



Carbon Valley Camp Parent Manual 2019

<https://www.cvprd.com>

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IMPORTANT NUMBERS

Front Desk
303.833.3660

Youth Programs Coordinator
Bryce Simonds
303.833.3660 x 103
bsimonds@cvprd.com

Colorado Department of Human Services Division of Child Care
303.866.5958

CAMP LOCATION

Carbon Valley Recreation Center
701 Fifth Street
Frederick, CO 80530

WELCOME TO CARBON VALLEY CAMP!

Carbon Valley Camp is a state licensed camp program for school-aged children that is excited to spend an entire summer creating lifelong memories and cannot wait to meet you! We are committed to providing your child with a rewarding and memorable experience. We have hired role models for your children who will help build character, positive experiences and memories that will last a lifetime.

We believe that each child deserves to be happy and content with their camp experience. Our days are filled with a lot of different activities designed for ages 5-13. We ask parents to use their best judgment if enrolling a young child who is unaccustomed to a large setting with 30 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 combination of structured activities for the campers to participate in as well as supervised free time. In order to provide that environment, there are camp guidelines which all children will be expected to follow.

This parent handbook is designed to prepare and assist you with sending your child to summer camp. Please review this handbook carefully and review the camp rules and guidelines with your child.

PHILOSOPHY OF THE CARBON VALLEY CAMP PROGRAM

Each child is unique in their own way. At Carbon Valley Camp each child's interests and skills are valued and encouraged. We want to help children develop confidence in themselves while knowing that they are well supported.

"WHAT IS CARBON VALLEY CAMP'S PURPOSE"?

We are here to offer our communities' youth an opportunity to have the most memorable summers of their lives. With a combination of

- Fostering personal growth and instilling confidence and responsibility
- Encouraging friendships with opportunities from large group activities as well as small group activities
- Creating a warm welcoming community with caring staff members

Carbon Valley Camp is here to help our youth develop that love for camp while having the time of their life!

ELIGIBILITY FOR PARTICIPATION

All children must be 5 years of age as of the camp start date. The maximum age is 13 years of age as of the camp end date.

NON-DISCRIMINATION POLICY

Carbon Valley Camp does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation or any other status protected by law.

AMERICANS WITH DISABILITIES ACT

Carbon Valley Camp is committed to supporting individuals with disabilities and we are happy to discuss any special accommodations or adaptations necessary for participation. Please contact the Youth Programs Coordinator at 303.833.3660 x 103 by **AS SOON AS POSSIBLE** for assistance requests or inquiries.

REGISTRATION INFORMATION

Registration for summer camp is limited to **full-week** participants only. A non-refundable registration fee of \$50 per week session will be due at time of registration and will go towards the total fee. The remaining balance will be due before 9pm on May 7, 2019.

For example, when registering In-District for only Week 3 a non-refundable registration fee of \$50 will be due at time of registration, and the remaining balance of \$160 will be due before **9 pm May 7, 2019**. If registering In-District for Week 3 and Week 4 then a non-refundable registration fee of \$100 will be due at time of registration and the remaining balance of \$320 will be due before **9pm May 7, 2019**.

Registration opens at **7 am on Monday, February 4** for those classified as In-District families and **Monday, February 11** for Non-District families.

Registration can be completed online at cvprd.com or in-person at the Carbon Valley Recreation Center.

The registration deadline is when camp reaches maximum capacity (per state licensing regulations), or **11:59 pm May 1st** after which point the Early Bird Discount Rate will end and fees will resume full price. *We anticipate camp reaching max capacity quickly so please register immediately if you are interested in attending.*

CAMP FORMS

Carbon Valley Camps has created a checklist for all the camper forms that must be submitted.

- All camp forms must be completely submitted by **9 pm May 7, 2019**

PARENT MEETING

We strongly encourage you to attend the Parent Meeting scheduled for **6:30 – 8pm May 7, 2019** at the Carbon Valley Recreation Center. This is a great opportunity to meet the Youth Programs Coordinator and Camp Director. Details regarding activity schedules, field trips, and more will be shared along with rules/regulations and helpful tips for having a safe and fun summer.

REFUND POLICY

Refunds requested after May 8th are not guaranteed but will be assessed on a case by case basis. The registration fee of \$50 per week session is non-refundable. Refunds will not be given for missed days or vacations.

To request a refund, please contact the Youth Programs Coordinator.

WAITLIST POLICY

Waitlist registrations will be accepted on a first-come, first-serve basis. If a spot becomes available, participants will be contacted immediately by the Youth Programs Coordinator to register. Participants will have **24 hours** following notification to complete the registration process before the next participant on the waitlist is contacted.

