

2017 SUMMER CAMP

PARENT HANDBOOK



Important Phone Numbers

District Coordinator of Community Schools—

Susan Zimmerman – 303-702-7914

Summer Camp Locations: Please note that our camps may not be in your home school and are open to all students

Alpine Elementary Nicole Case 720-652-8146

Black Rock Elementary Carly Ertle & David Zuniga

720-890-3995

Burlington Elementary Kristin Davis 303-776-8861

Erie Middle School (Incoming 7 & 8 grade only) Gina Sanchez

720-652-7887

Fall River Elementary Nicole Hill 720-652-7920

Hygiene Elementary Veronica Vigil 720-652-8021

Legacy Elementary Becky Champlin 720-652-8169

Longmont Estates Martha Clemensen 720-652-8106

Red Hawk Elementary Cheryl Labadie 303-774-2716

Spark! Discovery Preschool Stacey Petering 720-652-7906

Thunder Valley PK-8 Crystal Kauder 303-833-2456

Web Information

<http://svvsd.org/schools/summer-school-camps-enrichment>

Follow us on Twitter:

[Twitter.com/svvsdcommunity](https://twitter.com/svvsdcommunity)

Tax Information—Tax ID #: 84-6014380

Welcome to Summer 2017! St. Vrain Valley Community Schools invites you to read through this Parent Handbook and learn about our programs and how your child will have an unforgettable safe, fun summer. All sites are licensed with the State of Colorado to ensure a high quality day camp experience

Important Dates:

- ◆ **Feb 22:** Registration begins—registrations will continue to be accepted until camp capacity is reached
- ◆ **May 12:** Full summer tuition payment due to receive 10% Paid-In-Full discount
- ◆ **May 31st:** First Day of Camp—First payment due
- ◆ **July 3 & 4th:** No Camp
- ◆ **June 30:** Second payment due
- ◆ **August 3rd :** Last Day of Camp



Philosophy—Welcome to Child Care in St Vrain!

The Community School child care programs are offered through the St. Vrain Valley School District under the direction of Community School staff and the supervision of the school Principal and the District Coordinator. The purpose of the Summer Camp Program is to provide opportunities to enrich the lives of children in safe and welcoming environments, supporting them to realize their highest potential. The child care staff offer extended , enrichment and recreation activities to support a well rounded experience.

*** Due at time of registration: Completed Registration Form and Registration Fee**

Eligibility for Participation

(please contact specific site for ages served at some sites may vary)

Daily and weekly activities are theme based and include team building, arts & crafts, gym and outdoor activities, swimming and field trips. All sites maintain a 1-15 leader per child ratio and a 1-8 leader per child ratio on field trips.

Children with Special Needs

St. Vrain Valley School District Community School welcomes diversity and has many options to meet the needs of all students in camp. Our Summer Camps do not discriminate on the basis of race, color, national origin, sex, or disability. If your child requires special accommodations for participation please call 303-702-7914. Additional forms may be required.

Hours of Operation: please contact specific site for operating hours as some sites hours may vary.

Monday — Friday, 7am—6pm (may vary by site).

May 31—August 3rd (closed July 3 & 4th)

Fees and Options:

When it comes to Summer Camp you are in control of the schedule. We are unique in that you can choose the days you want your child to attend. Have a family vacation planned? Grandparents coming to visit? No problem, just indicate on your registration form the dates your child will attend and that is what you will be billed for. Enrollment is accepted on a space available basis with priority given in order to : full time, part time, weekly and daily option campers.

Schedule changes are only accepted on a space available basis. Two weeks notice is required to reduce days without payment penalties

Please contact specific sites to inquire about family discounts.

Registration fee : \$35 single/\$50 family

Daily tuition is based on the total number of days a child is registered for the entire summer.

\$40.00 per day

Payment Options:

- ◆ Full Payment on or before May 12 will receive a 10% discount
- ◆ Regular tuition is billed in two installments due May 30th and June 30th

(A late fee of \$25.00 per child will be assessed for tuition not paid on time. If tuition and late fees are not paid within 7 days of the late date, the camper may not continue to attend until the account is paid in full. No refunds will be given for absence due to illness or unscheduled days off.

Check In/ Check Out Procedures

The safety of your child is important to us. All sites keep a daily record of when children arrive (check In) and when they leave (check out) as required for attendance purposes.

