

Grand Targhee Resort Kids Club **Standard Operating Procedures and** **Policies 2023-2024**

3300 E Alta Ski Hill Rd.
Alta, WY 83414
307.353.2300 Ext. 1326
kidsclub@grandtarghee.com

Created October 2022



PHILOSOPHY

Traveling with little adventurers that are not quite ready to hit the slopes? Our licensed childcare center is the perfect place for your child to have fun and play. Our program is available to children ages six months to five years of age. Our care providers will keep your children entertained and can transition your child to ski lessons. As a childcare facility, we understand the importance of maintaining strict compliance with regulations in order to ensure a safe environment for all children: therefore, we comply with all applicable state licensing regulations and are licensed by the Department of Family Services.

ANTI BIAS POLICY STATEMENT

We believe all children have the right to high-quality early educational experiences that welcome and embrace all forms of diversity. In our community we acknowledge and respect everyone’s unique identity including their race, gender identity or expression, sexual orientation, religion, ethnicities, abilities, and socio-economic background. Our goal is to provide a nurturing, inclusive, equitable, and safe environment. We strive for children to gain self-awareness, confidence, and pride in their social identities as well as expressing comfort, joy, and compassion for human diversity in our classroom, our community, our country and our world. We are committed to open and on-going dialogue among children, families, and our team at Grand Targhee Kids Club. This policy ensures all children, families, educators, and staff are welcome, valued, and treated with equity and respect.

HOURS OF OPERATION

Kids Club is open Monday – Sunday from 8:30am to 4:30pm dependent on staffing. Half Day hours are 8:30am to 12:30pm, or 12:30pm to 4:30pm. Please pick up your child promptly by 12:30pm or 4:30pm accordingly. **An additional fee of \$1.00 per minute will apply for late pickups.** If care is needed outside of regular business hours, arrangements must be made in advance and accommodations will be made if possible.

TUITION

Our childcare costs has been established to provide the best possible care at a reasonable cost to you. Payments must be made at time of reservation. Payment for services rendered is expected as mutually agreed upon in each contract.

Product	Price
Full Day Child Care (Ages 2 months-5 years)	\$150
Half Day Child Care (Ages 2 months-5 years)	\$120

STAFF QUALIFICATIONS

- First aid and infant/child/adult CPR certification must be completed biennially and kept current at all times
- 32 hours of continuing education biennially
- TB risk assessment or current TB test results if applicable
- A child abuse/neglect Central Registry screen done annually
- Full fingerprint based national criminal history record background check completed every 5 years
- National sex offender check results

Expectations for Staff Members

- Ensure safety and well-being of children in Kids Club
- Facilitate games, arts and crafts, and age-appropriate activities for the children
- Dress/undress children for ski lessons/outside play
- Monitor sleeping/resting children
- Change diapers and help children use the bathroom when needed
- Record and document diaper changes, naps, feeding, and behavior
- Provide feedback to parents, supervisors, and staff regarding the activities of children while in our care
- Take reservations and perform cashiering duties
- Answer guests’ questions to the best of our ability
- Clean and sanitize all toys and surfaces

Greeting Guests

Look at the excel sheet and familiarize yourself with which children will be in Kids Club that day.

Staff members greeting guests should:

- Welcome them into Kids Club
- Instruct them to sign their child in on the sign-in sheet; one child per line
- **Bring the child into the Kids Club and take their temperature. It should not be higher than 101.0**
- **Put their gear in their labeled cubby**
- **Have them fill out a waiver and registration form if they have not already, details in allergies!!**
- **Make sure to have immunization records or authorized exemption form (religious or medical)!**
- If they are skiing, make sure they have their appropriate equipment and ensure their gear is clearly labeled
- Have child(ren) wash their hands upon entry and before they are allowed to play with any toys. You may use hand sanitizer if the child is refusing to wash their hands
- Answer any other questions they may have
- Label all items not stored in their cubby (i.e., water bottles, food, etc.)

Make sure parents have filled out paperwork and paid for the day before they leave. Check that we have a phone number on the sign-in sheet or on the waiver to contact them in case of emergencies. **If the child has an allergy or any special need, please notify all co-workers including the Director and Assistant Director.** Record any allergies on the sheet on the refrigerator. If it is a severe allergy, write it in **red!**

Try to only have one staff member interacting with an incoming child at a time. Kids can easily be overwhelmed if they have never been to Kids Club before. Guide a child to a toy they enjoy playing with; it is best to try and avoid letting the child become too attached to a staff member, as they will become upset if that staff member must perform other duties.

