



*Imagine!*  
**Out & About**  
*community-based therapeutic recreation*

*Children's*  
*Services*  
*Handbook*

*Out & About* is a division of Imagine!  
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[www.outabout.org](http://www.outabout.org)

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Out & About is committed to you and your child. We are hard at work creating the fun, educational, and nurturing environment necessary for learning, growing and development.

The handbook is specifically designed to answer questions that may arise about your child's experience with Out & About. Additional information is available on our website at [www.outabout.org](http://www.outabout.org). We recognize the great trust it takes to place your child in someone else's care. Please do not hesitate to contact us with concerns and questions!

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*Understanding of Children's Services Handbook*

I, Parent/Guardian of \_\_\_\_\_ (participant's name), have read and understand the Children's Services Handbook (including the grievance and complaint process) for the health and safety of my child while at Out & About.

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



### *Out & About Rates*

Out & About rates are subject to change. Families will be notified of any changes regarding rates with as much notice as possible.

The Children's Program accepts the following funding sources:

- Families who are not receiving Medicaid funding (i.e. SLS, CES, COMP) will be paying privately (meaning out-of-pocket

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> CCAP</li> <li><input type="checkbox"/> CES</li> <li><input type="checkbox"/> SLS</li> <li><input type="checkbox"/> Private Pay</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> COMP</li> </ul> |
|---|---|

funds ). Families paying privately are required to send a \$100 non-refundable deposit in with registration to secure their participant's spot. The remaining balance will be invoiced in 9 equal payments, billed Sept-May, for the After School days of the week and School Closure Days selected at registration.

- Invoices will be sent out the second week of the month from August-April, and are due by the 27th of that month. Payment can be made by check, credit card, or Pay Pal.
- We offer additional support and extended day options, detailed on the rate sheet on the next page. Group participants will be staffed at a 1:2 or 1:3 ratio. Additional support is offered for behavioral, physical, or emotional needs requiring more individualized attention.

### *What we do:*

1. We promote and support community inclusion.
2. We provide opportunities for learning and growth.
3. We offer individualized learning opportunities through meaningful and challenging activities and classes.
4. We promote participants' health, safety, and well-being.
5. We emphasize strengths, abilities and positive individual choices.
6. We provide services that benefit participants and their families.

Out & About's Children's Services, which includes After School Program, School Closure Days and Summer Camp, specializes in building a positive environment where every child's participation is appreciated.

*Participants must be able to cooperate safely in group settings, and safely travel in the context of the community.* If there are behaviors that are unsafe towards others while at program, Out & About reserves the right to discontinue services or change registration. We recognize that part of successfully learning, socializing and getting along with others includes acquiring skills in good decision-making and self-regulation, which our program is designed to promote.

Out & About promotes an atmosphere where people respect and understand the concept of shared and individual responsibility, encouraging participants to recognize the need to accept responsibility:

- For one's actions
- For the care of one's possessions
- For interactions with others
- For the care of others' property

*After School Program & School Closure Days*

The After School Program is offered Monday through Friday during the school year. Students participate in activities such as bowling, swimming, art exploration, theater production, and field trips. The weekly activity schedule is routine and encourages socialization in a supportive environment where each participant can work towards goals. Participants are picked up at the end of their school day and transported to the designated activity. Parent/provider pick-up is at a basesite from 5:45-6:00pm Monday-Thursday and Friday's 5:15-5:30pm.

School Closure Days (SCDs) are offered on select days when school is not in session for the St. Vrain, Boulder Valley & Adams 12 School Districts. SCDs are an 8-hour service that mirror a Summer Camp day structure. Please check our registration form to see what days are being offered.

*Summer Camp*

Summer Camp is 10 weeks of fun activities and events! Summer Camp typically begins the first week in June and runs through the second week of August. Camp is offered Monday through Friday from 8:00am until 5:00pm. Out & About uses 3 sites in the community that serve as "basesites" for pick-ups and drop-offs. Camp activities take place at recreational facilities, local parks, and public venues in Boulder County and Denver. We include regular opportunities to swim, horseback ride, play adaptive sports and games, create art, go to amusement parks, zoos, and much more. Transportation is provided during the 8-hour service.