All children must be accompanied to and picked up from the program by an authorized person 18 years or older. Children may not check themselves in or out of our camps.

Children will be released only to those on the authorized pick up list. Authorized persons must be at least 18 years old and not a camp staff member.

Person's unfamiliar to camp staff will be asked to provide a picture ID.

To authorize an alternate person to pick up your child, you may add them to the "authorized to pick up child " list or provide written permission that includes the person's name, specific dates and your signature prior to the day of pick up. Verbal consent will only be authorized in an emergency.

If an unauthorized person arrives to pick up a camper the child will not be released.

Please be sure your student arrives at camp before scheduled departure times as staff will not remain at the school for students that arrive late.

Late Pick –Up

Children remaining at camp after camp hours is stressful on both the child and staff. Camp ends promptly at 6pm and children become anxious about being the last person at camp. Two staff members are required to stay until the last child has been picked up and they have already put in a full and exhausting day of fun. Please give yourself enough time to arrive at camp before closing. A late pick up fee of \$1.00 per minute per child is strictly enforced. Parents are asked to call the camp if you are running a few minutes late.

Frequent late pick-up may result in withdrawal of your child from the program.

If a parent does not pick up a child on time:

1. The parents will be called at home, work and at all phone numbers available. If the parent cannot get to the school within a reasonable length of time, the staff and parent will discuss who will come to pick up the child.
2. If no contact is made with a parent, child care staff will call the emergency contacts immediately to pick up the child. Please remember to list a minimum of three emergency contacts, not to include parents.
3. If the parents and the emergency contacts cannot be reached, the Community School Program Manager, and/or a District Administrator will be called.
4. If all of the above steps have been exhausted and approximately one-half hour or more has passed, the child care staff will then call the local law enforcement for assistance in locating the parents.

Field Trips

Each site will hand out a calendar of activities to parents prior to the start of camp, changes to the calendar will be given out as they occur. Please note the dates and times of field trips and make sure your student arrives at camp before scheduled departure times. Staff will not remain at the school for students that arrive late. During field trips, staff and students are required to wear their camp shirt in order to easily identify our camp. If your child arrives without his shirt you may be asked to return home and bring it back to camp, or you may rent one from some programs for \$5.00. A new shirt may be purchased for \$10 if available.

Identifying Where Children are At All Times

Safety of your child is of utmost importance to us and child care staff continuously monitor the presence of children throughout the session while at school, on the playground and on field trips until all children are picked up for the day. On field trip days extra staff is available for all field trips to ensure quality supervision for children. In the unlikely event that a child is missing, the following emergency plan is put into effect:

- ◆ The staff will thoroughly search the school, bus and grounds for the child.
- ◆ After 10 minutes, the parents/guardians, District Administration and Police are contacted.
- ◆ The staff will start to search the area surrounding the school.

Transportation of Campers

Campers will be transported by St. Vrain Valley School District busses.

While riding a school bus, students are expected to follow the following safety rules:

- ◆ Stay seated at all times
- ◆ No running on the bus
- ◆ Talk quietly with your neighbor
- ◆ Keep hands and feet to yourself and do not throw anything on or from the bus
- ◆ No eating or drinking is allowed on the bus (this includes gum)
- ◆ Do not leave personal belongings or trash on the bus
- ◆ Keep hands, feet, arms, head and personal belongings inside the bus at all times
- ◆ In case of emergency, follow the directions of camp staff and or bus driver and listen quietly so everyone can understand instructions
- ◆ Attendance will be taken when boarding and prior to departure, silence is expected during this safety procedure
- ◆ Staff will have a cell phone available for emergencies



Illness, Accidents and Emergencies

If your child is showing signs of illness, please be considerate of others by keeping them at home.

If a child becomes ill, is injured requiring first aid, or receives a head injury, a parent will be contacted immediately.

An ill child will be isolated from the other students and supervised by childcare staff until the parent arrives. If the parents cannot be reached, the emergency contact will be called. If the emergency contact cannot be reached, the Community School Program Manager, and/or a District Administrator will make emergency care decisions for your child. Be sure to communicate any allergies to staff.

If a child receives an injury, the parents will be contacted to discuss the accident. The decision will then be made whether to come and pick up the child immediately or wait until the normal time to pick up the child. If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, and a Band-Aid will be placed on it. We are not allowed to place medication of any kind on a wound.

