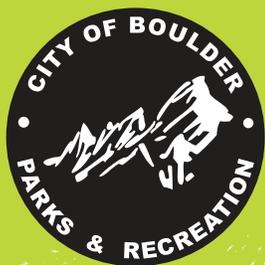




GET READY FOR CAMP



Parent Handbook

Ages 5-18
www.BPRcamps.org

Dear Parents:

Thank you for choosing the City of Boulder Parks and Recreation Department for your campers!

The purpose of this handbook is to welcome you to the City of Boulder Parks and Recreation Camp Program. In order for us to provide a high quality camp, we ask that you please read through this manual carefully and become acquainted with the policies and procedures that enable us to provide a safe and successful camp. The city's camps are dedicated to providing a safe, active and exciting recreational experience for your child(ren) during their day(s) off.

Communication is the key to any relationship, and as questions or concerns arise we welcome your input. We ask that you contact the director of the camp, who will assist you to the best of their abilities. If you have any questions after reading through this booklet, please feel free to call your camp coordinator (contact information listed below). We are looking forward to a fun-filled and safe camp!

Sincerely,

City of Boulder Parks and Recreation Camp Coordinators

Camp Description & Coordinator	Camp Location	Coordinator Phone
Pottery, Art, Play-Well Technologies, Dance, Tennis, Skyhawks- Dean Rummel	Pottery Lab, Iris, EBCC,	303-441-4427
Gymnastics- Janice Smith	NBRC	303-413-7265
NBRC Camps, Goats and Gardens, My 1 st Camp, Nuggets Camp- Megann Lohman	NBRC SBRC	303-413-7465
Reservoir Camps- Sarah Rodriguez	Boulder Reservoir	303-441-1806 303-704-6852
SBRC Camps, BRC Rock Climbing Camp- Matt Kamhi	SBRC EBCC/BRC	303-413-7477
Avid 4 Adventure- Skyler Beck	Valmont	303-413-7219

IMPORTANT PHONE NUMBERS

East Boulder Community Center - (303) 441-4400

North Boulder Recreation Center – (303) 413-7260

South Boulder Recreation Center – (303) 441-3448

Boulder Reservoir – (303) 441-3461

Pottery Lab - (303) 441-3446

Aquatics Coordinator – (303) 441-3435

Boulder Community Hospital – (303) 440-2273 emergency (303) 440-2037

Poison Control – (303) 739-1123

Family Support Line – (303) 695-7996

Medication Administration Nurse Hotline (303) 739-1125

Health Department – (303) 441-1100

For complaints please call the appropriate camp coordinator listed on page 1.

PARENT INFORMATION HANDBOOK

City of Boulder Parks and Recreation Camps

Purpose and Goals

The purpose of City of Boulder Parks and Recreation camps is to get children involved in activities and to improve their skills in a fun and safe environment. Through exposure to a wide variety of activities, staff hope to provide children with an ability that will last them a lifetime.

Staff also work on achieving well-rounded activities for kids by playing games and a combination of other sports and activities throughout the day. Most importantly staff want kids to have fun, be safe and enjoy their vacation.

Registration/ Fee Schedules/ Withdraw Process

To register you may [register online](#), call the City of Boulder's registration line at 303-413-7270 or go to one of the recreation centers to register. Fees for different camps vary based on program, and residency status in relation to the City of Boulder, all camp registrations require payment at the time of registration, you can find specific camp fee information at: bouldercolorado.gov/parks-rec/camps. If you require financial assistance you can look into the [reduced rate program](#), or contact the corresponding camp coordinator to see if scholarships may be available.

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 corresponding Camp Coordinator at the number listed on page one of this handbook. 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:

Monday two weeks prior to start of camp No Refund

More than two weeks prior to start date \$15 withdrawal fee

- 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.*

Authorization Forms

Forms that are in this packet are a vital part of our ability to get camp started off on the right foot. 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 year regarding additions or deletions. These forms need to be completed and brought the first day of camp in order for your child(ren) to participate in camp. **Outdoor Adventure Camp** requires all forms be completed and **returned no later than May 22nd**.

Preparing for Camp

#1 Complete Camper Participant Forms and Policy Acknowledgement Form

Must be turned in on the first day of camp and must be filed at the site by the second day of camp. Your child will not be allowed to participate at camp if the forms are not signed and turned into the camp staff.

