

Imagine!



School Age **Services** **Handbook**

School Age Services of Imagine!

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What we do

1. We promote and support community inclusion.
2. We provide opportunities for learning and growth.
3. We offer individualized learning opportunities through meaningful and challenging activities and classes.
4. We promote participants' health, safety, and well-being.
5. We emphasize strengths, abilities, and positive individual choices.
6. We provide services that benefit participants and their families.

Imagine! School Age Services, which includes After School Program, School Closure Days and Summer Camp, specializes in building a positive environment where every child's participation is appreciated.

Participants must be able to cooperate safely in group settings, and safely travel in the context of the community. If there are behaviors that are unsafe towards others while at program, Imagine! School Age Services reserves the right to discontinue services or change registration. We recognize that part of successfully learning, socializing, and getting along with others includes acquiring skills in good decision-making and self-regulation, which our program is designed to promote. Please see more information in the permission packet.

Imagine! School Age Services promotes an atmosphere where people respect and understand the concept of shared and individual responsibility, encouraging participants to recognize the need to accept responsibility:

- For one's actions
- For the care of one's possessions
- For interactions with others
- For the care of others' property

After School Program & School Closure Days

The After School Program is offered Monday through Friday during the school year. Students participate in activities such as bowling, swimming, art exploration, theater production, and field trips. The weekly activity schedule is routine and encourages socialization in a supportive environment where each participant can work towards goals. Participants are picked up at the end of their school day and transported to the designated activity. Parent/provider pick-up is at a basesite from 5:45-6:00pm Monday-Friday.

School Closure Days (SCDs) are offered on select days when school is not in session for the St. Vrain, Boulder Valley, & Adams 12 School Districts. SCDs are an 8-hour service that mirror a Summer Camp day structure. Please check our registration form to see what days are being offered.

Summer Camp

Summer Camp is 10 weeks of fun activities and events! Summer Camp typically begins the beginning of June and runs through the second week of August. Camp is offered Monday through Friday from 8:30am until 5:00pm. Summer Camp uses 3 sites in the community that serve as “basesites” for pick-ups and drop-offs. Camp activities take place at recreational facilities, local parks, and public venues in Boulder County and Denver. We include regular opportunities to swim, play adaptive sports and games, create art, go to amusement parks, zoos, and much more. Transportation is provided during the 8-hour service.

Ages of Participants

After School Program and Summer Camp participants must be between the ages of 7 and 21 and attend or be eligible to attend school.

Meet the Team

Direct Support Professionals: This team (known as Counselors) works directly with participants to ensure a safe, productive, and fun day at Imagine!. Our DSPs use positive communication as the main tool for reinforcing positive and healthy behaviors and discouraging maladaptive behaviors. We do not use punitive techniques such as time-outs. Instead, we focus on building self-esteem and inspiring confidence by offering positive choices and promoting strength-based interventions.

Program Supervisor: Coordinates activities for the After School Program, School Closure Days, and Summer Camp. Processes registration forms, billing, and ensures quality of service. The Supervisor maintains close communication with parents, providers, and schools.

Program Coordinator: Inputs registration for After School Program, School Closure Days, and Summer Camp. Creates daily and weekly schedules and maintains parent/provider contact.

Recreational Therapists (CTRS): Works collaboratively with coordinators and counselors to ensure that Therapeutic Recreation and Positive Instruction are effectively implemented in all program areas. The Therapeutic Specialist develops an individual Therapeutic Plan for each participant enrolled in School Age Services. Counselors (DSPs) use each plan as a guide for assisting each participant with working toward identified goals.

Board Certified Behavior Analyst (BCBA): Imagine! School Age Services provides embedded behavioral support with BCBA oversight within our programing. If you would like more information about this newly offered service, please reach out to a coordinator.

Assistive Technology Assistants: Imagine! School Age Services provides embedded assistive technology within our program, provided by the assistive technology and art program to enhance communication, motor skills, and provides adaptations for our programs.

