

Camp Erie Parent Manual 2023

[Camp Website](#)



CAMP ERIE
EST. 2008

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Important Numbers

Guest Service

303-926-2550

Recreation Coordinator – Youth & Families

Austin Russell

303-926-2797

youthandfamilies@erieco.gov

Camp Directors

Director

8-12 Year Olds

303-990-3179

Director

6-7 Year Olds

303-902-8013

Trailblazers Director

13-14 Year Olds

720-498-1985

Colorado Department of Human Services Division of Child Care

303-866-5958

CAMP LOCATIONS

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 – Youth & Families at 303-926-2797 or youthandfamilies@erieco.gov by **Monday, May 8th** for assistance requests or inquiries.

REGISTRATION INFORMATION

Registration for **Camp Erie (6-12 years old)** summer camp is limited to **full-summer** participants only. **Registration opens at 7 a.m. on Wednesday, March 1st** for those classified as Erie Residents ([Online Registration Only](#)).

Registration for **Camp Erie Trailblazers (13-14 years old)** summer camp is limited to an 8-week summer program. **Registration opens at 7 a.m. on Wednesday, February 22nd** for those classified as Erie Residents ([Online Registration Only](#)).

Registration can be completed online only. At this time over the phone and in-person registrations will not be accepted.

The registration deadline is Monday, April 24th 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 a card we have on file on the following dates: May 26th, June 2nd, June 9th, June 16th, June 23rd, June 30th, July 7th, July 14th, July 21st, and July 28th. If your payment does not go through, your child will not be able to attend Camp until the remaining balance has been paid. Please communicate with the Youth and Families Program Coordinator with issues or concerns regarding payment plans.

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 phone number, email, and other contact details on file for your camper's accounts.**
- Returning campers who completed the forms online last year or attended our Fall, Winter, and Spring Break Camps will still need to login to review and update information as necessary. An email will be sent when it is time to login to ePACT and review and reconfirm information.
- Immunization forms must be completed on the state of Colorado immunization record form. All other immunization record forms will not be accepted. We request the immunization forms be dated from 2021 and current.
 - If you choose to not vaccinate your child, the Colorado immunization exemption form must be completed. No other immunization exemption forms will be accepted.

- Medication Administration Forms

If your child needs medication administered during camp, whether it be EPI Pens, Inhalers, or Prescription Medications, we require a form to be completed and submitted to ePact with directions from the prescribing physician. Forms can be found in your ePact information or provided by request.

- All camp forms must be completed and correctly submitted by **Monday, April 24th**. Failure to do so will result in forfeiture of your child's spot in Camp Erie Programming.

PARENT MEETING

We strongly encourage you to attend the Parent Meeting scheduled for:

Camp Erie (6-12 years old) – Thursday, May 4th at 6:00pm

Camp Erie Trailblazers (13-14 years old) – Thursday, May 4th at 7:00pm

For those unable to attend, the meeting will be recorded and shared privately to all Camp participants. This is a great opportunity to meet the Recreation Coordinator, Camp Directors, and learn a little more about our Camp Erie program. Details regarding activity schedules, themes, potential 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 the \$50 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 24th**. Refunds will not be given for missed days, vacations, sickness, or other unplanned emergencies.

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 – Youth & Families 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 9:00 a.m. to 4:00 p.m., with the exception of holiday dates. Before and after care is available beginning at 7 a.m. and ending at 6 p.m. There is no additional fee for before or after care, however, a late fee will apply for any pick-up after 6 p.m. Camp will be closed on July 3rd and 4th.

AUTHORIZED AND UNAUTHORIZED PERSONS

Authorized Persons

It is required that all campers be accompanied to and picked up from camp by an

authorized person; except campers who are ages 10 or older with proper permissions in ePACT. Parents, siblings and/or guardians will identify authorized persons when completing the required camp forms and may add additional authorized persons by notifying the Recreation Coordinator – Youth & Families in writing at least 24 hours in advance or by updating their ePACT online paperwork. **All persons attempting to pick-up a camper will be required to show a picture ID and be at least 16 years of age.**

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 if they have a signed "Bike/Walk Permission" on file in ePACT at least one day in advance. We ask that these campers arrive at Camp no later than 9:15am. Bike/Walk-eligible campers will not be allowed to leave camp until 4:30 p.m. unless signed out by an Authorized Person. It is the responsibility of the family to create a plan with their camper(s) who bike/walk to camp for ensuring they arrive at camp on-time. Camp staff are happy to work to communicate with families as requested.

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 through the Town of Erie; contact the Recreation Coordinator - Youth and Families Programs for more information. .

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

Location and Home Base

Camp Erie (6-12 years old) at the Erie Community Center begins each day in the Briggs Room, which also serves as home base.

Camp Erie Trailblazers (13-14 years old) at the Erie Community Center begins each day in the gymnasium, which then by 9:00 a.m., will move to a separate room located inside the ECC that will serve as a 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 site-specific Camp Director to identify their current location.

