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## **PROGRAMMING PROCEDURES SUPPLEMENT**

*Updated November 15, 2021*

This supplement to the REC Employee Handbook is designed to provide additional information regarding safety and site procedures for REC programming staff.

Please refer to it in conjunction with the Employee Handbook (updated December 2, 2021) and the electronic Programming Procedures document.

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**IDENTIFICATION REQUIREMENTS FOR CHILD PICK UP**

For each child enrolled, REC requires written authorization from a parent(s)/guardian(s) regarding persons who each child can be released to. Persons picking up children will be verified through identification of a valid state driver’s license or identification card to ensure they are an authorized ‘pick up’ person. REC will not release children without verifying that the person picking up the child is authorized to do so.

## **SAFETY PROCEDURES & PRECAUTIONS**

REC will plan and execute practice drills for both lockdowns, shelter-in-place, and fire drills once per semester. Each volunteer and staff member will be given instructions on their duties during the drills. The Program Director and Program Managers will arrange the practice drills with the SD51 Safety Coordinator, as well as local law enforcement.

General Safety Precautions

* All outside doors are to remain closed and locked during the tutoring session. An exterior door can be open during student play time as long as a staff member is present to monitor who comes in and out.
* All adults who are not volunteers or staff will be asked to remain out of the building during the tutoring session unless they are supervised and escorted by a REC staff member.
* At the end of the session, parents of 1st-5th grade students are to come to a designated pick up area and sign their children out; 6th-12th grade students can leave programming sites without a formal sign out process, but once they leave they must stay off campus and not return.
* Students will not be allowed to leave the building unless accompanied by an adult authorized to pick them up, a REC staff member, or if their parent indicates that they have permission to walk home. This includes secondary students on break outside. They must be accompanied by an adult staff member.
* If secondary students wish to leave and they have permission to walk home, they must check out with a staff member and will be encouraged to go straight home.
* General first aid kits are located at each site.
* If there is a physical accident with a student/volunteer please notify a REC staff member who will then notify EMTs if necessary and parents. A report form will need to be filled out with pertinent details of the accident. In addition, REC will follow up with its insurance carrier for any reimbursements for costs associated with the accident. This report will need to be given to the Program Director and Executive Director.
* Fire or Natural Disasters: In the event of a fire, gas leak, flooding etc where the occupants of the building need to evacuate, staff must escort students to the nearest doors and exit out of the building. Once outside, the students will proceed to the designated meeting place and wait for instructions from the staff member. Staff should wait in the parking lot until the building has been cleared by the appropriate authorities to re-enter. See the Programming Manual for specific fire alarm procedures.

Facilities and Equipment

* Enter the building by using your swipe card. Make sure that you are entering when the building is in normal use and not off hours when the alarm is set. If you are unsure if the alarm is set or not contact the school custodian.
* Loud or obnoxious activity, general rowdiness, running, scuffing, and profane or abusive language is not permitted.
* Thermostats are pre-set in the building. Any tampering and/or resetting are not permitted.
* As a tutoring session ends, the building must be secured. Inside corridor doors need to be locked, lights turned off, and trash picked up and thrown out in dumpsters.
* Snacks should be eaten only in approved locations. Snacks SHOULD NOT be eaten in the computer lab.
* REC staff is responsible for putting away all material, large and small equipment, games, and art supplies used during tutoring time. It is important to keep the rooms clutter-free and ready for use by the next group.
* Flat surface areas must be wiped down with a clean cloth and a disinfectant. See custodian for supplies.
* General playground rules: no pushing, no running on the equipment, going down slides one at a time, throwing away trash, and taking turns on equipment . There must be a volunteer or a staff member supervising children at all times on the playground.

Field Trips and/or Driving Students in Personal Vehicles

* Administrative and Management Staff ( Program Managers and Site Leads) are the only ones allowed to transport students in their personal cars. Staff members need to supply a copy of their car insurance policy to REC .
* If an employee is transporting a student for any reason, he or she must communicate with a guardian and have documentation that the child has permission to ride in the REC Staff’s car.
* Personal car insurance must be on file for those who use personal vehicles to transport students.

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## **PROCEDURE FOR LATE OR NO PICK UP AFTER CENTER HOURS**

All staff after and during the evening clean up routine will check every classroom and review the attendance log to ensure all children have been picked up for the day. Staff will also double check each classroom, as well as outdoor play areas to ensure that there are no children unaccounted for. If a child has not been picked up by REC’s closing time, the child will continue to be cared for by one of our qualified staff, and the parent(s)/guardian(s) will be called to ensure pickup. If the parent(s)/guardian(s) cannot be reached, the emergency contacts listed on the child’s enrollment form will be called. If a child remains in our care for more than an hour after the center has closed and we have been unable to reach a parent/guardian or emergency contact person, the REC Manager and/or Coordinator or Director will contact local child protective services and/or law enforcement.

## **PROCEDURE FOR MISSING STUDENT**

Philosophy - REC is committed to promoting the safety and welfare of all students in the program. REC staff will ensure that REC locations are secure and will take steps to prevent unauthorized persons from entering the premises.

* + REC staff and volunteers ensure that students are supervised closely when visiting places in the community or on field trips.
	+ REC staff and volunteers advise students how to contact REC staff and or set up a designated meeting point on arrival should the group get separated.

