



# **Parent Manual**

# **Summer 2019**

**CITY OF LOVELAND Parks & Recreation Department**  
**Chilson Recreation Center (970) 962-2487**  
**700 E. Fourth St., Loveland, CO 80537**



Revised: April 2019



This Parent Manual includes information for **both** the Adventure Bound Day Camp & Middle School Camp programs. Program specific information is color coded as follows:

**Adventure Bound Day Camp**

**Middle School Camps**

## **Procedure of Communication**

Camp Staff - Day Camp Director - Recreation Coordinator - Program Supervisor - Recreation Manager

## **Contact Numbers**

**Chilson Recreation Front Desk:** (970) 962-2458

Use this phone number to reach staff in the camp room immediately (ie. emergencies, running late, etc.)

**Kelly Rathbun, Day Camp Director:** (970) 962-2487\*

Contact Kelly with any transfer or refund requests, or any questions at all about your child's enrollment, Day Camp policies, or concerns you may have. You may also leave a message on this line for absences and any questions you may have. Messages will be checked daily, first thing in the morning and at least once throughout each scheduled camp day.

\*Camp cell phone numbers will be given out at the beginning of the summer in order for you to reach camp staff during off-site excursion and field trip times.

**Sarah Gagne, Recreation Coordinator:** (970) 962-2467

**Elaine Brush, Program Supervisor:** (970) 962-2452

**LeAnn Williams, Recreation Manager:** (970) 962-2449

Contact Sarah, Elaine or LeAnn in the event of an emergency if you are unable to reach staff listed above. We also welcome you to call our Department Supervisors with both positive feedback, suggestions for the future, or concerns you may have regarding our Recreation programs and facilities.

## **To File a Complaint About this Facility Contact:**

We are licensed by the State of Colorado as a School Age Day Camp site. If you have any complaints about our program, facility or Staff as it relates to our license, please contact:

**The Colorado Department of Human Services, Division of Child Care**

**1575 Sherman Street**

**Denver, Colorado 80203-1714**

**1-303-866-5958 or 1-800-799-5876**

**Provider ID: 25433**

\*License Inspection Available upon Request.

## **Child Abuse/Neglect**

If at any time a staff member reasonably suspects child abuse or neglect, it is in the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services. Upon suspected abuse or neglect, he or she will immediately contact his or her supervisor and that supervisor will contact the Department of Social Services in Larimer County at:

**Child Protective Services, 205 E. 6<sup>th</sup> St., Loveland, CO 80537; (970) 498-6990 OR** by calling: Colorado Department of Human Services Statewide Child Abuse and Neglect Hotline: **1-844-CO-4-KIDS.**

## **Day Camp Goal, Philosophy and Mission**

The Adventure Bound Day Camp & Middle School Camp's mission is to provide a safe and enjoyable environment for all campers, creating an atmosphere that supports learning and fun. We emphasize four important life skills: **safety, responsibility, readiness and respect.**

## **Age of Children**

*Adventure Bound Day Camp*: to boys and girls, ages 5 to 12 years who are entering grades K-6 in the fall season following camp. \*This camp is **not** intended for children that have completed 6<sup>th</sup> grade or above.

*Middle School Camp*: boys and girls entering grades 6-9 in the fall season following camp.

## **Camp Weekly Schedule & Daily Hours**

A calendar listing the full summer schedule including dates, themes, and holiday closures will be provided at registration.

*Adventure Bound Day Camp* is open Monday through Friday 7:30am to 5:30pm, with planned activities between the hours of 8:30am and 4:30pm. Before-care is available from 7:30–8:30am and after-care is available from 4:30–5:30pm.

*Middle School Camp* is open Monday through Thursday from 8:30am to 4:30pm. Campers needing extended hours may wait quietly in the Chilson lobby (supervision not provided) with required, completed permission form to sign themselves in and out of camp.

## **Fees and Payment Schedule**

An itemized weekly fee and payment schedule will be provided at the time of registration. Camp fees include most weekly field trips. Some enrichment activities, including swim lessons and Friday enrichment/teen trips may require additional registration and an additional fee.

Payments can be made online at: [www.CityofLoveland.org/WebTrac](http://www.CityofLoveland.org/WebTrac). In-person payments can be made at the Chilson Center front desk. We accept cash, checks, Visa, Master Card, American Express and Discover for payments. Payments cannot be made over the phone.