#2 Clothing and Shoes

Your child should be dressed in comfortable play clothes and shoes. It is recommended and convenient for the kids to wear weather appropriate clothing. They will need to be wearing sneakers (no sandals or hard-soled shoes for the activities). On cool mornings or rainy days, please send a sweat shirt or light jacket with your child.

#3 Sunscreen and Hat

It is recommended that your child have previously applied sunscreen before he or she begins their day at camp. According to the State of Colorado Social Service guidelines, staff cannot re-apply sun screen. Your child may re-apply sunscreen from a container clearly marked with their name(s). If a child does not have his/her own sunscreen they may be excluded from activities in the sun. A hat is highly recommended.

The City of Boulder and camp staff are not responsible for lost, stolen or damaged personal belongings.

Things Not to Bring to Camp

The following are items that are not appropriate for camp

- Money
- Valuables of any type such as: MP3 Players & I-pods, expensive sunglasses, jewelry, excess clothing. Inline skates, skateboards and scooters should not be brought to camp unless they are used as modes of transportation.
- 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 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 (contact information is listed on page #1). Messages are checked often and information will be relayed to camp staff. You can also call the front desk staff at each location in case of an emergency. (Numbers listed on page #2).

Arriving at Camp

Camp begins each day at the time designated on your receipt. Please be sure to drop off your children during the designated times. There **will not be supervision** before camps are scheduled to start.

You must accompany your child to the first day of camp and sign-in. **If you are allowing your child to sign him/herself in or out, you will still need to come with them the first day.** Feel free to talk to the Camp Director and Camp Counselors at that time if you have any concerns or special situations that need to be addressed. All campers will be signed in and out each day. Also, if your child is late, he/she may miss important instructions.

In the event of a late arrival you may need to call the camp coordinator or director for steps to take at drop off. In some instances front desk staff at the Recreation Centers may be able to assist you with the use of a radio. (See page 1 for Coordinator contact information)

Children's Belongings

Children will be provided with an area to store their personal belongings while participating in City of Boulder Camps. These can be cubbies, baskets or hooks. Children's belongings are not kept in a locked area. Assistance will be provided to children to keep track of belongings; however, the City of Boulder and camp staff are not responsible for lost, stolen, or damaged personal belongings.

Who May Pick up a Camper?

Campers will be released to authorized persons only; parents, guardians, or individuals listed on the camper participant form. ANYONE picking up the child should be prepared to show a valid form of identification. Children will not, under any circumstances, be released from camp without the person picking them up showing proper identification.

Please notify our Camp Staff and sign-out before leaving with your child so that we know they have been picked up, and who has picked them up.

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

Campers should be picked up at the time designated on your receipt. After this time, \$5 per 5 minutes late fee will apply. Campers will not be able to attend the next day of camp unless this fee is paid. *The internal clock on cell phones will be used.* If you know ahead of time you will be late, please contact the Camp Coordinator. If you continue to be late, your child will not be able to continue to attend camp and you will not receive any refund.

If a camper has not been picked up by 30 minutes after the camp has ended, an additional attempt will be made to contact the parent/guardian and the contacts on the emergency form. If by 45 minutes after the program has ended we have not been able to contact anyone to pick the child up, they will be left with the Camp Coordinator or another qualified staff.

If a child is not picked up two hours after their designated pick up time, they 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.

Child Tracking

Specific child tracking tools vary by camp and include; head counting, face to name checks, colored bracelets by age groups, roll calls, camper information cards and use of two-way radios. For specific tracking tools for a camp please contact the Camp Coordinator or Camp Director.

Field Trips and Movies

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.

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 are staff able to transport a camper in their own vehicle.

At times when transporting a large number of children we may hire other licensed child care providers for their bus services. When transporting by bus all children are required to sit facing forward with their backs to the seats. Staff will sit throughout the bus with the children to monitor behavior and ensure safety. Before each bus departure a safety talk will be provided.

Visitor and Volunteer Policies

Parents and guardians are welcome to visit the camp at any time and participate in activities when arrangements are made ahead of time. For the safety of all children in camps, if you are interested in volunteering/visiting a day of camp you will need to contact the Camp Coordinator. The Coordinator will help you fill out a Volunteer Application and Background Check form. You will also need to pay for the cost of the background check.

