

2019

Summer Day Camp (5-12 yrs)

Parent Manual

PREPARED BY THE
COLORADO PARKS AND RECREATION ASSOCIATION
PRESCHOOL, LICENSING, ACTIVITIES AND YOUTH
(PLAaY) GROUP

Emergency packet must be completed and received in order to be processed in the lottery.

Form available at <https://rec.cityofgolden.net>



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RECREATION DIVISION TABLE OF ORGANIZATION

City of Golden / Recreation Division

Rod Tarullo

Director of Parks and Recreation

Becky Richmond

Recreation/Facility Manager

Julie Adkins

Recreation Supervisor

Connie Kelly & Sam Ward

Day Camp Coordinators

Day Camp Leaders

Day Camp Aides

Volunteer Jr. Day Camp Aides

Golden Community Center

1470 10th Street

Golden, CO 80401

Camp Coordinator: 303-384-8124

Julie Adkins/Recreation Supervisor: 303-384-8196

Front Desk: 303-384-8100 x3

For absences

Please email Adventure Camp gccadventurecamp@gmail.com

Philosophy of the Program 7.712.3 (1)

At the City of Golden's camp program, we strive to provide nurturing and joyful environment where children, families and staff come together to enrich and touch the lives of the children. The day camp program focuses on the child's social, physical and cognitive development as we offer hands-on experiences that build each child's skills according to their age and ability. Our children grow through play!

We enjoy providing a positive, fun, safe environment by:

- Building self-confidence and self-esteem
- Encouraging new friendships
- Creating new and fun activities that are age appropriate
- Encourage campers to share their activities and fun ideas
- Providing a safe, accepting and caring environment for all children.
- To provide positive discipline techniques and help children develop and use their problem solving skills.

What We Offer

ELIGIBILITY FOR PARTICIPATION 7.712.31 (2)

All children must be 5-12 years old at the start of camp. It is recommended that the child has completed Kindergarten to participate. Occasionally, children who have not completed kindergarten may have difficulty with the size of our program. Children turning 13 years old during the program are accepted.

CHILDREN WITH SPECIAL NEEDS 7.712.31 (3)

The Day Camp program does not discriminate on the basis of race, color, national origin, sex, or disability. Our day camp program is dedicated to supporting the Americans with Disabilities Act. If a child requires special accommodations for participation, parent may call 303-384-8124. Parents who have children that need help with personal care are required to provide an assistant.

HOURS OF OPERATION 7.712.31 (4)

The camp program/activities hours are from 9:30 a.m. to 4 p.m., Monday through Friday. Extended hours, *at no additional fee*, are available before camp, 7:30 a.m. to 9:30 a.m. and after camp, 4:00 p.m. to 6:00 p.m. Late fees will apply if the child is not picked up by 6 pm at \$5 per 10 minutes. After the 3rd late pickup, the child will be removed from the program. There are 10 weeks in the summer program. No camp on July 4th.

REGISTRATION /PAYMENTS 7.712.31 (6 &7)

Registration begins in February or March each year. Residents have the opportunity to register first, followed by non-residents a week later via a lottery system. Participants can register on line at <https://rec.cityofgolden.net> under "Day Camps". Parents must complete the online fillable form of the Emergency Packet and provide a copy of their child's immunization record if not in the Colorado Immunization Information System.

If our program fills up, a waitlist is maintained and the first child on the waitlist will be registered if a spot opens up. An email will be sent to the parent indicating their child has been accepted. It is important to let the Recreation Supervisor – Youth Programs know about any call-in or verbal cancellations so another child can get in.

The day camp program runs for 10 weeks during Jefferson County summer break and the fee is \$35 for residents/\$40 for non-residents per day plus a \$35 registration fee.

The Parent Manual and Emergency Packet are available at <https://rec.cityofgolden.net> select “Day Camp”. *The camper’s Emergency Packet must be provided in order for any registration to be confirmed. Immunization records must be provided if your child’s records are out-of-state and/or have not been transferred to Colorado.*

CANCELLED DAYS

- The registration fee is non-refundable
- For days cancelled (a one-time \$10 cancellation fee is retained per child)
- Cancelled days are refundable only if they are requested in writing by the deadline of April 30th.
- If a parent cancels the entire registration by the deadline, the \$30 registration fee is retained, but not the \$10 cancellation fee.

If cancellations are made after the deadline

- If the spot is filled by someone on the waitlist, there will be a refund of the day minus the \$10 admin fee.
- If the spot is not filled by the waitlist or no one on the waitlist, there is *no* refund.

An additional \$10 fee is required for field trips on odd weeks via lottery. **The even week field trips to Splash are free and all children go on their assigned day.**

POLICIES AND PROCEDURES

SIGN IN/OUT OF CHILDREN 7.712.32 and 7.712.31 (8 & 15)

Parents/Guardians will be required to sign in their child(ren) at drop off and sign them out at pick up, with a full signature and time. Campers 9 years or older, may sign in/out themselves if parent grants written permission. A list of campers who have permission will be available to counselors in the Emergency Contacts binder.

Staff members supervise the sign in/out process. Staff may release the child only to an adult for whom written authorization has been given on the Emergency Packet. Staff may ask for photo ID to verify a pick up person.

TV/VIDEO VIEWING 7.712.31 (13)

We do not view DVD/VHS movies but may watch one on TV using one of our Google TVs. Staff must check the child’s file to make sure they are authorized to watch a movie.