*Ages of Participants*

After School Program and Summer Camp participants must be between the ages of 7 and 21 and attend or be eligible to attend school.

*Personal Items*

Out & About requests that participants leave toys and personal items at home to prevent loss, damage, and distraction from the activity. Out & About cannot assume responsibility for the loss of any personal items. Participants do not need money as purchases will NOT be made during services. Please leave electronic equipment (other than communication devices) at home. If a cell phone is brought, Instructors will ask the participant to put it in their back pack and silence it during the activity.

*What to Bring to Out & About**Please Label Everything*

- Change of clothing
- Hat/Sunglasses
- Water Bottle
- Sunscreen (optional)
- Sweatshirt
- Bag Lunch (for Summer Camp or School Closure Days)
- Medication (prior arrangements should be made)
- Snack(s)

*Sample After School Program/Summer Activities:*

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
The Huddle	Express Yourself	Swimming	Center Stage for Kids	Community Adventures

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
The Huddle	Field Trip Day!	Trek 'n' Trees	Express Yourself	Explore Colorado
Swimming		Bowling	Swimming	Body & Sole

### *Snacks & Lunch*

Out & About offers a snack program during the school year where we will provide snacks upon request for \$0.50/day. Lunches and snacks are the responsibility of each participant's family during School Closure Days and Summer Camp.

Families are asked to provide information about snack restrictions at the time of enrollment. Please send lunches and snacks in appropriate containers that are labeled with the name of the participant. We are unable to refrigerate or microwave any lunch or snack. No food sharing is allowed between participants or staff.



### *Meet the Team*

**Instructors:** use positive communication as the main tool for reinforcing positive and healthy behavior and discouraging maladaptive behaviors. We do not use punitive techniques such as time-outs. Instead, we focus on building self-esteem and inspiring confidence by offering positive choices and promoting strength-based interventions.

**Children's Coordinator:** coordinates activities for the After School Program, School Closure Days and Summer Camp; processes registration forms, billing and ensures quality of service. The Coordinator maintains close communication with parents, providers and schools.

**Assistant Coordinator:** inputs registration for the After School Program, School Closure Days and Summer Camp; creating daily and weekly schedules and maintaining parent/provider contact.

**Children's Therapeutic Specialist:** works collaboratively with Coordinators and Instructors to ensure that Therapeutic Recreation and Positive Instruction are effectively implemented in all program areas. The Therapeutic Specialist develops an individual Therapeutic Plan for each participant enrolled in Out & About services; Instructors use the plan as a guide for working toward identified goals.

**Board Certified Behavior Analyst:** Out & About will now be providing behavioral support with BCBA oversight within our programing. If you want any more information about this newly offered service please reach out to a coordinator.

### *STAFF TRAININGS*

- |  |   |
|--|---|
| <input type="checkbox"/> Infection Control         | <input type="checkbox"/> Signs & Symptoms         |
| <input type="checkbox"/> Medication Administration | <input type="checkbox"/> CPR                      |
| <input type="checkbox"/> Therapeutic Instruction   | <input type="checkbox"/> First Aid                |
| <input type="checkbox"/> Person-First Language     | <input type="checkbox"/> Non-Violent Intervention |
| <input type="checkbox"/> Lifts & Transfers         |   |

### *Documentation*

Instructors file documentation for the participants they work following shift. Documentation includes information such as: pick-up time, drop-off time, diaper/Depend changes, medication administration, behavior tracking, progress on goals and objectives.

Therapeutic Recreation (TR) is the application of recreation designed to improve the participant's quality of life. As a part of O&A, we incorporate the TR process, which consists of assessment, planning, implementation and evaluation. The Therapeutic Specialist is responsible for collecting the documented observations made by Instructors in the field and measuring and validating the use, significance and application of the objectives, as well as supporting Instructors in observing and documenting objectively and fairly. The Therapeutic Specialist is available to Instructors for questions, concerns and general support regarding the application of TR in the field, the documentation process, or any other topic related to the objectives applied to O&A programs.

