



# South Suburban Parks and Recreation Parent Policy Manual For School Aged Licensed Child Care Camps

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### **Mission**

The mission of the South Suburban Parks and Recreation (SSPR) is to foster healthy living through stewardship of the environment, parks, trails, and open space and by providing recreational services and programs.

### **Introduction**

Welcome to SSPR Camp Programs, we are excited to include your family with our family. Our goal is to provide a safe, fun, challenging and educational environment to help your child grow.

All of SSPR's School Age Full Day Camps are licensed by the Colorado Department of Human Services and are required to meet rules and regulations set forth by that agency. Our programs are also inspected by Tri-County Health, the local fire departments and the Department of Human Services.

As part of the required regulations for the Department of Human Services our camps offer activities from the following suggested areas: athletics, arts and crafts, manipulative games, science, dramatic play and music. Not all activities are offered daily, but children will have the option of at least three different activities daily.

## Special Needs

All programs comply with the Americans with Disability Act. Our camps and facilities will provide reasonable accommodations for the child with a disability/have special needs. Inclusion is available in SSPR's School Age Camps. SSPR does have limitations due to ratios being 1:15 and non-specific knowledge of disabilities or special needs. Parent communication and support are essential in deciding if SSPR can meet the needs of an individual child. If individuals need assistance to participate in a program to choose a general recreation class, call the STAR program office 303.708.4608 at least three weeks before the program/class start date to discuss possibilities.

School Age Camps consist of the fall/winter/spring break programs, in-service days, non-student days and summer camps at the Family Sports Center, Goodson and Lone Tree recreation centers. Please check our website at [ssprd.org](http://ssprd.org) and print catalog for specific sites and camps.

## Family Sports Center Camps

### Adventure Day Camp (6-13 yrs)

Supervisor Chantel Tolan

303.754.0552 office phone, 303.564.6961 cell phone, ChantelT@ssprd.org

Camp cell 303.505.5429

Hours: 7 am -6 pm Family Sports Center 6901 S. Peoria St. Centennial, CO 80112

*Camp Description:* Adventure Day Camp, housed in a unique setting, offers a camp that keeps kids busy with activities such as laser tag, ice skating, sports and activities in the dome, mini golf, Eurobungy, bumper cars, the climbing wall, field trips and more! Morning/afternoon snacks and lunch included in the fee. Adventure Day Camp is available for summer, spring, fall and winter breaks, most holidays, in-service days, and no-school days.

**\*Summer camp is scheduled from May 29 to August 10 with field trip days every Wednesday. Please note, there will not be camp on Memorial Day or July 4.**

## Goodson Recreation Center Camps

### Club Goodson (Kindergarten-10 yrs)

Supervisor: Jessica Skiera

303.708.3518 office phone, 303.435.8242 cell phone, [jskiera@ssprd.org](mailto:jskiera@ssprd.org)

Camp cell 303.961.3139

Hours: 7 am -6 pm Goodson Recreation Center 6315 S. University Blvd. Centennial, CO 80121

*Camp Description:* Explore opportunities at this classic camp for those who enjoy a little bit of everything: Arts & crafts, sports, science fun, indoor/outdoor group activities, swimming, field trips and much more. Participants must bring a morning snack and lunch unless otherwise instructed. Afternoon snack is provided. Club Goodson is available for summer, spring, thanksgiving and winter breaks. Participants must have completed kindergarten to take part in the summer camp.

### **Camp X-plosion (11-14 yrs)**

Supervisor: Jessica Skiera

303.708.3518 office phone, 303.435.8242 cell phone, [jskiera@ssprd.org](mailto:jskiera@ssprd.org)

Camp cell 303.435.8247

Hours: 7 am -6 pm Goodson Recreation Center 6315 S. University Blvd. Centennial, CO 80121

*Camp Description:* Participants will have the best summer ever in this unique camp designed for the older camper. Participants are offered a wide variety of activities in an outdoor setting including sports, team challenges, games and field trips appropriate for this age. Field trips are scheduled so participants can explore many of the District's facilities along with popular local attractions.

**Drop off at Goodson is from 7 am to 8:30 am after 8:30 am the camp will move to Shelter A in deKoevend Park. Depending on the day's activities children will either be at Shelter A or Goodson for pickup usually between 3:30 pm-6 pm.**

**\*If there is inclement weather, staff and campers will relocate to the Goodson Recreation Center.**

**\* Summer camp is scheduled from May 28 through August 15 with field trip days on Thursday and Friday. The kids will be guaranteed to swim at least two days at week at Franklin Pool on Wednesday and Holly or Cook Creek Pool on Thursday. (Location of swimming subject to change for weather or unforeseen circumstances)**

### **Lone Tree Recreation Center Camps**

#### **Club Lone Tree (Kindergarten-10)**

Supervisor: Jessica Skiera

303.708.3518 office phone, 303.435.8242 cell phone, [jskiera@ssprd.org](mailto:jskiera@ssprd.org)

Camp 303.435.8248

Hours: 7 am -6 pm Lone Tree Recreation Center Lone Tree, CO 80124

*Camp Description:* Participants enjoy a wide range of activities: arts & crafts, sports, science fun, Indoor/outdoor group activities, swimming, field trips and much more. Children must bring a morning snack and lunch unless otherwise instructed. Afternoon snack is provided. Club Lone Tree is available for summer, spring, fall and winter breaks, holidays (Martin Luther King/Presidents' Days) and Douglas County Public School's non-student days. Participants must have completed kindergarten and be no older than ten years old to take part in the summer camp.

