



**Welcome to The Trailhead Children's Museum**

**Parent/Caregiver/Staff Handbook**

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## **Our Story:**

In the fall of 2007 a group of local families gathered to address the need for an informal educational center for children, as well as local and visiting families. Although other drop-off daycare opportunities existed in Crested Butte, there was no indoor facility and only limited programs for parents and children to play, create and learn together in a structured environment.

The Trailhead Children's Museum received its nonprofit status in 2008, and has since been providing enriching exhibits in an engaging environment, hands-on educational programs in art

and science, and extensive community outreach. Now residing in a 2,700 sq. ft. facility at the base of the ski area in Mt. Crested Butte, the Trailhead annually serves more than 5000 children and families living in and visiting Gunnison County.

In 2011 the Trailhead and the Crested Butte Center for the Arts began discussions with a local art school about how to best serve the Crested Butte community with high-quality arts education for all ages. These collaborative discussions resulted in the Trailhead merging with the art school to provide services for children ages 0-12, and the Center for the Arts assumed programming for ages 12-adult. The Trailhead and the Center are now aligned in our arts education curricula, thus providing the most effective model for developing artists in the valley.

The Trailhead now offers a full range of children's art and science programs that are unmatched by any other organization in our valley. In recognition of its many accomplishments and its collaborative efforts, The Trailhead was named the 2012 "Non-profit Organization of the Year" by the Crested Butte/Mt. Crested Butte Chamber of Commerce.

### **Our Mission:**

We offer an engaging and dynamic environment that inspires children and families to explore, create, and learn together through discovery and play. Our exhibits encourage self guided interactions, multi-sensory experiences, and offer opportunities to explore your imagination. At the Trailhead Children's Museum, we believe in the power of play. We offer both enlightening, state-of-the-art classes in art, science, and outdoor exploration as well as supervised play in the museum through a variety of programs.

### **Our Goals:**

The current long-term goals of the Trailhead are as follows:

1. Create a state-of-the-art, nationally recognized children's museum.
2. Deliver extraordinary exhibits and programs to ALL residents and visitors.
3. Ensure organizational stability and growth, including finances, human and material resources, as well as organizational reputation within the community.

## **What WE do:**

1. We have many hands-on educational exhibits in two floors of our 2800 sq foot facility.
2. For all museum visitors we also provide guided learning activities in our Art Bar such as Kids Create and the Exploration Station.
3. We offer a selection of educational opportunities through our Art & Science Camps, After School Classes, Family Nights, Preschool Field Trip Programs, and outreach and collaboration with schools and other institutions.
4. We collaborate with many local organizations to enrich other educational programs in our community and to offer affordable access to our Museum. Some of our partners include the Crested Butte Music Festival, the Crested Butte Center for the Arts, Gunnison County Libraries, Gunnison County Public Health, and the Crested Butte Mountain Heritage Museum.

Expected results of The Trailhead exhibits, programs and outreach are enriching, educational experiences for ALL children, the strengthening of the educational resources in the community, as well as the opportunity for families and caregivers to connect with children in meaningful ways.

## **Who WE are:**

### Board of Directors:

Melissa Fenlon

Erin Fabbre

Jasey Faulkner

Mona Merrill

John Garmhausen

### Staff:

Marilyn Krill, Executive Director

Kara Chambers, Program Director & Lead Art Teacher

Emily Rothman, Museum Assistant

Trevor Francke, Museum Assistant & Teacher

Lynda Mikos, Art Teacher

Brooke Ash, Drop Off Staff

Paula Carpenter, Drop Off Staff

### **Ages Welcome:**

Our museum is open to all ages! We believe there is no age limit to enjoy playing, exploring, and creativity in our museum and art bar. When visiting the museum, however, children must always be accompanied and supervised by an adult. Whether you are just learning to hold a paint brush or you are a parent who enjoys working alongside your child, we encourage everyone to participate in our exhibits.

