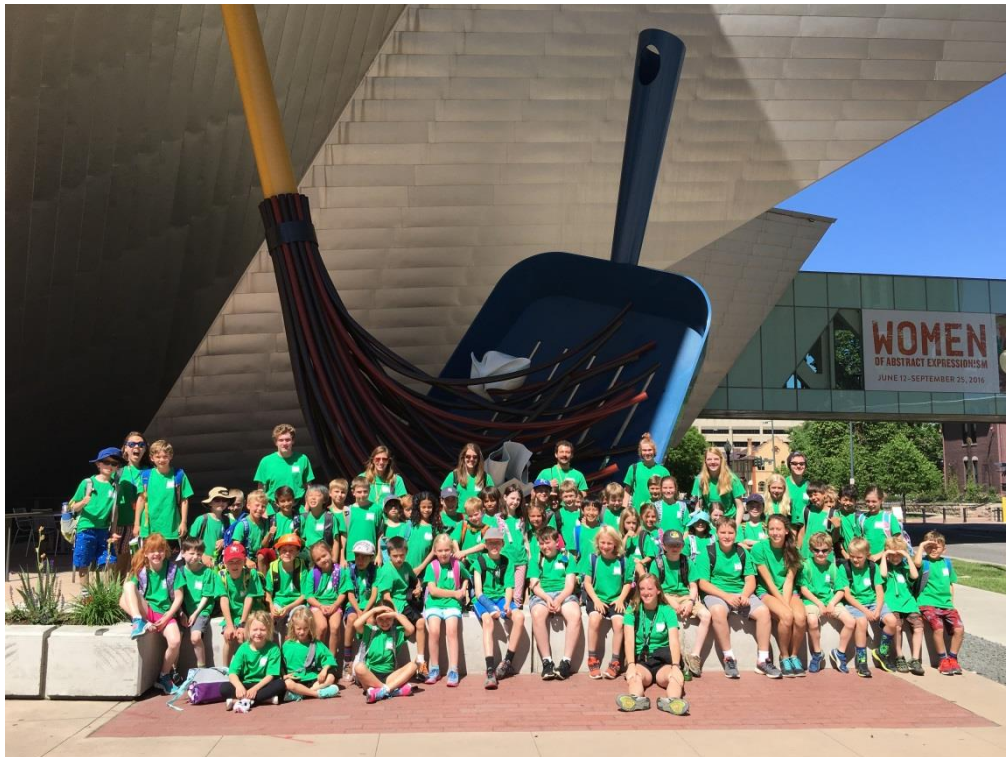


2024 SUMMER DAY CAMP HANDBOOK

Updated 2/2024



Denver Art Museum



City of
Louisville

Recreation Center

www.louisvilleco.gov/summerdaycamp

Camp Cell 720-614-9539

Dear Parents,

We are so happy you have chosen the Louisville Recreation & Senior Center's Summer Day Camp as a camp option for your child. Our goals this summer are many. Our primary goal is to provide fun-filled environment with great counselors that is welcoming and safe for all.

Please take time to read this handbook and discuss appropriate sections with your child. It is important that you both understand all the procedures, schedules and activities prior to beginning the first day of camp. If you are a seasoned camper who has been with us for years, please read the handbook in case of any changes from previous years. This handbook includes items that we are mandated to include as a licensed camp as well as things we feel are important for you to know.

We believe that each child deserves to be happy and content with their camp experience. Our days are filled with lots of activities and stimulation designed for the k-5th grader. **We ask parents to use their best judgment if enrolling a young child, unaccustomed to a large group setting with 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 mix of child-directed "free choice time" as well as structured activities. In order to provide that environment, there are camp guidelines which all children will be expected to follow. Please review the following pages regarding day camp rules and regulations. Additionally, there is important information for you as parents.

All the best,

Mandy Perera

Recreation Supervisor

Youth Activities

303-335-4902

mandyp@louisvilleCO.gov

PROGRAM PHILOSOPHY



Summer “Play” Day Camp, based at the Louisville Recreation & Senior Center, has the perfect mix of structured and child directed activities! Camp is designed to meet the social and physical needs of elementary aged children by providing a stimulating and safe recreation environment. Arts and Crafts fosters creativity, free thinking and self-expression. Sports and games provide opportunities for teamwork, new experiences and physical activity. Free choice time allows for child-centered play for healthy brain development, imagination, physical strength and cognitive skills. Campers will have the opportunity to grab some friends and organized a game like cards or 4-square or just visit with friends and counselors during free choice time. During structured activities like Arts & Crafts, Sports & Games, all campers will be encouraged and expected to participate with their smaller group.

