

# 2012 SUMMER DAY CAMP HANDBOOK

Updated 10/2011



*The Summer Day Camp is a stimulating and adventurous hands-on camp environment. Positive social and recreational experiences are an integral aspect of each child's camp experience. With our dedicated and friendly staff, each camper will be looked upon as a unique individual.*



Dear Parents,

We are so happy you have chosen the Louisville Recreation Center's Summer Day Camp as the day camp option for your child. Our goals this summer are many. Our primary goal is to provide a safe, fun-filled environment with great counselors.

Please take time to go over this handbook and discuss appropriate sections with your child. It's important that you both understand all the procedures, schedules and activities prior to beginning the first day of camp. If you are a seasoned camper who has been with us for years, please read the handbook in case of any changes from previous years. This handbook includes items that we are mandated to include as a licensed camp as well as things we feel are important for you to know.

We believe that each child deserves to be happy and content with their camp experience. Our days are filled with lots of activities and stimulation designed for the k-5<sup>th</sup> grader. **We ask parents to use their best judgement if enrolling a young child, unaccustomed to a large setting with 60 children of varying ages; as well as older children who may not be interested in being in a camp for various ages.** We will provide a mix of unstructured "free choice time" as well as structured activities. In order to provide that environment, there are camp guidelines which all children will be expected to follow. Please review the following pages regarding day camp rules and regulations. Additionally, there is important information for you as parents.

***Please understand that all paperwork must be signed and returned at the Open House before your child can participate in any day camp activities.*** All contact and medical information must be thoroughly and accurately filled in. This information is critical in the event of an emergency.

All the best,

**Mandy Perera**

Recreation Supervisor

Youth Activities

303-335-4902

mandyp@louisvilleCO.gov

## **PROGRAM PHILOSOPHY**

Summer “Play” Day Camp, based at the Louisville Recreation Center, has the perfect mix of structured and child directed activities! Camp is designed to meet the social and physical needs of children who attended K-5 during the 2011-2012 school year by providing a stimulating and safe recreation environment. Arts and Crafts fosters creativity, free thinking and self expression. Sports and games provide opportunities for teamwork, new experiences and physical activity. Free choice time allows for child-centered play for healthy brain development, imagination, physical strength and cognitive skills. Campers will have the opportunity to grab some friends and organized a games like wall-ball, cards or 4-square or just visit with friends and counselors during free choice time. During structured activities like Arts & Crafts, Sports & Games, all campers will be encouraged and expected to participate with their smaller group.

Weekly field trips (Wednesdays)

Afternoon Swimming at the Rec (Tuesdays) and Memory Square (Fridays)

Summer Day Camp will have access to both indoor and outdoor facilities of the Louisville Recreation Center, providing an expanded number of programming options for our day campers.

All Summer Adventure Camp sessions will be theme-based; each week 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 2011-2012 school year. There are no exceptions to this rule. The City of Louisville reserves the right to request the birth certificate of any child to verify age.

## **DATES AND HOURS OF OPERATION**

Camp will run for nine weeks beginning June 4, 2012. Registration is done according to the rules and regulations of the Louisville Recreation Center. Children may be enrolled in one, several or all nine sessions! Parents may choose between our Monday-Friday, M/W/F, or T/Th options. There will be absolutely no substitutions from these options. Hours: 8:30am-4:30 pm.

Camp fees will not be pro-rated for children missing camp due to illness, family vacations or visitation schedules. Other children may not “sub-in” for days the enrolled camper misses.

Field trip 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.

## **REGISTRATION, FEES AND CANCELLATIONS**

Registrations are done by the Registration staff of the Louisville Recreation Center or on line at [www.louisvillerecreation.com](http://www.louisvillerecreation.com). Please consult the current City of Louisville Recreation Brochure or our website for camp fees. All sessions must be paid for when registering.

A \$50.00 deposit is taken at the time of registration for each session. The remaining balance is due at the May Open House. If you would like to pay off your full balance before that date or if you are unable to make the remaining payment by that date, please contact Mandy Perera, Recreation Supervisor, 303-335-4902.

