Evergreen Park & Recreation District
Children and Youth Programs

PARENT HANDBOOK

Welcome to Evergreen Park & Recreation District Children and Youth Programs! We are glad you have chosen us for your child's recreational and educational needs. EPRD is committed to providing your child with quality programs, which provide social, emotional and cognitive skill development. The 40 developmental assets are a foundation for the programming and guidance you and your child receive. We hope your entire family enjoys your experience with us. Please let us know how we can be of assistance to you. We look forward to building a relationship with you and your child.

Program Information

The Preschool Care Program enrolls children from 3 to 5 years old. The School Age Program serves children from 5 to 12 years old. The Children's Programs Staff are available to answer any questions you may have regarding the program or your child. All facilities are equipped with voice mail. Contact info is listed below:

Gianna Michaelson
School Age Specialist
gmichaelson@eprdco.gov
303-877-1390

Maren Schreiber
Special Populations Coordinator
mschreiber@eprdco.gov
720-880-1219

Abby Kenner
Youth Program Supervisor
akenner@eprdco.gov
720-837-6348

Wulf Recreation Center - Front Desk: (720) 880-1200

Programs
EPRD currently offers full day licensed camps at Wulf Rec Center (Adventure, Outdoor Adventure, Preschool and INSPIRE) and Buchanan Rec Center (Sports). EPRD programs are closed on all major holidays. The center will be closed on snow days determined by Jefferson County School District. District Resident and Non-District Resident rates and fees vary depending on the activity.

Licensing
These EPRD Summer Camps are licensed by the Colorado Department of Human Services. Licensed programs required to maintain licensing standards, including staff to child ratios. Licensing requires a 10:1 (Pre-K) and 15:1 (School Age) ratio while on site and an 8:1 and 10:1 ratio swimming or water based activities. We strive to have a lower ratio, when appropriate 8:1 on site and field trip days. Please see us with any questions or concerns that you may have regarding our facilities and staff. To file a complaint about any of our facilities call the **Colorado Department of Human Service, Office of Early Childhood, Child Care Licensing, 303-866-5700.**

Purpose
To provide a fun, safe and engaging child care program involving youth within their environment through a variety of recreational and outdoor activities.

Hours of Operation & Fees: (are subjected to change based on enrollment)

Preschool Hours:		**Fees (D/ND):**
School Breaks:	7:30am-6pm	$51/$63 daily
Summer:	7:30am-6pm	$290/$369 weekly
School Age Hours:		
School Breaks:	7:30am-6pm	$51/$63 daily
Summer Adventure	7:30am-6pm	$245/$307 weekly
INSPIRE:	9am-3pm	M/W $65 daily See programs for additional fees

Licensing
EPRD Adventure Camp and Preschool Summer Camps are licensed by the Colorado Department of Human Services. Licensed camps are required to maintain licensing standards, including staff to child ratios. Licensing requires a 10:1 (Pre-K) and 15:1 (School Age) ratio while on site and an 8:1 and 10:1

ratio while swimming. We strive to have a lower ratio, usually around 8:1 on site and 8:1 on field trips. Please see us with any questions or concerns that you may have regarding our facilities and staff. To file a complaint about any of our facilities call the **Colorado Department of Human Service, Office of Early Childhood, Child Care Licensing - 303-866-5700.**

Children with Disabilities

The Children and Youth Program, will evaluate all requests from parents or guardians of children with disabilities on an individual basis. All children must meet the essential eligibility requirements of the Program. These requirements include all state licensing guidelines and Children and Youth Program Behavior Code. EPRD is committed in both policy and practice to enforce and implement all required provisions of the ADA. Through the provision of reasonable accommodations and accessible facilities, the District desires to make our programs and facilities available to individuals with disabilities. For further information please contact your Children's Program leadership team**.**

Parent Conferences

Let's talk! Communication is an integral part of providing for your child's continued development. We will request conferences with the parent or legal guardian as needed, to review your child's behavior, progress, and/or social and physical needs. Please feel free to request a conference at any time you feel it may benefit the child, staff, or yourself. Conferences must be scheduled at least 24 hours in advance, staff are not able to accommodate last minute requests at drop off or pick-up.

Program Evaluations

We welcome your feedback. How are we doing? How can we better meet you and your child's needs? EPRD will provide parent evaluation forms periodically throughout the year which enables you to evaluate our program, staff, and facilities. Please take a moment to let us know what you think.

