

CHILSON

Recreation & Senior Center

Childcare

Parent & Family Handbook



CITY OF LOVELAND Parks & Recreation Department
Chilson Recreation Center
700 E. Fourth Street
Loveland, CO 80537

Last Updated August 2024

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Section 1: Program Information

Program Description

The Chilson's Drop-in Childcare program takes great pride in offering quality childcare services, while you enjoy the variety of programs and amenities that the Chilson Center has to offer.

Contact Information

Senior Recreation Coordinator (Program Supervisor): Jen Herron. Call (970) 962-2487 or email jennifer.herron@cityofloveland.org with questions regarding program hours, comments, questions, or concerns.

Childcare Room Call (970) 962-2466 for questions regarding current space availability & infant reservations (ages 3 – 7 month).

Chilson Center Front Desk: Call (970) 962-2458 for general childcare questions.

Hours of Operation

Monday – Thursday: 8:45A – 1:30P & 4:00 – 7:00P

Friday: 8:45A – 1:30P

Saturday: 9:00A – 12:00P (Sept – May only)

Age Requirements

Ages 3 months – 8 years.

Fees

Daily Fee: \$3.50

10- Visit Pass: \$31.50

Upgrade your Annual Pass: \$90 for 1st child; \$60 each additional child

Monthly Billing Add On Options:

Initial 2 Month Payment

- \$15 (1st Child); \$10 (2nd+))

Monthly Payment

- \$7.50 (1st Child); \$5.00 (2nd+))

All payment (daily pass, 10-visit pass, upgrading memberships, etc.) must be done at the Chilson Front Desk. The childcare room is unable to accept payment for childcare services.

Staff Qualifications

All program staff are at least 14 years old with demonstrated experience working with children in childcare, babysitting and/or volunteer experience. All program staff receive formal training prior to beginning their positions. All childcare employees receive the following trainings & certifications:

- Infant/Child/Adult First Aid & CPR
- Recognition & Reporting of Child Abuse & Neglect
- Injury Prevention for Child Care Centers
- Disaster Preparedness and Emergency Response (FEMA)
- Guiding with Development in Mind
- Building & Physical Premises Training
- Chilson Emergency Training
- Proper Diaper Changing Procedure

Section 2: Program Policies

Time Limit

Children may be dropped of at the Chilson Childcare room for a maximum of 2 hours/day.

Reservations

Reservations are **required** for infants 3 – 7 months old and are accepted up to 7 days in advance. To make a reservation, please call the childcare room **during** child care hours: 970-962-2466. The front desk is unable to make reservations outside of child care hours.

A one-hour advance notice is needed to make or cancel infant reservations for the same day. Infant reservations are based on child to staff ratios. A total of 2 infants will be accepted at any given time.

Staff to Child Ratios

Currently, our staff to child ratio is 1:8 (children ages 8 months – 8 years). When infants (ages 3-7 months) are scheduled for a reservation, child care staff will drop the ratio to 1:6. For the most part, 2 staff are scheduled at all times, meaning the maximum capacity is 16 regularly and 12 when infants are onsite. Ratios may be adjusted based on staffing levels.

Signing In

Parent/guardian or person in charge is required to sign children in and out at each visit. (A person in charge is defined as an immediate family member who is 18 years of age or older, i.e. brother, sister, aunt, uncle, grandparent of child, etc).

Returning Guests: sign in at the check-in desk inside the childcare room by filling out the required fields on the sign in/out clipboard. If a parent wishes for his/her spouse to pick-up the children, they must add their name to the sign in clipboard with their own. A photo ID will be required for all spouses picking-up that were not there at drop-off. ****One parent/guardian must remain inside of Chilson at all times while a child is in childcare.**

New Guests: along with signing in on the check-in clipboard (same process as returning guests), new guests will also need to complete an emergency form for each child attending the childcare room. The emergency forms do not give permission to anyone else other than the parent/guardian or person in

charge to pick-up the child. The form is for emergency contact information only in the case of an injury (to child or guest using the Chilson facility) or emergency.

Policy Form: All new guests will receive a policy form that a childcare staff member will review with them. New guests must initial at the bottom of the emergency form stating that a childcare staff member has reviewed this information with them.

