



Parent Handbook

Summer 2020

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



Revised: January 2020

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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, Acting Senior Recreation Coordinator & Day Camp Director: (970) 962-2487*

Contact Kelly with any cancellation, transfer or refund requests, and questions about your child's enrollment, Day Camp policies, or concerns. 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: (970)-342-5190

Call this number if you are dropping off or picking up your camper outside of the drop-off/pick-up times:

Drop-Off: 7:30-9:00am

Pick-Up: 4:00-5:30pm

This number can also be called if you need to contact Kelly Rathbun in an emergency situation.

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

Contact 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. 6th 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.

Please note items highlighted in YELLOW as they are NEW policies and procedures related to COVID-19 guidelines/regulations. Please see the COVID-19 Addendum at the end of the manual for more information.

This guidance is changing frequently. Camp staff reserves the right to make adjustments to any/all policies below throughout the summer

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

Open to boys and girls, who are at least 5 years old entering grades K-5 in the fall season following camp.

*This camp is not intended for children that have completed 6th grade or above.

Camp Weekly Schedule & Daily Hours

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

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 7:30–9:00am and after-care is available from 4:00–5:30pm.

Fees and Payment Schedule

An itemized weekly fee and payment schedule will be provided at the time of registration. Weekly camp fees include all on-site activities and most off-site field trips. Optional enrichment activities such as swim lessons or Friday field trips may be added to a current camper's schedule for an additional fee. All additional enrichment and field trip fees are due at the time of the corresponding camp week's due date.

Registration Fee Information: A \$35 non-refundable registration fee for each camper is due at the time of registration, covering daily use of Rocky Mountain Sunscreen (SPF 50+), weekly wear and laundering of camp t-shirts for off-site field trips, access to online camper profiles & emergency notifications, and administrative costs for household account management including registrations, transfers, & cancellations/withdrawals. Additional t-shirts for personal and at-home use may be purchased for an additional \$10 (optional).

Deposit Information: A \$25/week deposit per camper is also due at the time of registration. Weekly deposits are applied toward the balance due for each week of camp. Remaining weekly balances are broken into 3 monthly payments according to the itemized fee & payment schedule.

Payments can be made online at: 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.

Child Care Statements may be printed through [WebTrac](#). The City of Loveland Tax ID # is 84-6000609.

Sibling Discount

Registering families will receive 10% off for the second child and 15% off for any additional children living in the same home. If necessary, families may be required to provide documentation.

Registration

Registration begins in January/February, with specific annual dates listed in our Winter/Spring Activity Guide. Families returning from the previous camp year have a priority registration period the week prior to public registration. All camp spaces are filled on a first-come, first-serve basis based on availability. Registration forms can be picked up at the Chilson Center front desk or downloaded online:

www.CityofLoveland.org/ABDC. Completed registration forms and appropriate fees are accepted in-person only at the Chilson Center front desk beginning on designated priority and public registration days, and remain open until all spaces are filled.

Additional enrichment activities and field trips may be available through in-person registration at Parent Orientation meetings in April, or through online registration through [WebTrac](#) beginning with the Summer Activity Guide registration dates (concurrent ABDC registrations may be required.)

Withdrawal from Camp

If camp no longer meets the needs of a camper or their family due to philosophical differences or disciplinary issues, a parent/guardian may withdraw the child from camp programs at any time. Withdrawal notifications must be submitted in writing in order to avoid additional fees from being charged. See the following policy on Transfers/Cancellations/Refunds for more information on deadlines and requirements for refunds of fees already charged. All approved refunds are determined at the discretion of the assigned Recreation Coordinator.

Transfers/Cancellations/Refunds

All transfers, cancellations, and refund requests must be submitted IN WRITING. A Camp Transfer/Refund Form will be provided at the time of registration. Additional forms are available at the Chilson Center front desk or online at www.cityofloveland.org/ABDC. Completed forms may be submitted back to the Chilson Center front desk or emailed directly to the Day Camp Director. All sections of the Camp Transfer/Refund Form must be completed in their entirety in order to be eligible for any refund.

