

POLICIES AND PROCEDURES FOR SUMMER CAMP

GOALS AND OBJECTIVES

Apex Day Camp programs are designed to foster self-esteem and build confidence, while encouraging creativity in all crafts, games, and activities. Teamwork and self-control are stressed as vital parts of success.

PURPOSE

Apex provides a safe, healthy and fun recreational experience for children. Working parents can feel confident that children are occupied by supervised activities in a relaxed social setting.

AGES OF CHILDREN

Children ages 7-12 years are accepted. The program coordinator and /or director will talk to the parents of older 6 year olds to decide if the facility and program are suitable for the child in question. Children must have completed kindergarten.

SPECIAL NEEDS CHILDREN

Parents of special needs children should contact Apex's Therapeutic Recreation Coordinator at the Recreation Services office (303-467-7158). Apex will make every possible effort to provide reasonable accommodations for the safety and enjoyment of all children. Apex Park and Recreation does offer a Therapeutic Recreational Program and each site collaborates to make each child have a successful experience.

Parents are also encouraged to explore Camp PAHA which is located in Lakewood and is designed for those with special needs (303-987-4866).

ILLNESS

According to state licensing requirements and for the protection of all children, the Apex day camps cannot accept children with the following symptoms:

- Elevated temperature
- Diarrhea or vomiting (needs to 24 hours after last incident)
- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge.
- Diagnosed contagious diseases such as strep throat or chicken pox

Sick children will be provided with a place to rest comfortably until they go home. Parents will be notified to come and pick up their child within the hour.

Please notify the Apex Day Camp Program if your child contracts a contagious disease, such as whooping cough, German or regular measles. It is a licensing requirement that signs be posted to notify families.

CHILDREN BECOMING ILL OR INJURED DURING CAMP HOURS

Emergency services will be obtained through 911 for any illness or injury the staff feels unable to handle with American Heart Association training. Attempts to reach a parent or other person(s) designated on the emergency card will be continued until someone is reached. A parent or other designated person will be requested to come pick up a child who is ill or who has an injury requiring treatment by a physician. Parents are encouraged to make a habit of letting someone know where they can be reached when away from their desk or office. In the event in which the parent/guardian cannot be reached the emergency contact will be notified. Staff will document all injuries and illnesses.

HOURS OF OPERATION

Apex Day Camp is open from 7:00 A.M. to 6:00 P.M., Monday thru Friday for an 11-week summer period. The children swim at Secret Pool at minimum two afternoons per week. Field trips are planned for each Friday at an additional fee. A weekly schedule of activities is available each Monday. A list of the field trips planned and their cost is available the first day of camp.

Here are important numbers:

Kristen at District Services	(303) 467-7133
Simms Street Center	(303) 467-7120
Secret Phone #'s	(303) 403-2555 or
Teen Center (after 12:30)	(303) 403-2539
Laina's Cell phone	(303) 961-6707

INCLEMENT OR EXCESSIVELY HOT WEATHER

During inclement weather the campers will be kept inside the building. Alternate activities have been planned for these times and include games, crafts, etc.

In the event of excessively hot weather the campers will be kept inside the building in a well ventilated area, or in the shade outside. All campers shall be required to have a water bottle with them at all times and apply sunscreen regularly. Physical activity will be limited during this time. We do ask that the child have a swim suit to be kept in his/her cubbie in case of extreme heat on a non-swim day.

REGISTRATION OF CHILDREN

An orientation packet is online or given to the parents at the time of registration or can be emailed to parents. The packet includes forms for the child's health history and emergency notification

numbers and information about lunches and snacks. It also includes a Permission for Medication form for children requiring medication during camp hours. Physicals will need to be within 12 months of camp admission. **NOTE:** Current camper immunization records, physician statement form, and emergency information **MUST** be given to camp staff **before** a child can attend camp.

Registrations are accepted at Apex Simms Street facility, in person, or by telephone. If you have any questions regarding registration call 303-467-7120. Final payments **must be** automatically deducted (Visa, MasterCard, Discover, or bank debit card) or paid in full at the beginning of the summer. Payments are DUE on the Thursday prior to the desired week of camp. No weekly payments will be taken at Secret.

FEES: The Apex brochure lists the current fees for Apex Day Camp.