*An alternate option, in another room, must be provided for children that do not want to watch the selected movie or those that are not allowed a selected PG movie. **Staff will supervise children at all times during viewing.***

SCREEN TIME AND MEDIA USE 7.712.63

- All media children are exposed to must not contain explicit language or topics.
- All television, recorded media, computer, tablet, cell phones, video games and other media devices are prohibited during snack or meal times except during a planned special occasion.
- There is no time restriction for children using personal adaptive equipment or assistive technology.

Media and Internet Usage Plan:

On one designated day each week, campers will be allowed to use electronic devices brought from home from 4-6 pm. Internet safety and the following rules will be discussed with campers prior to electronics use:

- No social media (i.e. facebook, Instagram, snapchat, etc.)
- No search engines (i.e. google, bing, etc.)
- Apps already downloaded may be used. Campers may not download new apps while at camp.
- All games/apps must be age appropriate and not contain explicit language or topics.
- Parents wishing to restrict their child's media usage must speak with the counselors.
- Electronic devices including cell phones, are prohibited from the pool area, locker rooms, and restrooms.
- Camp staff is not responsible for lost or stolen electronic devices.

CAMPER'S BELONGINGS/MONEY 7.712.3 (19)

Ultimately, the individual camper is responsible for any personal belongings they may bring to camp. We require extensive labeling of all their belongings.

Campers are NOT to bring cell phones, IPODs, MP3 players, hand-held games or any other electronic equipment. One exception: hand-held electronic devices may be used from 4-6 p.m. on Fridays only. The City of Golden and the Day Camp staff are not responsible if these items are lost, taken by another camper or broken.

When the campers are away from their designated home base, their belongings are kept together at one location at the designated check-in spot. When items are found lying around in camp, make an announcement to find who the item belongs to. If no one claims the item, put it in the "Lost and Found".

Campers may bring spending money for field trips only. Younger children may not purchase candy or sodas from the vending machines at the Golden Community Center, but may purchase lunch products or water. Older campers may purchase items at the counselors' discretion.

CAMPERS LUNCH/SNACKS 7.712.31 (20)

Wheat bread/toast and a butter product are provided in the morning. A staff member/volunteer must supervise the toast area. Children must sit and eat at a designated table.

All campers must have a cold lunch. We do not heat up lunches. Water will be readily available to all campers, but we do suggest bringing a personal water bottle. The staff has the right to check lunches brought from home to determine if they meet 1/3 of the child's daily nutritional

needs. If not, staff will contact the parent/guardian. Parents are asked not to bring nut products into our program due to the increase in severe allergies.

If a child forgets their lunch, parents will be called immediately. If they cannot bring in the lunch, we must provide a nutritious lunch based on what we have on hand or purchase a lunch if on a field trip. The parent must pay \$5 to cover the lunch cost if we provide it, or if purchased elsewhere, the parent must pay the amount spent. The fee will be collected at Pick Up time.

Campers will provide their own afternoon snack or may finish their lunch.

GUIDANCE/DISCIPLINARY GUIDELINES 7.712.31 (9)

Three basic principles are to be observed by all:

- A. Keep yourself safe
- B. Keep others safe
- C. Keep the materials and equipment safe

Staff works to build a positive relationship with all campers. Campers are given clear expectations for behavior and redirection is a way to guide the child to more appropriate activities. Staff remains calm and address situations promptly, clearly, and quietly. They guide campers to problem solve with each other and encourage campers to come to them as soon as possible if they are having a problem. We will keep parents informed of their child's behavior and encourage parental suggestions in working with their child. Our policy is hands off.

It is the parent's responsibility to inform the camp coordinators if their child has any behavioral, mental, or physical challenges, which may affect his/her day-to-day activities in camp. Such issues must be specifically noted in the child's Emergency Packet.

CAMP STRIKE POLICY 7.712.31 (9)

It is our goal to keep all children in our program for the duration of the summer and to help your child succeed and have an enjoyable experience. Occasionally, when a child does not respond to redirection or puts their own or other's safety at risk, a Strike may be issued. Some examples for a Strike being issued would be:

- intentional hands on hurting
- jumping off play structures
- 3 attempts at redirection, etc.

Each day is a new day and starts out with zero strikes. After several verbal requests, a strike will be issued. Under this system, children are given three chances to correct their behavior before being sent home early. A copy of the child's strike form will be provided when the parents pick up the child. If challenging behaviors continue, an action plan will be prepared and a meeting will be set up with the parent/s.

First Strike Warning

Second Strike Take a break (within program setting)

Third Strike Once a camper receives 3 Strikes, the parent will be called to pick up the child from camp and the child will be suspended the following registered day. No refunds will be granted.

Some actions, depending on the severity, will be an automatic third strike followed by a 2 day suspension. These behaviors include: theft, vandalism, fighting, physical or verbal abuse, leaving the group, and any other inappropriate behavior. The Recreation Supervisor will decide whether any behaviors, not listed, fall under the 2 day additional suspension. No fees will be refunded for any days missed for suspensions due to your child's behavior.

REQUEST FOR CAMPER REMOVAL 7.712.31 (24, 26)

The removal of a camper from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand. Additional information is available in the Strike Policy listed in this manual under Discipline.

Before a camper is removed, the following steps will occur:

- A meeting will occur with parents discussing challenging behaviors.
- An action plan will be set up to help the child achieve success if appropriate resources are available for the child.
- There will be a follow up meeting in regards to the success of the action plan.
- A decision will be made as to whether or not the camp is an appropriate setting for the child.
- The Recreation Supervisor will inform the parent/guardian that their child will be dismissed from the program.
- No refunds are given for camper's removal from the program.