Staff Trainings

- ◆ Standard Precautions
- ◆ Signs & Symptoms
- ◆ Medication Administration
- ◆ CPR & First Aid
- ◆ Therapeutic Instruction
- ◆ Person-First Language
- ◆ Safety Care

Documentation

Counselors log documentation for each participant they work with per shift. Documentation includes information such as: pick-up time, drop-off time, personal care that was provided, medication administration, behavior tracking, and progress on goals and objectives.

Therapeutic Recreation (TR) is the application of recreation designed to improve the participant's quality of life. As part of School Age Services, we incorporate the TR process, which consists of assessment, planning, implementation, and evaluation. The Therapeutic Specialist is responsible for collecting the documented observations made by counselors in the field and measuring and validating the use, significance, and application of the objectives, as well as supporting our Counselors in observing and documenting objectively and fairly. The Therapeutic Specialist is available to counselors for questions, concerns, and general support regarding the application of TR in the field, the documentation process, or any other topic related to the objectives applied to Imagine! School Age Services.

Incident Reports

Counselors complete Incident Reports when something out of the ordinary happens for a participant. This could be an unusual behavior, injury, illness, seizure, or other incident. Our School Age Service's Therapeutic Team uses the Incident Reports to track trends and strengthen plans and activity protocols.

A parent/provider is notified when an Incident Report is being completed for their child. Incident Reports are routed to the Coordinators, Therapeutic Specialist, the child's Case Manager (if applicable), and to Imagine!'s Quality Assurance Coordinator.

Enrollment and Registration

Our registration process is thorough. We appreciate your efforts in filling out all of the required documents to help us provide the best care for your child. The more updated information we can gather from you, the better we can support your child's needs and goals.

Once we have received all of the documents included in the registration packet, we can proceed in registering your camper for a fun and enriching experience!

School Age Services requires any participant who is new or hasn't attended in the last 2 years to participate in a brief intake process. For more information:

Please contact us at ksayers@imaginecolorado.org

or call 720-413-4716

Forms:

1. Summer Camp Information Packet:

Specifies days of participation, basic contact information, activity descriptions, cost of services.

2. Participant Information Form

The Participant Information Form acts as a base of information by which instructors can work with each individual on therapeutic goals. The form also includes emergency contact information.

3. Permission Form Packet

- *Emergency Care *Transportation,
- *Medication Administration *Bug Repellent,
- *Photo Release *Personal Care *Front Seat
- *Immunization Form *Sunscreen *Emergency Seizure
- *Medication Protocol *Field Trip Release

Once forms are completed, we will be in contact with you to discuss how to best serve the needs of you and your child and to confirm participation. We encourage families to share any special requests at this time.

Late Fee Policy

A \$1 late pick-up fee will be assessed per minute beyond the designated after-noon pick-up time. This charge will appear on the monthly service invoice.

In the event that a participant has not been picked up at the end of the after-noon pick-up time, the Counselor will attempt to contact phone numbers provided on the Emergency Contact Form. **If we are unable to reach authorized contacts, the Coordinator is obligated to contact emergency authorities within an hour.**

After School Program pick-up window: 6:00-6:15pm (Monday-Friday)

Summer Camp morning drop-off window: 8:30-9:00 am

Summer Camp afternoon pick-up window: 4:30-5:00 pm

Holiday Closings

School Age Services are not provided on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, and Winter Holiday (Dec 24-26).

School and District Closures

If the school district cancels classes, then we will also cancel services.

In the event your child's school closes unexpectedly or is dismissed early, but the school district is still open, please contact the Coordinator to address the possibility of services.

Cancelled services and holiday closures are factored into the overall cost of programming; therefore, there are no refunds and your billing statement will remain the same.

Communication with Schools

If your child is participating in After School Program, **we request that you contact your child's teacher(s) to notify them of their enrollment in Imagine! School Age Services.**

Prior to your child's first day, the school will receive information regarding our therapeutic focus, the weekly activity schedule, and the Coordinator's contact information.