Registration

Step 1- pay $35 annual fee for Licensed Camps & or programs.
Step 2- complete child/youth application and submit required forms on ePACT.
Step 3- staff will review and approve your application and send email notification that you may register for your desired camps or that additional info is needed. Online registration closes 6 days in advance. **There is no "day of" drop in enrollment**. Late registration can only be done with supervisor approval based on space availability and with a late fee payment of $5.00. Registrations for camps may be completed online or at Wulf Recreation Center. **Note: Your child is not registered until 1) annual fee is paid, 2) required forms are approved and 3) camp registration fee is paid.**

Enrollment Forms

After paying the registration fee, you will receive an email invitation from ePACT to complete your child's info online.

Required info to be completed online includes:

- **Child/Youth Programs Application (all camps)**

- **Colorado Certificate of Immunization or Exemption (all camps)**
- **Statement of Physical Condition (Preschool and INSPIRE)**
- **Behavior Plan (INSPIRE as needed)** 4
- **Medical Authorization Forms (all camps as needed)**

Children will not be allowed to register or participate without the required forms. Changes to child or family info must be updated in ePACT.

Confidentiality

The District shall maintain complete records of children and personnel as required for licensing. The confidentiality of all personnel and children's records shall be maintained. All records regarding children and all facts learned about children and their relatives shall be kept confidential both by the facility and the department. All records shall be available, upon request, to authorized personnel of the State Department of Human Services.

Payments

All payments are to be made before a child is enrolled in the program(s). We accept checks, credit cards, or cash. All payments can be made at the front desk at one of the recreation centers or online. Sessions vary from program to program. For more information on payment plans for summer camps, please contact the Children's Programs Supervisor or Specialist.

Disclosures Regarding Payments

All payment information relating to a child's participation shall be deemed confidential by the District, unless otherwise ordered by a court of competent jurisdiction. If asked, District personnel shall inform the requesting party of the standard fee(s) for the program(s), and shall provide no other information regarding the amount of payments or the source of payments.

Late Registration Fee

Any dates in which participants need care after the tuition/calendar due date will be considered late registration and there will be an additional $5 per day late fee based on space availability. If payment isn't received in a timely manner, the child will not be permitted to attend the program until all charges are paid in full and space availability is determined. Repeated late payments or outstanding balances of program tuition fees may result in actions including the dismissal of the child from all EPRD programs.

Refunds, Transfers, and Credits

Due to program operations in preparing for a quality program, refunds, transfers or credits will not be issued. This includes but not limited to refunds, transfers or credits for sick days, partial days or transferring from one day to another. Any transfers that occur must be based on space availability, will need to be approved by the program supervisor during business hours, and a $25.00 transfer fee will be charged. Any refunds for weekly summer camps are subject to a $25 processing fee.

Withdrawal Procedures

Written notification must be given to the program supervisor when a child is being withdrawn from a

Children's Program. This notification must include the child's last day.

Notification of Absence

We worry when your child does not arrive on schedule. Notification by a parent or legal guardian is required whenever a child will be absent from the program. If your child will not be attending, please call the Children program supervisor or Specialist. Refer to the staff contact information in the front of this document.

In the event that a child is prepaid for a program or class and is absent without prior notification, staff will make every attempt to locate the child including checking with school staff and parents immediately. When children do not arrive as scheduled, we will verify the absence is unaccounted for and an emergency plan will be activated to locate the child.

Illness

- *Children that arrive ill will not be accepted into the program.*
- Any children that experience a fever or stomach illness while in the program must be picked up immediately. Notifications will be made in the order they are listed on the child's form.
- For the safety of all children and staff in the program, parents are asked to keep their children at home when they are showing signs of illness including but not limited to: cough (non-asthma), sore throat, vomiting, diarrhea, green discharge from nose, undiagnosed rash, parasites, pink eye and/or elevated temperature or bed bugs.
- The student's Primary Care Provider may need to provide further evaluation for dry mouth; increased hunger, thirst or urination; dry, itchy skin; fatigue; sores or infections that will not heal; blood in urine or stool; persistent headache; neck pain/stiffness; irritability; blurry or double vision; confusion or disorientation; or dizziness. **Note: some of these symptoms require an immediate call to EMS.**
- The child may not return to the program until 24 hours have passed after being fever free and the onset of prescribed medication for a contagious virus/illness such as strep throat, flu, fever, rash, etc.
- A communicable disease will require a doctor's note stating that the child is no longer infectious and may return to the program.
- Should a child have lice, the child may return to the program after all nits have been treated and disappeared.
- *EPRD reviews Jefferson County Public Schools Health Guidelines, Children's Hospital of Colorado Illness Policy for Children, and our Nurse Consultant in establishing District Illness Policies.* Infectious Disease Guidelines [linkprotect.cudasvc.com] and Immunization requirements.
- EPRD follows the How sick is too sick guidelines from the Department of Health. How Sick is Too Sick: *The child may not return to the program until 24 hours have passed after being fever free and the onset of prescribed medication for a contagious virus/illness such as strep throat, flu, fever, rash, etc. For more information, please visit Public Guidance: How Sick is too Sick?*