Classes, camps and drop-off programs are offered for 1 year olds through 11 year olds with trained staff to meet the needs of each individual program and age group. Age specification are listed below:

Art Babies & Toddler Art- Children must be accompanied by an adult- (0-4 yrs old)

Drop Off Program 10AM-1PM- Maximum of 4 students- (1-6 yrs old)

Preschool Field Trip Programs- Must be pre-scheduled with Trailhead and supervised by Preschool Staff at all times- (2-6 yrs old)

Art & Science Camps- 9AM-3PM- In order for children to participate in a full day camp, children must have attended Kindergarten per the requirements of licensure - (5- 11 yrs old)

Outdoor Experience- 12-3 PM- Children are picked up from CBCS after Summer Experience Programming- (5-11 yrs old)

Explore, Create, Play- 9AM-3PM- In order for children to participate in a full day camp, children must have attended Kindergarten per the requirements of licensure - (5- 11 yrs old)

After School Art Classes- (5- 11 yrs old)

Family Night- All ages are welcome. Children must be accompanied and supervised by an adult.

## **Services offered for special needs children:**

Teachers and staff work with students and parents to get to know individuals with special needs and create programming that will include and facilitate learning for all. We provide an all inclusive learning environment and create a safe space for all to engage in learning. We are wheelchair accessible and we provide staff to help students with disabilities navigate the building. The Trailhead partners with special needs classes through local schools as well. Service animals are also welcome.

## **Hours of Operation:**

General Museum hours: 10 AM - 4 PM Wednesday through Sunday (We are open 7 days a week in the Summer)

Camps run from 9 AM - 3 PM

Specialized programming between the hours of 4:00-8:00 PM (Family Night, Apres Art, Birthday Parties, Night at the Museum, et al.)

**We are Closed:** New Year's Day, Independence Day, Thanksgiving, Christmas Day

## **Inclement Weather:**

Blizzard: In the event you are unable to pick up your child due to road conditions, contact the museum to make appropriate arrangements. Staff must be notified of authorized adults to pick up children.

Excessively Hot Weather: In the event of excessively hot weather, the children will remain inside and be given plenty of fluids.

Fire: In the event of a fire, children will be evacuated as practiced in periodic drills. Procedure: Children will be guided in a single file line to exit the building and stand quietly across the street in front of the Treasury Building or inside the Treasury Building in the event of inclement weather. The teacher/counselor will make sure all children are accounted for by checking rosters while museum floor staff double check the bathroom and building before exiting.

Please review our **Emergency Action Plan** for all Natural Disasters.

## **Admission & Registration:**

Parents may register online, over the phone, or in person. Upon receipt of registration, museum staff shall verify payment, review a waiver for each child, and send a confirmation email to parent/guardian. Newly enrolled students must have a waiver form, health record, and immunization records. Waivers are updated annually to insure correct emergency contact info. School-aged children must have updated immunization records every three years. Confirmation emails include date and time of program, what to bring, and a link to fill out a waiver. Parents are responsible for making sure children have the appropriate belongings for each program. Each day of class or camp, children will be checked in on the shared Google drive file corresponding to the appropriate class or camp. At pick-up, the parent or authorized pick-up individual will sign the outgoing roster.

### **What to Pack for Art & Science Camps - 9AM- 3PM**

Children must come to camp with their belongings clearly LABELED. Be sure to bring the following EVERY day:

- Backpack
- Water bottle
- Lunch
- Snacks
- Sunscreen
- Sun hat in Summer/ Warm Hat in Winter
- Rain coat in Summer/ Warm Coat, Snow pants, Gloves in Winter
- Shoes for walking/hiking/ Snow boots in Winter

### **What to Pack for Drop Off- 10AM- 1 PM**

Children must come to camp with their belongings clearly LABELED. Be sure to bring the following EVERY day:

- Backpack/Bag for their belongings
- Water bottle
- Snacks
- Change of Clothes
- Diapers and Diaper Bag if needed

## **Museum Admission:**

Daily Admission to the Museum: \$8

Annual Family membership: \$207

Museum Punch pass x10: \$60

Museum Punch pass x20: \$100

## **Program Rates:**

Drop-off: \$40/ \$36 Member price

School Break camps (Art & Science): \$50/ \$45 Member price

Family Night: \$15/person

Night at the Museum: \$25 for guests/ Free for members (\$5 for pizza- optional)

Art Babies: \$18/ \$16.20 Member price

Summer Camps: \$60-\$65/ \$48-55 Early Bird/ \$\$54 - 58.50 Member price

Outdoor Experience: \$25

## **Scholarships Available:**

### **Who May Apply?**

- Applicants must be Gunnison County Residents, and earn an annual family income of less than \$60,000
- Special consideration may be given to members of the Trailhead Children's Museum

### **Scholarship Amounts**

- Scholarships generally range from \$100 – \$300 and may cover 50% to 100% of the full cost of the camp or class.