Weekly field trips (Wednesdays)

Afternoon Swimming at the indoor Louisville Recreation & Senior Center pool (Tuesday & Thursday afternoons)

Summer Day Camp will have access to both indoor and outdoor facilities of the Louisville Recreation & Senior Center, providing an expanded number of programming options for our day campers.

All Summer Day Camp activities are developed for a unique camp experience. Activities are designed with the elementary aged child in mind.

AGE REQUIREMENTS

Children participating in Summer Day Camp must have attended K-5 grade during the 2023-2024 school year. There are no exceptions to this rule. A copy of current report card, i-ready, school ID or letter from the school administration including child’s full name, current grade and current school year may be required.

DATES AND HOURS OF OPERATION

Camp will run for nine weeks beginning June 3, 2024. Children may be enrolled in one, two or all sessions!

2024 Camp Days: Monday-Thursday

Camp Hours: 8:00am-4:30 pm.

Camp fees will not be pro-rated for children missing camp due to illness, vacations, schedule conflicts or visitation schedules. Other children may not “sub-in” for days the enrolled camper misses.

Field trip attendance is not mandatory; however, there will be no camp activities or supervision at the Recreation & Senior Center if your child does not attend the field trip.

REGISTRATION, FEES AND CANCELLATIONS

Registrations are done by the Registration staff of the Louisville Recreation Center or online at www.louisvillerecreation.com. Please consult the current City of Louisville Recreation Catalog or our website for registration information and camp fees. All sessions must be paid in full when registering.

Once enrolled in a session, there is a surcharge for EVERY cancellation/transfer for each session/camper. **Cancellations can be done online by submitting a [Program Cancellation Request](#).**

Notes or letters of cancellation will not be accepted by camp staff.

- 100% refund if received by 8:00am, April 8, 2024
- 50% refund received by 8:00am, April 29, 2024
- 25% refund for any received by 8:00am a minimum of three weeks before the session start date

In the event of shared custody, it is assumed that both parents are in agreement with the child(ren) attending Summer Day Camp. We do not interpret or mediate any conflicts regarding custody or parenting time disputes.

All paperwork must complete before your child can participate in any day camp activities. Paperwork is done electronically through ePACT. All registered participants will receive an invite to complete the paperwork in May. All contact and medical information must be thoroughly and accurately recorded. This information is critical in the event of an emergency.

CHILDREN WITH SPECIAL NEEDS

Summer Day Camp does not discriminate on the basis of race, color, national origin, sex, or disability. The City of Louisville is dedicated to supporting the Americans with Disabilities Act.

Under § 35.135 **Personal devices and services**

http://www.ada.gov//regs2010/titleII_2010/titleII_2010_regulations.htm#a35135

a public entity is not required to provide to individuals with disabilities personal devices, such as wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing. If your child is unable to perform activities of personal care, you may provide, at your own cost, a personal care assistant.

To determine if full inclusion would be a good fit for your child, please consider the following:

- Semi-structured and unstructured activities are offered and require children to demonstrate independent leisure skills and self-initiation of activities.
- The environment can be highly stimulating and is conducive to individuals who can maintain control with minimal redirection, intervention, prompting or cueing, and maintain appropriate self-control. The environment can be loud throughout the day. Approximately half the day is spent outside.
- Occasional walks of a mile or more.
- Sixty campers attend each day. Traditionally, half the day is spent in large group (60 kids together) and half the day in small group (approximately 20-30 kids).
- Activities are presented in a larger group setting. We have multiple transitions over the day.

- The City of Louisville does not employ a Therapeutic Recreation Specialist.

If your child may require special accommodations for participation, please call Mandy Perera at 303.335.4902 in advance of enrollment. We invite you to talk about your needs and we can tell you more about our camp setting to see if it would be a good fit for your child.

