

*Gilpin County Parks and Recreation Youth Camps
After-School Program*

**Gilpin County Parks & Recreation Youth Camps
Parent Handbook**

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

Camp Location and Phone Numbers:

Gilpin County Parks and Recreation
Gilpin County Community Center
250 Norton Drive
Black Hawk, CO 80422
Phone (303) 582-1453
Fax (303) 582-5404
Director, Kathi Lambert

General Information & Guidelines

Days: Monday, Tuesday, Wednesday, Thursday, and Friday

Hours of operation: Time bus drops off the students until 6pm and Friday's 7:00a – 6:00p

Ages: 5 – 15

Cost: \$6.00/day for each child and \$32.00 for Friday's

Supervision: Staff-child ratios meet or exceed the Colorado Department of Human Services licensing requirement.

Children should bring:

- After-school snacks Mon. – Friday.
- Swimming suits on Tuesday, Thursday, and Friday.

We will not be offering childcare on the following dates:

New Year's Day
Martin Luther King Jr Day
Presidents Day
Memorial Day
Labor Day
Thanksgiving Day
Christmas Day

Rules and Guidelines:

1. Registration:

- The Gilpin County Parks & Recreation Youth Camp is a licensed program and we are required by the Colorado Department of Human Services to keep a record for each child with the information on the registration form. **We are also required to have a copy of each child's immunization records.** Please fill out the form completely and provide a copy of their immunization record so that we are in compliance with the CDHS rules and regulations.

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- Please make every effort to pre-registered and pay by Saturday for the following week you wish for your child to participate in the Gilpin County Parks & Recreation Youth Camps (GCPRYC). This makes it possible to know how many staff members we will need to supervise the children.
- **Only children registered for that day in the program will be allowed on the bus** other than the children on that regular bus route. The bus driver will have a list of children in the program and will not permit a child on the bus without their being on the list or on that route. Any child not on the list or on the route will be returned to the principal's office and the parent contacted to pick them up. There will be no exceptions for the safety of the children.
- The GCPRYC 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 not more than 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 at 250 Norton Drive / 303-582-1453.

Don't forget to pack a snack every day and a swimsuit & towel on Tuesdays and Thursdays.

Late Registrations & Late Cancellations /No Shows:

- If you need your child to be on the bus roster, please contact both the school and us as soon as possible so that we will know that your child will be on the bus.
- If a child is registered and will not be able to participate that day, please contact the community center by **noon** at 303-582-1453 so that we know that child is safe and accounted for. If we are not notified by noon of that day, you will not receive a credit and if you have not paid, you will still be charged for that day. **You must notify both the school and the Community Center so that we don't mistake your child as missing and begin location and authority notification procedures.**

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, 303-582-1453.
- If a child is leaving the Youth Camp to go to a 6pm swimming lesson or Tae Kwon Do class, the parent must let us know at the time of registration for that day.
- At the end of the day, the Camp Staff will verify that each child has been signed out and picked up before they leave. If there is any child who has left without a verified signature signing them out, staff will first contact the authorized guardian. If they cannot reach them or if the guardian does not know where their child is, the staff will first search the building. If they cannot locate the child, they will call 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 contacted can pick-up the child. When none listed are available, a guardian cannot be reached, and it is 30 minutes past closing time, the police department and child protective

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services must be contacted. Please contact us if there is an emergency situation that prevents a parent/guardian from promptly picking up a child to avoid the last step.

- All participants must have all GCPRYC Registration Forms completed, signed, and on file at the Community Center. This provides us with necessary contact information for the safety of your child.
- Parent, or other PRE-AUTHORIZED adult must sign their child out.

*Parents who are consistently late may be asked to withdraw
their child/children from the program.*

Goals and Objectives

Gilpin County Parks and Recreation Youth Camps' overall goal is to provide affordable activities and care to children ages 5-15 that support and help each child develop to his/her fullest potential—emotionally, physically, creatively 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 but most of all through attitude, respect and acceptance.
- Help children learn to reorganize 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 small and large 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.

Additional Goals:

- 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.

Returned Check Policy

In the event a check is returned for any reason, a returned check fee of \$20 will be added to all outstanding fees. Child/Children will not be allowed to return to the Youth Camp until contracted fees and all other additional fees have been paid in full or alternative payment arrangements have been made with GCPRYC.

Staff-Child Ratios

Our staff-child ratios meet or exceed the Colorado Department of Human Services licensing requirements.

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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 immunizations.

Identifying Where Children Are At All Times

GCPRYC are committed to children's safety and has the following procedure for identifying where children are at all times. 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.

Policy On Discipline

GCPRYC 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. They help 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 Parks and Recreation 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.

