

# *COLORADO*

## *SPRINGS*

# COMMUNITY CENTERS

*Youth Programs Parent Handbook*



**June 2023-May 2024**

**Deerfield Hills Community Center**  
Center Phone: (719) 385-5996  
Email: [Deerfield@coloradosprings.gov](mailto:Deerfield@coloradosprings.gov)  
[www.coloradosprings.gov/deerfield](http://www.coloradosprings.gov/deerfield)

**Hillside Community Center**  
Center Phone: (719) 385-7900  
Email: [hillside.center@coloradosprings.gov](mailto:hillside.center@coloradosprings.gov)  
[www.coloradosprings.gov/hillside](http://www.coloradosprings.gov/hillside)

**Meadows Park Community Center**  
Center Phone: (719) 385-7940  
Email: [Meadowspark@coloradosprings.gov](mailto:Meadowspark@coloradosprings.gov)  
[www.coloradosprings.gov/meadows](http://www.coloradosprings.gov/meadows)

# WELCOME

## THE COLORADO SPRINGS COMMUNITY CENTERS

are committed to providing quality youth programs for your child.  
We look forward to building a successful relationship with you and your child.  
Please let us know how we can be of assistance to your family!

**OUR MISSION** is to build and strengthen a true sense of community in the neighborhoods we serve by offering free and affordable programs, events, and resources in a positive, safe, inclusive, and healthy environment for children and adults for all ages.

**OUR PROGRAM PHILOSOPHY** is to empower our participants physically, emotionally, and mentally while strengthening their social, emotional, and cognitive skills through developmentally and age-appropriately designed programs.

## BEFORE AND AFTER SCHOOL HOURS AND CONTACT INFORMATION

**HSD2:** Carmel, Centennial, Giberson, Otero, Turman Before and After School Programs and Meadows Park Before and After School Program follows the Harrison District 2 (HSD2) bell schedule. We offer care and enrichment opportunities for youth grades K-5. Program is held at each school site and Stratton Meadows Elementary is held at Meadows Park Community Center.

<i>Before School Program</i>		<i>After School Program</i>	
<i>Monday</i>	7:00 a.m.- 9:45 a.m.	<i>Monday-Friday</i>	3:15-6:00 p.m.
<i>Tuesday-Friday</i>	7:00 a.m. - 8:15 a.m.	<i>*Full Days</i>	7:30 a.m.- 5:30 p.m.

<b>Billing and Registration</b>	
<b>Deerfield Hills Community Center</b> 791-385-5996 deerfield@coloradosprings.gov 4290 Deerfield Hills Road Colorado Springs, CO 80916	
<b>Site Specific Phone Numbers and Location</b>	
<b>Centennial Before &amp; After School Program</b> 719-351-1896 1860 South Chelton Road Colorado Springs, CO 80910	<b>Carmel Before &amp; After School Program</b> 719-338-9954 1740 Pepperwood Drive Colorado Springs, CO 80910
<b>Giberson Before &amp; After School Program</b> 719-359-0802 2880 Ferber Drive Colorado Springs, CO 80916	<b>Otero Before &amp; After School Program</b> 719-388-3168 1650 Charmwood Drive Colorado Springs, CO 80906
<b>Turman Before &amp; After School Program</b> 719-896-0067 3245 Springnite Drive Colorado Springs, CO 80916	<b>Meadows Park Before &amp; After School Program</b> 719-339-9356 1943 South El Paso Avenue Colorado Springs, CO 80905

**D11:** Columbia and John Adams Elementary After School Programs follow the D11 bell schedule. We offer care and enrichment opportunities for youth grades K-5.

<i>After School</i>	
<i>Monday-Friday</i>	2:45 p.m.-6 p.m.
<i>*Full Days</i>	7:30 a.m.- 5:30 p.m.