### **Current Deadline**

- Tuition support requests for Summer Camp must be received by Friday, May 26, 2017.
  - 2 Weeks prior to the start date of June 12.

### **Trade for Volunteer Hours**

- Parents may offer volunteer hours in trade for discounted classes or camps. Each volunteer hour counts for a \$10 discount.

### **Cancellation Policy:**

The Trailhead plans staffing needs according to the number of participants. Therefore, ***full refunds for cancellations are not available.***

- Cancellations made more than 3 days (72 hrs) prior to the class or camp date may receive a credit towards a future camp day or a 50% refund
- Within 3 days of the class, we can transfer your full payment to a credit for a future class or program, good for one year.
- Day of or After the class date, no credits or refunds are given.
- Credits towards future camp days are good for one year from date of purchase.
- A participant absence is not transferable to another date and no refunds are given due to unplanned absence or late cancellation.

### **Identifying where children are at all times:**

We have a detailed morning check-in process to insure your child is checked in with all emergency contact info updated and pick up information. Afternoon check out requires all authorized adults to sign out children. All teachers/counselors have printed copies of the daily roster for their class with children's health, allergies, and emergency contact info available at all times. Our group size/camper-counselor ratio is within requirements by law and is dependent on the age and activities of the students. Outside camps file and follow a daily itinerary and are always within cell phone range. All staff are required to have a cell phone in case of emergencies. Communication is maintained between mobile camps and the Trailhead in the case of an emergency, early pick up, sick or missing child. Teachers/counselors are to keep children in sight at all times.

## **Guidance & Positive Instruction:**

Upon arrival into the Museum, visitors and students are reminded of our Rules:

- For everyone's safety and enjoyment children should:
  - Use Walking Feet
  - Use Inside Voices
- Adults MUST supervise children at all times.
- Please clean-up each exhibit area before moving to the next.

Our museum staff and teachers model positive behaviors.

At the Trailhead, we understand that children should be shown how to interact with their peers, family, and teachers in a positive way from early childhood to grow into happy and healthy adults. Trailhead staff are coached in positive reinforcement, constructive coaching/discipline, modeling good manners, and helping our guests care for each other. We encourage kindness and compassion in all that we do. When needed we offer emotional support by talking through conflicts with children, offering suggestions and "redirection." Children learn to play in a safe way; honoring differences and respecting boundaries.

We encourage family interaction through the interactive museum exhibits, the art bar, and family oriented special events such as Family Dinner and Art Night. We also offer special programs like our "Dads & Donuts," to unite families and foster community. We provide age-appropriate play-spaces and group interactions. In group settings, we coach our "older kids" to look out and care for their "younger" cohorts (under close, caring supervision by museum staff.) Our trained staff are always monitoring safety. We engage with students on an individual and group level creating a variety of learning opportunities. Our teachers and staff use active listening to address problems brought to them by the children, and engage in positive problem solving with the children.

When we have children with an IEP or other specialized care, we will schedule meetings with parents or guardians in person or over the phone, or confer via email to create the proper care and environment for each student. We can also work with the parents or guardians to seek outside consultation with childhood health and behavioral specialists when needed. We want to make sure all of our visitors are safe, appreciated, and welcomed in our museum and programs.