CHILD RECORDS

Each child in care shall have the following information on file;

- Completed Child Record;
- Current Immunization record (or authorized exemption sheet for religious or medical reasons);
- Health Care Plan if necessary;
- Written authorization from parent(s) or guardian(s) for the following
 - Emergency medical care;
 - Participation in field trips or excursions, whether walking or riding (Only pertains to snow sports)
 - Child to be transported (We will not transport the kids in any kind of vehicle at Kids Club)
 - Use of swimming or wading pool if one is used (We will not use the swimming pool or swim at Kids Club)
 - Over the Counter Medication form. (We do not administer medications at Kids Club. We require that a parent administers all medications. Please talk to an attendant about special needs, (inhalers, etc.). For approved special needs, medication must be in its original container with the child's name, the dosage required, and the name of the doctor. The parent or legal guardian must fill out a medical consent form.

GUIDANCE POLICY

Positive guidance shall be used and will be consistent, clear and understandable to the child. When guiding a child's behavior, redirection and setting clear limits that enable a child to become self-aware of actions will be used. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions, providers will be role models for this. Children can be removed from the group but not isolated. "Time outs" are a last resort and only used when all other resources have been exhausted. Time outs will equal approximately one minute per age of the child. Behavior of a child may be ignored, but not the child. Severe or recurring behavior issues could lead to expulsion from Kids Club.

At no time will the following occur

- Punishment associated with food, rest or toilet learning;
- Corporal punishment, including hitting spanking, beating, shaking, pinching and other measures that produce physical pain;
- Abusive or profane language;
- Any form of humiliation including threats of physical punishment; and
- Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating or ignoring a child.

SUSPENSION/EXCLUSION POLICY

Grand Targhee Resort Kids Club promotes positive social and emotional growth and includes age-appropriate behavior supports. This practice enables us to offer the most proactive and supportive environment for children. However, there may be a time when we have exhausted all efforts to help a child interact in a positive manner in our program. If this situation should arise with your child we will adhere to the following guidelines:

- Schedule a conference with parent(s)/guardians to discuss steps implemented, local resources available and develop a plan for next steps.
 - It is at the Directors discretion to suspend or expel a child from our program. Examples of reasons why a child may be suspended or expelled would be: Behavior that puts others or staff at risk; Illness; Parents behavior and/or communication. We will do our best to communicate with parents about what is happening before this action is taken. Local resources such as developmental screening opportunities, mental health consultants, and behavioral specialists will be shared during the conference. If the child and parents are unwilling to comply, the child will be expelled/suspended.

EXCLUSION FROM CARE FOR ILLNESS CHILDREN & STAFF

Any child who cannot participate in a regular childcare program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24) hours;
- Difficult or rapid breathing;
- Yellowish eyes or skin;
- Sore throat with a fever over 101° F or severe coughing;
- Covid-19
- Untreated head lice or nits;
- Untreated scabies;
- Skin rash (not diaper rash)
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria; or
- Purulent conjunctivitis

Children with the following symptoms should be excluded from childcare unless they are under the care of a physician and the physician has approved in writing their return to childcare:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes;
- Elevated oral temperature of 101° F or over;
- Blood in urine;
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility.

Exclusion of sick staff

- No person with a communicable disease, or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List shall work in a childcare facility, unless they have been declared non-infectious to others by a licensed physician, physician assistant (PA), or nurse practitioner (NP) or they have been declared or approval has been given by the local or State Department of Health.
- In the case of Hepatitis B, Hepatitis C, or HIV the infected individual has received bloodborne pathogen training and has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician and the facility director.
- In the case of a sexually transmitted disease the infected individual has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician, physician assistant, or nurse practitioner.

- No person shall work in a childcare facility while they are experiencing purulent conjunctivitis, head lice (until after the first treatment) and scabies (until treatment is complete.)
- No person shall work in a childcare facility while they are experiencing Jaundice, skin infection or rash unless the lesion can be completely covered and drainage contained by an impervious dressing, all other persons are prevented from having contact with the lesion, and the affected person can practice adequate hand hygiene.
- No person shall work in a childcare facility if exclusion is directed by state or local public health officials. If workers are instructed by state or local public health officials that they may not work due to illness, the facility will be closed if not enough staff permits to stay open to follow childcare ratios.

ADMINISTRATION OF MEDICATION

We do not administer medications at Kids Club. We require that a parent administers all medications. Please talk to an attendant about special needs, (inhalers, etc.). For approved special needs, medication must be in its original container with the child's name, the dosage required, and the name of the doctor. The parent or legal guardian must fill out a medical consent form.

PARENTAL/GUARDIAN RIGHTS

In accordance with Wyoming Child Care Licensing Regulations, we are obligated to provide you the following informational statements. Parent/Guardian(s) shall have:

- Unrestricted and immediate access to his/her child(ren) and any area of the facility where child care is located;
- The right to view inspection reports that can be found at findchildcarewy.org
- The right to view weekly menus;
- All known and/or treated injuries that occur to his/her child while in care and
- Any situation that occurred during child care that caused concerns for the child's health or safety.