WITHDRAWING FROM THE PROGRAM 7.712.31 (24)

A \$10 cancellation fee per separate cancellation submission will apply per child.

A parent/guardian may withdraw his/her child from the day camp program by **April 30**.

Refunds will be given if you cancel by **April 30**.

The \$30 registration fee is non refundable.

- All cancellations must be submitted in writing or email and dated/signed. Parent may email the cancellation to jadkins@cityofgolden.net. No phone cancellations. Parent must follow up to verify receipt of the cancellation notice.
- **No refunds or credits will be given for cancellations made after the deadline of April 30.**
- Any June (paid at registration time) dates cancelled by the deadline will be applied toward July and/or August payments if a balance is due, but the \$10 cancellation fee will still apply.
- Refunds will be issued in the form of a check for cash or check payments (which take up to two weeks) or credit card if no balance is due. Parent may ask that a refund remain on their Golden Community Center account as well.
- **Refunds will not be issued after April 30th even if your child's cancelled position is filled.**

LATE PICK UP/LATE FEE 7.712.31 (16)

Children should be picked up promptly by 6 pm. If a parent knows they are going to be late they should call the Red Room at 303-384-8100 ext. 6109 or the Golden Community Center front desk at 303-384-8100 x3 to notify us of their status.

When a child is not picked up on time, staff will call to the parent/guardian. If the attempt to reach them is unsuccessful, we will try the emergency contact number/s. The Recreation Supervisor-Youth Programs will be called if no one is reached. After 30 minutes the Department of Social Services/Police will be contacted by the staff for the child's own safety.

A late fee of \$5.00 for every 10 minutes late will be assessed for children not picked up at their scheduled time. This fee must be paid before the child can return to camp.

VISITOR/VOLUNTEER POLICY 7.712.31 (21)

All visitors, including parents, are required to check in with the day camp coordinator and sign in on the Visitor's log located in the Camp Information binder. Visitors unknown to staff will be required to show a State issued photo ID for identification.

All volunteers must complete a City of Golden volunteer application and undergo a background check and drug screen. Volunteers will follow camp policy & procedures and maintain a VAMP log of hours worked. Junior Counselors will not work more than 8 hours per day. If Jr. Camp Volunteers work more than 14 days/year, they will have a completed staff file with proper documentation and trainings.

KEEPING TRACK OF CHILDREN 7.712.31 (8)

Schedules of activities are given out to parents and children at the beginning of each session. Changes are given out as they occur. When children are not at the designated home base, a sign will be posted on the door as to where the children are located, when they will return, and at which phone number to contact them.

Counselors are assigned to certain campers or activities. Staff check children by name and facial recognition before leaving a location, upon arrival at a location, and periodically throughout the day. They are always aware of the number of campers under their supervision.

Late drop-off and/or early pick-up are not guaranteed. **Please call our camp landline at 303-384-8100 x3 and ask for extension 6109 or the Red Room if you are keeping your child home or you are running late. Late children will not be allowed to attend field trips and will not receive a refund.**

For emergencies, call the Julie Adkins at the 303-384-8196, or guest services at the Golden Community Center at 303-384-8100 x3.

LATE ARRIVALS 7.712.31 (17)

Drop off time is between 7:30-9:30 am. If the group has already left the building, the parent **may not** take the child to the destination. Parent will not be reimbursed for the day and must provide their own care for the day. Exceptions: Late arrivals may be scheduled and approved by the Day Camp Coordinators ahead of time.

For tardiness, the procedure will be as follows:

1. First Time – Child will log-in late and the camp staff will reiterate the late policy.
2. Second Time – day camp staff will notify the Recreation Supervisor-Youth Programs who will call the parent and discuss the situation.

TRANSITIONING CHILDREN BETWEEN SCHOOL/COMMUNITY ACTIVITIES 7.712.31 (25)

Currently our program does not support transitioning children between camp and community activities. If your child participates in any other Golden Community Center activities during camp hours, they will have to be picked up by their guardian and signed in and out by their guardian.

Campers Who Become Ill / Accidents / Emergency 7.712.31 (10)

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return. If a child should become ill or get injured during the day camp program, the parents/guardians will be notified.

Ill children will be separated from the other children and will be offered a blanket and mat to lie on. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child.

Any child who show signs of fever and/or has diarrhea or vomiting may not stay in camp. Children with fevers may not return until 24 hours after no sign of fever, without medication, is indicated.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the director any exposure to communicable illnesses outside the camp. The child will then be excluded from the center for the period of time prescribed by the child's physician or the local health department. All injuries and illnesses will be documented by staff.

Drills and Emergency Procedures 7.712.32

All Camp Program Staff members are trained in the established safety procedures. There are full copies of the procedures in each classroom for your review, please feel free to ask a coordinator or the director to see these procedures.