CAMP ACTIVITIES

A detailed weekly calendar will be available at www.louisvillerecreation.com in May. Due to unforeseen circumstances, there may be an occasional change in the schedule. The camp schedule is designed to provide children with wonderful enrichment activities throughout their day. Children will be encouraged to participate in all activities. Children will also have access to craft and sporting equipment at most times.

We strive to have a balance between structured and youth directed time during camp. Approximately half the day is structured with activities to include arts & crafts, games and sports. Campers are separated into smaller groups, traditionally by grade or age depending on that sessions' enrollment, for the structured activities. Campers are asked to participate in the scheduled activity. The other half of the day is youth directed, where campers can choose to utilize the sports cart, game tote, craft cart, reading area, visit with friends or other creative ideas. During this time, the camp is together as a whole. This is during drop off time, snack and pick up. At lunch, the children will have access to the playground.

Camp staff will always monitor youth's safety during camp. They encourage new experiences and friendships. If your child is shy or is having a difficult time making friends at camp, let one of your Assistant Directors know and we will do our best to introduce them to other children who may have similar interest or be a similar age.

In addition to monitoring campers, roll call will be done throughout the day by camp staff. Staff/camper ratio (1:10) will be maintained with increased supervision on swim days and field trips.

When camp activities take us away from our recreation center, a notice will be posted by the Welcome Table's Schedule indicating our location, as well as, departure and return times.

As part of the weekly activities, children may be asked to walk for up to an hour or more at a time.

In the event of inclement or excessively hot weather, camp activities will be moved indoors. Staff will consult the Air Quality Index Advisory when conditions are in question. Children will have continual access to cool water during camp activities. Please send a leak proof water bottle.

Personal items left at the end of the day will be put in the camp lost and found and kept through the week. We will make every effort to return found items to campers. At the end of the week, lost & found items will be put with the front desk lost and found items for donation. Crafts not taken at the end of the day will not be kept overnight and will be disposed of at the end of the day.

TOILET FACILITIES

Campers will be allowed access to the bathroom throughout the day. Staff will monitor from the outside of the bathroom and will not provide toileting assistance. Children will be allowed to use the gender-segregated facilities that are consistent with their gender identity, with toilets separated by partitions to provide privacy.

FIELD TRIPS



We believe field trips enhance the day camp experience and all children are encouraged to attend. Please note that all children must wear a field trip t-shirt and wear it while on any field trips. Some locations may require a permission slip that must be signed by a parent/guardian.

Please arrive a minimum of 15 minutes before departure time to allow for a smooth transition for your child that morning.

The Boulder Valley School District will provide transportation for field trips. Children and staff will observe all safety precautions as dictated by the Department of Transportation staff. There may be an occasion when children need to be transported by the City of Louisville vans. If children are transported in the City of Louisville vans, each child must wear a safety belt. All children are to remain seated while the vehicle is in motion. Children's arms, legs and head must remain inside the vehicle.

SWIMMING

We swim at the Louisville Recreation Center on Tuesday and Thursday afternoons.

It is very helpful if your camper arrives to camp with their swim suit under their clothes with a change of clothes and towel in their backpack. Campers are also welcome to bring swim goggles.

Louisville Recreation Center:

Campers under 3'6" at the shoulder will receive a red swim ban which requires them to stay in the zero depth area of the splash pool unless directly accompanied by a counselor. Campers 3'6" at the shoulder will be permitted in the lazy river as well as both basketball hoops, all of which are at a water level of 3'6". Campers wishing to utilize the deep end of either the program or splash pool must take and pass a swim test administered by our staff and will receive a green swim band indicating they may use these areas. Once a camper passes a swim test, they do not need to test again for the summer.

Counselors are assigned to monitor specific areas of the pools on a rotation in addition to the lifeguards. Counselors are actively involved in play, monitoring safety and assisting campers during swim time.

Campers and counselors all wear a blue tech swim shirt for identification and sun protection. These shirts are loaned out each swim day and collected back at the end of the day.

Please speak with the program supervisor, Mandy Perera, or head camp counselors if you have any questions or concerns.

MOVIES/VIDEO VIEWING/PHONES

The occasional movie/video will be shown during the course of the summer. Movies/videos will be rated-G or PG. If you prefer that your child does not watch a movie/video, please inform the day camp staff. Children choosing not to watch will be asked to read quietly in the reading activity center (or partake in a similar, quiet activity). Campers with phones should keep them in their backpacks.

