



Community Schools
Excellence in Childcare and Enrichment

2023 Summer Camp Parent Handbook

Tax ID #: 84-6014380

Camp dates: June 1 - August 4, 2023

Closed 7/3/23 & 7/4/23



Important Phone Numbers

District Coordinator, Community Schools – Susan Zimmerman – 303-702-7914

For registration assistance: 303-702-7926

For additional information: 303-702-7924

Important Dates

- February 22: Registration begins—registrations will be accepted until site capacity is reached
- April 16: Last day for schedule changes
- April 17: Invoices sent for Summer
- May 17: Full summer tuition due to receive 10% Early Payment discount
- June 1: ½ of summer payment due (if not taking advantage of discount)
- **June 1: First Day of Camp**
- July 1: Final payment due
- July 2: Late payment fees assessed
- July 3 & 4: Camp closed
- **August 4: Last Day of Camp**

Summer Camp Locations

Please note our camps are open to all SVVSD students and not just students in their home school. Registrations will not be processed for students not enrolled in an SVVS district school.

Pre-K Sites (Open 7 - 5:30pm)

- **Fall River** - Preschoolers & Entering Kinders
- **Spark** - Preschoolers

K-5 Sites (Open 7 - 6pm)

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| <ul style="list-style-type: none">● Black Rock - entering Kinders to outgoing 5th● Burlington - entering Kinders to outgoing 5th● Fall River - entering 1st to outgoing 5th● Grand View - entering Kinders to outgoing 6th● Highlands - entering Kinders to outgoing 5th | <ul style="list-style-type: none">● Longmont Estates - entering Kinders to outgoing 5th● Lyons - entering Kinders to outgoing 6th● Thunder Valley - entering Kinders to 12 years of age |
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Web Information: <http://stvra.in/communityschlssummercamps>

Follow us on Twitter or Facebook

Twitter.com/svvsdcommunity

Facebook—@SVVSDCommunitySchools

Register online at stvrain.revtrak.net

Hours of Operation

Monday — Friday

7am—5:30pm - Pre-K Care camps

7am—6pm - All other sites

Fees

Registration fee: \$50 single/\$75 family
(nonrefundable even if you register at multiple sites)

Daily tuition: **\$47.00 per day**

Payment Options:

- Full Payment on or before May 17 will receive a 10% discount (no other discounts available)
- Regular tuition can also be paid in two installments - June 1st and July 1st
- Payments are considered late on July 2nd

Welcome to Summer Camp in St Vrain!

Community Schools child care programs are offered through the St. Vrain Valley School District under the direction of Community Schools staff and the supervision of the school Principal and the District Coordinator. All sites are licensed with the State of Colorado to ensure a high quality experience. The purpose of the Summer Camp Program is to provide opportunities to enrich the lives of children in safe and welcoming environments, supporting them to realize their highest potential. The child care staff offer extended, enrichment and recreation activities to support a well rounded experience.

Activities and Ratios

Daily and weekly activities include team building, arts & crafts, gym and outdoor activities, swimming and field trips (depending on the availability). All Elementary School Camp sites maintain a 1:15 leader per child ratio and a 1:8 leader per child ratio on field trips. All Pre-K Care sites maintain a 1:10 leader per child ratio onsite and a 1:5 leader per child ratio on field trips.

Children with Special Accommodations

St. Vrain Valley School District Community Schools welcomes diversity and has many options to meet the needs of all students in camp. Our Summer Camps do not discriminate on the basis of race, color, national origin, sex, or disability. **If your child requires special accommodations please address these needs with site program managers ASAP; preferably before or immediately after registering. Additional forms and meetings may be required.**

A late fee of \$25.00 per child will be assessed for tuition not paid on time. If tuition and late fees are not paid within 7 days of the late date, the camper may not continue attendance until the account is paid in full. No refunds will be given for absences due to illness or unscheduled days off.