SHELTER – Hazard & Safety - Shelter procedures should take place when/and, or if the following occurs:

- Tornado
- Hazmat – chemical/biological or nuclear threat
- Earthquake

LOCKDOWN – Locks, Lights, Out of Sight – A lockdown drill should occur when and if the following occurs:





- Staff or outside persons identify a potential threat (better to be safe!)
- Active shooter on premises
- Notification of a potential threat received from outside of the community center
- A reverse 911 notification from police is received
- An announcement on the PA system or radios stating “**LOCKDOWN**”

EVACUATION – Safety strategy to leave the building – Evacuation procedures should take place when and/or if the following occurs and the locations to retreat to:



- Fire – West end parking lot on 10th street
- Structural Damage – West end of parking lot
- Flooding – Community Rooms upstairs of the center, Mitchell Elementary at 201 Rubey Dr., Golden, Co 80401, or the Fire Department at 911 10th Street, Golden, CO 80401 (the fire department may have RTD buses transfer children to a safer place, parents who signed in will be called when the class arrives at the location destination).
- Any other threats and location of evacuation that would be announced over radios
- Any children with disabilities or special needs will be transported according to ADA standards. Please contact the Recreation Supervisor at 303-384-8196 for further information.

Missing Child –CODE ADAM 7.712.31 (11)

In the event that a child becomes separated from the class/teachers/group, Code Adam procedures will be put in to place with community center employees. Separation means either on school grounds or while on an excursion outside the classroom, if the child was present during the attendance before the excursion and not in the count on the way back, or when returning to the classroom. All available employees will aid in searching for the lost child. Parent and police will be called immediately.

The following steps will take place in such situation

- Specific procedures for responding to the crisis will occur.
- Notification to the Preschool Director must be immediate. The Preschool Director will notify police. The front desk must be called if the Preschool Director is not available. (303384-8100 ext. 3)
- Children’s parents or guardians must be notified promptly.

Emergency plans and policies are posted in each room by the doors. We follow the guidelines from the I Love You Guys Foundation; you can view it at <http://iloveuguy.org/srp.html>

Video Viewing 7.712.31 (13)

Videos may be viewed occasionally during camp. Please sign the PG authorization form if you want to allow your child to watch PG movies. No television will be provided except for video viewing. A list of movies is available. If an online movie is selected, you will be notified.

Screen Time and Media Use 7.712.63

- All media children are exposed to must not contain explicit language or topics.
- All television, recorded media, computer, tablet, cell phones, video games and other media devices are prohibited during snack or meal times except during a planned special occasion.

- There is no time restriction for children using personal adaptive equipment or assistive technology.

Media and Internet Usage Plan:

On one designated day each week, campers will be allowed to use electronic devices brought from home from 4-6 pm. Internet safety and the following rules will be discussed with campers prior to electronics use:

- No social media (i.e. facebook, Instagram, snapchat, etc.)
- No search engines (i.e. google, bing, etc.)
- Apps already downloaded may be used. Campers may not download new apps while at camp.
- All games/apps must be age appropriate and not contain explicit language or topics.
- Parents wishing to restrict their child's media usage must speak with the counselors.
- Electronic devices including cell phones, are prohibited from the pool area, locker rooms, and restrooms.
- Camp staff is not responsible for lost or stolen electronic devices.

Field Trips 7.712.31 (13)

Children will be scheduled, based on age, in groups of 20 for field trips in City of Golden passenger vans for odd week field trips. All campers will attend even week field trips to Splash and will be shuttled. All camp staff driving the vans are 21 years or older and have completed the van driving test administered by the Golden Fleet Department staff.

Field trip days: 5-6 year Tue., 7-8 year olds Wed., 9-12 year olds Thu. Field trip lottery is open online from May 1 – May 13 with the lottery spin on May 14th. Go online to check the status of the lottery. **All campers will attend Splash water park (no lottery necessary) field trips starting week two based on their age and field trip day of the week.**

Children may bring spending money on field trips, but camp staff is not responsible for spending choices, lost/theft or sharing. Children must arrive by 9:30 a.m. in order to attend a field trip and **cannot** be dropped off at the field trip location. No field trip refunds for late arrivals.

Reminder: booster seats must be provided for 5-7 year olds unless the camper is 8+ years old and has reached 4'9" tall.

Transportation of Campers 7.712.31 (14)

Field trips outside of City of Golden will be transported in passenger vans. Campers are expected to follow rules and regulations set by the City of Golden Fleet Department. The camp staff will **NOT** transport any campers in their personal vehicles or allow campers to ride in the front seat of the vans. All children will be strapped in with their own seat belt. All staff driving the passenger vans are 21 years and older and have passed a written and hands-on driving test through our fleet department.

Van rules / guidelines:

1. Camp staff with a valid Colorado Driver's License, ages 21 and up, who have passed the van driving written and driving test are the only staff members able to operate the 12 passenger vans.

2. Staff that has completed the Medication Administration Certification is assigned to transport any medications needed during the outing. All allergy or epi-pen medications will be transported in a fanny pack/backpack whenever leaving the camp room. If heading out in hot weather, a small cooler may be used, but never left in the van.
3. Booster seat are provided by parents for all 5 years old and are suggested for those 6-7 years and for campers 8+ years that have not reached 4'9" tall. All children will have a shoulder/lap seat belt. Booster seats will be placed near the windows and in the middle seats and will avoid being near the sliding door if possible.
4. Camp staff is not allowed to talk on cell phones or text messaging while driving.
5. Staff will play age appropriate radio stations while transporting the children.
6. The transportation waiver in the Emergency Packet provides written authorization from the parent for the child to be transported by the day camp staff in city vans.
7. Staff/Child ratios of 1:15 must be maintained as per state licensing. Our ratio is usually closer to 1:5 through 1:10. The driver of the vehicle is considered a staff member.
8. While the vehicle is in motion, the children remain seated.
 - Each child will be restrained in an individual seat belt.
 - Two or more children will never be restrained in the same seat belt.
 - Lap belts are secured tightly across the upper thighs and under the belly.
 - Staff members instruct and encourage the children to keep the seat belts properly fastened and adjusted throughout the trip.
 - Children are prohibited from standing and sitting on the floor. All body parts remain inside the vehicle.
9. Children are loaded and unloaded out of the path of moving vehicles.
10. The driver ensures that all doors are secured at all times when the vehicle is moving.