SIGN IN/SIGN OUT PROCEDURES

All children must be signed in and out by an authorized adult (age 16+) each day. **The individual who is signing the child out for the day must present a photo ID to verify identity.** Children will only be released to individuals listed on their emergency forms. Other changes will be allowed if in writing by a parent/guardian.

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.

Parent/guardian of older children, ages 8+, may prefer to sign a release waiver (indicated on ePACT electronic paperwork) allowing their child to sign themselves in/out each day (walking, riding a bike, etc. to camp). The City of Louisville is in no way responsible for the safety of children outside of their care and transportation is deemed a parental responsibility. Children who are permitted to sign themselves out of camp must attend the entire day *until* 4:30pm unless otherwise notified in writing by a parent.

Parents/guardian must make arrangements for their children to be picked up no later than 4:30pm. If a child is picked up late, a fee of \$1 per minute may be assessed. If a child is not picked up by 5:00p.m. and we have not been able to reach you or an emergency contact, the child will be released to the local authorities.

Children arriving late for day camp will be expected to join their respective group activity. However, 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.

Parents/guardian are welcome to drop by the Recreation Center to observe activities at any time. All visitors will be asked to sign the visitor log indicating date, nature and time of visit.

WHAT TO BRING TO CAMP

1. Lunch, 2 snacks, and a leak-proof water bottle in a manageable backpack

Our campers work up and appetite! Lunch and snacks will not be provided by day camp. Refrigeration is not available, so please plan accordingly. Please do not send lunches that need any preparation. Drinking water will be available throughout the day to refill water bottles. Please label all belongings. All belongs need to fit in a backpack that is easily carried by the child. Safe backpack weight calculator, www.thechildrenshospital.org/wellness/backpack.aspx

2. Wear play clothes to include sneakers

Children should wear “play clothes” and sneakers with socks each day. NO FLIP-FLOPS, CROCKS, KEENS, CLOGS, SANDALS, BAREFEET OR WHEELIES.

3. Sun protection-shirt that covers shoulders, hat, glasses & sunscreen

Please apply sunscreen on camper prior to camp each day. Staff is not responsible for sunburns or sun exposure; however, we will take reasonable precautions to protect your child from over-exposure. A cap or visor, t-shirt that covers the shoulders and sunglasses are highly recommended. Camp sunscreen will be reapplied at intervals throughout the day.

4. Swim Days

Swim suit under campers clothes, change of dry clothes, towel. Goggles are optional.

5. Camp t-shirt on field trip days

A camp T-shirt is mandatory for field trips and one shirt per summer is provided for those children that are enrolled. The City of Louisville will provide swim shirts (tech shirt with SPF) for off-site and outdoor swimming to be returned at the end of the day.



There may be occasions when we ask your child to bring supplies from home for arts & crafts. These items will be listed on the calendar and reminders will be sent home with the children.

**PLEASE LABEL ALL ITEMS. THIS INCLUDES:
Camp T-shirt, Lunch Bags, Backpacks, Hats, and Water Bottles.**

WHAT NOT TO BRING TO CAMP

Campers should not bring money, toys or valuables. Campers shouldn't bring anything that states "keep out of reach of children" on the warning label. This included hand sanitizer. If a child brings such items, they will be put away by camp staff. Additionally, the parent or guardian may be called to pick the item up. Cell phones are discouraged, but if you feel it is necessary, it must be kept away in your child's backpack and not taken out during camp hours.

COMMUNICATION

Staff are available for brief conversations with parents throughout the day. If you would like to set up a time for a longer conversation, please contact Mandy Perera, Recreation Supervisor, and we would be happy to arrange a time. Camp calendars will have a listing of activities, including projects and on/off-site activities and are available at www.louisvilleco.gov/summerdaycamp in May. Slight modifications may be necessary due to unforeseen events. Important messages for parents will be posted in the camp Welcome Area and e-mails may be sent.