#### **Camp X-plosion at Club Lone Tree (11-14 yrs)**

Supervisor: Jessica Skiera

303.708.3518 office phone, 303.435.8242 cell phone, [jskiera@ssprd.org](mailto:jskiera@ssprd.org)

Camp cell 720.732.3470

Hours: 7 am -6 pm Lone Tree Recreation Center Lone Tree, CO 80124

*Camp Description:* Participants will have the best summer ever in this unique camp designed for the older camper. Participants are offered a wide variety of activities in an outdoor setting including sports, team challenges, games and field trips appropriate for this age. Field trips are scheduled so participants can explore many of the District's facilities along with popular local attractions.

**\*Drop off is from 7 to 8:30 am after 8:30 the camp will be moved to Prairie Sky Park. Depending on the day's activities children will either be at Prairie Sky Park for pickup usually around 3:30-6p m, information will be posted at The Lone Tree Recreation Center.**

**The days' activities take place at Prairie Sky Park.**

**\*Summer camp is scheduled from May 28 through August 2 at Lone Tree.**

**The kids will be guaranteed to swim at least two days a week, Lone Tree Pool on Wednesday and Holly or Cook Creek Pool on Thursday. (Location of swimming subject to change for weather or unforeseen circumstances)**

## Day Camp Fees

For 2019

### Club Lone Tree and Goodson

Residents

Field Trip Days \$46 \* There are generally two field trip days a week

On Site Days \$31 \* There are generally three on site days per week

Nonresidents

Field Trip Days \$56 \* There are generally two field trip days a week

On Site Days \$39 \* There are generally three on site days per week

### Camp Xplosion at Lone Tree and Goodson

Residents

Field Trip Days \$47 \* There are generally three field trip days a week

On Site Days \$34 \* There are generally two on site days per week

Nonresidents

Field Trip Days \$60 \* There are generally three field trip days a week

On Site Days \$42 \* There are generally two on site days per week

### Family Sports Center Adventure Camp

Residents

Field Trip Days \$66 (W)

On Site Days \$50 (M,T,TH,F)

Nonresidents

Field Trip Days \$69 (W)

On Site Days \$54 (M,T,TH,F)

## Registration Procedures

There are two ways to register for camp. You may register in person or via email. To register in person, you must go to the registration office located inside the Goodson Recreation Center located at 6315 S University Blvd, Centennial, CO 80121 and complete the registration form. To register by email, please email [janw@ssprd.org](mailto:janw@ssprd.org) and attached the complete the registration form which can be found online at [www.ssprd.org](http://www.ssprd.org). Space is limited so registration will be filled first come first serve. Please know that each year for camps there is a \$20 non refundable deposit for camps. Registration must be paid, before the child's first day of camp. Once this fee is paid a link will be sent to you within 3-5 days with the information to logon to our CampDocs system, beginning in April. The system holds all of our state required documents such as participation agreement and immunization records. For more information see the Required Paperwork section below.

## Payment Information

To receive Residentrates, a parent must live or own property within the SSPR District and have a **valid District ID**. If a family does not have a valid I.D. at the time of registration, Nonresident rates will be assessed. If you are in District and need an ID card, please bring your drivers license with your current in District address on it or a utility bill or lease agreement to the registration office and they can issue you a District ID card. There is a \$4 charge for the card. If you have questions about what other ID options there are please contact the registration office directly at 303.347.5999.

If one parent/guardian lives within the Resident and one parent lives outside of the District, the child must be registered under the parent/guardian living in the District. If this is not agreeable to the out-of-District parent/guardian, then the child will be registered in the Nonresident account and be charged Nonresident rates.

Parents/guardians paying for care must submit a payment agreement. The parent/guardian on the agreement is liable for all fees. In cases where both parents/guardians are both paying for care, each must submit a payment agreement with all necessary information on it, such as parents'/guardians' names, email addresses, addresses, etc.

## **Early Registration Policy**

South Suburban offers early summer registration for families who need full week registrations during the summer. This full week only early registration comes with a \$20 per week discount. Please know that if you register for full weeks during early registration, no refunds will be given for the full weeks that received the \$20 off a week discount. SSPRD will allow free transfers to other days so long as space is available without penalty during summer programming only. If you think you may need a week off, you will opt to the full amount for that week and you will be able to cancel with 14 days' notice.

## **Payment Plan Policy**

During the summer season South Suburban offers payment plans to families who might need help breaking up payments. The terms of the payment plan policy are listed below.

- 1) Must sign up for a minimum of 20 days/ per child worth of camp services to qualify for a payment plan.
- 2) The initial payment will cover ten days per child and must be paid on the day of registration. This fee is non refundable.
- 3) All payment plans must be processed through the Registration Office in person or sent in via email to [janw@ssprd.org](mailto:janw@ssprd.org).
- 4) Payments are due on the 15<sup>th</sup> of the month prior. Payments will be processed with the card on file.
  - Payment plans will be split into three payments divided less the initial payment, i.e., all the dates in June will be drafted May 15<sup>th</sup>, July's dates will be drafted June 15<sup>th</sup> and August's dates will be drafted July 15<sup>th</sup>.
  - Full payment for each month is taken the month prior, i.e All of June's camp dates will be paid for by May 15<sup>th</sup>.
  - It is the responsibility of the patron to contact the Registration Office if a new or different method of payment is needed.
  - New payment information must be updated before the 15<sup>th</sup>.
  - A five day grace period will be given before a \$5 fee will be incurred each day payment is late.
  - Staff will attempt one call and one email to retrieve payment information within the five day grace period. Failure to pay within ten days, will result in withdrawal from all remaining program without a refund.