<b>Billing and Registration, Site Number</b>
<b>Hillside Community Center</b> 791-385-7900 Hillside.center@coloradosprings.gov 925 South Institute Street Colorado Springs, CO 80903

## SUMMER DAY CAMP HOURS AND CONTACT INFORMATION

Deerfield, Hillside, and Meadows Park Community Center offer Elementary Summer Camps. Call for details!

<i>Elementary Summer Camp</i>	
<i>June 5- July 27, 2023</i>	
<i>No program June 19 and July 3-7</i>	
<i>Monday-Thursday (Closed Friday's)</i>	7:30 a.m.- 5:30 p.m.

<b>Billing and Registration</b>		
<b>Deerfield Hills Community Center</b> 791-385-5996 deerfield@coloradosprings.gov 4290 Deerfield Hills Road Colorado Springs, CO 80916	<b>Hillside Community Center</b> 791-385-7900 Hillside.center@coloradosprings.gov 925 South Institute Street Colorado Springs, CO 80903	<b>Meadows Park Community Center</b> 719-385-7940 meadowspark@coloradosprings.gov 1943 South El Paso Avenue Colorado Springs, CO 80905

## 1) Closures (No Youth Programs)

In addition to **ALL HSD2 and D11 CLOSURES**, Colorado Springs Community Center Youth Programs observe most City Holidays and will be closed:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Week of Independence Day (July 4<sup>th</sup>)
- Labor Day
- Veterans Day
- Thanksgiving Week
- Christmas Week

For their respective programs, we follow HSD2 and D11 policy concerning inclement weather. If the District closes, then all youth programs are cancelled for the day. Messages will be sent out via the CampDoc system to the primary contact listed. Make sure to keep your information updated.

Program Closure: In the event the program closes for an extended amount of time due to extenuating circumstances, parents/guardians will be notified with as much notice as possible. Any fees that are paid without care provided for multiple days (5 or more days) will be fully refunded or credited to the account if the closure occurred during a break camp.

## 2) REGISTRATION

**Review of this handbook is required for participant program attendance.** Online or in-person registration is available for all programs, please review specific flyer or call in for details. Program entry is welcome to youth regardless of race, color, national origin, religion, sex, or physical ability. Prior to program attendance, all youth must have a completed CampDoc profile, active Trusted Contacts, uploaded immunization record, as well as medication forms (if applicable). Parents/ legal guardians of new-to-program participants must meet with the Program Site Director in order to complete the registration process. Admission for all programs is based on space, availability, and completion of registration process.

## 3) ATTENDANCE

For all programs, we worry when your child does not come on time, so we require that a parent/legal guardian notify the staff when your child will be absent from the program. If a child does not arrive when scheduled, a parent/legal guardian will be notified in a timely manner and a plan will be put into place to locate any missing child which will include contacting the local police if it cannot be verified that the child is safe.

## 4) CAMPDOC

Following registration and prior to attendance in program, **participant CampDoc profiles must be completed to 100%** with authorized pick-up names/photos added to "Trusted Contacts", completed medical information (any medications taken, known drug reactions and allergies, special diets, etc.), emergency contacts (must have at least two), employer information, hospital and doctor contact information, etc. Profiles must be kept up to date and must be updated annually. **Participants WILL NOT be able to attend programs with incomplete or inadequate profiles.**

## 5) IMMUNIZATIONS

Immunization Records in accordance with the Colorado Department of Public Health and Environment must be submitted annually for each child at time of enrollment on the Colorado State approved immunization form. Immunizations must be updated and recorded as specified on the certificate of immunization. Colorado law requires proof of immunization to be provided prior to the first day of admission. Community Center Youth Programs permits children to attend who have not been immunized; however, parents/guardians must have a non-medical exemption (religious or personal) on file. Parents/legal guardians wishing to submit non-medical exemptions must do so online at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

## 6) FEES

A copy of the program fee schedule is available at the community center. Please contact us to receive program specific information. A deposit of 50% is due at registration with the balance due prior to the first day of program. For all programs, the center will not be responsible for your child's care if payment is not made in full by said date.

