

# 2020 Commerce City Summer Day Camp



## Parent Manual

Wednesday, February 19, 2020 at 6pm - Informal meeting to assist with enrollment packets

Wednesday, May 6, 2020 at 6pm - Mandatory for all enrolled campers and their parents. Enrollment packets are DUE at 9pm on May 6th!

# WELCOME TO SUMMER DAY CAMP!

We're excited that you've chosen to have a great summer with us at Commerce City Recreation! Our camp is designed with your child in mind. Our staff believe that every child should have a chance to grow and shine in a caring and encouraging environment. This Parent Manual provides information to help you and your child have a successful camp experience. Please read everything carefully, and let us know if you have any questions or concerns. We're looking forward to the best summer ever!

## Philosophy and Goals of the Summer Day Camp Program

The Commerce City Day Camp (CCDC) program philosophy is to provide a positive, fun, and safe environment through high quality programming which focuses on the whole child. We offer hands on experiences that enrich and engage each child according to their age and ability.

Our objectives include:

- Providing a safe, inclusive, fun and positive environment for all children.
- Developing a healthy mind, body, and character through challenging and creative activities.
- Developing and strengthening social relationships.
- Introducing service learning opportunities that allow participants to develop a respect for individuals, groups, and the community.
- Fostering open communication amongst staff, participants and parents.

## Eligibility for Participation

Children enrolled in the day camp program must be between the ages of 6 and 15 years. The CCDC program does not discriminate on the basis of race, color, national origin, sex, or disability.

## Children with Special Needs

Children of all abilities are welcome and encouraged to attend and participate in all day camp activities. If your child needs an accommodation to participate, or if you would like to discuss specific details regarding your child to ensure a successful camp experience, please contact the Recreation Supervisor at 303-289-3702. A minimum of two-week's notice is appreciated to adequately prepare camp staff. The CCDC program promotes an inclusive environment and is dedicated to supporting the Americans with Disabilities Act.

## Participation Exclusion

Parents are able to indicate if they do not want their child to participate in a certain activity due to physical, social or religious reasons. In these instances, an alternate activity will be provided by the day camp staff.

## Fee Schedule

Both day camp programs consist of nine one-week sessions. Camp will run from 6/1-7/31.

Youth Camp Venture (Monday-Friday)                      Adventure Trek (Monday-Thursday)

Both camps are \$135 per session (residents) and \$160 per session (non-residents)

## Hours of Operation and Locations

Youth Camp Venture operates Monday – Friday 7am-6pm throughout the summer. Adventure Trek operates Monday-Thursday 7am-6pm. Drop off times for Youth Camp Venture are 7-9am and pick up times are between 4-6pm daily. Drop off times for Adventure Trek are from 7-8 am and pick up times are between 5-6pm daily. Participants are not accepted earlier than the start time and cannot be left unattended in any facility building prior to or after camp hours.

Site	Address	Sign-in Area
Eagle Pointe Recreation Center	6060 Parkway Dr, Commerce City	Roaring Fork-Youth Camp
Eagle Pointe Recreation Center	6060 Parkway Dr, Commerce City	Game Room-Adventure Trek
Second Creek Elementary School (Adventure Trek only)	9950 Laredo Dr., Commerce City, CO 80022, Commerce City	Second Creek-Modular Classroom

## Registration

### How to Registration

All participants are required to complete an registration packet. All packets must be completed and turned in by Tuesday, May 6, 2020. Packets must include a current immunization record signed by a physician or your child will be unable to attend camp. A \$10 fee is required to purchase a packet, or you may download one for free at [www.c3gov.com/camp](http://www.c3gov.com/camp)

### Registration Options and Payment Policy

Once the registration packet is completed participants may register via walk-in, call-in, or online. All registrations are taken on a first-come, first-served basis. **Turning in a registration packet does not reserve spots for camp.** A non-refundable deposit must be submitted at the time of registration. This will be used as payment for the first week of camp your child attends. Additional weeks can be selected and payments set up using a Credit Card Authorization.

- Arrange to have your day camp fee automatically charged to your credit card in order to automatically register your child for the weeks you have pre-selected. These payments are processed on the Wednesday prior to the week the child is registering for. A Credit Card Authorization for Registration form must be completed in advance to choose this option. **We recommend this option** to reserve your spaces for the summer and we recommend you return this form when you return your registration packet. When turning in this form, you are informed of which weeks your child is registered or waitlisted. Your card is charged immediately for the first week your child is registered and then weekly (on Wednesdays) thereafter with this option. Please plan ahead for your work pay dates.
- If the credit card given on your CC authorization form is declined, a \$50 fee will be charged and you will have until Wednesday 2pm to submit a different form of payment or risk jeopardizing your spot in camp.
- You are able to pay and register on a weekly basis. Space is on a first come, first serve basis.
- If you would like to start an early payment plan, please call the recreation supervisor to discuss options.