**Registration Fee Information:** A \$35 non-refundable registration fee is due at the time of registration. This fee covers daily use of Rocky Mountain Sunscreen (SPF 50+), access to online enrollment profiles, and administrative costs for household account management including registrations, transfers, & cancellations/withdrawals.

**Deposit Information:** A \$25 deposit for each week your child will attend is due at the time of registration.

City of Loveland Tax ID # 84-6000609

## **Registration**

Registration for our camps begins the first Thursday of February and is listed in our Winter/Spring Activity Guide. Registration forms can be picked up at the Chilson Center Front Desk and can also be downloaded online at: [www.CityofLoveland.org/ABDC](http://www.CityofLoveland.org/ABDC). Completed registration forms, including your \$35 registration fee, \$25/week, per child deposit can be turned into the Chilson Center front desk beginning at 8:00am on the designated registration day and is ongoing until spaces are filled.

*Adventure Bound Day Camp* registrations can only be done in person. Both full and part-week registrations will be processed immediately upon drop-off of completed forms at the front desk. All camp spaces are filled on a first-come, first-serve basis based on availability.

*Middle School Camp* registrations are accepted in person only through the last Friday in April. Online registration for any remaining spaces will be available in accordance with the Summer Activity Guide online registration date & time. All camp spaces are filled on a first-come, first-serve basis based on availability.

## **Withdrawal from Camp**

If at any time, camp no longer meets the needs of you and/or your child due to philosophical differences or disciplinary issues, the parent may withdraw the child from camp. This withdrawal needs to be submitted in writing. Penalties will be determined at the discretion of the Recreation Coordinator. Please see the policy on Transfers/Cancellations/Refunds for more information.

## **Transfers/Cancellations/Refunds**

All transfers, cancellations, and refund requests must be submitted IN WRITING. A Camp Transfer/Refund Form will be provided at registration and will be available online at [www.cityofloveland.org/ABDC](http://www.cityofloveland.org/ABDC) and can either be submitted to the Day Camp Director ([kelly.rathbun@cityofloveland.org](mailto:kelly.rathbun@cityofloveland.org)) or turned in at the Chilson Center front desk. In order to be eligible for any refund, please be sure to read, complete, and sign all sections of the Camp Transfer/Refund Form. As stated on the form- ALL cancellations may be subject to forfeiture of the \$25/week per child deposit. Additionally, cancellations made less than 10 working days prior to the week your child is scheduled to attend are subject to forfeiture of 50% of the weekly fee. NO refunds will be given for cancellations made less than 5 working days prior to the week your child is scheduled to attend.

## **Enrollment Profiles & Immunization Records**

Each camper must have emergency contact/authorized pick-up information, health/medical history including REQUIRED immunization records and any necessary medication forms, social/family history, and liability/release waivers completed prior to attending camp. This information is submitted online through ePACT. An invitation to complete your camper's "Enrollment Profile" will be emailed to you *after* parent orientation meetings. PLEASE NOTE: Campers requiring medication to be administered while at camp will need appropriate forms completed and signed by a physician before being uploaded to the Enrollment Profile. All medication forms are available for download on the ePACT site.

## What to Wear to Camp

- Loose comfortable clothing, socks, and close-toed shoes that are appropriate for the weather and allow safe freedom of movement.
- ABDC & Middle School Camp T-Shirts **ARE REQUIRED** on field trip days. *Middle School Camps* will decide on Monday which day of the week they will wear their shirts.
- *Adventure Bound Day Camp* will be wearing t-shirts in the water at any pool other than Chilson and Winona that we attend for field trips. The camp shirt helps us keep track of each child when we travel as a large group outside the Chilson Recreation Center.
- Campers will be required to wear their shoes when visiting all Spray/Splash Grounds as a safety precaution. Visits to Spray/Splash Grounds will be noted on the weekly field trip permission forms. Please send your camper with water shoes if you do not want their shoes getting wet.

## What To Bring to Camp

- A backpack (for carrying lunch and belongings off-site)
- A sack lunch, 2 (healthy) snacks, and a water bottle that do not require refrigeration
- Swimsuit & towel on designated swim days (swim shirt, goggles, and pool shoes optional)
- Sweatshirt or jacket appropriate for daily weather forecast/changes
- Hat (optional)

## Children's Personal Belongings

### *Adventure Bound Day Camp*

Campers should not bring toys, money, electronics, cell phones, or other personal belongings to day camp. We cannot be responsible for these items if they become broken or misplaced.

