

# 2023 Summer Day Camp HANDBOOK

UPDATED 12/2022



[www.fortluptonco.gov](http://www.fortluptonco.gov)  
203 S. Harrison Avenue  
Fort Lupton, CO 80621  
303.857.4200

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Dear Parents,

We are so happy you have chosen the Fort Lupton Recreation Center Summer Day Camp Program for your child. We are excited to provide your child with a safe, fun-filled, enriching opportunity with amazing camp leaders.

Please take the time to go over this handbook and discuss appropriate sections with your child. It is important for everyone to understand the procedures before beginning camp. This handbook includes state licensing mandates as well as things we feel are important for you to follow.

We believe each child deserves to be happy and content with their camp experience. Our days are action packed with lots of activities and stimulation designed for the K – 5<sup>th</sup> grader. We provide a mix of structured activities and child directed free choice time. All children are expected to follow the guidelines set forth. Please review the following pages carefully regarding our day camp rules and regulations.

Best Regards,

Julie Holm  
Assistant Recreation Director, City of Fort Lupton  
720.466.6163  
jseedorf@fortluptonco.gov

## **RECREATION DEPARTMENT INFORMATION**

Director of Parks and Recreation  
**Monty Schuman**  
**mschuman@fortluptonco.gov**  
**720.466.6162**

Assistant Recreation Director  
**Julie Holm**  
**jseedorf@fortluptonco.gov**  
**720.466.6163**

Program Director  
**Peggy Reynolds**  
**Day Camp Room ext. 6169**  
**720.466.6169**

**Fort Lupton Recreation Center**  
**203 S. Harrison Avenue**  
**Fort Lupton, CO 80621**

**Phone: 303.857.4200**  
**Fax: 303.857.6421**

**[www.fortluptonco.gov](http://www.fortluptonco.gov)**

**Childcare Tax ID #**  
**84-6000665**

**School Age Child Care License #**  
**1543436**

## **Philosophy of the Summer Day Camp Program**

The Fort Lupton Recreation Center Summer Day Camp strives for a loving and joyful environment where children, families and staff come together to enrich and touch the lives of the future. The Fort Lupton Summer Day Camp Program focuses on the whole child as we offer hands-on experiences that enrich and build each child's learning skills according to their age and ability. We take weekly field trips (Wednesdays and some Fridays), participate in afternoon swimming at the recreation center pool, climb the rock wall for team building exercises, and play many group games in the gymnasium all which expand our programming options for the campers. All summer day camp activities are developed for a unique camp experience. Themes and activities are designed with the elementary aged child in mind.

## **Age Requirements**

Children participating in Summer Day Camp must have attended K-5 grade during the 2022-2023 school year. There are no exceptions to this rule.

## **Children with Special Needs**

The Fort Lupton Recreation Center Summer Day Camp Program does not discriminate on the basis of race, color, national origin, sex, or disability. The summer day camp program is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please call us at 303.857.4200.

## **Dates and Hours of Operation**

The summer day camp program hours are Monday – Friday 7:30 AM – 5:00 PM. There are two (4 week) sessions and one (2 week) sessions in this program. The 2023 session dates are:

Session 1	May 30 – June 2 June 5 – June 9 June 12 – June 16 June 19 – June 23	Animal Planet Adventure Land Celebration of Nations Wheel of Themes
Session 2	June 26 – June 30 <b>NO CAMP JULY 3, JULY 4, JULY 5</b> July 6 – July 7 July 10 – July 14 July 17 – July 21	Wizards Pioneers & Settlers Shipwrecked Passport to Fun
Session 3	July 24 – July 28 July 31 – August 4	The Heart of Africa Boxes, Boxes, Boxes

## **Admission and Registration of Children**

The 2023 Summer Day Camp Program registration starts in January of 2023. Participants can register by one of three methods: Walk-in, Phone, or by visiting our website at [www.fortluptonco.gov](http://www.fortluptonco.gov).

