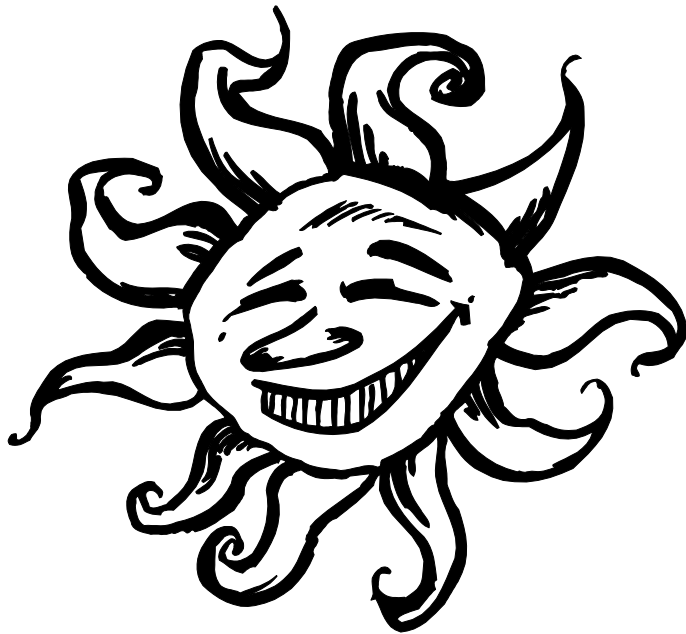


**2017**

# **Fort Lupton Recreation Center**



## **Summer Day Camp Enrichment Program Parent Manual**



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RECREATION DEPARTMENT TABLE OF ORGANIZATION

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**Recreation Manager**

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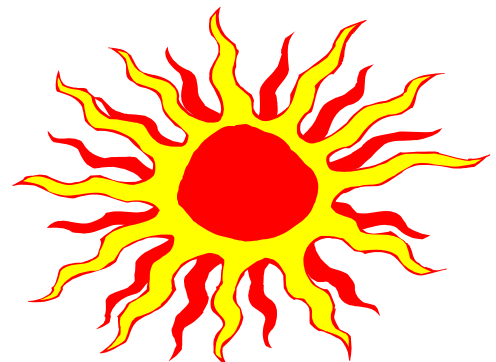
**Fort Lupton Recreation Center**

**203 S. Harrison Avenue**  
**Fort Lupton, CO 80621**

**Phone: 303.857.4200**

**Fax: 303.857.6421**

**[www.fortlupton.org](http://www.fortlupton.org)**



# WELCOME TO THE SUMMER DAY CAMP ENRICHMENT PROGRAM!

## Philosophy of the Summer Day Camp Enrichment Program

At the Fort Lupton Recreation Center we strive for a loving and joyful environment where children, families and staff come together to enrich and touch the lives of the future. The Fort Lupton Summer Day Camp Enrichment Program focuses on the whole child as we offer hands-on experiences that enrich and build each child's learning skills according to their age and ability.

## Eligibility for Participation

All children must have completed Kindergarten thru 5<sup>th</sup> grade to participate in the Fort Lupton Recreation Center Summer Day Camp Enrichment Program.

## Children with Special Needs

The Fort Lupton Recreation Center Summer Day Camp Enrichment Program does not discriminate on the basis of race, color, national origin, sex, or disability. The summer day camp enrichment program is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please call us at 303.857.4200.

## Hours of Operation

The Summer Day Camp is a program sponsored by the Fort Lupton Recreation Center. The summer day camp enrichment program hours are Monday – Friday 7:30 AM – 6:00 PM. There are two (5 week) sessions in this program, and the 2017 session dates are:

### **The Sumer 2017 session dates are:**

Session 1	May 30 – June 2	Welcome to Camp
	June 5 – June 9	Let's Take it Outside
	June 12 – June 16	Tangled Art
	June 19 – June 23	Walk.Listen.Learn
	June 26 – June 30	Performing Art
<i>**NO CAMP July 3 – July 7**</i>		
Session 2	July 10 – July 14	Changing Our World
	July 17 – July 21	Animals
	July 24 – July 28	Crazy Games
	July 31 – August 4	Cooking Up Some Grub
	August 7 – August 11	Super Kids In Science

## **Inclement Weather Procedures**

In cases of extreme heat when activities are scheduled outdoors, the activity time shall be shortened and all children shall be required to have a water bottle with them. The children will then be moved indoors.

