Get Ready for Camp

CITY OF BOULDER

Parks & Recreation

Parent Handbook

www.BoulderParks-Rec.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**
Kidz Kamp/Spring Break/School days off- Megann Lohman	EBCC	303-413-7465
Pottery- Nancy Utterback	Pottery Lab	303-441-3446
Dance- Kirsten Leslie	EBCC	303-441-7477
Tennis/sports/science- Derrick Tripp	NBRC SBRC	303-441-4137
Reservoir- Sarah Rodriguez	Boulder Reservoir	303-441-1806 303-704-6852
My 1st Camp- Dean Rummel	NBRC EBCC	303-441-4427

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) 413-7468

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

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.

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.

Preparing for Camp

#1 Complete Camper Information Form 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).

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 (coordinator's contact information is listed on page #1)

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.

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.

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.

If a child is not picked up two hours after their designated pick up time, the police will be notified.

The internal clock on cell phones will be used. If you know ahead of time you will be late, please contact 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.

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 watching/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 visit 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

Colorado State law requires anyone who works with children to report possible signs of child abuse or 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 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.

Staff Requirements:
City of Boulder Parks and Recreation staff are required by law to report the suspicion of abuse or neglect. A report demonstrates that 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)

Our staff are required to have CPR/First Aid and have had extensive background checks. Unfortunately, reality is around us, if you believe that your child or any other child has been abused, you should seek immediate assistance from your county department of social services:

Boulder County Department of Social Services

3400 Broadway, Boulder, CO 80304 • 303-441-1240

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
Staff has been trained on evacuation procedures in the event of a natural disaster, i.e. fire, tornado, flood, etc. for each location.

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
Medication needs to be brought to camp in the original pharmacy container that is properly labeled, current, and unaltered since prepared by the pharmacist. Please let staff know if any changes occur, so we have current information. Camp staff will not be responsible for medications. All campers must hold on to their own medications and keep them in a safe secure place. If medications need to be kept cold in the refrigerator staff will make accommodations.

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 individuals 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.

Disabilities

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.

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 Sports 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.