



# Carbon Valley Camp Parent Manual

<https://www.cvprd.com>

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## IMPORTANT NUMBERS

**Front Desk**  
303.833.3660

**Programs Coordinator**  
Mika Segura  
303.833.3660 x 128  
[msegura@cvprd.com](mailto:msegura@cvprd.com)

**Camp Cell Phone**  
720.965.6798

## 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 30-50 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.

## **CARBON VALLEY CAMP'S PURPOSE**

We are here to offer the youth of our community 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 a love for camp while having the time of their lives!

## **ELIGIBILITY FOR PARTICIPATION**

All children must be 5 years of age as of the camp start date and be fully potty trained. 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 accommodation or adaptations necessary for participation. Please contact the Youth Programs Coordinator at 303.833.3660 x 128 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 may be paid anytime before **May 15**. If no further payment is made before that **May 15<sup>th</sup>** date, then the remaining balance will be charged to the credit card on file on **May 15, 2025**

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 will be due before **9 pm May 15, 2025**. If registering 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 will be due before **9 pm May 15, 2025**.

Registration opens at **7 am on Monday, February 10** for those classified as In-District families and **Monday, February 17** for Non-District families.

Registration can be completed online at [cvprd.com](http://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 1<sup>st</sup>**.

## ePACT

Carbon Valley Camp is proud to use ePACT Network, a health and safety software to better support all our members and make it easier to submit critical data securely!

Why are we using ePACT?

- To save you time - With ePACT, you only need to complete your child's information once and update it as needed.
- Reduces risks associated with COVID-19- Collecting data electronically and checking members in /out using contactless methods reduces contact.
- For better security & privacy- ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper.

How it works?

It's a very simple process! You'll be sent a request for EACH child- click the "Complete Request" button, create an account and follow the prompts to share data with Carbon Valley Camp. If you have more than one child attending, family data will automatically pre-fill, saving you time!

## REFUND POLICY

Refunds requested after May 15th are not guaranteed. 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 email 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 8:30 a.m. to 4:45 p.m., except for July 4<sup>th</sup>.

## **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 a week. 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 updating your ePACT forms. 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. Only those specified in ePACT will be able to pick up the camper.

### 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 and or Pool Room. These locations will serve as home-base.

When campers are not at their respective sites, parents can ask the front desk 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 8:30 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 – 4:45 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 contact the Camp Director or check with the front desk 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 no later than 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 4:45 p.m.

### Late Pick-Up

In the event of an emergency where the camper will not be picked up by 4:45 p.m., please contact the Camp Director. If the Camp Director cannot be immediately reached, please contact the Front Desk at 303.833.3660.

### Failure to Pick-Up a Camper

If a camper is not picked up by 5:05 p.m. a staff member will attempt to contact the parent/guardian or any emergency contacts. If by 5:30 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. 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 requires 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 belongings 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 camper's 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. Life jackets, puddle jumpers and other personal flotation devices are recommended for campers working on strengthening their swimming skills.
- 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 your child has difficulties with this, please inform the Camp Director so staff can assist him/her. Clearly label with child's first and last name.
- 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.)
- 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 items 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.

#### Swimming

All campers will have the opportunity to swim on Mondays, Wednesdays, and Fridays. Access to specific pool areas is based on age and swimming ability. All campers will be swim tested each day we swim 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.

Transportation to and from field trips will be provided by Carbon Valley Academy using their school bus. Field trip transportation will not wait for later arrivals. Staff will not transport any campers in their personal vehicles.

Please be advised that the bus is 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:

8:30am-9:00am Start of Day (Board Games, Coloring, Building Blocks, Reading, Etc.)

9:00am-9:30am Opening Ceremony (Songs/Jokes/Icebreakers, Go Over Day's Schedule, Split Up Groups, Team Building Games)

9:30am-12:15pm Morning Activities (Snack, Field Trips, Swimming, Sports, Gymnastics, Group Games, Crafts)

12:30pm-1:00pm Lunch

1:00pm-4:15pm Afternoon Activities (Field Trips, Swimming, Sports, Gymnastics, Group Games, Crafts, Snack)

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

4:30pm-4:45pm Pick-Up (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.



Communicable Disease

# How sick is too sick?

Public guidance document

Available languages:

[Spanish/Español](#) | [Amharic/አማርኛ](#) | [Arabic/العربية](#) | [Burmese/မြန်မာစာ](#) | [Farsi/فارسی](#) | [Dari/دري](#) | [French/Français](#) | [Karen/ကရင်စာ](#) | [Korean/한국어](#) | [Nepali/नेपाली](#) | [Pashto/پښتو](#) | [Russian/русский язык](#) | [Simplified Chinese/简化字](#) | [Traditional Chinese/繁體字](#) | [Somali/Soomaali](#) | [Swahili/Kiswahili](#) | [Tigrinya/ትግርኛ](#) | [Ukrainian/українська мова](#) | [Vietnamese/Tiếng Việt](#)

This document outlines guidance for routine decisions about when children and staff should stay home from school or child care. There may be situations where public health determines more stringent return-to-school requirements.

There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness on this list, and staying home is required.

When to seek emergency medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

These are not all possible indications of a medical emergency. Call 9-1-1 or your health care provider for any other symptoms that are severe or concerning to you.

The contents of this document are not to be altered without the express permission of the Department.