HOURS OF OPERATION

Camp activities are programmed Monday - Friday from 9:00 a.m. to 4:30 p.m., with the exception of Memorial Day and July 4th. Before and after care is available beginning at 7:30 a.m. and ending at 6:00 p.m. There is no additional fee for before or after care, however, a late fee will apply for any pick-up after 6:00 p.m.

VISITOR AND VOLUNTEER POLICY

Parents and guardians are welcome to visit camp at any time. For the safety of all children in camps, if you are interested in volunteering/visiting a day of camp you will need to contact the Youth Programs Coordinator. The Coordinator will help you fill out a Volunteer Application and Background Check form. The volunteer will be responsible for the cost of the background check. This process can take up to two weeks. Please be sure to contact the Youth Programs Coordinator ahead of time if you'd like to volunteer at camp. Anyone not listed as a parent/guardian or emergency contact is considered a visitor.

All visitors will be required to sign in our visitor log with the following information and proper identification: Name, address, phone number, reason for visit, and identification.

AUTHORIZED AND UNAUTHORIZED PERSONS

Authorized Persons

It is required that all campers be accompanied to and picked up from camp by an authorized person. Parents and/or guardians will identify authorized persons when completing the required camp forms and may add additional authorized persons by notifying the Youth Programs Coordinator in writing at least one day prior. All persons attempting to pick-up a camper, Parents/Guardians included, will be required to show a picture ID.

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.

Unauthorized Persons

Staff will not release a camper to any unauthorized person. Written consent from the parent/guardian to authorize an additional person must be provided to the Youth Programs Coordinator at least one day in advance.

Bike/Walk Permission

Campers ten years of age or older may sign-in and sign-out alone if they have a signed "Bike/Walk Permission" on file at least one day in advance. Unless previously notified, staff will contact the parent/guardian at 9 am if a Bike/Walk-eligible camper has not arrived. These campers will not be allowed to leave camp until 4:30 pm.

CAMP ARRIVAL/DISMISSAL AND SIGN-IN/SIGN-OUT PROCESS

Location and Home-Base

Carbon Valley Camp at the Carbon Valley Recreation Center begins each day in the Multi-Purpose Room, which also serves as home-base.

When campers are not at their respective sites, a sign will be posted on the door as to where the campers can be located. Parents can also call the Camp Director or Youth Programs Coordinator to identify their location.

Arrival and Dismissal Time

Sign-in and sign-out is completed at the home-base of each site. Please plan to arrive to camp as early as 7:30 a.m. but no later than 9:00 a.m. Scheduled activities will end at approximately 4:30 p.m. and campers may be picked up anytime between 4:30 - 6:00 p.m.

Please plan to show a picture ID every day for sign-out.

****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.****

LATE ARRIVALS/EARLY DISMISSALS AND MISSED DAYS

Late Arrivals

Please plan to arrive no later than 9:00 a.m. In the event of a late arrival, please notify the Camp Director to identify where the camp is currently located.

Late Arrivals on Field Trip Days

Notice will be given as to field trip days and locations as well as departure and arrival times to and from the field trip. Please ensure campers arrive at camp by 9:00 a.m. Field trip transportation will not wait for late arrivals. 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. Campers may not be left at the Carbon Valley Recreation Center while the camp is on a field trip.

Early Dismissals

In the event you would like to pick-up your camper before 4:30 p.m., please notify the Camp Director to identify where the camp is currently located.

Missed Days

Please notify the Camp Director in advance as soon as possible of any days that will be missed due to illness, vacation, etc.

LATE PICK-UP AND FAILURE TO PICK-UP A CAMPER

Campers must be picked up no later than 6:00 p.m.

Late Pick-Up

In the event of an emergency where the camper will not be picked up by 6:00 p.m., please contact the Camp Director. If the Camp Director cannot be immediately reached, please contact the Front Desk at 303.833.3660.

Late Fee

A late fee of \$1 per minute per camper for every minute past 6:00 p.m. will be assessed for all campers not picked up by 6:00 p.m. If the late fee is not paid within 24 hours, the child will not be allowed back into camp.

Failure to Pick-Up a Camper

If a camper is not picked up by 6:05 p.m. a staff member will attempt to contact the parent/guardian or any emergency contacts. If by 6:30 p.m. a staff member has not been able to contact the parent/guardian or any emergency contacts, staff is required by the State of Colorado to call the police department to take custody of the child.