This process can take up to two weeks, so be sure to contact the Camp Coordinator ahead of time if you'd like to volunteer at camp.

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

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 year.

Reporting of Child Abuse

City of Boulder Parks and Recreation Camps are 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 that 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. If you have any questions in this area, feel free to contact the Camp Coordinator (see page #1)

Emergency Procedures

In the event of an emergency, we will attempt to reach you and then the contacts you have listed. Please be sure we have correct information, and as many alternate contacts as possible. Also, if the information changes during the camp, please give us an update.

In the event that a camper is missing, 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 camp location 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.

Natural Disasters

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.

Staff has also been trained on our lightning procedures. Campers will remain in a safe area for 30 minutes after the last lightning has been detected (seen or heard) before resuming outdoor activities.

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 provided 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 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/AED. In the event that a camper is injured while under our care, minor injuries will be treated by camp staff. 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 staff is unable to contact you, staff will call your emergency contacts and have them pick up the camper. If no parties can be reached, Camp Coordinator 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. The Boulder County Department of Health will be notified of the cases.

Behavior Interventions

Staff has the knowledge to help children solve problems for themselves. Staff will be aware of concerns for each individual and staff is committed to using a positive reward system. If a child displays a negative behavior, 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 for what is acceptable, **give compliments** regarding child's strengths and positive behavior, **sit calmly** with the child until they are ready to talk to staff or join the group. Staff realize that every child is unique and will have different needs during camp. What works for one child, may not work for another, and staff will work with you and your child to determine what works, what the needs are, and how to have a successful camp experience.

Steps taken for serious behavior problems may include written reports with behavior contracts, additional positive reinforcement, and counseling with parents to create a plan for change. In rare occasions when the situation cannot be resolved, disenrollment of the child from the program for a pre-determined amount of time may occur. Our goal is to provide a safe and enjoyable environment for all participants.

If negative behavior persists, or a child is endangering themselves or others, a parent/guardian will be notified and will be asked to pick the child up from camp. At that time a meeting may be arranged to discuss further participation in the camp.

In cases of disruption of an activity, the camper will be requested to rectify the situation. In cases of destruction of the facility property parents will be asked to assume responsibility of the bill. Purposeful destruction of another camper's possession will be the financial responsibility of the parent.

Continued negative behavior may lead to removal from camp. Parents will receive advance warning of this decision. This will be determined by the reasoning for the removal of the camper and will be the decision of the Camp Coordinator and the Sports Supervisor.

Staff reserves the right to suspend or remove a child from camp at any time for serious and/or continual problems.

The City of Boulder may terminate a child's enrollment and ask that the child be immediately picked up from camp for any of the following reasons:

- I. Failure to adhere to camp policies.
- II. Behavior by a child that poses a threat to the safety of him/herself or others.
- III. Hitting/fighting and other forms of physical abuse.
- IV. Inappropriate touching
- V. Failure to respond to staff direction.
- VI. Behavior by a child that is continually disruptive to the program for any reason.
- VII. Behavior by a child which is destructive to property.
- VIII. Leaving the direct supervision of a staff without permission.
- IX. Parent behavior which is disrespectful to staff, children, community or property.
- X. Non-payment, late payment or return payments by a financial institution for any fees.

Accommodations

In compliance with the Americans with Disabilities Act, considerations and/or accommodations will be made for the children with disabilities regarding the discipline policy. In order for proper accommodations to be made, please notify the Camp Director of disabilities two weeks prior of camp starting date.

Lunch/Special Treats

Each camper needs to bring a sack lunch and beverage daily. Staff will provide water for campers (a water bottle with their name on it is recommended). 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 may 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. We will be having two snack times during the day in addition to lunch where the children will provide their own snacks. Children are asked to never share food with any other camper.

Lost and Found

A lost and found box will be maintained at each camp location. *We encourage you to mark all personal belongings with the camper's initials for easy identification. You must come in personally to the recreation facility to identify and retrieve the item.* Any items left at the end of camp will be donated to charity.

City of Boulder Parks & Recreation Camp Policy Acknowledgment Form

Child(ren)'s Name _____ Age(s) _____

Camp Site _____

I have read and understand all parts of the Camp Parents Handbook.

Parent/Guardian Signature _____ Date _____

**Please sign and return this form to the Camp Coordinator on the first day of Camp.
Your child will not be able to participate in the camp activities until this form is turned-in.**