You must register, pay, and submit this packet and any supplementary documentation BEFORE children may attend.
Submission of this packet does NOT complete registration.
5-day notice is required to receive a credit or refund.
We reserve the right to terminate the childcare contract.
Register and complete paperwork online @ https://durangoco.gov/495/Gametime-Childcare

Important Phone Numbers:
Gametime Cell Phones: 970-759-6716 (#1) & 970-759-6405 (#2)
Supervisor: Guthrie Hardesty 970-764-5537 Guthrie.Hardesty@DurangoCO.gov
Recreation Specialist: Allie Wilder 970-764-5573 Allie.Wilder@DurangoCO.gov

CCCAP Provider

Revised: 3/05/24
**Purpose:**
The purpose of the Durango Parks and Recreation Gametime Program is to provide children the opportunity to form new relationships and try new things while participating in various activities in a well supervised, safe, and supportive environment.

**Philosophy:**
We believe that each child is unique and will bring their own personalities and interests to the program. It will be the goal of each leader to coordinate group dynamics so that each child will fully maximize their qualities and reach their full potential. While we will follow each week’s schedule of activities, the children will have ample time to explore, imagine and create their own fun, while meeting new friends and practicing appropriate socialization skills. Our main objective is to provide a safe, healthy, and nurturing environment for the children, while allowing parents to feel comfortable knowing that their children will be cared for in a professional and compassionate way.

**Information:**
- Children ages 5-15 years
- Meets in the Twilight Room, Babysitting Room, and Gym 1 at the Recreation Center.
- Transportation is available for Afterschool and must be coordinated in advance.
- Gametime activities include arts and crafts, reading, cooking class, science projects, group games, board games, sensory play, open gym, swimming, climbing wall, gymnastics, playground, and field trips, within CDC and CDPHE guidelines.
- Gametime activities are child focused and messy. Children are playing outside in snow, mud, and grass. Children are also using and playing with paint, glue, slime, face paint, and other fun, age appropriate and messy materials. Please dress your child accordingly and/or provide a change of clothes if necessary.

**Fees & Times:**
Afterschool Gametime - $15/child: Tuesday - Friday from 3:00pm - 5:30pm
Early Release Mondays - $19/child: 2:00-5:30pm
Full-Day and Summer Gametime - $29/child: 7:30am – 5:30pm
*No Afterschool or Full-Day Gametime on federally observed holidays.
*No Afterschool Gametime on non-holidays that children are not in school such as 9-R Professional Development days. Please enroll in our Full-Day program for days that school is not in session. View all available Full-Days and register at [https://www.durangogov.org/495/Gametime-Childcare](https://www.durangogov.org/495/Gametime-Childcare)

**Drop off & Pick-up:**
Please be sure to sign your child in and out every day. Staff will sign in your child if they are taking the bus from school. If you need to drop off your child late, or need to pick up early, please call the Gametime Cell Phone for the location where your child attends (posted on all doors).
*Children will be released only to a parent/guardian or alternate person listed on the Child Information Form. Identification is required at pickup.
*Children will not be released to other persons unless designated by the parent/guardian with written authorization and with proper identification.

**Late Pick-Up:**
A late charge of $5.00 per 15 minutes per child will be assessed for children not picked up by 5:30pm. If we do not receive a call from parents within 30 minutes after we close and we are unable to reach an emergency contact person, the local authorities will be notified. Persistent, late pick-ups may result in suspension and/or withdrawal from Gametime. We reserve the right to terminate the childcare contract.
**Discipline Policy:**
Keeping children actively involved in meaningful and fun activities generally creates an environment in which problems are few and minor. However, in situations where rules are not followed, leaders will utilize the following procedures. **Behavioral incidents are documented:** Staff will document to maintain a written accounting of problems and patterns. **Correction:** Child is reminded of the rules and is asked once again to follow them. **Safe Place:** Child is asked to “sit out” as a cooling off and calming down period. **Communication with Parents:** Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the day. **Suspension/Withdrawal:** Serious or continuing problems may result in either a behavioral plan, suspension and/or immediate withdrawal. We reserve the right to terminate the childcare contract.