Once enrolled in a session, there is a \$25 fee for EVERY cancellation/transfer (\$15 for MWF or T/Th) for each session. Cancellations made less than one week in advance will forfeit their entire session fee. To avoid losing the entire session fee, give one week's notice by 9 am the Monday before the session for any cancellation/transfer, in which case only the cancellation fee will be withheld from your refund/credit. **Please note that all cancellations must be done through the Registration Desk, including the completion of all cancellation paperwork by the canceling party. Notes or letters of cancellation will not be accepted by camp staff.**

EX: Cancelled at 8 am on the Monday before the Session

Session Fee	\$145
Minus cancellation fee	<u>-\$25</u>
Refund/Credit	\$120

EX: Cancelled at 8 am on the Tuesday before the Session

Session Fee	\$145
Forfeit entire Session fee	<u>-\$145</u>
Refund/Credit	\$0

Field trip fees are included in registration fees. Field trip attendance is not mandatory; however, there will be no activities or supervision if your child does not attend the field trip. A mandatory Field trip t-shirt may be picked up during the open house or at camp once it begins. Shirts must be worn on field trips.

In the event of shared custody arrangements, it is assumed that both parents are in agreement with the child(ren) attending Summer Day Camp. We do not interpret or mediate any conflicts regarding custody or parenting time disputes.

Parents must sign waivers, permission slips, health records and emergency forms provided by the Louisville Recreation Center for their child's registration to be considered complete.

## **CHILDREN WITH SPECIAL NEEDS**

Summer Day Camp does not discriminate on the basis of race, color, national origin, sex, or disability. The City of Louisville is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please call Mandy Perera at 303.335.4902 in advance.

## **CAMP ACTIVITIES**

A detailed calendar of all camp activities will be provided each week available at [www.louisvillerecreation.com](http://www.louisvillerecreation.com). Due to unforeseen circumstances, there may be an occasional change in the schedule. The camp schedule is designed to provide children with wonderful enrichment activities throughout their day. Children will be encouraged to participate in all projects. Children will also have access to craft and sporting equipment at most times.

We strive to have a balance between structured and youth directed time during camp. Approximately half the day is structured with activities to include arts & crafts, games and sports. The campers are separated into two groups, by age, for the structured activities and all campers are asked to participate in the scheduled activity. The other half of the day is youth directed where campers can choose to utilize the sports cart, game tote, craft cart, reading area, visit with friends or other creative ideas. During this time, the camp is together as a whole. This is during drop off time, snack and pick up. At lunch, the children will have access to the playground.

Camp staff will always monitor youth's safety during camp. They will encourage new experiences and friendships. If your child tends to be more shy or is having a difficult time making friends at camp, let a head camp counselor know and we will do our best to introduce them to other children who may have similar interest or be a similar age.

In addition to continual monitoring of campers, attendance will be taken every two hours by camp staff. The general time of attendance checks will be: 9:30am, 11:00am, 1:00pm and 2:30pm.

Staff/camper ratio (1:10) will be maintained with increased supervision on field trips and swim days.

When camp activities take us away from our recreation center classroom, a notice will be posted on the sign in/out table indicating our location.

As part of the weekly activities, children may be asked to walk for up to an hour or more at a time.

In the event of inclement or excessively hot weather, camp activities will be moved indoors. Children will have continual access to cool water during camp activities. Please send a leak proof water bottle.



## **FIELD TRIPS**

We believe that field trips enhance the day camp experience and all children are encouraged to attend. Please note that all children must purchase a field trip t-

shirt and wear it while on any field trips. Some locations may require a permission slip that must be signed by a parent/guardian.

Please arrive 15 minutes before departure time so your child can be assigned to a group for the day and to allow for a smooth transition for your child that morning.

The Boulder Valley School District will provide transportation for field trips. Children and staff will observe all safety precautions as dictated by the Department of Transportation staff. There may be an occasion when children need to be transported by the City of Louisville vans. If children are transported in the City of Louisville vans, each child must wear a safety belt. All children are to remain seated while the vehicle is in motion. Children's arms, legs and head must remain inside the vehicle.

### **MOVIES/TV VIEWING**

The occasional movie will be shown during the course of the summer. Movies will be rated-G or P.G. If you prefer that your child does not watch a movie, please inform the day camp staff. Children choosing not to watch a movie will be asked to read quietly in the reading activity center (or partake in a similar, quiet activity). Television will not be viewed during camp activities.

### **SIGN IN /SIGN OUT PROCEDURES**

All children must be signed in and out by an authorized individual each day. **The individual who is signing the child out for the day must present a photo ID to verify identity.** Children will only be released to individuals listed on the Emergency Info Card. Other changes will be allowed if in writing by a parent/guardian.

