



*Updated August 2024*

## Out-of-School Time Club Policies and Procedures

This manual may be changed at any time upon the discretion of Butterfly Pavilion. Changes in services, policies or procedures will result in a notification of parents or guardians through email, letter, or phone.

Butterfly Pavilion Club can be reached at:

- A direct line to the Afterschool Coordinator is 720-375-9986.
- If the Afterschool Coordinator cannot be reached, then call the Programs Manager at 720-974-1877.

### **Butterfly Pavilion Mission**

Butterfly Pavilion exists to foster an appreciation of invertebrates by educating the public about the need to protect and care for threatened habitats globally, while conducting research for solutions in invertebrate conservation.

#### **1. Butterfly Pavilion Club Mission**

Butterfly Pavilions Club aims to spark curiosity for science through hands-on, interactive activities, providing an engaging afterschool environment where children can discover the wonders of the natural world.

#### **2. Ages of Children Accepted**

Butterfly Pavilion Club is for children in grades Kindergarten through second grade, third grade through fifth grade, and sixth grade through eighth grade.

#### **3. Hours of Operation**

Butterfly Pavilion Club will run on designated Monday-Fridays for one hour after dismissal throughout the year at the designated schools. Club will not run on any days that school is not in session including school breaks, inclement weather, etc.

#### **4. Pick-Up of Children**

The end of the session will vary depending on when the school dismissal occurs. Club will last for one hour after dismissal from school, and children must be picked up at the designated time determined by Club Staff. If a parent is late picking up their child, they will be charged \$1 for every minute that they are late. This will be noted by staff, communicated to parents, and the Afterschool Coordinator, Registration Manager, or Accountant will send a payment link via email to the parent. The payment for the fee will need to be made before the child can return to Club.

If a child is not picked up by 5 minutes after the end of club, a phone call will be made to the parent, and a message will be left if not reached. Afterschool staff will then make a call to the authorized emergency contact to come pick up the child. In an



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emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification will be required to assure that the adult is authorized to pick up the child.

If children are not picked up 15 minutes after the end of club and no provisions have been secured with the parents or their authorized emergency contacts, the local Police Department office will be contacted, and the Afterschool staff will release the children to them.

### **5. Severe Weather Policy**

If there is severe weather that causes Club to be canceled, parents will be notified immediately.

### **6. Admission and Registration of Children**

Registration will vary based on the program. If you have any questions about afterschool you can call the Afterschool Coordinator at 720-375-9986 or email [education@butterflies.org](mailto:education@butterflies.org), and someone will get back to you.

### **7. Fees and Payment**

Fees for afterschool sessions vary depending on the program for which a child has enrolled and the location of the school where afterschool is being held. Fees are subject to change based on new program offerings. The full payment for afterschool must be made before the start of afterschool, if not the child will not be able to attend afterschool.

#### **Cancellations & Refunds:**

- Cancellations with at least 1 week notice will be charged a 10% processing fee, and the remainder of the cost will be refunded to the customer.
- All cancellations and transfers must be made via e-mail to the Afterschool Coordinator at least 1 week before the date of the afterschool and will be charged a 10% processing fee, with the remainder of the cost refunded to the customer.
- Transfers are not available.
- No refund is given for cancellation with less than 1 week notice. This includes absence due to illness.
- A refund will not be given if Club is cancelled due to weather or a school closing.

### **8. Discipline and Conduct**

Parents shall advise afterschool staff of any unusual disciplinary issues of their children through their registration information. Children are expected to adhere to



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appropriate behavior guidelines, which will be discussed at the beginning of the club by afterschool educators. Children are expected to be responsible for their words and actions, be respectful of others, and follow directions from staff members. Children shall leave all electronic devices at in their backpacks such as phones, cameras, switches, smartwatches, or other technology.