**Medical Emergencies:**
In case of a medical emergency, every effort will be made to reach the parents. If the parents cannot be reached, we will try the emergency numbers the parents have listed on the Child Information Form. Emergency medical treatment by professionals will be given when all efforts to reach parents or guardians have failed. Children will be transported by emergency ambulance to the closest medical facility. In a life-threatening emergency, EMS will be called immediately.

**Illness:**
We require that parents keep their children home when they are sick and/or show any signs or symptoms of illness. If a child comes to the program ill or becomes ill during the day, the parents will be asked to pick up their child immediately. Ill children will be isolated, to the best of the staff’s ability, from others in the program until they are picked up. We will notify San Juan Basin Health Department if any child has attended our program and has been diagnosed with a communicable disease.

**24 Hour Rule:**
If a child is sent home due to fever of 100.4 degrees or greater, vomiting two or more times, or diarrhea two or more times, they may not return the day after being sent home. They may return after being symptom free, and without the use of medication, for 24 hours.

**Medication:**
If a child needs to take medication which must be dispensed at Gametime or requires medication in the event of an emergency (i.e., food allergy, asthma, Epi-pen), the child’s physician must complete the medication form. The form must be submitted and reviewed by our Nurse Practitioner and staff before the child may attend Gametime. We are unable to administer any over-the-counter medication unless it is listed on the medication form. State law forbids us from applying anything except soap, water, and a Band-Aid to any open wound.

**Sick Policy:**
Please do not bring your child to Gametime if they are sick or have any symptoms. Children will be excluded from Gametime if the illness prevents the child from participating in activities, increases risk of transmission to others, and/or if the illness requires more care than staff are able to provide.

**Exclusion is Necessary:**
**COVID 19:** If child has any symptoms; cough, shortness of breath, difficulty breathing, fever over 100.4 degrees, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, diarrhea.
**Chicken Pox:** Until blisters have dried and crusted.
**Conjunctivitis (pink eye):** May return 24 hours after treatment has been started.
**Coughing:** If it is severe, uncontrolled or has difficulty in breathing.
**Croup:** A doctor note with diagnosis and treatment is necessary to return.
**Diarrhea:** If it is not contained and until 24 hours from doctor stating the cause and that it is not contagious.
Norovirus: May return after at least 24 hours have passed since the vomiting and diarrhea symptoms ended.

Salmonella: May return after at least 24 hours have passed since the vomiting and diarrhea symptoms ended.

Shigella: Return after at least 24 hours have passed since the vomiting and diarrhea symptoms ended.

E. coli: Return after at least 24 hours have passed since the vomiting and diarrhea symptoms ended.

Fever: If the fever is equal to or greater than 100.4 degrees F. Must be fever free for 24 hours.

Head Lice: Until treatment has been completed.

Hepatitis A: Until one week after onset of illness or jaundice.

Herpes: If mouth sores are oozing and cannot be covered.

Impetigo: Until 24 hours after treatment starts.

Rash (body), Ringworm, Roseola and RSV: A doctor’s note with diagnosis and treatment is necessary to return.

Vomiting: Exclusion for children who have 2 or more episodes of vomiting in the past 24 hours. Child must be excluded for 24 hours AFTER last episode of vomiting.

*Additional foodborne illnesses: Requires a doctor’s note specifying individuals as free of illness before being able to return.

Exclusion not Necessary:

Coxsackie virus: If child can participate in activities.

Ear Infection: Unless child has a fever equal to or greater than 100.4 degrees F.

Fifth’s Disease: Child is no longer contagious once rash illness appears.

Records of Immunization:
The Division of Child Care, part of the Colorado Department of Human Services, requires us to have in each registered child’s file, a copy of their immunization records. Gametime utilizes the Colorado Immunization Information System (CIIS), a confidential, secure, statewide immunization registry. If your child was not vaccinated in Colorado, you must provide proof of immunization before your child attends Gametime.

Child Abuse:
All staff of Durango Parks and Recreation is mandated by the State of Colorado to report any suspicion of child abuse. To file a statement of complaint, call The Department of Human Services at 970-382-6150 or 303-866-5948.