SAFE RELEASE OF CHILD(REN)

Upon enrollment you will be able to list individuals that can pick up your child(ren) without notification. ID will be required for these individuals. If individuals other than parent or guardian that are not on the pre-approved list will be picking up your child(ren) we must be notified prior to pick up and an ID will be required.

TRANSPORTATION

This facility does not transport children.

ANIMALS

There are no pets on the premises.

WEAPONS

There are no firearms, ammunition, archery equipment, explosives or any type of weapon allowed on the premises. Persons, other than law enforcement, will not be allowed to bring weapons on to the premises or carry weapons into the facility.

EMERGENCY PROCEDURES

Monthly fire and evacuation drills are conducted, and emergency evacuation diagrams are posted at every exit.

Regardless of what day, time, or staffing levels, we need to be able to safely and efficiently evacuate Kids Club in the event of a structural fire.

In the event of fire/smoke, smoke alarm should alert staff. For all fires, Kids Club staff will contact the front desk (dial 0), so that emergency or security personnel can be contacted. Contacts below.

--Security Contact #: 307-264-9751

--Security extension: 1418

--Facilities on call #: 307-249-6974
--Facilities (Supervisor Kenny frank) extension: 1336
--Director of Base Operations (Larry Johnson cell) #: 307-264-9772
--Ski Patrol #: 307-203-7627
--Ski Patrol extension: 1333
--Fire and EMS: 911

Kids Club Staff will then radio to Mountain Sports School (all 4's) to have others help in the evacuation of the children. Registration forms and sign in sheets will be gathered by a Kids Club Staff member and then evacuate the building in the safest way possible. This includes putting infants and toddlers in a crib and wheeling them out the door. On the registration forms is the information to contact the parents or their off-mountain contact so that we can let the parents know where we will be for them to come and find their child, the forms will also give special needs care instructions. Plans/go bags for special needs children will be planned for accordingly upon registration of the child. If service is not working, use text page website to send wifi texts.

Evacuation exits are as shown in the blueprint attached. All windows and doors can and could be used as a means of exiting out of the building. Once out of the building we will take the kids to the Sprung building, or to the west end of Lot 1. We will then contact parents and wait for their arrival.

Lockdown/Shelter-In Place of the facility will be as follows:

When and if someone that is not allowed to pick up the child or is intoxicated and will not leave, the following will be put into place. Kids Club Staff will contact Mountain Sports School Front Desk to inform them that the facility is on lockdown and the reason why. Mountain Sports School Front Desk staff will then contact Facilities/ Security for back up. Kids Club Staff will then secure all children in the facility and lock all doors. No one will be allowed in or out of the building until the situation has been secured by Security and Kids Club Director. Contact will be made with the parents through Mountain Sports School Front Desk Staff.

Kids Club Director- Dori Baughman can be reached at 208-973-7300 or Assistant Director TBD, in case there are any emergencies after the facility is closed.

Accommodation for Infants and Toddlers:

In an emergency, infants will be placed in a crib with blankets and rolled out of the building. Kids Club will also have an emergency kit with water, snacks, and extra blankets to provide for the child until the child is reunited with their parents.

Continuity of Operations:

In the event that Kids Club would not be able to provide care at the facility site, we would temporarily close.

FIRE DRILLS

We will have a drill once per month. Refer to the evacuation plan on the wall above the blackboard if necessary.

1. Press the test button on the fire alarm
2. Director, Assistant Director, or lead will assign tasks to each person
3. Grab the binder of registration forms, the sign-in sheet, and the radio
4. Gather the children in an orderly line to exit using one of the doors
5. Put infants in a crib as space allows. Roll cribs outside using baby room exit; take as many cribs as necessary
6. Grab a stack of blankets for outside (faster than dressing each child in their individual coats)

The fire drill meeting place is down by the Sprung building (the farthest building from Kids Club).

INFANT CARE

We consider children 6 months through 1 year of age to be infants. Encourage parents to discuss their child with you before they leave and discourage parents from returning to Kids Club unless they would like to nurse or pick up their child. Please check the registration form and waiver before the parents leave to make sure it is filled out thoroughly. Make sure they know how to contact us if they'd like updates on how their child is doing.

STAFF:CHILD RATIO REQUIREMENTS

Ages of Children	One Staff	One Staff	Two Staff
Birth – 12 months	2	1	4
12 months – 24 months	2	1	4
24 months – 36 months	2	2	4
Over 36 months	2	6	3
Total	8	10	15

Slots may be moved up but now down in age.