Visitors/Volunteers

Parents, Visitors and Volunteers are not allowed into the programs at this time. All students will be brought to the parents for pick-up.

Schedule Options

When it comes to Summer Camp you are in control of the schedule. **We are unique** in that you can choose the days you

want your child to attend. If you have a family vacation planned, grandparents are coming to visit; just indicate the dates your child will attend when you register and pick your days. Enrollment is accepted on a space available basis with priority to current childcare families.

- Schedule changes after April 16 are only accepted on a space available basis. All schedule changes (including canceling care) after April 16th will be charged a \$25 fee.
- Ten business days advance email notice is required to reduce days without payment penalties. There is no trading of days permitted.

Check In/ Check Out Procedures

The safety of your child is important to us. All sites keep a daily record of when children arrive (check In) and when they leave (check out) as required for attendance purposes. All children must be accompanied to and picked up from the program by an authorized person 18 years or older. **Children may not check themselves in or out of our camps.**

- Children will be released only to those on the authorized pick up list. Authorized persons must be at least 18 years old and not a camp staff member. **Person's unfamiliar to camp staff will be asked to provide a picture ID.**
- To authorize an alternate person to pick up your child, you may add them to the "authorized to pick up child" list or provide written or emailed permission that includes the person's name, specific dates and your signature prior to the day of pick up. Verbal consent will only be authorized in an emergency.
- **If an unauthorized person arrives to pick up a camper the child will not be released.**
- Please be sure your student arrives at camp **30 minutes before all scheduled field trip departure times. This ensures your camper is ready to leave at the scheduled time.** Staff will not remain at the school for students that arrive late or are unable to attend the field trip.
- If your camper does not arrive early, they may be turned away from attending that day and no refunds will be given.

Late Pick –Up

Children remaining at camp after camp hours is stressful on both the child and staff. Camp ends promptly at 6pm (school age) and 5:30pm (Pre-K Care) and children become anxious about being the last person at camp. Two staff members are required to stay until the last child has been picked up and they have already put in a full and exhausting day. Please give yourself enough time to arrive at camp before closing. A late pick up fee of \$1.00 per minute per child is strictly enforced. Parents are asked to call the camp if running late for pick up.

Frequent late pick-ups may result in withdrawal of your child from the program and/or additional fees.

If a parent does not pick up a child on time:

1. The parents will be called at home, work and at all phone numbers available. If the parent cannot get to the school within a reasonable length of time, the staff and parent will discuss who will come to pick up the child.
2. If no contact is made with a parent, child care staff will call the emergency contacts immediately to pick up the child. Please remember to list a minimum of two emergency contacts, which do not include parents.
3. If the parents and the emergency contacts cannot be reached, the Community Schools Program Manager, and/or a District Administrator will be called.
4. If all of the above steps have been exhausted and approximately one-half hour or more has passed, the child care staff will then call the local law enforcement for assistance in locating the parents.

Personal Belongings and Money

Camper should not bring toys, games, **cell phones (including Watch Phones)** or money to camp. Check with on site program managers regarding other personal electronic device usage policies. If a camper brings any personal items they must remain in their designated space (backpack or basket). The only time money may be brought to camp is on field trip days if you would like your child to have additional spending money and this is pre-arranged with the camp program management team. We are not responsible for lost or stolen items (including money).

Identifying Where Children Are At All Times

Safety of your child is of utmost importance to us and child care staff continuously monitor the presence of children throughout the camp day, on the playground and on field trips until all children are picked up for the day. On field trip days, extra staff is available to ensure quality supervision for children.

In the unlikely event that a child is missing, the following emergency plan is put into effect:

- The staff will thoroughly search the school, the school bus, field trip/swim trip location and school grounds for the child.
- After 10 minutes, District administration, the police and the parents/guardians, will be contacted.
- The staff will then start to search surrounding areas such as neighborhoods.