The camper sign-in/sign-out log provides a clear record of attendance and sign-in/sign-out times for documentation.

DRESS CODE

The Camp Dress Code mirrors the policies of most schools. No spaghetti straps, tube tops, two-piece bathing suits, short shorts, shirts that reveal the midriff or flip-flops (unless swimming). Also included is clothing that portrays inappropriate behavior, logos or language that could be offensive. Please dress children appropriately according to weather and activities such as gym time, field trips, and arts & crafts.

- All clothing should be comfortable and children should be able to handle it themselves
- Proper swim attire is required for swim days.
- Closed-toe shoes are required for all activities except swim.
- Campers will receive one Carbon Valley Camp t-shirt at the beginning of camp. The Carbon Valley Camp t-shirt must be worn on all field trips to assist staff in identifying campers.
- Parents are encouraged to pack extra clothes each day in case of a spill or accident.

Campers wearing inappropriate shoes or clothing may not be able to participate in activities.

TOILET TRAINED

Carbon Valley Camp require that youth be potty-trained and in underpants. We are not licensed by the state to change diapers or Pull Ups®. Please see the Youth Programs Coordinator if you have any questions.

HANDLING OF CAMPER'S BELONGINGS AND MONEY

Ultimately, each camper is responsible for any personal belongs brought to camp. Carbon Valley Camp is not responsible for any items that are lost, stolen or broken.

Please LABEL ALL ITEMS with camper's full name for this will help to reduce lost items. Please follow these tips regarding personal belongings:

What to bring to camp:

- A healthy, non-perishable sack lunch with drink (refrigerators and microwaves are not available for campers lunches, please use ice packs if needed).
- A healthy, non-perishable snack for both morning and afternoon
- Leak-proof, unbreakable, refillable water bottle
- Appropriate clothing which includes tennis shoes and socks. No sandals or open-toed shoes. Keep in mind, water games may be played on hot days so campers should NOT wear "good" clothes. A jacket or sweater may be needed on cool mornings. Camp is held indoors and out. A raincoat or poncho will be needed on rainy days.
- Bathing suit & towel
- Plastic bag for wet clothes
- Sunscreens and insect repellent – Children will be outdoors for a large portion of the day. Please apply sunscreen and bug repellent before arriving at camp. It is recommended that extra sunscreen and insect repellent is sent to camp every day. Please work with your child on how to reapply these applications. If you child has difficulties with this, please inform the camp director so staff can assist him/her.
- Backpack large enough to hold all items

What **NOT** to bring to camp:

- Toys
- Cell phones
- Money (Campers will not be allowed to make purchases)
- Electronics of any kind (iPods, tablets, etc.)
- Wheelie shoes
- Valuables
- Knives, guns or any other weapon

Please help us maintain a safe environment by not allowing your child to bring in any of these items. Any unauthorized item will be confiscated and held by the camp director until the end of the day. Any weapon brought to camp will result in the immediate removal of your child from camp for the duration of summer with the forfeit of all deposits.

LOST & FOUND

Lost & Found items will be held at home-base until the end of the week, when they will either be donated or thrown away.

MEALS AND SNACKS

Please provide a morning snack, lunch and afternoon snack for your child along with a labeled water bottle. Water will be readily available to campers at all times. Please follow these tips:

- Start at home with a nutritious breakfast.
- Clearly label all containers and bottles.
- Pack nutritious snacks and lunches.
- Snacks, meals, and drinks must not require any refrigeration, heating, or preparation.
- Use ice packs or frozen juice boxes in lunch boxes if items need to stay cool.
- For the safety of other campers, please try to avoid peanut based snacks or lunches. For this reason, campers will not be allowed to share snacks at any time.
- Campers are not allowed to have or chew gum at any time.

SUNSCREEN

Campers must provide their own (labeled) sunscreen each day. Staff will regularly announce to participants to apply/re-apply sunscreen and will directly supervise campers to make sure they are properly applying their sunscreen. Carbon Valley Camp provides SPF 50+ Equate and Rocky Mountain Sunscreen Kids SPF 50+ sunscreens if needed, provided the sunscreen waiver has been signed.

ACTIVITY SCHEDULES

Activities may include swimming, gymnastics, fitness, field trips, arts & crafts, performances, board games, sports, gym games, music & dance, individual & group games, or educational activities.

A daily schedule will be presented each morning alongside a printed copy of the week's schedule.