- Exceptions will be made for children to bring small amounts of money to spend on concessions at Winona Pool (\$2 or less) and on some predetermined field trips (amounts TBD based on field trip – notice will be given in weekly camp newsletters)
- Please note that if your child does bring money on these occasions, he/she is responsible for that money and may not share it with other children. If this becomes a problem, camp staff reserves the right to discontinue our policy of allowing money to be brought for these special occasions.

### *Middle School Camps*

- All television, recoded media, computers, tablets, cell phones, video games and other media devices are prohibited during snack and meal times.
- Cell phone use will be limited and the camp staff reserves the right to ask that phone be turned off, put away and/or turned in at any time.
- Cell phones or any electronics that are asked to be turned in will be stored in a secured, locked bag until the end of the camp day.

## Sunscreen

It is the responsibility of the parent/guardian to apply sunscreen to your child daily before arriving at day camp.

- Rocky Mountain SPF 50 Kids Broad Spectrum Sunscreen will be provided at camp. This sunscreen is FDA approved, hypoallergenic, fragrance and peanut oil free. Camp staff will require campers to reapply this sunscreen as appropriate, including after lunch and before/after swimming times.
- Camp staff may also help your child apply sunscreen if needed.
- If you do not want your child using Rocky Mountain SPF 50 Kids Broad Spectrum sunscreen, you will be required to provide a labeled container of lotion sunscreen (SPF 30 or higher) for your child's use only to the camp staff to keep at camp for the duration of their registration.
- **SPRAY/AEROSOL SUNSCREEN WILL NOT BE ALLOWED AT CAMP AND CANNOT BE SPRAYED INSIDE THE CHILSON CENTER FACILITY.**

## Camper Sign-In and Sign-Out & Release to Authorities

Daily sign in/out will be used in order to track the time and release of each child's arrival and departure, and to whom they are released. All sign-in/out records are retained for 3 years.

### Adventure Bound Day Camp

- Parents/guardians must come into the camp room and sign their child in and out of day camp each day. Children **may not** sign themselves in or out of Adventure Bound Day Camp.
- Parents picking up children earlier than 4:30pm may have to pick up off-site (from the pool, park, etc.). You must communicate with your child's counselor at the time of release and properly sign out. Please inform staff of early pick up in advance whenever possible, and remember to collect all of your child's belongings.
- The Camp Director is typically available during before care (7:30-8:30am) and after care (4:30-5:30pm) to spend time conversing with parents/guardians. Any serious concerns can be addressed by scheduling additional time with the staff.
- Please help your child/children collect all belongings at the end of each day.
- Children will only be released to persons for whom the center has written authorization. In the event of a last minute emergency pick-up, verbal authorization may be given from the parent/guardian. A photo ID will be required for release.

### Middle School Camps

- If you would like to give permission for your camper(s) to sign themselves in & out each day, you will be required to sign a "Self Sign In & Out" form. Campers will not be permitted to sign themselves out prior to 4:30pm.
- Parents picking up children earlier than 4:30pm may have to pick up off-site (from the pool, park, etc.). You must communicate with your child's counselor at the time of release and properly sign out. Please inform staff of early pick up in advance whenever possible, and remember to collect all of your child's belongings.
- Children who do not have permission to sign themselves in and out will only be released to persons for whom the center has written authorization. In the event of a last minute emergency pick-up, verbal authorization may be given from the parent/guardian. A photo ID will be required for release.



## **Late Fees & Ensuring Child Departures**

### **Adventure Bound Day Camp**

Pick-up must occur by 5:30pm. Late fees will begin accruing at 5:30pm at the rate of \$5 for every 15 minutes per child. All charges will be added to your Chilson household account.

- If a parent/guardian has not picked up his/her child or called informing staff of a delay by 5:45pm, staff will attempt to call a secondary authorized person. If the child is not picked up by 6:30pm, the police department will be notified and the child will be released into the custody of a police officer.

### **Middle School Camps**

Pick-up must occur by 4:30pm. Late fees will begin accruing at 4:30pm at the rate of \$5 for every 15 minutes per child. All charges will be added to your Chilson household account.

- If a parent/guardian has not picked up his/her child or called informing staff of a delay by 4:45pm, staff will attempt to call a secondary authorized person. If the child is not picked up by 5:30pm, the police department will be notified and the child will be released into the custody of a police officer.