Ages of Children	Staff:Child Ratio	Maximum Group Size
Birth to 12 months	1:4, 2:8, 3:10	10
12 months – 24 months	1:5, 2:10, 3:12	12
24 months – 36 months	1:8, 2:16, 3:18	18
3 year olds	1:10, 2:20, 3:24	24
4 and 5 year olds	1:12, 2:24, 3:30	30
6 and older	1:18, 2:32, 3:40	40

Sleeping

Sleeping children under the age of 12 months will only be placed on their back, on a firm flat surface with nothing in the sleep space (i.e. blankets, stuffed toys, pacifier attachments). Infants will only sleep on their backs unless a licensed healthcare provider signs a waiver. If the infant has not been observed turning repeatedly from stomach to back and back to stomach by the owner, director, or staff, the infant shall be returned to his/her back for sleeping. **Swaddling for infant sleep is prohibited** unless a licensed health care provider signs statement that includes instructions and time frame. Change the crib sheets with each new child, sheet must not be loose, and don't put more than one baby in a crib at a time. If infant falls asleep anywhere but the crib, the infant must be moved to the crib! Provider must supervise all naps. Pacifiers shall only be used when provided by the parent(s) and attachments are prohibited!

Guide for soothing upset infants:

1. Feed
2. Change
3. Play
4. Cuddle/hug/rock
5. Check for illness

If you're having difficulty soothing a baby, check all 5 within 5 minutes. If nothing helps, lay baby in crib by themselves and give them 10 minutes. If they do not fall asleep and are still crying, repeat the cycle. Statistics have proven that daycare can be traumatic even for an infant, so try to be patient with the child and feel free to ask for help from coworkers if needed.

Feeding:

Never microwave a bottle; use our bottle warmer in the kitchen. Feel free to warm up the sink water before filling the bottle warmer to ensure it heats more quickly. TEST the temperature of the bottle by shaking a drop onto the inside of your wrist. When feeding babies, hold them so they are always upright and supported. Never leave a bottle in a crib and never prop a bottle in an infant's mouth. Wash your hands before and after feeding. Record amounts and type of food eaten on the log in the kitchen. When the baby has finished their bottle, rinse it and put it back in their cubby or diaper bag. This helps with things not being forgotten.

Changing Diapers:

Change diapers as needed. Change or at least check the baby's diaper every two hours. NEVER leave a baby on the changing table. Changing checklist:

1. Put gloves on
2. After removing the dirty diaper, clean the baby's bottom thoroughly (this includes the inside of the vagina for girls and around the scrotum for boys) with their wipes. Only apply ointment or powder as permitted by parents.

3. Deposit soiled diaper, dirty wipes and gloves in the covered receptacle that is within the changing table.
4. Put on clean diaper
5. Wash hands
6. Wipe the table with clean wipe
7. Spray 200ppm disinfectant on the changing table
8. Record type of diaper change in the log

If the infant is walking, make sure to hold their hands while they walk down the stairs to the nap room. Even if they are holding your finger or hand, they may be unstable and fall without that safety net. At the end of the day gather all food, bottles, and items in refrigerator and put back in diaper bag for parents.

FOOD SERVICE

Nutritionally balanced snacks and meals will be provided and planned with the needs of children's age and appropriate portion in mind. Weekly menus shall be kept on file for viewing.

Prepare children for lunch and snacks by having them clean up the play area and wash their hands. Serve them when they are seated and ready at the table. Cut food as necessary to prevent choking hazards. Serve apple juice or water for morning snack and milk or water for lunch. Attendants will set up and serve each child after washing hands. Hand wash used dishes before putting them in the dishwasher; run the dishwasher twice and let dishes air dry completely. Wipe tables and counters down immediately after lunch and vacuum the floor if necessary.

Lunches need to be ordered by 10:30am and picked up around 11:55am from Wild Bill's. Return food dishes back to Wild Bill's by 2:30pm every day. Staff may take dishes back at the beginning of their breaks if they want; let the Director or the Assistant Director know, and they will add the time to your timecard.

****Food Allergies:**

- Should be written in the registration form and verbally communicated to all staff that are working.
- Information should also be written on the allergy form in the kitchen so that all staff are informed.
- Children with allergies should be separated from anyone who has food that would cause a reaction.
- All surfaces should be cleaned and sanitized after use of all foods to avoid contact.

PLAYING OUTSIDE

Check the registration form for each child to verify if their parents have granted Kids Club permission to take them outside and put on sunscreen. Make sure children have a clean diaper or that they have gone to the bathroom prior to dressing them. Put snow pants, jacket, sunscreen, hats, boots, sunglasses/goggles, and mittens on each child before they go outside. We are scheduled to go outside at 10:00am and 3:00pm, but the times are flexible due to inclement weather and the individual children we have that day.

BATHROOM USE

Help children find their way to the bathroom. Monitor the bathroom when occupied and assist child in the bathroom if the child requests. The staff must always leave the door at least partially open when they are inside with a child.

