



18403 Longs Way Unit 107 Parker, CO 80134
Ph: (303) 841-1064 Fax: (303) 840-1085
www.kineticsyouth.com

Kinetics Policy and Procedures

Mission

Provide an active, enriching, and supportive atmosphere for school age kids that focuses on Intellectual growth and fitness.

Philosophy and Purpose

Kinetics is designed to provide children with a variety of enrichment activities that encompasses the whole child. Physical, educational, social and emotional enrichment activities will be provided in a safe, clean, energetic and encouraging atmosphere by inspiring coaches and staff members.

Ages of Children Accepted

We will accept youth between the ages of 3 and 17. There is a maximum of 80 youths during regular childcare hours and Kinetics will provide a 1 to 15 teacher/child ratio or less depending on age.

Special Needs Services

Kinetics is ADA compliant, however during registration parents are asked to discuss their special needs with an administrator to determine a development plan appropriate for their child. Kinetics will work with the child and parent to try to our best ability to accommodate special needs.

Kinetics Hours of Operation

Monday through Friday 6:30am to 7:30pm
Saturday - Sunday Private Parties

Special events can also be booked through the front desk such as Wii bowling leagues, Dance Dance Revolution leagues, Double Dutch Sessions, Basketball leagues, etc.

The center is closed for the following holidays:

4th of July
Labor Day
Memorial Day
Thanksgiving Day
Christmas Day
New Years Day.

To allow our hard working staff to go home on time, we enforce a late penalty of \$1 per minute payable in cash or check at the time you pick up your youth.

Weather

We do not follow the Douglas County School District for school closures. We will make every attempt to be here for you at 6:30am during inclement weather. However if severe weather hits and we are forced to close for the day we will leave a message on the answering machine and e-mail our opening status to the members on our email lists. If there is any question in your mind if we are open, please call the front desk to verify.

If schools are closing early for the day because of severe weather, then we will be closing as well. Parents will be called to pick up their children. Your safety and your children's safety is our primary concern.

Excessively Hot Weather Conditions:

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We encourage outdoor play and kids should come prepared to play for a short time outside unless the temperature falls below 32 degrees or goes above 95 degrees. In excessively hot weather we will provide shade and plenty of liquid for children to stay hydrated. Sunscreen will be used for all outdoor activities.

Admission and Registration

Registration is required for your child to attend Kinetics. We require that you have a registration packet filled out when dropping off your child. A short grace period is allowed to obtain medical immunization record from your physician. An annual registration fee is due at registration to cover the administrative costs of keeping files and medical information up to date and providing materials and supplies for your child.

For the safety of our members, youth may only be picked up by a person on your pick up authorization list. If a person who is not on your emergency contacts list or on your authorized pickup list attempts to pick up your child, you will be contacted immediately and the youth will not be released.

If there are times that a person who is not currently authorized needs to pick up the kids, then the Pickup Override Form will need to be faxed to you, signed and then faxed back to Kinetics.

Kinetics Costs and Additional Fees

Hourly

The hourly rate is \$8.00/ \$5.00 for additional siblings. Snacks and meals are charged separately at \$2.00 and \$3.50.

Daily

The daily rate is \$40.00. The daily rate includes hours from 6:30am to 6:30pm.
The hourly rate will be charged from 6:30pm to close

After school program

The afterschool program is \$15.00. Kinetics vans will pick up kids from school. A healthy snack and homework help is included in this cost. The afterschool program runs until 6:30. In the event you are not able to get your child before 6:30, the hourly rate will be charged from 6:30pm to close

Weekly

Weekly rates average about 190.00 per week and will vary by theme. Week long rates include 6:30am to 6:30pm. The hourly rate will be charged from 6:30pm to close
Special field trips or activities that you sign up for will be charged separately to your account.

Parties

Birthday parties can be booked through the front desk and are \$195.00 for up to 15 people. Additional guests are only \$10.00. The birthday child is free. Please see our party brochures for more information or visit the web site at www.kineticsyouth.com.

Birthday parties include:

Two hours of play time. We can organize games and activities during the party and will assist the kids in our exciting interactive video gaming area

A designated coach to lead the kids in an organized activity or gym games.

Pizza and drinks can be arranged for your convenience. Please talk to a member of our staff or fill out a party planner for the best service

Discounts will be given in the following ways:

Siblings get 10% discount on hourly, daily and weekly prices.

Refunds will be given on the following basis:

Week long program refunds:

A full refund will be given with a 2 week notice of withdrawal.

Credits are available if you call by 7am of the day of the absence.

Identifying location of youth at all times

Safety of your youth is our primary concern. At the Kinetics facility the kids will be required to check in and then pass through a security gate. No child will be allowed to leave without an authorized adult signing them out.