In cases of rain, lightening, or a tornado warning, the activity will be moved indoors.

If the Fort Lupton Recreation Center closes due to weather or for any other reason, parents will be notified by telephone.

## **Admission and Registration of Children**

This program is one of many activities sponsored by the Fort Lupton Recreation Center, and registration for all city-sponsored programs is as follows. The 2017 Summer Day Camp Enrichment Program registration starts in January of 2017. Participants can register by one of five methods: Walk-in, Mail-In, Fax, Phone, or by visiting our website at [www.fortlupton.org](http://www.fortlupton.org).

1. Walk-in Registration: Come into the Fort Lupton Recreation Center during normal hours of operation. (subject to change)

Monday-Thursday	5:00 a.m. – 9:00 p.m.
Friday	5:00 a.m. – 8:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
Sunday	12:00 p.m. – 5:00 p.m.

2. Mail-In Registration: All mail-in forms are in the Recreation Program brochure. Mail the completed form with correct payment of check or credit card (Visa/MasterCard/Discover) NO CASH to :

Fort Lupton Recreation Center  
203 S. Harrison Avenue  
Fort Lupton, CO 80621

3. Fax-In: Fax your registration forms to the Fort Lupton Recreation Center at 303.857.6421.
4. Phone: Call the recreation manager at 720.466.6163.
5. Visit our website at [www.fortlupton.org](http://www.fortlupton.org) to register.

Regardless of your method of registration, **all enrollment forms must be turned in at time of registration.**

Please remember that space fills up quickly – to ensure a spot for your child, it is important that you register in a timely manner.

This is your parent information packet. This packet will contain liability waivers, permission slips and emergency information forms necessary for the summer day camp enrichment program admission. Current immunization records and physician statement forms **MUST** be turned in with the enrollment packet at time of registration. Physicals will need to be within 12 months of the program's admission.

The **MANDATORY** parent's meeting will be held on Wednesday May 3, 2017 at 6 p.m. at the Fort Lupton Recreation Center. At this time, the Recreation Manager/Summer Day Camp

Enrichment Program staff will outline all the details of the upcoming summer day camp enrichment program.

### **Fee Schedule**

The Summer Day Camp Enrichment Program runs on a two session (5 weeks) basis – the session fee is \$600.00/child. All participants must be on the session roster in order to participate.

### **Payment Options and Payment Policy**

- Pay the total amount due at time of registration.
- Pay the \$250.00 NON REFUNDABLE deposit per session per child to hold your child's spot. Remaining session fee(s) due 2 weeks prior to start of session.
- Register for both sessions in full by March 13, 2017 and receive a 10% discount.

**All sessions paid in full and cancelled less than seven days before the session begins will not receive a refund.**

### **Identifying Where Children Are at All Times**

Schedules of activities are given out to parents and children at the beginning of the week. When children are not in the Craft Room (designated home base for summer camp), a sign will be posted on the door as to where the children and staff can be found.

Children's parents can always call the Recreation Center at 303.857.4200 ext. 160 or reach the Recreation Manager at the Recreation Center 303.857.4200 ext. 163.

Instructors are assigned to certain kids, and kids use the buddy system or some other system of role call during the day and for all activities (depending on the activity).

### **Expectations for Campers**

Appropriate social behavior is required for all programs and activities in all City facilities and programs. All individuals are encouraged to act in a way that will not hurt themselves or others physically, mentally, or emotionally. A participant may be asked to withdraw from the program if behavior does not comply with facility and program standards. When necessary, an individualized behavior contract will be developed for participants. Staff will meet with the child and the parents to discuss the action plan identified in the contract. Consequences will be determined for participant misconduct. If deemed necessary, a participant will be suspended from an activity or withdrawn from the program if the behavior or actions do not change.

