



POLICIES AND PROCEDURES

PREFACE:

Ascendigo Autism Services, INC. DBA Ascendigo is a seasonal 501(c)3 non-profit corporation. In the winter we offer day camp services from November to April. Our staff to camper ratio meets one-to-one. This document describes the policies and procedures as they pertain to our child care license and mobile day camp program; Our permanent office is located in Carbondale, Colorado. We use public and private facilities throughout the Roaring Fork Valley in order to implement our daily activities.

1. THE CENTERS PURPOSE AND ITS PHILOSOPHY ON CHILD CARE.

Ascendigo's purpose is to provide a positively safe and fun learning environment in-order to teach adventure sports, social and life skills to young people with Autism Spectrum Disorders. Our Philosophy on child care is to use positive behavior support and apply developmental understanding of ASD.

2. THE AGES OF CHILDREN ACCEPTED.

Ascendigo accepts children 7 and up.

3. SERVICES OFFERED FOR SPECIAL NEEDS CHILDREN IN COMPLIANCE WITH THE ADA.

Services offered: Sports Instruction designed for people with ASD, as well as social growth components.

4. THE HOURS AND DATES WHEN THE CENTER IS IN OPERATION.

The winter program runs 6 hours per session for 7 days a week, from November 23rd 2017- April 15th from 9:00am- 3:00pm.

The Winter Adventures Camp runs 9 hours per session, Monday thru Friday, from March 19- March 30th from 9:00am- 6:00pm.

5. THE POLICY REGARDING SEVERE WEATHER

In case of severe weather (as determined by local authorities and/or Ascendigo supervisor staff), we will evacuate from dangerous areas as quickly and safely as possible.

We will use vehicles as shelter when away from our office (as long as the vehicle is safer than surrounding areas). We will use lightning drill position whenever more permanent structures are unavailable. At the daily facilities we will follow all posted guidelines on evacuation and emergency weather drills.

6. THE PROCEDURE CONCERNING ADMISSION AND REGISTRATION OF CHILDREN.

Parent's and/or guardian fill out a detailed registration form that includes pertinent medical history, behavior questionnaires, insurance waivers, and other necessary information.

7. AN ITEMIZED FEE SCHEDULE.

Fee options for each program are listed at the time of registration on our website: www.ascendigo.org

8. THE PROCEDURES FOR IDENTIFYING THE LOCATION OF CHILDREN AT ALL TIMES.

Each staff has one campers who is with him or her at all times. Each camper also has a photo stored in a lock box. Additionally each camper has an emergency nametag in case of this situation. If a staff member does lose sight of the camper, the camper should only have had a very small amount of time to go anywhere. Ascendigo Staff has been trained to calmly locate the camper using any necessary resources including but not limited to contacting the Pitkin, Garfield and Eagle County Sheriff's Offices.

9. THE POLICY ON DISCIPLINE.

Our philosophy is to use positive behavior support, including: positive reinforcements, redirection, rapport building, addressing physical needs, and preventing sensory overload. The most common action is to remove anyone with unwanted behaviors from any external stimuli that are negatively affecting the child, so the child can regain equilibrium. Thus keeping the camper, staff, and any third parties safe. In the most extreme cases we reserve the right to contact the parents and ask them to take the child home for the day or until positive behavior returns.

10. THE PROCEDURES FOR HANDLING ILLNESSES, ACCIDENTS, AND INJURIES.

Every staff member at Ascendigo is first aid and CPR certified at a minimum. We also have Wilderness First Responders on scene for each activity. Additionally, for circumstances beyond our level of training: we have arrangements with local hospitals for emergency response to any illness, accident, or injury. If it is a life threatening situation, emergency medical transportation would evacuate to the nearest full-service emergency facility. Minor illnesses are treated with rest and quarantine from the group. All accidents and injuries are reported using an incident report and kept in the child's locked file. Parents are notified immediately under any major circumstances.

Valley View Hospital. 1906 Blake Avenue Glenwood Springs, CO. 81601. (970) 945-6535

Grand River Hospital. 501 County Road 346 Rifle, CO. 81650. (970) 625-1100

Aspen Valley Hospital. 0401 Castle Creek Road · Aspen, CO 81611 · (970) 925-1120

Basalt After Hours Clinic. 234 East Cody Lane Basalt, CO 81621 (970) 544-1250

11. THE PROCEDURES FOR HANDLING LOST CHILDREN.

If a child is lost, meaning out of the line of sight or voice range for more than 15 minutes; we contact the local authorities and show them a picture of the child; also we communicate the most accurate description of the child's current appearance. If necessary we also will contact the Sheriffs Department. All free hands and eyes will be used to locate the child. The one-on-one nature of our program is designed to prevent this situation.

12. THE PROCEDURE FOR TRANSPORTING CHILDREN.

Designated drivers use camp vehicles to transport campers and staff to and from each activity. Seat belts are required for each passenger. All local, state, and federal laws and regulations are followed precisely.

13. THE WRITTEN POLICY ON FIELD TRIPS, TELEVISION AND VIDEO VIEWING, SPECIAL ACTIVITIES, AND THE STAFF'S RESPONSIBILITY FOR THE SUPERVISION OF CHILDREN.

Children are directly supervised while viewing television or videos. They are to ensure that children are only viewing age appropriate materials and that they have parent consent to do so.