Delegation of Medication/Health Care Plans

EPRD does not employ any medical staff or provide any medication, including aspirin, non-aspirin products, antiseptic, etc. The parent must provide prescription and non-prescription medications after they have submitted the correct forms. **All medications** must be kept in the original container bearing the directions and/or the pharmacy label. **All medications**, (temporary, long term, prescription, non-

prescription) must be accompanied by a prescription or note signed by a physician and must include dosage and length of time meds must be taken. You can find the medical authorization form on our website.

Medication cannot be dispensed to the child until a signed note from a physician is received and all medical documentation is completed. It is the responsibility of the parent to notify staff of the need to dispense medication and to fill out the medication documentation in its entirety. For medications requiring measurement, parents must provide an accurate measuring utensil. Medications left with the program staff will be stored in a secured location supervised by staff, and medication will be returned to the parent at the close of the day, or as specified by the parent. Children who have an active medical plan on file will not be allowed to attend without the proper, non-expired medication. Broken equipment or expired meds will not be accepted and will be returned to the parent and or guardian.

Any child that is taking medication for a severe medical condition or any child who needs special medical attention such as seizure medication, feeding tubes, etc. must have a Health Care Plan that has been approved by EPRD's Nurse Consultant. Parents must meet with the EPRD Nurse Consultant to create a Health Care Plan prior to their child's enrollment.

Medication is only administered in our programs by staff members that have been delegated by our nurse consultant and who hold a current certification in Colorado State Medication Administration.

Communicable Disease

Communicable diseases are reported to Jefferson County Health Department. The Health Department will determine the appropriate and necessary actions, as the situation requires.

Child Abuse/Neglect

Your child's best interests, health and safety are our prime concern. As required by law, if a staff member has reasonable cause to believe or suspect that a child is being abused, neglected or has observed the child being subjected to circumstances or conditions which could result in abuse or neglect, they will immediately file a report with Jefferson County Department of Human Services and/or local law enforcement agencies. A report demonstrates that there is cause for concern, and should not be taken as an accusation. We are not allowed to consult with the parents first and must report immediately.

If you believe that your child has been physically or sexually abused, you should seek immediate assistance from your local department of Human Services. The telephone number for abuse reporting at Jefferson County Department of Human Services is (303) 271-4357.

Discipline Procedures

Discipline is based on the fundamental premise that all children should be treated equally and with

fairness. The development of rules and expectations is vital in the application of discipline. The ultimate goal of the discipline program is for the child to demonstrate self-control and the ability to make proper decisions. We strive to achieve a safe and healthy environment for all children, and insist on respect for all people and property. Physical punishment is not permitted by any EPRD staff member; nor is physical harm by a child or another child or staff to be permitted or tolerated.

Disciplinary action may include one or more of the following guidelines:

1) Verbal warning: staff will speak to the child and offer reminders about rules and provide redirection.
2) Removal from activity: a natural consequence and loss of privilege.
3) Discussion with parent or guardian: communicate concerns and outline behavior expectations.
4) Behavior modification plan: a signed contract outlining behavioral expectations.
5) Suspension from program: immediate removal of the child from the program and loss of program privileges for a specified time period.
6) Dismissal from program.

These guidelines are not specific to every incident, the initial steps may be bypassed depending upon the severity of the situation. Unauthorized leave (running away) from the EPRD Children and Youth Program or possession of a weapon, fireworks, drugs or tobacco are grounds for **immediate suspension from the program**. We require that an authorized adult be available if it is determined that the child needs to be removed from the program. Notification of parent or guardian shall be made pursuant to the procedures set forth under our normal notification procedures.

Removal of the child from the program may be a result of an injury or illness, a behavior problem, or due to the inability of a parent to abide by the procedures set forth in this document. EPRD and the Children and Youth Program reserve the right to immediately dismiss any child without a grace period or prior notice.

