. A person wishing to pick up a child will be required to show ID to verify authorization. Should an unauthorized person attempt to pick up a child, the staff will attempt to notify parent(s)/guardian(s) & if needed, the local police or sheriff department will be notified if authorization cannot be confirmed.

## **Weather/Emergency Closures**

If Monte Vista School District is closed due to inclement weather, Kids Connection will also be closed for that day. If we are in the middle of the day and need to close for weather or other emergencies, MVKC will make every effort to notify parents and or emergency contact persons.

**Please make sure to update files every time something changes.**

## **Activities**

All students are expected to participate in activities at Kids Connection. They are also expected to stay in activity rooms, and/or spaces where the staff can see and hear them. Kids Connection holds assemblies before transitioning to different activities to ensure that every student is clear on what we are going to do. Head counts are taken before activities start, and after they have ended. Head counts are also taken before leaving the site, and upon arrival at parks or other locations. Heads counts are also taken before leaving any location and upon arrival back at the site. Our sign In/Out book is checked regularly throughout the day to corroborate our attendance.

## **Personal Equipment Safety**

At any point that a child brings a wheeled device to MVKC that is designed to move them around, they will need to wear a helmet when using it while with us. If students do not have a helmet, they will not be riding it while with MVKC. Helmets will be properly sized, and properly adjusted to the child to ensure the helmet is used most effectively. This applies to items such as Bicycles, Roller Blades, Skate Boards, Hoverboards, Scooters, Heely Shoes, or any other device that uses wheels to move around on.

## **Visitors/Volunteers**

MVKC encourages parents or family friends to be an active part of Kids Connection. If you would like to be a volunteer, you need to fill out a volunteer application and attend training concerning your role at the program.

## **Child Abuse Policy**

The MVKC staff makes every effort to ensure the safety of your child. MVKC is required by law to report any suspicion of child abuse/neglect, and will file a report with social services and/or the local law enforcement. If your child has encountered a bump, bruise, or any other injury due to an accident outside of the center, please bring it to the attention of the staff to avoid any confusion. You may forward any complaint you have to Rio Grande County Social Services at 1015 6th St. P.O. box 40 Del Norte, CO 81132 or call DSS at 719-657-3381.

## **Lost Children and Other Emergencies**

While away from the facility our number one priority is the children. If we have a lost child, we will first ensure that the other children are safe and take attendance. Then, all available staff members will search for the child. If after fifteen minutes the lost child(ren) has not been located, we will notify the local police department. The same will be in effect in a case of a natural disaster or other emergency; all children will be accounted for, we will evacuate to a safe location, and then notify parents about how to pick up children. We have designed our program to ensure an adequate ratio of staff to children is consistent with Colorado's licensing regulations and to ensure safety.

## Field Trips & Outings & Special Activities

All field trips will be on the event calendar which will be posted and available at the center. All field trips have predetermined limits for numbers of students. Sign-Up for field trips is a first come/first serve basis. It is your responsibility to sign your child(ren) up if you want them to attend the field trip. Field trips are optional as long as a staff to member ratio can be maintained. On the times when the site will be closed, MVKC will notify you if your children need to attend the field trip to maintain our ratios. The staff may choose to walk the kids to a local park, or on a bike ride. If you come to pick up your child while they are away, a staff member will call and confirm a place where you can meet & pick up your child. If you need your child to be at the center during specific times, you may make the request with the staff to ensure your child is close by. All vehicles and drivers being used during transportation of children will meet the Colorado Department of Motor Vehicles requirements. All children will follow the Colorado D.M.V requirements for seatbelt use and remain seated at all times. All vehicles & drivers being used during transportation of children will meet the Colorado Department of Motor Vehicles requirements. During these times the staff's role is to maintain the safety of all our youth while away from the facility. A head count prior to leaving, when arriving and departing from the location is required. Staff are also responsible for maintaining an open view of all children participating in all activities while away from the facility maintaining adequate staff to child ratios(min of two) per group while at any set location to better ensure the safety of all participants.