14. THE POLICY FOR CHILDREN'S SAFETY RELATED TO RIDING IN A VEHICLE, SEATING, SUPERVISION, AND EMERGENCY PROCEDURES ON THE ROAD.

Campers ride in the back seats of the vehicle next to a staff member. Seatbelts are worn at all times and all local, state, and federal laws and regulations are followed precisely. If emergency shall arise, the vehicle will be pulled over immediately once a safe area is determined. Radio and telephone communication will proceed immediately to inform the rest of the staff of the situation. Each participant is under the direct supervision of his or her trained counselor.

15. THE PROCEDURE FOR RELEASING CHILDREN ONLY TO PERSONS FOR WHOM THE CENTER HAS WRITTEN AUTHORIZATION.

The registration packet has space for up to 4 designated persons for transferring care of the children at the beginning and end of each day. Each staff member has the parent's contact information and we remain in close communication with the parents. If anyone other than the parents' attempts to pick up the child, our staff will know prior to the transfer of care and will ensure that the person has been designated on the registration authorization. We will not release any camper without explicit consent from the child's parents or legal caregiver.

16. THE PROCEDURES FOLLOWED WHEN A CHILD IS PICKED UP AFTER CLOSING HOURS, OR NOT PICKED UP AT ALL; AND THE PROCEDURES TO ENSURE ALL CHILDREN ARE PICKED UP BEFORE STAFF LEAVES FOR THE DAY.

Each staff member has the contact information of every parent. The parents know specifically when and where to meet the staff to pick up the camper. Staff supervisor will remain on-site until each camper has been picked up and transfer of care has been returned to the parent/guardian caregivers. If parents have failed to make the transfer of care, and failed to make contact with Ascendigo staff; we will notify local law enforcement and CDHS 2 hours after the designated time of transfer, and the child will be transferred to local law enforcement and the Colorado Department of Human Services.

17. THE PROCEDURES FOR CARING FOR CHILDREN WHO ARRIVE LATE TO THE CENTER AND THEIR CLASS/GROUP ARE ALREADY AWAY.

During the Winter program campers have a staff member assigned to them. If a child is late, the staff member will contact the parents to determine when and where the transfer of care will take place. The staff member will be solely focused on determining where the child is and what the situation is. We do not leave the center until we have all of the participants, or have coordinated a pickup on the way to the daily activities.

18. THE PROCEDURES FOR ADMINISTERING CHILDREN'S MEDICINES AND DELEGATION OF MEDICATION ADMINISTRATION IN COMPLIANCE WITH THE "NURSE PRACTICE ACT".

The Ascendigo supervisor staff have QMAP certification for administering medications. All medicine administration will be done by trained professionals and will be recorded and filed according to state

regulations. No medication shall be administered without written consent from the parent/guardians; which is all found in the registration packet.

19.THE PROCEDURES CONCERNING CHILDREN'S PERSONAL BELONGINGS AND MONEY.

Every precaution will be made to ensure children go home with all the items they came with. Personal money is handled directly between the parents and the assigned Ascendigo staff members. Every precaution is also made to ensure children's belongings are legal and appropriate for them to possess. A packing list is provided to parents to ensure children are only bringing the necessary belongings.

20.THE POLICY CONCERNING MEALS AND SNACKS.

Participants consume breakfast and dinner before and after coming to the winter program. Lunch is purchased by the participants at one of the on-mountain restaurants operated by the Aspen Skiing Company. We also have nutritious snacks on hand to ensure children receive all the nutrients they need for an exerting day of physical activities. Ascendigo is also very diligent about ensuring that campers are only eating food that is in compliance with the child's specific nutrition plan.

21.THE POLICY REGARDING VISITORS.

The Winter program does not allow for any visitors outside of the parent/guardian/aide team that was determined in the registration packet. For the sake of a more effective learning environment we encourage parents to leave their child in our capable hands during the day.

22.THE PROCEDURES FOR FILING A COMPLAINT ABOUT CHILD CARE.

Any complaints involving Ascendigo should be reported to: CDHS Division of Child Care
1575 Sherman Street, 1st floor
Denver, Co. 80203-1714
800-799-5876

23.THE POLICY REGARDING THE REPORTING OF CHILD ABUSE.

Please be aware that all staff members of Ascendigo are mandated reporters; meaning that if we suspect any level of child abuse we are required by law to report it to the authorities.

Child abuse should be reported to CDHS above as well as:

Pitkin County: 970-927-1611

Garfield County: 970-945-9193

And in the case of emergencies **dial 911**

24.THE POLICY REGARDING THE CHILD CARE FACILITIES' RESPONSIBILITY TO NOTIFY PARENTS WHEN THE PROGRAM WILL NO LONGER BE AVAILABLE TO SERVE CHILDREN.

Ascendigo will take all measures to notify parents as soon as possible regarding a cancellation of a program session. In most circumstances, Ascendigo will reschedule events indoors if unable to participate outdoors. Due to unforeseen circumstances if any given camp day is cancelled, parents will be notified via phone from Ascendigo staff and will receive a refund.

25. THE POLICY REGARDING PARENT'S OR GUARDIAN'S RESPONSIBILITY TO NOTIFY CHILD CARE PROGRAM WHEN THE PARENT'S OR GUARDIAN'S WITHDRAW THEIR CHILDREN FROM THE PROGRAM.

Cancellations made less than 24 hours before start date of the program (unless for medical reasons) are not eligible for a refund. Cancellations made for a proven medical reason are eligible to be rescheduled for the next applicable program date.