1. Walk-in Registration: Come into the Fort Lupton Recreation Center during normal hours of operation. (subject to change)

Monday-Thursday	5:00 a.m. – 8:00 p.m.
Friday	5:00 a.m. – 8:00 p.m.
Saturday - Sunday	8:00 a.m. – 5:00 p.m.

2. Phone: Call the Assistant Recreation Director at 720.466.6163.
3. Visit our website at [www.fortluptonco.gov](http://www.fortluptonco.gov) to register.

Regardless of your method of registration, **all enrollment forms must be turned in at time of registration.**

Please remember that space fills up quickly – to ensure a spot for your child, it is important that you register in a timely manner.

This is your parent information packet. This packet will contain liability waivers, permission slips and emergency information forms necessary for the summer day camp enrichment program admission. Current immunization records and physician statement forms **MUST** be turned in with the enrollment packet at time of registration. Physicals will need to be within 12 months of the program's admission.

The **MANDATORY** parent's meeting will be held on Tuesday, May 9, 2023 at 5:30 p.m. at the Fort Lupton Recreation Center. At this time, the Assistant Recreation Director/Summer Day Camp Staff will outline all the details of the upcoming summer day camp program.

## **Fee Schedule**

The Summer Day Camp Program is offered as two 4 week sessions and one 2 week session.

Session 1 : \$608

Session 2 : \$544

Session 3 : \$320.

All participants must be on the session roster in order to participate.

## **Payment Options and Payment Policy**

- Pay the total amount due at time of registration.
- Pay the \$150.00 NON REFUNDABLE deposit per session per child to hold your child's spot. Remaining session fee(s) due 2 weeks prior to start of session.
- Register for ALL sessions in FULL by March 31, 2023 and receive a 10% discount.

**All sessions paid in full and cancelled less than seven days before the session begins will not receive a refund.**

## **Camp Activities**

Schedules of activities are given out to parents and children at the beginning of the week. Due to unforeseen circumstances, there may be an occasional change in the schedule. The camp is designed to provide children with stimulating activities throughout their day. Children will be encouraged to participate in all projects.

We strive to balance between creative segments including arts & crafts and physically stimulating activities. Camp staff will always monitor youth's safety during camp. They encourage new experiences and friendships.

In addition to monitoring campers, roll call will be done throughout the day by camp staff. We also use the buddy system with campers. A staff/camper ratio of 1:10 will be maintained. Supervision will be increased as needed.

When children are not in the Craft Room (designated home base for summer camp), a sign will be posted on the door as to where the children and staff can be found. Children's parents can always call the Recreation Center at 303.857.4200 ext. 6160 or reach the Assistant Recreation Director at the Recreation Center 303.857.4200 ext. 6163.

## **Field Trips**

We believe field trips enhance the day camp experience and all children are encouraged to attend. Attendance is not mandatory, however, there will be no camp activities or supervision at the Recreation Center if your child does not attend the field trip. Please note all children must wear a camp T-shirt while on all field trips. Permission slips will be available weekly for the upcoming outing. A field trip schedule, with dates and locations will be available at our parent meeting. Field Trips are generally held on Wednesdays and some Fridays.

On field trips participants will be transported in a 15 passenger van with individual seat belts. The Summer Day Camp Program staff will **NOT** transport any participants in their personal vehicles. Should your child need a car seat, please discuss with the Program Director how the car seat is to be installed for the safety of your child.

When on a field trip, all participants and drivers will use a seat belt. Behavior in the van or the bus will be such as to not distract the driver. Another instructor will be present to help control the kids.

## **Swimming**

Campers will swim often while at summer day camp. We will be participating in group swim at the FLRC pool and other swimming pools including outdoor facilities.

The summer camp director will perform a swim test on all children to determine their swimming abilities. Upon completion of the swim test campers will know what their boundaries are while swimming.

Any child 6 years and younger will be within an arms-reach of a camp staff member at all times while in the water. Lifejackets are also available.

At least 1 staff member is required to be in the water with the campers. Another camp staff member will be on deck to assist the campers as needed.