## **Discipline & Consequences:**

Corporal punishment is not used in any form at the museum. Our approach to discipline is to acknowledge and praise positive behavior, redirecting negative behavior and setting clear, reasonable limits and expectations. We try not to dominate and control situations, but act as

mediators to encourage children to find their own solutions or to make better choices. At a young age redirection is the primary method of discipline. As the children get older, we use disciplinary techniques, which include giving choices, cooperative problem solving, explanation of logical and reasonable consequences and redirection. We work with the children to find alternatives to responding physically in stressful situations. We strive to make the school a safe place where hitting is unacceptable. If a child is having a difficult time redirecting or settling down, we may use a “quiet time” approach to give them space away from other children. During this time, a teacher may talk to them about the appropriate behavior. Open communication with parents is encouraged to support the child’s behavior at home and at the museum. If an event has occurred with a child involving extreme negative behavior we will contact parents immediately. Ongoing discipline problems will be discussed in a private meeting with parents.

In the event that a child’s actions are unsafe for other children and/or a child is not able to follow the rules after the above Discipline & Consequences are taken, a staff member will talk to the child about the behavior that is not safe or in compliance with the organization and let them know that that is not how we behave at the Trailhead. A parent/guardian may be called to pick up the child early or the child may stay in a separate and safe place with the Director or another staff member until a parent/guardian may pick them up. A staff member will discuss the behavior issues with the parent/guardian picking the child up and the appropriate actions that were taken to try to redirect and assist the child. We hope that all children are able to continue in our programming but we understand that we may not be the right fit for every child. We will gladly help refer parents with other options; babysitters, local pre-schools, behavioral health, and other specialists that may be an option for their child.

### **Medical/ Injury/ First Aid Policies:**

All staff members will be First Aid/CPR/AED certified. Any injury that requires medical assistance, as minor as a band-aid, is documented on an Accident/Injury Report Form. These forms will be reviewed and filed by the Executive Director. In the case of an injury that requires more than a bandage, the parent will be notified. Parents will also be notified in case of any change in gastrointestinal status, severe headache onset, or any other time staff feels it is in the child’s best interest to check with parents. In the case of an emergency, 911 will be called and parents/guardians will be notified immediately.

Children who are in the contagious stage of an illness but not restricted to fever; are in the first 24 hours of antibiotic treatment; have a cough accompanied by green or yellow mucus; have vomited during the night; have had persistent diarrhea; have signs of conjunctivitis; have excessive nasal discharge; or other indications, should stay home for their wellness and that of other students and staff until he/she has been free from symptoms for 24 hours.

## HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended. \*And remember, the best way to prevent the spread of infection is through good hand washing\* Children with the following symptoms or illness should be kept home (excluded) from school:

### **SYMPTOMS Child Must stay at Home:**

DIARRHEA frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine- if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet

FEVER with behavior change or other illness- A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.

When the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. Child must be fever free for 24 hrs before returning to school

"FLU-LIKE" SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea

For at least 24 hours after the fever is gone, without the use of medicine that reduces the fever

COUGHING Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment

If severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary

RASH WITH FEVER Note: Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated

VOMITING- Throwing up two or more times in the past 24 hrs - until vomiting stops for 24 hr period or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration

\*Student may attend programming if student has Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough, if they are able to take part in activities. Please keep child at home if symptoms are severe. This includes fever and if the child is not acting normally and/or has trouble breathing.

### **Lost Children and Emergency Protocols:**

In the unlikely event that a child becomes lost or separated from a group, the director will be notified immediately and all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

### **Transportation from the Trailhead:**

All transportation of children will be on the Mountain Express bus service. Camps utilizing bus service will notify parents during registration process. Students riding busses shall remain seated at all times while the vehicle is moving. Teachers/counselors will supervise children closely. Any group "off-campus" shall have a cellular phone or other device capable of two-way communication, a first-aid kit, a daily itinerary (with a copy left at the Museum), full contact information for each student in hard-copy, the Emergency Action Plan, and any required medicals (epi-pens, medications, doctor information, etc. (to be carried by the Lead Teacher/Counselor.)

### **Riding the Mountain Express Bus:**

When utilizing the Mountain Express busses, students are to get on the bus in a single file line, one at a time, and sit in the back of the bus. Students must remain seated at all times. No food or drink is permitted on the bus. Students must keep all their belongings in their lap. Teachers/counselors will sit in front of the children and monitor safety. Once the bus is stopped, children will walk in a single file line and wait in a designated area for all participants. Staff will check bus to make sure all children and belongings are accounted for.