Children with Disabilities:
We provide services for children with disabilities, within our limitations. Durango Parks and Recreation is an inclusionary program and will not discriminate based on a child’s developmental needs or ability. We will work with the parents/guardians to try and accommodate each child based on our staff availability. Decisions to provide services to any child will be made regarding appropriateness of programming, safety, capacity based on attendance numbers, and individual needs. If children have 1 to 1 support at School, they will need 1 to 1 support at Gametime as well. All services comply with ADA Standards. If your child has disabilities or special needs, please contact Guthrie Hardesty at 970-375-7313 or Guthrie.Hardesty@durangogov.org

Severe Weather:
In the event of inclement or excessively hot/cold weather, Gametime staff may vary the schedule for the safety of the kids. We ask that parents dress their children appropriately for all weather. Please send children with hats, sunglasses, pants, and long sleeves every day. Waterproof snow clothes: snow boots, snow pants, water proof coat, gloves, and a hat, are required during Winter.
Natural Disasters:
In the event of a natural disaster, Durango Parks and Recreation will call the Durango Police Department. Please call the Durango Police Department for information if you are unable to reach us at the site. If we must evacuate the Recreation Center or Chapman Hill, we will go to the closest safe building (Boys and Girls Club, La Plata County Fairgrounds, Senior Center, or the Durango High School). We will notify the Durango Police Department and parents of our location.

Lunch & Snacks:
You must send a lunch, at least 2 snacks, and a water bottle with your child for every full day of Gametime. You must send a snack with your child every day for afterschool Gametime. There is no refrigeration or microwave oven available. Please do not pack items that will spoil in the heat (unless you send them in a small cooler with an ice pack). Please inform your children they will not be allowed to share their snacks or trade snacks. Due to the high number of allergies, we may provide additional instructions on what snacks are allowed at Gametime. We do not provide snacks or beverages. We have two designated snack times per day on full days and one designated snack time per day for afterschool.

Bathing Suits:
Bathing suits and towels are needed for all children on designated swim days. Kids may have a swim day each week. Please clearly write your child’s name on the tags of the bathing suit and towel. If your child does not have a bathing suit, they may not get to participate in the swim day.

Footwear:
We suggest sending your child in sneakers or other shoes with a closed toe and heel due to the numerous activities throughout the day. Please no flip flops or sandals.

Wheels:
Please do NOT send your child with wheeled toys. Helmets are REQUIRED at Gametime for children using any type of wheeled equipment including but not limited to: Heelys/wheeled shoes, scooters, skateboards, roller skates etc. Gametime does not provide helmets. If a child does not have a helmet, they will be asked to put away their wheeled sports equipment for the rest of the day.

Personal Belongings:
Please do NOT send your child with toys. Durango Parks and Recreation is not responsible for any damage that may occur and/or loss of any electronics or toys. Please see the personal electronic device permission form on page 11 to authorize personal electronic devices that you wish for your child to carry. Gametime Staff reserve the right to revoke personal electronic device authorization at any time due to safety or behavioral concerns. Please do NOT send your child with money. If your child does bring money, they will be asked to put it away in a safe place, or the leaders will hold it until pick-up. Children will not be allowed to use the vending machines.

Lost and Found:
We will have a lost and found bin. It is the responsibility of your child to keep track of their belongings. Speak to your child about the importance of making sure they have all their belongings. Please label all belongings.

Sunscreen:
Please be sure to send sunscreen (labeled with their name) with your child every day. If your child does not have sunscreen, we will provide some upon parent/guardian written approval. Sunscreen will be applied regularly & repeatedly every day. Please take extra precautions and send children with additional sun protection. Items such as a hats, sunglasses, pants, and long sleeves are strongly encouraged.
Schedules:
Schedules are available at the sign-in station every day. Weekly schedules will be adhered to and state where the children will be through the course of the day. Schedules may change due to various circumstances. Please call the Gametime Cell Phone with any questions (posted on all doors).

Lost Children:
In the event of a lost child, Durango Parks and Recreation will contact the local authorities and contact the parents. The children in our program will be educated on what to do if they become lost. Children will remain in one location and call local authorities at 911. Gametime staff is thoroughly trained on how to properly account for all children consistently throughout the programs’ duration (i.e., taking roll often, constant headcount, keeping children between themselves and another leader, etc.).