## **Drop-In/Add-On Registration**

Drop-in/add-on service will be provided on a space available basis and so long as the site has all the required paperwork. For those campers with medication needs we do require at least five days notice to ensure our nurse can review your files and delegate to staff. Payment for additional days must be made before your child may attend the program. You will be required to show the camp staff your receipt.

## Refund Policy

Please note: For ALL CAMPS, there are no credits or refunds for absences. All refund request must be submitted to the camp director. For camps at Lone Tree and Goodson please email [jskiera@ssprd.org](mailto:jskiera@ssprd.org) for camps at Family Sports Center please email [ChantelT@ssprd.org](mailto:ChantelT@ssprd.org). Refunds will not be given less than 14 days' notice before the program date. \*For those who participated in early registration for full weeks of camp no refunds will be provided unless you paid in full for the week.

- 1) All cancellations must be in WRITING to the Camp Director.
- 2) No refunds or credits for cancelations less than 14 days from the class date.
- 3) \$5 processing fee will be applied to cancelations.
- 4) Considerations for a full refund less than 14 days from the class date are:
  - A doctor's note stating the child's health will prevent him/her from participating in the program for five business days or more.
  - Child's family moves out of the service area with proof of relocation provided.
  - A family emergency is requiring five or more days away from home.
- 5) NO REFUNDS PROVIDED FOR THE REGISTRATION FEE.
- 6) Switching dates is allowed during the summer and must be exchanged for other dates during the summer, May-August. You will be required to pay the difference if transferring from a non field trip day to a field trip day.

## Cancelation Policy

To receive a full refund (minus the \$5 fees per transactions) you must provide more than 14 days notice to the camp director in writing. Camps at Lone Tree and Goodson, please email [jskiera@ssprd.org](mailto:jskiera@ssprd.org). Camps at Family Sports Center, please email [ChantelT@ssprd.org](mailto:ChantelT@ssprd.org). If 13 days or less notice is given, there will be no refund.

## Termination Policy

SSPR reserves the right to terminate your child's camp enrollment with or without refund if the staff deems it is in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by SSPR staff, parents will be informed of reasons for termination of services.

## Receipts

You will be emailed your receipts for all transactions. Please file your receipts in a folder on your computer. If you need additional receipts you can log into your account at [www.ssprd.org](http://www.ssprd.org) to print them off. If you do not receive the receipt via email please contact the registration office 303.347.5999. **Please keep these receipts for tax purposes and flex accounts.** The SSPR tax ID number is # 84-6014400.

You will find this number on the bottom of each receipt you receive as you make your payments. To access missing receipts for tax purposes please log into your account to print them. If you have forgotten your password or username you can call the Registration Office at 303.347.5999 for assistance.

## Unacceptable Behaviors

The following behaviors are never acceptable and will result in an immediate Behavior Support Alert, suspension of youth for the remainder of the current day. Additional suspension up to expulsion will be considered dependent on behavior and circumstance.

- ENDANGERING THE HEALTH AND SAFETY OF YOUTH, STAFF, OR ANY OTHER PERSON
- STEALING OR DAMAGING SSPRD OR LOCATION PROPERTY
- STEALING OR DAMAGING PERSONAL PROPERTY
- LEAVING THE PROGRAM WITHOUT PERMISSION
- CONTINUALLY DISRUPTING THE PROGRAM WITH BEHAVIORS THAT REQUIRE STAFF TO BE TAKEN OUT OF RATIO
- USING PROFANITY, VULGARITY, OR OBSCENITY OR ACTING IN A LEWD MANNER
- REFUSING TO FOLLOW THE BEHAVIOR GUIDELINES OR PROGRAM RULES

Immediate expulsion will occur if a youth has or using tobacco, alcohol, controlled substances, illegal drugs, firecrackers, weapons, firearms, or explosives.

## Daily Attendance Policy

Camp staff members will utilize registration forms to determine which children will attend the program daily. At the beginning of each day every child must be signed in by his/her parent/guardian. **If your child is not attending his/her scheduled day, please contact your child's camp site with this information.** For any child not arriving at the program, and without notification from the parent/guardian, a camp staff member will attempt to contact the parents/guardians. If your child's name is not on the sign-in/sign-out sheet, please speak to one of our camp staff members. The camp staff member will be in touch with the program supervisor or Registration Office to check if your child is indeed registered. If a child arrives at the program that is not registered for that day, they will need to talk to the camp supervisor or have a receipt from the registration desk to be admitted.

A head count will be made to ensure that the number of children in attendance matches the number of children registered for any given day. We maintain a 1:15 ratio apart from swimming days when the ratio is 1:10. Head counts will be made frequently throughout the day to determine the location of all children at all times. They will also be made every time the staff and campers transition to any new location both before and after arriving. At the end of the day every child must be signed out by his/ her parent/guardian to ensure that all children have been picked up. **Parents/guardians must bring a photo ID for your child to be released.**

If you are arriving late for camp, please contact a camp staff member at your designated camp site by phone (business cards with this information will be available on request). For **Adventure Day Camp**, a message will be posted for participants outside of the banquet room of the Family Sports Center stating where the campers are located if they are not in the vicinity. The parent/guardian should walk the late camper to the location and sign his/her child in.

For **Field Trips**, parents will be informed by newsletter, verbally and/or signage by the Sign In/Out sheets the time for departure. Please arrive before the time posted to ensure campers make it to their field trip on time. If you arrive after departure, parents or trusted drop off person must call the Site Director for the program to make plans to drop off the participant at the field trip location. Check our activity sheet or Field Trip Sign for the designated Field Trip and phone number. If you decide not to meet the program at their Field Trip, you **MUST** call and inform the Site Director that your child will not be attending that day.