School/Bus Transportation

Should a school bus or public bus be used for field trips, the parents will be notified. The driver of the bus does not supervise the campers and does not count in the ratio. Bus drivers will be provided by the vendor.

Excursion Guidelines 7.712.31 (12 & 13)

1. Field trip destinations are noted on the camp schedule.
2. Parents must provide a signature granting permission for their child to attend the field trip when they drop off their child at Camp.
3. Children must have their camp shirt on field trip days or they will not be able to attend the field trip. Please wear the camp shirt for outdoor swim field trips as well. ***Campers will be expected to wear the t-shirt while swimming.***
4. Staff members prepare the children for excursions by making them aware of the trip details and safety/lost child procedures. Children are instructed on what they should do if they get separated.
5. Staff will go over the van/bus rules with the children.
6. The rules and regulations are explained for the particular excursion site.
7. The importance of the "buddy system" is expressed. Children are asked to never leave the group and always have a buddy with them.

8. Field trip location and expected return time are posted on the Camp door.
9. Counselors are assigned to specific campers during field trips. They confirm they have the correct campers before leaving a site and periodically conduct head counts (facial recognition) throughout the day.
10. If you need to pick up your child before 4 pm on a field trip day, do not allow them to attend the field trip.

Transportation Emergency/Break Downs 7.712.31 (14)

1. Prior to leaving, all vehicle drivers agree on the route to be taken to the destination.
2. Vehicles remain a safe distance from each other, but in visual contact with the vehicle in front of them.
3. If a vehicle needs to pull over for any reason, they signal the vehicle in front by flashing headlights, and the vehicle behind by turning on the signal. Drivers always attempt to pull over in a safe zone away from hills, curves, and intersections.
4. If vehicles are separated, drivers continue along the agreed route to the destination. If any vehicle has not reached the destination, the others should wait 15 minutes for the late arrival. A call will be made to the other driver.
5. If, after 15 minutes, a vehicle is still missing and no contact has been made, staff will contact the Recreation Supervisor-General Programs or another supervisory staff member. If possible, a staff member will re-trace the route of the van in an attempt to locate the missing van.
6. If an accident has occurred, staff will contact authorities immediately (police, medics) and assist participants as necessary. Uninjured children will be transported back the community center in the undamaged van.
7. Drivers or staff at the community center begin emergency phone calling procedures as soon as the situation has stabilized. Staff will call Joe at fleet at 303-384-8190 and call Becky Richmond at 303-384-8122 and/or Tracy at 303-384-8124. If no one is answering, they will call guest services 303-384-8100 x3 to report the accident and provide necessary information for the parents.
8. Staff will complete a written accident/incident report.

Drop Off & Pick Up 7.712.31(15)

It is required that all children be accompanied to and picked up from the program by an authorized person unless the parent has authorized their older child to walk/bike to and from camp. Log-in/Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Full signatures, not initials, are required on the sign in/out sheets.

Children will be released only to those on the authorized pick up list. Persons unknown to day camp staff may be asked to show ID. Authorized persons must be at least 18 years old. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

Please identify yourself when picking up a child and identify your child until camp staff becomes familiar with your family. Staff will verify that the signature in and out match and/or verify a different pick up person than drop-off person is authorized.

Procedure for Individuals Not Authorized to Pick Up Campers: In a case in which an **UNAUTHORIZED** individual arrives to pick up a camper, the child will not be released. Children will only be released to people who are designated on the authorized pick up log. **The Recreation Supervisor will approve individuals if written permission is given. In the event of an emergency, the Recreation Supervisor or Camp Coordinator will contact the parent noted in the emergency packet to verify the legitimacy of an emergency pick-up person not on the authorized pick up list.**

Late Pick-up / Failure to Pick-up 7.712.31 (16)

Dismissal time: Campers should be picked up between 4-6 p.m. Anytime after 6 p.m. is considered a late pick-up and is subject to the following late pick up fees and/or removal from the program: (Please call 303-944-5154 to inform staff about a late pick up.)

- A. **First Time** – The Day Camp Coordinator will wait with the camper until they are picked up by a designated parent/guardian. This staff member will remind the parent that this is a late pick up and they need to arrange prompt pick-up for this camper in the future. The Day Camp Coordinator will inform the Recreation Supervisor that the child has been picked up late and that the parent has been informed about our pick up policy.
- B. **Second Time** – The Day Camp Coordinator will wait with the child until the parent/guardian arrives. They will then fill out a late pick up form and ask that the parent pay \$5 for every 10 minutes late. This fee is payable to the City of Golden and may be turned into the Front Desk along with the late fee slip filled out by the staff member. **This fee MUST be paid prior to their child returning to camp.** In addition to the late fee, the parent/guardian will also be informed that if they are late again, their child can no longer attend this program for the duration of the summer. The Recreation Supervisor – General Programs will be provided a copy of the late fee form for follow up.
- C. **Third Time** – The Recreation Supervisor will notify the parent/guardian that they have abused our policy, they have been warned and their child may no longer attend this program for the duration of this summer. **All registration fees will be forfeited.**

Failure to Pick-Up Child: If the camp staff has been unable to reach the parents and emergency contacts by 6:30 p.m., the camp staff will call the police and the child will be turned over.