### Late Payments

A late payment fee of \$50 is assessed to any registration not paid for by Tuesday 5pm prior to the week your child is registered. The weekly session fee and the late payment fee must be received prior to your child attending camp. Any late registrations must be processed by 5:00 pm on Sunday. Late registrations are only accepted if there is space available in the program. No registrations are accepted after 5pm Sunday. The registration office and front desk are not able to make exceptions or waive the late payment fee.

### Withdrawing From the Program

A parent/guardian may withdraw his/her child from the day camp program at any time by contacting the Recreation Coordinator in writing by **Tuesday 5pm** prior to the week of the child's absence if a refund is desired. All withdrawals initiated by the participant must be approved by the recreation supervisor. Withdrawals received after **Tuesday 5pm** prior to attendance will not be given a refund.

Refunds are issued in the form of a check or credit card (depending on method of payment) or a household credit balance. Refund checks may take 3 weeks to process and are mailed to you. The \$10/child enrollment packet fee is non-refundable.

Recreation Coordinator- email [jboles@c3gov.com](mailto:jboles@c3gov.com) or Jessica Boles 6060 E. Parkway Dr., Commerce City, CO 80022. *Please do not leave a note with the camp staff.*

Refunds will not be issued for the registration deposit if you withdraw your child from the first week the child was registered. All other weeks may receive a refund if the supervisor is notified by Tuesday of the week prior.

### Registering Off of the Waitlist

If you are being registered after being on the waitlist you have 24 hours from the time of phone call or email to accept your spot. We ask for a payment method and your card is charged when you accept your spot in camp. If the credit card given on your CC authorization form is declined, a \$50 fee will be charged and you will have until the end of the business day to submit a different form of payment or risk jeopardizing your spot in camp.

## **Drop Off and Pick Up**

### **Arrival / Dismissal of Participants & Sign-In/Out Process**

It is required that all children be accompanied to and picked up from the program by an authorized person. Sign-in/out sheets provide a clear record of attendance and tardiness for documentation, should it be needed. Children are released only to those on the authorized pick up list. Please be prepared to show an ID at pick up every day as persons unknown to day camp staff will be asked to show ID. Authorized persons must be at least 18 years old. No day camp staff member may be listed as an authorized person. To allow an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent is accepted only in an emergency.

### **Bike/Walk To and From Camp Agreement**

Parents wishing to have their child walk or bike to and from camp on their own must complete an agreement form prior to the start of camp. Bikers/walkers must arrive to camp each day no later than 9:00 am for Youth Camp Venture and 8:00 am for Adventure Trek and will be dismissed daily at 5:30pm (5pm for Adventure Trek participants). If you would like your child to be released prior to this time, you need to provide written permission to the camp director. In the event that a biker/walker will be absent, the parents/guardians need to notify the Recreation Coordinator by 8:30 am each day for Youth Camp Venture and 7:30 am for Adventure Trek. In the event that a biker/walker fails to arrive by the deadline, the parents/guardians are notified to verify the whereabouts of the participant. Please note that this privilege is granted at the discretion of the Youth Coordinator, and can be revoked at any time if the agreement is violated.

### ***Procedure for Individuals Not Authorized to Pick Up Campers:***

In the case in which an UNAUTHORIZED individual arrives to pick up a camper, the child will not be released. Children are only released to people who are designated on the camper information form. In the instance in which there is a restraining order prohibiting a certain person from contacting and/or picking up a child, the parent/guardian needs to provide the legal documents showing these restrictions. This document is then placed in the child's file. In addition, the parent/guardian must provide the name and description of the restricted person to camp staff. Should that individual attempt to pick up and/or contact the child, staff will immediately call 911.

Prior to leaving the day camp site each day, staff members will verify that all children have been signed out and accounted for. In the instance that a child was not signed out, staff will contact the parent/guardian to verify the whereabouts of the child. Staff members will also physically check all areas to ensure that children are not in the camp area. Locations to be checked include but are not limited to restrooms, closets, corners or any other area that a child may be able to hide.

### **Late Arrivals**

The day camp hours are from 7:00 am - 6:00 pm. Please carefully observe the scheduled camp times, participants are not accepted earlier than the start time and cannot be left unattended in any facility building prior to or after camp hours.

### **Planned or Scheduled Late Arrivals:**

It is required that the parent/guardian send a written notice to camp at least one day prior to the foreseen late arrival. In those situations, Camp Staff either wait for the late arriving camper or schedule with that parent/guardian an alternate arrival destination, if it is on a field trip day.