Often during the summer there are extenuating circumstances which require us to change or cancel field trips. You will be notified of changes as soon as possible. Additionally some field trips require an additional waiver or



permission slip that must be filled out by a parent or legal guardian and must be turned into the camp's staff when dropping a child off that morning. Trips may or may not include transportation on an SSPR bus or van, or walking.

## Releasing a Child from Camp

A valid Driver's License, photo ID is required to be shown at the time of pick-up, for the safety of your children. Children may leave the program only with the persons specified on the emergency form who are 18 years or older. If a parent desires that their child leaves with someone who is not specified on the emergency form, they can add them by logging into the CampDocs portal to do so. If an unknown person arrives to retrieve the child, the camp staff will contact the parent to receive verbal permission to authorize the child's departure. The unknown person will then be asked for a form of picture identification to insure their identity. Please update emergency form information regularly so that the camp staff can immediately reach the appropriate persons in the case of an emergency.

Any camp staff retrieving children on behalf of parents must be authorized on the emergency form. This service, provided to families by staff members, is not a continuation of SSPR's childcare.

## Required Paperwork

CampDoc.com is an electronic health record system for camps, and will help us consolidate and integrate camper health information into a centralized and secure location. Their system will give our doctors and nurses instant access to camper health information, a key component in providing quality patient care.

- Beginning in March 2019 will receive a "welcome e-mail" from CampDoc.com once you have paid the \$20 per child non refundable deposit fee. The email will contain information about how to complete your camper's health information online.
- Follow the instructions, and complete the health history for each camper. Alerts will appear for any missing required information.
- Upload any required documents to your CampDoc.com account.
- Return to CampDoc.com at any time to make changes/updates to your camper's health information before camp begins.
- Please set register@campdoc.com as a "safe sender," to avoid accidental delivery to junk and spam folders. The security, confidentiality and privacy of your camper's personal health information will always be protected. Only Camp Explorer senior staff will have access to camper health information, and the CampDoc.com site is secure, encrypted and password protected. We are excited to continually evolve – building safer, more productive and more efficient systems to create the best experience for you and your family. If you have any questions regarding the process for camper paperwork during camp hours, please contact Jessica Skiera at 303.708.3518 or [jskiera@ssprd.org](mailto:jskiera@ssprd.org).
- For additional assistance or if immediate response regarding completing paperwork is needed please contact CampDocs, customer support which is open 6 am to 3 pm Monday –Friday at 734.636.1000. For the emergency line for system issues please call 734.636.1000 ext 999 and leave a message. **Please note this line is not for medical emergencies or questions about camps, it is only for questions about your participation agreement and immunizations.**

If South Suburban is unable to provide camp services for any reason, participants will be notified by email first, followed by a phone call to those who do not respond to the email. South Suburban will also provide refunds for days camp services are not offered.

## Visitation Policy

You are welcome to visit any of our camp sites at any time. Visitors must show a photo ID (Driver's License) and sign our Visitors' Log.

For the **Adventure Day Camp**, you will need to sign in with the director or lead counselor that is staffed with the camp and sign into the visitor's log.

## **Contacting a Child during Camp**

Each site will have a cell phone and you are welcome to call and ask a camp staff member to allow you to speak to your child. Please keep your calls to emergencies.

## **Screen Free Policy**

SSPR Camps are screen free and cell phone free zones, except the weekly movie or field trips to the movies. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod, DSi, etc., come to camp, it will be collected and held onto by your child's counselor until pick up. We believe that when your child attends our camps, it is our responsibility to keep them engaged throughout the day.

## **Absenteeism**

For your child's protection and your piece of mind, your child will be expected to attend all days for which he/she is registered. If your child is late or absent for any reason please notify the Camp Site Director by phone (please check our business card for your child's camp site information).

If your child is absent from any of our programs and notification has not been received, you or your designated emergency person will be contacted. **The camp staff needs written permission for your child to be absent from the program for any extracurricular activities.** If there are any activities in which you do not want your child to participate for physical, religious or social reasons, please make a note of that on the Emergency Forms waiver.

**Please Note: THERE ARE NO CREDITS OR REFUNDS FOR ABSENCES!** In the event of a prolonged illness or emergency, credits/refunds will be considered after notice has been given and a doctors note issued to the camp's program supervisor. Please contact the camp's program supervisor, if you have questions concerning this issue.

## **Late Pick-Up Policy**

We are aware that there may be times that due to unforeseen circumstances, weather or an accident on the highway or roadways, you will be late to pick up your child (ren). Please call the camp site that your child is attending to let our camp staff know of the situation. By making us aware of the situation, you aid us in reducing your child's anxiety. Consideration will be made for bad weather and road conditions. However, we strongly recommend an alternative plan for picking up children from any of the school age licensed day camp programs at Family Sports Center, Goodson or Lone Tree Recreation Centers when you will be late or unavailable.

If you do not arrive to retrieve you children 10 minutes after closing time, the camp staff will attempt to contact you. Staff will contact your home, then your office and finally your designated emergency person to retrieve your children from the program. Those parents or guardians who pick up their children after 10 minutes will be **charged \$10 for the initial period and an additional \$1 per minute per child.** Late fees are due and will be collected at the time the children are picked up. Times will be taken from the staff person's watch or room site's clock. Please make checks payable to SSPR. Cash will be receipted to you the following day.

If contact cannot be made to the parents/guardians or your designated emergency persons within a half hour of closing the camp site, the camp's program supervisor will notify the Department of Human Services and/or the local police department.