If an injury is serious, 911 will be contacted immediately and the parent will be contacted. If the parents cannot be reached, an emergency contact will be called. If none of the emergency contacts can be reached, the Community School Program Manager, and/or a District Administrator will make the decision concerning emergency care for your child.

Storing and Administering Medications

According to Colorado State regulations, District policy, and the Nurse Practice Act, medication given to a child must be authorized with a written statement from the child's doctor and given to the Program Manager with the knowledge and written consent of the parent/guardian. This authorization must be provided for each new prescription and in the case of long-term medication, on an annual basis.

All medication must remain in the original container bearing the original label that shows: the child's name, prescribing doctor's name, pharmacy name and telephone number, date prescription filled, and expiration date, name of the medication, dosage, how often to give medication, and the length of time and medication is to be given. When no longer needed, medication shall be returned to parents or guardians.

Non-prescription medication will only be administered by childcare staff with the written consent from a doctor and a written consent of the parent/guardian.

All medications are kept locked and out of reach of children in the childcare area, and will be administered by a staff member that has been trained in medication administration.

If your child has a medication requirement, please discuss this with your Community School Program Manager. The parent is responsible for conveying a need to the staff so a plan can be implemented. A nurse consultant trains and delegates staff to give medication according to the Nurse Practice Act.

SAFETY PROCEDURES

Inclement Weather

Outdoor play is an important daily activity for children. Children in summer camp will go outside every day. If the weather is inclement, such as excessively hot, windy, or rainy, outdoor play will be cancelled. Usually the gym is available for physical play. Special areas may also be set aside in the cafeteria so children can have physical play.

Emergency Procedures

Tornado and fire drills: The summer camp staff will review all emergency procedures and practice tornado and fire drills with the children. Emergency evacuation maps and all drill procedures are posted and are readily available and visible.

Evacuation: Emergency procedures in the case of an off-site evacuation are posted at each summer camp site. In the case of an actual emergency, parents will be contacted and may be asked to pick up their children at an off-site location. Please talk to the summer camp staff about the designated off-site evacuation location.

Emergency Closing of Camp

In the event that summer day camp must be closed due to an emergency, before the normal dismissal time, every attempt is made to communicate with parents as early as possible at their home or work phones and through their emergency contact numbers. It is imperative that emergency contact numbers be up-to-date and not be the same number as the parents phone numbers.

Our first priority in any emergency situation is the safety of the students.



Sunscreen

Each site will provide sunscreen for campers (ROCKY MTN SUNSCREEN CREAM or MIST, BROAD SPECTRUM, SPF50). Please apply sunscreen to your child prior to arriving at summer camp. Summer camp staff will apply sunscreen regularly throughout the day. If you prefer to provide your own sunscreen you are welcome to do so.



Swimming Policy

The majority of our summer camp sites will provide swimming field trips approximately once each week.

Parents are asked to talk with the staff regarding their child's swimming ability/comfort level. Please let us know if you do not want your child swimming in water deeper than shoulder height despite their ability. These campers will be assigned to the shallow end of the pool.

Camp staff will be positioned throughout the pool facility; in the water interacting with campers, circling the pool, escorting campers to bathrooms, etc.

All campers are provided with swimming shirts that they are required to wear over their swimming suits. This helps staff to easily identify our campers.

Visitors/Volunteers

Visitors to the program must sign into the program. Parents may come into the program to pick up or visit their child at anytime, but may not come for the purpose of playing with their child.

All volunteers must undergo a background check. If you are interested in volunteering, please contact Susan Zimmerman, Community School District Coordinator at 303-702-7914.

Reporting Child Abuse

The summer camp staff is required to report suspected child abuse. The CDHS child abuse phone number is (303) 441-1240. The CDHS number to review a file or to file a complaint about the program is 1-800-799-5876.

Dress Code

Campers need to be dressed appropriately for weather, planned activities and field trips. Campers are **REQUIRED** to wear their camp shirt on field trips. Rental shirts are available for a \$5.00 charge at some locations. Please remember tennis shoes are a better option on field trips than flip flops as a lot of walking may be involved.

An appropriate swim suit and towel are also required for swim days.

Meals and Snacks

Parents must provide a nutritional lunch and beverage each day unless otherwise indicated on the camp schedule. All containers must be clearly marked with your child's name. Please do not send items that need to be warmed. Labeled water bottles are encouraged.

Disposable lunches are required on field trip days.