### **Tardiness or Unscheduled Late Arrivals:**

In the event a participant arrives to the program after scheduled activity times and the group is no longer at the sign-in location:

- DO NOT LEAVE YOUR CHILD UNATTENDED - Late arrivals must be signed-in and released to a day camp staff member. Observe posted signs of the group's location and meet up with the group at that site.

- If activity is an off-site fieldtrip, two options exist:
  - If arrangements are made in advance, you may take your child to the site and meet up with the group, releasing child to the care of a day camp staff member or;
  - You need to make alternate arrangements for care for that day. You will not be refunded for the missed day.

## **Early Pick Ups**

Parents may pick up their children starting at 4pm for Youth Camp Venture and 5pm for Adventure Trek. If a camper needs to leave prior to the pick up time, please check with camp staff regarding the possibility. Some camps may be on field trips during the day and will not arrive back to the camp site until 4pm\*. A parent may be able to pick up a camper from the field trip site if arranged ahead of time. *\*There are times that campers will not return by 4pm. Parents/guardians will be notified at the beginning of the week on the camp calendar.*

## **Late Pick-up / Failure to Pick-up**

If a parent knows they are going to be late, they should call the Camp Site Director to notify staff of their status. If a participant is not picked up by the end of the program, staff place a call to the parent/guardian. If reaching them is unsuccessful, emergency contacts are notified. If no one is available, the Recreation Coordinator is contacted. A late fee of \$1/minute is assessed. **This fee MUST be paid prior to the child returning to camp.**

### **Failure to Pick-Up Child:**

If a child is not picked up by 6:15 pm from the day camp program, the Camp Staff member waiting with the child will inform the Youth Coordinator. The coordinator will immediately call the parent/guardian(s) listed on the emergency card. If unable to reach the parent/guardian the coordinator will then reach out to the additional emergency contacts. If the coordinator is unable to reach the parents or emergency contacts by 6:45 pm, the Department of Social Services will be contacted and the child/ren will be turned over to their custody.

## **Be Prepared Every Day at Camp**

### **Dress Code**

Please dress children appropriately according to weather, planned activities and in comfortable clothing and closed-toed shoes that allow for active movement and should securely fasten to your child's feet. Gym shoes are the preferred footwear. Children may bring flip flops in their backpack on days they are swimming but need to arrive in camp in securely fastened shoes. Camp activities can be messy. Please look over the camp schedule regularly, and ensure that your child is dressed appropriately for the daily activities. Camp staff are not responsible for any items of clothing that may be stained or damaged during camp activities. Fancy dress is not safe for running and playing outside or in the building. A proper swimsuit with extra sun protection clothing is also recommended. **On field trip days, participants are required to wear their Commerce City Day Camp t-shirts provided to each participant.** We do not allow strapless tops, midriffs showing, undergarments showing, and clothing with alcohol, drug or gang related paraphernalia.

**Note:** For Adventure Trek – specific days to wear camp shirts are designated on the weekly schedule

### **Personal Belongings and Money**

We recommend that participants do not bring toys/personal items to the program. This includes money. Ultimately, the individual participant is responsible for any personal belongings they may bring to camp. We require extensive labeling of all their belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.), as a preventative measure for tracking all personal belongings. We ask that they keep everything in a labeled backpack. Participants are **NOT** to bring iPods or MP3 players, PSP, etc. to the programs. The City of Commerce City Parks & Recreation Department and the youth services staff are not responsible for any lost, stolen or damaged items, including money.

### **Cell Phones**

We do not allow cell phones during camp. Participants are asked to turn off their phones and they are placed inside a lock box until the end of the day. If a participant is seen using their phone, it will be taken away by camp staff, only to be returned at the end of the day.

Should parents need to contact their child during the day camp program, please call or text the camp director number listed on the Who to Call form.

## **Meals and Snacks**

Participants must bring a lunch each day to the program, including something to drink. All containers need to be clearly marked with the child's name. Items which require heating or refrigeration should not be brought as we do not have facilities available to properly store or prepare these items. Morning and afternoon snacks are provided by the camp staff.

If your camper has a food allergy, we will try our best to accommodate for snacks. If the allergy is severe, please make plans to send allowable snacks with your camper each day. Please speak with staff about your concerns prior to camp starting. Because food allergies are more common, we do not allow campers to share or trade food, which applies to siblings. Water is readily available to all participants.

Commerce City staff have the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If the lunch is not adequate, or if the child fails to bring a lunch, staff members will contact the parent/guardian in order to provide a lunch. In the event that the parent/guardian cannot be contacted, a nutritional meal is provided to the child, the cost of which will be added as a balance to your account and must be paid before the camper can return to camp.