Signing Out

The parent must sign their child out on the sign in/out clipboard with the time that they are leaving Chilson. childcare staff will confirm pick-up by verifying the name on the sign-in clipboard (when the child was dropped off) with proof of photo identification provided by the parent/guardian/person in charge. As childcare staff gets to know you and your children, photo ID may not be required. *Please plan to always have a photo ID as childcare staff may not always work the same shift.*

Waitlist

In order to maintain our 1:8 or 1:6 (with infants), we may need to start a waitlist during peak periods. Childcare staff will do their best to estimate the time for the next available space although it may not be guaranteed.

Shoes

Shoes are required (or socks/booties for infants) at all time while inside the childcare room. When snow/rain boots are worn, please send an extra pair of shoes to be worn while in the childcare room. Sandals are allowed only if they contain a back strap. Flip Flops without an ankle strap are not allowed.

Personal Items

Items from home such as stuffed animals, dolls, or toys will not be allowed in childcare.

Labeling Belongings

Please label all personal belongings, extra clothes, diaper bags, sippy cups/bottles, etc. that will remain in the childcare room. A sharpie will be available to label items if needed.

Food/Drinks

Food/snacks are not permitted in childcare. Infant bottles, sippy cups & water bottles (with lids) are allowed and should be clearly labeled on the outside. Glass bottles are not accepted. Milk, formula, water or clear/yellow juice (such as apple/pear) are allowed. **No dark colored drinks (such as grape, cranberry, or plum) or soda is allowed.** Water bottles can be refilled outside of the childcare room prior to entry.

Diapers/Clothing

The use of disposable diapers is required for sanitary and health purposes. Childcare staff will change diapers as needed at our changing station located inside the childcare room. Parents can request to be notified when a change is needed if preferred. You must provide your own diapers and wipes. Childcare does not have extra diapers or wipes. If a change is needed and there are no diapers/wipes in the child's diaper bag, parents will be paged to come and get their child as we cannot leave them wet/soiled.

If a child at any time soaks or soils clothing, parents will be paged to take care of clean up and changing clothes. Parents must put soiled clothes in a separate bag or we can provide a plastic garbage bag. No parent can leave soiled/soaked clothes of any kind on a child.

Please note:

Children in diapers, pull-ups, swimsuits or leotards must have clothing over them (such as pants, shorts, etc.). Shirts are required at all times even if wearing overall pants/shorts.

Storing Items

Due to safety concerns and limited space in the childcare room, we cannot store empty car seats, strollers, child carriers or similar equipment during your use of the Chilson Center. Please plan to store these items in your vehicle.

Healthy Environment

The childcare staff make every effort to ensure a safe and healthy environment for all children. To that end, the staff reserves the right to deny services to children who have signs or symptoms of illness (including symptoms of COVID-19: fever, cough, runny nose, etc.).

Please see the “How sick is too sick?” public guidance document from the Colorado Department of Public Health & Environment on page 9 for illness specific exclusion information.

Medications

For the safety of the children in childcare, NO medications are allowed in the childcare room. Please make sure that all medications are removed from any personal bags or diaper bags prior to entering the childcare area. If your child requires an emergency medication (inhaler, epi-pen, etc.), parents must notify childcare staff upon drop-off. Childcare staff will confirm the phone number to reach you at if any questions or concerns arise while the child is in the childcare room.

If a child needs routine medication during the time they are inside the childcare room, it is the responsibility of the parent to return to the childcare room to administer the medication.

Under no circumstances will a childcare staff administer emergency, routine, or over-the-counter medication to a child in childcare.

Discipline

Children are expected to behave appropriately for their age. Childcare staff will utilize positive guidance strategies in order to cultivate positive child, staff and family relationships. Childcare staff will make every effort to give positive reinforcement for good behavior and encourage children to learn acceptable behavior. Should behavior modification strategies need to be addressed, child care staff will implement teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competence in all children.

If techniques are unsuccessful and a child continues to display behavior challenges, parents will be paged so that they may handle the situation or pick-up their child(ren).

Paging Parents

Occasionally, children may require individual or parental attention. Staff will attempt to comfort child(ren) for a maximum of 15 minutes once parent/guardians leave the childcare room. After that time, parents/guardians will be paged to pick-up their child(ren).