DISCIPLINE

When a child does not observe the expected guidelines the summer day camp staff will discuss an appropriate plan of action that may include any or all of the following steps.

Steps Taken:

- ❑ *Verbal warning from leaders*
- ❑ *Time out from activity (will be documented by counselors)*
- ❑ Refocus in office, discussed with an adult at the time

Camper must show refocus sheet to parent at end of day.

If behavior continues, parents are notified of the situation and problem solving ideas are discussed. If a child has two refocuses in one week, notification is made that if negative behaviors continue, a contract will be made.

- ❑ Meet with parents to create a contract.
- ❑ Suspension from camp for 2-5 days (no refund)
- ❑ Permanent suspension from camp

Note: Depending on the severity of the situation, your child will start off with a clean slate each day, unless they have a contract.

Severity Clause: At the staff's discretion, any consequence can be bypassed due to the severity of the behavior.

PERSONAL BELONGINGS

Items brought to camp by the children should all be clearly marked with the child's name. Each camper has a cubby to store belongings during the day. However, the cubbies are not locked, and the Secret Recreation Center is a public facility. Please encourage your child to leave valuable

items at home for Apex is not responsible for lost or stolen items. These personal items are only allowed out for use during morning and afternoon free time, 7:00-8:00 am and 5:00-6:00 pm.

APPROPRIATE FOOTWEAR

Although campers are not restricted in what they choose as everyday footwear, dark-soled shoes and sandals are not appropriate for gym and playground activities. Campers are asked to keep an inexpensive pair of light-soled sneakers at camp for use in the gymnasium, and on the playground. Campers are expected to participate in all activities regardless of their footwear.

CHILDREN'S MONEY AT CAMP

Fees needed for field trips should be given directly to the day camp leaders. **Please bring exact change.** The leader will immediately record your child's payment. Please limit the amount of extra spending money your child brings for field trips. The staff needs to be able to give full attention to the safety of all campers, and handling money for the children is time-consuming and distracting, therefore staff will not carry or be responsible for any camper's money.

Children are only allowed to visit the snack bar or vending machines at Secrest with parents before and after camp.

LOST CHILDREN

Every effort is made to keep all children safe. Day Camp staff has been given specific steps to follow when a child is missing at camp or on a field trip. These steps include: searching the area, retracing steps, and carefully questioning other children and staff members. Provision is made for notifying the police, the child's parent, Apex Administrative Office, the Colorado Department of Human Services and other proper authorities.

EMERGENCY SITUATIONS

Specific instructions have been listed for fire, tornadoes, hail, and police emergencies. Flood danger at the Secrest Center is minimal due to its elevation relative to the surrounding area. Parents are reminded **not** to call the Secrest Center due to news reports of an emergency in the area. Phone lines must be free for staff use. Parents may call Apex's Recreation Services office at 303-467-7120 for information during emergencies.

FIRE: Campers will be evacuated immediately. The Fire Department (911) will be called. All campers and staff will be evacuated and are to meet at far fence on the west side of the building.

TORNADO OR HEAVY HAIL: All Campers and staff move into the women's locker room. Remain there until hail subsides or tornado warning is retracted.

FLOOD OR BUILDING CATASTROPHE: Flood danger at the Secrest Center is minimal due to its elevation relative to the surrounding area. But in the event of a flood/or other catastrophe we will

evacuate to the church across the street, St. Andrew Lutheran Church, 6774 W 66th Ave, Arvada, CO. 303-421-5197 or if this area is in danger we will move all campers to the fire house at 6557 Lamar St, Arvada, CO. 303-425-1264. Parents are reminded **not** to call the Secret Center due to news reports of an emergency in the area. Phone lines must be free for staff use. Parents may call Apex's Recreation Services office at 303-467-7120 for information during emergencies.

FIELD TRIPS

A blanket permission slip for field trips is included in the parent information packet. Transportation on field trips can involve walking, an Apex van/bus, or a Jefferson County Schools bus. The camp staff will NOT transport any campers in their personal vehicles. Parents are notified about field trips and activities away from the Secret Recreation Center through the weekly schedule available each Monday. Children traveling in vans are required to wear seat belts.