## **Sunscreen**

We require children apply sunscreen to themselves under the direct supervision of youth services staff members prior to any outdoor activities. The sunscreen which they are applying is provided by the CCDC and will be a minimum of SPF #30. The youth services staff will not apply sunscreen to the children at any time. Any participant who needs PABA - free sunblock must provide their own bottle to store at camp and inform the Recreation Coordinator and Camp Director of the situation. We recommend a sun shirt to help combat sunburn.

## **Where Is Everyone?**

### **Identifying Where Children Are at All Times**

Schedules of activities are made available to parents and children at the beginning of each week, and parents are notified as changes occur. All children are assigned to a daily group and use the "buddy system" when using the restroom. A sign indicating where each group can be found will be posted on the door of your child's camp room.

### **Lost Children**

Children are not allowed to leave the program rooms without an instructor or their parent/guardian. Throughout each day, instructors will perform headcounts and face-to-name checks. In the event that a child is missing, staff will complete a roll call and head count and search the immediate area before initiating emergency response procedures. If the child is unable to be located or accounted for by any of the staff or other children, his/her emergency card will be pulled from the records and the following steps will be taken by the staff:

- A search is conducted of the location including indoor areas, restrooms, outdoor areas, parking lots and vans.
- In addition, other patrons (if on a field trip) and/or staff of the field trip location are asked if they have seen the child.
- When possible, staff will ask the excursion host to page the child and request him/her to report to a pre-designated meeting location.
- If after 15 minutes the lost child has not been located, staff will call the Recreation Coordinator, who will notify local authorities and parents.

- In all instances, an incident report is filled out and parents/guardians are notified.

## **Weather and Other Emergencies**

### **Inclement Weather Procedures**

Outdoor activities are monitored for appropriate duration and exertion levels in hot weather. Access to indoor facilities and/or shaded areas is available to participants. Frequent hydration is also encouraged. Children are not taken outside in excessively hot or cold weather. In cases of rain, lightning, or a tornado warning, activities are moved indoors. If the day camp program closes due to weather or for any other reason, parents are notified by telephone. In the event of a cancellation due to inclement weather, participants will not be refunded for the missed day.

### **Tornadoes, Fires and Other Emergencies / Natural Disasters**

All youth services staff members are trained in the established safety procedures. Periodic safety drills are conducted to familiarize children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. In case of an actual emergency affecting the program or registered participants, the following procedures are used as guidelines:

1. Staff will immediately gather group to one area and define the situation:
  - a. Head count/attendance taken
  - b. Assess situation and who is affected
2. Following assessment, staff:
  - a. Alert proper authorities for immediate assistance
  - b. Notify Recreation Coordinator of the situation
  - c. Children's parents/guardians notified promptly (except tornado warning)
3. A written report of any incident requiring professional medical attention must be sent to Colorado Department of Human Services within 48 hours.

In the event of a tornado, all participants will be brought to the designated tornado shelter which is located in the Women's restroom at the north end of the Eagle Pointe Recreation Center. Adventure Trek participants at Second Creek will use Second Creek Elementary School shelters. In the event of a fire, all participants will be taken to the designated evacuation site, which is located on the South side of the Recreation Center, in the grass area between the Rec Center, McDonald's, and KFC.

In the event of any emergency requiring relocation from the immediate area surrounding the Recreation Center, camp staff will transport the class to the designated off site location, which is located at Commerce City Civic Center 7887 E. 60<sup>th</sup> Ave. Commerce City, CO 80022 for our Eagle Pointe location and Bison Ridge Recreation Center 13905 E 112<sup>th</sup> Ave. Commerce City CO 80022 for our Second Creek location. After transporting all children to the designated off site location, staff contact parents to begin reconnecting families. All parents are required to show identification upon arrival. Camp staff keep emergency contact information with them during these emergencies so that parents can be contacted if necessary. Children identified with special needs will be attended during the evacuation and relocation by a camp staff, as well as front desk staff, if available. Any medications on site for a child will be brought with the group in the event of an emergency relocation.

While on a field trip, emergency procedures for the field trip location apply. If in a school bus or city vehicle, appropriate shelter will be found, when needed and available.

Sign out procedures still apply in all emergencies.

In the event that our building is unable to continue to host camp due to mechanical, structural or other issues, we will cancel camp until further notice.