Staff will ensure that all campers have been picked up prior to closing the camp room and leaving for the day.

## **Attendance**

Attendance throughout the day is monitored on Daily Tracking Sheets. If the day camp group is leaving the Chilson facility for an activity, camp leaders will take attendance prior to departure from Chilson, at appropriate times during the activity, prior to departure to Chilson, and again upon arrival back at Chilson.

## **Weekly Field Trip Authorizations**

At drop off on your camper's first day of camp each week parents/guardians will be required to sign a field trip authorization giving permission for your camper(s) to attend ALL off-site trips scheduled for that specific week. This authorization will need to be re-signed each week as off-site field trips & activities vary week to week. A calendar will be provided with all off-site trips highlighted. Please note that if you do not want your camper(s) to participate in a specific off-site trip or activity, alternative care MAY NOT be available (including swim days and field trips).

## **Late Arrivals When Group is Away from the Center**

All attempts will be made to place campers who arrive late (after 8:30am) when the group is away from the Chilson Center on a temporary basis with another age group or with the Recreation Coordinator until the child can be safely transported to the activity. If these accommodations are not possible, it is the responsibility of the parent/guardian to transport their child to meet the group. In meeting the group, the parent/guardian must communicate with a camp leader regarding their child's arrival and sign the child in. If parents do not choose to meet up with the group, any fees paid for that day will be forfeited.

## **Parent and Guest Visitation**

Parents are welcome to visit their child during lunch hours and at other times throughout the day. If parents are taking their child away from our facility, they must sign the child out before leaving the center, and must sign them back into camp upon their return. To ensure the safety of all campers, visitors/parents are also required to sign-in and out on the Visitor Log (includes name, address & purpose of visit).



## **Code of Conduct**

Camp Leaders will go over an Adventure Bound Day Camp Camper Agreement regarding behavioral expectations of campers while at camp on your campers first day. Campers will bring it home to review with you and both you **and your child** must sign this agreement, indicating that you have read, understand, and agree to the terms of this document. You may want to make a copy of this Agreement to review with your camper during the summer if needed.

## **Positive Guidance Strategies & Discipline Guidelines**

Positive guidance strategies will be used at all times in order to cultivate positive child, staff, and family relationships. Camp leaders will make every effort to give positive reinforcement for good behavior and encourage children to learn acceptable behavior. Should group behavior modification strategies need to be addressed, camp leaders will implement teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competence in all campers. Individualized behavior plans may be created between camp leaders and parents/guardians when needed so a team-based positive behavior support plan can be implemented with the intent to reduce challenging behaviors and prevent suspensions and/or expulsions. Should the needs of an individual camper fall outside of our camp's ability to provide a successful resolution to challenging behaviors, access to an early childhood mental health consultant or other specialist will be provided as needed. See the policy on Services for Children with Disabilities for more information.

The following steps will be taken when challenging behaviors require immediate modification:

### **Verbal Warnings**

1. Camp leaders will place themselves in close proximity to camper(s) in order to observe (and document if necessary) behavior, and to verbally give the camper(s) appropriate re-direction.
2. Camper(s) may be removed from their immediate group in order to discuss the situation with a camp leader.
3. Camper(s) may be asked to sit aside from the group for a short time while a positive alternative action is developed, but will be allowed to return to activities as soon as possible.

### **Written Forms**

1. Camper(s) may be asked to fill out a "Better Day Plan" (either written or drawn). Filling out this form helps the student to step away from the incident and take time to reflect on how their behavior may have been disruptive or disrespectful to others. Camp leaders review the form with the camper(s) in an effort to come up with a "Better Plan" to change their behavior in the future. A copy of the completed form will be placed in the camper's mailbox at the end of the day for parents to review.
2. If behavior continues, a Behavior Incident Report will be filled out. The Day Camp Director and/or Assistant Camp Director will notify parents/guardians to discuss strategies for positive re-direction.
3. If another incident occurs after the previous discipline measures have been followed, a Behavior Intervention Plan will be created with the input from both the camp leaders, director/assistant director and parents to evaluate how the child can be successful in the program. A meeting with staff, camper, and parent/guardian may be scheduled.