Late Arrivals 7.712.31 (17)

Campers must arrive between 7:30-9:30 a.m. Any time after 9:30 a.m. is considered late.

Arrival Time/Unscheduled Late Arrivals: Campers should arrive for camp between 7:30 -9:30 a.m. Anything after 9:30 is considered tardy and may be subject to missing that day of camp and/or a missing the scheduled field trip. Children may not be driven to a field trip should they arrive late. If the camp group is away from the building, the parent may not bring the child to the group and must find alternative care for the child for the day. No refunds will be issued.

For a third late arrival, camp staff will notify the Recreation Supervisor who will notify the parent. The camper will be suspended for the duration of camp. There will be **NO REFUND** and all fees are forfeited.

Planned or Scheduled Late Arrivals: It is required that the parent/guardian provide a written notice to the Day Camp Coordinator at least two day prior to the foreseen late arrival and discuss the late drop-off. The Day Camp Coordinator will decide if the late drop-off will work with the current activity schedule. There is no guarantee that a late drop-off will be approved and no refund will be issued in the event that the late drop-off does not work with the camp schedule.

Camper tardiness impacts the day's schedule for all the other campers in the session, and therefore it is an inconvenience that won't be tolerated. Tardiness also interrupts roll call and the staff addressing the group about daily activities. This is an important time for staff to go over safety and camper expectations, and late arrival disruptions take the focus away from their instruction.

Transitioning Children Between School/Community Activities 7.712.31 (25)

Campers who transition to a school/community activity (i.e. dance, swim lessons) during camp hours, will be signed out by a counselor who will write the activity name on the sign out sheet. Campers will be escorted to and from their activities. Upon returning to camp, a counselor will sign them back in.

Staff Closing Procedures

Camp staff will:

1. Review sign-out sheets to verify all children have been signed out.
2. Walk through the camp room/s to ensure all children have been picked up. Look under tables, chairs, shelves, etc.
3. Check attached outdoor playground area and lock the door.
4. Walk to the bathrooms if necessary, call out, and verify no camp children are in the restrooms.
5. Call out to see if anyone responds before locking all doors.
6. Staff will call the parent if they did not sign out if staff are unsure if they saw the parent.

Storing and Administering Camper's Medication 7.712.31 (18)

Only Medication Administration certified staff members are authorized to administer medication and only if there is a signed parent/guardian and physician Medication Administration Form and Action Plan on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked box away from children unless it is an emergency medication. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

1. Parents must provide the ***Authorization to Administer Medication*** and an ***Action Plan*** signed by a physician and the parent.
2. Medications must be kept in the original container.
 - A. Prescriptive medicine containers must bear the original pharmacy label that shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage.
3. Medication will be dispensed and a record made only by persons trained in first aid and medication administration.
4. The medication log will include the child's name, the date, time the medication was administered, the name and dosage of the medication, and the initials of the staff person who administered the medication.

5. When no longer needed, medications will be returned to the parents or destroyed.
NOTE: The Recreation Supervisor will contact the parent prior to destroying any medications.

Our nurse practitioner will review our medication forms and delegate and train all medication administration certified staff based on the child's needs. Our nurse practitioner will have access to all medication forms and will review medications submitted to make sure they match the information provided. Our nurse practitioner may also call your child's physician's office to clarify or request information as needed.

Handling of Camper's Belongings and Money 7.712.31 (19)

Ultimately, the individual camper is responsible for any personal belongings they bring to camp. **Please label all their belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.), as a preventive measure for tracking personal belongings.** We ask that campers keep everything in a labeled backpack. Campers are NOT to bring electronic devices to camp, such as cell phones, CD players, MP3 players, IPOD's, radios, etc except on Fridays. **Hand-held electronic devices may be used from 4-6 p.m. on Fridays only.** **Staff will check the games to ensure they are not violent or inappropriate, so please review your child's selection before dropping them off to assist us in monitoring this privilege.** The City of Golden and the Day Camp staff will not be responsible if these items are lost, taken by another camper or broken.

Personal toys are discouraged. If your child brings in toys from home, they will be required to share with other children. If the toy/item/collectable causes disruption in camp, the child will be asked to put away the item/s at the counselor's discretion.

When the campers are away from their designated home base, their belongings are all kept together at one location and at the designated check-in spot. We keep a "Lost and Found" box at the camp base where we put all recovered items. Parents may check guest services for lost items as well.

Campers may bring spending money for field trips only. **Children may not purchase candy or sodas from the vending machines at the Golden Community Center.** Camp staff is not responsible for loss/theft or sharing of money. Bottled water is available in vending machines.

Parent Sunscreen Information

1. Children must provide their own sunscreen, labeled with their first and last names, or opt to use camp sunscreen at a one-time \$15 fee. Personal sunscreen must be carried daily in your child's backpack. If a parent does not provide sunscreen, a \$15 fee will be charged and the camper will be allowed to use our sunscreen.
2. **Parents must apply the initial layer of sunscreen on their child before drop off even if they have paid for camp sunscreen. If you have paid for the use of our sunscreen, you may apply the initial layer at drop-off time. Please allow enough time in your schedule to provide sun protection for your child.**
3. The program will apply sunscreen if a child has forgotten, lost, or is out of their sunscreen only if the parent has signed the Sunscreen Permission Form in the emergency packet. If the child's sunscreen is not replaced, the parent will be charged the \$15 fee.