Arrival and Dismissal Time

Sign-in and sign-out is completed at the home base of each site unless otherwise noted. You may sign in your camper(s) as early as 7:00 a.m. Please be aware that programmed activities are typically scheduled between 9:00 a.m. and 4:00 p.m. You may pick up your camper at any time of the camp day until 6:00p.m.

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

LATE ARRIVALS/EARLY DISMISSALS AND MISSED DAYS

Late Arrivals

Camp programmed activities begin at approximately 9:30 a.m., and we encourage you to plan to arrive before or at 9:30 a.m. each day. This ensures that your camper gets the greatest amount of time to participate in camp related activities. While we prefer campers to arrive by 9:30, we welcome campers to arrive 7:00 a.m. If you know you are going to be arriving late, please notify the site-specific Camp Director(s) to identify where the camp is currently located. 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 while the camp is on a field trip.

Early Dismissals

Camp Activities are programmed to end at approximately 4:00 p.m., and we encourage campers to stay until that time. We welcome campers leaving before 4:00 p.m.; please notify Camp Directors when you must pick up campers so we can identify the camp's current location and get your camper ready for pick-up.

Please note campers who bike/walk to camp will not be released to bike/walk home until 4:30. If your camper must leave early, an approved pick-up must be present to sign them out

Missed Days

While we do appreciate being notified of a camper not being present at camp due to vacation, other activities, emergencies, sickness, etc. it is not required. Please communicate

with the site-specific Camp Directors regarding your absence.

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 ECC Guest Service at 303-926-2550.

Late Fee

A late fee of \$1 per minute per camper for every minute past 6 p.m. will be assessed for all campers not picked up by 6 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 up 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 jumpsuits, complicated belts, etc.)
- Proper swim attire is required for swim days.
- Closed-toe shoes are required for all activities except swim. If a camper arrives without proper footwear, parents/guardians will be asked to bring appropriate footwear. If no footwear can be brought, the camper will be required to sit out of certain activities.
- Campers will receive one Camp Erie t-shirt at the beginning of camp. Additional t-shirts are available for \$15. **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.

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 (unless otherwise noted), electronics, etc. If your child brings a cell phone, it must be turned off and securely stored in their bag.

LOST AND FOUND ITEMS

For Camp Erie (6-12 years old) at Erie Community Center, lost and found will typically be held at Camp until the end of the week. At that point, lost and found will be placed into the ECC Lost and found at Guest Services

For Camp Erie - Trailblazers (13-14 olds), lost and found will be displayed each morning at check-in. At the end of the week, it will be moved to the ECC Lost and Found at Guest Services.

MEALS AND SNACKS

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

- Start at home with a nutritious breakfast.
- Clearly label all containers, bottles, and bags.
- Pack nutritious and filling snacks and lunches.
 - We will be eating a snack in the morning and afternoon, and a lunch during the middle of the day.
- Snacks, meals, and drinks must not require any refrigeration, heating, or preparation.
 - If food items require utensils, please be sure to send those with your camper(s).
- 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 or lunches at any time (This includes family members).
- Campers are not allowed to have or chew gum at any time.
- We do ask to not send your camper(s) with energy drinks and/or soda of any kind.

SUNSCREEN

Campers will be required to wear sunscreen at all times during the summer. Campers can provide their own (labeled) sunscreen each day (Please note that we only allow sunscreen to be shared within families and not with campers outside of a family). 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 in the ePact files. Staff will conduct sunscreen breaks approximately every hour (at very minimum) that camp is outside for campers to reapply their sunscreen.

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 ECC campers will have the opportunity to swim on Mondays and Wednesdays. 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. If your camper(s) are not satisfied with their swim test, they will be able to retest starting the next week. 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 located inside the Erie Community Center. 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

Camp will attend Field Trips on Thursdays of each week (EXCEPT June 1st). All campers and staff members attend the field trip each week. Campers will be provided a Camp Erie Field Trip t-shirt to wear on Thursdays for the entire summer; on Field Trip days, campers **MUST** wear their field trip shirt. Notice of departure time and arrival time will be provided to families prior to the field trip date. Please be sure to arrive at camp for sign-in on time.

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 – Youth & Families if your camper will need any type of medication (prescription or over-the-counter) or if they are susceptible to known allergic reactions. This can be completed through the online forms on ePACT. Parents can also schedule meet with the Recreation Coordinator – Youth & Families 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 via ePACT 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 with direct supervision of staff.
- 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 – Youth & Families.

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 headcount 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 or parent may be asked to withdraw from camp if their behavior does not comply with the Code of Conduct.

Participants (including Parents) 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.

Please see camp website for documents outlining the behavior management procedures/policies including general disciplinary/behavioral situations, disobedience, verbal altercations, physical altercations, sexual altercations, and attempted runaway.

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