Swimming

All campers will have the opportunity to swim on Mondays, and Wednesdays. Access to specific pool areas is based on age and swimming ability. All campers will be swim tested on their first day of swimming in camp and will be issued a colored bracelet to wear in the pool to identify the area of the pool they have access to. The swim test will consist of swimming from the side of pool to lane rope and back. The procedure is required to ensure safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool and use the slide and diving board during camp time. Those campers that do not pass the required swim test will be restricted to designated areas of the pool. Campers will not be allowed to use the hot tub or steam room at any time.

Field Trips

All campers are required to wear their camp t-shirt on field trip days. The field trip's specific information will be provided in each week's activity schedule. The field trip schedule is subject to change.

Buses are provided to CVPRD for field trip transportation. Campers must follow the established rules and regulations. Field trip transportation will not wait for later arrivals. Staff will not transport any campers in their personal vehicles.

Please be advised the buses are not equipped with seat belts. All applicable safety rules are given to campers every time they board a bus. Staff will be dispersed throughout the bus to ensure campers are following rules and remain safe.

Video Viewing

In the event that any videos are viewed during camp, all videos will be viewed in accordance with federal copyright laws and will be G or PG-rated.

TYPICAL DAY AT CAMP

Each week is unique but follows similar schedules. The following is a sample schedule:

7:30am-9:00am AM Extended Care (Board Games, Coloring, Building Blocks, Reading, Etc.)

9:00am-9:15am Opening Ceremony (Songs/Jokes/Icebreakers, Go Over Day's Schedule, Split Up Groups)

9:15am-9:30am Morning Snack

9:30am-11:30am Morning Activities (Field Trips, Swimming, Sports, Gymnastics, Group Games, Crafts)

12:00pm-12:30pm Lunch

12:30-4:00 Afternoon Activities (Field Trips, Swimming, Sports, Gymnastics, Group Games, Crafts)

4:00-4:15pm Afternoon Snack

4:15pm-4:30pm Closing Ceremony And Clean Up

4:30pm-6:00pm PM Extended Care (Board Games, Coloring, Building Blocks, Reading, Etc.)

STORING AND ADMINISTERING CAMPER'S MEDICATION

Please notify the Youth Programs Coordinator if your camper will need any type of medication (prescription or over-the-counter) or if they are susceptible to known allergic reactions. *Parents need to meet with the Youth Programs Coordinator in advance to set up a Health Care Plan specific to your camper.*

Parents should first check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is at camp.

In the event that a medication does need to be administered during camp hours by staff, we must have the following on file before administering the medication (*if the proper paperwork has not been completed, parents will be notified and asked to return to camp to administer medication*):

- Written authorization from the health care provider with prescriptive authorization
- Written authorization from the parent/guardian
- The medication in the original labeled container

Only staff who have received Medication Administration Training are authorized to administer medication. Confidentiality of the camper will be maintained at all times. 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."

ILLNESSES AND ACCIDENTS

If your camper is exhibiting any signs or symptoms of illness prior to coming to camp, please be considerate to others by keeping your camper at home. Consult a physician to determine if your camper's symptoms are contagious and when they should return. If your camper becomes ill or injured beyond a minor scrape or bump, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached the emergency contact will be notified.

- Children who become ill will be separated from the other campers and will be offered a blanket, mat or cot, and pillow.
- If a child is injured, first aid will be administered and if necessary, 911 will be called. Minor scrapes or bumps will be reported at pick-up.

Campers will not be allowed into camp less than 24 hours from the last exhibited symptom or from the time antibiotics were started.

COMMUNICABLE DISEASES

Communicable diseases include, but are not limited to: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella.

Parents must report any exposure to communicable illnesses outside the camp to the Youth Programs Coordinator.

The Weld County Health Department will be notified of all communicable diseases and will provide further direction to staff regarding notification of other campers and signage.

Camper confidentiality will be maintained at all times.



Children's Hospital Colorado

ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME FROM SCHOOL OR CHILD CARE

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

And remember, the best way to prevent the spread of infection is through good hand washing.