4. Parents can be assured that staff members will set aside several times per day to have sunscreen reapplied during outdoor activities if the parent has signed the Sunscreen Permission Form in the emergency packet.
5. Staff members will directly supervise the older campers (9-12 years) to make sure that the children properly apply their sunscreen and will assist with their backs. Staff will reapply sunscreen to the younger children.
6. Campers may use the Buddy System to assist each other in sunscreen application, but staff will supervise the application.
7. Camp shirts will be required on swim days and must remain on while at the Water Park. We ask parents to apply a layer of sunscreen under the shirt for added protection.

Staff Sunscreen Procedure

1. **Parents will be responsible for the first application of the day.**
2. Staff is assigned a group of children for sunscreen application/supervision and will document the application process throughout the day. Children's names, the camp counselor's name and the date/time are documented on the Sunscreen Log Sheet.
3. Camp staff will thoroughly apply sunscreen to each child. For 9-12 year olds, the camp staff may **supervise** application to the face, arms, ears, legs and chest, but must apply sunscreen on their backs, near arm pits and on the back of their neck. Staff will pay close attention to where swimwear ends, as this is a common burn spot.
4. If a 9-12 year old child is not observed applying sunscreen, the camp counselor will have them reapply while they watch.
5. A child refusing sunscreen will not be allowed to go outside, and the parent will be called to pick up the child. If at Splash, the parent will be called immediately to pick up the child at the water park. The child will sit in the shade until the parent arrives.
6. **Have your child ready to go on Splash field trip days. Please apply sunscreen, and have your child in their swimsuit & camp shirt before drop-off.**
7. After being outside in the sun for at least 1.5-2 hours, a second application of sunscreen is applied. Each sunscreen application throughout the day is documented next to each child's name.
8. Children who have not checked in for their sunscreen re-application while at Splash or outdoor water park will be removed from the pool or activity and sunscreen applied.
9. In the event that a child gets a sunburn, the Sunscreen Log Sheet will be reviewed and a plan of action discussed with the parent and the camp counselor assigned to that child.

Camper Meals and Snacks 7.712.31 (20)

We provide toast and butter spread for those children that are hungry in the morning, especially for those dropped off early in the morning. **This should not replace a child's breakfast, which should include at least three food groups as a source of energy to get our day started out right.**

All campers **must** have a lunch. Do not send items that need heating. All containers need to be clearly marked with the camper's name. Water will be readily available to all campers, but we do suggest bringing a personal water bottle for outdoor activities. The staff has the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If this not met, the staff will contact the parent/guardian to bring the necessary food items to the child before lunch time.

Parents must also provide an afternoon snack. Campers will also be allowed to eat any left-over items from lunch during snack time.

We ask that you **do not send tree nut and peanut foods** with the children to camp. Each year we see more and more children with nut allergies.

Dress Code

Please dress children appropriately according to weather, planned activities and in comfortable clothing. **Athletic shoes and socks must be worn or available every day. Do not send your child to camp in sandals, clogs or cros without a pair of sneakers and socks in their backpack.** Fancy dress is sometimes not safe for running and playing and arts and crafts may be messy. Clothing the children cannot handle themselves for the restroom, such as one-piece jump suits and complicated belts are not recommended. Proper swimsuit with extra sun protection clothing is also recommended.

Visitors / Volunteer Policy 7.712.31 (21)

All visitors, including parents, are required to check in with the Day Camp Coordinator and sign in on the Visitor's log located in the camp binder. Persons unknown to staff will be required to show a State issued photo ID for identification.

If volunteer positions are available, all volunteers must complete a City of Golden volunteer application and undergo a background check and finger printing. Volunteers will follow camp policy & procedures and maintain a VAMP log of hours worked. Jr. Day Camp Volunteer positions are available for ages 13-15 years old.

General Safety

We strive to be a safe environment for your child. If at any time a parent feels they have witnessed an unsafe practice, they must speak with the Camp Coordinator and/or Recreation Supervisor immediately.

The following safety procedures are practiced:

- 1) Camp staff is certified in CPR, 1st Aid & Universal Precautions.
- 2) Camp staff has been background checked in the sexual abuse registry and a criminal records check.
- 3) A nurse practitioner is available to staff and trains those with the Medication Administration certification on how to administer medications, including epi-pens.
- 4) Observing children to and from restrooms and water fountains.
- 5) Roster checks when leaving and returning to any location.
- 6) Head counts periodically throughout the day.
- 7) Staff assignment to specific children during field trips.
- 8) Staff member seated outside pool locker rooms.
- 9) Staff members in the pool observing 5 year olds.
- 10) Reviewing rules and expectations with children prior to field trips and/or outings.
- 11) Addressing bullying and inappropriate behavior immediately.
- 12) Monthly fire, tornado, lockdown, and lockout drills.
- 13) Explaining safety procedures and appropriate use of equipment and supplies in regard to specific activities and/or sports.
- 14) Meeting and greeting drop-off and pick-up parents/guardians and verifying signatures. Asking for identification as necessary.
- 15) Not allowing campers to remove hot items from the ovens or barbeques.
- 16) Maintaining door exits free and clear of obstruction.

17) Keeping cleaning solutions out of reach of campers.