## 7) ADJUSTED FEES

Adjusted fee is available for qualifying families participating in a program with fees of \$35 or more (field trips are not included). A copy of an approval letter for one of the following programs: Free/Reduced Lunch Program for the current school year, LEAP, TANF, SNAP, WIC, CCCAP or proof of income is required to qualify. Approval must be renewed annually.

## 8) BEFORE & AFTER SCHOOL FEES SPONSORED BY HSD2

The Before and After School program hours are sponsored by Harrison School District 2. CCCAP and/ or employment documentation must be provided (see Parent Agreement). A copy of the program fee schedule is available upon request at the community centers. All locations are limited in capacity. Registration is first come, first served and waitlists will be created for those not enrolled due to program reaching maximum capacity.

### OPTIONAL AND PAID BY PARENT

Full-Day Break Camps are NOT sponsored by HSD2

- October 9-13, 2023
- December 27-29, 2023 and January 2-3, 2024
- February 19-23, 2024
- March 25-29, 2024
- June 3-July 25, 2024 (no program June 19 and week of July 4<sup>th</sup>)

Full-day break camps will be offered on select dates. Full-day break camps are the financial responsibility of the parent and are NOT sponsored by HSD2. Approved parents will be able to utilize CCCAP for payment. Programs will survey parents to determine anticipated enrollment. If necessary, program may consolidate to one location to meet minimum participant numbers. Parents will be required to register at least one week in advance for any break camp they would like their student to attend. Break camps will be limited in capacity and registration will be first come, first served. Please contact us to receive program specific information. For all break period/full day care programming, a deposit of 50% is due at registration with the balance due prior to the first day of program. The Community Centers will not be responsible for your child's care if payment is not made in full by said date or arrangement with CCCAP is not in place.

## **9) PARENT AGREEMENT: HSD2 – CCCAP Requirements**

Per HSD2 requirements, all families must meet one of the following requirements to complete program registration:

- Submit proof of parent/ guardian’s current employment, seeking employment, or attending school
- Submit CCCAAP pre-qualification denial or proof of a completed CCCAP application

All participants in the before and after school program who meet the Colorado Child Care Assistance Program (CCCAP) program requirements must apply for CCCAP and are required to utilize this service if approved. Please visit the El Paso County website, review the information, and complete the CCCAP Application Package, if applicable.

Link to CCCAP Information, click [HERE](#).

Link to CCCAP Application, click [HERE](#).

Link to Am I Eligible Qualification Tool, click [HERE](#).

## **10) WITHDRAWAL**

Parents/ legal guardians must communicate in person, through phone call, or in writing with community center front desk staff when they are going to withdraw their participant from program. Failure to communicate with office staff may result in an outstanding program balance to be paid by the parent. Due to limited program capacity, attendance will be reviewed monthly. If a child did not attend, we will contact the parent to discuss withdrawal to make space for another child in need of daily care.

## **11) YOUTH WITH SPECIAL NEEDS**

The Colorado Springs Community Centers support the standards set forth in the Americans with Disabilities Act and is committed to creating inclusive programming for all. Within the abilities of our programs, we aim to meet all reasonable accommodations for students with disabilities. Please contact us to make an appointment to discuss the specific needs of your child.

## **12) ACTIVITY CALENDAR**

A calendar of activities and an informational newsletter will be provided on a monthly/ program basis via the provided email on file. Please be sure your email is kept current. Hard copies can be made available upon request.

## **13) LATE PICK-UP PROCEDURE & FEE**

If you are going to be late picking up your child, please contact the Program Site Director as soon as possible. If we have not heard from you, our staff will attempt to contact the late parent/legal guardian or next authorized adult listed on the participant form to pick up your child. If staff is unable to contact an authorized adult within 30-minutes after the scheduled end of program, the local authorities will be notified for recommendations concerning the safety of the child. Our late fee is \$1/minute after the first five minutes.