## What to Expect

Sending your child off for the summer can be an exciting yet anxious time for parents and kids. It is our hope when participating in our camps that we can help alleviate some of the anxieties that come along with putting a child in camp. Our commitment is to keep your child safe and happy and the best way to do this is by employing vetted counselors that are committed to excellence and to serving as role models.

## A Typical Day at Camp

Each camp is different but follows similar schedules. Activities vary by day for Goodson and LT camps swimming days are usually 2 to 3 times a week. The following is a sample schedule:

7:00 am – 9:00 am: Early Care (board games, crafts, reading, etc.)

9:00 am – 9:30 am: Morning Workout (stretching, attendance, rules, icebreakers)

9:30 am – 3:30 pm: Camp Activities ( field trips, group activities, arts & crafts, water breaks, lunch, fun activities, singing, dancing, clean up, snacks, swimming)

4:30 pm – 6:00 pm: After Care (board games, group games, reading/storytelling, etc.)

We try to keep each day different by offering a variety of activities. Each week activities and crafts have been designed to fit the theme. These activities can range from, Ice Breakers, Arts & Crafts, Sports, Games & Fitness for Kids, Hands on Science, Songs, Music & Drama, Character Development, Transitional Activities, Special Events and Swimming.

## Extracurricular Activities

If you are planning to register your child for any of the exciting classes held at the Family Sports Center, Goodson or Lone Tree recreation centers (such as swimming, martial arts, ice skating, etc.), please discuss this with the program supervisors before registering for classes. In most cases, camp staff **will not** be able to escort participants to and from their additional activities because of state required ratios.

## Food Preparation and Service

For **Adventure Day Camp**, the Family Sports Center prepares lunch, morning and afternoon snacks each day. Lunches are prepared in the kitchen of the Avalanche Grill located on the second floor of the Family Sports Center. If your child does not want to eat the scheduled meal, they are allowed to bring their own sack lunch. **Please send your child with a water bottle daily.**

For camps based at the **Goodson and Lone Tree Recreation Centers** food preparation is limited to afternoon snacks only. The snack schedule is listed in the camps newsletters. Participants will need to bring a morning snack and sack lunch daily (no microwavable foods or foods that need to be heated) unless notified due to the field trip, etc. Please mark your child's name on his/her lunch box.

Siblings will not be able to share lunches, so please be sure that each child has their lunch that is clearly labeled. Please also include a water bottle with the participant's name on it. The staff has a 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 child a proper lunch or lunch will be provided by the camp, and whoever picks up the child in the evening will be charged \$5. If your child fails to bring lunch, you will be notified. If you are unable to bring a lunch for your child, a meal will be provided and you will be billed accordingly. Participants may NOT use vending machines during camp. **Please send your child with a water bottle daily.**

Camp staff must prepare for lunches and/or snacks in a sanitary way. This includes washing hands, tables, utensils and other surfaces that might be used in food preparation with soap and warm water. Participants will bring lunch daily in a lunch container marked with their names. Lunches will be placed in ice chests containing blue ice if necessary. Participants will wash their hands with soap and warm water before and after lunch or snack.

## **Restroom Procedures**

All participants will be escorted to the restrooms and are required to be potty-trained. The restrooms will be checked for safety and security issues. All campers are required to go to the restroom to wash their hands with soap and water before lunch and snack.

## **Handling of Injuries, Illnesses and Accidents**

All SSPR's camp program supervisors/directors/counselors/aides are first aid, CPR and universal precautions certified. The camp staff will report to you at pick-up time any minor non-emergency bumps, bruises, or scrapes that your child has incurred throughout the day. If your child becomes sick or seriously injured, you or your designated emergency person will be contacted at once. If, in the opinion of the camp staff, your child appears to be feverish, contagious or so seriously incapacitated as to warrant concern, your child will be isolated. You will be asked to pick up your child immediately. If you are unavailable, your designated emergency person will be notified. If all designated emergency persons are unreachable, your physician will be consulted. In the case of life or limb threatening situation, emergency services will be called. These procedures will be followed whether children are at the program site or on an excursion. We follow the Children's Hospital Colorado guidelines [https://www.colorado.gov/pacific/sites/default/files/DEHS\\_ChildCare\\_HowSickistooSickIllnessPolicy\\_English.pdf](https://www.colorado.gov/pacific/sites/default/files/DEHS_ChildCare_HowSickistooSickIllnessPolicy_English.pdf)

## **Fire and Tornado Drills and Emergency Procedures**

As required by the Department of Human Services both fire and tornado drills will be conducted and recorded regularly. The drills will insure that our participants and camp staff members are aware and comfortable conforming to the emergency procedures at our facilities. All camp staff members will be familiar with the location of the fire extinguishers, smoke detectors, pull stations and emergency exits in the facility in which they are conducting the program.

In the event of a fire emergency, the priority of the camp staff members is to ensure the safe exit of all program participants. A program roster along with the emergency forms binder will accompany the group when exiting the facility so that firefighters and camp staff members know if any participants are trapped in the building. Upon exiting the building, children and staff must move at least seventy-five (75) feet away from the structure. If emergency vehicles do not arrive promptly, a camp staff member will use their emergency phone to call 911. In the event of a fire on a field trip, the camp staff members will maintain control of their group and follow the instructions of the staff at that organization. Attendance will be taken to account for every child.