FILING A COMPLAINT

Providing a safe and caring atmosphere for campers and staff is our top priority in Summer Day Camp. We welcome all suggestions. If you have a concern, please speak with the appropriate level staff member:

TBA

Mandy Perera

Kathy Martin

Assistant Camp Directors

Recreation Youth Supervisor & Camp Director

Recreation Superintendent

For filing a complaint with Colorado Department of Human Services, Division of Child Care, they can be contacted at 1575 Sherman Street, First Floor, Denver, CO 80203-1714, (303)866-5958.

Our state license and copy of inspection records are available for review in the Recreation Supervisor's Office.

REPORTING CHILD ABUSE

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 suspected child abuse or neglect according to state law. All staff receives training in the area of child abuse and neglect.

If you have a complaint regarding suspected licensing violations at this or any other licensed child care center, you have the right to report your concerns to the Colorado Department of Early Childhood at 710 Ash St, Denver, CO or call (303) 866-5958.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the County Department of Social Services in the County in which the child resides or the local law enforcement agency in the County in which the incident is believed to have occurred. The telephone for Boulder County is 303-413-7000.

GUIDANCE AND BEHAVIOR EXPECTATIONS



Our goal is to provide a safe and welcoming environment for everyone. Summer Day Camp models, teaches and encourages communication skills, mutual respect, problem-solving skills and positive social interactions between peers and staff. We believe this creates an atmosphere which decreases behavioral concerns and increased emotional well-being. It provides a strong support system for children and staff. We also find positive reinforcement, redirection, conflict resolution or a brief recovery period to be effective in most cases.

We encourage campers to talk with camp leaders with anything that concerns or worries them in camp.

If more serious problems arise, we problem-solve directly with the children who are involved regarding the situation. A "Stop and Think" Slip or "Oops Slip" is filled out by the child describing the behavior and signed by the parent. Multiple written notices will call for a meeting between the parent and camp team. If a child poses a safety risk to themselves or others, parents will be notified to pick up for the remainder of the day. If the child's behavior issues continue we will discuss the implementing of a Behavioral Agreement as well as any recommendations for outside referrals for assistance. Dismissal is a last resort. Extreme incidents may require immediate dismissal without prior notice. Each situation is unique, and we will always try to be fair and consistent. Refunds will not be issued for children dismissed due to behavior.

It is the parent's responsibility to inform the Supervisor, Mandy Perera, if a child has any conditions, including behavior and medical, which may affect them with the day-to-day activities of camp. This must be specifically noted on your child's ePACT account. Failure to disclose pertinent information may result in the child's dismissal without refund.

Examples of Behavior Expectations of all Campers

- Show respect to all members of the camp community and general public
- Stay with the assigned camp group, in the camp boundaries
- Take responsibility for belongings, and respect other's belongings and program supplies
- Resolve conflicts peacefully

- Behave respectfully, without arguing, and cooperate when directions are given or a request is made. Campers will be given an opportunity to voice concerns at an appropriate time if they do not agree with the request
- Camper responds to transitions after one request
- Be prepared with appropriate materials
- Refrain from bringing items that are not allowed in camp

Zero Tolerance Behaviors

What are Zero Tolerance Behaviors? Behaviors that cause a safety concern. Parents will be contacted to pick up. This is not an all-inclusive list, but to provide examples:

- Spitting/Biting
- Kicking
- Hitting/Punching/Scratching
- Pushing down
- Verbal threats
- Destruction of property
- Self-harm
- Refusal to stay with their assigned group

BODY SAFETY RULES

Camper safety is taken seriously at Summer Day Camp. All camp staff receive training in guidance, child abuse, sexual harassment and body safety rules. We use information from a variety of resources to include Blue Sky Bridge, Parenting Safe Children and the State of Colorado.

Camp staff are always in a group setting with campers and/or in the public eye. A camp staff member being one-on-one with a camper is extremely rare. If circumstances beyond our control lead to a camp staff member being alone with a camper, an incident report would be filled out and shared with the parent/guardian at the end of the day.

Camp staff must pass background checks to include the Colorado Bureau of Investigation, Federal Bureau of Investigation and the State of Colorado.

If you have any questions for us, please contact Mandy Perera, Youth Activities Supervisor.

MEDICATION

Staff cannot administer any medications, *prescription or over-the-counter*, without the following:

- 1) written authorization from the health care provider
- 2) parent written authorization
- 3) and medication in the original labeled container.