Emergencies

In case of an emergency evacuation such as a fire, parents should **NOT** go to the childcare room. Please use the nearest exit, and meet your child on the west side of the facility in front of the benches by the lagoon. The childcare staff will evacuate your child to this area. In the case of inclement weather, staff will take your child into the library. If you have any questions or concerns about the evacuation plan, please talk to the childcare staff.



COLORADO
Department of Public
Health & Environment

Communicable Disease

How sick is too sick?

Public guidance document

This document outlines guidance for routine decisions about when children and staff should stay home from school or child care. There may be situations where public health determines more stringent return-to-school requirements.

There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness on this list, and staying home is required.

When to seek emergency medical attention

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

These are not all possible indications of a medical emergency. Call 9-1-1 or your health care provider for any other symptoms that are severe or concerning to you.

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Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director



The contents of this document are not to be altered without the express permission of the Department.

Guidance for symptoms not due to a specific disease	Child or staff must stay home?
<p>Severe or new cough</p>	<p>Yes - Severe cough is often present in people with infectious respiratory illness. A person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing (if new or worsening from baseline) should not attend school or child care and should talk to a health care provider.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>Students and staff may return to school following discussion with a health care provider, even if the cough is not fully resolved.</p>
<p>Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine</p>	<p>Yes - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<p>Fever Fever is a temperature of 100.4° F or greater. Babies who are 3 months or younger need to see a health care provider right away for a fever of 100° F or higher. Call your health care provider for any fever in an infant aged 6 months or younger.</p>	<p>Yes - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever-reducing medications unless the fever is caused by an illness that requires them to stay home longer.</p> <p>If the fever is consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>A temporary, elevated temperature due to overexertion or overdress, without other symptoms of illness, should not be considered a fever.</p> <p>For more information about fever, read Children's Hospital Colorado's recommendations on fever care for children.</p>
<p>Flu-like symptoms Fever with sore throat or cough</p> <p>Other flu symptoms can include runny nose, congestion, fatigue, body aches, vomiting and diarrhea.</p>	<p>Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a health care provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>



Guidance for symptoms not due to a specific disease	Child or staff must stay home?
Vomiting	<p>Yes - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person’s baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p>



Guidance for specific diagnosed illnesses	Child or staff must stay home?
Chicken Pox	Yes - Exclude until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no new lesions within 24-hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - Children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Practice good hand hygiene.
COVID-19 (clinical diagnosis, symptoms after known exposure without testing, or a positive diagnostic test)	<p>Yes - Children and staff who have suspected COVID-19 (have symptoms following a known exposure) or who have been diagnosed with COVID-19 must be excluded and follow CDC's isolation guidance.</p> <p>If a COVID-19 test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the COVID-19 test is negative and the illness is not explained by a new illness or a known chronic condition, the person may return to school as long as all symptoms are improving and fever, diarrhea, and vomiting have been fully resolved for 24 hours.</p>
Fifth's Disease (parvovirus)	No - The illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - Exclusion is not necessary unless the child or adult meets other exclusion criteria, is drooling uncontrollably, and has mouth sores or is not able to take part in usual activities.
Head Lice or Scabies	Yes - Children and staff may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga Toxin-Producing E. coli	Yes - Children and staff may return to school or child care when cleared by the health department.
Herpes	No - Exclusion is not necessary unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	Yes - Children and adults need to stay home until 24 hours after antibiotic treatment has started.
Influenza	Yes - Children and staff should stay home until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.



Guidance for specific diagnosed illnesses	Child or staff must stay home?
Norovirus	Yes - Exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea. During an outbreak, exclusion may be increased to 72 hours after the last episode of vomiting and/or diarrhea.
Ringworm	Yes - Children may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment. Keep the area covered for the first three days if participating in activities with person to person contact.
Roseola	No - Exclusion is not necessary unless there is a fever or behavior changes.
Croup, RSV (Respiratory Syncytial Virus)	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours. During an outbreak or when case rates are high, exclusion times may be increased to protect hospital capacity.
Strep Throat	Yes - Exclude for 12 hours after starting antibiotics.
Other vaccine-preventable diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast infections Thrush or Candida diaper rash	No - Follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines). Public health consultation may be necessary.

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.
Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.
Colorado Department of Public Health and Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. September 2023.

