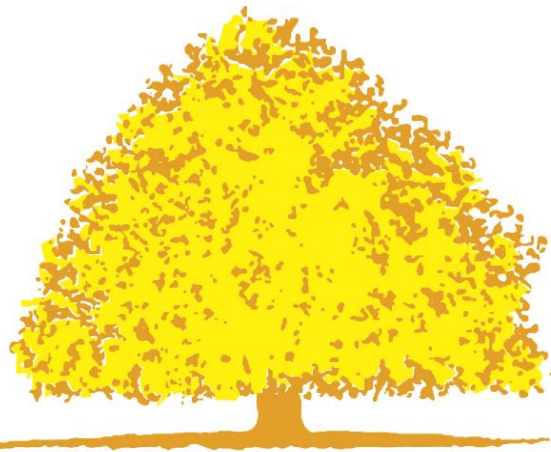


# Camp Erie Parent Manual 2020



TOWN OF ERIE  
1874  
PARKS & RECREATION

[WWW.ERIECO.GOV/CAMPERIE](http://WWW.ERIECO.GOV/CAMPERIE)

TAX ID # 84-0198350

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## IMPORTANT NUMBERS

### **Guest Service**

303.926.2550

### **Recreation Coordinator - General Interest Programs**

David Peters

303.926.2797

[dpeters@erieco.gov](mailto:dpeters@erieco.gov)

### **Camp Directors**

ECC Director

303.990.3179

ARPS Director

303.902.8013

### **Colorado Department of Human Services Division of Child Care**

303.866.5958

## CAMP LOCATIONS

### **Miners (ages 5-7)**

Aspen Ridge Preparatory School

705 Austin Avenue

### **Pioneers (ages 8-9)**

### **Explorers (ages 10-11)**

### **Trailblazers (ages 12-14)**

Erie Community Center

450 Powers Street

## **WELCOME TO CAMP ERIE!**

Camp Erie is a state licensed camp program for school-aged children. We take pride in offering a high-quality camp experience for your children and are looking forward to meeting you soon!

## **PARKS & RECREATION DEPARTMENT MISSION**

The Parks and Recreation Department builds community through delivery of exceptional parks, open spaces, trails, facilities, programs, and services.

## **PHILOSOPHY OF THE CAMP ERIE PROGRAM**

The camp program focuses on the whole child as we offer hands-on experiences that enrich and build each camper's learning skills according to their age and ability.

## **PROGRAM GOALS AND OBJECTIVES**

1. To create a safe and fun environment for all campers.
2. To provide an organized program that offers a variety of activities for all campers.
3. To introduce positive asset building to all of the campers.
4. To introduce activities that will exercise the mind and body.
5. To promote a life-long habit of exercise and recreation.
6. To create opportunities for new friendships.
7. To teach acceptance of all members of society.
8. To create opportunities for personal challenge.
9. To promote healthy eating and a healthy lifestyle.
10. To provide an environment where campers can be themselves and have fun!

## **ELIGIBILITY FOR PARTICIPATION**

All children must be a minimum of 5 years of age as of the camp start date. The maximum age is 14 years of age as of the camp end date.

## **NON-DISCRIMINATION POLICY**

The Town of Erie does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation or any other status protected by law.

## **AMERICANS WITH DISABILITIES ACT**

The Parks & Recreation Department is committed to supporting individuals with disabilities and we are happy to discuss any special accommodations or adaptations necessary for participation. Please contact the Recreation Coordinator - General Interest Programs at 303.926.2797 by **Tuesday, May 12** for assistance requests or inquiries.

## REGISTRATION INFORMATION

Registration for summer camp is limited to **full-summer** participants only. Registration opens at 7:00 a.m. on **Monday, February 24** for those classified as Erie Residents and **Monday, March 2** for Non-Resident families.

Registration can be completed online at [www.erieco.gov/parksandrec](http://www.erieco.gov/parksandrec) or in-person at the Erie Community Center. At this time over the phone registrations will not be accepted.

The registration deadline is **Monday, April 6** or until Camp reaches maximum capacity (per state licensing regulations), whichever comes first. **We anticipate Camp reaching maximum capacity quickly so please register immediately if you are interested in attending.**

A convenient, weekly payment plan is available in-person or online for no additional fee. The standard payment plan will divide the total amount due into ten payments and automatically charge the next amount due eight days prior to the start of the next week of camp, with the first week's fee due at the time of registration. For consideration of a different payment plan option, please contact the Recreation Coordinator - General Interest at 303.926.2797. Payment plan dates for the 2020 year are as follows: May 18, May 25, June 1, June 8, June 15, June 22, June 29, July 6, and July 13.