Within the facility

After checking in the child will be assigned to a team and coach. Coaches will call role and use name to face identification to track team members. Coaches conduct head counts periodically throughout the day. If a group leaves Kinetics for a field trip, the front desk knows where the children are at all times.

During field trips the kids will be required to wear a t-shirt identifying them as a Kinetics Kid. There will be a lead coach running each field trip with another coach helping them with the group activities. Attendance will be taken when the kids leave the facility, before and after lunch and snack breaks and again before returning to the Kinetics facility.

Lost children

While the kids are on field trips the coaches will have communication with the main facility through walkie-talkies or mobile phones. If any child can not be located at the field trip site by Kinetics staff and/or the facility's security, the police and parents will be notified immediately.

Illnesses

If children are sick with cold, flu, fever(over 100 degrees), vomiting or diarrhea or have discharge from eyes, ears, nose, mouth or skin (contagious illnesses), we ask that you keep them home. If your child develops these symptoms while at Kinetics, we will call a parent or emergency contact to pick them up immediately. Rest assured your child will have a place to rest and be taken care of until you can arrive.

Allergies, Diabetes or Asthma: If your child has medical needs that require an epi-pen, glucagon injection, or inhaler, please fill out a Care Plan Form with our front desk.

Accidents and injuries

Kinetics staff is CPR/FIRST AID and Medical Administration certified and will deal with small injuries as necessary. We will notify you immediately if the injury requires you to pick them up or if medical attention has been called in.

It is **very important** parents have updated emergency numbers on file at Kinetics. In the event of a minor emergency, we will call a parent immediately. If parents are unable to be reached, the emergency contacts will be called. If we cannot reach anyone, we transport to the specified doctor or urgent care center. In case of serious emergency we will call 911. If you have requests differing from this procedure, please inform Kinetics in writing. **Please notify the front desk immediately of changes in emergency numbers. Forms are available at the Front desk or on-line.** All injuries will be documented in your child's file.

Emergency Policies

The following policies are for individual emergencies.

Fire: The staff will evacuate the building with all the children to the designated site away from the building. Attendance will be taken by the child's lead coach as they are escorted away from the building. Fire drills will be conducted regularly so the youth do not panic and the coaches are well versed in the procedure.

Tornado: The staff will gather the children in the sport court where there are reinforced walls and no outside windows to protect them from broken glass.

Blizzard: The parents will be called to pick up the children in severe weather conditions.

Intoxicated Parents: In the event a parent arrives to pick up their children and are intoxicated, Kinetics will not release the child to the parent. The parent can choose to call a backup or we will call the emergency contact listings for them.

Security Procedures – Regarding Facility

Kinetics is equipped with security alarms, and security cameras which are run continually. The front gate will be monitored at all times and all people who come into the facility are greeted in the lobby and can not pass the front gate until security checks are completed. The lobby is separated from the main facility by walls and the front gate. No adults will be allowed into the play area unless they are hired staff or accompanied by a Kinetics member.

Kinetics Visitors

For security purposes all visitors must sign in at the front desk and must show photo identification upon request to receive a visitor's badge. They will be allowed only a half an hour in the facility to self tour. All visitors must sign out at the front desk when leaving. Kinetics reserves the right to deny access if the visitor is deemed disruptive.

Security Procedures - Regarding Employees

The Colorado Department of Human Services – Division of Childcare has strict requirements regarding education, experience and security/background checks for childcare employees. Kinetics supports and will meet or exceed all state requirements for employees. Background checks, employment verification, and transportation records are all checked on every employee. Kinetics also provides ongoing education and additional training for coaches and assistant coaches to provide the highest level of quality and commitment.

Drop off

Parents please escort your child inside Kinetics and sign your child in at the front desk. If another person is expected to pick up your child please document that on the sign in sheet or inform the front desk staff. Photo ID's will be required at pick-up to confirm identity.

Pick Up

Children will only be released to the person who enrolled the child or someone authorized in writing by that person. Any person on the Pickup Authorization list or on the Emergency Contact list will be authorized. Any person picking up your child will require picture ID and will not be released unless identity can be verified.

Any person who attempts to pick up your child without permission will be denied authorization and you will be contacted immediately for further action. If you are unable to be reached the child will remain in our facility until a parent, guardian or an authorized person can arrive. Please advise a Kinetics Director if there are any unusual security risks for your child that we should be aware of.

Meals and Snacks

Kinetics will provide meals and snacks for those who are signed up for the meal program that day. Charges will be \$2.00 for snack and \$3.50 for a meal. Kinetics meals are offered in catered packaging

and are nutritious and child oriented so they will love them while getting a proper mix of carbohydrates, veggies and proteins.

All afterschool programs will automatically include a snack. If a later stay is expected you may call us to provide a dinner meal for your child. Week long programs are offered a meal plan, please see your individual weekly program for specific details. Drop in members and parents will sign up on the log in sheet for meal or snack if one is needed.