## **14) FILING A COMPLAINT**

To file a complaint regarding one of the Colorado Springs Community Centers, please call a Parks Operations Administrator for either Deerfield (719) 385-6857, Hillside (719) 385-7903, or Meadows Park (719) 385-7942. To file a complaint regarding one of the Youth Programs, please call the Program Administrator at (719) 385-7902. To file a complaint against another department within the City of Colorado Springs, call (719) 385-CITY(2489). To file a complaint with the Division of Early Care and Learning, call the Division of Child Care Licensing at (303) 866-5948.

## 15) SIGN IN AND OUT

Per Colorado Department of Human Services and City of Colorado Springs regulations, a daily participant sign-in/out sheet is electronically maintained and recorded by program staff. For each child in care, it includes the date, participant name, and the time participants arrive at and leave the program site. **Only authorized individuals listed as a participant's Trusted Contact may sign a child out of program. Photo ID's will be required. Parents/legal guardians should update their child's CampDoc information as needed.** In the event that an unauthorized individual arrives to pick up a child, program staff will attempt to contact the parent/legal guardian. Children will not be released to unauthorized individuals. Should the unauthorized person persist, staff will notify local authorities.

## 16) CUSTODY SITUATIONS

For all youth programs, it is presumed that the parent/legal guardian who registers the child and submits their signature has the legal right to enroll such child and act on his/her behalf. That presumption shall be held by staff until presented with written, legal documents to the contrary. Staff is not required nor expected to inquire as to any custodial arrangements, nor to interpret the propriety of any statements made by a parent/legal guardian. If any custodial arrangements affect the child during his/her participation in the program, it is incumbent upon the enrolling parent/legal guardian to inform staff of all such arrangements and provide any necessary legal documentation. Examples, not intended to be all-inclusive, of such arrangements are limitations upon contact with the child, specific parental contact information as set forth under medical emergencies, and the right to information about the child.

## 17) CHILD MONITORING/LOCATION OF CHILDREN/LOST CHILD

The staff is responsible for the whereabouts of program participants at all times. Observation through active participation and use of accountability sheets allow for staff to keep a written record of when our kids sign-in and out, and where they are every 30 minutes. If our group is not in the cafeteria or gym, a note will be posted on the program door with our location and phone number.

In the event of a missing child, all participants will be gathered into the same space and all building staff will be notified. A roll call and head count will be taken at that time to verify the missing participant is identified and confirmed. The following will occur:

1. A search party will be created. All areas will be searched, including parking lots, vehicles, bathrooms, park, etc.
2. If participant is not found within 5-minutes, Director will contact 911 for further assistance. Parents/legal guardians will also be notified at that time.
3. A written report will be filed with the City of Colorado Springs and a copy will be kept on file.

## 18) ILLNESS

If a child should become ill during the program, we will contact their parents/guardians, or alternate emergency contacts, so the child may be picked up. We request that you pick up your child as quickly as possible and no more than 45 minutes from the time of the call. Participants will rest in an isolated area until pick-up.

**Please keep your child home if he/she has been sick or exhibiting symptoms in the past 24 hours. A participant with a temperature of over 100.4 degrees will not be able to attend the program for 72 hours.**

Additionally, per State licensing requirements and for the protection of all children, please keep your child home if he/she has had a undiagnosed rash, an eye infection (*red eyes and pus matter in eyes*), heavy nasal discharge, diagnosed contagious disease such as strep throat, chicken pox, whooping cough, German or regular measles or hand, foot and mouth. Parents/legal guardians will be notified when their children have been exposed to a communicable disease.

## **19) MENTAL HEALTH**

Program staff will refer any mental health concerns to all invested parties; resources will be made available to parents/ guardians.

## **20) ACCIDENTS**

If an injury or accident occurs that is potentially serious and requires serious medical attention, it is our policy to contact 911 before attempting to contact parents/legal guardians. We will notify parents/legal guardians immediately if their child becomes ill, requires first aid while in program, or incurs a head injury. All non-emergency or minor accidents and injuries will be treated with first aid by a trained staff and documented; parents/legal guardians will be notified upon picking up their child at the end of the day.