### **Notification of Illnesses, Accidents and Injuries**

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should

return. All camp staff members are certified in CPR and First Aid. If a child should become ill or be injured during the day camp or club program the parents/guardians will be notified. Ill children are offered a blanket and mat to lie on. If a child is injured, first aid is administered and if deemed necessary, 911 is called. The parent/guardian is called and notified of the injury. In any event in which the parent/guardian cannot be reached, the emergency contact is notified. If no parties can be reached, camp administration decides the course of action to be taken. Staff then let the parent/guardian know if their child needs to be picked up or if the child was transported by emergency vehicle to the hospital. Minor scrapes and bumps are reported to the parent/guardian when they arrive to pick up their child.

Parents must report to the camp director any exposure to communicable illnesses outside of camp. All parents are then informed and advised as to the necessary protective measures and the Department of Health is notified. The exposed child is excluded from the camp site for the period of time prescribed by the child's physician or the local health department. If your child is not vaccinated and a child was reported to have a communicable illness, your child will not be able to attend camp until the exposure is clear.

All injuries and illnesses are documented by staff.

## **Field Trips and Off-Site Activities**

### **Field Trips/Special Activities**

Parents receive written information on weekly activities, programs and locations of all scheduled field trips. This can be picked up the first day of each week or downloaded online at [www.c3gov.com/camp](http://www.c3gov.com/camp). The emergency card provides written authorization from the parents for the child to be transported to activities with advance notification. Activities which require learned skills are supervised and monitored for safety by trained and qualified staff. Appropriate staff-to-child ratios are maintained at all times equal to 1 staff: 15 children or 1 staff: 10 children while swimming. Prior to each trip, staff members prepare the children by reviewing rules and making them aware of the trip details.

### **Transportation of Children**

City-maintained vans or school district buses are used for distant field trips. Trips to sites in close proximity to the camp site may be taken as walking excursions. Before attending field trips, parental permission slips and/or waivers must be signed. No child may attend without a written permission slip. Seat belts are worn at all times while in city vehicles. When taking a bus, all rules and regulations for riding in buses are followed. Under **NO** circumstances is the camp staff permitted to transport any campers in their personal vehicles. For Youth Camp Venture, if City vehicles are used, booster seats are used for those needed when required by law.

### **Safety When Riding in a Vehicle /Vehicle Supervision**

When in a city-owned van, all participants and drivers are restrained in an individual seat belt. Staff members instruct children how and require them to keep the seat belts properly fastened and adjusted throughout the trip. Children under the age of 13 will not be permitted to sit in the front seat and all are prohibited from standing or sitting on the floor. In addition, all body parts must remain inside the vehicle while it is in motion. Behavior in the vans or the bus is such as to not distract the driver. Additional staff members are present to supervise the children. A cell phone is available for emergencies.

## **Other Camp Information**

### **Parent/Staff Conferences**

Conferences may be held on the request of the parent, child, or camp staff to address behavioral progress, social and/or physical needs, or other subjects. Please request a meeting with the camp director.

### **Visitors**

Visitors to the program are kept to a minimum. Parents may visit the camp any time. For security purposes, anyone interested in visiting a participant during class times must be on the participant's designated pick up list. All visitors must sign-in and present a picture ID to the staff, regardless of the duration or setting in which they plan to visit.



## **Videos**

On occasion videos may be shown for entertainment. Staff members actively supervise children while watching any videos. All videos shown are rated "G" or "PG" and parents are notified in advance. Please feel free to comment to the site director on any video that you may feel is appropriate and/or inappropriate for your child to view.

## **Helmet Use while Operating Roller Blades, Bicycles, Scooters or Skateboards**

Campers are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a day camp activity. Those campers who do not have a helmet are either provided a helmet or will participate in an alternative activity on that day.

## **Confidentiality**

There are certain organizations in which we contract with that need minimal participant information such as name, age, height, weight, clothing/shoe size, and gender to ensure their programming is appropriate. In order to receive these services, we need to comply with their needs. Only this information is shared, no other information is given.

## **Behavioral Guidance**

Behavior Policy: Participants are expected to conduct themselves in a manner that respects the rights of fellow participants, instructors, and counselors. Inappropriate behavior is handled on an individual basis and could involve a warning, a phone call to parents, or being asked to leave the program.

In order to make the day camp program a positive experience for all children, we ask that three basic principles be observed:

1. Be respectful to yourself
2. Be respectful to others
3. Be respectful to the materials and equipment

Program staff discuss the Code of Conduct with participants periodically throughout the program session. If behavior occurs that does not follow the Code of Conduct, staff develop a solution specific to each situation as it arises. Our staff are well trained and work hard to identify the social, emotional, and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent/guardian and begin with a parent/guardian-teacher conference. To better accommodate your child, we would like to work with the family to develop a plan of action. During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a discussed period of time. Once the child returns to our program, if the child is still a danger, then we will discuss if we are the best persons to be caring for your child. It is only as a very last resort that we would ask you to remove your child from care. These are guidelines for behavior management; each incident is dealt with on a case-by-case basis. The City of Commerce City Parks & Recreation Department reserves the right to permanently dismiss a participant whose behavior endangers themselves or others. Parents must also treat staff and other program participants with respect. The City reserves the right to dismiss a participant on the basis of a parent's behavior. The registration fee will not be prorated or refunded for removal of participants.