Camp week transfers due to schedule changes that are made prior to the start of Summer Activity Guide registration dates may be made without penalty (weekly deposit will transfer). Any and all cancellations may be subject to forfeiture of the \$25/week per child deposit. Additionally, cancellations made less than 10 business 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

Campers must have a fully completed enrollment profile on file with camp staff prior to attending camp programs. Profiles are completed through ePACT, an online emergency notification system, and include emergency contact & authorized pick-up information, health/medical/behavior history, REQUIRED current immunization records and all liability/release waivers. Invitations to complete online profiles are emailed *after* parent orientation meetings. All medications needing to be administered at camp will require additional forms to be completed and signed by a physician, and submitted to camp staff prior to camper attendance in camp programs. Blank forms are available for download in the Shared Files section of the ePACT profile.

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.
- Campers 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.
- All 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

- 2 Face Masks (until further notice)
- 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

Face Masks

- Based on the Larimer County Health Department guidance for licensed child care centers, campers AND staff will be required to wear face masks while inside and in their camp rooms
- Campers will be able to remove masks during outside games/physical activities where social distancing can be more easily obtained.
- Camp staff will be trained on when is appropriate for campers to wear face masks and when they can be removed.
- An option to provide cloth masks or purchase a clear face shield (3D printed by the Loveland Public Library) may be available- more information on this to come
- This guidance is changing frequently. Camp staff reserves the right to adjust the face mask policy during the summer.

Children's Personal Belongings

Campers are not allowed to 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.

Sunscreen- *NEW FOR SUMMER 2020*

- It is the responsibility of the parent/guardian to apply sunscreen to your child daily before arriving at day camp.
- Additionally, you will be required to provide a labeled container of lotion sunscreen (SPF 30 or higher) for your child's use only. Camp staff will keep it in your camper's room for the duration of their registration. Spray/aerosol sunscreen is not allowed at camp/Chilson.
- We will have a limited supply of Rocky Mountain SPF 50 Kids Broad Spectrum Sunscreen in the event that a camper does not have sunscreen or runs out. This sunscreen is FDA approved, hypoallergenic, fragrance and peanut oil free.

Camper Sign-In and Sign-Out & Release to Authorities: COVID CURBSIDE DROP-OFF & PICK-UP

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.

Curbside Drop-Off & Pick-Up will occur at the Chilson Senior Center Entrance (the Chilson Center Main Entrance will not be used).

- Curbside drop-off & pick-up times:
 - AM Drop-Off: 7:30-9:00am
 - PM Pick-Up: 4:00-5:30pm
- If you need to drop-off or pick-up outside of these times, please be sure to call the camp cell phone (970) 342-5190 when you arrive and a staff member will come out to either complete the drop-off/health screen process or gather your child(ren) and their belongings and bring them out for pick-up.
- Children may not sign themselves in or out.
- Parents/Guardians must remain inside their vehicle and follow recommendations for wearing masks.
- Signage will be placed outside in the parking lot to direct cars/remind families to stay in the vehicle. See the "Parking Layout" picture on the last page of the manual for more information!

AM Drop-Off

- Parents/Guardians will enter the drop-off line (following the signage directions in the parking lot). When you arrive at the front, your camper(s) will exit the vehicle and move to the check-in table (parent/guardians will remain inside the vehicle).
- Staff will conduct a quick health screen including temperature check using a non-contact thermometer and will ask parents additional questions relating to the current health of their camper and any potential exposure risks.
- Temperature will be recorded in their ePACT notes for drop-off that day.
- Parents/Guardians will be given a clean stylus to use to complete the ePACT sign-in (initials). The used stylus will be placed in the "used" bin for sanitation. Staff will hold the iPad at all times to avoid additional physical touch of the shared iPads.
- A staff member will escort the campers to their camp rooms.

PM Pick-Up

- Parents/Guardians will enter the pick-up line (following the signage directions in the parking lot). When you arrive at the front, you will provide your name & your camper's name and the Camp Director/Assistant Director will radio in and a camp staff will bring out your camper and their belongings (parent/guardians will remain inside the vehicle).
- Parents/Guardians will be given a clean stylus to use to complete the ePACT sign-out (full signature). The used stylus will be placed in the "used" bin for sanitation. Staff will hold the iPad at all times to avoid additional physical touch of the shared iPads.
- The Camp Director is typically available during before care (7:30-9:00am) and after care (4:00-5:30pm) to spend time conversing with parents/guardians. Due to the COVID-19 procedure of the curbside drop-off/pick-up process and our efforts to keep the line moving to avoid extended wait times, parent/guardians are encouraged to call the camp cell phone or director office line (listed on page 3) to discuss comments, concerns, and/or questions at length.
- Any serious concerns can be addressed by scheduling an additional appointment with the Day Camp Director/staff.