When walking down the road, we walk in a single file line on the sidewalk. When there is no sidewalk, students will be instructed to follow the trail or teacher in a single file line and stay together in a group. We will stop at all stop signs and make sure the entire group is ready to continue forward before crossing roads. The teacher/counselor will be observing and counting students in public places to keep children safe at all times.

Students must be with a teacher/counselor when going to public restrooms. If a teacher/counselor is the only 1 present with a group, the whole group will go to the restroom.

### **Field trips, Television and Video Viewing:**

Parents are notified of camp itineraries during registration. Students who are enrolled in a mobile camp like “Explore, Create, Play” will utilize public transportation, parks and lands. All of our camps may have a “walking field trip” from the classroom to the museum space, public parks, library, or Jerry’s Gym depending on weather. By signing a waiver, parents/guardians are giving permission to Trailhead staff to utilize these spaces for activities, recess, and outdoor education with your children. Teachers/counselors will have all students in view at all times. Students are supervised in small groups with a ratio of no more than 10 students/1 teacher during field trips. Teachers may also have assistants, volunteers, and community support during field trips with permission. Each teacher will have a personal cell phone for emergencies only. Field trips will remain within cell phone reception at all times and will notify the Trailhead Director when changing locations.

The museum does not have a standard television or video viewing time, but may from time to time use high-quality, prescreened, educational videos as a learning supplement or conversation starter.

### **Releasing children to authorized individuals:**

Children shall only be released to persons authorized on the program waiver form, or on a handwritten note signed by a parent in front of Museum Staff. If any person who is not authorized to pick up a child from the school attempts to do so, first the parent will be contacted via the phone for verbal confirmation. If the individual does not have permission to pick up the child, staff should call 911 immediately.

### **In the event that a parent/authorized person doesn't show up for pick up:**

If a child is left over 10 minutes without a parent notifying the museum or teacher, we will let the director know of the situation. The attending staff will stay with the child and we will attempt to contact the child's parents at home and/or at work. If they are not able to be reached, the teacher or director attempts to contact the emergency contacts that the parent has consented to release the child to. If all emergency contacts are not reachable after 1 hour the teacher/director will contact the Crested Butte Marshal's office at (970) 349-5231.

### **Children who arrive late to the center and their class/group is away from the center on a field trip or excursion:**

The Trailhead will make all possible accommodations to keep children in their registered class, but instances will occur that require groups to leave the museum before all children are present. In this instance, parents will be contacted with the hope that the tardy child can meet the group at the designated camp location. If this is not possible, the child will be placed in a similar program at the Museum. In rare cases where there is no comparable class or space in a concurrent class, the child's parents may be asked to make other arrangements for care. Note that, according to our refunds policy, no refunds will be given for day-of cancellations.

### **Notifying parents or guardians when a program will no longer be able to serve children:**

If a program does not meet the minimum enrollment requirement or for any other reason a program has to be canceled, staff will notify parents via email and phone call immediately. Parents/guardians will receive a refund for the remainder of the program. Depending on the age of the child and the programs offered at that time, the parent or caregiver may choose to enroll the child in another program and may use that refund as credit.

### **Withdrawing from a Program:**

Parents/Guardians may withdraw a child from a program at any time. Please review the Cancellation Policy above and notify our staff with your intentions.

## **Administering children's medicines:**

Prescription and non-prescription medications must be brought in the original container with your child's name on it. You must also bring in a copy of the prescription signed by the doctor (this includes over the counter medications, as well.) Otherwise, parents/caregivers may choose to come in and administer the medication to the child. Staff members giving medications to children must be delegated by a nurse and have had proper training in medicine administration. Parents must fill out a medication administration form giving permission for staff to administer any medications. An individual form must be filled out for each incident. The medications will be kept out of children's reach in a locked closet at the Trailhead (do not put medicines in your child's lunch box) and returned to you at pick up time.

Staff will fill out a medication administration form to record when and how much medication was given.