In all behavior instances, physical punishment is never used, and children will not be subjected to physical or emotional harm or humiliation. Furthermore, punishment is never associated with food, rest, or toileting.

Please know that any information about other campers in the program is strictly confidential. We are unable to tell you any information about another child. If your child has an issue with another camper, we cannot reveal specific information as to how it is being handled.

## **Request for Participant Removal and Appeals**

The removal of a participant from the program is always a last resort after following the appropriate disciplinary route for the situation at hand. Before a participant is removed, the Recreation Coordinator will discuss the current situation and everything that has occurred to date with the Youth Services Supervisor. Under the direction of the Youth Services Supervisor, the Recreation Coordinator then schedules a meeting to inform the parent/guardian that the child is dismissed from our program. Additionally, the Recreation Coordinator follows up the meeting with a letter stating what actions have been taken and why. This letter also indicates that a copy has been sent to the Youth Services Supervisor and Recreation Manager.

An appeal process is available to parent(s)/guardian(s.) Please contact the Youth Services Supervisor to arrange a hearing before the Appeals Board (Recreation Manager, Recreation Supervisor, and Recreation Coordinator.) Parent/guardian would then plead their case; bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their reason why camper should be reinstated to the program. The Board has the authority to make exceptions and will give the parent/guardian their decision within 24 hours of the appeal hearing.

## **Medical Information**

### **Immunization Policy**

Immunization records on the approved form are required for state child care licensing. The form needs to be signed by a physician. These records are required annually.

#### Exemptions

Medical Exemptions-Please have your child's doctor complete the medical waiver exemption

[https://www.colorado.gov/pacific/sites/default/files/Imm2\\_Medical-Exemption-English.pdf](https://www.colorado.gov/pacific/sites/default/files/Imm2_Medical-Exemption-English.pdf)

Non-Medical Exemptions-

- The non-medical exemption must be submitted annually. The exemptions expire June 30 each year.
- Non-medical exemptions can be claimed by submitting the online form to the state for inclusion in the immunization registry, or by submitting the form directly with your enrollment packet. If you submit the form on line, the camp requires a paper copy of the exemption form.

[https://www.colorado.gov/pacific/sites/default/files/Imm2\\_Non-Medical-Exemption-English.pdf](https://www.colorado.gov/pacific/sites/default/files/Imm2_Non-Medical-Exemption-English.pdf)

### **Procedure for Storing and Administering Medications**

Please notify the Recreation Coordinator if your child needs any type of medication, prescription or over-the-counter, to be administered during camp. If your child requires special medical attention or emergency medication, such as an inhaler or Epi Pen, a Health Care Plan must be completed. This form can be obtained from the Recreation Coordinator. Children requiring medication or special medical attention will not be permitted to attend camp until the proper paperwork has been submitted. Parents should 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 time by staff, the CCDC program must have the following on file before administering the medication:

1. "Authorization to Administer Medication" signed by both the prescribing physician and the child's parent/guardian.
2. When applicable, a signed Health Care Plan for the child.

Both prescription and non-prescription medications are kept in a locked storage area, inaccessible to the participants (unless an inhaler or epinephrine pen, which is kept with a staff member and easily accessible to staff at all times). Medications may only be administered by trained and designated staff and only upon written order from the Doctor to the program staff, with knowledge and written consent of the parent/guardian.

Medications must be kept in the original container and bear the original pharmacy label. Confidentiality of the child is maintained at all times. When medication is no longer needed, it is returned to the parent or destroyed. 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."

## **Filing a Complaint**

Commerce City Youth Camp Venture and Adventure Trek summer day camps are licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards of the operation of a childcare facility. The license and recent inspection reports are available upon request. We want to hear from you if you have questions or concerns about your child's care. We will make every effort to resolve any issues or concerns you have about the program.

