



Gilpin County Parks and Recreation Parent Handbook 2018 Summer Camp

Welcome to Gilpin County Parks and Recreation (GCPR) 2018 Summer Camp program! It is our pleasure to offer a caring, educational, recreational, and fun-filled summer program to you and your family.

Our Summer Camp program offers many opportunities for campers to try new things, learn, and grow. We strive to promote healthy development through experiential, adventurous learning.

To help us best serve your camper, please read the following information on program policies and procedures. Please sign and return the agreement at the end of this document when you enroll your child. A copy will be kept in your child's file, as required by state law.

If you have any questions, comments or suggestions please feel free to contact Jacob Rippy or Gabrielle Chisholm.

We look forward to playing, learning and growing with you and your family!

Happy Summer!

Jacob Rippy

Camp Director, Youth Programs Coordinator

jrippy@gilpincounty.org

Gabrielle Chisholm

Substitute Camp Director, Assistant Director of Parks and Recreation

gchisholm@gilpincounty.org

PROGRAM LOCATION & CONTACT INFORMATION

School Age Camp Location:

Gilpin County Community Center

250 Norton Drive

Black Hawk, CO 80422

Phone (303) 582-1453

Fax (303) 582-5404

Camp Director, Youth Programs Coordinator: Jacob Rippy | jrippy@gilpincounty.org

License #: **1518618** (Colorado Department of Human Services)

GENERAL CAMP SCHEDULE

2018 Camp Dates: Monday, June 4th – Friday, August 10th*

***There is no camp the week of July 2nd – 6th**

Daily Hours: 7:30 AM – 6:00 PM, Monday – Friday

Daily Activities: **We play hard!** Campers will swim every day and spend most of their time outside. Daily activities include science, art, sports, group games and much more! A detailed weekly schedule will be emailed to each week.

WHAT TO BRING TO CAMP

Please bring the following each day of camp. If additional items are needed (i.e. for a field trip), you will be notified. **Please label all campers' belongings with first and last name.**

- A nutritious lunch and two snacks
- A reusable water bottle
- Sunscreen in plastic bag
- Tennis shoes
- Clothes that can get dirty
- Swimsuit and towel
- A fun and positive attitude!

Here's a list of things to **leave at home:**

- Cell phones, portable game devices, other electronics and valuables*
 - *These items may be brought ONLY if there is permission to do so for a themed day or party at camp. Camp staff or the Youth Programs Coordinator will notify you on days this is allowed.
- Money

Gilpin County Youth Camp is not responsible for any lost, broken or stolen personal items or money.

REGISTRATION & PROGRAM FEES

Families have the flexibility to register for as many or as little days or weeks that they need throughout our summer program. We offer 9 weeks of program.

A first come first serve system is used to fill all available program spots. Registration will start Monday, April 30th. Please go to www.gilpinrecreation.com or the Community

Center to get registration packet. Early registration is encouraged to be able to enroll in the days of camp you want.

Campers/Students

School-Age Summer Camp will enroll children entering Kindergarten to 6th grade. Children will be put into groups based on grade, K-3rd and 4th-6th. Youth staff will make every effort to provide reasonable accommodations necessary to ensure that the program is accessible and available to persons with disabilities. Youth Camp employees will be sensitive to the needs and requirements of the disabled and will ask if assistance is needed. If your child has any special needs, please notify staff so that we can properly accommodate your child. All children will be assessed on a case-by-case basis.

Summer Camp Program Registration Options

Families may register for full weeks (Monday-Friday) or a daily combination.

Full week registrations are given priority and are processed first. All remaining spaces are filled with part-week registrations.