In the event of a tornado at the day camp site, camp staff will follow the procedures for that specific site. Once in the designated area, attendance will be taken to account for every child. Within the facility, all camp staff members and children must sit on the floor against an interior wall away from any windows. Caution will be taken concerning overhead hazards that might fall from the ceiling if a tornado does occur. Camp staff members will keep the participants safe and calm until they receive an all clear from the facility manager or emergency response team (police or fire department). In the event of a tornado while on a field trip, the camp staff will maintain control of their group and follow instructions of the staff at that organization. Attendance will be taken to account for every child.

## **Shelter in Place/Active Shooter**

Campers should follow the direction of the staff to the nearest and safest location either inside or outside the building. If threat requires a lockdown or shelter in place, staff and campers will move to the nearest securable interior room(s), ie office, closet or storeroom to shelter-in-place, closing and locking or barricading all doors and windows, turning off the lights, remain quiet and keeping out of sight until emergency personnel or other authorized person opens the door.

## **Weather Emergency Procedures**

The state of Colorado experiences severe weather in all seasons. These conditions vary from extreme heat to cold as well as severe thunderstorms, tornadoes and blizzards. The camps staff members of SSPR's School aged licensed camps must be relied upon to use the best judgment concerning the safety of the children when participating in outdoor activities. Radio and weather reports will be used in determining whether outdoor activities are appropriate on any given day.

When engaging in outdoor activities, during any season, children must be dressed appropriately and will be closely monitored for their comfort. During the summer program, children will be encouraged to drink cool water often and to sit in the shade periodically to deter heat exhaustion. Camp staff will monitor children to check if any show the signs of heat exhaustion. If any child does so, camp staff will: have the child drink cool water, not cold, and have he/she rest in the shade.

In the event of dark threatening skies, or thunder and lighting, all children and camp staff must remain indoors. In case of a tornado, all camp staff and children must sit on the floor against an interior wall away from any windows. Caution will be taken concerning overhead hazards that might fall from the ceiling if a tornado does occur. Tornado drills will be conducted and recorded.

During the fall, winter and spring months, wind chill factor must be considered in addition to low temperatures. If the temperature is above freezing, but the wind chill factor lowers the temperature, all children and camp staff must remain inside. Children without proper footwear, gloves and a hat will remain inside or borrow the needed items from lost and found.

## **Evacuation Procedures for Person with Special Needs**

Those campers requiring special assistance will be assigned a specific staff member at the beginning of each camp day that will assist the camper with special needs during emergencies.

## **Severe Weather Policy**

The Club Lone Tree Program will follow the Douglas County School District's closure/delay schedule. Please check Highlands Ranch High School feeder area for closures. You may find closure information by visiting the Douglas County Schools' website.

The Goodson programs will follow the Colorado Department of Transportation traveler's advisory suggestions for closure during the Thanksgiving, Holiday and Spring breaks.

The Family Sports Center will follow the Cherry Creek School District's closure/delay schedule.

## **Reunification**

In the event Lone Tree has to evacuate, the camp will relocate to Lone Tree Library. In the event Goodson has to

evacuate, the camp will relocate to The South Suburban Ice Arena. In the event Family Sports Center has to evacuate the Sports Dome. This procedure will typically involve law enforcement and we will follow their procedures and listen to them on when it is appropriate to have parents pick up. Updates will also be provided on the district's website, [www.ssprd.org](http://www.ssprd.org). In the event of an emergency at any location within South Suburban please do not come to the location as it will prevent a timely evacuation and prevent emergency personal from handling the situation. It may also put you or other people's lives at risk.

## **Transportation, Field Trips, Music and Videos**

Children participating in field trips will be transported in vehicles maintained by the SSPR maintenance shop. All children traveling in SSPR vehicles will be verbally instructed on proper safety procedures before each field trip. The camp staff members authorized to drive the vehicles must have the appropriate valid Colorado Drivers License and have received training about vehicle operation.

Before your child boards our school bus, staff reviews proper behavior on the bus as well as the bus rules. We do not allow more than three children to a seat.

The main aisle must be clear during transit

There are four exits on the bus: rear, side, front and ceiling.

The lead counselor or director will introduce themselves and let children know they are in charge of directions in an emergency

Staff is trained each year on additional safety procedures including but not limited to, fire, breakdown, evacuation and clean-up of hazards.

Some field trips may require walking. When walking, children will be instructed on proper safety procedures such as crossing streets at traffic lights and remaining on sidewalks.

Parents will be informed in advance of all field trip destinations. Field trips are subject to change due to weather conditions, transportation problems, and/or site closures. Emergency forms and the daily roster will accompany the group on all field trips. Camp staff will frequently compare the daily roster with the children in the group to ensure the group has remained intact. A sign will be posted on or near the sign-in table stating the time the field trip left, the location of the trip and the phone number of the site director for any parents arriving late. It will be the parents' responsibility to make arrangements, if necessary to meet with your child's group on their excursion.

In the unlikely event that any child should become separated from the group, the camp staff will make every attempt to relocate the child. The relocation process will include, but not be limited to the following: discussion with other children and camp staff members to determine where the child was last seen, a thorough search of the buildings and grounds, the use of any intercom system available, and questioning the staff of the facility being visited. If the camp staff is not able to relocate the child within a reasonable amount of time, the local law enforcement agency will be contacted. After contacting the local law enforcement agency, the supervising camp staff member will contact the child's parent.

On occasion staff may use music for games or activities ie musical chairs, trivia, dance party ect. The music will be age appropriate and will be radio edits of songs.

Children participating in Adventure Day Camp, Club Lone Tree, Discovery Quest, fall, Thanksgiving, winter, spring breaks, non-student day, and summer camps will view videos no more than once per week unless educational. All videos will be rated "G" or "PG". The same rule applies for viewing television programs.