## CAMP FORMS

Camp Erie partners with ePACT Network to offer a convenient and secure way to submit your child's required camp forms.

- Approximately one week following registration, you will receive an email from the ePACT Network with a link to create your account and complete the required forms for camp. **Please make sure that we have a valid email on file for your camper's accounts.**
- Returning campers who completed the forms online last year will still need to login to review and update information as necessary.
- Immunization forms must be completed on the state of Colorado immunization record form. All other immunization record forms will not be accepted.
  - If you choose to not vaccinate your child, the Colorado immunization exemption form must be completed. No other immunization exemption forms will be accepted.
- All camp forms must be completed and correctly submitted by **Monday, April 27**.

## PARENT MEETING

We strongly encourage you to attend the Parent Meeting scheduled for **Thursday, May 7 at 6:00 p.m.** at the Erie Community Center. This is a great opportunity to meet the Recreation Coordinator and Camp Directors. Details regarding activity schedules, themes, field trips, and more will be shared along with rules/regulations and helpful tips for having a safe and fun summer.

## REFUND POLICY

100% refund if requested prior to the registration deadline minus a \$175 non-refundable deposit. Refunds requested after the registration deadline are not guaranteed but will be assessed on a case-by-case basis. All refunds are subject to a \$5 processing fee (excludes household credits). The registration deadline for summer camp is **Monday, April 6**. Refunds will not be given for missed days, vacations, sickness, or other unplanned emergencies.

Refund request forms are available at Guest Service at the Erie Community Center. Refunds will be processed based on the date of submittal of the completed form.

### **WAITLIST POLICY**

Waitlist registrations will be accepted on a first-come, first-serve basis. If a spot becomes available, participants will be contacted immediately by the Recreation Coordinator - General Interest Programs to register. Participants will have **24 hours** following notification to complete the registration process before the next participant on the waitlist is contacted.

### **HOURS OF OPERATION**

Camp activities are programmed Monday - Friday from 9:30 a.m. to 4:30 p.m., with the exception of holiday dates. Before and after care is available beginning at 7:00 a.m. and ending at 6:00 p.m. There is no additional fee for before or after care, however, a late fee will apply for any pick-up after 6:00 p.m.

### **AUTHORIZED AND UNAUTHORIZED PERSONS**

#### Authorized Persons

It is required that all campers be accompanied to and picked up from camp by an authorized person. Parents and/or guardians will identify authorized persons when completing the required camp forms and may add additional authorized persons by notifying the Recreation Coordinator - General Interest Programs in writing at least 24 hours in advance. All persons attempting to pick-up a camper will be required to show a picture ID.

#### Unauthorized Persons

Staff will not release a camper to any unauthorized person. Written consent from the parent/guardian to authorize an additional person must be provided to the Recreation Coordinator - General Interest Programs at least 24 hours in advance.

#### Bike/Walk Permission

Campers ten years of age or older may sign-in and sign-out alone as long as they have a signed "Bike/Walk Permission" on file at least one day in advance. Unless previously notified, staff will contact the parent/guardian at 9:30 a.m. if a Bike/Walk-eligible camper has not yet arrived. Bike/Walk-eligible campers will not be allowed to leave camp until 4:30 p.m.

### **VISITOR AND VOLUNTEER POLICY**

Visitors are always welcome at camp. Visitors must be listed as an Authorized Person and notify the Camp Director to sign-in and sign-out on the visitor sheet. Visitors will be required to show a picture ID. All volunteers must complete a volunteer application and background check.

### **CAMP ARRIVAL/DISMISSAL AND SIGN-IN/SIGN-OUT PROCESS**

#### Location and Home Base

Camp Erie at the Erie Community Center (ages 8-14) begins each day in the Briggs Room, which also serves as home base.

Camp Erie at Aspen Ridge Preparatory School (ages 5-7) begins each day in the Aspen Ridge Preparatory Upper School cafeteria, which also serves as home base.

When campers are not at their respective sites, a sign will be posted on the door as to where the campers can be located. Parents can also call the Camp Director or Recreation Coordinator - General Interest Programs to identify their location.

