

PARENT INFORMATION HANDBOOK

City of Boulder Parks and Recreation Outdoor Adventure Camp - 2016

Purpose and Goals

The Boulder Parks and Recreation Exciting Programs, Adventures and New Dimensions (EXPAND) program helps people who have disabilities improve and gain new recreation and leisure skills that will enhance participants' overall well being and their quality of life. With this in place, Outdoor Adventure Camp (OAC) will provide therapeutic recreation to children with emotional and behavior needs ages 6-12. The purpose of OAC is to provide opportunities to explore a wide range of lifelong recreation and leisure activities through the use of public and private community resources for these identified children.

There are three main goals for OAC:

1. To acquire and improve social skills by working on the development of problem solving, communication, and cooperation.
2. To increase awareness by helping individuals gain respect for their community, challenging them to try new activities, and developing new ways of thinking when making choices.
3. To increase self esteem by displaying desired behaviors during camp and discussing the benefits of being an individual.

Authorization Forms

The forms in this packet are a vital part of our ability to get camp started off right. Please fill them out completely and accurately. Campers will not be permitted to attend camp until all information is returned. Also, please keep us informed throughout the summer regarding additions or deletions. These forms need to be completed and **returned no later than MAY 23.**

Preparing for Camp

Campers should be dressed in comfortable play clothes and shoes each day (we will be spending lots of time outdoors). We recommend that closed-toe shoes (sneakers) be worn every day. On cool mornings or rainy days, a sweat shirt or light jacket is recommended. Be sure to check your weekly schedule for information on bringing swimsuits, towels, or other specific items during special activities. **WE RECOMMEND ALL CAMPERS HAVE SUNSCREEN ON BEFORE THEY BEGIN THEIR DAY AT CAMP.** You may provide sunscreen as long as the bottle is labeled with the campers first and last name. We will provide and help apply sunscreen of at least SPF 15 for all campers, with signed consent. A hat is also highly recommended for sun protection.

There may be days when it will be appropriate to bring spending money or a particular toy or item from home for a specific event or activity. Please have these clearly marked with the camper's name. *The City of Boulder and Camp staff is not responsible for lost, stolen or damaged personal belongings.*

Things Not to Bring to Camp

The following are items that are not appropriate for Outdoor Adventure Camp:

- Excessive amounts of money
- Valuables of any type such as: Ipods, expensive sunglasses, jewelry, excess clothing
- No weapons of any type: pocket knives, toy weapons, matches, and fireworks

(Note: The City of Boulder is not responsible for any items brought from home)

Communication

The best way to communicate with camp staff is in person at the beginning or end of Outdoor Adventure Camp hours. If you need to get in touch with the Camp Director and cannot do so in person, you should call the camp coordinator, Chelsea Cerny, at 303-441-3416. Messages are checked often and information will be relayed to camp staff. You will also receive a list of cell phone numbers which may be used in the event of an emergency.

Arriving at Camp

All campers must be signed in and out of camp each day; this provides a written record of who dropped off and picked up each camper. Please do not drop them off outside or send them in on their own. This is a great time to check in with staff or the camp director to let us know of any concerns for the day. Camp begins each day at 9:00am. Drop off time is 8:50-9:00am. **There will not be supervision before that time.** Outdoor Adventure Camp begins and ends each day with therapeutic processing. We've found that campers are more successful when they know the expectations for the day and have an opportunity to internalize learning upon completion. Being late can make for a rough transition into group dynamics. Also, if your child is late, he/she may miss important instructions, field trips and possibly the whole day of camp activities. If your child arrives late and their group has already left, the camper may be put into another group or stay with the camp director or coordinator until it is possible for them to rejoin their group.

Who May Pick-up a Camper?

Campers will be released to authorized persons only (parents, guardians, or individuals listed on their emergency form), unless arrangements have been made with camp staff. If the parent designates another individual to pick up their camper, this must be confirmed by telephone or in writing to the camp director or camp coordinator. Camp personnel have the right to request a valid driver's license or identification card to confirm a person's identity before releasing a camper.

If a person arrives at camp who is not authorized to pick-up the individual, the legal parent or guardian will be contacted immediately. If the individual is in danger due to an unauthorized person at the location, staff will contact the authorities immediately.