Visitors:
Visitors are not allowed at any facilities at this time. Thank you for understanding. Any additional support Staff is required to sign in and out of our Daily Visitor Log.

Transportation:
Durango Parks and Recreation has two buses and two minivans. Children will be transported to scheduled activities by a trained, licensed staff member. All children must wear a seat belt at all times. For Afterschool Gametime, you must register each child with 9-R Transportation. For questions please call the Bus Barn at 970-247-5335. Register at this link: Transportation – Transportation – Durango School District 9-R (durangoschools.org)

Cancelation Policy:
If your child is not attending Gametime you must cancel 5 days prior to the date to receive a credit or refund. Please contact Guthrie Hardesty at Guthrie.Hardesty@durangogov.org or 970-375-7313 if your child is NOT attending Gametime any day they were scheduled.

Parent Input:
Durango Parks and Recreation wants you to know how important it is for our program to have your input. Please feel free to discuss any ideas or concerns you may have about our Gametime program. To file a complaint with the Colorado Department of Human Services, Division of Child Care please contact, Department of Human Services 1575 Sherman Street, Denver, Colorado, 80203 or 303-866-5958.
Please sign and return this page to the Durango Community Recreation Center along with the Child Care Information Form for your child(ren).

All documentation must be submitted before your child(ren) will be allowed to attend Gametime.

Submission of this packet does NOT complete the registration process. You must register and pay for dates before your child(ren) will be allowed to attend Gametime.

We reserve the right to terminate the childcare contract.

I acknowledge that I have read and understand the information provided to me in the Gametime Parent Packet.

I acknowledge that I have been given the opportunity to ask questions.

I agree to the policies and procedures outlined in this packet.

Signature ______________________________________________________________

Printed Name __________________________________________________________

Date __________________________________________________________________

Afterschool Gametime Transportation

Durango 9-R Bus Barn Registration

I understand it is my responsibility to either provide transportation to the Recreation Center or make all arrangements in advance for my child to use 9-R buses. We strongly encourage you to communicate with your child, their teacher, and their school any day they are attending Gametime. I have made all arrangements AND completed the registration with 9-R, for each child riding school buses.

Signature ______________________________________________________________

For Afterschool Gametime, you must register each child with 9-R Transportation. For questions please call the Bus Barn at 970-247-5335. Register at this link: Transportation – Transportation – Durango School District 9-R (durangoschools.org)

Revised: 3/05/24
CHILD CARE INFORMATION FORM

*ALL sections of this packet must be completed prior to attendance*
*Submission of this packet does NOT constitute registration for Gametime*

Child’s Name___________________________________________ DOB_______ Age_____ Grade (2023-2024) _____

School____________________________________ Child’s Address________________________________________________________

Guardian/Mother’s Name________________________________________________________

Cell #________________________________________________________

Work #________________________________________________________

Name of & Work Address________________________________________

Email: ____________________________________________________________________

Guardian/Father’s Name______________________________________________________

Cell #________________________________________________________

Work #________________________________________________________

Name of & Work Address________________________________________

Email: ____________________________________________________________________

PICK-UP AUTHORIZATION & EMERGENCY CONTACTS

OTHER THAN PARENT/GUARDIAN *MUST BE OVER THE AGE OF 18

Name________________________________________________________________________

Relationship____________________________ Phone #________________________________

Name________________________________________________________________________

Relationship____________________________ Phone #________________________________

Name________________________________________________________________________

Relationship____________________________ Phone #________________________________

Name________________________________________________________________________

Relationship____________________________ Phone #________________________________

*Persons not listed on this form will NOT be allowed to pick up your child!*

*ID IS REQUIRED AT PICK-UP!*
MEDICAL INFORMATION

All medications, including those self-administered (such as an inhaler) must have an attached administration plan signed by both the prescribing Physician and the parent/guardian. This plan must be submitted before your child may attend Gametime.