- 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.

Late Fees & Ensuring Child Departures

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.

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.

Parent and Guest Visitation

****At this time, parent/guest visitations are not allowed to help limit potential exposure risk at camp.** If/when parents/guests are allowed at camp, all families will be notified and our typical Parent & Guest Visitation policy will be reinstated.

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. A copy of the Camper Agreement will be emailed to all families. It is encouraged that you review the information on the agreement with your camper as well to reinforce the behavior expectations.

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 meeting with staff, camper, and parent/guardian may be scheduled.

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

- If behavior jeopardizes the safety and well-being of the children and/or staff, the following behavior protocol will be implemented:

First Occurrence:

- A verbal warning will be provided following the steps listed above. Parent/guardians will be notified at pick-up.

Second Occurrence:

- A written plan will be developed to outline positive actions to replace the severe behavior and an Incident Report will be completed. A meeting with staff, camper and parent/guardian will be scheduled.

Third Occurrence:

- See the Suspension/Dismissal policy below

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. The parent is responsible for the supervision of their child during that originally scheduled camp day 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.

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 and only after the above steps have been implemented.

Staff Communications

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 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.

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.

Out of State Travel

Campers (and staff) who travel out of state to either California, New York, or Washington (considered to be high risk states) will be required to self-quarantine for 14 days once arriving back to Colorado.

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 Standard Precautions 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 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 or 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 2nd 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 1st designated camp leader will take all other campers back to the Chilson Center.
- 6) The 2nd 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 & Exclusion Policy-Please see the COVID-19 specific policy below the Chart

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.

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

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

COVID-19 Illness & Exclusion Policy:

Please see the Parent Manual COVID-19 Addendum at the end of the Parent Manual for the specific guidance from the Larimer County Health Department.

- Campers with a temperature of 100.4°F are not allowed at camp. If a fever begins during camp, parent/guardians will be called and must pick up their camper(s) within 1 hour. If parent/guardians cannot arrive within 1 hour, they are responsible for coordinating an alternative pick-up person. Verbal authorization will be allowed for those not authorized in ePACT.
- Campers who are experiencing a fever of 100.4°F or higher AND/OR are experiencing any of the following COVID-19 symptoms (Early symptoms may be mild and feel like the common cold and could include a combination of cough, body aches, fatigue, and chest tightness. Later symptoms include coughing, shortness of breath and/or fever) must remain at home until they are fever free (without the use of fever reducing medication) for 72 hours and other symptoms have improved.

Parking Layout for Curbside Drop-Off & Pick-Up

KEY:

 Health Screen/Check-In Table

 Stop your vehicle here. Camper will exit and move to Health Screen Table. Staff will conduct brief health screen and provide the iPad and clean stylus to the parent/guardian to initial for drop-off.

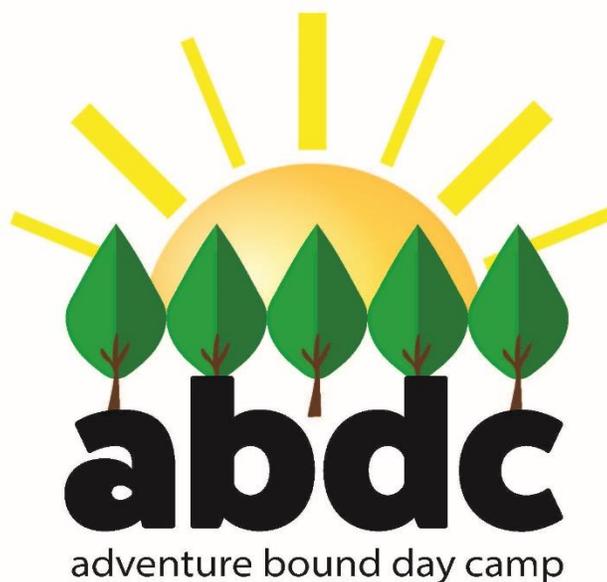


ABDC

Parent Manual

COVID-19 Addendum

Additional policies and procedures in compliance with the State of Colorado “Safer-at-Home” order, CDC recommendations and guidelines set forth by the Larimer County Department of Health & Environment and the Colorado Office of Early Child Care.