**The following behaviors are prohibited from children attending afterschool:**

- Endangering the health and safety of themselves, other students and/or staff or volunteers.
- Stealing, damaging, or failing to care for school property, Butterfly Pavilion supplies, or personal property.
- Continual disruption of the program.
- Refusal to follow the behavior guidelines.
- Inappropriate physical contact.
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive content.
- Bullying or acts of aggression or violence.
- Possession or use of illegal substances, tobacco, or alcohol.
- Possession of weapons - any object that may cause harm to another or place another person in fear of his/her safety, may be considered a weapon.

**The following steps will be taken for failure to follow these behavior guidelines:**

- Afterschool staff will redirect the student to a more appropriate behavior.
- The child will be reminded of the behavior guidelines.
- If the behavior persists, staff will discuss the problem with a parent/guardian.
- The staff will document the situation. The written documents will include what the behavior problem is, what provoked the problem, and the corrective action taken.
- If the problem persists to the point where a second phone call becomes necessary, the Afterschool Director may find it necessary to have the student picked up early from afterschool.
- If a child's behavior at any time threatens the immediate safety of themselves, other children, or staff, the parent/guardian will be notified and expected to pick-up the child immediately.
  - If parent/guardian needs to be notified for immediate pick-up, a behavior incident form will be filled out, filed with the afterschool director, and a copy will be shown to the parent/guardian for their records.

Praise for appropriate behavior will help to reinforce those actions. Discipline will be appropriate and constructive or educational in nature, and may include such measures as diversion, withholding privileges, separation of the child from problem situations, and talking with the child about the situation.

Children will not be subjected to physical or emotional harm or humiliation.



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The director will not use or permit a staff person or child to use corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.

Verbal abuse and derogatory remarks about the child are not permitted.

Authority to discipline will not be delegated to other children, and the afterschool will not sanction one child punishing another child.

Afterschool staff have the authority to send a child home or remove them from club altogether at their discretion.

### **9. Emergencies**

All staff members will be trained in the emergency procedures.

### **10. Transporting Children**

Children may be transported in ambulances in case of emergency. Off-site field trips requiring vehicles will not be conducted.

### **11. Authorization for Releasing Children**

Each child will have on record a list of parents and/or guardians for whom children can be released to. Also on file is a list of additional people (other than parent or guardians) to whom the child can be released. Children will be released from afterschool only to persons for whom the afterschool has written authorization per the above files.

If an individual who is not authorized for release attempts to pick the child up, they will be refused, and the signed release authorization provided to them. If the individual attempts to take the child or causes a disturbance, 911 will be called immediately.

If an individual who staff does not know attempts to pick up a child, identification must be provided by the individual and matched to the child's files for adults who have authorized release.

### **12. Children's Medicines**

Butterfly Pavilion Club cannot administer or carry any medication for children.

### **13. Personal Belongings**

Butterfly Pavilion Club is not responsible for children's personal belongings.



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#### **14. Reporting of Child Abuse**

Butterfly Pavilion has zero tolerance for child abuse.

Any afterschool staff who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

If the suspected child abuse occurred at the childcare facility, the report of suspected child abuse must be made to the Department of Social Services, police department, or other law enforcement agency in Jefferson County.

If the suspected child abuse did not occur at afterschool, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.

If a staff member is suspected of child abuse, they will be immediately removed from providing care to children and the suspected abuse will be immediately reported to the Social Services, police department, or other law enforcement agency in Jefferson County. Additionally, the suspected abuse will be reported to the CEO at Butterfly Pavilion. Throughout the investigation, the staff member will have no contact with children at Butterfly Pavilion. Based upon the results of an investigation into the situation, action will be taken which management feels is appropriate, up to and including termination of employment.

Each staff member of the afterschool will read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

#### **15. Notification of Termination of Afterschool or Parents' Withdrawal of Children from the Afterschool**

Should the afterschool need to terminate operations, parents or guardians will be notified by email and phone. If parents should withdraw their children from before or during afterschool, they will be asked to give the afterschool written notification (email) ahead of time.