## **21) MEDICATIONS**

As required by Colorado law, all medications given to trained program staff to dispense must be accompanied by signed doctor's orders for each prescribed medication. This includes over-the-counter medications as well; however, home remedies, such as homeopathic medications, herbs, supplements, and vitamins are prohibited to be administered by Community Center staff. All medications must be turned in to trained staff by the parent/legal guardian. Participants are not permitted to keep medications in their possession during program hours unless a signed self-carry contract is submitted with the health care plan from the Health Care Provider and approved by our nurse consultant. Medication must include the name of medication (if generic, the forms must include generic name), correct dose, route, time of administration, length of time medication can be taken, and prescriptive authority signature. The medication must be in its original labeled container with child's name, date, name of medication, and RX number. The medication container must match the signed doctor's orders.

Medications requiring measurement must be provided with an accurate measurement tool. Medications left with staff will be stored in a locked box (with exception of emergency meds) and will be returned parent/ legal guardian as specified by agreement. Staff will dispose of medications after the expiration date or after two weeks of a child's withdrawal from the program or when program ends. Children will not be permitted to attend program without a plan of care from the Health Care Provider is submitted or a waiver is signed by the parent.

## **22) INCLEMENT WEATHER**

Outdoor play is an important element of our program, which is why we spend as much time outside as Colorado allows. We will limit or stop outdoor activity during inclement or excessively hot weather, and program will be moved/kept inside or under a suitable shelter—hydration is highly promoted and closely monitored.

## **23) CHILD ABUSE AND NEGLECT**

Your child's best interest, health and safety are our primary concern. All Community Center staff is required by state law to report any case of suspected child abuse or neglect. We are not allowed to consult with the parents/legal guardians first and must file a report immediately. To report suspected child abuse or neglect,



parents may contact the County Department of Human Services Child Welfare Hotline at (719) 444-5700 or the El Paso County Department of Human Services at (719) 636-0000.

## 24) FIELD TRIPS AND TRANSPORTATION

As an extension of program activities, youth may have the opportunity to participate in field trips. We use both Recreation Services' Division and Harrison District 2 buses to transport youth for these trips. Participants are required to follow Recreation Services/HSD2 safety rules while riding on the bus—failure to do so may result in suspension from future field trips. Staff supervises participants and upholds emergency procedures by spreading out on the bus and monitoring participant activity. A signed permission slip and participant form must be on file for children to attend the trip.

If a registered participant has not arrived 15-minutes prior to departure, the Program Director will attempt to contact their parent/ legal guardian. The bus cannot wait or be delayed. After departure, a note will be posted on the program door stating the location and times of the field trip. It is the parent/ legal guardian responsibility to make other arrangements for care that day, or to transport their child to the field trip site. PARTICIPANTS CANNOT BE LEFT AT THE PROGRAM SITE IF THE GROUP IS GONE.

## 25) GUIDANCE AND BEHAVIORAL MANAGEMENT

Each disciplinary situation is handled on a case-by-case basis in which our team works to identify the social, emotional, and developmental needs of each child. Positive redirection is encouraged with discussion that promotes personal accountability and constructive social growth. Colorado Springs Community Centers Youth Programs is committed to doing our best to understand and reduce challenging behavior while promoting a respectful learning and care environment. Parents/legal guardians will be notified of any major or repetitive behavior problems by Program Directors.

If a participant's negative behavior persists, disciplinary action may include one or more of the following:

- **Redirection:** participants will be given an opportunity to take “re-focus time” using calming items in our distraction box. Time limits will never exceed 5 minutes, and students will always remain under staff guidance.
- **Behavior Log:** students work with staff to walk through their negative choices to find what they should have done instead and make a goal to follow for the rest of the day. They also list a possible consequence should their negative behavior persists. These logs stay in their files, parents are notified. Depending on situation, 3 logs equal suspension.
- **Restorative Contract:** if student has been suspended, a parent/legal guardian conference will be arranged to assist in the creation of a behavior plan specifically aimed to correct negative behavior as positively and supportively as possible. Parents/legal guardians, staff, and the participant must sign off on the terms outlined within the behavior management plan.
- **Dismissal from program:** parents/legal guardians will be contacted immediately, and the participant will be withdrawn from program. Additional resources are available to families upon request.