Policy/Guideline	Larimer County Health Dept./Licensing/CDC Recommendation	City of Loveland ABDC Implementation
<p>Keep group size per room under 10 children.</p> <p>**a variance has been submitted by the Larimer County Health Department that may remove the maximum group size of 10 kids per room (as of 5/19/2020)</p> <p>*Camp staff will make adjustments as new guidance comes out</p>	<p>“No more than 10 children should be in one group in a child care facility. This does not include staff.”</p> <p>“No more than 10 children should be in one group in a child care facility. This does not include staff.”</p>	<p>-Utilize the Chilson Senior Center 4 Trees to establish spaces for groups of 10 campers.</p> <p>-Will require Licensing to approve new spaces once the health department and fire department conduct inspections and deem the rooms fit for child care.</p> <p>-Limit maximum number of campers per day to 60 (dividing into 6 rooms of 10 campers & 2 staff) using the following rooms at Chilson: Tiny Tot, Party Room, Oak Room, Studio, Maple, and Spruce.</p>
<p>Keep camper/leader groups consistent daily with all efforts towards keeping groups the same for the duration of ABDC.</p>	<p>“Groups of 10 children and their caregivers/teachers should remain consistent each day, for the entirety of the day, with providers doing everything they can to maintain the same consistent groups for the duration of the Safer at Home order.”</p>	<p>-Campers will be placed in groups based on enrollment: Groups of 10 enrolled in 5day; Groups of 10 enrolled in 3day; Groups of 10 enrolled in 2day.</p> <p>-Will only add new campers to a group if it would increase a group size to be over 10.</p> <p>-Staff will be assigned to a group of 10.</p> <p>-Those 10 kids will remain the same per day</p> <p>-All efforts will be placed on the ability to maintain the same groups per week</p>
<p>Implement curbside drop-off & pick-up to limit the number of people inside the Chilson Center.</p> <p>Please see the Parent Manual for an outlined description of the curbside drop-off & pick-up process.</p>	<p>“Providers should consider implementing curbside drop-off and pickup or an alternative approach that ensures physical distancing and does not allow parents to congregate in one area during drop off or pick up. According to CDPHE, curbside pick-up is one of the best ways to reduce the number of people from congregating.”</p>	<p>-We will be using the Senior Center entrance for drop-off and pick-up (Families will not be allowed to drop-off at the Chilson Center front entrance).</p> <p>-A table will be set up outside with a barrier/sneeze protector on the table (or each staff will have a face shield).</p> <p>-Leadership staff (Camp Director/Assistant Director) will conduct health screen upon camper</p>

		<p>arrival (See next section for specifics).</p> <ul style="list-style-type: none"> -Parents will NOT leave their vehicles and will answer a few questions regarding the health of the camper/family members. -*Parents will be instructed not to touch the iPad (camp staff will hold the iPad and only give to parents to touch if needed) -Check-in staff will have 1 stylus pen on a lanyard to use (they will also be wearing gloves) -Check-in staff will use the stylus to find the camper’s name & access the sign-in process limiting parent/guardian involvement to just providing initials/signatures -Parents will sign in on the iPad using a stylus from the “clean” pen container after signing in- parents will place the stylus in the “dirty” container to be disinfected (a staff member will disinfect when the clean supply is low). -Disinfecting wipes will be at the station to clean off the surface of the iPad if anyone other than camp staff touch the iPad before the next family.
		<ul style="list-style-type: none"> -Family members dropping off/picking up campers will be required to wear a face mask.
<p>Conduct a health screen for each camper upon arrival each morning and monitor for symptoms throughout the day.</p>	<p>“Conduct daily temperature checks and monitor symptoms in employees and students and any person entering the building.”</p>	<ul style="list-style-type: none"> -Markers on the ground will separate those in line to maintain 6ft social distancing -Remaining behind the barrier staff will reach around and take the campers temperature using a non-contact thermometer -Temperature will be recorded in the notes section of the sign-in process on ePACT. -Additional questions will be asked and marked in notes section (paper copies of screening form will be available to use if any camper has a temperature or says yes to any of the symptoms (sample screening form attached). -If temperature is 100.4F camper must go home.

