



Welcome to the City of Boulder School Day off camps!

Thank you for registering for our camp programs! We are SO excited to have your camper join us for some fun! My name is Molly Langerak I am the Camp Program Coordinator and will be manning the camp ship this school year. If you have any questions or concerns please do not hesitate to contact me, my information is by my picture towards the end of this brochure.

The City of Boulder takes pride in our diverse camp menu strongly believing we have a camp option for all children. We welcome all campers of all abilities in our camp program and encourage everyone to be themselves and celebrate what makes everyone unique.

Please read all the information below as it contains everything you will need to know about camp!

WHAT TO BRING TO CAMP

- Campers should come in a comfortable outfit that they can be active in and possibly get a little dirty in as well.
- Water bottle- It is imperative that each camper has a water bottle packed every day of camp. We are very active at camp and we want to ensure the kids stay hydrated throughout the day.
- Please send campers in athletic shoes as we will be active at all our camp locations. Please avoid sending campers in sandals, dress shoes, or flip flops.
- Camp is hot and we love to cool off every afternoon in the swimming pool. Please ensure your camper has a swimsuit, towel, goggles and whatever they need to be successful in the pool every day.
- As we all have learned Colorado weather can be unpredictable so pack some light layers in case it cools off.
- Lunch and 2 snacks- **We do not provide any food for the campers.** Please pack a healthy lunch and two snacks in a container clearly marked with your camper's full name. Please avoid sending candy, gum, soda, and any meals that need to be microwaved.
- All belongings need to be packed into a bag or backpack that can fit into a laundry basket where we store the kid's belongings. Please mark all campers clothing, backpack and belongings clearly with your camper's name, this helps us identify who left what.
- SUNSCREEN- We encourage that campers have sunscreen applied at home or before drop off every morning. Please send your child with a bottle of sunscreen 30SPF or higher each day. Campers will be reminded numerous times throughout the day to re-apply sunscreen with staff supervision and help.

What NOT to Bring: Please avoid campers bringing toys or any items of monetary or sentimental value to camp. This includes distractions such as IPADS, Cell phones, game devices, and trading cards. *We cannot be responsible for loss, theft, or breakage of such items when they are at camp.

Please let your child know they cannot use their cell phone while at camp. If they need to contact anyone we can call From the Recreation Center phone.

Sign In/Out

All campers will need to be signed in by the person dropping off and signed out at pick up. We will have a sign in and out sheet on our check in/out table with a list of the camper's names in alphabetical order. Please include your full signature and the time of drop off/pick up.

At pick up staff may ask for a valid ID from whomever is picking up that day. Only those listed under the emergency contacts and pick up lists in Epack are authorized to pick that camper up for the day. If someone different is picking up please let the staff member at the check in table know.

Late Policy:

Pick up time is by 5:00pm at the latest. Late Fee's will start 1 minute after the pick-up time and a \$5 per 5-minute late fee will apply. If you know ahead of time you are going to be late, please contact the camp coordinator to let them know. Campers tend to worry when all the other kids are gone and they are alone.

Camp Contacts



Molly Langerak- Program Coordinator
Phone: 303.413.7441
Email: Langerakm@bouldercolorado.gov

Staff:

All our camp staff are young professional selected through a comprehensive application and interview process. Each counselor undergoes reference checking and 2 background checks including being fingerprinted. All staff will complete 15+ hours of training before camp starts that emphasizes the importance of safety, fun and acting as a good role model. All staff are also CPR/First Aid certified and Epi pen and inhaler certified as well.

The City of Boulder strives to maintain a 1:10 ratio

Medical/Emergency Information

If medication need to be administered during camp, this includes epi pen and Inhalers, please review the policies Below. Our staff cannot administer medication to any camper without the following:

- **A completed and signed medication form which is attached to this email and on our website. This form needs be completed by your campers prescribing practitioner.**

All prescription medication must be kept in the actual container in which it was received from the pharmacy. The container should include the prescribing doctors name, name of medication, procedures for use, and the Childs name. Any medication sent to our camps must be check in at the check in/out table by the guardian. This goes for Epi-pens and Inhalers as well.

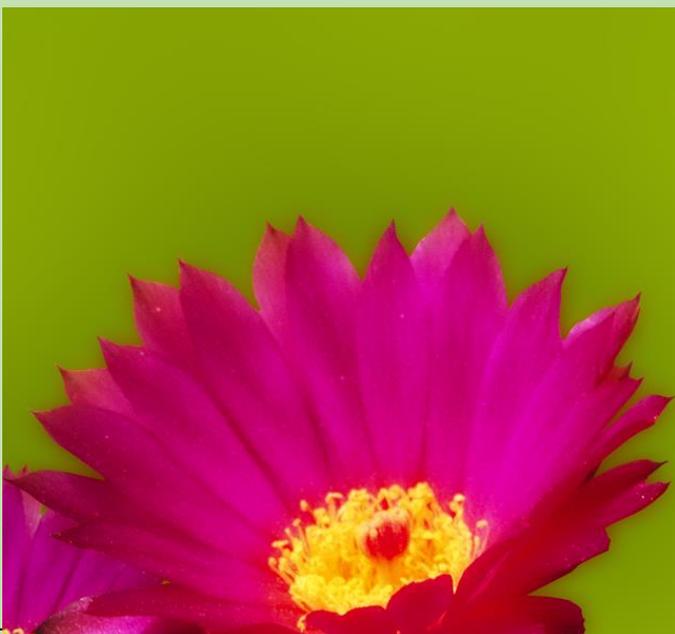


Daily Checklist for Success:

- Epact forms completed online
- Healthy lunch
- 2 snacks
- Swimsuit and Towel
- Athletic Shoes
- Sunscreen- Labeled with child's name
- Water Bottle
- A couple of good fit books
- Name on everything

Swimming:

We will swim every day at each of our camp programs. To ensure the safety of all the campers in our programs we follow our Aquatics policies and procedures around swim testing at camp. Attached is a letter to camp families from our Aquatics department. This will go into detail of our camp swim test procedures.



CAMPER PAPERWORK

One of our biggest camp enhancements this summer is our camper paperwork system. All Camper paperwork is now online through a software called EPACT network. If you have attended one of our School day off camps in 2016-2017 you will not have to fill out the paperwork again in the Epact System. UNLESS any of your information has changed, then please ensure it gets updated before your child first day at camp.

Once your Camper's info is in the Epact system you will not have to do it again ☺ Camper paperwork will easily transfer from camp to camp so you only have to fill it out once.

Once receiving this email families will also receive an invite from the Epact Network via email that is inviting them to fill out their camper paperwork.

Attached is a document to help with the Epact system, in English and Spanish.

If you are having trouble with the Epact system, please contact their help center at: epactnetwork.zendesk.com/hc or help@epactnetwork.com or 1.855.773.7228 ext. 1

They are very helpful in troubleshooting any questions you have.

Don't forget to upload or bring a copy of your immunization records. Those are a licensing requirement that we must have on each camper attending our camps.