If at any time it becomes evident that a child is in danger of hurting themselves or others, we reserve the right to dismiss the child from program. It is only as a last resort that we would remove a child from our programs.

## 26) BULLYING/ HARRASSMENT

In alignment with our commitment to participant safety, any reported or observed incidents of bullying (to include intimidation and cyberbullying) or harassment, between persons of any age or position, will be

promptly and thoroughly investigated in accordance with Colorado Anti-Bullying Laws. Parents/legal guardians of all parties will be notified immediately, and all information will be documented and kept of file.

## **27) CULTIVATING POSITIVE RELATIONSHIPS**

Through daily interactions with participants and communication with parents/legal guardians, our goal is to create a positive relationship between our team and our program families. Parent/guardians are welcome to request a meeting with the Program Director any time they feel it may benefit their child, the staff, or themselves.

## **28) HOMEWORK TIME (during school year)**

To support your child's school success, it is our philosophy to provide time for homework every day (when school is in session). Our staff provides guidance and encouragement to the students. Students without homework will be given time to read quietly, work on flash cards, or a worksheet. Please be aware that this is a supervised homework period, but we cannot guarantee that each child will finish all of their assignments within the designated time.

## **29) WHAT TO WEAR**

Youth should always wear comfortable clothes and closed toe shoes. Outdoor activities are scheduled every day, so sunscreen is strongly recommended. Colorado is notorious for its inconsistent and sudden weather changes; we suggest layers so that your child will always be ready for the weather (*i.e. hat, mittens, coat, etc.*) Please make sure to label all items.

## **30) SNACKS/MEALS AND FOOD ALLERGIES**

A daily nutritional snack will be provided for participants of the program. Breakfast and snack will be provided during Full Day programs. A planned menu is posted in several areas throughout our program area. Full day participants will need to bring a nutritional cold sack lunch from home unless noted otherwise on program calendar. Sugary drinks, soda, and highly caffeinated beverages are strongly discouraged; instead, refillable water bottles are highly recommended. Please alert staff to any food allergies and ensure that proper medical paperwork and prescriptions are on site.

## **31) POSSESSIONS**

Electronic devices (cell phones, handheld gaming devices, tablets, etc.) and toys are not permitted in program. School-issued devices may be used during homework time for educational purposes only. The City of Colorado Springs and Colorado Springs Community Centers are not responsible for lost, stolen, or missing items (*including, but not limited to: clothing, toys, electronic devices, etc.*) Any personal items brought from home (*jackets, backpacks, gloves, etc.*) should be clearly labeled with your child's first and last name. Please check lost and found weekly, leftover items are donated at the end of each month. Program Leaders cannot hold onto personal items for participants.

## **32) VIDEO/TELEVISION**

Access to video and television is limited. Any viewing items will be rated G or PG.

## **33) VISITING COMMUNITY CENTER YOUTH PROGRAMS**

The ability to visit program is based on current state licensing guidelines, City of Colorado Springs, District 11 and Harrison District 2 regulations. Please contact your Site Director for the most up-to-date information. In the event visits are allowed, parents/legal guardians are welcome to schedule a visit any time during program hours provided the visit does not disrupt or otherwise interfere with program. All visitors must report to staff,

sign in, stay in designated program areas, and adhere to program expectations. Staff is required to verify the identity of individuals by checking identification. If at any point a visitor's behavior begins to negatively impact program, staff reserve the right to end their visit.

### **34) EMERGENCIES**

In alignment with HSD2 and D11's Emergency Plan and FEMA's Multi-hazard Planning for Childcare Training, Community Center staff has outlined an Emergency Action Plan for all Elementary Programs.