The 15 to 1 ratio of children to staff must be maintained on field trips. Staff members must be attentive and aware of children's whereabouts and activities at all times. An itinerary of the trip is on file at Apex Simms Street Center, 11706 W 82nd Ave, Arvada, CO 80005. Staff members carry the children's emergency cards and a first aid kit on all field trips.

VISITORS

Parent support is critical to the success of this program. Parents are welcomed to visit their children but will be required to sign in on the visitors log located at the campsite and show identification and be provided a visitor's badge. Please let a Director aware of your arrival.

RELEASE OF CHILDREN FROM CAMP

Children will be released to parents or persons designated on the emergency form **only**. Parents need to send a signed letter authorizing release of a child to anyone not listed on the emergency card prior to the arranged pick up time.

CHILDREN ARRIVING LATE

Parents are encouraged to be familiar with the weekly schedule. Children should not be left at the facility after the group has departed for a field trip. All staff members accompany campers on field trips. On days other than field trip days, a child can be signed in and join in an activity at anytime during the day.

MEDICATIONS

All medications needed by a child during camp hours must be delivered to a staff member in the original container that shows:

1. prescription #,
2. name of medication,
3. date filled,
4. physician's name,

5. child's name, and
6. directions for dosage.
7. A note with written consent signed by the parent **AND** doctor should accompany the medication telling the times medication should be given.

All medication will be stored in a locked area. Parents should reclaim medications daily. Only staff that has received the Medication Administration certification will be allowed to dispense meds, and this staff will obtain delegation for distributing meds annually by a registered nurse.

SUNSCREEN

Each camper should have a container of sunscreen labeled with the first and last name. A paba-free sunscreen with SPF 30 or above is suitable for campers. Please apply sunscreen to your child prior to arriving at camp.

MEALS AND SNACKS

Each camper should bring a sack lunch and water bottle daily. Cold storage and microwave usage are not available at the center. No glass containers are allowed. Two snacks are provided daily for the children. A lunch will be provided for a child who forgets to bring one. Parents will be responsible for the cost of the meal.

VIDEO/TELEVISION VIEWING

Campers watch a video Wednesday morning each week. Videos selected are rated G or PG. Television broadcasts are not available for viewing.

MISCONDUCT

Children are instructed in and praised for appropriate behavior. Corrective methods chosen for inappropriate behavior will be constructive and educational. Discipline methods can include talking about the situation, separation from the situation and natural consequences such as cleaning up any messes resulting from the behavior.

LATE PICK-UPS AND FAILURE TO PICK UP

Parents will be charged \$1.00 for every minute a child is left at the center after 6:00 PM. At 6:15 PM staff members will begin calling those authorized to pick up the child and listed on the emergency card. If no one has arrived or been contacted by 6:45 PM, the Arvada Police Department will be called as the child will be considered an abandoned minor. Apex staff member will be assigned to watch the child until a designated person assumes responsibility. The staff member will do as much as possible to comfort and reassure the child of his/her safety. Fees must be paid, in cash, before the child can return to camp.

BABYSITTING

Staff and volunteers are not allowed to babysit or transport children at any time outside of the Apex programs. Please assist us by NOT requesting staff to babysit your child.

SOCIAL MEDIA

Staff and volunteer are not allowed to “be friends” with parents or camper on any social media site. Please assist us by not requesting this of staff.

REPORTING OF CHILD ABUSE

Any staff member of a child care center who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to the circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the County Department of Human Services or local law enforcement agency.

Any staff member of a child care center who is alleged to be a perpetrator of child abuse shall be suspended during an investigation conducted by law enforcement authorities or a County Department of Human Services. Such suspension shall remain in effect pending the outcome of a timely investigation by the appropriate authorities.

The telephone numbers to report abuse are:

Jefferson County Hotline 303-271-4357

Arapahoe County Hotline 303-636-1750

Adams County Hotline 303-227-2115

Douglas County Hotline 303-688-4825

Denver County Hotline 720-944-3000

We hope you and your child have a wonderful summer with us. Should you have any concerns or complaints about Apex’s Day Camp program, feel free to talk to one of our camp counselor’s or a camp director. You can contact **Lynn Griffen, the supervisor of Secrest at 303-467-7124**. You may also contact the **Colorado Department of Human Services at 1575 Sherman St., Denver, CO 80203-1714, 303-866-5958**.