**SWIM LESSONS:** Group swim lessons are complimentary for all summer camp participants. Camp swim lessons are held Monday – Thursday from 8am – 8:30am (session dates will be available at the Parent Meeting). Please have your child come dressed in their swim suit if they are participating in group swim lessons. They will need a change of clothes and a towel. Goggles are highly recommended.

Campers will have limited access to showers.

Please speak to Julie Holm or the camp supervisor if you have any questions or concerns.

## **Movies / Video Viewing**

The occasional movie/video will be shown during the course of the program. Movies/videos will be rated G or PG. If you prefer your child does not watch a movie/video, please inform the day camp staff. Children choosing not to watch will be asked to read or color quietly.

## **Sign In / Sign Out Procedures**

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out of the Summer Day Camp Program. The only exception is a signed Bike/Walk from the Summer Day Camp Program waiver on file, indicating that the participant will be arriving to and leaving from the Summer Day Camp program alone. Log-in/Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed.

Children will be released only to those on the authorized pick up list. Persons unknown to the Summer Day Camp Staff may be asked to show ID. Authorized persons must be at least 18 years old. No program staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

***Procedure for Individuals Not Authorized to Pick Up Participants:*** In a case in which an **UNAUTHORIZED** individual arrives to pick up a participant, the child will not be released. Children will only be released to people who are designated on the permission slip.



The Assistant Recreation Director, Julie Holm, will approve individuals only if written permission is given prior to the day of the pick-up. The Program Director or Camp Leader will okay the release **ONLY** if the parent has given written permission.

Parent/Guardian must make arrangements for their children to be picked up no later than 5pm. If a child is picked up late, a fee of \$5.00 for every 10 minutes late may be assessed. If a child is not picked up by 5:30pm, and we have not been able to reach you or an emergency contact, the child will be released to local authorities.

Children arriving late for day camp will be expected to join their group activity. However, children arriving after departure for a field trip will not be allowed to participate. There will be no supervision available after the van(s) depart the recreation center.

### **Visitors / Volunteer Policy**

Visitors are always welcome at the Summer Day Camp Program. However we ask that all visitors check in with the Summer Day Camp Program staff and sign-in and sign-out on our visitor sheet when they arrive and before leaving.

Parents may visit the program at any time. Persons unknown to staff will be required to show identification. All volunteers must complete a City of Fort Lupton Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Program Director.

### **What to Bring to Camp**

#### **1. Lunch, 2 snacks, and a leak-proof water bottle in a manageable backpack**

Our campers work up an appetite! Lunch and snacks will not be provided by day camp. Refrigeration is not available, so please plan accordingly. Please do not send lunches that need any preparation. Drinking water will be available throughout the day to refill water bottles. Please label all belongings. All belongs need to fit in a backpack that is easily carried by the child.

#### **2. Wear play clothes to include sneakers**

Children should wear “play clothes” and sneakers with socks each day. NO FLIP-FLOPS, CROCKS, KEENS, CLOGS, SANDALS, BAREFEET OR WHEELIES.

#### **3. Sun protection-shirt that covers shoulders, hat, glasses & sunscreen**

Please put sunscreen on camper prior to camp each day. Staff is not responsible for sunburns or sun exposure; however, we will take reasonable precautions to protect your child from over-exposure. A cap or visor, t-shirt that covers the shoulders and sunglasses are highly recommended. Camp sunscreen will be reapplied at intervals throughout the day.

#### **4. Swim Lesson Days**

Swim suit under camper’s clothes, change of dry clothes, towel. Goggles are highly recommended.

#### **5. Camp T-shirt on field trip days**

A camp T-shirt is mandatory for field trips. Camp shirts are sold to the campers at cost. Invoices will be sent out upon arrival of the shirts.

**PLEASE LABEL ALL ITEMS. THIS INCLUDES:  
Camp T-Shirt, Lunch Bags, Backpacks, Hats, and Water Bottles.**

**WHAT NOT TO BRING TO CAMP**

Campers should not bring money, toys or valuables. If a child brings such items, they will be put away by camp staff. Additionally, the parent or guardian may be called to pick the item up. Cell phones are discouraged, but if you feel it is necessary, it must be kept away in your child's backpack and not taken out during camp hours.

