

Parent Handbook 2017

Gilpin County Youth Camps (GCYC) provides licensed childcare for children in Gilpin County in a safe and convenient environment. Our goal is to provide engaging and affordable care to children ages 5 - 15.

Camp Location and Contact information:

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@co.gilpin.co.us
License #: **1518618**
(Colorado Department of Human Services)

General Information & Guidelines

Days: Monday, Tuesday, Wednesday, Thursday, and Friday
Afterschool hours of operation: Monday – Thursday, after school until 6pm
Fridays, Summer days, and Holiday camp: 7 a.m. – 6 p.m.
Ages: 5 – 15
Supervision: Staff-child ratios meet or exceed the Colorado Department of Human Services licensing requirement. Enrollment is limited to 30 children at any given time.

Children should bring:

- Snacks, if on a restricted diet
- Lunch for all-day camps
- Swimming suits & towels for afterschool on Tuesdays and Thursdays, and every day for all-day camps.

We will not be offering childcare on the following dates:

Labor Day
Thanksgiving Day
Friday after thanksgiving
Christmas Day
New Year's Day
Memorial Day

Rules and Guidelines:

1. Registration:

- Gilpin County Youth Camps is a licensed program, and we are required by the Colorado Department of Human Services to keep a record for each child with all of the information on the registration form.
- We are also required 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/vaccine-exemptions>
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.

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- Please fill out the registration form completely and provide a copy of your child(ren)'s immunization record so that we are in compliance with the CDHS rules and regulations.
- Please make every effort to pre-enroll and pay the week before you wish your child to attend the Gilpin County Youth Camps (GCYC). This allows us to better prepare activities, schedule staff, and acquire materials for all of the kids.
- **Only children registered for the afterschool program will be allowed on the bus to the Community Center.** The bus driver will have a list of children in the program and will only allow the children on the afterschool roster to board. Children not on the list will be returned to the Principal's office and the parent will be contacted to pick them up. There will be no exceptions, to ensure the safety of the children.
- The GCYC 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.
- Enrollment is limited to up to 30 children from ages 5 – 15 at any given time.
- We reserve the right to expel any child who does not follow the General Facility Use Guidelines or demonstrates behavior that is harmful to themselves, others or the facility.
- Registration and all communications in regards to this program should be through the Gilpin County Community Center.

Late Registrations & Late Cancellations /No Shows:

- We realize that there can be unforeseen changes to your day. Please contact us as soon as possible if your child needs afterschool care. If before 12:00 p.m., we will add your child to the bus roster. If after noon, please contact the school directly to add them to the bus roster.
- If a child is enrolled, but will not be able to participate that day, please contact the community center by noon. If we are not notified by that time, you will still be charged for that day, as we have previously staffed with your child in mind.

Pick Ups & Late Pick Ups:

- Children must be picked up at the Gilpin County Community Center by 6pm. Please contact the Gilpin County Community Center if you are going to be late for any reason.
- If your child has a class or other program during or directly after the afterschool program, the parent must let us know at the time of registration for that day so we can make arrangements to get them there.

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- At the end of the day, the Camp Staff will verify that each child has been signed out and picked up before they leave the building. If there is a child who has left without a verified signature signing them out, staff will first contact the authorized guardian. If they cannot contact them or if the guardian does not know where their child is, the staff will search the building. If they cannot locate the child, they will contact the guardian again before calling the police.
- In the event a child is not picked up, and the Youth Camp is not contacted by the parent, the Youth Camp staff will notify each person on the authorized pick-up list until someone can pick-up the child. If the authorized people on the list cannot be contacted, a guardian cannot be reached, and it is 30 minutes past closing time, the police department and child protective services must be contacted. Please contact us immediately if there is an emergency situation that prevents a parent/guardian from promptly picking up a child to avoid this.

Goals and Objectives

Gilpin County Youth Camp’s overall goal is to provide safe, convenient, and affordable activities and care to children ages 5-15, that support and help each child develop to his/her fullest potential — emotionally, physically, mentally, and socially.

Objectives:

- Promote self-esteem through positive interactions between children and camp staff; with developmentally appropriate learning and recreational experiences and activities, through attention to children’s needs and interests, with positive attitude, respect and acceptance.
- Help children learn to organize and deal with feelings and emotions.
- Help children develop coping strategies, such as those involved in positive conflict resolution – expressing feelings and concerns, negotiating, and compromising.
- Create an environment that encourages cooperative play.
- Provide developmentally appropriate activities to promote growth and refinement of fine and gross motor skills.
- Provide opportunities for each child to express his/her ideas through different learning opportunities and experiences (painting, dramatic play, woodworking, water play, music and science.)
- Create an environment where children’s thoughts, ideas and concerns are accepted and appreciated.
- Create an environment that provides and supports language both written and oral.
- Create an environment in which each child feels safe and comfortable offering his/her own ideas.
- To create an environment in which each parent and child feels welcomed and valued.
- To provide awareness of child development practices.
- To provide an environment where families are supported and a sense of community is nurtured.