Morning and afternoon snacks are provided at each site.

In the event you forget to send a lunch with your child, lunches may be purchased from camp for \$5.



Movie/Video Game Policy

Occasionally movies (G and PG) are shown during summer camp. Parents are asked to sign approval for their child to watch movies or to request that their child not watch movies. Parents are sent a notice in advance of the movie title and rating.

Video games are an option at some sites on occasion. All games must be rated E. Please inquire with your site for more information on video game usage.

Personal Belongings and Money

Campers should not bring toys, games, cell phones or money to school. If a camper should bring any personal items to school they must remain in their designated space (backpack or basket).

The only time money may be brought to camp is on field trip days if you would like your child to have additional spending money. All money shall be logged with staff for safety purposes.

We are not responsible for lost or stolen items. (including money).



Discipline and Behavior Guidelines

Summer camp participants must:

1. Show respect for children, staff, self and property.
2. Be responsible for own actions and recognize responsibility to the group.
3. Work and play cooperatively with others.
4. Demonstrate a positive attitude toward self and school.
5. Follow school rules! The same rules that apply during the school year apply to summer camp participants on the playground, in the gym, in the halls and throughout the school. The program follows the district discipline code handbook.

Our Community School Summer Camp Programs have a positive atmosphere and very few behavior problems. Behavior and program management practices have been designed to help our program staff resolve behavior problems on a fair and impartial basis. Our goal is to work with students and parents to solve problems in a positive and constructive manner.

Our focus is:

- The student has the ability to make good choices.
- The student is responsible for his/her actions.
- The student has the opportunity to change negative behavior.
- Self discipline of the student will allow the student to continue as a member of the program.

The staff's response to negative behavior problems will be calm, consistent and every effort will be made to set the child up to win. Consequences of negative behavior will be discussed with summer camp participants at the beginning of the school year and when implementing negative behavior procedures, the staff will be positive, encouraging and caring with the child.

A summary of the staff's response to misbehavior is:

1. Be fair (hear all sides of a situation)
2. Listen to the child
3. Focus on a solution rather than a punishment
4. Give the child an opportunity to change
5. Use praise to reinforce positive behavior

Communication between parents and staff is very important. If a child shares separate residences with his/her parents, both parents will be notified if a child is having behavior problems in summer camp. If you have a concern or questions about any of the summer camp behavior management procedures, please contact the Community School Program Manager. Parents are welcome to discuss all procedures with staff as parental support at home and input to the system is important.

Complaint Procedures

The following may be contacted if there is a complaint regarding the Community School Summer Camp.

- ◆ The Program Manager
- ◆ The District Community School Office: 303-702-7914
- ◆ The Colorado Dept. Of Human Services: 303-866-5958. 1575 Sherman St, Denver, Colorado 80203

Policies to ensure all campers have an enjoyable summer

Please take the time to review this with your child. Depending on the severity of the incident, inappropriate actions may result in the removal of the camper from activities for the day, series of days or remainder of the camp without a refund of tuition.

- ◆ Campers are expected to show respect to staff and other campers. Disrespectful behavior will be addressed immediately and the camper will be informed that the behavior is not acceptable and will not be tolerated.
- ◆ Abusive language, mishandling of equipment, defacing of property, and theft are not acceptable behaviors.
- ◆ Campers are not allowed to be physically, or verbally abusive to other campers or staff.
- ◆ Over the counter, illegal drugs or unauthorized prescription drugs, tobacco, and or alcohol are not permitted. If a camper is found in possession of any of the above items, it will result in an immediate removal of the child from camp.
- ◆ Any weapon (toy guns or knives, pocket knives, firearms, lighters, etc) found in the possession of a camper will be confiscated and the camper removed from camp.
- ◆ Campers are required to follow camp rules as well as rules posted at places visited on field trips.

Camper Removal From Program

Removing a camper from the program is a last resort after all other venues have been exhausted and parents/guardians will be involved every step of the way.

Before a camper is removed the Program Manager will review the situation with the District Director of Community Schools.

We reserve the right to dismiss a child from Summer Camp for non-payment of tuition, continuous late pick up of a child, parent or child not following program rules and regulations, etc.

At termination, no refund will be given.

Termination of Services

If you plan to withdraw your child from Summer camp a 10 day written notice is required. Regular tuition charges will remain in effect during the 10-day notice.

In the unlikely event of program closure, parents will receive written notice.