#### Arrival and Dismissal Time

Sign-in and sign-out is completed at the home base of each site. Please plan to arrive to camp as early as 7:00 a.m. but no later than 9:30 a.m. Scheduled activities will end at approximately 4:30 p.m. and campers may be picked up anytime between 4:30 - 6:00 p.m.

**\*For the safety of your camper(s), please plan to show a picture ID for both sign-in and sign-out\***

### **LATE ARRIVALS/EARLY DISMISSALS AND MISSED DAYS**

#### Late Arrivals

Please plan to arrive no later than 9:30 a.m. In the event of a late arrival, please notify the Camp Director for the respective site to identify where the camp is currently located.

#### Late Arrivals on Field Trip Days

Notice will be given as to field trip days and locations as well as departure and arrival times to and from the field trip. Please ensure campers arrive at their respectable site at least 15 minutes prior to the field trip departure time. Field trip transportation will not wait for late arrivals. Parents may bring their child to the field trip destination if they like, but must notify their site specific Camp Director. Campers may not be left at the Erie Community Center or Aspen Ridge Preparatory School while the camp is on a field trip.

#### Early Dismissals

In the event you would like to pick-up your camper before 4:30 p.m., please notify your site specific Camp Director to identify where the camp is currently located.

#### Missed Days

Please notify the site specific Camp Director as soon as possible for any days that will be missed due to vacations, other preplanned absences, emergencies, sickness, etc.

### **LATE PICK-UP AND FAILURE TO PICK-UP A CAMPER**

Campers must be picked up no later than 6:00 p.m.

#### Late Pick-up

In the event of an emergency where the camper will not be picked up by 6:00 p.m., please contact the site specific Camp Director. If the Camp Director cannot be immediately reached, please contact Guest Service at 303-926-2550.

#### Late Fee

**A late fee of \$1 per minute per camper for every minute past 6:00 p.m.** will be assessed for all campers not picked up by 6:00 p.m. If the late fee is not paid within 24 hours, the child will not be admitted back into camp until the fees have been paid. Fees can be paid at the Guest Service desk of the Erie Community Center (450 Powers Street).

### Failure to Pick-up a Camper

If a camper is not picked by 6:30 p.m. and staff has not been able to contact the parent/guardian or any emergency contacts, staff is required by the State of Colorado to call the police department to take custody of the child.

**The camper sign-in/sign-out log provides a clear record of attendance and sign-in/sign-out times for documentation.**

### **DRESS CODE**

Please dress children appropriately according to weather, activities such as gym time, rock climbing, swimming, and arts & crafts.

- All clothing should be comfortable and children should be able to handle it themselves (avoid one-piece jump suits, complicated belts, etc.)
- Proper swim attire is required for swim days.
- Closed-toe shoes are required for all activities except swim.
- Campers will receive one Camp Erie t-shirt at the beginning of camp. Additional t-shirts are available for \$12. The Camp Erie t-shirt must be worn on all field trips to assist staff in identifying campers.
- Parents are encouraged to pack extra clothes each day in case of a spill or accident.

Campers wearing inappropriate shoes or clothing may not be able to participate in activities.

### **HANDLING OF CAMPER'S BELONGINGS AND MONEY**

Ultimately, each camper is responsible for any personal belongs brought to camp. Camp Erie is not responsible for any items that are lost, stolen, or broken. Please follow these tips regarding personal belongings:

Please:

- Provide a labeled backpack to keep all items together.
- Label **everything** (backpack, lunch box, towel, swimsuit, sunscreen, water bottles, etc.) in permanent marker.
- Do NOT bring money or anything of value. Campers are not allowed to purchase food or drink from the vending machines or while on field trips (unless noted otherwise).
- Do NOT bring toys, stuffed animals, electronics, etc. If your child brings a cell phone, it must be turned off and securely stored in their bag.

Lost & Found items will be held at home base until the end of the week, when they will be moved to Guest Service at the Erie Community Center for proper disposal.

### **MEALS AND SNACKS**

Please provide a morning snack, lunch, and afternoon snack for your child along with a labeled water bottle. Water will be readily available to campers at all times. Please follow these tips:

- Start at home with a nutritious breakfast.
- Clearly label all containers, bottles, and bags.
- Pack nutritious snacks and lunches.
- Snacks, meals, and drinks must not require any refrigeration, heating, or preparation.
- Use ice packs or frozen juice boxes in lunch boxes if items need to stay cool.
- For the safety of other campers, please try to avoid peanut based snacks or lunches. For this reason, campers will not be allowed to share snacks at any time.
- Campers are not allowed to have or chew gum at any time.