Children with the following symptoms or illness should be kept home (excluded) from school:

SYMPTOMS	Child Must Be at Home?
<p>DIARRHEA frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine</p>	<p>Yes - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet</p>
<p>FEVER with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.</p>	<p>Yes, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.</p>
<p>"FLU-LIKE" SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea</p>	<p>Yes - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever</p>
<p>COUGHING <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment</p>	<p>Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary</p>
<p>Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough</p>	<p>No - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i></p>
<p>RASH WITH FEVER <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor</p>	<p>Yes – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p>VOMITING Throwing up two or more times in the past 24 hrs</p>	<p>Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration</p>

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The School Health Program of Children's Hospital Colorado provides school and child care health consultation and services in a variety of settings in Colorado. This document has been reviewed and approved by designated staff of Children's Colorado. It is intended to supplement, not replace, medical information provided by the healthcare provider, March 2014

ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME

ILLNESS	Child Must Be at Home?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIS (PINK EYE) pink color of eye <i>and</i> thick yellow/green discharge	No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
CROUP (SEE COUGHING) <u>Note:</u> May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
HEAD LICE OR SCABIES	Yes - from end of the school day until after first treatment.
HEPATITIS A	Yes - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No, unless - the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment Keep area covered for the first 2 days
ROSEOLA	Yes – if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – the doctor says the child is no longer contagious
YEAST INFECTIONS including thrush or Candida diaper rash	No - follow good hand washing and hygiene practices

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 3rd Edition, Elk Grove Village, IL 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, October 2013.

EMERGENCIES AND INCLEMENT WEATHER

The Emergency Action Plan (EAP) will be followed during all emergency and weather-related situations on-site. Staff are trained in these established safety procedures.

When off-site, the staff will follow the established emergency action plan of the facility for all emergency and weather related situations.

In the event of an emergency where evacuation is necessary, parents will be notified as soon as possible. If parents cannot be located, the child's emergency contact will be notified.

If the home-base for drop-off or pick-up is moved for any other reason, the parent/guardian or emergency contacts will be notified of the new location.

CAMPER RATIOS

In compliance with state licensure, we operate at a 1:15 staff to camper ratio at all times.

BATHROOM PROCEDURES

No camper is ever alone and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire camp and / or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

MISSING CAMPERS

The safety and care of your children is our number one priority. We go to extensive measures to ensure all campers are accounted for at all times:

- Campers are assigned to groups with designated staff who are responsible for their whereabouts at all times.
- Prior to leaving any location, staff take roll call and a head count of the group.
- Staff are routinely asked to identify the number of campers in their direct care as well as the total number in camp that day.

In the event that a camper is missing while at Carbon Valley Recreation Center, the entire group shall remain where they are until the camper has been found. If the missing camper is not located within five minutes, staff will complete the steps below.

- Staff notify the Camp Director of the missing camper with all pertinent information.
- The camper's picture card (if available) is retrieved while staff and campers are asked where the camper is or was last seen.
- The Camp Director initiates the Emergency Action Plan for a Missing Person which notifies all staff (not just camp staff) of the situation and begins the search for the camper.
- If the camper is not found after fifteen minutes of searching, 911 is called. The parent/guardian and emergency contacts, if necessary, are also contacted at this time.

In the event that a camper is missing while on a field trip, the entire group shall remain where they are until the camper has been found. If the missing camper is not located within five minutes, 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.

CODE OF CONDUCT AND BEHAVIOR MANAGEMENT

Code of Conduct

Appropriate social behavior is requested for all programs including campers, staff, and parents/guardians. Individuals are encouraged to act in a way that will not hurt another person physically, mentally or emotionally. A participant may be asked to withdraw from camp if behavior does not comply with the Code of Conduct.

We ask campers, staff, and parents to keep in mind Carbon Valley Parks and Recreation's values: H.A.L.T.

Honesty: Honesty is the cornerstone from which effective communication is built; therefore, everyone should strive to emulate the highest attributes of honesty.

Attitude: Healthy attitudes are a good predictor that unity and cohesion exists throughout the District. Good attitudes lead to good behavior; good behavior leads to healthy relationships.

Loyalty: By being genuinely committed to one another and ensuring every person has the opportunity to be successful.

Teamwork: Teamwork is the way we get the job done. Everyone is encouraged to promote service before self - the embodiment of teamwork.

General Rules

1. Stay with your group at all times.
2. Cross the parking lot at the crosswalk. Look both ways before crossing.
3. Always walk. Never cross between cars.
4. Keep two feet on the ground; stay off of fences or trees.
5. Respect the bus driver by sitting down, facing forward, and using an indoor voice.
6. Use appropriate language that is respectful and mindful of all.
7. Keep your hands to yourself and respect others' personal space.
8. Listen to and respect the rules and boundaries of any games played in camp.
9. Participate and cooperate during activities.
10. Teamwork makes the dream work. All campers are expected to be team players.

Behavior Management

All campers are expected to comply with the Code of Conduct. Staff will use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a method staff use to guide the child from inappropriate play to a more appropriate activity.