		<p>-If campers have other symptoms listed on the screening form, have any other symptoms as listed on the “How Sick is Too Sick” form, AND/OR answer yes to any question regarding exposure, campers will go home</p> <p>-Families can look at the camper sick policy for details on how long they must remain home (Listed Below)</p> <p>-Temperatures will also be conducted mid-day to help monitor symptoms that may begin occurring on-site.</p>
	<p>“If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.”</p>	<p>-Staff will use hand sanitizer at table before putting on gloves (as we will be outdoors and a sink for handwashing is not available)</p> <p>-Staff will be wearing gloves during health checks</p> <p>-Staff will only be required to change gloves if they come in physical contact with a camper.</p>
	<p>“If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.”</p>	<p>-Alcohol wipes will be available to clean the non-contact thermometer between use</p> <p>-Garbage can will be under the table to dispose of alcohol wipes/wrappers</p>
Employee Health Screening	Employees will be required to receive a health screen/temperature check upon arrival	-Staff will receive the SAME health screen as campers (daily recording forms will be via paper on a clipboard rather than in ePACT).
<p>Sick Policy for Campers & Staff</p> <p>Please see the Parent Manual for the outlined Sick & Exclusion Policy for Campers.</p>	<p>“Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.”</p>	<p>- If a camper becomes sick while at camp (or begins to show symptoms/has a fever of 100.4F or higher) parents will be contacted and required to pick up camper within 1 hour. If a parent/guardian cannot pick up within 1 hour, they will be responsible for finding an alternative pick up (that is listed on the ePACT approved pick-up list) to get the camper.</p> <p>-Pick-up person will remain in the car and will call the camp cell phone upon arrival. Camp staff will escort camper to the vehicle and will sign-out camper on behalf of parent/pick-up person.</p>

		<p>-Staff will be sent home immediately if showing any signs/symptoms of illness or have a temperature of 100.4F or higher.</p> <p>-Families/Staff will be required to follow the additional illness policy as outlined in our parent handbook under the “When to Keep Your Child at Home and How Sick is Too Sick” section.</p>
Establish clear plan / protocol to isolate staff and children who have symptoms	“Ill children, students, and staff should be separated from others until they can be picked up or go home.”	-Camper will be excluded in the “sick room” (the massage room across from the Camp Director’s office where there is a bed to lay on and be in sight of staff at all times). until they are picked up (bed will be disinfected after use and blankets laundered after use).
<p>Exclusion Policy for Campers & Staff</p> <p>Please see the Parent Manual for the outlined Sick & Exclusion Policy for Campers.</p>	<p>“If you develop symptoms of COVID-19, including early or mild symptoms, you must not return to camp until you have had no fever for at least 72 hours (no fever without using medicine that reduces fever) and other symptoms have improved.”</p> <p>https://covid19.colorado.gov/how-to-isolate</p>	<p>-Campers/staff will be required to stay home until they are fever free (without fever reducing medication) for at least 72 hours and symptoms have improved.</p> <p>-Families/Staff will be required to follow the additional illness policy as outlined in our parent handbook under the “When to Keep Your Child at Home and How Sick is Too Sick” section.</p>
Action Plan for sick staff members	“Determine plan for substitute staff members to cover for ill or quarantined staff”	<p>-Leader to camper ratios in each group will be 2:10 for most parts of the day</p> <p>-If a staff member is out sick, a substitute will be placed in the group to cover.</p> <p>-If no substitute is available, a leader to camper ratio of 1:10 is allowed by licensing (typical ratio is 1:15).</p> <p>-If a room is under a 1:10 ratio, additional support will be provided by leadership staff (additional check-ins to allow for breaks & lunch coverage, additional support for outdoor time, etc.)</p>
Closure Policy for positive COVID-19 test (Camper/staff)	“Any school or childcare in Colorado with a single confirmed case of COVID-19 in a staff member or student will close for a minimum of 24 hours for cleaning and social distancing”	<p>-If a camper/staff tests positive, ABDC will close for 24 hours for deep cleaning and social distancing.</p> <p>-We will partner with our health department representative and licensing specialist to determine</p>