- Encourage the child to go to the bathroom before skiing, outdoor time, and nap time. If children are reluctant to use the bathroom, feel free to say, "the clock says it's time to go to the bathroom" or "we go to the bathroom before we go skiing." Let the child know they can use the bathroom any time they need to. Never threaten them by saying things like: "if you don't go now, you might wet your pants and then your mom will be mad."
- If a child ever has wet or soiled clothes, be very sensitive to the child's embarrassment. Some children fear being reprimanded by their parents. Assure the child that you will let the parents know that it was an accident, and they could not help it. Place child's clothes in a plastic bag and place in cubby.

- Ask all children to close the door when they are using the bathroom. Helping them learn proper bathroom procedures is important.
- The recommended amount of time for hand washing is 20 seconds. This is roughly the length of “Row Your Boat”, “Happy Birthday” or the alphabet song.

NAPPING PROCEDURES

Quiet time starts at 1pm, unless otherwise stated on the child (ren’s) registration form. Place children under 1 year in a crib and give all other children a mat and blanket. The pads are to be at least 6 feet apart and are not to be shared. Record the child’s nap time and length of their naps on the diaper/nap log.

Nap time/quiet time lasts for as long as the child is asleep; if the child is too old to nap, or is not able to, they may participate in quiet arts and crafts or read books. If a child is too wound up or tired, a nap can start as early as necessary. Staff is encouraged to call this “Quiet Time” to prevent kids from feeling like they must sleep.

As soon as the child wakes up, spray the mat and bean bag they were laying on down with 100ppm bleach spray and let air dry. (this is important to help keep down the chance for COVID)

Quiet Time

We provide places for children to rest. We try to accommodate the needs of all children, as their schedules require. All children need down time, so here in Kids Club we rest, read stories, listen to quiet music, imagination yoga, and relax our bodies.

PREPARING CHILDREN FOR LESSONS

Ten to fifteen minutes prior to their lesson, please help the child:

- Drink water
- Use the bathroom
- Apply sunscreen to their face
- Put on ski clothes and boots (make sure socks are pulled up, the ski pants are not tucked into boot and the buckles on the boots are facing out)
- Check to see if the child has lesson ticket and lift ticket if necessary

Private lessons last for one hour. Staff should help children get undressed when the lesson is over unless the instructor returns early. Put all items back into their cubby or supervise the child as they put away their gear. Have them wash their hands as soon as they enter. Leave skis on front porch, and if items are wet, hang them to dry in their cubby. Ensure the instructor fills out a report card on the child’s progress to leave in their cubby for parents.

CHILDREN WITH SPECIAL NEEDS

In the Kids Club we see children from all over the world. Some of these kids may have special needs, like asthma, diabetes, seizures, and more. We need to be prepared and ready for all circumstances. We need to make accommodation for these children and their families.

We are not wheelchair accessible, so this could be a challenge for some families. Please inform them of this so that we can communicate with them all that we can offer.

We are also equipped with getting their child/ren into ski/snowboard lessons. These would be private adaptive lessons with an instructor that is trained to do so.

OVERNIGHT CARE

This facility does not provide overnight care. While we are very attached to your children and love them as our own, our staff need to have time outside of work to rest and recharge. To allow for this, our facility does not provide overnight care. If you will be late, after closing, please make other arrangements for your children to be picked up and safely cared for.

WATER PLAY ACTIVITIES

We will not engage in water play activities such as swimming, etc.

Special Occasions

We remain open on holidays unless staffing does not permit.

CONFLICT WITH CHILDREN

We want all children in Kids Club to respect staff members and behave according to Kids Club rules. If a child is not listening, staff members may discipline them as guided by Kids Club Policy. Giving children advance notice before asking them to clean up or prepare for lunch/outdoor play/etc. can help prepare them and may avoid conflict. Give the child at least a 5- or 10-minute warning before telling them to clean up or get ready to go somewhere.

Redirection

Children are often easily distracted. If a child is misbehaving, try redirecting their attention to a toy or activity. This is more effective for children who are too young to understand their misbehavior.

Please only have one staff member interacting with the child during any conflict; having multiple adults reprimand a child at once can be overwhelming and ineffective. Limiting to one staff member per conflict can also ensure the discipline is consistent. This information is a guideline for staff; if a staff member needs assistance or is unable to find a solution to the conflict, they are encouraged to ask coworkers, Director, or the Assistant Director for assistance.

Time-out

If a child is not listening to a request, warn them they have until the count of 5 to comply or they will go in time-out. Slowly count to 5, and if they still do not listen, place them in a chair in a corner away from activity. Keep the child in time-out for as many minutes as their age; then discuss the situation with them. Ask them if they know why they are in time-out and go over the rules of Kids Club to make sure they will listen next time.

- If a child does not stay seated in time-out, you may place them in the strap-in chairs after warning them and add more time if you feel it is needed.