Participants of the Camp X-plosion programs will view videos that are "PG" or "PG 13". The same rule applies for viewing television programs in which staff may allow campers to watch, silly videos, sporting events, or movies.

## Swimming

Our camps will spend time at pools during the summer. The Adventure Day Camp, Club Lone Tree and Goodson, and Camp X-plosion camps will usually swim at least two days per week. Please make sure your child (ren) is ready to spend a day in the sun. **They will need a swimsuit, towel and water bottle.** If your child (ren) burns easily please send him/her with a swim shirt; they will be required to wear them. Children not tall enough to ride slides or be in the current area will be required to take a swim test from a lifeguard in order to go into water deeper than their shoulders. A 1:6 ratio for those who do not pass the swim test and a 1:10 ratio for those who have. The District's pools are using a wristband system. If you see your child with a green wristband they have passed the swim test and a red wristband means they have not.

## Medication and Sunscreen Storage and Dispersal

**ALL MEDICATION**, Prescriptive, non-prescriptive medication and special medical procedures **MUST BE PROVIDED** from a **LICENSED PHYSICIAN** to the child's parent or the Family Sports Center, Lone Tree and Goodson recreation centers' Camp programs. The knowledge and written consent of a parent is also necessary. **MEDICATION MUST BE IN THE ORIGINAL CONTAINER.** Prescriptive medication containers must bear the original pharmacy label including medication type, date filled, physician's name, child's name, and directions for dosage. **CHILDREN are not PERMITTED TO CARRY MEDICATION, including inhalers, eye & ear drops, and cough drops but will still require a medication plan and must be told to staff before their first day of camp. Failure to notify staff in advance of medication needs can prevent staff from administering.**

The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-1342, C.R.S., of the "Nurses Practice Act" will be met by all licensed programs sponsored by SSPR. **If your child is taking medication during scheduled camp time, please contact the proper program supervisor for your child's camp in advance, as we will need to get a medication plan approved by our nurse consultant. These forms for this can be found in the Camp docs system.**

Family Sports Center, Goodson and Lone Tree Licensed Camp Programs will provide sunscreen. If you do not wish to use the provided sunscreen, parents must provide sunscreen labeled with the child's name and provide written instruction for its use.

## Clothing

Due to the variety of program activities, we urge your children to dress in sturdy, washable clothing. All items must be labeled with the child's name in permanent ink or with sewn-on labels, including towels and swimsuits. Children should wear appropriate footwear. **Sneakers/running shoes (closed toe/heel) are required!** If your child is wearing inappropriate footwear on field trip days (including swim days), you will be **required** to bring a change of footwear for your child before they can attend the field trip. On days of inclement and/or windy weather, please provide your children with proper outdoor attire. If we have children not dressed properly for outside activities, it will mean everyone will be unable to go outside. **Remember that proper clothing will insure the most positive experience.**

For **Adventure Day Camp participants**, please pack socks (tall socks are recommended), gloves and hats for ice skating and dome activities. Campers will be required to wear a colored wrist band each day (provided at check in) to identify them as one of Adventure Day Camp's participants (since the program is located in a public place). Campers will be required to wear their camp t-shirt (given on their first field trip day) on all field trips.

For **Club Goodson, Club Lone Tree and X-plosion Camps** on field trips day's participants are required to come to the program wearing their camp t-shirt on for the entire day. No changing out of program shirts. Parents may request additional t-shirts for your children at the cost of \$10 per shirt. Camp staff reserves the right to refuse

service if your child (ren) is not wearing their t-shirts on field trip days. You may be asked to bring the camper their a camp t-shirt.

For all **field trip days** campers must wear the provided field trip t-shirt. If you have forgotten one of the shirts provided, you can purchase an additional one for \$10 or take your child home as they are a requirement for field trip days. We will no longer issue back up tshirts for campers who leave them at home.

## **Toy/ Personal Possessions**

SSPRD, Adventure Day Camp, Club Lone Tree and Goodson camp, Camp X-plosion, camps are not responsible for lost, stolen or missing items (including shirts, toys, electronic devices, etc.).

We are screen free camps meaning no electronics will be allowed. If there is an emergency or you need to talk to your child please contact the camps cell phone or camp director to accommodate this.

When bringing items from home such as jackets, helmets, gloves, skates, swimsuits, etc., please label each item clearly with your child's name. Please make sure the items your child brings to camp are appropriate. If any items are deemed inappropriate, camp staff will remove and returned at the end of the day.

For all participants at all sites, we do not want children bringing money to camp, it is easily lost or stolen. On rare occasion staff may permit a camper to bring money, parents will be notified in advance of the field trip of how much money they can bring. The only exception to this is Camp Xplosion's Friday walking field trips. Please remember the staff is not responsible for lost or stolen money.

Please keep in mind your child (ren) age and the field trip. Entry fees are part of your fee and many of the scheduled field trips do not require additional money. If you are unsure as to whether or not to send money with your child, please check with camp staff or the program supervisor. Each child is responsible for their own money.

## **Code of Conduct**

Camp staff members will use the SSPR code of conduct for their dealings regarding any behavior issues. The **code of conduct** is as follows:

***Appropriate social behavior is requested for all programs and facility use. Individuals are encouraged to act in a way that will not hurt another person physically, mentally or emotionally. A participant may be asked to withdraw from a class or program, or leave the facility if behavior does not comply with the program or facility standards.***

We play an important role in guiding children's behavior in positive, supportive, and age-appropriate ways. The most appropriate ways to guide behavior are different at different ages, depending on their developmental abilities and needs. Effective guidance strategies also depend on the individual child's personality. Strategies that work well for one child may not be effective for another child of the same age. Some ways South Suburban uses positive reinforcement include:

- 1) Keeping rules simple
- 2) Talk with children and not at them.
- 3) Set a good example.
- 4) Encourage children to set good examples for each other
- 5) Give clear and simple choices
- 6) Use positive words instead of negative



- 7) Encourage good behavior with incentives
- 8) Teach children how to correct their misbehavior
- 9) Let children resolve conflicts positively
- 10) Show and teach respect for others, property, and themselves.