Family Doctor (Name/Address/Phone) ____________________________________________________

Dentist (Name/Address/Phone) _________________________________________________________

Hospital of choice (Name/Address/Phone) _______________________________________________

Medical Conditions, Disabilities, or Special Needs (Check all that apply):

☐ None  ☐ Medical Restrictions
☐ Food Allergies  ☐ Chronic Medical Conditions
☐ Other Allergies  ☐ ADD/ADHD
☐ Other Food Restrictions  ☐ Physically Disabled
☐ Self Administered Medications  ☐ Developmentally Disabled
☐ Other Medications  ☐ Emotionally Disabled

Autism Spectrum Disorder
☐ 1 to 1 Aide at School
☐ Individual Education Plan (Please Share)

Please list all allergies, medical restrictions, medications, or chronic medical conditions indicated above. A care plan must be submitted in addition to this packet before attending:
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

I hereby give permission to Parks and Recreation Staff to secure emergency medical and/or surgical treatment for the above-named minor child while in the care of the Gametime Program and that all expenses of such procedures/care will be accepted by the parent(s)/guardian(s). If I, the above listed emergency contact person(s), or the listed family physician cannot be reached in an emergency, I hereby give my permission to the physician selected by Durango Parks and Recreation staff to hospitalize and secure proper treatment. I feel my child is/are in good health, except as noted by me, and will not have any problem attending and participating in all the Gametime Program activities. I was given, read and understand all Gametime payment plans and fees. I was given, read and understand all Gametime Policy & Procedures and Registration Forms. I have discussed these expectations with my child, and we agree to abide by these policies.

X

Parent Signature

Date

Medical Transport & Treatment Permission

In case of serious illness or injury when neither parent can be reached will you allow your child to be transported to the doctor or hospital by an employee and/or an Emergency Contact Person listed above:

☐ Yes: I give my written permission for transport and treatment.

☐ No: I do not give my written permission for transport and treatment.
Sunscreen Permission

Your child’s Gametime Leader will assist with applying sunscreen to bare surfaces, including the face, tops of ears, bare shoulders, arms, legs, and feet, 15-30 minutes before outside activities. Sunscreen will not be applied to any broken skin, or if a skin reaction is observed. Any skin reactions observed by the staff will be reported promptly to the parent/guardian. If desired, it is the parent’s responsibility to provide sunscreen with a minimum of SPF 15, and it must have the child’s name written clearly on the outside.

0 Yes: my child may use the sunscreen provided by Gametime.

0 No: my child may NOT use any sunscreen other than the one I have provided.

Field Trip Permission

My child has my permission to go on all field trips offered by Durango Parks and Recreation and to be transported via bus, minibus, or van. I feel my child is in good health and will not have any problems attending the Durango Parks and Recreation programs field trips. I waive and release all rights and claims for damages I or my child may have against Durango Parks and Recreation and its representatives/employees for all injuries suffered at the designated activity. The city uses a 15-passenger minibus, 7 passenger mini vans, and 9-R school district buses. Gametime Staff members with valid driver’s licenses will drive vans and minibuses.

0 Yes: I give permission for my child to attend Gametime Field Trips.

0 No: I do not give permission for my child to attend Gametime Field Trips.

Photo Release

To document and promote Gametime activities, staff may photograph Gametime participants. As per Gametime policies, no photos will be taken or stored on the personal devices of staff members. I understand that my child may be photographed while engaged in Gametime activities, and I give permission for photographs to be used to publicize these activities for the Parks and Recreation Department. I further understand that the City of Durango will not distribute such photographs to other parties or entities and will limit the use of such photographs as stated herein.

0 Yes: My child may be photographed during Gametime activities

0 No: My child may NOT be photographed during Gametime activities

Movie Permission

I give permission for my child to view G and PG rated movies at Gametime. All movies will be appropriate for all ages. If you do not allow your child to watch movies, please let your director know and other activities will be offered.

0 Yes: I allow my child to watch appropriate movies at Gametime.

0 No: I do NOT allow my child to watch movies. An alternate activity will be provided.

Computer Permission

I give permission for my child play child friendly, appropriate computer games at Gametime. All computer games will be appropriate for all ages. No shooting games are allowed at Gametime at any time. Appropriate computer games are determined at the discretion of Gametime staff. If you have any concerns about particular games or gaming websites, please inform your director, Guthrie, or Allie and we would be happy to work with you to ensure that our approved list of games is kept up to date. Computer time is offered for 10 minutes at a time and then children are encouraged to choose another
activity. If you do not allow your child to play computer games, please let your director know and other activities will be offered.