SAFE SPORT ACT

The Safe Sport Act was put into law in February 2018 and is designed to protect minors and amateur athletes from sexual abuse. Types of abuse include physical, psychological, and neglect. If any staff has suspicions about abuse that may be occurring in a child's life, notify the Director or Assistant Director as soon as possible. Three things that abusers are looking for are access, privacy, and control. There are a few red flags to look for and avoid as staff working with children:

- Follow procedures to reasonably limit one-on-one interaction with children. All one-on-one interactions must be observable and interruptible by another adult
- All or most of the blinds need to be open during Kids Club operating hours
- Bathroom doors must always be open or cracked when staff are in the bathroom with children
- Staff **must** report suspected abuse within 24 hours (physical, psychological, neglect, etc.)

If any staff has further questions about the Safe Sport Act and how the Mountain Sports School implements it, please see the more detailed policy in the Director's office or ask a Director or Supervisor for more information.

LIABILITY INSURANCE

We carry liability insurance through Grand Targhee Resort.

Mountain Sports School Safety and Risk Management

Instructors are *not allowed* to wear Mountain Sports School uniforms when skiing or riding outside the resort permit area. Instructors may wear uniforms to other resorts or off premises as approved by the Mountain Sports School

Director. However, the wearing of uniforms in and of itself does not qualify staff members for compensation or otherwise change employment status as respects workers compensation or other potential liabilities.

Failure to comply with this expectation may result in disciplinary action up to and including employee termination.

Equipment Checklist for Personal Risk Management

- Keep equipment updated and maintained in good working condition.
- Ski brakes, runaway straps, or leashes are mandatory.
- Have binding adjustment checked at least annually for proper release.
- Use boots with the best warmth and fit.
- Take care of boot problems before they develop into medical problems.
- Dry your boots and use clean socks daily.
- Wear sunscreen.
- Wear eye protection, sunglasses or goggles with UV protection.
- Make sure a required helmet has proper fit and is buckled

Student Binding Adjustment

All guests should be referred to a certified rental or repair shop for information regarding releasable bindings or to have their releasable bindings adjusted. Instructors are **not** permitted to adjust releasable bindings or to advise students on how to adjust such bindings.

Instructors are allowed to adjust non-releasable bindings like those typically found on snowboards.

Instructors acting as reps for equipment manufacturers are not permitted to adjust bindings on demo skis for guests. Reps should make arrangements with the Rental Shop for binding adjustment on demo skis.

Injury Response

If you come across an injured guest or have an injured student in your class, please be aware of the following information in responding:

1. Contact Ski Patrol by telephone at extension 1333 (DC dispatch) or 1334 (Sac dispatch) or by radio (channel 1). Phones are located at the top and bottom terminal of each lift. In addition, there are 5 Emergency call boxes located throughout the resort.
2. When reporting an injury be sure to give a specific description of the location (are there skis crossed above the site?), as well as a clear description of the injured party (what color are they wearing?) and possible nature of the injury.
3. Stay with, but **do not attempt to move**, the injured person until the Ski Patrol arrives. Try to keep the injured party warm and comfortable. Assist Ski Patrol as needed in rescuing the injured party.
4. Instructors should make arrangements for managing any other students in class, based on the situation and the needs of those students.
5. If the injured party was a student in your class:
 - a. **Report** the incident immediately to the Mountain Sports School Supervisor/Director.
 - b. Fill out your incident report and return it to the Director of Mountain Sports School. It is also recommended that instructors carry the written form with them at all times so they can record the applicable details such as time and date of the incident and names and addresses of witnesses to the incident if applicable. **ALL ACCIDENT INCIDENT REPORT FORMS MUST BE COMPLETED AND REVIEWED WITH A MOUNTAIN SPORTS SCHOOL SUPERVISOR/DIRECTOR.** If possible, get a written statement from a witness as soon as possible
 - c. **Follow up** on the incident with the injured party after consulting with the Mountain Sports School Director or Resort Management.

CARRY A BLANK INCIDENT REPORT FORM IN YOUR MOUNTAIN SPORTS SCHOOL PARKA WHEN WORKING. Incident report forms are available at the Mountain Sports School Office. Instructors reporting an incident will need to collect relevant information at or as close to the scene as possible. Remember, instructors **are responsible for transferring pertinent information to the electronic incident form.**

Worker's Compensation

Grand Targhee Mountain Sports School instructors are covered by Worker's Compensation only when performing assigned teaching duties, participating in supervisor approved, paid training sessions, or performing duties specifically assigned by Mountain Sports School management. If you have been released from a class split on the mountain without a teaching assignment, you must return to the base area via a groomed run. Instructors will not be covered under Worker's Compensation once they have been released for the day, at any time, by a supervisor. Nonpaid, non-required clinic sessions are non-compensable situations in the State of Wyoming.

For additional information on Worker's Compensation please consult the Employee Handbook or talk to your supervisor or Human Resources.