Notification and Pick Up Procedures

The following notification procedures will be used in all cases, including children that have not been picked up by Program closing time, an exception can be made in a medical emergency. Every effort will be made to reach the parents or guardian as identified on the enrollment form or application. If all efforts to reach the parent or guardian have failed, the program staff will take all the steps necessary to obtain care.

These steps include, but are not limited to the following:

1) Staff will attempt to contact a parent or guardian by telephone.
2) Staff will attempt to contact any of the authorized persons listed on the enrollment form.
3) If we are unable to reach any of the above-mentioned people, the next contact would be to Human Services and/or the appropriate law enforcement agency, depending on the circumstances. Any expenses incurred under this step may be the sole responsibility of the child's parent or legal guardian.

Late Pick Up Procedures

A fee of $10 is charged for every 5 minutes after the noted end time of the program. This fee must be paid upon arrival. Staff will follow the protocol of the steps above if they cannot contact a parent or guardian immediately.

Sign In/Out and Alternates for Child Pick-up

You must accompany your child into the program and sign them in and out. Human Services regulations require a parent or legal guardian to sign a child in and out of the program each day. Program staff accepts responsibility for the child upon the parent's or legal guardian's signature on the daily sign-in/out sheet and relinquishes responsibility when the parent or legal guardian signs the child out. The sign in/sign out procedures are a critical component of the child's safety in our programs. Compliance is mandatory. Failure to comply with the sign in/sign out procedures can result in the dismissal of the child from the program.

Only approved individuals listed on the youth application will be allowed to pick up your child. You may list as many people as you like, but must include at least two names. This list must be updated as needed in ePACT. Arrangements for alternates to pick up a child must be requested in writing by the parent or legal guardian. Alternates will be required to show picture identification at the time of pick up. Children may sign themselves in and/or out once they are of appropriate age and only when authorized by a parent or legal guardian.

In the event that a person arrives to pick up a child without proper authorization, the program staff will attempt to contact the parents or legal guardian for confirmation. Children will not be released to unauthorized individuals. **Should the unauthorized person persist, staff will immediately notify the local authorities. Families with a court ordered non-contact or non-pick up list will be asked to provide appropriate documentation to ensure the child's safety**.

We ensure that all children have been picked up by an authorized person prior to staff leaving for the day by reviewing the sign in and out sheet, and confirming that all children have been signed out for the day. It is critical to your child's safety that you sign them out on the sign out sheet. If a staff member feels that an authorized adult picking up a child appears to be intoxicated we will suggest that the adult call an alternate driver/taxi. If the adult in question refuses, the child will not be released, a phone call will be placed to the local authorities advising them of the situation. The driver's name, address, car make, and license number will be recorded and given to the local authorities.

Medical Emergency

In case of a medical emergency, every effort will be made to reach the parents or guardian as identified on the enrollment form. If all efforts to reach the parent or guardian have failed, the program staff will take all the steps necessary to obtain care. These steps include, but are not limited to the following:

1) In a medical emergency, 911 will be called immediately.
2) Staff will attempt to contact a parent or guardian by telephone.
3) Staff will attempt to contact any of the authorized persons listed on the enrollment form.

If it is necessary for a child to be transported by ambulance to the nearest hospital, a staff member will stay with the child until a parent or guardian arrives.

Any expenses incurred for emergency medical transport or care shall be the sole responsibility of the child's parent or legal guardian. Staff will complete EPRD's incident and accident form to verify contact made with parent/guardian or emergency contact.

Injury Policy

EPRD is not liable for any injury incurred while participating in our activities or programs. Additional waivers may be required for certain activities.

Child Participation and Activities Schedules

Children are encouraged to participate in all scheduled activities. However, parents may notify staff if their child should not participate in any activity. Parents must make all such requests in writing prior to attendance in the program. The enrollment form may be utilized to communicate this information and parents are strongly urged to review any special requests or needs with the staff prior to leaving their child.

Afterschool Enrichment

We encourage all children to utilize any afterschool enrichment that EPRD has to offer. However, at any time staff may ask that you transport your child to or from activities due to staffing or lack of enrollment. Transportation will **not** be made to the opposite rec center, unless we have 5 or more children signed up for those classes. It is our job to manage all children that are enrolled in programs, while also maintaining our staff to child ratio. Communication will be made in advance if possible

Closures

Programs will be closed on the following days: Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, and Fourth of July.

Staff Training Days

EPRD reserves the right to close programs up to five (5) times a year to provide in-service training for staff. Sufficient notification will be given in order for families to arrange alternate care.