**Communication**

Staff are available for brief conversations with parents throughout the day. If you would like to set up a time for a longer conversation, please contact Julie Holm, Assistant Recreation Director, and we would be happy to arrange a time. Weekly handouts will be provided with the upcoming schedule. Slight modifications may be necessary due to unforeseen events. Important messages for parents will be posted on the welcome table.

**Filing a Complaint**

Providing a safe and caring environment for campers and staff is our top priority in Summer Day Camp. We welcome all suggestions. If you have a concern, please speak with the appropriate level staff member:

Peggy Reynolds	Camp Director
Julie Holm	Assistant Recreation Director
Monty Schuman	Recreation Director

For filing a complaint with the Colorado Department of Human Services, Division of Child Care, they can be contacted at 1575 Sherman Street, First Floor, Denver, CO 80203; (303)866-5958.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Human Services. The telephone number for the Weld County Social Services is 970.352.1551.

Our state license and copy of inspection records are available for review in the Assistant Recreation Director's office.

## **Reporting Child Abuse**

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents or suspected child abuse or neglect according to state law. All staff receive training in the area of child abuse and neglect.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the County Department of Social Services, Police Department, or other law enforcement agency in the community or county in which the facility is located.

Should you suspect the child abuse that did not occur at our facility, a report of suspected child abuse must be made to the County Department of Social Services in the County in which the child resides or the local law enforcement agency in the County in which the incident is believed to have occurred. The telephone number for Weld County is 970-352-1551.

## **Expectations for Campers**

Appropriate social behavior is required for all programs and activities in all City facilities and programs. All individuals are encouraged to act in a way that will not hurt themselves or others physically, mentally, or emotionally. A participant may be asked to withdraw from the program if behavior does not comply with facility and program standards. When necessary, an individualized behavior contract will be developed for participants. Staff will meet with the child and the parents to discuss the action plan identified in the contract. Consequences will be determined for participant misconduct. If deemed necessary, a participant will be suspended from an activity or withdrawn from the program if the behavior or actions do not change.

## **Discipline**

In order to make the Summer Day Camp Program a positive experience for all children, we ask that three basic principles be observed:

Keep yourself safe.

Keep others safe.

Keep materials and equipment safe.

The Summer Day Camp Program Instructors use positive 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. Instructors communicate with the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving. Physical punishment is never used. Children will not be subjected to physical or emotional harm or humiliation. Punishment is never associated with food, rest, or toileting.

It is the parent's responsibility to inform the Program Director if their child has any behavioral, mental, or physical challenges which may affect his/her day-to-day activities in class (this includes hyperactive disorders). Such issues must be specifically noted on the child's registration form and emergency card. Failure to do so may result in the child's dismissal.

When a child does not observe the expected guidelines the summer day camp staff 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. Discuss with the child the inappropriate behavior before they return to the group.\*
2. Parents will be notified of any problems during the program.\*
3. If a child's behavior continues to be a problem and/or effects the safety of others or themselves, the Assistant Recreation Director, the parents/guardian and the child will sign a behavior contract.\*
4. Further incidents, the consequence will be a parent conference and a three day suspension of registered days from the camp.\*
5. Another incident following this suspension, there will be an automatic expulsion from camp for the remainder of the summer day camp program. The registration fee may be prorated and/or refunded.\*

\*Staff will document all behavior problems.

### **Campers Who Become Ill / Accidents / Emergency**

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return. If a child should become ill or get injured during the Summer Day Camp Program the parents/guardians will be notified.

Ill children will be separated from the other children and will be offered a blanket. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pickup their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Assistant Recreation Director any exposure to communicable illnesses outside the program. The child will then be excluded from the center for the period of time prescribed by the child's physician or the local health department.

All injuries and illnesses will be documented by staff.

### **Identifying Where Children Are At All Times**

Schedules of activities are given out to parents and children at the beginning of the week. When children are not in the Craft Room (designated home base for summer camp), a sign will be posted on the door as to where the children and staff can be found.