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Payment Policy

The main focus for our youth programs is to provide quality care for your children, no matter what. However, in order to schedule an appropriate number of staff, plan better activities, and prepare a budget, we request that you please abide by the following policies regarding payment:

- In order to reserve your child’s place in our program, payment must be received at the time of enrollment, for all days enrolled.
- Children may be enrolled up to one month prior to the day of care.
- In order to receive a refund, notice should be given to the community center as soon as you are aware that your child will be absent on a day that they are enrolled.
- **Refunds will not be given with less than 4 hours’ notice** of your child’s absence. If you need to submit notice of absence while the center is closed, please leave a voicemail at the community center, and email the Youth Programs Coordinator, Jacob Rippy.
- By default, refunds will be issued as account credit.
- Returned checks will incur a fee of \$20.
- Late pick-up fee: If you are more than 5 minutes late to pick up your child, you will be charged \$5 initially, and an additional \$5 for every 15 minutes that you are late.

Rates

Summer, Friday, and Holiday Camps

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|---|---------|
| Full day pre-enrollment (Payment received 14 hours or more in advance): | \$32.00 |
| Full day drop-in (Payment received less than 14 hours in advance): | \$38.00 |
| \$5/day discount for additional children (full days only) | |
| Half day pre-enrollment: | \$16.00 |
| Half day drop-in: | \$19.00 |

After School Care

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|-----------------|---------|
| Pre-enrollment: | \$6/day |
| Drop-in: | \$8/day |

We accept checks (made out to G.C.P.R.), most credit cards, and cash for payment.

We also accept payment through the Colorado Child Care Assistance Program (CCCAP). *You must make arrangements through the CCCAP, and track your child’s attendance each day they attend. If we do not receive payment from CCCAP for your child, you are responsible for payment.*

If you require an exception to any part of this policy, please contact Jacob Rippy at the community center.

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Medical Forms

At the time of admission, the Youth Camp must have a current medical statement and immunization report on file for each child. Immunization reports must be updated as your child receives new immunizations.

Safety

GCYC is committed to children's safety and has a procedure for identifying where children are at all times. Staff are thoroughly trained in safety and emergency procedures, first aid, CPR, standard precautions, and effective surveillance. Accurate attendance records and sign-in sheets are maintained and utilized to determine who is in attendance at the camp at any given time. It is absolutely necessary for children to be signed out by a parent/guardian or pre-authorized adult. Furthermore, counselors are responsible for knowing where children in their care are at all times.

Discipline

GCYC 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. The 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.

Gilpin County Youth Camps reserve the right to dismiss any child due to circumstances that indicate the child's needs can no longer be met. This will occur only after parents and staff have consulted.

Signing Children Out

Only the people designated by the parent/guardian on the Youth Camp Registration form may pick up the child/children. The Youth Camp must receive written notice from the parent/guardian prior to anyone other than those listed trying to pick up the child before he/she will be released. **The Staff will not release a child to anyone not on their authorized list.** Any authorized person(s) unfamiliar to staff on duty, attempting to pick up a child, will be asked to provide photo identification.

Visitors and Volunteers

Parents are encouraged and welcome to visit their child at the program any time during the day. All visitors are required to show identification and must sign in at the front desk. The visitors will not be included in the staff count for ratios.

Notification of Illnesses, Accidents and/or Injuries

The Youth Camp staff are present at all times and hold First Aid and Infant/Child CPR certifications.

For serious accidents, incidents and emergencies, all camp staff activate the emergency procedures outlined below:

- For accidents that are not life threatening, but require medical attention, the Youth Camp staff will immediately notify a parent/guardian. If the parent/guardian(s) cannot be reached, emergency contacts will be notified. If the staff cannot reach any of the

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emergency contacts, the injured child's physician will be contacted and appropriate actions taken.

- Should a life-threatening accident occur, the Youth Camp staff will immediately contact 911. After emergency assistance has been requested, the parent/guardian will be notified of the situation. If necessary, the child will be transported by ambulance to nearest hospital or other medical center specified by parent on emergency information form or EMT on site. GCYC maintains a parental consent form that gives permission for medical care in an emergency situation.
- An incident/accident report will be completed and filed by the Youth Camp staff member who is most involved in the emergency and signed by the injured child's parent/guardian.