Campers will be given alternate choices to assist with problem solving behavior issues. Physical/emotional punishment, or any punishment associated with food, rest, or toileting is never used.

If a camper refuses to comply with the Code of Conduct, or the camper's behavior is otherwise deemed inappropriate or disruptive by staff, the following steps will be taken:

- 1st offense: Camper will be redirected and given a verbal warning
- 2nd offense: Camper will be asked to take a personal time-out
- 3rd offense: Camper will lose some or all of the privilege of participating in a special activity (Swimming, Gymnastics, Dance party, etc.)
- 4th offense: Camper will talk with Camp Leadership and parent will be called to discuss a positive plan for change.
- 5th offense: Parent will be called to pick-up child early or risk the child being suspended for additional days of camp or removed from camp completely.
- 6th offense: Camper will be suspended from camp based on severity of the offense
- 7th offense: Camper's enrollment will be terminated for the remainder of the summer with no refund.

If a participant's behavior poses an immediate threat to themselves/others, or is causing significant disruptions to the camp, the parent/guardian will be called and required to pick-up the camper immediately.

Zero Tolerance Policy

Carbon Valley Camp has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe and fun environment for every camper. The behaviors below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by camp staff. If a child is removed from camp no refunds will be given. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at camp. The Camp Director and Youth Programs Coordinator will meet with the camper's parent(s)/guardian(s) to determine a course of action and the length of the suspension.

Serious behaviors that may result in immediate camp suspension:

1. Any behavior that endangers the health and safety of children, staff or members
2. Leaving the day camp program without permission, or refusing to remain with assigned group
3. Inappropriate touching of other campers or sexual misconduct
4. Theft, defacing or destruction of property belonging to the CVPRD or others
5. Any kind of physical assault such as hitting, kicking, biting
6. Gang-related activity
7. Possession of weapons, tobacco, alcohol or illegal drugs

COMMUNICATION

We want to hear from you! If there is something specific we should know to help improve your camper's experience throughout the summer, please let us know.

We encourage you to ask us any questions you may have about anything related to camp. We love Carbon Valley Camp and are more than happy to share more information with you if you have questions.

If you have an issue of concern with camp, please give us the opportunity to resolve it. Contact information is located at the beginning of this manual.

FILING A CHILD CARE COMPLAINT

If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Department of Human Services Division of Child Care at 1575 Sherman Street, Denver, CO or call 303.866.5958.

REPORTING OF CHILD WELFARE CONCERNS

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 child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the day camp facility is located.

Thank you for your enrolling your camper in Carbon Valley Camp! We look forward to a fun summer with all of our campers. We hope your camper will gain a lifetime of memories and make some new friends along the way. We hope our program goals and objectives will help guide the way:

1. To provide an organized program that offers a variety of activities.
2. To create opportunities for new friendships.
3. To teach acceptance of all members of society.
4. To create opportunities for personal challenge.
5. To create a safe, healthy and fun environment where campers can be themselves!

PARENT/GUARDIAN & PARTICIPANT CONTRACT

We have read and understand the policies and procedures outlined in the parent information packet.

_____/_____
Parent or Legal Guardian's Initials Participant's Initials

We will abide by the rules set by the camp staff in order to ensure the safety and well-being of all participants and their families.

_____/_____
Parent or Legal Guardian's Initials Participant's Initials

We understand the process followed should disciplinary measures be necessary.

_____/_____
Parent or Legal Guardian's Initials Participant's Initials

PARENT/LEGAL GUARDIAN AND PARTICIPANT NEED TO INITIAL ABOVE AND SIGN BELOW.

Signature of Parent or Legal Guardian _____
Date

Signature of Participant Date _____
Date

REFUND AGREEMENT

I, _____, parent/guardian of _____ have read and understand the Refund Policy located on page 4 of this Parent Manual.

Signature of Parent or Legal Guardian _____
Date

If a camper is not picked up by 6:05 pm a staff member will attempt to contact the parent/guardian or any emergency contacts. A youth will never be left alone in a room. I have read and understand the following late pick-up/fees as well as the Failure to Pick-Up a Camper policy:

- A late fee of \$1 per minute per camper for every minute past 6 pm that you are late
- Payment must be made at the front desk before your youth can return to camp
- You will be given a receipt for your payment. You must show this receipt to camp staff at sign in
- If by 6:30 p.m. a staff member has not been able to contact the parent/guardian or any emergency contacts, staff is required by the State of Colorado to call the police department to take custody of the child.

Signature of Parent or Legal Guardian _____
Date