Field Trips*

*Dependent upon availability

Each site will hand out a calendar of activities to parents prior to the start of camp; changes to the calendar will be given out as they occur. Please note the dates and times of field trips and make sure your student arrives at camp **30 minutes** before scheduled departure times. Staff will not remain at the school for students that arrive late. During field trips, staff and students are required to wear their camp shirts (to be easily identified as part of our camp). If your child arrives without his shirt you may be asked to return home and bring it back to camp, or you may rent one from some programs for \$5.00. If available, a new shirt may be purchased for \$15 if available.

Transportation of Campers

Campers will be transported by St. Vrain Valley School District buses. While riding a school bus, students are expected to adhere to the following safety rules:

- Stay seated at all times
- No running on the bus
- Talk quietly with your neighbor
- Keep hands and feet to yourself and do not throw anything on or from the bus
- No eating or drinking is allowed on the bus (this includes gum)
- Do not leave personal belongings or trash on the bus
- Keep hands, feet, arms, head and personal belongings inside the bus at all times
- In case of emergency, follow the directions of camp staff and/or bus driver and listen quietly so everyone can understand instructions
- Attendance will be taken regularly to ensure District safety standards are adhered to at all times
- Silence is expected during attendance or safety instructions from SVVSD staff
- Staff will have a cell phone available for emergencies on all field trips

Illness, Accidents & Emergencies

If your child is showing signs of illness, please be considerate of others by keeping them at home.

Illness Policy: If a child becomes ill, is injured requiring first aid, or receives a head injury, a parent will be contacted immediately.

- An ill child will be isolated from the other students and supervised by childcare staff until the parent arrives. If the parents cannot be reached, the emergency contacts will be called. If the emergency contact cannot be reached, the Community Schools Site Program Manager and/or a District Administrator will make emergency care decisions for your child.

Please be sure to communicate any allergies to staff.

Fever and Vomiting Policy: Children with fever of 100 degrees F or other symptoms will be sent home and remain home

for at least 24 hours after the fever is gone without medication.

- Children with frequent, loose or watery stools will be sent home. Children may return 24 hours after their last episode of diarrhea (unless caused by an illness that requires them to stay home longer).
- If motion sickness is a problem we strongly suggest parents get physician's orders for anti-nausea medications for bus rides and other motion activities.

Injury Policy: If a child receives an injury, the parents will be contacted to discuss the incident. The decision will then be made whether to come and pick up the child immediately or wait until the normal time of pickup. If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, then a Band-Aid will be placed on it. We are not allowed to place medication of any kind on a wound.

If an injury is serious, 911 will be contacted immediately and the parent will then be notified. If the parents cannot be reached, an emergency contact will be called. If none of the emergency contacts can be reached, the Community Schools Program Manager, and/or a District Administrator will make the decision concerning emergency care for your child.

Storing and Administering Medications

According to Colorado State regulations, District policy, and the Nurse Practice Act, medication given to a child must be authorized with a written statement from the child's doctor and given to the Program Manager with the knowledge and written consent of the parent/guardian. This authorization must be provided for each new prescription and in the case of long-term medication, on an annual basis.

All medication must remain in the original container bearing the original label that shows: the child's name, prescribing doctor's name, pharmacy name and telephone number, date prescription filled, and expiration date, name of the medication, dosage, how often to give medication, and the length of time and medication is to be given. When no longer needed, medication shall be returned to parents or guardians or disposed of.

Non-prescription medication will only be administered by childcare staff with the written consent from a doctor and a written consent of the parent/guardian.

All medications are kept locked and out of reach of children in the childcare area, and will be administered by a staff member that has been trained in medication administration.

If your child has a medication requirement, please discuss this with your Community Schools Program Manager. The parent is responsible for conveying a need to the staff so a plan can be implemented. A nurse consultant trains and delegates staff to give medication according to the Nurse Practice Act.

Dress Code

Campers need to be dressed appropriately for weather, planned activities and field trips. Campers are required to wear their camp shirt on field trips. Rental shirts are available for a \$5.00 charge at some locations. Please remember tennis shoes are a better option on field trips than flip flops as a lot of walking may be involved. An appropriate swimsuit and towel are also required for swim days. All children will be required to wear a camp shirt on swim days.