		alternative/additional actions for reopening.
Self-isolation for staff/families who travel out of state.	Larimer County Health Department	- Campers (and staff) who travel out of state to either California, New York, or Washington (considered to be high risk states) will be required to self-quarantine for 14 days once arriving back to Colorado.
Handwashing	“Require handwashing upon arrival and enable handwashing throughout the day”	-Staff & campers will be required to wash hands immediately upon entering their camp room and again upon returning from outdoor activities -Staff & campers will wash hands before snacks/meals -Staff will wash hands before conducting sanitation procedure for table surfaces (before snacks/meals & anytime soiled- after crafts, etc.) (Sanitation process by health department is soapy water, water, bleach/water solution). -Staff/campers will wash hands before beginning any projects that utilize craft supplies (and again once craft is done) -After using restroom -After coughing/sneezing if PPE Mask is not on (campers) -As needed throughout the day
	“Provide guidance and encouragement on frequent handwashing”	-Handwashing timers will be used to monitor time spent on handwashing and proper techniques will be taught (Posters will be at all handwashing locations)
Masks for staff/campers	“Require use of face coverings or masks (preferred medical grade if available, otherwise cloth)” STAFF	-Staff members are required to wear face masks while on-site. -Staff must be responsible for washing face masks on a daily basis.
	“Provide face coverings or masks for children age 3+ per current CDPHE guidance”	-All campers will be required to wear a face mask while inside the camp rooms -Campers will not be required to wear face masks during outdoor/physical play. -Staff will be trained on when it is appropriate and when it is not to have campers wear their masks -Clear face shields <i>may</i> be available to purchase if families prefer to have

		campers wear those rather than cloth masks. -Parents will be required to supply masks for their camper(s) **This guidance is changing and may not be required for the duration of camp.
Social distancing	“Limit the number of child-staff and child-child interaction in common spaces as much as possible”	-Camp groups will have scheduled times to use the playground/small gym/outdoor areas to avoid multiple groups at the same time
	“Provide guidance and encouragement on maintaining 6-foot distancing” “Encourage 6-foot distancing and, where possible, implement distancing systems while learning”	-Chairs will be placed 3-6ft apart at tables -Place markers will be placed on the floor to provide guidance for social distancing during games/activities -Place markers will be placed on the floor in front of all sinks for handwashing -Ropes will be used with tape marking places 6ft apart for maintaining social distancing while moving from one room to another (for younger aged campers, as needed).
Activity Supplies	“Limit the toys in use to those that are easily cleanable, non-porous, with smooth surfaces and eliminate soft, fabric toys, dress-up clothing, sensory tables and water play”	-Manipulatives in each room will be limited to those that can be easily sanitized/disinfected (plastic Legos, building blocks, magnetiles, etc.) -Board games will be limited to those that can be easily sanitized/disinfected (parts with paper pieces will be eliminated) -Camper’s will receive an individualized bag of craft supplies (Markers, colored pencils, scissors, etc.) to use for projects (with additional supplies provided depending on the craft/activity) and will be disinfected at the end of the week.
3-Step Sanitizing Process (Soapy Water, Water, Bleach/Water solution)	“Sanitize all high-touch areas at start and end of the day and, when possible, throughout the day”	-3-Step sanitizing process will be done in the AM upon arrival of staff on table surfaces, counter spaces, chairs. -3-Step sanitizing process will be done on table tops before all meals/snacks -3-Step sanitizing process will be done as needed throughout the day

Disinfecting Process		<p>-Mid-day disinfecting of surfaces (chairs, table tops, counter spaces, door handles, sinks, light switches, and frequently used toys/craft materials.. i.e plastic building blocks, markers, glue sticks, board game pieces, etc.) while campers are scheduled outside for games/activities (conducted by opening shift staff). Let air-dry. Campers will not enter room until materials/surfaces are dry.</p> <p>-End of day disinfecting of surfaces & supplies (as listed above) once the final camper has left (conducted by closing shift staff). Let air-dry overnight.</p>
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