#### ***Medical Emergencies***

In case of an emergency, every effort will be made to reach the parent/legal guardian as identified on the enrollment form. If all efforts to reach the parent/legal guardian have failed, staff will take all the steps necessary to obtain care. These steps include, but are not limited to the following:

1. Staff will attempt to contact a parent/ legal guardian by telephone.
2. Staff will attempt to contact any of the authorized persons listed on the enrollment form.
3. The staff will attempt to contact the child's physician by telephone.
4. If we are unable to reach any of the above mentioned people, one or more of the following steps may be taken:
  - a. Call another physician;
  - b. Call the paramedics or emergency medical assistance;
  - c. Transport the child by ambulance to the nearest hospital, where a staff member will stay with the child until a parent/ legal guardian arrives.

Any expenses incurred under step four shall be the sole responsibility of the child's parent/ legal guardian.

NOTE: In a life-threatening emergency, staff will call 911 before attempting to contact parent/legal guardian.

#### ***Emergencies & Natural Disasters:***

Monthly emergency drills are held with youth participants so that all are familiar with established procedure and their conduct during drills is a matter of established routine. All staff have been trained and given specific tasks in the event of an emergency, including, but not limited to, fire and tornado.

Our program utilizes the **Standard Response Protocol (SRP)** which is also used by HSD2.

**SRP IS ACTION BASED.** The **Standard Response Protocol** is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive". Execution of the action is performed by active participants, including students, staff, teachers and first responders.

1. **Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
2. **Lockdown** is followed by an audible voice alarm "Emergency Lockdown, Emergency Lockdown" and all magnetic doors should close and be locked with lights turned off. This is the protocol used to secure individual rooms and keep students quiet and in place.
3. **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
4. **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self-

protection.

These specific actions can act as both a verb and a noun.

If the action is Lockdown, communication to local Law Enforcement Agency would then be “We are under Lockdown.”

Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. For instance, “Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold.”

# In an Emergency When you hear it. Do it.



**Lockout**



**Lockdown**



**Evacuate**



**Shelter**

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## Lockout! Secure the Perimeter.

### Students

Return inside  
Business as usual  
Lock All Exterior Doors

### Teachers

Bring students into the building  
Increase situational awareness  
Take roll  
Business as usual

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## Lockdown! Locks, Lights, Out of Sight.

### Students

Move away from sight  
Maintain silence

### Teachers

Lock classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Wait for responder to open door  
Take roll

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## Evacuate! (Directions to Follow.)

### Students

Leave your stuff behind  
Form a line  
Hand in hand

### Teachers

Lead evacuation to location  
Take roll  
Notify if missing, extra or injured students

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## Shelter! (Directions to Follow.)

### Students

Shelter types:  
1. For tornado  
2. For bomb  
3. For hazmat  
Shelter methods:  
1. Drop, cover and hold  
2. And seal  
3. In silence

### Teachers

Shelter type  
Shelter method  
Take roll



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Deerfield Hills Community Center offers a variety of programs and services. Please contact the community center office for information on the following:

### **Deerfield Hills Mobile Pantry**

In partnership with Care and Share Food Bank, our drive through style Mobile Pantry is by appointment only on the 4<sup>th</sup> Friday of the month. Call 719-385-5996 for details on how to schedule an appointment.

### **Everyday Eats Food Program**

A supplemental free food program for qualifying seniors (60+) available for pick up during our Mobile Pantry the 4<sup>th</sup> Friday of the month. Call 719-385-5996 for details on how to apply.

### **Deerfield Hills Spray Ground**

#### **HOURS OF OPERATION**

#### **June 1- August 7, 2023**

*Wednesdays: 11:30 a.m.-5 p.m.*

*All Other Days: 10 a.m.-5 p.m.*

**Sessions Start: 10 a.m., 11:30 a.m., 1:00 p.m., 2:30 p.m. & 4:00 p.m.**

***Wednesday NO session at 10 a.m. Open 4th of July & Labor Day (Sept. 5)***

#### **August 8-September 5, 2023**

*Fridays-Sundays*

*10 a.m.-5 p.m.*

#### **FREE ADMISSION**

*Birthday Party reservations available on weekends as well as Spray Ground Private Rentals after normal business hours. Contact the center for pricing and other details.*

### **Deerfield Hills Community Garden**

Large plots and raised beds available for rent each growing season, March-November, for a minimal fee. Grow your favorite vegetables to fill your family's pantry and/or give away to family and friends. Call 719-385-5996 for more details or to rent a spot.