Complaints regarding suspected licensing violations must be reported to:  
Colorado Department of Human Services, Division of Child Care  
1575 Sherman Street, Denver, CO 80203-1714  
303-866-5958

Complaints regarding the actual program should be reported to the Youth Services Coordinator  
Jessica Boles, Youth Coordinator  
Office: 303.289.3659  
Cell: 303.901.7648

Complaints regarding the facilities should be reported to the Facilities Coordinator:  
Office: 303.289.8191

## **Reporting of Child Abuse**

City of Commerce City staff is required by law to report the suspicion of abuse or neglect. As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to Colorado state law. Colorado state law defines child abuse as:

*Neglect* — Failure to provide adequate nutrition, clothing, shelter, medical care, or supervision for a child that results in injury or medical complications for that child. Neglect is different from poverty and may occur regardless of a family's economic standing.

*Physical Abuse* — Non-accidental trauma that results in injury or death to a child by any person in a position of trust.

*Emotional Abuse* — A pattern of behavior that impairs a child's emotional development and positive sense of self, possibly resulting in psychological damage. Emotional abuse includes the presence of a pattern of belittlement, criticism, rejection and threats and the absence of supporting behaviors such as praise, pride in the child, and expressions of love and concern.

*Sexual Abuse* — Any sexual exploitation involving a child or adolescent who does not fully comprehend the situation and is unable to give informed consent. This includes any sexual contact between adults and children where the child is less than 15 years old and/or there is a four-year age difference between the suspect and victim.

A report demonstrates that there is cause for concern and should not be interpreted as an accusation. Staff members are required to report these suspicions immediately and are not allowed to contact the parents first. Once a report is made, a Social Service worker will determine if there is just cause for an investigation. In all cases, please realize that the child's best interest is our primary concern. If you have any questions in this area, feel free to contact the Youth Coordinator, Jessica Boles 303-289-3659.

## **Letter From The Department of Human Services**

Dear Parent:

Your child was recently enrolled in a childcare program that is currently licensed by the Colorado Department of Social Services. The license will indicate that the program has met the required standards for the operation of a childcare facility.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

Adams County Department of Social Services  
7401 Broadway, Denver, CO 80221  
303-412-5212

There is also a toll-free number across the state of Colorado. 1-844-CO4KIDS or 1-844-264-5437

Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment, play materials and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, please consult:

Colorado Division of Childcare  
1575 Sherman Street, First Floor  
Denver, CO 80203  
303-866-5958

## **Important Contact Information**

### **Eagle Pointe Recreation Center – Summer Youth Camp Venture**

6060 East Parkway Dr.  
Commerce City, CO 80022  
Front Desk: 303-289-3760  
Camp Cell: 303.241.3863

### **Eagle Pointe Recreation Center – Adventure Trek Camp**

6060 East Parkway Dr.  
Commerce City, CO 80022  
Front Desk: 303-289-3760  
Camp Cell: 720.626.6987

### **Second Creek Elementary– Adventure Trek Camp**

9950 Laredo Dr.  
Commerce City, CO 80022  
Camp Cell: 303.229.4204

### **Registration**

6060 East Parkway Dr.  
Commerce City, CO 80022  
303-289-3789

Jessica Boles, Youth Coordinator  
Office: 303-289-3659  
Cell: 303-901-7648  
jboles@c3

Colorado Department of Human Services, Division of Child Care  
1575 Sherman Street, Denver, CO 80203-1714  
303-866-5958

Commerce City Summer Camps Tax ID Number  
84-600-6924  
Tax receipts mailed by January 31, 2021

### YOUTH CAMP VENTURE AGES 6-10

6/1-7/31 M-F		\$135/\$160 per week	7 a.m.-6 p.m.
EP	Date	Theme	Field Trip
7501.201	Week 1 June 1-5	Plants vs Aliens	Air & Space Museum
7501.202	Week 2 June 8-12	Healthy Bodies, Healthy Minds	Denver Museum of Nature and Science
7501.203	Week 3 June 15-19	Not All Heroes Wear Capes	Denver Firefighters Museum
7501.204	Week 4 June 22-26	Determined Detectives	Adams Mystery Playhouse
7501.205	Week 5 June 29-July 3	H2O	H2O'Brien Pool
7501.206	Week 6 July 6-10	Extreme Challenge	DEFY Extreme Air Sports
7501.207	Week 7 July 13-17	All Around the World	Denver Puppet Theatre
7501.208	Week 8 July 20-24	Wildlife Warriors	The Urban Farm
7501.209	Week 9 July 27-31	Spirit Week	Aurora Reservoir

