2020
SUMMER DAY CAMP
HANDBOOK

Updated 12/2019

Denver Art Museum

City of Louisville
Recreation Center

www.louisvilleco.gov/summerdaycamp

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 is 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-5th grader. **We ask parents to use their best judgment 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 child-directed "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 2019-2020 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 game 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 indoor Louisville Recreation & Senior Center pool (Tuesdays) and outdoor Memory Square or Louisville Recreation & Senior Center (check the calendar for Friday swim locations) *On Memory Square days, camp will walk to Memory Square with pick up at Memory Square Park at the end of the day. We depart the Recreation Center at approximately 11:15/11:30am depending on the morning schedule.

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 Day 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 2019-2020 school year. There are no exceptions to this rule. A copy of current report card is required at time of registration.

DATES AND HOURS OF OPERATION

Camp will run for ten weeks beginning June 1, 2020. Children may be enrolled in one, several or all 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: 8:00am-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 online at www.louisvillerecreation.com. Please consult the current City of Louisville Recreation Catalog or our website for registration information and camp fees. All sessions must be paid in full when registering.

Once enrolled in a session, there is a surcharge for EVERY cancellation/transfer for each session/camper. **Please note that all cancellations must be done through the Registration Desk, including the completion of all cancellation paperwork by the canceling party or directly through Mandy Perera, Recreation Superivosr. Notes or letters of cancellation will not be accepted by camp staff.**

- 75% refund if received by 8:00am, April 27
- 50% refund if received after 8:00am, April 27 and a minimum of three weeks before that session start date
- No refunds for cancellations received less than three weeks before session start date.

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. One mandatory field trip t-shirt for children who will attend on Wednesdays 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, 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.

Under **§ 35.135 Personal devices and services**
http://www.ada.gov//regs2010/titleII_2010/titleII_2010_regulations.htm#a35135
a public entity is not required to provide to individuals with disabilities personal devices, such as wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing. If your child is unable to perform activities of personal care, you may provide, at your own cost, a personal care assistant.

To determine if full inclusion would be a good fit for your child, please consider the following:

- Semi-structured and unstructured activities are offered and require children to demonstrate independent leisure skills and self-initiation of activities.

- The environment can be highly stimulating and is conducive to individuals who can maintain control with minimal redirection, intervention, prompting or cueing, and maintain appropriate self-control. The environment can be loud throughout the day. Approximately half the day is spent outside.

- We walk to Memory Square Pool once a week (over a mile walk).

- Sixty campers attend each day. Half the day is spent in large group (60 kids together) and half the day in small group (approximately 20-30 kids).

- Activities are presented in a larger group setting. We have multiple transitions over the day.

- The City of Louisville does not employ a Therapeutic Recreation Specialist.

If your child may require special accommodations for participation, please call Mandy Perera at 303.335.4902 in advance of enrollment. We invite you to talk about your needs and we can tell you more about our camp setting to see if it would be a good fit for your child.

CAMP ACTIVITIES

A detailed weekly calendar will be available at www.louisvillerecreation.com in May. 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 three groups, normally by grade (K&1, 2&3, 4&5, but can depend on that week's enrollment), 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 encourage new experiences and friendships. If your child is 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 monitoring campers, roll call will be done throughout the day by camp staff.
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.

Personal items left at the end of the day will be put in the camp lost and found and kept through the week. We will make every effort to return found items to campers. At the end of the week, lost & found items will be put with the front desk lost and found items for donation. Crafts not taken at the end of the day will not be kept overnight and will be disposed of at the end of the day.

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 wear 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 a minimum of 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.

SWIMMING

We swim on Tuesday afternoons at the Louisville Recreation Center and Friday afternoons at Memory Square or the Louisville Recreation Center. We walk to Memory Square. Pick up is at Memory Square park on those Fridays indicated on your calendars.

It is very helpful is your camper arrives to camp with their swim suit under their clothes with a change of clothes and towel in their backpack. Campers are also welcome to bring swim goggles.

Louisville Recreation Center:
Campers ages 6 and under will receive a red swim ban which requires them to stay in the zero depth area of the splash pool unless directly accompanied by a counselor unless they choose to take and pass a swim test at our pool administered by our staff. Campers 3'6" at the shoulder will be permitted in the lazy river as well as both basketball hoops, all of which are at a water level of 3'6". Campers wishing to utilized the deep end of either the program or splash pool must take and pass a swim test administered by our staff and will receive a green swim band indicating they may use these areas. Once a camper passes a swim test, they do not need to test again for the summer.