### **Discipline**

In order to make the Summer Day Camp Enrichment Program a positive experience for all children, we ask that three basic principles be observed:

- Keep yourself safe.
- Keep others safe.
- Keep the materials and equipment safe.

The Summer Day Camp Enrichment Program Instructors use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Instructors communicate with the

children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving. Physical punishment is never used. Children will not be subjected to physical or emotional harm or humiliation. Punishment is never associated with food, rest, or toileting.

It is the parent's responsibility to inform the Program Director, if their child has any behavioral, mental, or physical challenges, which may affect his/her day-to-day activities in class (this includes hyperactive disorders). Such issues must be specifically noted on the child's registration form and emergency card. Failure to do so may result in the child's dismissal.

When a child does not observe the expected guidelines, the summer day camp staff will discuss an appropriate plan of action which may include any or all of the following steps:

1. Separate the child from the group for an age appropriate amount of time. Discuss with the child the inappropriate behavior before they return to the group.\*
2. Parents will be notified of any problems during the program.\*
3. If a child's behavior continues to be a problem and/or the safety of others or themselves, the Recreation Manager, the parents/guardian and the child will sign a behavior contract.\*
4. Further incidents, the consequence will be a parent conference and a three day suspension of registered days from the camp.\*
5. Another incident following this suspension, there will be an automatic expulsion from camp for the remainder of the summer day camp program. The registration fee may be prorated and/or refunded.\*

\*Staff will document all behavior problems.

### **Campers Who Become Ill / Accidents / Emergency**

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 Summer Day Camp Enrichment Program the parents/guardians will be notified.

Ill children will be separated from the other children and will be offered a blanket. 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 pickup their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Recreation Manager any exposure to communicable illnesses outside the program. 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.

## **Lost Children / Natural Disasters**

All Summer Day Camp Enrichment Program staff members are trained in the established safety procedures. Drills are held to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in such a situation:

- Specific procedures for responding to the crisis will occur.
- Notification of the Recreation Manager must be immediate. The Recreation Manager will notify police.
- Local authorities will begin work immediately.
- Emergency transportation will be provided.
- Children's parents/guardians must be notified promptly

When Summer Day Camp Enrichment Program staff hears the tornado siren or is alerted by the Recreation Manager that there is a tornado warning, children will be moved to the Ft. Lupton Recreation Center safe spot (locker rooms). Children will be in the safest position possible until the tornado passes. Summer Day Camp Enrichment Program staff will take attendance once they are safely in the locker room. Once staff receives an all-clear signal from the Recreation Manager or the Police Department, children will return to regular scheduled activities.

## **Evacuation Procedure**

Each site is required to have a written evacuation plan in case of natural disaster, including, but not limited to, floods, tornados, severe weather, and any unsafe person, animal, or situation that occurs inside the building or playground area. If staff members decide that an evacuation is necessary the following procedure will be used:

1. Call 911 if deemed necessary
2. Children will be notified of evacuation.
3. Staff will move children as a group to a predetermined safe location.
4. Once participants and staff are safe and secure the recreation manager will be notified of the evacuation, the location, and the status of the group.
5. The recreation manager will determine the next steps which include notifying parents, possible emergency transportation, and discussion of further procedures for responding to the crisis.
6. The program will conduct evacuation/tornado drills every other week.

**An individualized plan will be developed for children with special needs for evacuation procedures.**

## **Transportation of Campers**

Field trips outside of Fort Lupton will be transported by a 15 passenger van (maintained by the City of Fort Lupton). Summer Day Camp Enrichment Program participants are expected to follow rules and regulations of Fort Lupton's provided transportation. The staff will **NOT** transport any participants in their personal vehicles.



### **Field Trips / Video Viewing**

On field trips participants will be transported in a 15 passenger van with individual seat belts. The Summer Day Camp Enrichment Program staff will **NOT** transport any participants in their personal vehicles. Should your child need a car seat, please discuss with the Program Director how the car seat is to be installed for the safety of your child. A field trip schedule, with dates and locations will be available at our parents meeting.