Children's parents can always call the Recreation Center at 303.857.4200 ext. 6160 or reach the Assistant Recreation Director at the Recreation Center 303.857.4200 ext. 6163.

Instructors are assigned to certain kids, and kids use the buddy system or some other system of role call during the day and for all activities (depending on the activity).

## **Lost Children / Natural Disasters**

All Summer Day Camp Program staff members are trained in the established safety procedures. Drills are held to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in such a situation:

- Specific procedures for responding to the crisis will occur.
- Notification of the Assistant Recreation Director must be immediate. The Assistant Recreation Director will notify police.
- Local authorities will begin work immediately.
- Emergency transportation will be provided.
- Children's parents/guardians must be notified promptly

When Summer Day Camp Program staff hears the tornado siren or is alerted by the Assistant Recreation Director that there is a tornado warning, children will be moved to the Ft. Lupton Recreation Center safe spot (locker rooms). Children will be in the safest position possible until the tornado passes. Summer Day Camp Enrichment Program staff will take attendance once they are safely in the locker room. Once staff receives an all-clear signal from the Assistant Recreation Director or the Police Department, children will return to regular scheduled activities.

## **Inclement Weather Procedures**

In cases of extreme heat when activities are scheduled outdoors, the activity time shall be shortened and all children shall be required to have a water bottle with them. The children will then be moved indoors. In cases of rain, lightning, or a tornado warning, the activity will be moved indoors. If the Fort Lupton Recreation Center closes due to weather or for any other reason, parents will be notified by telephone.

## **Evacuation Procedure**

Each site is required to have a written evacuation plan in case of natural disaster, including, but not limited to, floods, tornados, severe weather, and any unsafe person, animal, or situation that occurs inside the building or playground area. If staff members decide that an evacuation is necessary the following procedure will be used:

1. Call 911 if deemed necessary
2. Children will be notified of evacuation.
3. Staff will move children as a group to a predetermined safe location.
4. Once participants and staff are safe and secure the Assistant Recreation Director will be notified of the evacuation, the location, and the status of the group.
5. The Assistant Recreation Director will determine the next steps which include notifying parents, possible emergency transportation, and discussion of further procedures for responding to the crisis.
6. The program will conduct evacuation/tornado drills every other week.

**An individualized plan will be developed for children with special needs for evacuation procedures.**

## **Storing and Administering Medication**

Please notify Julie Holm, if during the program your child will need any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies. Parents need to meet with the Program Director and the Assistant Recreation Director in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in the Summer Day Camp Program.

In the event that a medication does need to be administered during Summer Day Camp Program time by staff, we must have on file before administering the medication 1) written authorization from the health care provider 2) parent written authorization 3) and medication in the original labeled container.

Only the Summer Day Camp Program Director, Program Leaders and/or Assistant Recreation Director are authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked box away from children. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

## **Request for Campers Removal and Appeals**

The removal of a Summer Day Camp Program participant from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a participant is removed, the Program Director will discuss the current situation and everything that has occurred to date with all of the program instructors. With the approval of the Program Director and the Assistant Recreation Director, it will then be informed to the parent/guardian by phone that their child is dismissed from our program. Additionally, the Assistant Recreation Director will follow-up the call with a letter stating what actions have been taken and why. An Appeal Process is available to parent(s)/guardian(s). Parent/guardian would then plead their case; bring to the attention any extenuating circumstances or reason that an exception should be made and their participant should be reinstated to the program. Exceptions can be made and the Assistant Recreation Director will give the parent/guardian their decision within 24 hours of their appeal hearing.

## **Camper Helmet Use**

Campers are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a summer day camp enrichment program activity.

## **Withdrawing From the Program**

A parent/guardian may withdraw his/her child from the Summer Day Camp Program at any time. However refunds will be given based on the City of Fort Lupton's refund policy.

Refund Policy:

- No refunds or credits will be given for cancellations made less than 7 days before the start of camp.
- Refunds will be issued in the form of a check or a household credit balance.
- Refund checks may take 3 – 6 weeks to process and will be mailed to you.