Program Waitlist & Openings

- Full and part-time openings are determined based on space availability. If your family is waitlisted for all or some requested program dates, your family will be contacted when full or part-time program openings occur.
- We may have space available on the day of camp you are not registered for and want to enroll or “drop-in”. Please call the front desk 303-582-1453, to see if space is available. Full payment is expected at the time of drop-in registrations. Drop-in care is not always available. If it would cause our staff-child ratio to drop below the state required minimum, if there are already 30 children enrolled for the day, or if the program has been cancelled due to low enrollment, staffing, or other unforeseen issues, enrollment will be denied.
- Child care for any particular day may be cancelled if not enough children are enrolled. We will attempt to notify parents of children that are enrolled for that day by the Friday prior to care. Please make sure we have updated and multiple means of contact.
- Number of campers enrolled in camp per day- minimum: 5, maximum 30

2018 Summer Camp Program Fees

	Weekly	Single Day
Gilpin Resident:	\$160	\$35
Non-Resident:	\$190	\$45

A \$10/week or \$5/day, non-refundable deposit is due at the time of registration. There is a 10% discount for additional children per household.

To register, all families must provide the following for each camper:

- ✓ Registration form
- ✓ Emergency Consent and Release form

- ✓ Deposit for each week enrolled
- ✓ Immunization Records
 - The State requires us to have a copy of each child's immunization records, or an immunization exemption form. Forms can be found at this website:*
 - <https://www.colorado.gov/pacific/cdphe/immunization-forms>
 - Children who are not up to date on immunizations, and not exempt, cannot be allowed in our program without a written plan for getting immunized.*
- ✓ Medication forms (if applicable)
- ✓ Signed Parent Handbook Agreement

CANCELLATION POLICY

Please read carefully!

When we reserve your space for summer camp we oftentimes turn other families away and are unable to fill that space later. Therefore, **cancellations or changes must be made on or before 5pm the Thursday before the week of enrollment. Deposits are non-refundable and non-transferable.**

Deadline	Cancellations
On or before 5pm Thursday the week before camp	Full refund less \$10/week or \$5/day deposit. Cancellation must be made for exact schedule chosen. Cancellations must be made in writing/email. We can accept switches for other days or weeks if room is available.
After Thursday the week before camp	No refunds or changes available. Full payment due for all registered days. This is to ensure the quality of program supplies and staffing.

PROGRAM PAYMENT

1. At the time of registration confirmation, you will be emailed a copy of the schedule of the weeks and days your camper(s) will be attending camp.
2. You may either pay your camp fees in full for the summer or weekly before camp starts.
3. Payment for each week must be received in full before your child attends camp. If payment has not been received by 5pm Thursday before camp, camper care services can be denied.
4. There is a \$10/week or \$5/day, non-refundable/transferable deposit due with completed forms before your child is enrolled in summer camp. This deposit is applied to the weekly fee. The remainder of the registration fees will be due the Thursday before each week of camp your child is enrolled.
5. There is a 10% discount off full price for additional children per household.
6. We accept cash, check or credit cards (additional fees apply). Returned checks will incur a fee of \$25.
7. We accept payment through the Colorado Child Care Assistance Program (CCCAP). For CCCAP questions contact Gilpin County Human Services: 303-582-5444.
8. Our program closes at 6:00 PM. Parents whose students remain past 6:00 PM will pay overtime fees: **\$1 for every minute** after program closes (per student). Participant may be withdrawn if three overtime charges occur. Please contact the front desk if

you are going to be late.

IRS STATEMENTS

GCPR can provide a camp receipt for tax purposes. We also suggest that you keep a record of your payments as an accurate account of your camper care expenses. The Gilpin County Taxpayer Identification number is 84-6000768 for the Camper Care Expenses form.

PROGRAM EXPECTATIONS

Parents may expect that:

- o Their campers are cared for in a safe, supportive environment.
- o They are encouraged to share ideas, feedback and concerns with the Youth Programs Coordinator.
- o They will be contacted to discuss and address any challenging behaviors.
- o Their camper will be engaged in a variety of high quality enrichment activities all day long!

The program expects that parents will:

- o Read all distributed materials.
- o Pay fees on time as explained in the Program Payment section.
- o Keep the camper's records up-to-date.
- o Drop off and pick up campers on time.
- o Follow the health policy as explained in the Health and Safety section.
- o Contact the program if their camper will not be attending on a scheduled day.
- o Cooperate in efforts to address challenging behaviors.