If the child still cannot follow policies after South Suburban staff has tried redirecting the behavior, the following disciplinary actions will be enforced.

## **Disciplinary Interventions**

To enable all the participants to enjoy the program certain site-specific guidelines will be established with the assistance and understanding of the participants during the summer camp Programs. These site-specific rules will be carried over throughout the year for school breaks and non-student days.

When a child does not observe the expected guidelines, the camp staff members 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.
2. Discuss with the child the inappropriate behavior before they return to the group.
3. Have the child write-out what they did and give a reason on how to do better the next time.
4. Parents will be notified of any problems during the camp.
5. Discuss issues as a group to get feedback on what everyone can do to be better and keep each other accountable.
6. Camp staff members will document all behavior issues.
7. Provide an outside option for counseling, if needed.

Camp staff members will use 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. Camp staff members will communicate with the children when solving problems with fellow campers. Communication can include giving alternate choices to the child or assisting the child with problem solving.

It is the parent's or guardian's responsibility to inform the camp director if their child has any behavioral, mental or physical challenges, which may affect his/her day-to-day activities in the camp (this includes hyperactive disorders). If a child's behavior continues to be a problem and/or the safety of others is at risk, a decision could be made to place the child on a final warning which could result in the suspension of the child from a day of camp or the child may be removed from the camp entirely. If your child has been suspended from the camp, you will forfeit the fee from that week or day.

We will notify parents/guardians in writing of any changes to our program, policies and procedures. Camp staff will make every effort to provide a positive experience for each camper. However, if she/he cannot abide by the rules of camp she/he will be dismissed.

## **Unacceptable Behaviors**

In rare cases it may be necessary to ask a parent/guardian to seek another program elsewhere for their child(ren). This will typically happen after the camp staff members have discussed the problems and alternatives with the parents/guardians and no mutual agreement can be reached. However in some cases immediate expulsion is required. The following behaviors are never acceptable and will result in the immediate suspension of a youth. Additional suspension up to expulsion will be considered dependent on behavior and circumstance.

- ENDANGERING THE HEALTH AND SAFETY OF YOUTH, STAFF, OR ANY OTHER PERSON
- STEALING OR DAMAGING SSPRD OR LOCATION PROPERTY
- CHILDS NEEDS EXCEED THE ABILITY OF THE CAMP STAFF
- STEALING OR DAMAGING PERSONAL PROPERTY
- LEAVING THE PROGRAM WITHOUT PERMISSION

- CONTINUALLY DISRUPTING THE PROGRAM WITH BEHAVIORS THAT REQUIRE STAFF TO BE TAKEN OUT OF RATIO (1:15/1:10 at the pool)
- USING PROFANITY, VULGARITY, OR OBSCENITY OR ACTING IN A LEWD MANNER
- REFUSING TO FOLLOW THE BEHAVIOR GUIDELINES OR PROGRAM RULES
- FAILURE OF PARENTS/GUARDIANS FOR CAMPERS TO ADHERE TO THE POLICES AND PROCEDURES OF SSPRD
- FAILURE TO ADHERE TO THE FINANCIAL RQURIEMENTS OF THE PROGRAM.
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Immediate expulsion will occur if a youth has or using tobacco, alcohol, controlled substances, illegal drugs, firecrackers, weapons, firearms, or explosives.

## Reporting of Child Abuse and Neglect

Colorado State Law requires that all caregivers observing child abuse or neglect, or conditions which may result in abuse or neglect must immediately report suspicions to the Department of Human Services. If a camp staff member observes abuse, neglect or conditions that would result in wrongdoing to the child, the camp staff member is required by law to report this observation to a supervising staff member and the Program supervisors. The program supervisors will verify the observation through discussion with the witnessing staff member and others, as appropriate, to determine validity. If the observation appears to be valid, the camp staff member or program supervisor will report the observation to the Department of Human Services and/or the local law enforcement agency. If the suspected abuse or neglect appears to be directly life or limb threatening, the camp staff member will be encouraged to report the observation directly to the Department of Human Services and/or the local law enforcement agency immediately. The hotline phone number is 1.844.CO.4.KIDS or 1.844.264.5437 it is available 24 hours a day seven days a week.

## Availability of Inspections

As part of meeting the requirements of the Department of Human Services, inspection data from the Department of Human Services, the fire department and the health department are kept onsite. These inspection sheets will be made available for parents upon request.

## Complaint About Childcare

If you have a concern or complaint about the childcare at any of our facilities, please notify the supervisor or the manager.

Family Sports Center	Supervisor – Chantel Tolan	office 303.754.0552	cell 303.564.6961
	Manager Bill Dobbs	office 303.708.9500	

Goodson/Lone Tree Recreation Center	Program Supervisor - Jessica Skiera	office 303.708.3518	cell 303.435.8242
	Manager Christina Wegscheider	office 303.708.3510	

To file a complaint with the Department of Human Services contact:

Division of Child Care	
1575 Sherman Street	
Denver, Co. 80203-1714	
Arapahoe County	<b>303.636.1750</b>
Douglas County	<b>303.688.4825</b>