Any and all work-related injuries must be reported to your supervisor or the Human Resources department immediately. Failure to do so could jeopardize your benefits under workers compensation.

Legal Considerations:

Acting in an unsafe manner may in fact, be a legally prosecutable offense. Here is a partial list of State of Wyoming Statutes that apply to Wyoming resort areas like Grand Targhee:

Wyoming State Statutes:

6-9-201. Trespass on closed or unsafe areas within ski areas; penalty; exceptions. (a) A person is guilty of a misdemeanor punishable by a fine of not more than one hundred dollars (\$100.00) if he:

(i) Skis on a slope or trail that has been posted as "closed".

(ii) Knowingly enters upon public or private lands from an adjoining ski area when the lands have been closed by the owner and posted as closed by the owner or by the ski area operator; or

(iii) Intentionally enters state or federal land leased and in use as a ski area, knowing:

(A) The lessee of the premises has designated the land as an unsafe area; or

(B) The land has been posted with warning signs, prohibiting entry, which are reasonably likely to come to the attention of the public.

This section does not apply to peace officers, national park or forest service officers, or persons authorized by the lessee of the premises.

6-9-301. Skier safety; skiing while impaired; unsafe skiing; collisions; penalties.

(a) No person shall move uphill on any passenger tramway or use any ski slope or trail while such person's ability to do so is impaired by the consumption of alcohol or by the use of any illicit controlled substance or other drug as defined by W.S. 35-7-1002.

(b) No person shall ski in reckless disregard of his safety or the safety of others.

(c) No skier involved in a collision with another person in which an injury results shall leave the vicinity of the collision before giving his name and current address to an employee of the ski area operator or a member of the ski patrol except for the purpose of securing aid for a person injured in the collision, in which event the person leaving the scene of the collision shall give his name and current address as required by this subsection within twenty-four (24) hours after securing aid.

(d) Any person violating this section is guilty of a misdemeanor punishable by imprisonment for not more than twenty (20) days, a fine of not more than two hundred dollars (\$200.00), or both.

CHILD & STUDENT SAFEGUARDING GUIDELINES

Bathroom Guidelines

Remembering that safety is a primary goal and given the sensitivity of bathroom use issues, the following guidelines are offered:

- Keeping in mind our goal of fostering student independence, students should be challenged to manage bathroom needs independently.
- Be sensitive to gender issues.
- When in doubt or uncomfortable, please request assistance from other staff members including instructors, supervisors, Mountain Sports School office personnel or Kids Club staff.
- Always communicate any specific issues or challenges that may have arisen during time when child has been in our custody directly with parents/guardians.
- It is best to have another adult present if assistance is required.
- Avoid being alone in bathrooms with children when door is closed.
- While children in lessons are required to be toilet trained, accidents (Code Yellow) do happen. If a 'Code Yellow' or other bathroom related issue arises:
 - Encourage student/child to take care of issue independently
 - If child requires assistance, ask another adult/instructor for assistance as being alone with young students should be avoided, particularly behind closed doors

Lost Child/Student Procedure

Utmost care should be taken to keep student groups together and conducting themselves appropriately as outlined in Your Responsibility Code. Becoming separated is an inherent risk in the lesson environment. Therefore, instructors should take every reasonable precaution to prevent such situations and be prepared to follow this procedure when and if the situation does occur:

- Upon being separated from a student, it becomes the instructor's primary responsibility to locate that student. While having a separated or lost student is potentially serious situation that needs immediate attention, we call a 'separated student a "**Huckleberry**" to avoid adding undue energy to the situation.
- The instructor should not leave any other students to look for lost or separated students, but he or she should suspend other lesson activities and attempt to locate the missing student. If the "**Huckleberry**" is not found quickly, the following actions should be taken:
 - Notify Mountain Sports School Office and or a Mountain Sports School supervisor that a student is missing. Give name, physical description and area where you became separated.
 - Notify Lift Personnel that a student is missing from your class and give name, description and area where you became separated. Ask lift attendants not to allow student to ride the lift without his or her instructor.
 - Notify Ski Patrol to assist in search, once again providing name, physical description of student and area where you became separated.
 - Once student is located, notify all above parties that student has been recovered.
- In the case of children, it is important to communicate any lost/separated (Huckleberry) child events as well as any issues pertaining to a child's tendency to leave the group to their parents/guardians to foster understanding and support of basic safety responsibilities.