Memory Square:
Campers ages 6 and under will receive a red swim ban which requires them to stay in the splash pool unless directly accompanied by a counselor. If they pass the swim test administered by lifeguard at our pools, they can then visit other areas of the pool independently. Campers ages 7+ are allowed to visit all areas of the pool independently, unless a parent/guardian indicates that they wish to have a red swim ban on them limiting them to the smaller pools. Once a camper passes a swim test, they do not need to test again for the summer.

Counselors are assigned to monitor specific areas of the pools on a rotation in addition to the lifeguards. Counselors are actively involved in play, monitoring safety and assisting campers during swim time.

Please speak with the program supervisor, Mandy Perera, or head camp counselors if you have any questions or concerns.

MOVIES/VIDEO VIEWING

The occasional movie/video will be shown during the course of the summer. Movies/videos will be rated-G or PG. If you prefer that your child does not watch a movie/video, please inform the day camp staff. Children choosing not to watch 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 <u>leak-proof</u> water bottle in a manageable backpack**
   Our campers work up and 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

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 Days**
   Swim suit under campers clothes, change of dry clothes, towel. Goggles are optional.

5. **Camp t-shirt on field trip days**

A camp T-shirt is mandatory for field trips and one shirt per summer is provided for those children that are enrolled in a M-F or MWF session. T/Th children will not receive a t-shirt. The City of Louisville will provide swim shirts (tech shirt with SPF) for off-site and outdoor swimming to be returned at the end of the day.

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, 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 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.louisvilleco.gov/summerdaycamp in May. 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:

TBA	Head Camp Counselors
Mandy Perera	Recreation Supervisor
Kathy Martin	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. All staff receives 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 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

Our goal is to provide a safe and happy environment for everyone. Summer Day Camp models, teaches and encourages communication skills, mutual respect, problem-solving skills and positive social interactions between peers and staff. We believe 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.

We encourage campers to talk with counselors with anything that concerns or worries them in camp.

If more serious problems arise, we problem-solve directly with the children who are involved regarding the situation. A "Stop and Think" Slip or "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 written slips issued may 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 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 without refund.

BODY SAFETY RULES

Camper safety is taken seriously at Summer Day Camp. All camp staff receive training in guidance, child abuse, sexual harassment and body safety rules. We use information from a variety of resources to include Blue Sky Bridge, Parenting Safe Children and Prasidium.

Counselors are always in a group setting with campers and/or in the public eye. A counselor being one-on-one with a camper is extremely rare. If circumstances beyond our control lead to a counselor being alone with a

camper, an incident report would be filled out and shared with the parent/guardian at the end of the day.

Camp staff must pass background checks to include the Colorado Bureau of Investigation, Federal Bureau of Investigation and the State of Colorado.

If you have any questions for us, please contact Mandy Perera, Youth Activities Supervisor.

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 Heath 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 camp families 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 pick-up their child. Day camp staff will complete an incident report for any accident or 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 to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, severe weather or lock down. 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. Children's parents or guardians must be notified promptly.

Tornado

Children will be moved to the interior hall. Staff will take attendance. Once the Recreation Center receives an all-clear signal from a supervisor or the Police Department, children will return to the classroom.

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. We will evacuate to the West of the facility to the tennis courts.

Any child with a disability will have a specific plan for evacuation created between staff and parents depending on the child's abilities.

SUMMER DAY CAMP COUNSELORS

Counselors at the Louisville Recreation Center Summer Day Camp are often times college or high school students in addition to staff who may currently work in the schools as teachers during the school year. All staff receives 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 green staff shirts (tye-dye sometimes on swim days).
Counselors in Training (CIT), will wear CIT shirts of a different color.

Important Contact Information

www.louisvilleco.gov/summerdaycamp
Camp Cell Phone during the summer: 720-610-6956

Mandy Perera	**Recreation Supervisor**
Direct telephone	**(303) 335-4902**
e-mail	**mandyp@louisvilleCO.gov**
Louisville Recreation Center	**(303) 666-7400**
900 W. Via Appia	**www.louisvillerecreation.com**
Childcare Tax ID #	**84-6000689**

We look forward to seeing you this summer!