We encourage open communication between school staff and Counselors at time of pick-up. Valuable information can be exchanged that may contribute to the success of your child's day.

Communication with Schools (continued)

If you are open to our Counselors reading the communication book (or other communication systems in place) exchanged between home and school, please let the Coordinator know and you will be provided with a 'Release of Information' form.

Transportation

A Transportation Permission Form is required for all participants.

As a community-based program, transportation to and from activities is an integral part of our programming. Vehicle time serves as an opportunity for:

- Socialization
- Setting up goals and expectations for the day
- Encouraging group decision-making

School Age Services follow the transportation policies and guidelines of specific Imagine! rules that we adhere to. These include, but are not limited to:

- Participants are not permitted to ride in the front seat of a vehicle unless they are at least 12 years old and weigh more than 80 pounds.
- All restraint systems must conform to applicable Federal Motor Vehicle Safety Standards.
- Participants must wear seat belts at all times.
- Participants are loaded and unloaded out of the path of moving vehicles.
- All body parts must remain inside the vehicle at all times.
- Participants are not left unattended in the vehicle at any time.

Weather: Extreme Temperatures

In case of extremely cold or hot weather, the schedule of events may be revised for health and safety reasons. Events may be changed or cancelled if weather has the potential to put participants in danger.

Note: Swimming takes place at indoor aquatic centers during the school year.

Signing In and Signing Out Participants

Participants must be signed in and signed out of programs each time they attend an activity. Counselors will provide an official sign-in/out sheet for a parent, guardian, para-professional, or teacher to sign. We will release children only to parents or guardians with legal custody and those individuals authorized ahead of time by the parent or guardian, unless prior arrangements have been made with the Coordinator.

Medication Security and Safety

Any medication or emergency seizure medication brought to program will be held on to by Counselors or Lead Staff for the duration of the activity. At parent pick-up, along with the participant sign out sheet, Counselors will have a medication sign out sheet to pass medications or emergency seizure medication back to families at the end of the day. This change will ensure that only Counselors and the child in need of the medication will have access to the medications.

In Case of Emergency

If an accident or illness occurs and requires medical attention, staff will call a parent or designated contact and ask for the child to be picked up. In the event of a serious accident or illness, an ambulance may be called. Counselors have ready access to names, addresses, and phone numbers of people who the parent/guardian has authorized to pick up their child, as well as family doctors and preferred hospital.

All School Age Services staff carry cell phones at all times, are trained on how to handle emergency situations, and have access to your child's emergency contact and medical information.

Visitors

We welcome parents, providers, or service representatives to visit activities. Visitors other than parents/guardians are required to contact the Coordinator to arrange the visit and determine if any paperwork is needed.

Volunteers

We encourage individuals to volunteer in all of our programs. Volunteers are required to complete training and to review and adhere to Imagine! policies regarding HIPPA, Confidentiality, and MANE. Background checks are conducted on volunteers by Imagine! prior to start date.

'Tagging Off'

A schedule is distributed to each staff member weekly. The schedule informs staff members of which participants they are responsible for working with and transporting each day.

Counselors maintain line-of-sight supervision at all times with all of their assigned participants. 'Tagging off' takes place when a Counselor has to leave line of sight of their assigned group. A Counselor will verbally confirm they are 'tagging off' their participant to another Counselor. Confirmation is given both to the other Counselor and the participant. This ensures that all participants are engaged with and accounted for at all times.

Providing Appropriate Staffing

Imagine! School Age Services are specialized and provide a high degree of supervision. Participants receive individualized attention that maintains safety and encourages community participation. We offer two levels of supervision and support:

- **Group Supervision-** when a participant can safely participate in the community in a group setting; group size is 1 staff with 2-3 participants.
- **Additional Support–** when a participant needs additional behavioral or physical supports and more individualized attention in order to safely and successfully participate in community activities.
- **Employee's Children Group Supervision-** when children can safely participate in the community in a group setting; group size is 1 staff with 4-5 Children.