[Guidance for symptoms not due to a specific disease](#) | [Guidance for specific diagnosed illnesses](#)

## Guidance for symptoms not due to a specific disease

Symptom	Must the child or staff stay home?
<p><b>Severe or new cough, including croup</b></p>	<p><b>Yes</b> – Severe cough is often present in people with infectious respiratory illness. A person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing (if new or worsening from baseline) should not attend school or child care and should talk to a health care provider.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>Students and staff may return to school, even if the cough is not fully resolved, as long as exclusion is not required for other symptoms or diagnosis.</p>
<p><b>Diarrhea</b></p> <p>Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine</p>	<p><b>Yes</b> – Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<p><b>Fever</b></p> <p>Fever is a temperature of 100.4°F or greater. Babies who are 3 months or younger need to see a health care provider right away for a fever of 100°F or higher. Call your health care provider for any fever in an infant aged 6 months or younger.</p>	<p><b>Yes</b> – The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever-reducing medications unless the fever is caused by an illness that requires them to stay home longer.</p> <p>If the fever is consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>A temporary, elevated temperature due to overexertion or overdress, without other symptoms of illness, should not be considered a fever.</p> <p>For more information about fever, read Children's Hospital Colorado's <a href="#">recommendations on fever care for children</a>.</p>

Symptom	Must the child or staff stay home?
<p><b>Flu-like symptoms</b></p> <p>Fever with sore throat or cough. Other flu symptoms can include runny nose, congestion, fatigue, body aches, vomiting, and diarrhea.</p>	<p><b>Yes</b> – Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a health care provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>
<p><b>Vomiting</b></p>	<p><b>Yes</b> – Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person’s baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p><b>If a child with a recent head injury vomits, seek medical attention.</b></p>

## Guidance for symptoms not due to a specific disease

Illness	Must the child or staff stay home?
<b>Chicken pox</b>	<b>Yes</b> – Exclude until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no new lesions within 24-hour period.
<b>Conjunctivitis (pinkeye)</b> Pink color of eye and thick yellow/green discharge	<b>No</b> – Children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Practice good hand hygiene.
<b>Fifth's Disease (parvovirus)</b>	<b>No</b> – The illness is no longer contagious once the rash appears.
<b>Hand Foot and Mouth Disease (Coxsackie virus)</b>	<b>No</b> – Exclusion is not necessary unless the child or adult meets other exclusion criteria, is drooling uncontrollably, and has mouth sores or is not able to take part in usual activities.
<b>Head lice or scabies</b>	<b>Yes</b> – Children and staff may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment.
<b>Hepatitis A, Salmonella, Shigella, or Shiga Toxin-Producing E. coli</b>	<b>Yes</b> – Children and staff may return to school or child care when cleared by the health department.
<b>Herpes</b>	<b>No</b> – Exclusion is not necessary unless there are open sores that cannot be covered or there is uncontrollable drooling.
<b>Impetigo</b>	<b>Yes</b> – Children and adults need to stay home until 24 hours after antibiotic treatment has started.
<b>Norovirus</b>	<b>Yes</b> – Exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea. During an outbreak of confirmed or suspected norovirus, exclusion may be increased to 72 hours after the last episode of vomiting and/or diarrhea.
<b>Ringworm</b>	<b>Yes</b> – Children may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment. Keep the area covered for the first three days if participating in activities with person to person contact.
<b>Roseola</b>	<b>No</b> – Exclusion is not necessary unless there is a fever or behavior changes.

Illness	Must the child or staff stay home?
<b>Respiratory viruses</b> COVID-19, influenza, RSV (Respiratory Syncytial Virus)	<p><b>Yes</b> – Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.</p> <p>Additional precautions are recommended for at least five days following the return of anyone recovering from respiratory symptoms, including hand and respiratory hygiene, improved ventilation, masking, physical distancing, and testing.</p> <p>Refer to CDC’s <a href="#">Respiratory Virus Guidance</a> for additional information.</p> <p>During an outbreak or when case rates are high, exclusion times may be increased to protect hospital capacity.</p>
<b>Strep throat</b>	<p><b>Yes</b> – Exclude for 12 hours after starting antibiotics.</p>
<b>Other vaccine-preventable diseases</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<p><b>Yes</b> – Children and staff can return to school once they are no longer contagious (see <a href="#">Infectious Disease Guidelines</a>). Public health consultation may be necessary.</p>
<b>Yeast infections</b> Thrush or Candida diaper rash	<p><b>No</b> – Follow good hand washing and hygiene practices.</p>
<b>Other</b> Symptoms or illnesses not listed	<p>Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see <a href="#">Infectious Disease Guidelines</a>). Public health consultation may be necessary.</p>

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor’s advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.



## References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.

Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.

Colorado Department of Public Health and Environment. COVID-19 Resources. [cdphe.colorado.gov/covid-19](https://cdphe.colorado.gov/covid-19). September 2023.

The contents of this document are not to be altered without the express permission of the Department.

Updated December 2024

### **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 will operate at a minimum of 1:15 staff to camper ratio at all times. That said, we plan to overstaff our camp to usually have a ratio closer to 1:8 staff to camper.

### **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 at 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.

### 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 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 may be taken depending on the severity of the situation:

- 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 as 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
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 CHILDCARE 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 Childcare at 1575 Sherman Street, Denver, CO or call 303.866.5958.

**REPORTING OF CHILD WELFARE CONCERNS**

As a childcare 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 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.