\*Space is limited

### ADVENTURE TREK CAMP AGES 11-15

6/1-7/30 M-Th		Fee: \$135/\$160	7 a.m.-6 p.m.
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EP	Second Creek Elementary School-Modular	Date	Theme	Field Trip
7601.201	7701.201	Week 1 June 1-4	Lost in Space	Discover Space Center
7601.202	7701.202	Week 2 June 8-11	Back to the Future	Denver Museum of Nature and Science
7601.203	7701.203	Week 3 June 15-18	Mountain Trek'd	The Incline
7601.204	7701.204	Week 4 June 22-25	Trial by Fire	Ninja Warrior Challenge
7601.205	7701.205	Week 5 June 29-July 2	Color Wars	Field Day-Site vs Site
7601.206	7701.206	Week 6 July 6-9	Days in the Sun	Boulder Reservoir
7601.207	7701.207	Week 7 July 13-16	Extreme Sports	Whitewater Rafting
7601.208	7701.208	Week 8 July 20-23	High Flyers	Elitch Gardens
7601.209	7701.209	Week 9 July 27-30	The Countdown	Aurora Reservoir

\*Space is limited

## Youth Camp Venture FAQ for Summer Camp

What is 1/3 nutritional needs for lunch?

- Each camper's lunch must meet 1/3 of their daily nutritional needs. Their lunch must include a grain, protein, vegetable, and fruit

What is an example of an acceptable healthy lunch?

- A sandwich with turkey, apple, a serving of baby carrots, and milk, juice or water
- Also see [www.choosemyplate.gov](http://www.choosemyplate.gov) for examples of healthy meals
- Please do not send soda, energy drinks, or candy

How do staff handle bullying and informing parents in a timely manner?

- We have a zero tolerance policy for bullying. We treat every case seriously and handle the situation in a timely manner. Staff are trained on bullying and behavior management during staff training.
- If you or your camper has an issue, please inform camp staff as soon as possible. Please also encourage your camper to talk to camp staff when issues arise. It is difficult to deal with an issue long after the incident(s) have occurred or after the program has ended.

What is the hiring and training process for summer camp staff?

- All summer staff must complete an interview and pass a drug screen and participate in multiple background checks before they are eligible to start work.
- For staff training we abide by the Colorado State Licensing requiring 15 hours of training in youth development before staff are eligible to work in summer camp. In addition, all of our staff are trained in CPR, First Aid and Universal Precautions. When necessary, staff are also certified in Medication Administration.
- Additional qualifications are required for staff members in a Director capacity

Does the Rec Center offer a multiple child discount?

- We do not offer a multiple child discount for any summer camp program. We keep our costs per child as low as possible in order to be inclusive of everyone.

What other summer programs does the recreation division offer?

- Police Camp for teens ages 11-15, July 27-30
- Female First Responder for ages 14-18, June 8-10 \*subject to change
- Mini Police Camp for ages 9-11, June 16-19
- Youth Citizens Police Academy for ages 11-17, June 1-5
- Preschool Age Activities Tuesdays -Thursdays 10:00 – 12:00pm at Eagle Pointe & 2:00-4:00pm at Bison Ridge
- Weekly Specialty Camps for ages 6-10 (times/dates vary).
- And many other options! Check out the summer camp brochure (available in March)

In addition, we have many other youth programs. Please see the summer 2020 brochure which will be available at the end of March, or visit [www.c3gov.com/recreation](http://www.c3gov.com/recreation)

What does a typical day at Youth Camp Venture look like?

- 7-9am – Arrival/Drop-off /Choice Time
- 9am-9:30am – Large Group Activities
  - Large Group Activities are based on the weekly theme
- 9:30-9:45am – Snack
- 9:45-11:45am – Small Group Activities
  - Small group activities include arts & crafts, fit kids, science, outdoor education and sports
- 11:45-1:00pm – Clean up and Lunch
- 1-3:30pm – Large Group Activities
- 3:30-3:45pm – Clean up
- 3:45-4pm – Snack
- 4:00-6pm – Choice Time/pick up

What if my child doesn't know how to swim?

- All swimming field trips have a shallow end play area as well as lifeguards on duty. Please speak with camp staff if you are concerned about your child's ability in the water.
- Some locations may require passing a swim test in order to participate in certain activities (deep end, slide, play structure etc)

What if my child can not apply their own sunscreen?

- Staff are not allowed to apply sunscreen to any camper. We encourage the campers to buddy up with another camper to help apply each others' sunscreen. You also have the option to purchase a spray sunscreen and send it to camp each day with your child. We

recommend that you apply sunscreen to your child prior to the start of the camp day in addition to sending your child with a spray sunscreen.

- Applying sunscreen is required before participating in any outdoor activities. Please discuss the importance of this with your child.
- Camp sites maintain a sunscreen log throughout the day of when sunscreen was applied before and reapplied during any activity.

Is the summer camp approved for the child care tax credit?

- Yes, our tax ID number is 84-6006924. You will receive a receipt the following January.



Commerce  
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& GOLF