Campers may expect:

- o To have a safe, caring, supportive and consistent environment.
- o To use all the program equipment, materials, and facilities on an equal basis.
- o To receive respectful and fair treatment.
- o To have discipline that is constructive and non-punitive.
- o To receive nurturing care from staff members who are actively involved with them.
- o To have a variety of recreational opportunities for learning, fun and growth.

The program expects that the campers will:

- o Be responsible for their actions.
- o Follow program rules.
- o Remain with the group and program staff at all times.
- o Take care of materials and equipment used.
- o Refrain from using abusive language and other unacceptable behavior.
- o Show respect and kindness to the other campers and staff through action and words.

Our goal is to create a safe, respectful and positive community where campers can thrive. Please review these expectations with your campers.

HOW THE PROGRAM WORKS

ATTENDANCE

Upon arrival and periodically during the day attendance will be taken to confirm a camper is present and accounted for both on and off site at all times.

In the case a camper does become lost, staff will notify the parents and local authorities immediately. Any lost camper is reported to the police and department of Social Services. When planning events and activities, a list of names will be left at the front desk with a note indicating the specific location of the group.

DROP-OFF AND PICK-UP

Parents may drop-off or pick-up their camper(s) at any time throughout the day between 7:30 AM and 6:00 PM, except on field trip days. All campers must be present by **9:00 AM** on field trip days to ensure timely departure.

If parents will be dropping off after 9:00 AM or picking up earlier than 3:30 PM on a camp day other than field trip day, parents must inform camp staff and/or the Youth Programs Coordinator. This is so we are able to let you know where the camp will be located.

GCPR and the state requires that each camper be signed in and out each day by a parent or other person with written authorization. GCPR accepts responsibility as the camper care provider upon the parent's signature on the daily sign in/out sheet. Campers can be found in the designated camp room assigned at each facility.

If campers are not in the room staff will leave a sign stating where the campers are and their estimated return time. If a camper is walking in by himself/herself, a **Walk To and From form** must be completed and the camper must be responsible for signing himself/herself in to the program. **This option is only available for 3rd – 6th grade campers.** Younger siblings of 3rd-6th graders with this form are allowed to walk to camp with his/her sibling, **but the older sibling must sign in the younger.** Parents may not leave a camper at a GCPR program site unless staff is there to supervise the camper.

Parents, or another authorized adult, are required to sign out their camper(s) every day of camp.

AUTHORIZED RELEASE OF CAMPERS

Campers will be allowed to leave with persons other than the parent only if permission has been given on the Emergency Consent and Release form, in writing, or by phone message from the parents in case of an emergency. When an unauthorized individual seeks the release of a camper, the program supervisor will be contacted along with any parent or guardian to ensure the camper's safety. If your camper attends extracurricular activities or has any other kind of arrival/departure time changes please contact the Youth Programs Coordinator.

VISITORS

All visitors must sign in and provide identification when visiting the program. GCPR Youth Programs welcome all visitors. Prior notice is not required but is appreciated to ensure safety and our availability.

PROGRAM CLOSING TIME

Our program closes at 6:00 PM. Parents whose campers remain past 6:00 PM will pay overtime fees: **\$1 for every minute after program closes (per camper)**

If parental/guardian contact is not received 5 minutes after closing time, staff are required to call parents (if possible) and exhaust all emergency phone contacts to ensure camper's safe pick-up. If no contact is made within 30 minutes, staff will follow this procedure to alert proper supervision: Youth Programs Coordinator, then Assistant Director.

The camper may be withdrawn from the program if three overtime charges occur. If all contacts are exhausted and parents and emergency contacts cannot be reached within 30 minutes of closing the Youth Programs Coordinator will contact the Gilpin County Sheriff's Office to handle the situation.

MEALS AND SNACKS

Campers are required to bring two snacks and a lunch to camp every day. We encourage those snacks and lunch to be healthy and nutritious. Please pack a healthy, low sugar and balanced meal.

Lunches will not be refrigerated; therefore, we ask that you send lunches with an appropriate ice pack. **Please mark all lunch boxes/containers with the camper's first and last name.**

During camp, campers will take part in occasional food parties and cooking projects. **Please inform the Youth Programs Coordinator of any food allergies** prior to your camper attending camp.