From time to time, the City of Fort Lupton Recreation Center may photograph or video tape activities and events for inclusion in promotional materials. If you prefer not to have your child(ren) involved, please let us know in writing.

All videos viewed will be educational and appropriately rated.

### **Safety When Riding in a Vehicle / Vehicle Supervision**

When on a field trip, all participants and drivers will use a seat belt. Behavior in a van or the bus will be such as to not distract the driver. Other instructors will be present to control kids. A cell phone will be available for emergencies.

### **Arrival / Dismissal of Campers & Log-In/Log-Out Process –**

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out of the Summer Day Camp Enrichment Program. The only exception is a signed Bike/Walk from the Summer Day Camp Enrichment Program waiver on file, indicating that the participant will be arriving to and leaving from the Summer Day Camp Enrichment program alone. Log-in/Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to the Summer Day Camp Enrichment Program staff may be asked to show ID. Authorized persons must be at least 18 years old. No program staff member may be listed as an authorized person. 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.

***Procedure for Individuals Not Authorized to Pick Up Participants:*** In a case in which an **UNAUTHORIZED** individual arrives to pick up a participant the child will not be released. Children will only be released to people who are designated on the permission slip.

The Program Director will approve individuals only if written permission is given, prior to the day of the pick up. The Program Director will okay the release **ONLY** if the parent has given written permission.

### **Dismissal / Late Pick-up / Failure to Pick-up**

The camp hours are 7:30 AM – 6:00 PM.

***Dismissal time: Summer Day Camp Enrichment Program participants*** should be picked up **promptly** at 6:00 p.m. to 6:05 p.m. Anything after 6:10 p.m. is considered a late pick-up and is subject to the following disciplinary procedure:

A. First Time – Recreation Manager, Director or Leader 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 the participants in the future.

- B. Second Time – The Recreation Manager or program instructor will wait with the child until the parent/guardian arrives. They will then inform the parent that the Recreation Manager or Program Director will be contacting them in regards to their continued delinquent behavior. The Recreation Manager or Program Director will then call the parent/guardian that same day and inform them that they now owe a late fee of \$5.00 for every 10 minutes late they were in picking up their child. This fee is payable at the Ft. Lupton Recreation Center Front Desk, **NOT** to the Summer Day Camp Enrichment Program Staff. **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 month.
- C. Third Time – The Recreation Manager or Program Director 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 the month. Any future session fees that have already been paid will be refunded.

*Failure to Pick-Up Child:* If a child is not picked by 6:30 p.m. from the registered 6:00 p.m. program, the Summer Day Camp Enrichment Program Staff member waiting with the child will call the Recreation Manager and make him/her aware of the situation. He/she will immediately call the parent/guardian(s) listed on the emergency card. If he/she reaches them he/she will immediately impress upon them the severity of their tardiness and proceed with the outlined policy for late pick-up, depending on whether this is a first, second or third offense. If the parent can not be located the Recreation Manager or Program Director will call the police and the child/ren will be turned over to the police by 7:00 p.m.

### **Late Arrivals**

The Summer Day Camp Enrichment Program hours are 7:30 a.m. – 6:00 p.m.

If summer camp participants are going to take advantage of the FREE swimming lessons, campers need to arrive no later than 8am. If your child will not be participating in swim lessons, arrival time can be somewhat flexible. We will indicate on the weekly agenda if there are plans to leave the facility so you can plan accordingly (field trips).

### **Storing and Administering Participants Medication**

Please notify the Program Director, if during the program your child will need any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies. Parents need to meet with the Program Director and the Recreation Manager in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in the Summer Day Camp Enrichment Program. In the event that a medication does need to be administered during Summer Day Camp Enrichment Program time by staff, we must have on file before administering the medication 1) written authorization from the health care provider 2) parent written authorization 3) and medication in the original labeled container.

Only the Summer Day Camp Enrichment Program Director, Program Leaders and/or Recreation Manager are authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked box away from children. 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."