## **Children's personal belongings and money:**

Children's personal belongings should remain in their cubby or backpack. Please take all items home every day. Our programming varies daily so it is very important to start the day fresh with clean cubbies and storage spaces. Sometimes, due to volume or space constraints, children may be asked to share a cubby, so please bring bags to help keep their belongings organized. Children should refrain from bringing toys or money to the the museum and Trailhead programs. The museum has a large collection of toys that everyone can use. Personal artifacts can cause possessiveness between students and can potentially be lost or left with other toys. Exemptions may be made for a "comfort stuffy" on a case-by-case basis. The Trailhead is not responsible for lost or stolen items.

Lost And Found- The Trailhead Children's Museum has a Lost And Found Container for all items that are left, misplaced, or lost. Fill free to call the museum or check the container at any time for lost items. The museum does clean out the container at the beginning of each new season and donates salvageable items to thrift stores or goodwill.

## **Meals and snacks:**

Except on special occasions, such as Night at the Museum or Family Art Night, et al. the Trailhead does not provide food. Please pack enough food to keep your child full and happy for as long as they are at the Museum or in camp programs. We ask you to bring nutritious snacks (ex. fruit and protein or veggie and carbohydrate) to be used for our morning and afternoon snack. We also require you to provide your child's lunch for full day programs. Because we believe that a child's overall development is important, we ask that you send a variety of

nutritious items in your child’s lunch. We will re-heat items for you if your child’s class is at the museum. We do not refrigerate items for students. Please pack your child’s lunchbox with an ice pack. We recommend that you purchase small reusable containers, labeled with your child’s name. This way we can send home any uneaten portion so that you know what your child is eating. If you send a treat item, the teachers will ask your child to eat his/her “growing food” first, and then if they have room they may eat the special treat.

**Visitors in Camp Programs:**

On special occasions, The Trailhead Children’s Museum may have outside visitors bringing a variety of educational enrichment to the museum or programming. Visitors are from credible and professional sources with the intent to provide insight and education on art, science, and outdoor education and activities. Some examples include The Forest Service, College Clubs like the Chemistry Club, local artists, and more. Visitors must pre-arrange the visit with the Program or Executive Director and provide lesson plans, examples, and/or collaborate on projects with the Trailhead staff. If parents would like to visit during programming, please notify staff to organize the proper time and place in order to not disrupt the class.

**Filing a complaint about child care at The Trailhead Children’s Museum:**

How do I contact Child Care Licensing?

The Colorado Dept of Human Services

1575 Sherman Street

Denver, CO 80203-1714

- To review provider files.....303-866-5088
- To report licensing violations.....303-866-5958
- To obtain licensing information.....303-866-5958 or 1-800-799-5876
- Fax Number.....303-866-4453

Most recent copies of Fire, Health and Zoning available upon request.

## **Reporting child abuse:**

All Staff members are required to read and sign a statement clearly defining child abuse and neglect pursuant to state law. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

To report known or suspected child abuse call the Gunnison County Department of Social Services at 641-3244.

## **Emergency Transportation:**

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **Emergency Telephone Numbers:**

Emergency- Dial 911

Gunnison Valley Health Mountain Clinic- (970) 349-0321

Gunnison Valley Health Hospital- (970) 641-1456

Crested Butte Fire Department- (970) 349-5333

Crested Butte Marshall's Office- (970) 349-5231

Mt. Crested Butte Police Department- (970) 349-6516

Gunnison Public Health Department- (970) 641-0209

Rocky Mountain Poison Control- 1-800-222-1222

## **Reporting Communicable Illnesses:**

In the event that a child has a communicable illness, a staff member will call and report the communicable illness to the local, health department pursuant to regulations of the State Department of Public Health and Environment.

### **Procedure for Closing & Insuring Pickup:**

All programs will meet back at the Trailhead Children's Museum for pick up.

Teachers/Counselors will have a roster that parents/caregivers must sign when picking up the child. The pick up person must be authorized to take the child with them. After all children are picked up by the authorized individuals, staff will help clean, maintain, and organize the facilities. Daily rosters are filed at the Front Desk.