### *Incident Reports*

Instructors complete Incident Reports when something out of the ordinary happens for a participant. This could be an unusual behavior, injury, illness, seizure, or other incident. Out & About's Therapeutic Team uses the Incident Reports to track trends and strengthen plans and activity protocols.

A parent/provider is notified when an Incident Report is being completed for their child. Incident Reports are routed to the Coordinators, Therapeutic Specialist, to the child's Case Manager (if applicable), and to the Imagine!'s Quality Assurance Coordinator.

### *Complaint Posting Procedure Continued*

*To File A Complaint About This Facility Contact:*

The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, Colorado 80203-1714

Or Call

(303) 866- 5958 or 1-800-799-5876

### *Personal Care*

Out & About strives to provide same-sex staffing to participants needing assistance in the restroom. We invite you to talk directly with the Coordinators, so that we can best address your child's needs. Parents/guardians will have the opportunity to choose if (1) only same sex staff can assist, (2) if people of the opposite sex are able to assist, (3) or if only in extenuating circumstances can someone of the opposite sex assist.

### *Clothing*

Activities range from horseback riding, to playing football, to visiting museums. Scheduled activities may take place inside or outside. Participants should wear comfortable, washable clothes, as well as closed-toed, rubber-soled shoes. Participants should bring a spare set of clothes to change into in case one pair becomes dirty or wet. While a calendar is sent home outlining the scheduled activities, changes do occur. An extra warm layer is advised.

Please label all clothing and personal items.



- Persistent cough

If a participant develops any of the above symptoms while in services, Out & About will immediately contact parents/providers to pick up the child within the hour. Please contact the Coordinator when your child is ill and describe the illness. If a specific diagnosis is made, e.g. strep throat, conjunctivitis, etc. please let Out & About know so other families can be alerted. Any child who has had a contagious illness that requires medical assessment and treatment must have a note from the health care provider indicating it is safe to return before he or she can be admitted back into their program.

### *Child Abuse Reporting*

Out & About staff are required to report any instances of Mistreatment, Abuse, Neglect or Exploitation to the Police, Division of Child Care and Division of Human Services.

### *Complaint Posting Procedure*

#### COMPLAINT POSTING PROCEDURE

EFFECTIVE NOVEMBER 1, 2000

7.701.55,A,3

At all times during the operation hours ) the facility must post information regarding the procedures for filing a complaint with the Colorado Department of Human Services, Division of Child Care, including the telephone number and mailing address.

### *Enrollment and Registration*

Our registration process is thorough. We appreciate your efforts in filling out all of the required documents to help us best provide for your child. The more updated information we can gather from you, the better we can support your child's needs and goals.

Once we have received all of the documents included in the registration packet, we can proceed in registering your camper for a fun and enriching experience with Out & About!

Out & About requires any participant who is new or hasn't attended in the last 2 years to participate in a brief intake process.

*Please contact Zach Pataska at 303-457-5703 or  
zpataska@imaginecolorado.org and Quincy Hegeman at 303-926-  
6489 or qhegeman@imaginecolorado.org*

### *Forms:*

#### *1. Registration Packet:*

Specifies days of participation, basic contact information, activity descriptions, cost of services.

#### *2. Participant Information Form*

The Participant Information Form acts as a base of information by which instructors can work with each individual on therapeutic goals. The form also includes emergency contact information.

#### *3. Permission Form Packet*

\*Emergency Care \*Transportation,  
\*Medication Administration \*Bug Repellent,  
\*Photo Release \*Personal Care \*Front Seat  
\*Immunization Form \*Sunscreen \*Emergency Seizure  
\*Medication Protocol

Once forms are completed, Out & About will be in contact with you to discuss how to best serve the needs of you and your child and to confirm participation. We encourage families to share any special requests at this time.