Inclement or Excessively Hot Weather

When Jefferson County School District closes due to inclement weather, programs may be canceled. Parents are requested to secure alternative care prior to the event of a cancellation. Parents should listen to the local media for closure announcements of Jefferson County School District. Parents may also call Wulf Recreation Center at (720) 880-1200 to see if the programs have been canceled. We will use WRC and/or BRC as shelter during excessively hot days or cold weather during program hours. Water will always be available to the participants in the program.

Emergency Procedures

Natural Disaster

EPRD staff have been trained to respond to natural disasters and will take every precaution necessary to protect the children. An emergency or natural disaster could include, but is not limited to: floods, severe weather, lost or missing children, severe injuries or illness. Staff will first assess the situation, activate emergency procedures, and promptly notify their immediate supervisor after evaluating the following:

1) Provide a safe environment and assess the situation.
2) Determine if local authorities should be notified.
3) Emergency transportation will be provided in the event that the weather becomes severe during the course of the program. If we experience excessively hot or cold weather children will be

provided with alternative indoor activities during the duration of the extreme weather. It is our procedure to seek shelter any time lightning is seen.

Forest Fire or Wildland

If appropriate to the location of the center, we will hold monthly tornado and forest fire or wildland drills, so that all occupants are familiar with the drill's procedures, and that their conduct during a drill is a matter of established routine.

Forest Fire or Wildland/Fire

All children are to evacuate the facility through the closest emergency exit during a fire. Forest fire or wildfire evacuation will be established based on the location and threat of the fire. All drills are held monthly, so that all occupants are familiar with the drill procedures and their conduct during a drill is a matter of established routine.

Lockdown/Threat is Inside of the building

In the event of a lockdown situation, staff will turn off the lights, lock the door and be prepared to defend or self-evacuate. Staff and students in the room, all doors should be closed and locked and students will sit quietly in the room or closet away from any doors or hallway windows to ensure they are out of sight from threats in the building. Staff will ensure they move their cell phones to silent/vibrate, have all emergency contact paperwork, and daily attendance sheets. Communication with 911 will be made via cell phone to await further instruction.

If there is an active shooter on site, all students and staff will immediately evacuate if possible. If evacuation is not an option, the staff will use lockdown procedures, until advised by law enforcement. Furniture may be used to blockade doors for added security and students will be kept calm and quiet. Staff will continue to communicate with 911 and, any other emergency agencies for tracking of their location.

Lockout/Threat is Outside of the Building

In the event of a threat outside the school in the immediate area or building, communication will be made with EPRD personnel from local law enforcement, reverse 911, and Emergency Management. If students are outside they will be quickly brought inside, accounted for, and taken to the safest area. All doors will be closed and locked to ensure safety. Staff will ensure they have all emergency contact paperwork, daily attendance sheets, and cell phones. Parents will be notified via phone/email of the situation in the area and given further instructions as advised by EPRD regarding reunification.

Evacuation

When given directions to evacuate the premises, staff will lead students to the tennis courts, unless advised otherwise by EPRD staff and/or local law enforcement. Staff will ensure they have all emergency contact paperwork, daily attendance sheets, and cell phones. Parents will be notified of the situation via cell phone/email once everyone has been accounted for at the evacuation site and given instructions as advised by EPRD and local law enforcement. If any children with disabilities are present, an evacuation plan will be implemented to meet their needs. Children who require a mobility device and can safely evacuate in their mobility device will remain with their mobility device. If it is unsafe for them to evacuate with their mobility device, staff will evacuate them as far as safely possible in their device and then move them using staff assistance. The student will help direct staff in how to best move them without their device. Staff will do their best to ensure that the participant and their mobility device are reunited.

If it becomes necessary to evacuate to an alternate location, this will be done using EPRD vehicles and/or Jeffco Public School buses. The evacuation location may change depending on the situation.

Parents should be aware of these potential alternate evacuation locations:
Wulf Recreation Center (WRC) – children could be evacuated to Buchanan Park Recreation Center.
Buchanan Park Recreation Center (BRC) – children could be evacuated to Wulf Recreation Center.