## MultiMedia Policy

Movies will be shown occasionally during the program. MVKC Director will review all movies prior to showing them to the children. The movie will be offered as an option and will be a G rating( or PG rating with written parent approval). NO PG-13 or Rated R movies will be shown in our program. There are occasions where video games can be played as part of the activities as well. The permissions for this policy are included in the back of the handbook. During the viewing of multimedia, children are able to sit in front of the screen playing. Staff are positioned to the back and each side of the group to ensure an adequate site line for the entire group. Staff make sure that each child is able to maintain their own safety bubble and not impede on another child's area.

## Health and Wellness

Our program aligns with the Healthy Eating and Physical Activity (HEPA) Standards. MVKC offers an evidence-based nutrition curriculum that does not support a particular industry or food sector. Our program staff administer the activities and have participated in nutrition training. HEPA standards include only serving the following:

- Foods WITHOUT artificial trans fats fruit that is fresh or canned/frozen in water 100% juice, light syrup or dried with no added sweeteners
- Vegetables that are fresh, or canned in water/frozen with no added ingredients
- Grain products that are whole grain rich
- Dairy products that are reduced fat or fat free Milk will be plain, low fat milk or flavored nonfat and limited to (8 oz for k-5th and 12oz for 6th-12th)
- Juices that are 100% juice with no added sweeteners (8oz for k-5th and 12oz for 6th-12th)
- Non caffeinated beverages
- Proteins are lean meat, skinless poultry, seafood, beans/legumes or eggs, Nuts/seeds with no ingredients
- Packaged snacks, and frozen desserts that meet the USDA Smart Snacks Nutrition Standards

MVKC will provide plain potable water at no additional charge to anyone, however it is your responsibility to provide a water bottle for your child.

## Meals

During different programs, MVKC will provide meals.

**After School Program:** Monday—Thursday MVKC will provide an after school snack.

**Friday Program:** Kids Connection will provide a breakfast, lunch and pm snack

**Summer Program:** Monday-Thursday MVKC will provide a breakfast, lunch and pm snack

If your child has any food allergies please state those on your child's health form as well as notify the staff on the first day of care. All meals and snacks provided will follow federal nutritional guidelines. **DO NOT** send any food that needs to be PREPARED OR HEATED in order to be consumed.

We also request that you become familiar with portion sizes for foods and send your child with the appropriate portions for their meals. If you would like to know more about healthy foods for your child, please talk to the staff or visit: [www.healthiergeneration.org](http://www.healthiergeneration.org)

In alignment with HEPA standards, MVKC has instituted a program wide non-negotiable ban on the following items: Soda, Full Calorie sports drinks, Gum, Cheetos, Hot Cheetos, Takis, Takis Fuego, Dynamitas, and any generic brand version of these items. If a child brings any of these items into the program, they will be asked to keep them in their bag, or they will be kept in the kitchen and given back at the end of the day.

# Personal belongings

It is the intent of MVKC to make children as responsible for their belongings as possible. We believe this is an important life skill to have. Your child is expected to keep track of all their belongings while with MVKC. You can help by labeling your child's belongings for easy identification. There are hooks in each room for storage of their belongings.

## **MVKC IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS**

### **What To Bring**

Please ensure your child brings a bag to hold their belongings in. This bag should contain: a water bottle, A bottle of sunscreen marked with your child's name, an extra change of clothes, and any items that may be needed on field trips for that day. If youth bring in any item that becomes a distraction, or impedes their participation in activities while at MVKC, staff reserve the right to confiscate any and all items, and return them to youth or parents at the end of the day. Included, but not limited to this is: Toys, Electronics, Pokemon, Make-up, etc...

### **What To Leave at Home**

It is highly recommended to leave items such as tablets, handheld video game devices, or money at home, unless specified in the schedule. Expensive items such as these tend to disappear, or get damaged/broken. Our program runs smoothly & efficiently without these devices, as our activities largely do not involve any sort of electronics.

MVKC institutes "Device-Free" zones in all of our activity areas, our hallways, and our bathrooms. In these areas, cell phone, tablet, MP3, and computer use is not allowed. All electronic devices are only allowed to be used during specified times, and will total no more than 1 hour per day. Electronic device usage will be at the discretion of staff. If these items become a distraction at any time, they will be confiscated and only given back when the child leaves for the day. Our phone number here at MVKC is 719-852-6966. If you need to reach your child, please use this line, as a phone call can become a distraction regardless of who is calling or being called.