*Late Fee Policy*

A \$1 late pick-up fee will be assessed per minute beyond the designated afternoon pick-up time. This charge will appear on the monthly service invoice.

In the event that a participant has not been picked up at the end of the afternoon pick-up time, the Instructor will attempt to contact phone numbers provided on the Emergency Contact Form. If we are unable to reach authorized contacts, the Coordinator is obligated to contact emergency authorities within an hour.

After School Program pick-up window: 5:45-6:00pm (Mon-Thurs.) 5:15-5:30pm (Fri.)

Summer Camp morning drop-off window: 8:00-8:55am

Summer Camp afternoon pick-up window: 4:00-4:55pm

*Withdrawing From Services*

A parent/guardian may withdraw a participant from Out & About services at any time, though we may still charge for scheduled services if we are provided with less than one week's notice.

*Vacation, Sick Days & Absences*

If a participant does not attend Out & About on a scheduled day, there will be no reimbursements. We recognize that there are extenuating circumstances and the Coordinator welcomes communication regarding these situations.

*Medication Administration Continued*

Each child will be administered their prescribed medication while in the community.

The Coordinator must be notified immediately of any medication changes, and a doctor's note is required if medication is to be administered differently than is currently being done while participant is in services.

*Medication Administration Documentation*

Medication administration requires documentation by the Instructor administering the medication. Medication Logs will be stored with the specific participant's medication. Each month a new Medication Log is created and the prior month's Log is filed in the participant's confidential folder.

*Medication Errors*

Any medication errors must be documented in an Imagine! Incident Medication Error Report. This will be reported to the child's parent/provider, Imagine! Case Management, and our registered nurse.

*Allergies*

In order for Out & About to ensure the highest quality of care, parents/guardians are asked to record any allergy or dietary restrictions a participant may have during the registration process. This enables Instructors to take proper precautions to protect the participant's health and safety.

*Immunizations*

Out & About requires a current Immunization Record on file. Families have the option to sign a statement acknowledging their decision to not vaccinate their child and the risks involved in not doing so.

*Illness*

In order to protect everyone enrolled in the program, participants must be kept home if they exhibit any of the following symptoms:

- An oral temperature of over 99 degrees
- Diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears, or profuse nasal discharge

### *Medication Administration Policy*

The following requirements must be met before a trained Instructor can administer medication:

- Written authorization from health care provider
- Written authorization from parent/provider
- Medical Release form must be read, signed and dated
- Medication must be in original labeled container and state the proper dosage of medicine
- Documentation of administered medication
- Proper care and storage of medication

Once all requirements are met staff will administer the medications utilizing the 5 rights of medication administration:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

#### *Medication Administration*

O&A collaborates with parents/guardians and prescribing health care providers in administering medication. All delegated staff have taken a Qualistar Early Learning medication administration course and a Registered Nurse oversees this administration. If your child requires medication administration while attending program, we will abide by state-licensing requirements for administering medications.

All medication will be given to the Instructor/Basesite Coordinator by the parent/provider with a signature on the Medication Sign in/out sheet. All medication must be in the original containers with the pharmacy label intact. At school medications can be passed along via the para or teacher at school. Medication will be stored on Instructors at all times in a designated carrying case accompanied by the proper documentation.

The Coordinator must be notified immediately of any medication changes, and a doctor's note is required if medication is to be administered differently than is currently being done while participant is in services.

### *Holiday Closings*

Out & About services are not provided on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, and Winter Holiday (Dec 24-26).

### *School and District Closures*

If the school district cancels classes, then Out & About will also cancel services.

In the event your child's school closes unexpectedly or is dismissed early, but the school district is still open, please contact the Coordinator to address the possibility of services.

Cancelled services and holiday closures are factored into the overall cost of programming; therefore, there are no refunds and your billing statement will remain the same.

### *Communication with Schools*

If your child is participating in Out & About's After School Program, we request that you contact your child's teacher(s) to notify them of their enrollment in Out & About.