Transportation/Field Trips

EPRD provides transportation for field trips. Jefferson County School District buses and drivers may also be used. Jefferson County drivers are not included in the ratios and are not considered part of our staff while driving as a Jefferson County School District employee. EPRD provides additional staff supervision during field trips and follows procedural guidelines for emergency procedures in the event that such a situation arises.
The district maintains a fleet of passenger vans, special needs vans, and shuttle type passenger buses, which are utilized to transport groups of children. Drivers are required to have all current licenses and certifications. Seat belts and proper child restraints are required for anyone riding in EPRD vehicles. Proper child restraints are provided by EPRD based on the child and vehicle needs. Vehicles are inspected prior to transport, to ensure they are in good, safe operating condition. All children are instructed to abide by the rules pertaining to safe transport.

A field trip permission waiver is also required and must be filed with the Children's Program office prior to transport. Staff to child ratios are maintained at all times during excursions. During excursions and special events, the children are divided into smaller groups with at least one Program Leader and a ratio of 1:10. We also use head counts, roll call, a buddy system and items to identify the children such as t-shirts and/or wristbands. A copy of emergency contact information will be taken on all field trips/excursions. A list of participants including location and time will be left at the front desk of either BRC or WRC if program initiates. On occasion field trips may be adjusted or add additional programming.

Location of Children/Lost Child

The children will participate in a variety of activities including outdoor activities, hiking field trips, and excursions. All parents will be given advance notice if the children will be leaving the facility or grounds. If you arrive to a program and find that children and staff are not present, please look for signs as to where to take your child or go to the nearest front desk for assistance. Signs will be posted to give the location of the children whenever they are not located in their usual room or facility. Please watch for postings in the classrooms, emails, calendars and newsletters, which will give advance information about scheduled trips.

It is our policy to do constant head counts and to take roll to prevent lost children. In the event a child does become lost, we will notify the parent immediately, to decide the next course of action, including notifying the local authorities and an emergency plan will be activated immediately and the parents will be notified. Licensing will also be notified in the event of a lost child.

Snack and Lunch

Parents are requested to provide a nutritious lunch and snacks during all full day programs. EPRD facilities cannot accommodate cold storage of lunches or microwavable food, therefore, parents must send a non-perishable lunch and drink with the child attending full day programs. Perishable items

including lunch meats and salad dressings must be packaged with a cold storage product such as an ice pack. Please also send your child with a water bottle.

Snack time will be provided mid-morning and mid-afternoon. Lunchtime will be mid-day. Please alert staff to any food allergies or dietary restrictions. If food is served within the program, parents will be notified ahead of time if possible.

Visitors

EPRD welcomes you to visit at any time, provided that visitors do not disrupt or otherwise interfere with the conduct of the program. Staff shall be the sole arbiter as to whether a visitor is creating an undesirable disruption or disturbance. In such an event, the visitor will be asked to leave, and expected to leave promptly upon request. All visitors are required to check in with program staff and sign the visitor's log. Visitors will be required to present picture identification at the time of sign in. Visitors are required to sign out with the program staff at the conclusion of their visit.

Sunscreen

Sunscreen must be applied to your child daily before they arrive. Additional sunscreen supplied by EPRD may be applied during the course of the day. EPRD supplies/uses Rocky Mountain Sunscreen for all children. Staff will appropriately teach children, as applicable, to self-apply sunscreen when needed. *Children requiring personal sunscreen must have a medical note from their doctor or parent and must supply sunscreen*

Movies

It is always a challenge to find appropriate movies that will satisfy children of all ages. Therefore, it is the procedure of the District to show only "G" or "PG" rated films. Please communicate any concerns with the site director or staff available.

Clothing/Dress

Appropriate clothing is necessary to allow children the freedom to participate in all class activities. Clothes that are sturdy and washable should be worn. Weather permitting, children will participate in outdoor activities and should be dressed accordingly. Children enrolled in EPRD programs MUST be potty trained. Should your child be prone to accidents, please pack extra clothes. Open-toed shoes may be worn to water field trips, including swimming pools and splash pads. We ask that your child wear closed-toed shoes during other activities due to potential hazards or harm.

Personal Belongings

EPRD and its employees are not responsible for lost, stolen, or damaged items brought to Children and Youth Programs. Parents are discouraged from allowing a child to bring personal belongings to the Program. Electronic devices should remain at home unless required for school. Under staff supervision, devices may be used for schoolwork and up to 20 minutes of personal screen time each day. If you do not want to allow screen time for your child you must notify staff in writing. If the child cannot adhere to these guidelines the device will be confiscated and returned to the parent at pick up. We discourage children from bringing cash to the program, unless it is requested for the activity. In the event that you wish to send cash with your child for use while on an excursion, please check in with the Children's Program leadership team. Please label all belongings with child's name and or cell phone number.