MEDIA AND VIDEOS

The use of media will be permitted only with the written approval of each child's parent/guardian; including time limits. These activities will not contain inappropriate content. Parents/guardians will be asked to sign a permission form authorizing their child to watch a video prior to doing so. All children will be provided an alternative activity once they lose interest in the media activity.

TRANSPORTATION OF CAMPERS

The GCPR Youth Programs use transportation to go to and from locations away from the designated facility. GCPR will use transportation (10 passenger bus) that is insured by the County or will contract with a transportation company that can provide written proof of insurance that will stay on file at the Community Center.

An Emergency Consent and Release form shall be read and signed by parents or

guardians before a participant is allowed to be transported in vehicles.

The GCPR staff will enforce the following transportation safety policies:

1. Passengers shall be instructed and required to keep the seat belt properly fastened and adjusted.
2. Conversation should be kept at a low volume, as to not distract the driver during transport.
3. The name of the driver, method, itinerary, and destination will be posted for any field trip.
4. The Youth Camps will meet state regulated ratios at all times in the vehicles.
5. Children will be loaded and unloaded out of the path of moving vehicles.
6. Children will not be permitted to stand or sit on the floor of a moving vehicle and their arms, legs, and heads will remain inside the vehicle at all times.
7. Children will not be left unattended in the vehicle.
8. Transportation arrangements for school-age children will be by agreement between Gilpin County Youth Camps and the child's parent(s) as to the mode of transportation. Staff will monitor the arrival of expected parents and follow up on their whereabouts if they are late.
9. A first aid kit must be in each vehicle in which children are transported.
10. Emergency information must be kept in each vehicle in which children are transported.
11. A roster of all passengers will be left with our recreation desk for verification.

FIELD TRIPS

Parents will be notified in advance of all field trip destinations, departure times and return times. Please note that all schedules are subject to change!

If a camper arrives late after the group has left for an excursion the parent is responsible for the care of that camper. Campers must conduct themselves respectfully during all field trips. Campers that behave inappropriately on a field trip may be suspended from future excursions.

Any emergencies that occur on the road or during field trips will be handled in the following manner: move all campers to a safe place, contact 911 if it is a life threatening emergency, contact the program supervisor, contact the parents.

BEHAVIOR AND DISCIPLINE POLICY

Youth Programs staff use the positive techniques of guidance, including logical or natural consequences applied in problem situations, redirection of children to more acceptable behavior, anticipation of and elimination of potential problems and encouragement of appropriate behavior rather than comparison, competition, or criticism. Consistent and clear rules are established. Staff members encourage the children to solve the problems rather than imposing a solution. The Staff helps children to recognize and respect each other's feelings. Staff members encourage pro-social behavior such as cooperation, helping, taking turns, and constructive verbal communication to solve problems. The goal is to help children internalize rules and become self-directed in their behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other campers, abuses the staff, or ignores or disobeys the rules which guide behavior during program time. If a camper cannot adjust to the program setting and behave appropriately, then the camper may be discharged.

Reasonable efforts will be made to assist campers to adjust to the program setting. Disruptive behavior will be handled in the following manner:

1. A staff member will verbally redirect the camper's behavior.
2. If the disruptive behavior continues or repeats, a staff member will speak with the camper and will decide upon an appropriate natural consequence such as a brief time-out.
3. If the behavior continues or repeats, a staff member will work with the child to complete a "Think about it" sheet.
4. If the behavior continues or repeats, the Youth Programs Coordinator will be notified and will speak with the camper. A Behavior Report will be completed and sent home.
5. If the behavior continues, parents will be contacted and an incident report will be written by the staff member and filed with the camper's enrollment information.
6. If a camper receives three written Behavior Reports the camper will be suspended effective at the end of the day of the third report. During the first week of the camper's suspension, the parents and caregiver will meet in a conference setting in order to determine the conditions for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the camper is withdrawn from the program or is discharged.
7. If the camper is reinstated in the program and receives a fourth behavior-related incident report, the Youth Programs Coordinator may suspend the camper immediately and notify the parent to pick up the camper. The camper will be discharged from all youth programs effective the next day. Parents will not be responsible for payment for any tuition after the date of discharge.
8. If the severity of a problem is great enough that it could endanger the safety of the camper or other campers in the program or any staff, discharge will be effective immediately. This includes any type of physical abuse inflicted by the camper on staff or other campers.