## **SUNSCREEN**

Campers must provide their own (labeled) sunscreen each day. Staff will regularly announce to participants to apply/re-apply sunscreen and will directly supervise campers to make sure they are properly applying their sunscreen. Camp Erie provides SPF 50+ Equate and Rocky Mountain Sunscreen Kids SPF 50+ sunscreens if needed, provided the sunscreen waiver has been signed.

## **ACTIVITY SCHEDULES**

Staff work very hard to provide and implement a wide variety of fun and engaging activities. Activities may include swimming, climbing, field trips, arts & crafts, artistic performances, board games, sports, gym games, music & dance, individual & group games, or educational assemblies.

A schedule of activities for the upcoming week will be provided each Monday by the Camp Directors. Please note that schedules are subject to change and any major changes will be communicated in a timely manner.

### Swimming

All campers will have the opportunity to swim on Wednesdays and Fridays. Access to specific pool areas is based on age and swimming ability. All campers will be swim tested (by Erie Community Center Aquatics Staff) on their first day of swimming in camp and will be issued a colored bracelet to wear in the pool to identify the area of the pool they have access to. Campers will not be allowed to use the hot tub at any time. There will be an alternative activity for campers who do not want to swim.

### Climbing Wall

All campers will have the opportunity to use the climbing wall at least once per week. Activities at the wall are by choice and include the bouldering wall and the climbing pinnacle. Certified staff will belay campers. Athletic, closed-toe shoes are required.

### Field Trips

Field trips take place each Thursday of Camp. There will be no additional camp activities or care held on Thursdays. **All campers are required to wear their camp T-shirt on field trip days.** The field trip schedule will be posted online at [www.erieco.gov/camperie](http://www.erieco.gov/camperie) and specific information will be provided in each week's activity schedule and newsletter. The field trip schedule is subject to change. Field trip locations are selected on what is most appropriate for each camp's age group and camps may not attend the same field trip.

Adams 12 School District provides buses for field trip transportation. Campers must follow the established rules and regulations. Field trip transportation will not wait for late arrivals. Per Colorado State licensing, staff will not transport any campers in their personal vehicles.

Please be advised the buses are not equipped with seat belts. All applicable safety rules are given to campers every time they board a bus. Staff will be dispersed throughout the bus to ensure campers are following rules and remain safe.

### Video Viewing

In the event that any videos are viewed during camp, all videos will be viewed in accordance with federal copyright laws and will be G or PG-rated.

## **STORING AND ADMINISTERING CAMPER'S MEDICATION**

Please notify the Recreation Coordinator - General Interest Programs if your camper will need any type of medication (prescription or over-the-counter) or if they are susceptible to known allergic reactions. Parents need to meet with the Recreation Coordinator - General Interest Programs in advance to set up a Health Care Plan specific to your camper.

Parents should first check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is at camp.

In the event that a medication does need to be administered during Camp hours by staff, we must have the following on file before administering the medication (*if the proper paperwork has not been completed, parents will be notified and asked to return to camp to administer medication*):

- Written authorization from the health care provider with prescriptive authorization
- Written authorization from the parent/guardian
- The medication in the original labeled container

Only staff who have received Medication Administration Training are authorized to administer medication. Confidentiality of the camper will be maintained at all times. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

## **ILLNESSES AND ACCIDENTS**

If your camper is exhibiting any signs or symptoms of illness prior to coming to camp, please be considerate to others by keeping your camper at home. Consult a physician to determine if your camper's symptoms are contagious and when they should return. If your camper becomes ill or injured beyond a minor scrape or bump, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the emergency contact will be notified.

- Children who become ill will be separated from the other campers and will be offered a blanket, mat or cot, and pillow.
- If a child is injured, first aid will be administered and if necessary, 911 will be called. Minor scrapes or bumps will be reported at pick-up.

Campers will not be allowed into camp less than 24 hours from the last exhibited symptom or from the time antibiotics were started.

## **COMMUNICABLE DISEASES**

Communicable diseases include, but are not limited to: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella.

Parents must report any exposure to communicable illnesses outside the camp to the Recreation Coordinator - General Interest Programs.

The Weld County Health Department will be notified of all communicable diseases and will provide further direction to staff regarding notification of other campers and signage.

Camper confidentiality will be maintained at all times.