Suggestions for Avoiding Lost/Separated Children:

- Know Your Students
- Make sure Students Know You
- Develop Team Expectation/Identity
- Be Clear with Students About Plans, Terrain, etc.
- Manage Lesson Time to Avoid Rushing
- Create Designated Meeting Area(s)
- Institute NO Lift Rides Without Entire Group Rule
- Pay Attention to Transition Times- Pick Ups, Drop Offs, Lunch, Moving Students to New Group, etc. making sure students get where they are supposed to go
- Be Clear with All Communications

Boundary Policies

A. *Written policy describing appropriate and inappropriate verbal and physical interactions between adults and children:* There are occasions when it is appropriate for employees to have some physical contact with a child or young person with whom they are working. Employees should only touch children in ways which are appropriate to their professional or agreed role and responsibilities. This means that employees should:

- Ensure that their relationship with children and young people clearly take place within the boundaries of a respectful professional relationship.
- Take care that their language or conduct does not give rise to comment or speculation.
- Attitudes, demeanor and language all require care and thought.

Employees should be aware that even well-intentioned physical contact may be misconstrued by a child, an observer or by anyone to whom this action is described:

- Do not touch a child in a way that may be considered inappropriate.
- Be prepared to report and explain actions and accept that all physical contact be open to scrutiny.
- Do not indulge in horseplay.
- Encourage children, where possible, to undertake self-care tasks independently.
- Be aware of cultural or religious views about touching and be sensitive to issues of gender.

B. *Written policy outlining appropriate electronic communication between adults and children:*
Appropriate electronic communication:

- Sending and replying to text messages from children only when copying in a supervisor or a child's parent.
- Communicating through "group pages" on Facebook or other designated public forums.
- "Private" communication for staff which youth cannot access.

Inappropriate electronic communication:

- Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments.
- Sexually oriented conversations.
- Private messages between staff and children.
- Posting inappropriate comments on pictures.

C. *Written policy managing one on one interactions between adults and youth:*

Employees who work with children in ski and ride lessons may need to initiate some physical contact with children or young people. Such contact is to be carried out in accordance with existing handbooks, policies and best practice. Physical contact should take place in relation to the activity and should be in an open environment, easily observed by others.

Contact should be relevant to their age and understanding and employees should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

D. *Written policy on appropriate interactions outside of regularly scheduled program activities:*

Employees should consider the appropriateness of any outside contact according to their roles and nature of their position, and report situations that may compromise the Resort or their own professional standing. Employees working with children and young people should not seek or initiate contact with them outside of the workplace, unless the reason for the conduct is deemed appropriate by the parent or management.

Finally, as all our staff is authorized to interact with children, we have a moral duty to report suspected abuse within 24 hours. While reports of suspected abuse can be made directly to Childcare Protective Services, Mountain Sports School supervisors are good resources and should be apprised of suspected abuse.

What to Bring

Please bring the following:

- Change of clothing
- Snow pants
- Jacket
- Mittens
- Ski hat
- Snow boots
- Indoor shoes or slippers
- Sunscreen and sunglasses
- Special dietary foods
- Infants will need diapers, wipes, baby food, and formula **(If you forget diapers, we can provide them for \$1.00 per diaper)**

Ski Gear

- Remember to rent equipment prior to coming to Kids Club
- Metal edged skis with release bindings
- Buckle ski boots
- Helmet
- Goggles
- Socks (we recommend non-cotton such as wool or polypropylene)
- Long underwear
- Ski jacket & ski pants or snowsuit

Release Form

(We need original signatures on ALL waivers) Please arrive early to complete paperwork. We must have **immunization records** and medical information/release forms signed by a parent or legal guardian for the child to participate in activities. Forms can be downloaded from the Grand Targhee website.

If you do not have up to date immunization records, an exemption form is applied for by the parent and approval/denial comes from the state health department. If approved, the parent will receive an exemption form for the child that it was applied for.

Lunch/Snacks

Lunch and snacks are provided by Kids Club. If your child has allergies or special dietary needs, please inform us during registration and bring their special foods.

What not to bring

Do Not bring iPad and electronic devices unless medical use.
Bottles.

Safety

Be assured that Kids Club staff has First Aid and CPR training and will do the most to provide a safe, comfortable experience for the children. While accidents are infrequent, in the event of an injury we have emergency procedures in place.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

REPORTING CONCERNS

Open communication between provider and families is crucial for your child(ren)s success. I/we will strive to communicate with you on a regular basis the events of your child's day as well as topics of concern that arise. We appreciate any and all feedback from families to help continue our growth and success as a childcare. If at any time you have a question or concern, please:

- Speak with your child's provider regarding concerns and objectives;
- If concerns cannot be resolved with child's provider contact the facility Director;
- In addition, please feel free to contact the local child care licenser, Kelli Dunne at 307-249-5848 to report any concerns.

All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect. Licensed child care complaint and compliance history can be found at findchildcarewy.org or by contacting the local child care licensing official.

Cancellation Policy

Cancellations made at least 72 hours in advance will be charged a processing fee of \$25 per child per day. Cancellations made within 72 hours of service date, or no shows will forfeit the total cost of the booking. Every effort will be made to reschedule child care bookings with 72-hour advance notice, change is subject to availability. An additional fee may apply for child care booking changes.