A camper may also be discharged if he/she is picked up late three times without notification.

Any camper will be refused entrance if payment and forms for the program are not up to date.

WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their campers from the program must provide a statement in writing at least two weeks prior to discontinuing the service.

Tuition will be due for the balance of any outstanding charges.

ABSENCES

If your camper will not be attending the program because of scheduled appointments, vacations, or other planned absences, please notify the staff in advance (see cancellation policy). If your camper is ill, please call the program staff (either at the program site or offices) to notify us. Messages may be left on voicemail.

Absences without prior notification may be mistaken for a missing camper and unnecessary concern and time may be spent searching for the camper. If a camper does not arrive at the program as intended, the staff will contact the parents.

HEALTH AND SAFETY

If your camper has a known medical condition (nut allergy, asthma, diabetes, seizure disorder, etc.) please contact the Youth Programs Coordinator. Please provide necessary medication and appropriate forms for its use via your healthcare provider.

If a camper has any one of the following conditions, the parent will be notified to pick up the camper immediately: **contagious disease, fever over 100F, vomiting or diarrhea, or an accident requiring medical attention.**

In case of **serious accident or illness**, parents of the camper will be called immediately. In serious cases, the camper will be taken to one of the local hospitals by an emergency vehicle for treatment and the parents will be called as soon as possible. Staff will contact Timberline Fire Department who assumes the immediate care and responsibility if parents are not on the scene. Medical expenses will be the responsibility of the parent or legal guardian.

Staff are to make every effort to keep a camper from getting into a car with a parent or guardian under the **influence of drugs or alcohol**. They will call the Sheriff's Department to give the camper and parent a ride home. Staff will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol.

The program's license **requires staff to report suspected cases of child abuse** to local authorities. This includes the reporting of neglect or parents who appear to be impaired by drugs or alcohol.

Smoking is not permitted in the Gilpin County Community Center.

SICK CAMPERS

If your camper is absent due to illness during one or more of the scheduled attendance days the family is still responsible for payment.

No credits or refunds will be given for sick days. Exceptions can be made in case of prolonged illnesses with a doctor's letter. All final decisions will be made by the Youth Programs Coordinator.

ACCIDENT REPORTS

If a camper is involved in a minor or major accident while at camp, the staff will complete an Accident Report, which will be sent home with the parents or guardians. This report will also remain on file.

DISTRIBUTION OF MEDICATION

When a camper must take a prescription or over-the-counter medicine the parent must provide a completed, signed medication authorization form. Please contact the Youth Programs Coordinator for this form.

The medication must be provided in the original container accompanied by the doctor's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one-month supply should remain at the program at any time. All medication will be stored in a locked box accessible only to staff trained in medication administration.

SUNSCREEN

Youth Camp staff will supervise and assist in applying sunscreen to children, as needed. Bring sunscreen with your child's full name on it (waterproof, and all-day formulas are recommended). Please make sure your child is wearing sunscreen when he/she arrives to the camp. Sun hats and/or sunglasses are also recommended.

INCLEMENT WEATHER

In the case of inclement weather campers will be allowed to play outdoors in temperatures above 25 degrees F (when dressed appropriately), and as hot as 100 degrees F (when proper shading and hydrating conditions exist). Otherwise campers will be required to play indoors. If we feel weather conditions create health hazards to program participants and staff (i.e. tornados, flooding, etc.) we reserve the right to close the program for safety precautions.

EMERGENCY PLAN

In case of an emergency or natural disaster Youth Camp staff will bring the participant roster and emergency information to keep all children accounted for, and adhere to the following procedures:

Floods

- Remain calm. Move to a safe location if conditions further deteriorate. Provide any first responder emergency care as it is needed (CPR, First Aid, etc.)
- Call emergency authorities to report the situation and request help if needed.
- If a District vehicle is safe for transportation, use it cautiously to transport participants to safety. If necessary, wait for emergency medical vehicles for transportation.
- Call Recreation Coordinator or Recreation Supervisor.
- Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called if necessary.

