

## **Crested Butte Parks and Recreation Department**

### **Drop Off and Pick Up Guidelines**

The Parks and Recreation Department will do the following:

- Provide responsible adult supervision for all programs.
- Conduct criminal background checks on all adult coaches, instructors and volunteers.
- Provide a safe environment for children of all ages to learn athletic skills, teamwork and sportsmanship.
- Make every attempt to ensure that children are released to authorized adults.
- Take proper steps to care for a child whose parent is past due.

Parent/Guardians will do the following:

- Children will not be dropped off at a program earlier than 15 minutes prior to the start of activity.
- Parents and guardians are the only ones authorized to pick up a child. The coach or instructor must be notified prior to the activity if a friend, babysitter or relative is going to pick up a child.
- Children will be picked up on time for every meeting of the activity. No children will be released without a visual handoff to an authorized adult.
- If children are not picked up on time, a \$15 fee will be assessed for every 15 minutes the parent is late, rounded to the nearest 15 minutes.
- In the event that a parent or guardian is more than 15 minutes past due, the coach or instructor will attempt to first call the parent or guardian. If the coach or instructor is unable to make contact, the adult listed as the child's emergency contact will be notified.
- Additionally, if a child has not been picked up after 15 minutes following the end of the activity, the Parks and Recreation Staff will be notified. The child may be placed in the care of the Staff at Town Hall until he or she is picked up.
- If a child is picked up late more than once, the Department, at its sole discretion, can restrict the child from further participation in Town of Crested Butte programs.
- In the case that the child is not picked up at all, and the parents or guardians and emergency contact cannot be reached, the Crested Butte Marshall's office will be notified and they will take proper steps to ensure the child's safety.

Child safety is the Department's primary concern. Our coaches and instructors are hired for their ability to develop a child's skills, confidence and self esteem in an athletic setting. The Parks and Recreation Department is not a licensed child care facility and does not have the resources to provide supervision for children outside of scheduled program hours. In the event that a child is improperly prepared for the activity, sick or has an injury prior to the activity that prevents them from fully participating, the Parks and Recreation Department requests that the child stay home. It is important to note that coaching ratios are designed for high quality instruction including athletic skills and important life lessons in sportsmanship, teamwork and fair play.