Transportation

Transportation from school and to and from field trips will be provided with a Kinetics van. These vans are approved by the department of transportation and the Department of Human Services, Division of Childcare. In the event a large field trip is planned we will rent a Douglas County school bus.

Parental approval is required for all members who will be transported. You will find the forms in your registration packet and online.

For the safety of our members, staff driving records will be checked and monitored.

In the interest of the safety and welfare, members who do not conform to the bus policy safety and conduct or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the van may have their bus riding privileges suspended or revoked in accordance with this policy. A copy of the bus policy can be found in your registration packet.

Behavior and Discipline

We believe all members are capable of appropriate and acceptable behavior. Kinetics will strive to parallel with Douglas County Public School Behavior Expectations, as described in most school handbooks. Specifically, but not limited to, the following:

Members will:

- Show respect for themselves, others, and property by keeping hands, body, and objects to themselves.
- Leave dangerous objects at home.
- Follow the reasonable requests of adults in a respectful manner.
- Use an appropriate voice level inside the building and proper language while at Kinetics.
- accept responsibility for his/her own actions
- Be truthful.
- Be in the right place at the right time.

Discipline Policy:

Kinetics will try redirection, distraction, verbal problem solving and as a last resort a time out will be required. When a significant rule has been broken or a member is unable to follow the rules after given a first and a second warning the following discipline routine will be followed:

Children will be given 2 verbal warnings and coach will attempt to re-engage the child.

On the third warning the member will be removed from the activity and a cool-down space and/or a time-out will be used for youth that need a moment to compose themselves. This time will be approximately equal to the age of the child. A coach will talk them through the rule that was broken and agree on proper behavior and/or conflict resolution in the future.

On the fourth warning the member will be removed from the activity and be referred to the Director's office.

The Director will repeat the above procedure and allow for more time for the child to rest and be observed. If a child refuses to participate and follow the rules, a parent will be notified and may be asked to leave for the day.

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We will try our best to work with the parent on behavioral issues. If needed, we will meet with parents to create a behavior plan. If we find this course of action is not working and the member continues to be a habitual behavior problem we reserve the right to refuse service to that youth.

Kinetics will strive to help all members perform at the peak of each individual's abilities. However, it should be noted that extreme forms of inappropriate behavior: harassment, possession of weapons, drugs, physical or verbal assault on other persons, or vandalism, etc. will result in suspension or refusal of services.

Dress Code

Kinetics will strive to comply with Douglas County School District in regards to proper attire. Please remember, we are a GYM and some clothing acceptable to the schools may NOT be acceptable at Kinetics. "Extreme dress" can cause disruption, and members may be asked to alter their attire. For example, short shorts, tube and halter-tops, and other similar attire should be considered "extreme dress." Shorts should reach mid thigh or longer, shirts should be long enough to tuck in - no midriff or belly button exposure.. Shoes must be worn outdoors at all times. It is essential that students dress according to physical and safety considerations. Shoes with roller blades (Heelies) will not be allowed. Your cooperation and support of our policies is appreciated.

Field trips and Excursions:

Members will not be allowed to attend an Excursion without written permission slip. The cost for field trips will vary with the location, duration, and length of time of the trip. Excursions can be as simple as across the street to the city park, or as lengthy (and costly) as a day at Elitch Gardens. Excursion schedules will be posted both on-line and at the front desk. Field trip permission slips/forms can be found at the front desk or on-line.

If your child is signed up for a field trip and is not present at the time of departure You may escort them to the field trip location yourself and check them in with one of our coaches, or they may stay at the Kinetics facility and join in activities with another team.

Homework:

It is a Kinetics policy to do our best to make sure that any member that arrives with homework will get it finished before leaving for the day. A study area will be provided, and homework help will be available. Homework time will last approx 30 minutes. If your child requires more time, they can ask to have a private office for use of homework.

Lost and Found:

Every effort is made to return lost articles to the rightful owner. A "Lost and Found" box containing unclaimed articles is kept behind the front desk. Parents and members are encouraged to search the Lost and Found box for misplaced items. Unclaimed articles are donated to charitable organizations twice a year.

Cafe Conduct:

We expect our cafe to be a reflection of proper mealtime manners and courtesies taught and expected at home and/or school. Members are expected to use proper manners, indoor voices, and follow all cafe rules. Café rules will be posted clearly in the Café, to include the following:
All food consumed will be done so in the café area. Food and gum will NOT be allowed on the Kinetics carpeted areas or on the gym floor.
Food may not be taken from the café, except to be returned to backpacks/cubbies.
Members can have quiet conversations during café time.

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Members may choose a seat anywhere at a designated table and are expected to eat in a calm and social manner.