### **Handling of Campers Belongings and Money**

Ultimately, the individual participant is responsible for any personal belongings they bring to the Summer Day Camp Enrichment Program. We do require extensive labeling of all their belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.), as a preventive measure for tracking personal belongings. We ask that they keep everything in a labeled backpack. Participants are NOT to bring cell phones, hand held video games, ipods, ipads, etc. The Fort Lupton Recreation Center and the Summer Day Camp Enrichment Program staff will not be responsible if these items are lost, taken by another participant, or broken.

When the participants are away from their designated home base, their belongings are all kept together at one location and at the designated check-in spot.

We will keep a "lost and found" box in the summer camp room. There is also a facility "lost and found" at the recreation center front desk.

### **Sunscreen**

Day camp staff will be regularly announcing to the campers to apply sunscreen before and during all outside activities. This will be done with the buddy system; camp staff will monitor for proper application.

### **Campers Meals and Snacks**

Any meal, snack or flavored beverage that a participant may want or need during the day **MUST** be brought from home. All containers need to be clearly marked with the participant's name. Water will be readily available to all participants and staff. 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 is not met, the staff will contact the parent/guardian to bring the needs of the child's nutrition. **The Summer Day Camp Enrichment Program does NOT provide snacks or lunch for the campers. It is the camper's responsibility to come prepared with 2 snacks and 1 lunch daily. The summer enrichment program staff will NOT provide money to any camper for snacks/lunch!!!**

### **Dress Code**

Please dress children appropriately according to weather, planned activities and in comfortable clothing. Arts and crafts may be messy so that the children can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. Also consider the needs of your child for the use of the restroom. Clothing those children cannot handle themselves, such as; one-piece jump suits and complicated belts are not recommended.

## **Visitors / Volunteer Policy -**

Visitors are always welcome at the Summer Day Camp Enrichment Program. However we ask that all visitors check in with the Summer Day Camp Enrichment Program staff and sign-in and sign-out on our visitor sheet when they arrive and before leaving.

Parents may visit the program at any time. Persons unknown to staff will be required to show identification. All volunteers must complete a City of Fort Lupton Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Program Director.

## **Filing a Complaint**

We want to hear from you if you have questions or concerns about your child care. We will make every effort to resolve any issues or concerns you have about the program. If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call (303) 866-5958.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Human Services. The telephone number for the Weld County Social Services is 970.352.1551.

## **Reporting of Child Abuse**

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the program facility is located.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the county department of social services in the county in which the child resides or the local law enforcement agency in the county in which the incident is believed to have occurred.

Weld County Social Services 970.352.1551.

## **Request for Campers Removal and Appeals –**

The removal of a Summer Day Camp Enrichment Program participant from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand. Before a participant is removed, the Program Director will discuss the current situation and everything that has occurred to date with all of the program instructors. With the approval of the Program Director and the Recreation Manager, it will then be informed to the parent/guardian by phone that their child is dismissed from our program. Additionally, the Recreation Manager will follow-up the call with a letter stating what actions have been taken and why. An Appeal Process is available to parent(s)/guardian(s). Parent/guardian would then plead their case; bring to the attention any extenuating circumstances or reason that an exception should be made and their participant should be reinstated to the program. Exceptions can be made and the Recreation Manager will give the parent/guardian their decision within 24 hours of their appeal hearing.

## **Camper Helmet use while Operating Roller Blades, Bicycles, Scooters or Skateboards**

Campers are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a summer day camp enrichment program activity. Those campers who do not have a helmet will participate in an alternative activity on that day.

## **Withdrawing From the Program -**

A parent/guardian may withdraw his/her child from the Summer Day Camp Enrichment Program at any time. However refunds will be given based on the City of Fort Lupton's refund policy.

Refund Policy:

- No refunds or credits will be given for cancellations made less than 7 days before the start of camp.
- Refunds will be issued in the form of a check or a household credit balance.
- Refund checks may take 3 – 6 weeks to process and will be mailed to you.