State Licensing and HEPA standards regulate the specified times where "electronics" are not allowed to be in use!

Items such as knives or weapons are also not allowed at MVKC. If dangerous items are found with youth, staff will confiscate the item and it will not be given back until the child is picked up by a parent for the day. Toy items such as Nerf Guns are allowed at specific times for specific activities. MVKC takes precautions to ensure child safety during these activities.

# Membership Policies

## **Admission and Registration**

Once a membership packet has been completed, with all permissions signed, your child may begin attending MVKC. If you have any questions about the packet or would like to set up a tour, please contact MVKC Director.

## **Dismissal of Membership/ Denial of Services**

In the event that the Kids Connection ever finds it necessary to end membership, a two week notice will be given out, except for the reasons listed below; these situations will be grounds for immediate dismissal.

1. Destructive, uncontrollable, or violent behaviors
2. Habitual tardiness in picking up your child
3. Lateness of payment or non-payment
4. Lack of parental cooperation
5. Failure to maintain required supplies for child(ren)
6. Failure to complete/return enrollment/health forms

Each issue will be dealt with on a case by case basis. The staff at MVKC will take every step necessary to provide individualized social/emotional intervention & support for children who need them. If necessary, we will obtain referral information for parents to assist in further support. MVKC Director has the authority to handle the situation as she/he deems most appropriate.

If a child is sent home, parents have 30 minutes from the time of the first attempted phone call to have made arrangements for their child to be picked up. Failure to pick up within 30 minutes may result in denial of services.

## **Withdrawal of Membership**

If you wish to end your child's membership, a two week notice must be given and **all past due** accounts are required to be paid in full on the day that the notice is given.

# Positive Behavior Interventions and Supports

## **Positive Instruction and Guidance**

Our Staff support positive child, staff and family relationships by creating and maintaining a social and emotionally respectful learning environment. MVKC Staff implement strategies that support positive behavior, pro-social peer interactions and encourage social/emotional competence.

## **PBIS Strategies**

Kids Connection P.B.I.S. strategies include interventions & support for each child as needed. These strategies include methods for understanding the behaviors, and developing, adopting & implementing a team-based(family, child & staff) positive behavior support plan with the intent to reduce & prevent challenging behaviors. These plans encourage the moral understanding of behaviors, both positive and negative, and develop compassion and empathy in children. MVKC works to offer additional support and resources at the availability of outside resources.

# Discipline, Guidance and Redirection

\*Please go over this policy with your youth often to ensure they understand what is expected of them.\*

## **The Three Step Procedure**

The children are given the opportunity throughout the day at MVKC to express positive behaviors. As the child expresses behaviors that become an issue they will have behavior interventions immediately as the behavior arises. Misbehavior will be dealt with in a three step procedure.

(Step 1) This will start as a conversation between the child and a staff member concerning the behavior and how to correct it and move forward.

(Step 2) This will include a removal from the current activity or situation in which the behavior occurred, until the child can express positive behavior again.

(Step 3) If repeated negative/dangerous behaviors have been expressed, and prior interventions and supports have been tried, a Disciplinary Action Report (DAR) will be issued. This will also include a phone call to parent/guardian to notify them of the situation and may require a conference with parents, staff and children to work on a support plan to encourage positive behaviors and prevent negative behaviors in the future.

## **Disciplinary Action Reports (DAR)**

In the event of a child receiving a DAR, the staff will discuss it with the child and a call will be made to parents for the child to be picked up for the remainder of the day. Age, severity of offense and frequency of negative behaviors are taken into consideration with DARs. Discipline will never consist of corporal punishment, humiliation, excessive periods of "time out", or inordinate amounts of yelling. MVKC will allow up to two DARs in a one month period, the third DAR in the same month will result in suspension regardless of the reason for the third DAR. The MVKC Director reserves the right to skip any & all steps in deciding each individual disciplinary action (meaning youth may be suspended even if it is not their third offense of the month).