### **Suspension/Dismissal**

In the event that previous disciplinary actions and intervention plans have not been successful, camper(s) may be required to miss a day of camp or upcoming field trip. The parent is responsible for the supervision of their child during that originally scheduled camp time/field trip, and discounts/refunds will not be given for this time away from camp. Upon return to camp, a meeting with staff, camper, and

parent/guardian must take place to clarify the Code of Conduct expected of all participants, including the expectations set forth in the Camper Agreement. A discussion of further suspensions or dismissal from camp may also take place.

### **Severe Behavior Challenges (resulting in the concern for safety of campers and/or staff)**

When a camper's behavior jeopardizes the safety and well-being of the children, the staff, or the continuation of the program, it may become necessary to remove the child from the program. Dismissal will be used as a last resort.

### **Field Trips/Transporting Children:**

City of Loveland vans and R2J School District buses will provide transportation for children on all camp field trips. Children and staff will be expected to observe all safety precautions as dictated by the Department of Transportation. When children are transported by van, all children must wear a safety belt. All children are to remain seated while the vehicle is in motion. Everyone's arms, legs and head must remain inside the vehicle at all times.

- State Licensing requires a 1 staff to 15 children ratio. For field trips, our ratio of staff to campers is typically 1:10 or smaller.
- **All field trips are included in weekly camp fees unless noted otherwise.** No discount is available if your child does not participate in field trips.
- We will return from most field trips by 4:15pm. We will notify you if the return time should be later through our weekly newsletter. Please note that if our arrival back at camp is substantially delayed, we will contact the Chilson Center front desk staff to update our status.
- **If your child chooses not to attend a field trip day, additional child care will not be available. Please make other arrangements for the day.**
- The front desk staff at the Chilson Recreation Center will have the itinerary for the day. If you need to get in touch with your child, please call 962-2458 and they will contact a supervisor on the field trip.
- A camp cell phone will be available for emergencies.
- All staff responsible for driving City vans have undergone defensive driving training through the City of Loveland and have had practical driving experience in City vans in order to ensure the safety of your child while participating in field trips.

### **Staff Communications/Camper Mail Boxes**

*Most camp communications will be via e-mail.* A weekly email & activity schedule will be sent out on Friday mornings for the following camp week. Please make sure to note which days are swim days & field trip days to ensure your camper has the appropriate clothing (swimsuit and/or camp t-shirt). Please note that the e-mail contact information you provided with your child's registration information will be included on our ABDC e-mailing list. If you have questions please ask the Camp Director.

#### **Adventure Bound Day Camp**

Individual camper mailboxes are used to provide easy communication between parents and day camp staff. Please check your child's mailbox on a daily basis for important information such as weekly schedules, camp newsletters, and account statement/invoices.

## **Swimming Lessons, Enrichment Activities and optional Field trips**

### **Adventure Bound Day Camp**

In addition to our weekly camp programming, we will be offering additional enrichment opportunities for all campers such as swimming lessons, yoga, dance/music classes, etc. Additional off-site Friday enrichment field trips for campers who are 10 years and older who would like to expand their camp experience are also offered. These enrichment opportunities require additional registration and come with an added cost to your child's camp week. Details on enrichment dates, schedules, destinations, and how to register will be available at Parent Orientations. Space is limited, so early registration at Parent Orientation is recommended.

### **Middle School Camps**

Friday Teen Trips can be added to complete your camper's week with us! These trips require an additional registration & fee. Details will be available at Parent Orientation. Space is limited, so early registration at Parent Orientation is recommended.

## **Camper Helmets**

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 will participate in an alternative activity on that day.

## **Photography Policy**

The City of Loveland Parks & Recreation Department reserves the right to use images and/or photographs of anyone in any activity, park, or public place in present and/or future publications or on the department's web pages for promotional purposes, unless told otherwise at the time image or photo is taken.

## **Television and Video Viewing**

Scheduled access to television, movies, or online videos will be limited to less than three hours per week. Any videos viewed will have a G or PG rating. Additional movies or videos may be shown in the event that inclement weather or excessive heat prevents scheduled activities from occurring. All unscheduled movies/videos will be shown in the camp room and camp leaders will remain in ratio to ensure direct supervision of campers at all times.

## **Services for Children with Disabilities and those with Access or Functional Needs**

Camp staff will work with the Adaptive Recreation Coordinator to identify the assistance needed for any child with a disability enrolled in camp, and will be available to assist with staff training as needed. Additional plans will be made including designating a camp leader to ensure that these campers are accounted for and assisted in the event of an emergency or natural disaster.