For minor injuries:

- The GCPRYC staff will handle the everyday bumps and bruises that occur.
- Parents are notified when they pick up their child of any minor incidents and are required to sign an injury report that has been prepared by a Youth Camp staff.

Notification of Illness

A child with any of the following symptoms: a fever of 100 degrees or higher, has diarrhea, is vomiting, or has symptoms of a contagious disease, must be sent home. The ill child may return to the Youth Camp 24 hours after the last episode of fever, vomiting or diarrhea. If a child becomes ill during the day, he/she is immediately separated from the other children and a parent or other authorized person is notified. It is expected that the ill child will be picked up as soon as possible. If the ill child is not picked up within one hour of notification, the Youth Camp staff will begin to notify the persons on the ill child's authorized pick-up list.

Absences due to illness

A Youth Camp staff member must be notified by phone if a child is ill, especially if the illness is communicable. The Youth Camp staff will post a notice of any reported communicable illness (confidentiality is respected) to notify the parents of all children that may have been exposed.

Storing and Administering Medication

Prescriptive and non-prescriptive medication for ears, eyes, oral medication, medication of lacerations or severe burns, and individual special medical procedures can be administered only on written order or prescription from a physician to the child's parent(s) or guardian(s), or to the center, with knowledge and written consent of the parent(s) or guardian(s).

Medication must be kept in the original container. Prescriptive medicine containers must bear the original pharmacy label that shows the prescription number, name of medication, date filled, physician's name, child's first and last name, and directions for administration. Medication must be signed in on a medication log by the parent or guardian for the staff to administer. Medication must be stored in a locked box in the classroom. It cannot remain in a child's backpack or cubby space. When no longer needed, medication will be returned to the parent/guardian or destroyed according to the Youth Camp policy and procedures.

Snacks

The kids are hungry when they get here after school, and they do much better when they have had a snack. We always appreciate donations of pre-packaged, sealed, bulk snacks to the program. Items like cheese crackers, Goldfish, sandwich crackers, etc., are great to have on hand. This

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helps us to keep the cost of the program to a minimum. Due to allergies, no peanut products please!

Special Dietary Request

Children with food allergies must indicate which types on the Youth Camp medical form. We will do our best to accommodate, but special diets may require that some foods be brought from home.

Field Trips, Television and Video,

- Field Trips - On some days of camp, an off-premise activity or field trip will be planned. Parents sign a Field Trip Permission form for each trip, due by the day of the trip. Adult to child ratios may be adjusted based on the nature of the activity, but will always be no less than required by Colorado State regulations.
- Television and Video Viewing - Children will be engaged in developmentally appropriate activities that will normally exclude the viewing of television 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 violence or 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.

Children's Safety Riding In A Vehicle

- The Youth Camps staff will obtain permission from parents/guardians for any transportation of children during the hours the children are in the care of the staff. The name of the driver, method, itinerary, and destination will be posted for any field trip.
- The Youth Camps will meet state regulated ratios at all times in the vehicles.
- Children will remain seated and wear a seat belt at all times.
- Children will be loaded and unloaded out of the path of moving vehicles.
- 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.
- Children will not be left unattended in the vehicle.
- 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. GCYC staff will monitor the arrival of expected parents and follow up on their whereabouts if they are late.
- A first aid kit must be in each vehicle in which children are transported.
- Emergency information must be kept in each vehicle in which children are transported.

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Children's Personal Belongings and Money

Children will be provided a space to keep their personal belongings. All items must be clearly labeled with the child's first and last name. Parents are asked to provide their child/children with the following items:

- Special dietary snacks
- Swim suit and towel on Tuesdays, Thursdays, and all-day care (Summer, Fridays, holidays).
- Sunscreen, hat, water bottle, and sweater/jacket during the Summer Camp Program.

Money: Money should not be brought to the program or kept in the child's belongings during program hours without the knowledge of staff.

If parents wish to allow their child(ren) to purchase food from vending machines or the front desk, they must provide written authorization to the staff. It is also advised that staff hold the money.

Toys & Electronics: Children should not bring any expensive or electronic devices such as CD players, portable game systems, tablets, e-readers, etc.

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

Lost Children and/or Other Emergencies

All children are under direct supervision at all times. However, if a child is lost from the group, the camp, and/or Community Center, the Youth Camp staff will immediately notify the local authorities and the child's parent/guardian(s). Within 48 hours, the Youth Camp will submit a written report to the Colorado Department of Human Services.