### **Deerfield Hills Community Center-Rent the Center**

The Center is available for receptions, family reunions, baby showers, and public and neighborhood meetings. Please call 719-385-5996 for rental fees and availability.

### **Volunteer Opportunities**

Youth 13 years old and above can assist in summer programming and learn valuable skills they will need when they enter the work force. Our food pantries and facility offer many types of opportunities year round. Call the center 719-385-7900 for more details and how to apply.



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DEERFIELD HILLS COMMUNITY CENTER

4290 Deerfield Hills Road  
Colorado Springs, CO 80916  
719-385-5996

[deerfield@coloradosprings.gov](mailto:deerfield@coloradosprings.gov)

Website: [coloradosprings.gov/Deerfield](http://coloradosprings.gov/Deerfield)

Facebook: @DeerfieldHills

Hillside Community Center offers a variety of programs and services.  
Please contact the community center office for information on the following:

### **Hillside Drive Through Pantry**

In partnership with Care and Share Food Bank, our drive through style Food Pantry is held on the 2<sup>nd</sup> Friday of the month from 12-2 pm. Call 719-385-7900 for more details.

### **Open Heart Food Pantry**

In partnership with Open Heart Ministries the pantry is held the 4<sup>th</sup> Wednesday of each month from 12-2 pm and 4-6 pm. Call the center 719-385-7900 for more details.

### **El Pomar Bike Park**

Open to everyone during daylight hours.

*FREE ADMISSION*

### **Hillside Community Garden**

Our plots and raised beds are always looking for individuals to help each growing season. Call 719-385-7900 for more details.

### **Hillside Community Center-Rent the Center**

The Center is available for receptions, weddings, family reunions, baby showers, and public and neighborhood meetings. Please call 719-385-7900 for rental fees and availability.

### **Volunteer Opportunities**

Youth 14 years old and above can assist in summer programming and learn valuable skills they will need when they enter the work force. Our food pantries and facility offer many types of opportunities year round. Call the center 719-385-7900 for more details and how to apply.



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**HILLSIDE COMMUNITY CENTER**

925 S. Institute

Colorado Springs, CO 80903

719-385-7900

Hillside.center@coloradosprings.gov

Website: coloradosprings.gov/Hillside

Meadows Park Community Center offers a variety of programs and services. Please contact the community center office for information on the following:

### **Food Distribution**

In partnership with Food to Power our by reservation only distribution is every Thursday from 1-3 pm. Call 719-385-7940 for more details.

### **Adult Meal Program**

Our adult meal program is every Tuesday and Wednesday by reservation. Call 719-385-7940 for cost and details.

### **Meadows Park Community Garden**

Our community garden is made of raised garden beds that generate a small yield of produce that is made available to the public each year. These gardens are primarily used to offer garden education to the public. Call 719-385-7940 for more details.

### **Meadows Park Community Center-Rent the Center**

The Center is available for receptions, family reunions, baby showers, and public and neighborhood meetings. Please call 719-385-7940 for rental fees and availability.

### **Volunteer Opportunities**

Youth 13 years old and above can assist in summer programming and learn valuable skills they will need when they enter the work force. Our food pantries and facility offer many types of opportunities year round. Call the center 719-385-7940 for more details and how to apply.



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MEADOWS PARK  
COMMUNITY CENTER

1943 South El Paso  
Colorado Springs, CO 80905  
719-385-7940

meadowspark@coloradosprings.gov  
Website: [coloradosprings.gov/Meadows](http://coloradosprings.gov/Meadows)