## **EMERGENCIES AND INCLEMENT WEATHER**

The Emergency Action Plan (EAP) will be followed during all emergency and weather-related situations on-site. Staff are trained in these established safety procedures.

When off-site, the staff will follow the established emergency action plan of the facility for all emergency and weather related situations.

In the event of an emergency where evacuation is necessary, parents will be notified as soon as possible. If parents cannot be located, the child's emergency contact will be notified.

If the home base for drop-off or pick-up is moved for any other reason, the parent/guardian or emergency contacts will be notified of the new location.

## **LOST CAMPERS**

The safety and care of your children is our number one priority and we go to extensive measures to ensure all campers are accounted for at all times:

- Campers are assigned to groups with designated staff who are responsible for their whereabouts at all times.
- Prior to leaving any location, staff take roll call and a head count of the group.
- Staff are routinely asked to identify the number of campers in their direct care as well as the total number in camp that day.

In the event that a camper has gone missing, the entire group shall remain where they are until the camper has been found. If the missing camper is not located within two minutes, staff will complete the steps below.

- Staff notify the Camp Director of the missing camper with all pertinent information.
- The camper's picture card is retrieved while staff and campers are asked where the camper is or was last seen.
- The Camp Director initiates the Emergency Action Plan for a Missing Person which notifies all staff (not just camp staff) of the situation and begins the search for the camper. If on a field trip, field trip facility staff are notified.
- If the camper is not found after five minutes of searching, 911 is called. The parent/guardian and emergency contacts, if necessary, are also contacted at this time.

## **CODE OF CONDUCT AND BEHAVIOR MANAGEMENT**

### Code of Conduct

Appropriate social behavior is requested for all programs. Individuals are encouraged to act in a way that will not hurt themselves, or another person physically, mentally or emotionally. A participant may be asked to withdraw from camp if behavior does not comply with the Code of Conduct.

Participants Shall:

- Show respect to all participants and staff
- Take direction from staff
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, others, or staff
- Show respect to equipment, supplies, and facilities

### Behavior Management

All campers are expected to comply with the Code of Conduct. Staff will use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a method staff use to guide the child from inappropriate play to a more appropriate activity. Campers will be given alternate choices to assist with problem solving behavior issues. Physical or emotional punishment, or any punishment associated with food, rest, or toileting is never used.

If a camper refuses to comply with the Code of Conduct, or the camper's behavior is otherwise deemed inappropriate or disruptive by staff, the following steps will be taken:

- Separation from the group for an age appropriate amount of time. Staff will discuss the inappropriate behavior and expectation before returning to the group.
- Creation of a behavior management plan. Staff will discuss the inappropriate behavior and work with the camper to develop a positive solution to the specific situation.
- Dismissal from Camp for the rest of the day. The parent/guardian will be notified and required to pick-up the camper immediately. The inappropriate behavioral and corrective action will be discussed with the parent for advice and reinforcement of the positive behavior.
- If the inappropriate behavior continues after the camper returns to camp, suspension from camp for a period of time to be determined will occur following a meeting with the parent, Camp Director, and Recreation Coordinator - General Interest Programs to discuss the behavior issues and steps that have occurred to date.
- Further suspension up to expulsion from camp. The expulsion of a camper is a last resort and every effort will be made by staff to correct the behavior issue.

If a participant's behavior poses an immediate threat to themselves/others, or is causing significant disruptions to the camp, the parent/guardian will be called and required to pick-up the camper immediately.

## **COMMUNICATION**

We want to hear from you! If there is something specific we should know to help improve your camper's experience throughout the summer, please let us know.

We encourage you to ask us any questions you may have about anything related to camp. We love Camp Erie and are more than happy to share more information with you if you have questions.

We communicate with our campers and parents through a variety of different mediums ranging from phone calls to emails. Please make sure your contact information is up-to-date with Guest Service prior to the start of Camp.

If you have an issue of concern with camp, please give us the opportunity to resolve it. Contact information is located at the beginning of this manual.

## **FILING A CHILD CARE COMPLAINT**

If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Department of Human Services Division of Child Care at 1575 Sherman Street, Denver, CO or call 303.866.5958.

## **REPORTING OF CHILD WELFARE CONCERNS**

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the day camp facility is located.

## **HAVE AN AMAZING SUMMER!**

**Thank you for your enrolling your camper in Camp Erie! We look forward to another fun summer with all of our campers. We hope your camper will gain a lifetime of memories and make some new friends along the way.**