Thirty Calendar Days after a write up, the child will start over, but any previous DARs may be used as reference in the event of continued or repeated negative behavioral issues.

Fighting, leaving the building without permission, possession of a weapon, destruction of property, stealing, Use of illegal substances or actions will result in automatic 1 week suspension for the first offense. The suspension will become more severe after the first offense and can lead up to permanent removal from the program.

## **Hands off Policy**

At all times, members of MVKC will keep themselves, others, and the facility safe through their actions. Members will not rough-house or play fight in any way that has actual bodily contact. Violation of this policy whether in a game, or with malicious intent will result in disciplinary action.

## **MVKC Civics Program**

MVKC institutes a civics program for its youth members. With Civics being the idea behind duties for membership, Youth may volunteer for opportunities to support, and give back to, MVKC. The purpose of this program is to help our youth learn about what it means to give back, and to give them opportunities to do so. We ask that each youth volunteer a minimum of once per month. If duties are completed well, youth



can earn stars/points based on the quality of the work. For certain circumstances, there may be more than one helper per day.

In the civics program, there are three areas of opportunity that are broken up into multiple areas:

1. Facility Support	2. Staff Support	3. Peer Academic Support
Snack Help Trash/Hallway Help General Clean up Help	Green Room Help Purple Room Help Blue Room Help Admin Support	Older youth may be paired up with Younger youth to help support them in their learning ventures

## Medical

By the first day of service, a copy of your child's immunization records must be submitted if MVKC has not been given authorization to obtain them from the State website.

If your child is exhibiting any signs or symptoms of illness (especially fever within 24 hours) please be considerate of others(including staff) by keeping your child at home. Consult a physician if your child's symptoms are contagious and when your child should return to a normal schedule.

### **Illness or Injury Policy**

If a child becomes ill or gets injured at Kids Connection, the parents/guardian will be notified. Ill children will be separated from other children and offered a cot, sheet and a blanket.

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 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 pick their child up. In any event when the parent/guardian cannot be reached the emergency contacts will be notified.

Parents must report to the Director any exposure to communicable illness outside of Kids Connection.(Communicable illness include, but are not limited to: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, Giardia or shigella.)

All injuries and illnesses will be documented by staff.

### **Special Conditions**

If your child has any type of allergy, disorder, or medical condition, please make sure you note it on your child's health form as well as make staff aware of it. MVKC will make reasonable accommodations/adaptations to programs and/or activities for youth with special conditions.

### **Medication Administration**

Please notify Kids Connection if your child will need any type medication including prescription, over the counter, or if they require special medical attention due to allergies while attending the program. Parents will need to meet with the 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 Kids Connection to administer medication.

You may want to check with your healthcare provider about changing the dosage times so it does not interfere with activity times while at the program. If medication does need to be administered during program hours, Kids Connection must have the following before administering ANY medication:

- Written authorization from your healthcare provider
- Parent written authorization allowing Kids Connection to administer medication
- Unexpired medication in the original container

Only specific Kids Connection staff will be able to administer medication as delegated by the Kids Connection Healthcare Consultant. Confidentiality of the child will be maintained at all times. All medication will be kept in a locked box that is accessible to Staff only, and kept away from children at all times. 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."

A medical authorization form is available upon request from the director.

### **Special Needs**

As mandated by the ADA( American Disabilities Act), Monte Vista Kids Connection will provide equal access to children with disabilities by allowing children to be fully integrated into regular activities.

# Keeping Current!

Keep an eye out for MVKC monthly calendars on the front desk!

www.cityofmontevista.com



Surrounded *by* Inspiration



“Like” the Monte Vista Kids Connection page for updates.

## How to File A Complaint with the Division of Child Care : Complaint about Licensing Violations or Suspected Child Abuse

Call 303-866-3755 Monday through Friday between 8 AM and 5 PM.

Complaints must be made by a witness or someone that has first-hand knowledge of the abuse. It is Division policy not to accept anonymous complaints except for unlicensed provider complaints. Please be prepared to give your name, telephone number and mailing address to the complaint intake person. This information is required for the following reasons:

Please refer to our Child Abuse Policy on Page 5 for more information about suspected child abuse and how to report it.

The Division will keep all information about parents and children in care confidential.