On discovering that a student has gone missing, REC staff will:

* + Check the sign in/out sheet to ensure that the student has not already been picked up. Other staff and volunteers will be consulted to see if they have seen the parent/guardian pick up the student.
	+ Inform all staff and volunteers present of the procedure when a student goes missing and supply information to support the search (e.g., detailed description of the student and what he or she is wearing)
	+ Some staff/volunteers will be deployed to start an immediate, thorough search of the facility and surrounding areas.
	+ The remaining staff and volunteers will ensure that the other students are supervised, calm and supported throughout.

If the search is unsuccessful, or after no more than 15 minutes REC staff will:

* + Contact the police, describe the situation and the missing student, follow police guidance and keep searching the area.
	+ Inform the student’s parents/guardians of the situation.

After the event, REC staff will:

* + Conduct a risk assessment and review policies and procedures to establish what went wrong and how it can be avoided in the future.

## **PROCEDURE FOR RESPONDING TO EMERGENCIES**

To ensure the safety of the children within our program we respond to all emergency situations to include, but not limited to: lost children, lockdown, fires, etc. If your child becomes lost while in our care, we will alert the proper authorities and follow the procedure for missing children (listed above). We will conduct a practice fire drill and lockdown drill at least once a semester in case of a real emergency, for these we follow the same plan as School District 51, so students are familiar with what to do and staff are instructed in what to do. REC has implemented a ‘Red Folder’ system so that in each classroom there is an emergency plan and instructions to guide staff and volunteers.

Inclement and Excessively Hot Weather

Philosophy - REC is committed to promoting the safety and welfare of all students in the program. REC staff will ensure that REC locations are secure.

REC will have daily outdoor play times for our children of all ages and REC ensures the safety of the children at all times. We will not have outdoor playtime during inclement and excessively hot weather but will have optional indoor activities. If it is raining/snowing etc. students can stay inside and participate in these alternate activities.

Identifying Children’s Locations at All Times

Each classroom will have volunteers and staff members with the students. Attendance is taken at the start of REC. Students are under constant supervision of multiple adults in the form of the volunteers and staff in each classroom. Also, Senior Staff will rotate through the classrooms and ensure students are where they need to be with their assigned tutors in their assigned classroom. At the end of the session, students are all taken to the cafeteria where they wait until they are picked up and are supervised by staff. Staff will ensure that each parent/guardian signs out their child upon leaving daily. If they have been permitted to walk and REC has it on file, children are free to leave the center at the end of tutoring and walk out of the building without a parent signature.

Visitors to the Center

All visitors must sign in at the front table or the REC office in the Visitor Log if coming into the building or check in with a Manager at sites. All visitors must be accompanied by staff at all times.

## **PROCEDURE GOVERNING FIELD TRIPS, TELEVISION AND VIDEO VIEWING AND SPECIAL ACTIVITIES, INCLUDING STAFF RESPONSIBILITY FOR THE SUPERVISION OF CHILDREN**

Permission forms

Field trips require parental permission for your child to participate. For each field trip to include nearby walking field trips, and special activities, a blanket permission form signed upon enrollment will need to be signed but will cover the entire school year.

Video/Multimedia Viewing

REC will occasionally show educational or enrichment-oriented videos and multimedia materials. REC will ensure that all videos and multimedia materials are rated according to the student group’s age.

Supervision

During all field trips and special activities, REC will ensure that proper staff-to-child ratios are maintained at all times. As well, during field trips and special activities, attendance will frequently be verified to ensure that all children are accounted for.

## **PROCEDURE FOR CARING FOR CHILDREN WHO ARRIVE LATE TO CENTER AND CLASS/GROUP IS AWAY FROM CENTER ON FIELD TRIP**

If the child arrives late and the child’s assigned class/group has already left for a planned excursion away from the center, the child will be assigned to another class/group at the Center while the child’s normally assigned class is away on their field trip. If the whole group is out on a field trip, and the student has arrived after the last group has left and no one is at the Center the parent can either take the child back home with them or drive out and meet the class and group at the location.

## **PROCEDURE ON CHILDREN’S SAFETY RELATED TO RIDING IN A VEHICLE, SEATING,**

**SUPERVISION, AND EMERGENCY PROCEDURES ON THE ROAD**

While transporting children on field trips, as well as to and from nearby schools, we ensure that Colorado State Laws are followed at all times. Seatbelts must be worn, and secured, by the operator and students, before the vehicle is in motion, and must remain worn until the vehicle comes to a permanent stop. Anyone not adhering to these policies is subject to disciplinary action.

Drivers, CPR Qualification, Emergencies

A qualified driver will be present in each REC vehicle with each group of children. All REC vehicles are equipped with first aid supplies and will have an individual currently certified in First Aid and CPR. Each driver will also be instructed in emergency roadside procedures.

Road Safety

Children are required to remain seated, with their seatbelt fastened appropriately, and children never left unattended on a vehicle.

For individuals trained and delegated to transport students via REC buses, individuals **MUST** refrain from all cell phone use while the vehicle is in motion. Staff must obtain permission to use REC buses and cannot use vehicles for personal use.

Staff is required to gain permission to use REC vehicles beforehand and may **NOT** use them for personal use.