Please notify Mandy Perera, Recreation Supervisor, if your child is taking any type of medication, or if they require special medical attention. If your child needs to take any medications on a regular basis during camp, the parent/guardian will need to meet with the supervisor and head camp counselors in advance to set up a Health Care Plan on ePACT specific to your child. **This must be done before the first day camp.** If the proper paper work has not been completed, the parent/guardian will be asked to return to our premises to administer medication.

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 in day camp. Children are not permitted to carry any medications, prescription or over-the-counter, 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.”

Allergy Action Plan is used for severe allergies and Epi Pens

Asthma Care Plan is used for any Inhaled medications to include albuterol inhalers

Medication Administration is used for all general medications

Exemption for Medication is used if your child has a noted medical condition, but you and your physician choose not to send any medications to camp.

All forms are available on our website under “Other Forms/Materials”

EMERGENCY PROCEDURES

Day camp staff are CPR/First Aid certified. In the event of an emergency, staff will respond accordingly. Staff will utilize the emergency contact information provided by parents/guardians. Every effort will be made to provide appropriate care.

Illness

If your child is exhibiting any sign or symptoms of illness, keep your child at home. Consult a physician to determine if your child’s symptoms are contagious and when they could return to camp. Ill children at camp will be separated from the other children and will be offered a blanket and mat. Parents will be notified to pick up their camper. Camp follows How Sick is Too Sick from the CDPHE.

Contagious illnesses will be reported to camp families via e-mail. The identity of the camper with the illness will be kept confidential. Certain illnesses and accidents requiring medical treatment will be reported to the State as required by the Colorado Department of Human Services Rules Regulating Child Care Centers.

Injuries

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called (upon arrival, emergency medical care will be deferred to these medical personnel). The parent/guardian will be called and notified of any serious injuries. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes, cuts and bumps will be reported to the parent/guardian when they arrive to pick-up their child. Day camp staff will complete an incident report for all accidents/injuries. Parents will be provided with this report at pick up to sign.

Lost Child

In the event that a child becomes lost/unsupervised during our care, we will immediately begin a search. On field trips, 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. Parents will be notified promptly if initial searches fail to secure your child.

Natural Disasters

All staff members are trained in the established safety procedures. Drills are held to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, severe weather or lock down. The following steps will take place in such situation

- A. Specific procedures for responding to the crisis will occur.
- B. Notification of the Recreation Supervisor must be immediate.
- C. Local authorities will begin work immediately.
- D. Children’s parents or guardians must be notified promptly.

Tornado

Children will be moved to the interior hall. Staff will take attendance. Once the Recreation Center receives an all-clear signal from a supervisor or EMS, children will return to the classroom.

Evacuation

In the event of an evacuation of the Louisville Recreation & Senior Center due to fire, earthquake, bomb threat or other unforeseen emergencies, parents will be notified to pick up their children as conditions dictate. Louisville Recreation & Senior Center staff will provide interim care for children until their parent/guardian's arrival. We will evacuate to the West of the facility to the tennis courts.

Any child with a disability will have a specific plan for evacuation created between staff and parents depending on the child's abilities.

Reunification

Parents will be notified via e-mail/text message of any emergencies and where to pick up their child.



SUMMER DAY CAMP TEAM

Camp Staff at the Louisville Recreation & Senior Center Summer Day Camp are often times college or high school students with professional educators occasionally mixed in. All staff receive a minimum of 20+ hours of training in the areas of child growth & development, healthy and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity and professionalism in addition to First Aid and CPR certifications. All staff must pass an extensive background check including reference checks and fingerprints.

Summer Camp Staff will wear green staff shirts (tye-dye sometimes on swim days).
Counselors in Training (CIT), will wear CIT shirts of a different color.



Important Contact Information

www.louisvilleco.gov/summerdaycamp

Camp Cell Phone during the summer: 720-614-9539

Mandy Perera

Direct telephone

e-mail

Recreation Supervisor & Director

(303) 335-4902

mandyp@louisvilleCO.gov

Louisville Recreation Center

900 W. Via Appia

(303) 666-7400

www.louisvillerecreation.com

Childcare Tax ID #

84-6000689

We look forward to seeing you this summer!