Day camp staff reserves the right to retain a child if the responsible parent or the third party has not provided proper notification of release or does not provide adequate photo identification.

Parent/guardian of older children, ages 8+, may prefer to sign a release waiver (on the admission form) allowing their child to sign themselves in/out each day (walking, riding a bike, etc. to camp). The City of Louisville is in no way responsible for the safety of children outside of their care and transportation is deemed a parental responsibility. Children who are permitted to sign themselves out of camp must attend the entire day *until* 4:30pm unless otherwise notified in writing by a parent.

Parents/guardian must make arrangements for their children to be picked up no later than 4:30pm. If a child is picked up late, a fee of \$1 per minute may be assessed. If a child is not picked up by 5:00p.m. and we have not been able to reach you or an emergency contact, the child will be released to the local authorities.

Children arriving late for day camp will be expected to join their respective 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 bus departs the Center.

Parents/guardian are welcome to drop by the Recreation Center to observe activities at any time. All visitors will be asked to sign the visitor log indicating date, nature and time of visit.

## **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. Safe backpack weight calculator, [www.thechildrenshospital.org/wellness/backpack.aspx](http://www.thechildrenshospital.org/wellness/backpack.aspx)

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

Children should wear “play clothes” each day. Close-toed shoes (both front and back) like sneakers are ideal. Enclosed Keens are also acceptable. NO FLIP-FLOPS, 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. Please send sunscreen labeled with the child’s first and last name. 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. Swim shirts are great for pool days!

### **4. Camp t-shirt on field trip days**

A camp T-shirt is mandatory for field trips. T-shirts must be worn on field trip days and the City of Louisville will provide swim bands during swim time as it helps staff identify Louisville camp children while off-site.



There may be occasions when we ask your child to bring supplies from home for arts & crafts. These items will be listed on the calendar and reminders will be sent home with the children.

**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 to camp. Please do not allow your child to bring any toys or valuables from home. If a child brings such items from home, it will be put away by camp staff. Additionally, the parent or guardian may be called to pick the item up.

## **COMMUNICATION**

Staff is available for brief conversations with parents throughout the day. If you would like to set up a time for a longer conversation, please call Mandy Perera, Recreation Supervisor, and we would be happy to arrange a time. Weekly calendars will have a listing of activities, including projects and on/off-site activities and are available at [www.louisvillerecreation.com](http://www.louisvillerecreation.com) under the day camp link. Slight modifications may be necessary due to unforeseen events. Important messages for parents will be posted on the day camp door or camp board.

## **FILING A COMPLAINT**

Providing a safe and caring atmosphere 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:

To Be Announced  
Mandy Perera  
Kathy Martin

Head Camp Counselors  
Recreation Supervisor  
Recreation Superintendent

For filing a complaint with Colorado Department of Human Services, Division of Child Care, they can be contacted at 1575 Sherman Street, First Floor, Denver, CO 80203-1714, (303)866-5958.

Our state license and copy of inspection records are available for review in the Recreation Supervisor'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 of suspected child abuse or neglect according to state law.

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 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 for Boulder County is 303-413-7000.

## **GUIDEANCE**

Summer Day Camp models, teaches and encourages good communication skills, mutual respect, problem-solving skills and positive social interactions between peers and staff. We believe that this creates an atmosphere which decreases behavioral concerns and provides a strong support system for children and staff. We also find positive reinforcement, redirection, conflict resolution or a brief recovery period to be effective.

If more serious problems arise, we problem-solve directly with the children who are involved regarding the situation. An “OOPS” Slip is filled out by the child describing the behavior and signed by the parent. Efforts will be made to include: talks with the child, talks with the parent, meeting with the child and parent, and dismissal as a last resort. Extreme incidents may require immediate dismissal without prior notice. Each situation is unique, but we will always try to be fair and consistent. Three Oops slips issued in a week will result in dismissal from the session and/or future sessions. Refunds will not be issued for children dismissed due to behavior.

It is the parent’s obligation and responsibility to inform the Supervisor, Mandy Perera, if a child has any conditions which may affect him/her with the day-to-day activities of camp (this includes behavioral issues and hyperactive disorders). This must be specifically noted on your child’s admission form. Failure to disclose pertinent information may result in the child’s dismissal.