Tornadoes

- If indoors—find a basement or a room with no windows (i.e. gymnasium, inner classroom, etc.)
- If outdoors—exit vehicle, lay flat on the ground in a ditch.
- Locate the safest place, take attendance, call local authorities/emergency services.
- Call Recreation Coordinator.
- Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called if necessary.

Fire

- Direct campers to move quickly and orderly to the designated exit.
- One staff will check restrooms.
- All participants will walk in an orderly manner to the outside area—one program leader will lead, one will bring up the rear.
- All campers will be counted. Emergency personnel will be notified of any camper missing.
- The group will stay in the designated area with the campers until emergency personnel give further instruction.
- Monthly drills will be practiced.

Blizzard

- If blizzard conditions exist to the degree that parents cannot pick up their children, the Youth Camp staff will continue to provide services and program operation will continue until conditions make pick-up possible. Additional payment may be requested.

Bomb or terrorist threat:

- Youth Camp staff will take the necessary precautions outlined in the Colorado State Regulations. Staff will escort children to the safest possible location.

Someone appearing on or in the premises with a firearm:

- The emergency number (911) will be called and campers will be taken out of danger, following Standard Response Protocol (SRP) procedures.

FAMILY REUNIFICATION IN AN EMERGENCY

In the case of an emergency where children need to be moved to another location, the following efforts will be made to contact the parents or other authorized person to pick up the child:

- Before leaving, if possible, staff will post a sign on the front door of the Community Center telling the parents where the children are and a phone number for them to make contact. A staff phone number may be listed, as well as a number for the location. Also, the Sheriff 's Office will almost always have alternate means of communication. That number is: 303-582-5500.
- The Sheriff's Office will be called as soon as possible to let them know where the children are.
- Once the camp has arrived at the alternate location, staff will begin contacting the children's parents, guardians, or emergency contacts.

- When someone comes to pick up a child, staff will verify that they are an authorized person to whom the child may be released by checking their Driver's license or other identification and comparing it to the child's authorized pickup list.
- If a parent or other contact cannot be reached, the child will never be left unattended. Staff will stay at the location until someone can be reached. If it is an extended length of time after the emergency is lifted, the child may be released to the Sheriff's Department or to Human Services. Human Services phone number is: 303-582-5444.

Below is a list of alternate locations where the children may be moved depending on the nature, location, and magnitude of the emergency:

- Exhibit Barn: 303-582-9106, 230 Norton Drive, Black Hawk, CO 80422
- Gilpin RE-1 School: 303-582-3444, 10595 CO-119, Black Hawk, CO 80422
- Justice Center: 303-582-1060, 2960 Dory Hill Road, Black Hawk, CO 80422
- Library: 303-582-5777, 15131 Highway 119, Black Hawk, CO 80422

PROGRAM LICENSING

The GCPR Summer Camp Program is licensed by the State of Colorado, therefore we are held to high safety and programming standards. A copy of the Rules Regulating School-Age Child Care Centers (7.712) is available for your viewing at all times. Please contact the Youth Program Coordinator for more information.

REPORTING CAMPER ABUSE/LICENSING VIOLATIONS

All staff at the Gilpin County Community Center and Youth Camps are considered "mandatory reporters" by the state, and must, by law, report any suspicion of abuse or neglect of any child to the Colorado Department of Human Services. You too have the right, and are encouraged, to report any suspicion of abuse or neglect of any child, by anyone.

Colorado Child Abuse and Neglect Hotline: 1-844-CO-4-KIDS (1-844-264-5437)

FILING A COMPLAINT

If a parent has a complaint about an action taken by a staff member, or about an incident observed in a particular class, the parent should first talk directly with the staff member involved. If the parent does not feel comfortable doing this, or feels that the talk was not productive, he/she should then speak to Jacob Rippey, the Gilpin County Youth Camp Director.

If a parent is still not satisfied, he/she may call the State of Colorado Department of Human Services, Division of Child Care: (303)866-5958, or write to: 1575 Sherman, Denver, CO 80203