Thank you for taking the time to read through the Parent’s Packet for MVKC!

You’re nearly finished with the reading part

You will keep all the previous pages for your records and reference

We will keep all of the pages coming up for our records at MVKC

\*\*\*Now all that’s left for you to complete is:\*\*\*

1. Read and Sign the Parent/Child Agreement with your child.
2. Fill out the Membership Packet for your child
3. Read and Sign All of the Permissions

# Monte Vista Kids Connection Member Form

Child's Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M F First Date of Service \_\_\_\_\_

Child's Physical Address \_\_\_\_\_ Ethnicity \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Parent/Guardian Name:** \_\_\_\_\_

Relation to Child \_\_\_\_\_ Relation to Child \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Physical Address \_\_\_\_\_ Physical Address \_\_\_\_\_

Employer (Name, Address & Phone): \_\_\_\_\_ Employer (Name, Address & Phone): \_\_\_\_\_

## **Alternate/Emergency Contacts** (other than Parents if applicable)

(MUST provide address & phone, as they will have permission for pick up if parents can't be reached)

**1st Emergency Contact:** \_\_\_\_\_ **2nd Emergency Contact:** \_\_\_\_\_

Relation to Child \_\_\_\_\_ Relation to Child \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Physical Address \_\_\_\_\_ Physical Address \_\_\_\_\_

### **Authorized to Pick Up Child** (other than Emergency Contacts, if applicable)

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

### **NON-Authorized to Pick Up Child** (MVKC will need legal documentation for these)

Name \_\_\_\_\_ Reason: \_\_\_\_\_

Name \_\_\_\_\_ Reason: \_\_\_\_\_

## **Medical Information**

Hospital Preference & Address \_\_\_\_\_ Hospital Phone \_\_\_\_\_

Doctor's Name, Address, and Phone \_\_\_\_\_

Dentist's Name, Address, and Phone \_\_\_\_\_

Medical Conditions/Limitations \_\_\_\_\_

Dietary Limitations \_\_\_\_\_

Allergies/Special Health Considerations) \_\_\_\_\_

**Child is Fully Immunized? Y N Give MVKC permission to obtain a copy of immunization record? Y N**

(If checking "NO", then Parent/Guardian must supply a copy of immunizations for the child)

I authorize all medical and / or surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies ONLY in the event that neither parent/guardian can be reached or in the case of an emergency.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Sign In/ Out Information**

Child has permission to sign themselves out? Y N

Child has permission to walk home? Y N

If yes, Please Specify \_\_\_\_\_

What Time(s)? \_\_\_\_\_

**School Information**

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Child has special learning needs? Y N

If so, please specify \_\_\_\_\_

**TANF Verification for Household** Circle the one that applies to you for each question (for funding purposes ONLY)

**Resident of Rio Grande County?** Y N

**U.S. Citizen?** Y N

**Annual Income:** Less than \$75,000 More than \$75,000

**Ethnicity:** White Black Asian Multi-Ethnic Other \_\_\_\_\_ **Race:** Hispanic Non-Hispanic

I certify that all the information I have provided is true and correct to the best of my knowledge. I understand that MVKC will receive funding based on the information I give. I understand that MVKC may verify this information. Failure to complete WILL result in having to pay for services.

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Liability Waiver**

In consideration for participating in the City of Monte Vista Kids Connetion’s programs or using parks and/or facilities, the undersigned, on behalf of himself/herself and his/her heirs, successors, representatives, and assigns, hereby expressly exempts and releases, and agrees to indemnify and hold harmless, the City of Monte Vista, its officers, employees, volunteers, insurers, and self-insurance pool, from and against all liability, claims and demands, either past, present or future, which are incurred, made, or brought by himself/herself or any other person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the participation in the program(s) or use of the facilities.