Late Pick up Procedure/Penalties

Pick-up time is 2:00pm except on extended days for which you will be notified in advance. *A late fee of \$10 for every fifteen minutes will be charged for any pick-up which occurs after 2:15pm.* If you know ahead of time you will be late, please contact us. (Please note, a late fee will be collected even with advance notice.) If a camper has not been picked up by 2:30pm, an additional attempt will be made to contact the parent/guardian and the contacts on the emergency form. If at 2:45pm we have not been able to contact anyone to pick up the child, they will be taken to the North Boulder Recreation Center, 3170 Broadway. The individual will remain at the North Boulder Recreation Center with Cerny (303-441-3416) or an EXPAND staff until 5:00pm. Any camper not picked up by 5:00pm will be turned over to the City of Boulder Child Protective Agents of the City of Boulder Police Department. Before staff leave for the day, they will ensure all campers have been picked up by checking the sign in/out log and checking the camp building and bathroom.

Visitor and Volunteer Policies

We welcome parents and guardians to visit the camp as long as it will be beneficial to the campers. You are welcome to participate in activities and assist on field trips when arrangements are made in advance. When accompanying our camp, please be prepared to fill out a volunteer application and background check. This must be filled out prior to the activity.

Mental Health Partners' therapists will again be assisting our camp. They will participate in the EXPAND volunteer training program and be required to fill out all necessary forms before participating in camp. They will also participate in portions of the camp staff training.

All visitors must sign-in with camp administration before entering the program area. Proper identification will be required and verified.

Weekly Schedules, Field Trips and Movies

Activity schedules are distributed each Thursday for the following week. Please read these schedules carefully, as they provide important information about the upcoming week's activities, as well as what should be brought in order to be prepared for camp.

Children are required to be in line of sight of a counselor at all times with the exception of using the restroom. Counselors are required to perform a head count every 15 minutes however with a ratio of 2 counselors to 5 kids, the counselors are expected to be conscious of the whereabouts and activities of each camper at all times.

When campers are away from the camp site, their group is checked out with the camp coordinator and camp director as to where they are going and when they are expected to return. Each group carries an emergency first aid pack and a cellular telephone so they can be reached. All field trips and group activities are approved and discussed with camp administration to ensure safety and appropriateness.

During inclement weather or excessively hot weather, we will provide alternative indoor activities including but not limited to crafts, movies and games. Staff will remove campers from inclement weather to a safe location. Staff will provide adequate hydration. Viewing of movies is limited to “PG” rated programs. We will only watch movies during excessively hot weather, inclement weather, or possibly on special occasions.

Lunch/Special Treats

Each camper needs to bring a sack lunch and beverage daily. Please do not pack easily spoiled foods. Please mark the camper’s name on the lunch sack to avoid confusion. There are times during the course when treats will be provided. Please let us know of dietary allergies or restrictions. If you are wishing to send treats for special occasions, remember they must be store bought. It is also recommended that each child bring a water bottle to camp each day. Please be sure your child’s name is on his/her water bottle.

Lost and Found

A lost and found box will be maintained at the camp site. *We encourage you to mark all personal belongings with the camper’s initials for easy identification.* Any items left at the end of summer will be donated to charity.

Transportation

It is the policy of The City of Boulder to transport children only in vehicles owned by or leased to the City. All vehicles receive regularly scheduled maintenance and are in a safe operating condition. Van drivers will be trained to drive the vehicles and have a good driving record, CPR and First Aid. All passengers are instructed of safety rules they will need to follow while in the vehicles. Seating on any vehicle does not exceed the state law. Campers who use wheelchairs are transported therein and the wheelchair is locked in place on the vehicle with tie-downs as required by law. Everyone in the van will be required to be properly restrained with the motor vehicle’s safety belt so as to be compliant with Colorado law.

If your child uses a booster seat while riding in the car, please inform the camp coordinator. We would appreciate the ability to use your child’s booster seat during camp as well. Booster seats can be kept at camp the entire session, or can be sent to and from camp each day.

In the event we have multiple problems with an individual’s behavior in a van or on outings, that person may be held back from attending field trips. With transportation, as with everything else, our emphasis is on safety. We instruct our drivers to be cautious, even if it means they will be late. Please realize that under extreme driving conditions, groups may be late in returning from outings. Under no circumstances is staff able to transport a camper in their own vehicle. In the rare case that your child is in an accident while in one of our vehicles, police will always be notified. If medical attention is needed, children will be transported to the hospital indicated on the emergency release. If no medical attention is needed, parents will be notified by phone as soon as the opportunity arises

Restraining Orders

If there is a restraining order prohibiting someone from having contact with your child, please provide us with written documentation. Remember to notify us if any changes occur throughout the summer.

Reporting of Child Abuse

Outdoor Adventure Camp is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see our license.

Licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, seek immediate assistance. The telephone number to report child abuse in your county is:

Boulder County Department of Housing and Human Services
3400 Broadway, Boulder, CO. 80304
303-413-1000 (8am – 4:30pm Mon – Fri)
After Hours: 303-441-4444 (Boulder County Sheriff)

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well planned and run program. Remember to observe the program regularly, especially regarding children's health, safety, equipment, play materials and staff. For additional information regarding licensing, or if you have any concerns about a child care facility, please consult:

Colorado Division of Child Care
1575 Sherman Street, First Floor, Denver, CO. 80203
To obtain licensing information: 303-866-5958
To report licensing violations: 303-866-5958

Colorado requires childcare providers report all known or suspected cases of child abuse & neglect.

Child Abuse is:

Neglect—Failure to provide adequate nutrition, clothing, shelter, medical care, or supervision for a child that results in injury or medical complications for that child. Neglect is different from poverty and may occur regardless of a family's economic standing.

Physical Abuse—Non-accidental trauma that results in injury or death to a child by any person in a position of trust.

Emotional Abuse—Consists of a pattern of behavior that impairs a child's emotional development and positive sense of self, possibly resulting in psychological damage. Emotional abuse includes the presence of a pattern of belittlement, criticism, rejection and threats and the absence of supporting behaviors such as praise, pride in the child, and expressions of love and concern.

Sexual Abuse—Any sexual exploitation involving a child or adolescent who does not fully comprehend the situation and is unable to give informed consent. This includes any sexual contact between adults and children where the child is less than 15 years old and/or there is a four-year age difference between the suspect and victim.

Law requires camp staff to report any suspicion of abuse or neglect. A report demonstrates there is cause for concern and should not be interpreted as an accusation. We are required to report these suspicions immediately and are not allowed to contact the parents first. Once a report is made, a Social Service worker will determine if there is just cause for an investigation. In all cases, please realize that the child's best interest is our primary concern.

Emergency Procedures

In the event of an emergency, we will attempt to reach you. If we are unable to reach you we will call the contacts you have listed. Please be sure we have correct information, and as many alternate contacts as possible to ensure that someone can be reached. Also, if the information changes during the camp, please give us an update. Before camp begins, you will be provided with a list of numbers to reach the camp director and camp coordinator so you may get in touch with us at any time.

In the event that a camper is not able to be located, all available staff will begin a search to determine where the child was last seen. If the child is not found within 15 minutes, additional staff as well as staff at the place of activity will be notified to join in the search. If the camper is not found within 30 minutes, the local police department is notified. At this time, the parent or guardian will be notified. When the police arrive, the search and rescue will be entirely turned over to them.

In the event of a natural disaster such as a tornado, fire or flooding, the safety of our campers and staff is our number one concern. Staff will have proper training on all the above procedures and local authorities will be notified when necessary. In case local authorities or camp personnel need to notify parents or guardians, a copy of all emergency information on campers and staff will be left on site as well as a weekly agenda and a list of participants and staff who are in attendance for that day.

Medication

All prescription and non-prescription medication given in childcare or school settings require written authorization from your health care provider, as well as parent written consent. This is a childcare licensing requirement. The medication authorization forms are enclosed with this handbook. Camp staff involved in medication administration receives special training and are supervised by a nurse consultant.

The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration and the length of time the medication needs to be given. All medication must be brought in the original labeled container.

Parents are responsible for providing all medications and supplies to Outdoor Adventure Camp. Children may not transport medications to and from the program. Special arrangements must be considered for children taking the bus to camp.

Injuries and Illness

All camp staff are certified in CPR and First Aid. In the event that a camper is injured while under our care, camp staff will give the appropriate care required. An injury/accident form will be completed to document the injury and the care given to the individual. A copy of this information will be sent home. In the case of a serious injury, the camp director will notify the parents immediately and appropriate action will be taken.

Please, DO NOT send sick individuals to camp. If a camper becomes ill at camp, staff will make an effort to reach the individual's parent/guardian. If we are unable to contact you, we will call your emergency contacts and have them pick up the camper. If no parties can be reached, camp administration will decide the course of action to be taken. In the case of communicable disease, parents will be informed and advised as to the necessary protective measures. If necessary, the Boulder County Department of Health will be notified.

Admission/Registration

Prior to registering for Outdoor Adventure Camp, a pre-admission interview, either by telephone or in person must occur. This interview is to determine that Outdoor Adventure Camp will meet the needs of your child. If camp is deemed appropriate for your child, you must call the City of Boulder's registration line at 303-413-7270 or go to one of the recreation centers to register (class code #209432). The fee for camp is \$500 for City of Boulder residents and \$625 for non-residents. If you require financial assistance, please contact the Camp Coordinator at 303-441-3416 to discuss reduced rate and scholarships.