Due to allergy and hygiene concerns, members may not share or trade food.

Members and Parents will be encouraged to refrain from bringing peanut products, but Kinetics can not assure that no peanut products will be brought in by members.

When members leave the cafe, all trash should be disposed of, their places cleaned, wiped, and ready for the next member.

Medications:

In order for Kinetics staff to administer over the counter and prescription medications, the following is required:

The Medical Administration Form must be completed by the parent and/or physician.

All medication must remain in the original container bearing the original label that shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. No medication of any kind will be dispensed without doctor's permission. All medication must be signed in at the front desk and then given to administrative personnel. Medicine needing refrigeration will be placed on the labeled space of the door in the kitchen refrigerator. Medicine is normally dispensed during the lunch or snack breaks unless otherwise requested or needed.

DO NOT PUT MEDICINE IN YOUR CHILDS LUCHBOX AS IT WILL NOT BE ALLOWED FOR SELF MEDICATION.

Permission Forms for Medications can be found in your registration packet, on-line and at the front desk, and will be required for administration. Parents – PLEASE speak to a staff director and alert Kinetics to ANY medical condition your child has.

Personal Belongings

Cubbies are provided for personal belongings such as backpacks, coats, etc.. Lockers are not available. We do not expect to have a problem with theft, but mistakes happen and we can not accept liability for lost property. Please do not bring money, jewelry, or other costly belongings such as Gameboys, PSPs, etc. We will allow a small number of exceptions as life is unpredictable. Youth may sign in personal property for safe keeping at the front desk and may be picked up upon leaving.

Phone Policy/Messages:

Kinetics does not allow phones to be carried around the Kinetics facility and used during activities. Kids will be asked to leave the phones in their backpacks and will be allowed to periodically check phone calls. If you need to reach your child immediately, Kinetics will make every effort to make sure any in-coming phone messages for members will be delivered in a timely fashion. Please remember this is a place of business, and phone messages should be directly related to pick-up persons and/or times, or some other pertinent information.

Television and movie viewing

Televisions will not be regularly available for watching shows and movies while your child is at Kinetics. There may be special events or theme weeks that include a "movie in the gym". In this case, Kinetics will choose the movie that is shown and will show it on "the big screen" rather than on a regular television. The movies that are selected will be G rated movies with the exception of teen weekend parties in which PG or PG 13 movies will be shown.

Volunteer Program

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Kinetics encourages volunteers to help with our programs. Volunteers may be of assistance many areas at Kinetics, including but not limited to: homework assistance, gym floor assistance, 'field trip' chaperons, and athletic leadership.

All volunteers will report to the lead coach and/or Program Director for daily duties. Sometimes, if it involves an out-of-the-building excursion, special instructions will be needed and provided thereto. All Volunteers at Kinetics will sign a Volunteer Confidentiality Waiver and abide by all Policies and Procedures as set forth by Kinetics. Kinetics reserves the right to deny individual volunteer hours, at the Director's discretion.

End of Day Procedures:

Kinetics staff will ensure children are picked up before leaving by checking facility, surrounding areas, restrooms, and reviewing sign in/sign out sheets. Staff will attempt to contact parents and emergency contacts to ensure arrangements are in motion to pick up a child. If a child is not picked up 30 minutes after closing and attempts to contact parents and emergency contacts are unsuccessful, staff is required to contact local authorities and release the child to their custody.

Reporting of Abuse and Neglect

Kinetics is required by law to report any suspicion of abuse and neglect. Below is a general description of the procedures taken in the event of suspected abuse by either the family or a staff member.

Each child is generally viewed each day for unusual cuts or bruises. If there is a question, another staff member will be asked to give their opinion. All comments will be documented as will any unusual behavior and comments made by the child. Parents may be consulted for their viewpoint. This conversation will also be documented.

If there is reasonable evidence to support concern, the evidence will be reported to the Department of Human Services. Due to this mandated State policy, it is suggested that you tell us of any accidents or unusual cuts/bruises that your child has incurred.

If a staff member is suspected of child abuse he/she will be suspended immediately from Kinetics until cleared of all charges.

The staff member will be reported to the Department of Human Services

You are welcome to observe our programs regularly, especially during family time and weekend play times.

Reporting child abuse:

If you suspect a Kinetics staff member has abused your child, please contact the Director of Kinetics Youth Center and:

Douglas County Department of Social Service at (303) 688-4825

Filing a complaint about child care:

We like to think Kinetics is a fun and beneficial place for your child to visit. If for any reason you have a complaint about our services or the treatment of your child we would encourage you to talk to one of our Directors to correct the situation. If you would like to file a complaint please contact:

The State of Colorado, Department of Human Services, Division of Child Care.
1575 Sherman Street First Floor
Denver Colorado 80203
(303) 866-5958