O Yes: I allow my child to play appropriate computer games at Gametime.
O No: I do NOT allow my child to play computer games. An alternate activity will be provided.

**Personal Electronic Device Policy & Permission**

I give permission for my child to carry the below listed electronic device(s). I understand that Durango Parks and Recreation is not responsible for any damage that may occur and/or loss of any personal electronic device(s). I understand that the Gametime group will always be reachable via the Gametime phones, and that my child is not required to carry any kind of personal electronic devices. I understand that my child is responsible for the safe storage and use of their personal electronic device(s) and must abide by the following rules:

1. **All personal electronic devices are for PERSONAL use only.**
2. **Personal electronic devices are allowed as long as they are not a disruption.** If personal electronic devices become a disruption to the normal flow of Gametime activities, Gametime staff will ask that the device(s) in question are put away.
3. **If a child does not put away their electronic device when requested,** Gametime staff will communicate with parents/guardians and ask that the child not bring that device.

Yes, my child has permission to carry the following personal electronic device(s) at Gametime. I understand that if my child has a device not listed, they will not be allowed to use it at Gametime.

<table>
<thead>
<tr>
<th>Signature of Parent or Guardian</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Child</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Gametime Special Activity Parent Permission**

**Climbing Wall**

My Child has permission to participate in Climbing Wall activities with Gametime at the Durango Community Recreation Center. I understand that appropriate shoes are required for my child to participate in this activity. I feel my child is in good health and will not have any problems attending this Durango Parks and Recreation activity with Gametime. One climbing instructor is provided for every 6 climbers, as well as Gametime staff for supervision. The rest of the group will be provided an alternative activity until it is their turn on the Climbing Wall. I waive and release all rights and claims for damages I or my child may have against Durango Parks and Recreation and its representatives/employees for all injuries suffered at the designated activity.

__________________________  ______________________________
Child’s Name                  Signature of Parent or Guardian
Swimming Pool and Splash Pad

My Child has permission to participate in Swimming activities with Gametime at the Durango Community Recreation Center Aquatics Facility. I understand that Life Preservers (PFDs) are required for my child to participate in this activity. If able, my child may take a swim test, and upon passing, and at the discretion of Aquatics & Gametime Staff, I give permission for my child to not wear a PFD. I feel my child is in good health and will not have any problems attending this Durango Parks and Recreation activity with Gametime. Certified Lifeguards are always present in the Aquatics Facility. We maintain a ratio of one Gametime Staff member for every 10 children while in the Aquatics Facility. Those who choose not to swim will be provided an alternative activity. I waive and release all rights and claims for damages I or my child may have against Durango Parks and Recreation and its representatives/employees for all injuries suffered at the designated activity.

____________________________   ______________________________
Child’s Name                                                                 Signature of Parent or Guardian

Cooking Class

My Child has permission to participate in Cooking Class activities with Gametime at the Durango Community Recreation Center. I understand that appropriate shoes are required for my child to participate in this activity. I feel my child is in good health and will not have any problems attending this Durango Parks and Recreation activity with Gametime. I have informed Gametime staff of any allergies or food restrictions that my child has. I understand that my child will use child friendly cooking equipment during cooking class, including but not limited to: child friendly knives and cutting equipment, heat sources, and an enclosed food processor. Children will have the opportunity to eat or take home their creations from cooking class. Cooking class will be supervised at a ratio of 1 Gametime Staff Member for every 9 children in a location with a readily available first aid kit. Child friendly recipes will be chosen to allow children to learn cooking skills, develop an interest in the process of cooking, and explore new and familiar foods and participate in the planning and clean up process. Children who choose not to cook will be provided with an alternative activity. I waive and release all rights and claims for damages I or my child may have against Durango Parks and Recreation and its representatives/employees for all injuries suffered at the designated activity.

____________________________   ______________________________
Child’s Name                                                                 Signature of Parent or Guardian

Revised: 3/05/24