Swimming Safety

We do not currently offer swim tests for children in the camp program and ask that all parents let us know if their child cannot swim. If the child cannot swim, please put their name on the unable to swim log and a special band will be placed on their wrist. If the child is 5 years old, a staff member will be in the pool supervising. Staff not in the pool are spread out evenly throughout the pool and exit areas.

Filing a Complaint 7.712.31 (22)

1. Complaints regarding suspected licensing violations must be reported to:
Colorado Department of Human Services, Division of Child Care
1575 Sherman Street, Denver, Colo. 80203-1714
303-866-5958
2. Complaints regarding the camp program should be reported to the Recreation Supervisor-General Programs in writing or call 303-384-8124.
3. Complaints regarding the facilities should be reported to the front desk of the Golden Community Center at 303-384-8100.

Reporting of Child Abuse 7.712.31 (23)

1. Staff is required by law to report suspected abuse or neglect.
2. Staff will call the Recreation Supervisor-General Programs and advise him/her of the situation.
3. The Recreation Supervisor-General Programs will call Social Services for suspicious abuse and the Police Department for observed abuse.
4. Social Services and/or Police Department will determine the next course of action.
5. All information will be logged in with a detailed account of the conversations with the child, parent/guardian, and the social service caseworker or the police officer. It will be factual, not judgmental.
6. Recreation Supervisor – General Programs will complete an Incident Report and turn into the Recreation Manager.

Request for Camper Removal 7.712.31 (24,26)

The removal of a camper from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand. Additional information is available in the Strike Policy listed in this manual under Discipline.

Before a camper is removed, the following steps will occur:

- A meeting will occur with parents discussing challenging behaviors.
- An action plan will be set up to help the child achieve success if appropriate resources are available for the child.
- There will be a follow up meeting in regards to the success of the action plan.
- A decision will be made as to whether or not the camp is an appropriate setting for the child.
- The Recreation Supervisor will inform the parent/guardian that their child will be dismissed from the program.

- No refunds are given for camper's removal from the program.

Withdrawing From the Program 7.712.31 (24)

A parent/guardian may withdraw his/her child from the day camp program by **April 30**.

However, a \$10 cancellation fee per separate cancellation submission will apply per child.

The \$30 registration fee is retained for full cancellations.

- All cancellations must be submitted in writing or email and dated/signed. Parent may email the cancellation to thagelund@cityofgolden.net . No phone cancellations. Parent must follow up to verify receipt of the cancellation notice.
- **No refunds or credits will be given for cancellations made after the deadline.**
- Any June (paid at registration time) dates cancelled by the deadline will be applied toward July and/or August payments if a balance is due, but the \$10 cancellation fee will still apply.
- Refunds will be issued in the form of a check for cash or check payments (which take up to two weeks) or credit card if no balance is due. Parent may ask that a refund remain on their Golden Community Center account as well.
- **Refunds will not be issued after April 30th even if your child's cancelled position is filled.**

Transfers

- Requests for transfers (to another camp day) must be submitted in writing or email **two weeks** before the original camp dates confirmed. Transfers are based on availability. Occasionally space may be available for a transfer, but often space fills up quickly. No refund will be granted if the requested day is not available and your child cannot attend their confirmed date/s.
- **No credit or transfer will be given for missed day for which your child is contracted. No make up days will be awarded even if space is available.**

What to Bring to Camp Every Day

- Sneakers and socks (cros, sandals, boots, tevas, heelies or bare feet will not be acceptable for activities)
- Swimsuit and towel
- Hat or visor
- Water bottle (bottled water for sale in lobby vending machines)
- Afternoon snack
- Sunscreen (unless you paid \$15 for camp sunscreen)
- Lunch and snack (not to be heated). No peanut or tree nut products please.
- Booster seats on field trip days (required for 5-8 year olds, unless your 8+ year old is at least 4'9" tall.)
- Library card & a book to read
- Camp t-shirt
 - Pack your camp T-shirt every Monday so you will be prepared for field trips. **No camp shirt, no field trip.**

(Pack all the above items and you will be prepared for the week, including schedule changes.)

Peanut & Tree Nut Allergies

WE ASK FOR YOUR SUPPORT WITH ALLERGIES.

CHILDREN MAY BE PRESENT WHO HAVE SEVERE ALLERGIES TO PEANUTS AND TREE NUT FOODS. WE HAVE NEVER HAD A SEASON WHEN WE DIDN'T HAVE A CHILD WITHOUT A NUT ALLERGY OVER THE PAST SEVERAL YEARS.

IF BY CHANCE WE DO NOT HAVE A CHILD WITH A SEVERE NUT FOOD ALLERGY, WE WILL ALLOW NUT FOODS. HOWEVER, THIS COULD CHANGE ANYTIME DURING THE SUMMER. PLEASE DO NOT BRING NUT FOODS UNLESS YOU HAVE BEEN TOLD BY OUR CAMP COORDINATOR THAT IT IS OKAY. THANK YOU.

If you have any questions in regard to any policy and/or procedures, please feel free to contact Tracy Hagelund at 303-384-8124 or email thagelund@cityofgolden.net.

PLEASE READ THIS MANUAL CAREFULLY AND MAKE SURE YOU UNDERSTAND OUR POLICIES AND PROCEDURE. THIS WILL HELP YOUR CHILD HAVE A SUCCESSFUL CAMP SEASON. THIS MANUAL IS LENGTHY, BUT SHOULD COVER ALL THE INFORMATION A PARENT WOULD NEED IN ORDER TO PREVENT AND AVOID MIS-COMMUNICATION AND DISAPPOINTMENT.