Please label everything!

Safety Procedures

Inclement Weather

- Outdoor play is an important daily activity for children. Children in summer camp will go outside every day. If the weather is inclement, such as excessively hot, windy, or rainy, outdoor play will be canceled. Usually the gym is available for physical play. Special areas may also be set aside in the cafeteria so children can have physical play.

Emergency Procedures

The safety and security of students and staff is one of our highest priorities. SVVSD has adopted Standard Response Protocol (SRP) and Community Schools follows the same protocol. The SRP is designed to establish standards for responding to emergencies that may occur in or near our schools. It is based on four basic response actions: Lockout, Lockdown, Evacuate and Shelter and Hold.

- **Lockout/Secure – threat or hazard is outside the school building**
 - Students: brought inside the school building and exterior doors are locked and secured.
 - Whenever possible, classroom activities would continue uninterrupted.
 - Parents: monitor your phone line for communication from the school or District and wait for directions regarding reunification. You're asked not to respond to the school until the school has notified you.
- **Lockdown – threat or hazard is inside the school building**
 - Students: classrooms are locked, teachers turn off lights and keep students quiet and out of sight of any internal threat.
 - Parents: monitor your phone line for communication from the school or District and wait for notification regarding reunification. You're asked not to respond to the school until the school has notified you.
- **Evacuate – moving students from the building to an outside area or another location**
 - Students: leave personal items and move in an orderly fashion to the next location.
 - Parents: You will be notified of the evacuation site and asked to pick up your child. You or a family member will also be asked to show a picture ID and complete a reunification form before your child may be released.
- **Shelter in Place – students move to main level or interior rooms of the school building (e.g. tornado)**
 - Students: asked to sit facing the wall while covering their head.
 - Parents: wait until the hazard has passed before you respond to the school to pick up your child.
- **HOLD!** - Students will remain in the classroom with the door locked until "All Clear" is announced. Hallways should remain clear and no students should be in restrooms.

Emergency Closing of Camp

- In the event that summer day camp must be closed before the normal dismissal time, every attempt is made to communicate with parents as early as possible at their home or work phones and through their emergency contact numbers. It is imperative that emergency contact numbers be up-to-date and not be the same number as the parents phone numbers.
- Our first priority in any emergency situation is the safety of the students.

Swimming Policy*

***Dependent upon availability**

The majority of our summer camp sites will provide swimming field trips (if allowable and reasonable). Parents are asked to talk with the staff regarding their child's swimming ability/comfort level. Please let us know if you do not want your child swimming in water deeper than shoulder height despite their ability. These campers will be assigned to the shallow end of the pool.

Camp staff will be positioned throughout the pool facility; in the water interacting with campers, circling the pool, escorting campers to bathrooms, etc. All campers are provided with swimming shirts that they are required to wear over their swimming suits. This helps staff to easily identify our campers.

Sunscreen

Each site will provide sunscreen for campers (ROCKY MTN SUNSCREEN CREAM or MIST, BROAD SPECTRUM, SPF50). Summer camp staff will apply sunscreen regularly throughout the day. If you prefer to provide your own sunscreen you are welcome to do so. This sunscreen must be SPF 30 or above and provided to the childcare staff so that it is not administered to other campers.

Movie/Video Game Policy

Occasionally movies (G and PG) are shown during summer camp. Parents sign approval for their child to watch movies during the registration process. If you wish your child not to view movies, contact the Program Manager directly to discuss possible arrangements.

Video games are an option at some sites on occasion. All games are rated E. Please inquire with your site for more information on video game usage.

Meals and Snacks

Parents must provide a nutritional lunch and beverage each day unless otherwise indicated on the camp schedule.