Releasing Children From The Camp

Only people designated by the parent/guardian on the Youth Camp Registration Form may pick up the child/children. If anyone other than those listed are to pick the child up, the Youth Camp must have a written notice from the parent/guardian before the child can be released. If the person is not listed, the staff member will not release the child to that person without this written notice. The parent/guardian or authorized contact person(s) will have to come and pick up the child. Any person(s) attempting to pick up a child will be asked to provide photo identification.

In the event an unauthorized person attempts to pick up a child they will be asked to leave the facility. If the person does not leave the property the local law enforcement authorities will be contacted.

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 and sign out on the guest register clipboard at the front desk. 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. Any camp staff member who becomes aware of a potentially dangerous situation will immediately inform the other camp staff members as to the specifics of the situation.

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

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- 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, designated persons on the injured child's emergency notification card will be notified. If the staff cannot reach any of the emergency sources, 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. GCPRYC maintain 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 contact 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, all 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 dosage. 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 and they do much better when they have had a snack. Many children forget their snack (or eating them for lunch.) We request parents to donate pre-

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packaged, sealed bulk snacks to the program to share with all of the children. Items like cheese crackers, goldfish, sandwich crackers, etc. would be great to have on hand. This helps us to keep the cost of the program to a minimum. No peanut products please!

Special Dietary Request

Children with food allergies or needing special diets must have a signed note from the child's physician. Special diets may require that some foods be brought from home.

***Field Trips, Television and Video,**

- **Field Trips -**
Parents sign a Field Trip Permission form before camp begins. On most days of camp, an off-premise activity or field trip will be planned. Adult to child ratios may be adjusted based on the nature of the activity, but will always be no less than required by Colorado standards.
- **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 wearing 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 GCPR Youth Camps and the child's parents as to the mode of transportation. GCPR Youth Camps 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.

***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:

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- Special dietary snacks
- Swimming suite and towel on Tuesdays & Thursdays

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

Toys: Do not bring any expensive or electronic devices such as CD players, Game Boys, Tablets, E-Readers, etc.

GCPR Youth Camps are not responsible for any lost, broken or stolen personal items.

***Inclement and/or Excessively Hot Weather**

The program will make every effort to remain open during inclement weather. In the event of situations involving severe weather, it may be necessary to close for safety reasons. In the event of closure, updated information will be available at the Gilpin County Parks and Recreation Office @303-582-1453 or on our website: www.gilpinrecreation.com. In the event of excessively hot weather the program's services will be provided indoors at the facilities on the Gilpin County Parks and Recreation Campus that contain a cool air system. 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.

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 notify the local authorities and the child's parent/guardian. Within 48 hours the Youth Camp will submit a written report to the Colorado Department of Human Services.
- In the event of a natural disaster the Youth Camp staff will adhere to the following procedures:
 - In case of a fire: Staff members will evacuate children to an area well away from the building by recognizing the evacuation procedures posted by the doors. Youth Camp staff will take the sign-in sheet and attendance will be taken in order to make sure that all children are accounted for.
 - In case of a tornado: Program participants will be directed to the closest room without windows, or other safe location. At the Gilpin County Community Center this will be the downstairs locker rooms. Youth Camp staff will take each child's emergency information and the sign-in sheet. Attendance will be taken in order to make sure that all children are accounted for. Parents will be contacted and asked to pick their child/children up.
 - In case of a flood: Staff members need to evacuate children to a high area well away from the flood area. Youth Camp staff will take the sign-in sheet and attendance will be taken in order to make sure that all children are accounted for.
 - 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.

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- In case of a bomb threat or terrorist threat or attack: CCMRD/GCPRYC will take the necessary precautions outlined in the Colorado State Regulations. Youth Camp staff will take each child's emergency information and the sign-in sheet. Attendance will be taken in order to make sure that all children are accounted for. Parents will be contacted and asked to pick their child/children up.

Filing a Complaint

- If a parent has a complaint about an action taken by a GCPRYC staff member, or about an incident observed in a particular class (or anything similar), the parent should 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: Gilpin County Parks and Recreation Youth Camp Director, Kathi Lambert, 303-582-1453 or e-mail klambert@co.gilpin.co.us
- 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, 1575 Sherman, Denver, CO 80203

Reporting Child Abuse

Child care providers are required by law to report suspected child abuse. If child abuse is suspected, the Director of the GCPRYC will be notified and will report to the appropriate authorities at Gilpin County Human Services, (303) 582-5444. If at any time a parent/guardian suspects child abuse they have the right to report this with the appropriate authorities.

No Smoking Policy

Due to the acknowledged hazards of tobacco smoke, especially to children, it is the policy of the GCPRYC 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 so that we can remove them from our records. If a child is registered in our Youth Camp program and has not attended for one year, we will automatically archive their records.