Notification When a Camper is Withdrawn

If you decide to withdraw your son/daughter from camp you will need to call registration at 303-413-7270. You will also need to notify the Camp Coordinator at 303-441-3416. If the program becomes cancelled you will receive 100% refund. The City of Boulder Recreation Department's Camp Withdrawal Policy is in the back of each brochure. It reads:

<i>Monday two weeks prior to start of camp</i>	<i>No Refund</i>
<i>More than two weeks prior to start date</i>	<i>\$15 withdrawal fee</i>

- 1. For pass and program withdrawals, customer will receive a refund of their prorated balance less a withdrawal fee.*
- 2. In the event a patron or their dependent falls ill, becomes injured, or does not possess necessary skills, inhibiting their ability to participate in or continue participation in a program or utilize a facility pass or punch card, a pro-rated refund may be given based upon the date of the refund request. Documentation (i.e. doctor's note) is requested for illnesses and injury claims.*
- 3. In the event a patron requests a full refund due to level of service or other legitimate factors, they are asked to submit this request in writing citing their reason for a full refund.*
- 4. If a refund is authorized, the appropriate amount will be refunded via the original form of payment. No exceptions.*

If EXPAND chooses to dismiss your child due to unsafe behavior which endangers the camper or others, a refund will be issued for the remainder of camp, minus any contracted services. We will make every effort to accommodate a camper before this would occur (please see below).

Behavior Interventions

Staff have knowledge and training to help children solve problems for themselves. Staff will be aware of concerns for each individual. We are all committed to using a positive reward system. If a negative behavior is displayed by a child, staff will redirect the child to learn from each experience, and encourage the child to make a different choice next time. Several lower level interventions will be used when a child becomes agitated. Some examples would be letting the child **take-space** (time away from the group that is used so a child can calm themselves and gather their thoughts), **ignoring** the negative behavior (as long as no child or staff are in any danger), **redirecting** the child to other options, **giving compliments** regarding the child's strengths and positive behavior, **sitting calmly** with the child until they are ready to talk to staff or join the group and having the child do a **time out**. We realize that every child is unique and will have different needs during camp. What is beneficial for one child, may not work for another. We plan to have a successful camp experience with each child.

If negative behavior persists, or a child is endangering themselves or others, they will miss activities or outings. A parent/guardian will be notified as to why and when their child has not attended an outing with their group. Once the camper is being safe and following directions, he/she may be offered several options. Some possibilities include joining another group, working independently on a project, spending the day with the Camp Coordinator or Camp Director, processing the behavior and working with the individual to determine what would work better in the future.

Children must not be physical, emotional harm or humiliation. Staff are forbidden from using corporal punishment and discipline must not be associated with toileting, food or rest.

When necessary, an individualized behavior management plan will be developed for a camper. The camper, parent, teacher, therapist, and camp staff will all be encouraged to provide input on the participant's behavior management plan. **This behavior plan will be signed by the parent or guardian and the child before that camper returns to their group at camp.** We will use the plan to help determine actions taken when participant misconduct occurs, and ways to be proactive so negative behaviors do not occur. If deemed necessary, a participant will be suspended from an activity or day of camp if the behavior management plan was not adhered to and the behavior causes a safety issue to the child, peers and/or staff.

In cases of destruction of facility property, the camper will be requested to rectify the situation, and parents will be notified to assume responsibility of the bill. Purposeful destruction of another camper's possessions will be the financial responsibility of the parent.

Continued negative and unsafe behavior may lead to the parents or guardians being called to pick up their child, the police being called, suspension of one to three days from camp and/or expulsion. Parents will receive advance warning of this decision. Safety is our number one priority – we cannot jeopardize the safety of the group as a whole for one child. **Please realize we are a community based program and are not trained or licensed to do physical restraints.** If a child is requiring this level of support, alternate camps/programs should be pursued.

Accommodations

If your child requires additional accommodations, please advise the camp coordinator, Chelsea Cerny, 303-441-3416. Outdoor Adventure Camp makes every effort to accommodate children in compliance with the American's with Disabilities Act.

**Boulder Parks and Recreation Outdoor Adventure Camp
POLICY ACKNOWLEDGEMENT FORM**

Child's Name _____

Age _____

I have read, understand, and agree to adhere to the policies as stated in the Outdoor Adventure Camp Parent's Handbook.

Parent/Guardian Signature _____

Parent/Guardian (Print) _____

Date _____

Please sign and return this form by **May 23 to Chelsea Cerny
North Boulder Recreation Center 3170 Broadway, Boulder, CO, 80304.**