## **Illness**

We request that parents keep their child home when he or she shows any signs of an illness. Children displaying obvious signs of illness or with a temperature in excess of 100 degrees will not be permitted to remain in our care and parents/guardians will be called to pick up their child immediately. Ill children will be isolated from the others in the program until they are picked up by an authorized person. Please review the last page of the manual for our 24 hour policy and specific symptoms or illnesses that require children to be kept home.

## Injuries

Any child that is hurt or complaining of persistent or unusual pain is *treated as a serious injury until it can be determined that EMS doesn't need to be called immediately*. Camp staff have all successfully completed CPR, First Aid, and Universal Precautions/Bloodborne Pathogens trainings. Staff are required to carry a first aid kit, cell phone for emergency purposes, and any authorized campers' medications at all times during the camp day.

In the event of an injury, camp staff will assess the injury and implement the following procedures:

1. Have child go through range of motion without assistance.
  - a) If child has mobility of affected area, apply ice and recheck in 15-30 minutes; OR
  - b) If child is unable to move affected area or is in severe pain, the Camp Director will be notified to call parent/guardian immediately.
2. If child is still hurting in 15-30 minutes, parents/guardians will be notified and given the option to:
  - a) Pick up the child and decide themselves whether medical attention is needed.
  - b) Have camp staff call EMS services. The parent will be responsible for all associated costs.
3. An Accident Report form will be completed and submitted to the Director detailing the incident, injury, and care given. A copy will be given to the parent/guardian at pick-up on that day.
4. If a child has any injury during the day that does not involve a parent's immediate attention, staff will still inform parents at the end of the day of the incident.

## Medication Administration

Designated staff complete formal Medical Administration training and are authorized to administer medication to a child *ONLY WHEN* medications are delivered by the parent/guardian in their original container with appropriate prescriptive label and written doctor's instructions are provided with both parent and physician signatures on required medication administration forms. All medications are kept in a locked box and out of reach from children. Staff will record administration of all medications. PLEASE NOTE: Campers should NEVER keep any medication in their backpacks, or be asked to administer their own medications while at camp. Please contact the Day Camp Director to obtain the proper medication administration forms PRIOR to the enrollment profile completion due date of **Friday, May 17, 2019** so we can schedule appropriate training.

## Medical Emergencies

For serious medical emergencies, EMS will be contacted immediately, followed by notification to parents/guardians. If parents cannot be reached, camp staff will attempt to contact emergency phone numbers provided by parents/guardians. Children will be transported by emergency ambulance personnel to the closest medical facility unless otherwise directed by parents/guardians. Emergency medical treatment will be given by professionals only with parent/guardian consent.

## Evacuations

In the event of fire or other emergency situation occurring inside the facility, evacuation will take place immediately. Camp staff will escort campers outside, at least 100 feet from the building to a pre-determined location, following designated evacuation routes posted in the camp room. Attendance will be taken immediately to account for each camper. Camp staff will maintain direct supervision of all campers until authorities have cleared the facility for safety, and will then escort campers back into the camp room where attendance is taken again.

## **Inclement Weather & Excessive Heat**

In case of inclement weather of excessive heat above 100 degrees Fahrenheit, indoor facilities will be used and daily plans may be altered. The camp program will only be cancelled in the event of a natural disaster.

## **Natural Disasters (flood, tornado, severe weather) & Shelter in Place**

The Chilson Recreation Center is identified as a safe community shelter. In the event of a natural disaster while on-site, staff and children will remain in the facility. Camp staff will receive direction from the City's police and fire personnel as necessary. In the event of an emergency while off-site, camp staff will seek immediate shelter and contact the Chilson Center for further instruction from appropriate supervisors/authorities.

A written plan of action will remain on file at the Chilson Center to determine continuity of operations following an emergency or natural disaster, including how staffing patterns and predetermined roles will be adjusted, how to handle back up and retrieval of staff & children's files, and a procedure for protecting confidential and financial records.

## **Disaster Preparedness**

All camp staff are trained in emergencies and disaster preparedness prior to working with campers, including fire safety, use of fire extinguishers, fire alarms, and AED devices, and drills for Lockdown and Active Shooter on Premises procedures. In a lockdown drill, the occupants of a building are restricted to the interior of the building and the building is secured. An active shooter on premises drill addresses a scenario with an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. These drills are not practiced with campers, however a plan is determined for staff to handle such emergency situations if necessary.