Prior to your child's first day, the school will receive information regarding Out & About's therapeutic focus, the weekly activity schedule and the Coordinator's contact information.

We encourage open communication between school staff and Instructors at time of pick-up. Valuable information can be exchanged that may contribute to the success of your child's day.

### *Communication with Schools continued*

If you are open to Out & About Instructors reading the communication book (or other communication system in place) exchanged between home and school, please let the Coordinator know and you will be provided with a 'Release of information form.

### *Transportation*

A Transportation Permission Form is required for all participants.

As a community-based program, transportation to and from activities is an integral part of Out & About. Vehicle time serves as an opportunity for

- socialization
- setting up goals and expectations for the day
- encouraging group decision-making

Out & About follows the transportation policies and guidelines of Imagine! Specific rules that we adhere to include, but are not limited to:

- Participants are not permitted to ride in the front seat of a vehicle unless they are at least 12 years old and weigh more than 80 pounds.
- All restraint systems must conform to applicable Federal Motor Vehicle Safety Standards.
- Participants must wear seat belts at all times.
- Participants are loaded and unloaded out of the path of moving vehicles.
- All body parts must remain inside the vehicle at all times.
- Participants are not left unattended in the vehicle at any time.

### *'Tagging Off'*

A schedule is distributed to each staff member weekly. The schedule informs staff members of which participants they are responsible for working with and transporting each day.

Instructors maintain line-of-sight supervision at all times with all of their assigned participants. 'Tagging off' takes place when a staff member has to leave sight of their assigned group. An Instructor will verbally confirm they are 'tagging off' their participant to another Instructor. Confirmation is given both to the other Instructor and the participant. In this way all participants are always engaged and accounted for.

### *Providing Appropriate Staffing*

Out & About programs are specialized and provide a high degree of supervision. Participants receive individualized attention that maintains safety and encourages community participation. We offer two levels of supervision and support:

- Group Supervision- when a participant can safely participate in the community in a group setting; group size is 1 staff with 2-3 participants.
- Additional Support- when a participant needs additional behavioral or physical supports and more individualized attention in order to safely and successfully participate in community activities.

*In Case of Emergency*

If an accident or illness occurs which requires medical attention, staff will call a parent or designated contact and ask for the child to be picked up. In the event of a serious accident or illness, an ambulance may be called. Instructors have ready access to names, addresses, and phone numbers of people who the parent/guardian has authorized to pick up their children, as well as family doctors and preferred hospital on file.

All Out & About staff are trained on how to handle emergency situations, carry cell phones at all times and have access to the child's emergency contact and medical information.

*Visitors*

Out & About welcomes parents, providers, or service representatives to visit activities. Visitors other than parents/guardians are required to contact the Coordinator to arrange the visit and determine if any paperwork is needed.

*Volunteers*

Out & About encourages individuals to volunteer in all of our programs. Volunteers are required to complete training and to review and adhere to Imagine! policies regarding HIPPA, Confidentiality, and MANE. Background checks are conducted on volunteers by Imagine! prior to start date.

*Weather: Extreme Temperatures*

In case of extremely cold or hot weather, the schedule of events may be revised for health and safety reasons. Events may be changed or cancelled if weather has the potential to put participants in danger.

Note: Swimming takes place at indoor aquatic centers regardless of the season.

*Signing In and Signing Out Participants*

Participants must be signed in and signed out of programs daily. Instructors will provide an official sign-in/out sheet for a parent, guardian, para-professional, or teacher to sign. We will release children only to parents or guardians with legal custody and those individuals authorized ahead of time by the parent or guardian, unless prior arrangements have been made with the Coordinator.

*Medication Security and Safety*

Any medication or emergency seizure medication brought to program will be held on to by Instructors or Basesite coordinator for the duration of the activity. At parent pick-up, along with the participant sign out sheet, Instructors will have a medication sign out sheet to pass medications or emergency seizure medication back to families at the end of the day. This change will ensure that only Instructors and the child in need of the medication will have access to the medications.