Inclement Weather/Dangerous Conditions

The program will make every effort to remain open in adverse conditions. However, in the event of severe weather or other dangerous conditions, it may be necessary to close. In the event of closure, updated information will be available at the Gilpin County Community Center (303-582-1453), or on our website: **www.gilpinrecreation.com**. In the event of excessively hot weather, the children will be kept inside the air-conditioned Community Center. All outdoor activities will be limited or canceled. The camp counselors, on a day-to-day basis, will make decisions on whether or not activities will take place outside.

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

- **In case of a building fire:** Staff members will evacuate children to an area well away from the building according to our practiced evacuation procedures.
- **In case of a tornado:** Staff members will escort children to the downstairs locker rooms.

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- **In case of a flood:** Staff members will evacuate children to high ground well away from the flood area.
- **In case of a 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 required.
- **In case of a bomb or terrorist threat:** GCYC will take the necessary precautions outlined in the Colorado State Regulations. Staff will escort children to the safest possible location.

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: All of the children's information must be with the children and camp staff at all times. In the Leader's notebook, there is a list of all children registered in the program along with their contact and emergency information.

- Before leaving, if possible, 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, but also leave a number for the location. Always make sure that the Sheriff's Office phone number is also included as they will almost always have alternate means of communication. That number is: 303-582-5500.
- Call the Sheriff's Office as soon as possible to let them know where the children are.
- Once you have arrived at the alternate location, begin contacting the children's parents, guardians, or emergency contacts.
- When someone comes to pick up a child, verify that they are an authorized person to whom you can release the child by checking their Driver's license or other identification. You may also ask the child if they and their parent's or emergency contacts have a code word to use to check that they are a legitimate emergency contact.
- If a parent or other contact cannot be reached, the child should never be left unattended. Stay at the location until someone can be reached. If it is an extended length of time after the emergency is lifted, the child can 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
- Gilpin RE-1 School: 303-582-3444
- Justice Center: 303-582-1060
- Library: 303-582-5777

Children with Special Needs:

All children with special needs should have a Health Care Plan upon admittance to the Program including the following information:

- All Doctors and their contact information
- All Emergency Contacts
- Emergency Treatment instructions
- Severe Allergy Information
- Medication Administration in Child Care form
- Special Equipment and instructions
- All Medication and treatment logs

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- If there is an emergency and the children need to be relocated, every effort will be made to keep all of the information, Health Care Plan instructions, equipment, and medication with the child.
- Children with special physical needs will be moved by a designated Youth Camp Staff. If not enough staff are available, another Community Center staff member will assist with moving that child.
- All needed medications, information, equipment, and instructions will be inventoried before leaving the facility and rechecked upon arriving at the new location.
- Gilpin Ambulance will be contacted @ 303-582-5499 to inform them of the location of a special needs child as well as to get any instructions as to what needs to be done to sustain their care in the case of an extended evacuation.
- All measures will be taken to contact the child's parents and health care providers to verify all of that child's needs are taken care of.
- Medication and care logs will be maintained while at the emergency facility.

Filing a Complaint

- If a parent has a complaint about an action taken by a GCYC 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 Camps 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

Reporting Child Abuse

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)

No Smoking Policy

It is the policy of the GCYC to provide a smoke free environment for all children, staff, and volunteers. Smoking is not permitted in the Gilpin County Community Center.

Discontinuation of the Program

In the event the Gilpin County Parks & Recreation Department must discontinue the Youth Camp program, parents will be notified as soon as possible so that they may make other arrangements. The Gilpin County Parks & Recreation Department will refund any money collected that would be applied to any cancelled dates due to this closure.

Withdrawing a Child

If you wish to withdraw your child from the program for any reason, please notify the Gilpin County Parks and Recreation Youth Camp program. If a child is registered in our Youth Camp program and has not attended for one year, we will automatically archive their records.

Parent's Responsibility

By reading and signing the Parent Handbook, you are acknowledging that you understand all the rules, regulations and responsibilities you have as a parent of a child enrolled in our Youth Camp and Afterschool programs.

If anything is unclear, or if you have questions regarding any aspects of our program, your responsibilities, the rules and regulations, or any other information, please contact us as soon as possible. We are pleased to be available for your assistance. Please return *this page* to the Recreation Center at your earliest convenience. This must be received before your child can be enrolled.

Parent Signature Today's date

Parent Signature Today's date

Child #1 Date of birth

Child #2 Date of birth

Child #3 Date of birth