Medication Administration Policy

The following requirements must be met before a trained Counselor can administer medication:

- Written authorization from health care provider
- Written authorization from parent/provider
- Medical Release form must be read, signed, and dated
- Medication must be in original labeled container and inform the proper dosage of medicine
- Documentation of administered medication
- Proper care and storage of medication

Once all requirements are met, trained Counselors will administer the medication using the 5 rights of medication administration:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

Medication Administration

School Age Services collaborates with parents/guardians and prescribing health care providers in administering medication. All delegated staff have taken a Qualistar Early Learning medication administration course and a Registered Nurse oversees this administration. If your child requires medication administration while attending program, we will abide by state-licensing requirements for administering medications.

All medication will be given to the Counselor/Lead Staff by the parent/provider with a signature on the Medication Sign in/out sheet. All medication must be in the original containers with the pharmacy label intact. At school medications can be passed along via the para or teacher at school. Medication will be stored on Counselors at all times in a designated carrying case accompanied by the proper documentation.

The Coordinator must be notified immediately of any medication changes, and a doctor's note is required if medication is to be administered differently than is currently being done while participant is in services.

Each child will be administered their prescribed medication while in the community.

Medication Administration Documentation

Medication administration requires documentation by the Counselor administering the medication. Medication Logs will be stored with the specific participant's medication. Each month a new Medication Log is created and the prior month's Log is filed in the participant's confidential folder.

Medication Errors

Any medication errors must be documented in an Imagine! Incident Medication Error Report. This will be reported to the child's parent/provider, Imagine! Case Management, and our Registered Nurse.

Allergies

In order for us to ensure the highest quality of care, parents/guardians are asked to record any allergies or dietary restrictions a participant may have during the registration process. This enables Counselors to take proper precautions to protect the participant's health and safety.

Immunizations

School Age Services require a current Immunization Record on file. Families have the option to sign a statement acknowledging their decision to not vaccinate their child and the risks involved in not doing so.

Illness

In order to protect everyone enrolled in the program, participants must be kept home if they exhibit any of the following symptoms:

- An oral temperature of over 99 degrees
- Diarrhea or vomiting
- Any undiagnosed rash
- Soreness or discharging in eyes or ears, or profuse nasal discharge
- Persistent cough
- Any current *COVID-19 symptoms

If a participant develops any of the above symptoms while in services, we will immediately contact parents/providers to pick up the child within the hour. Please contact the Coordinator when your child is ill and describe the illness. If a specific diagnosis is made, e.g. strep throat, conjunctivitis, etc. please let us know so other families can be alerted. Any child who has had a contagious illness that requires medical assessment and treatment must have a note from the health care provider indicating it is safe to return before he or she can be admitted back into their program.

Child Abuse Reporting

Imagine!'s School Age Services staff are required to report any instances of Mistreatment, Abuse, Neglect, or Exploitation to the Police, Division of Child Care and Division of Human Services.

Complaint Posting Procedure

COMPLAINT POSTING PROCEDURE

EFFECTIVE NOVEMBER 1, 2000

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At all times during operating hours, the facility must post information regarding the procedures for filing a complaint with the Colorado Department of Human Services, Division of Child Care, including the telephone number and mailing address.

Complaint Posting Procedure Continued

To File A Complaint About This Facility Contact:

The Colorado Department of Human Services

Division of Child Care

1575 Sherman Street

Denver, Colorado 80203-1714

Or Call

(303) 866- 5958 or 1-800-799-5876

Personal Care

We strive to provide same-sex staffing to participants needing assistance in the restroom. We invite you to talk directly with the Counselors so that we can best address your child's needs. Parents/guardians will have the opportunity to choose from: (1) only same sex staff can assist, (2) Staff members of the opposite sex are able to assist, or (3) only in extenuating circumstances can someone of the opposite sex assist my child.