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Permissions**

**(Please Initial by the ‘yes’ or ‘no’ to indicate your answer)**

1. My child can be transported in a City of Monte Vista vehicle, or on foot with MVKC Staff to and from any Kids Connection Activity. I understand there is not an opt-out for this permission. I also understand that at times there is not an alternate activity for children who cannot be transported either by vehicle or on foot. Yes \_\_\_\_\_

2. I give permission for my child to be used in MVKC’s Public Relations Materials? Yes \_\_\_\_\_ No \_\_\_\_\_

3. I give my permission for MVKC to assist in applying skin lotion/cream/balm, bug spray (as seasonally needed) and sunscreen to my child’s exposed skin including: face, ears, bare shoulders, arms, legs, back and feet. Sunscreen and bug spray will be applied 30 minutes prior to outdoor activity. Yes \_\_\_\_\_ No \_\_\_\_\_

4. I understand it is my responsibility to provide unexpired sunscreen with a minimum SPF of 15. I understand it is my responsibility to provide the topical solution & bug spray in its original container, labeled with my child’s name. Each topical solution is only used for the child/family who it belongs to. Yes \_\_\_\_\_

5. I give my permission for my child to take part in MVKC activities such as: movies/t.v./video viewing is consistent with the purposes and policies of the program. Yes \_\_\_\_\_ No \_\_\_\_\_

# Parent & Child Agreement/Expectations

## Child Expectations (Please Initial next to each one)

1. I will keep myself, others, and the facility safe while with M.V.K.C. 1. \_\_\_\_\_
2. I will remain in assigned areas & where the staff can see and hear me 2. \_\_\_\_\_
3. I will participate fully and to the best of my ability 3. \_\_\_\_\_
4. I will treat everyone involved with MVKC with the utmost respect 4. \_\_\_\_\_
5. I will only have electronics and other items out during specified times 5. \_\_\_\_\_
6. I understand that MVKC is a privilege to attend, and if I do not want to participate in activities at MVKC, then arrangements will be made for me to go elsewhere. 6. \_\_\_\_\_
7. I will follow all rules and expectations within the program 7. \_\_\_\_\_
8. I will be responsible and accountable for my own behavior 8. \_\_\_\_\_
9. I understand that breaking any of these expectations in any way can constitute a DAR, and/or denial of services 9. \_\_\_\_\_
10. I will help clean up after each and every activity 10. \_\_\_\_\_
11. I accept, and will follow the expectations set forth for Monte Vista Kids Connection members. My failure to abide by these Expectations can result in D.A.R.s and my removal from the program 11. \_\_\_\_\_

## Parent Expectations (Please Initial next to each one)

1. I will ensure that my child is adequately prepared for spending time with MVKC, including field trips 1. \_\_\_\_\_
2. I will ensure that my child is dropped off and/or picked up within MVKC's operating hours 2. \_\_\_\_\_
3. I will communicate respectfully, and politely with children, staff, and others at MVKC 3. \_\_\_\_\_
4. I will ensure that truthful, current, and accurate information is on file for my child 4. \_\_\_\_\_
5. I will pay fees and other costs on time to ensure participation of my children in the program. 5. \_\_\_\_\_
6. I will promote and support the programs offered by MVKC 6. \_\_\_\_\_
7. I will be a supportive member of my child's success at MVKC 7. \_\_\_\_\_
8. I will encourage my child to participate actively in programs offered by MVKC 8. \_\_\_\_\_
9. I will ensure that my child follows all rules and expectations set forth in the program 9. \_\_\_\_\_
10. I Understand that MVKC is a privilege to attend, and if my child does not want to participate in activities at MVKC, then arrangements need to be made for them to go elsewhere. 10. \_\_\_\_\_
11. I will notify M.V.K.C. of any communicable illness that my child contracts 11. \_\_\_\_\_
12. I have read, acknowledge, accept, and will abide by the **expectations** set forth for parents for my child to be a member of The City of Monte Vista Kids Connection. I understand that failure to abide by these Parent Expectations can result in denial of services for my child 12. \_\_\_\_\_
13. My family has received the parent's packet for M.V.K.C. membership. I have read the policies and procedures with my child. My family and I will comply with the **policies and procedures** of The City of Monte Vista Kids Connection 13. \_\_\_\_\_
14. I understand that if my child is sent home, I have 30 minutes from the time of the first attempted phone call to have made arrangements for my child to be picked up. I understand that failure to pick my child up within 30 minutes, may result in denial of services in the future. 14. \_\_\_\_\_