- All containers must be clearly marked with your child's name.
- **Please do not send items that need to be warmed or heated in a microwave.**
- Labeled water bottles are also required at summer camp.
- Disposable lunches are required on field trip days.
- Morning and afternoon snacks are provided at each site.

In the event you forget to send lunch with your child, lunches may be purchased from camp for \$5.

Policies to ensure all campers have an enjoyable summer

Please take the time to review this with your child. Depending on the severity of an incident/inappropriate action, removal of the camper from activities for the day, series of days or remainder of the camp may result; without a refund of tuition.

- Campers are expected to show respect to staff and other campers. Disrespectful behavior will be addressed immediately and the camper will be informed that the behavior is not acceptable and will not be tolerated.
- Abusive language, mishandling of equipment, defacing of property, and theft are not acceptable behaviors.
- Campers are not allowed to be physically, or verbally abusive to other campers or staff.
- Over the counter, illegal drugs or unauthorized prescription drugs, tobacco, and or alcohol are not permitted. If a camper is found in possession of any of the above items, it will result in an immediate removal of the child from camp.
- Any weapon (toy guns or knives, pocket knives, firearms, lighters, etc) found in the possession of a camper will be confiscated and the camper removed from camp.
- Campers are required to follow camp rules as well as rules posted at places visited on field trips and all District Board policies

Discipline and Behavior Guidelines

Summer camp participants must:

1. Show respect for children, staff, self and property.
2. Be responsible for your own actions and recognize responsibility to the group.
3. Work and play cooperatively with others.
4. Demonstrate a positive attitude toward self and school.
5. Follow school rules! The same rules that apply during the school year apply to summer camp participants on the playground, in the gym, in the halls and throughout the school. The program follows the district discipline code handbook.

Our Community Schools Summer Camp Programs have a positive atmosphere and very few behavior challenges. Behavior and program management practices have been designed to help our program staff resolve behavior problems on a fair and impartial basis. Our goal is to work with students and parents to solve problems in a positive and constructive manner.

Our focus is:

- The student has the ability to make good choices.
- The student is responsible for his/her actions.
- The student has the opportunity to change negative behavior.
- Self discipline of the student will allow the student to continue as a member of the program.

The staff's response to behavior challenges will be calm and consistent. Every effort will be made to set the child up for success. Consequences of negative behavior will be discussed with summer camp participants at the beginning of camp. When implementing behavior consequences, staff will be positive, encouraging and caring with the child.

A summary of the staff's response to disruptive behavior is:

1. Be fair (hear all sides of a situation)
2. Listen to the child
3. Focus on a solution rather than a punishment
4. Give the child an opportunity to change
5. Use praise to reinforce positive behavior

Communication between parents and staff is very important. If a child shares separate residences with his/her parents, both parents will be notified if a child is having behavior problems in summer camp. If you have a concern or questions about any of the summer camp behavior management procedures, please contact the Community Schools Program Manager. Parents are welcome to discuss all procedures with staff as parental support at home and input to the system is important.

Camper Removal From Program

Removing a camper from the program is a last resort after all other approaches have been exhausted and parents/guardians will be involved every step of the way.

Before a camper is removed the Program Manager will review the situation with the District Coordinator of Community Schools. We reserve the right to dismiss a child from Summer Camp for non-payment of tuition, continuous late pick up of a child, parent or child not following program rules and regulations, not adhering to district policies and/or Community Schools standards. At termination, no refund will be given.

Complaint Procedures

The following may be contacted if there is a complaint regarding the Community Schools Summer Camp.

- The Onsite Program Manager(s)
- The District Community Schools Coordinator: 303-702-7914
- The Colo Dept. Of Human Services: 303-866-5958. 1575 Sherman St, Denver, Colorado 80203

Termination of Services

If you plan to withdraw your child from Summer Camp a 10 day written notice (via email) is required. Regular tuition charges will remain in effect during the 10-day period.

Reporting Child Abuse

The summer camp staff are required to report suspected child abuse. The Child Abuse Hotline is 1-844-264-5437.