Clothing

Activities range from swimming, to playing football, to visiting museums. Scheduled activities may take place inside or outside. Participants should wear comfortable and washable clothes, as well as closed-toed, rubber-soled shoes. Participants should bring a spare set of clothes to change into in case one pair becomes dirty or wet. While a calendar is sent home outlining the scheduled activities, changes do occur. An extra warm layer is advised. Please label all clothing and personal items. It is inevitable that personal belongings such as hats, sunglasses, sweatshirts, water bottles, etc. will get misplaced or left behind. We can simply reunite your participant with his/her belongings when the items are labeled with their name or initials. Thank you!

Snacks & Lunch

The Imagine! After School Program offers a snack program that parents can sign up for ahead of time. Your child will be provided a snack at the activity and this program costs an additional 0.50 cents per activity. This pertains only to the After School Program. Lunches and snacks are the responsibility of each participant's family during School Closure Days and Summer Camp.

Families are asked to provide information about snack restrictions at the time of enrollment. Please send lunches and snacks in appropriate containers that are labeled with the name of the participant. We are unable to refrigerate or microwave any lunch or snack. No food sharing is allowed between participants and staff.

Inclusion

Imagine! School Age Services is focusing on increasing our community inclusion and collaboration. In an effort to do so, we are partnering with other school age programs in the area and we are excited to continue making those connections!

Personal Items

Imagine! School Age Services requests that participants leave toys and personal items at home to prevent loss, damage, and distraction from the activity. School Age Services cannot assume responsibility for the loss of any personal items. Participants do not need money as purchases will NOT be made during services. Please leave electronic equipment (other than communication devices) at home. If a cell phone is brought, Counselors will ask the participant to put it in their back pack and silence it during the activity.

What to Bring to Program

Please Label Everything

- Change of clothing
- Hat/Sunglasses
- Water Bottle
- Sunscreen (optional)
- Sweatshirt
- Bag Lunch (for Summer Camp or School Closure Days)
- Medication (prior arrangements should be made)
- Snack(s)

After School Program Schedule

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|-------------------------------|------------------------------------|--|--|
| I like to Move it, Move it! (movement and exercise) | Stir Crazy (cooking class) | Exploration Station (tech time) | Express Yourself (Art show prep and Center Stage) | Out and About Community Adventures |

Summer Camp Schedule

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|-----------------|---------------------|------------------|------------------|
| The Huddle | Field Trip Day! | Trek 'n' Trees | Express Yourself | Explore Colorado |
| Swimming | | Exploration Station | Swimming | Body & Sole |

School Age Services Rates

School Age Services rates are subject to change. Families will be notified of any changes regarding rates with as much notice as possible.

School Age Services accept the following funding sources:

- CCAP
- CES
- SLS / SCC
- Private Pay
- COMP

Families that are not receiving Medicaid funding (i.e. SLS, CES, COMP) will be paying privately (meaning out-of-pocket funds). Families that are paying privately will be sent a monthly bill via PayPal, services will be paused if it is not fulfilled by the listed due date.

We offer additional support and extended day options, detailed on the rate sheet in the Information Packet. Group participants will be staffed at a 1:2 or 1:3 ratio. Additional support is offered for behavioral, physical, or emotional needs requiring more individualized attention.



Understanding of Imagine!'s School Age Services Handbook

I, Parent/Guardian of _____ (participant's name), have read and understand the Imagine! School Age Services Handbook (including the grievance and complaint process) for the health and safety of my child while attending program with Imagine! School Age Services.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____



Contact Information

Imagine! School Age Services are committed to you and your child. We are hard at work creating the fun, educational, and nurturing environment necessary for learning, growing and development.

This handbook is specifically designed to answer questions that may arise about your child's experience with our program. Additional information is available on our website at www.imaginedirectservices.org. We recognize the great trust it takes to place your child in someone else's care. Please do not hesitate to contact us with concerns and questions!

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