

2021 Summer Day Camp HANDBOOK

UPDATED 2/2021



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 – 5th 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.

We continue to work closely with local and state offices to ensure we provide the best camp experience while meeting COVID-19 guidelines. Activities and protocols are subject to change.

Best Regards,

Julie Holm
Recreation Manager, City of Fort Lupton
720.466.6163
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RECREATION DEPARTMENT INFORMATION

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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 2020-2021 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 2021 session dates are:

Session 1	June 1 – June 4 June 7 – June 11 June 14 – June 18 June 21 – June 25	And Away We Go Lab Rats Hawaiian Luau The Ultimate Woodsmen
Session 2	June 28 – July 1 July 6 – July 9 July 12 – July 16 July 19 – July 23	All American Pride A Bugs Life Knights & Princesses Color Me Crazy
Session 3	July 26 – July 30 August 2 – August 6	Sticky, Wet, Wild Camp Throw Down

Admission and Registration of Children

The 2021 Summer Day Camp Program registration starts in February of 2021. Participants can register by one of three methods: Walk-in, Phone, or by visiting our website at www.fortluptonco.gov.

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

Monday-Friday	5:00 a.m. – 8:00 p.m.
Saturday	8:00 a.m. – 4:00 p.m.
Sunday	12:00 p.m. – 4:00 p.m.

2. Phone: Call the recreation manager at 720.466.6163.

3. Visit our website at 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 11, 2021 at 5:30 p.m. at the Fort Lupton Recreation Center. At this time, the Recreation Manager/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 : \$570

Session 2 : \$540

Session 3 : \$300.

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

Camp fees will not be pro-rated for children missing camp due to non-COVID-19 reasons to include illness not related to COVID-19, family vacations or visitation schedules. Other children may not "sub-in" for days the enrolled camper misses. Any COVID-19 related quarantine's and closures will be addressed on a case by case situation.

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 29, 2021 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 Recreation Manager at the Recreation Center 303.857.4200 ext. 6163.

Field Trips

TBD due to COVID-19

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.

TBD due to COVID-19

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 Recreation Manager, 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.

COVID-19 DROP-OFF / PICK UP POLICY

Only one family at a time will be allowed in the home base room for drop off and pick up. Please wait in the hallway until a staff member calls you in. Please practice social distancing while waiting and please wear a face covering.

Visitors / Volunteer Policy

Due to COVID-19, we are not allowing any visitors in our summer camp program for the summer 2021 program.

What to Bring to Camp

1. Facial Coverings

2. 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.

3. 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.

4.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.

5.Swim Lesson Days

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

6. Camp T-shirt on field trip days- TBD

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, Recreation Manager, 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:

- | | |
|---------------|---------------------|
| TBA | Camp Director |
| Julie Holm | Recreation Manager |
| 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 Recreation Manager’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 Recreation Manager, 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 Recreation Manager 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.

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 Recreation Manager must be immediate. The Recreation Manager 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 Recreation Manager 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 Recreation Manager or the Police Department, children will return to regular scheduled activities.

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 Recreation Manager will be notified of the evacuation, the location, and the status of the group.
5. The Recreation Manager 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 Recreation Manager 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 Recreation Manager 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 Recreation Manager, it will then be informed to the parent/guardian by phone that their child is dismissed from our program. Additionally, the Recreation Manager 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 Recreation Manager 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.

COVID-19 POLICIES

MASKS

Per State of Colorado licensing requirements, masks are required. Please send your child to summer camp daily with a face mask.

SOCIAL DISTANCING

Social distance measures will be practiced as much as possible. This includes all areas the campers will utilize: home base classroom, recreation center and in the city vans.

CLEANING HANDS OFTEN

The campers will be required to wash their hands with soap and water throughout the day. Some specific times will be: upon arrival, after sneezing, blowing nose, using the restroom, before/after eating, before/after activities, before/after room changes, etc.

Hand sanitizer will also be used throughout the day as needed (when soap/water is not readily available).

SUPPLIES

Campers will be given their own set of art/craft supplies to be used exclusively. Sharing of supplies will be strongly discouraged.

STAYING HOME WHEN APPROPRIATE

1. Campers who have tested positive for COVID-19 are required to stay home.
2. Campers who are sick or have recently had close contact with a person with COVID-19 is required to stay home.

CAMPERS CAN BE AROUND OTHERS AFTER:

1. 10 days since symptoms first appeared AND
2. 24 hours with no fever without the use of fever-reducing medications AND
3. Other symptoms of COVID-19 are improving.

CAMPERS WHO HAVE BEEN AROUND A PERSON WITH COVID-19

1. Campers are required to stay home for 14 days if they have been exposed, or **THINK** they have been exposed to COVID-19.

SUMMER CAMP QUARANTINE

If there is a COVID-19 exposure in summer camp, the entire camp will quarantine for the minimum required time. If the exposure was summer camp related, a pro-rated refund will be granted. **HOWEVER**, if the exposure came from outside of summer camp, the camper will still be required to quarantine, but a pro-rated refund will **NOT** be granted.