## **Reuniting Families**

In the event of any emergency or natural disaster, camp staff will remain with the group until all parents/guardians have been contacted and campers have been picked up and signed out by an authorized person. Notification to parents/guardians will be made once authorities have cleared the facility or area for safety.

## **Missing Child(ren)**

In the event that a child should ever be missing from day camp, the following steps will be taken:

- 1) All campers will be gathered and attendance will be taken to determine who is missing.
- 2) One camp leader will be assigned to supervise the group while all other staff members search the immediate areas and those not easily seen (such as bathrooms, locker rooms, playground equipment, etc.) for the missing camper.
- 3) Staff will request the assistance of the public or venue staff to help with the search when possible. The search will be no longer than 15 minutes.
- 4) If not found, a 2<sup>nd</sup> designated leader will make the following telephone calls:
  - 911 to report the missing child
  - Parents/guardians to have them meet staff at the present location
  - Recreation Coordinator and Program Supervisor to assist as needed
- 5) The 1<sup>st</sup> designated camp leader will take all other campers back to the Chilson Center.
- 6) The 2<sup>nd</sup> designated leader will stay with police to assist in the search for the missing child.
- 7) The Program Supervisor will inform the Recreation Manager of the incident as soon as possible.

## Illness Policy- When to Keep Your Child at Home From School or Child Care

For a full electronic copy from the Colorado Department of Public Health & Environment and Children’s Hospital Colorado, please visit:

<https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDCIkF/view>

### 3 main reasons to keep sick children at home:

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

**Children with the following symptoms or illness should be kept at home (excluded) from camp for 24 hours or until symptoms are gone:**

Symptoms/Illness	Keep Child at Home?
<b>DIARRREA</b> Frequent, loose or watery stools compared to child’s normal ones that are not caused by food or medicine	<b>YES-</b> if child looks or acts sick; if child has diarrhea with fever and isn’t acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or toilet
<b>FEVER</b> with behavior change or other illness	<b>YES, when-</b> the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
<b>“FLU-LIKE” SYMPTOMS</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea	<b>YES-</b> for at least 24 hours <i>after</i> the fever is gone, without the use of medicine that reduces the fever
<b>COUGHING</b> <u>Note:</u> Children with asthma may go to camp with required written health care plan/medication administration form	<b>YES-</b> if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary
<b>Mild RESPIRATORY OR COLD SYMPTOMS</b> Stuffy nose with clear drainage, sneezing, mild cough	<b>NO-</b> may attend if able to take part in activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
<b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	<b>YES-</b> call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
<b>VOMITING</b> Throwing up two or more times in the past 24 hrs	<b>YES-</b> until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration
<b>CHICKEN POX</b>	<b>YES-</b> until blisters have dried and crusted (usually 6 days)
<b>CONJUNCTIVITIES (PINK EYE)</b> Pink color of the eye <i>and</i> thick yellow/green discharge	<b>NO (bacterial or viral)-</b> children don’t need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.

<b>CROUP (SEE COUGING)</b> Note: May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
<b>FIFTH'S DISEASE</b>	<b>NO-</b> child is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE</b> (Coxsackie virus)	<b>NO-</b> unless the child has mouth sores, is drooling and isn't able to take part in usual activities
<b>HEAD LICE OR SCABIES</b>	<b>YES-</b> from end of school day until after first treatment
<b>HEPATITUS A</b>	<b>YES-</b> until 1 week after the start of the illness and when able to take part in usual activities
<b>HERPES</b>	<b>NO, unless-</b> the child has open sores that cannot be covered or is drooling uncontrollably
<b>IMPETIGO</b>	<b>YES-</b> for 24 hours after starting antibiotics
<b>RINGWORM</b>	<b>YES-</b> from end of school until after starting treatment. Keep area covered for the first 2 days
<b>ROSEOLA</b>	<b>YES-</b> if the child has a fever and rash, call the doctor
<b>RSV (Respiratory Syncytial Virus)</b>	Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms.
<b>STREP THROAT</b>	<b>YES-</b> for 24 hours after starting antibiotics and the child is able to take part in usual activities
<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps Rubella (German Measles), Pertussis (Whooping Cough)	<b>YES-</b> the doctor says the child is no longer contagious
<b>YEAST INFECTIONS</b> Including thrush or Candida diaper rash	<b>NO-</b> follow good hand washing and hygiene practices