Our goal is to provide a safe and happy environment for everyone.

## **MEDICATION**

Staff cannot administer any medications, *prescription or over-the-counter*, without the following:

- 1) written authorization from the health care provider
- 2) parent written authorization
- 3) and medication in the original labeled container.

Please notify Mandy Perera, Recreation Supervisor, if your child is taking any type of medication, or if they require special medical attention. If your child needs to take any medications on a regular basis during camp, the parent/guardian will need to meet with the supervisor and head camp counselors in advance to set up a Health Care Plan specific to your child. **This must be done before the first day camp.** If the proper paper work has not been completed, the parent/guardian will be 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 day camp. Children are not permitted to carry any medications, prescription or over-the-counter, 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.”

**Allergy Action Plan** is used for severe allergies and Epi Pens

**Asthma Care Plan** is used for any Inhaled medications to include albuterol inhalers

**Medication Administration** is used for all general medications

**Exemption for Medication** is used if your child has a noted medical condition, but you and your physician choose not to send any medications to camp.

All forms are available on our website under “Other Forms/Materials”

## **EMERGENCY PROCEDURES**

Day camp staff are CPR/First Aid certified. In the event of an emergency, staff will respond accordingly. Staff will utilize the emergency contact information provided by parents/guardians. Every effort will be made to provide appropriate care.

### **Illness**

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 could return to camp. Ill children at camp will be separated from the other children and will be offered a blanket and mat. Parents will be notified to come pick their child up.

Contagious illnesses will be reported to the parents whose children were exposed via a posting. The identity of the child with the illness will be kept confidential. Certain illnesses and accidents requiring medical treatment will be reported to the State as required by the Colorado Department of Human Services Rules Regulating Child Care Centers.

### **Injuries**

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called (upon arrival, emergency medical care will be deferred to these medical personnel). The parent/guardian will be called and notified of any serious injuries. 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. Day camp staff will complete an incident report for any accident or minor injury. Parents may review this report at their discretion.

### **Lost Child**

In the event that a child becomes lost during our care, we will immediately begin a search. On field trips, local management will be contacted and campers will be brought together to convene upon the pre-designated meeting place. We will notify the police as deemed necessary by local management and camp staff. You will be notified promptly if initial searches fail to secure your child.

## **Natural Disasters**

All staff members are trained in the established safety procedures. Drills are held each session 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 situation

- A. Specific procedures for responding to the crisis will occur.
- B. Notification of the Recreation Supervisor must be immediate. The Recreation Supervisor will notify police.
- C. Local authorities will begin work immediately.
- D. Emergency transportation will be provided.
- E. Children's parents or guardians must be notified promptly.

## **Evacuation**

In the event of an evacuation of the Louisville Recreation Center due to fire, earthquake, bomb threat or other unforeseen emergencies, parents will be notified to pick up their children as conditions dictate. Louisville Recreation Center staff will provide interim care for children until their parent/guardian's arrival. Our meeting spot for emergencies is the North East corner of the tennis courts.

## **Tornado**

When staff hear the tornado siren or is alerted by a supervisor that there is a tornado warning, children will be moved to the locker rooms. Staff will take attendance once they are safely in the locker room. Once the Recreation Center receives an all-clear signal from a supervisor or the Police Department, children will return to the classroom.

# **SUMMER ADVENTURE DAY CAMP COUNSELORS**

Counselors at the Louisville Recreation Center Summer Day Camp are often times college or high school students in addition to some staff who may currently work in the schools as elementary teachers during the school year. All staff receive a minimum of 20 hours of training in the areas of child growth & development, healthy and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity and professionalism in addition to First Aid and CPR certifications. All staff must pass an extensive background check including reference checks and fingerprints.

Summer Camp Staff will wear bright green staff shirts (tye-dye sometimes on swim days). If we have any volunteers, they will wear white staff shirts.



## **Important Contact Information**

**Mandy Perera**  
Direct telephone  
e-mail

**Recreation Supervisor**  
**(303) 335-4902**  
[mandyp@louisvilleCO.gov](mailto:mandyp@louisvilleCO.gov)

**Louisville Recreation Center**  
**900 W. Via Appia**

**(303) 666-7400**  
[www.louisvillerecreation.com](http://www.louisvillerecreation.com)

**Childcare Tax ID #**

**84-6000689**

**We look forward to seeing you this summer!**