

Colorado Academy Summer Programs

Parent Handbook



Summer 2013

Dear Parents,

Thank you for sharing your child with us this summer at Colorado Academy Summer Programs. To be sure your child has the best of times with us, and to find answers to any specific questions of your own that you might have, we have put together this Parent Handbook. Our goal is to provide you with as much information as possible about the operation of the Summer Programs. Please take the time to read through the Handbook carefully and become acquainted with our policies and procedures.

I look forward to working with you and your child this summer.

Very truly yours,
Jenny Wilczewski
Director

Goals and Objectives of Colorado Academy Summer Programs:

1. To offer enriching, challenging, and satisfying summer experiences for children.
2. To provide a safe, secure and supportive environment in which each child feels confident to explore, play, develop skills and learn.
3. To treat each child with respect, honesty, kindness and good will.
4. To enable each child to feel satisfied and fulfilled by his or her experience at Colorado Academy Summer Programs every day.

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Important Telephone Numbers

Summer Camp Office	303 914-2531
Summer Fax Number.....	303 914-2532
Before and AfterCamp.....	303 914-2556
Transportation Department	303 914-2540

AfterCamp

AfterCamp is located in the lower school building. Parking for AfterCamp is located across from the lower school playground on the north side of the campus. The telephone number for AfterCamp is (303) 914-2556. AfterCamp is in session from 3:45 to 6:15 p.m. on all days that the camp is open. Fees for AfterCamp are \$8.75 per hour, calculated to the nearest quarter hour. Families who pick up children after 6:15 p.m. will be assessed a charge of \$3.00 per minute beginning at 6:16 p.m. Parents are billed for AfterCamp at the end of the summer.

Arrival/Departure

Because no adult supervision is provided, campers should not arrive at camp before 8:45 a.m., nor depart after 3:45 p.m. It is not appropriate to leave children unsupervised on the campus outside these hours. Children who arrive early need to go to the BeforeCamp program. Children who are left at camp after 3:45 p.m. will be taken to the AfterCamp program in the lower school, and parents may pick them up there. Usual AfterCamp charges will be assessed.

Attendance: Arrival, Departure, Late Arrival, and Early Dismissal

Drop Off and Pick Up: Please follow the signs to the parking area. Parents are asked to park and walk their child over to the main area of the lawn to sign in and out with the color group or specialty camp teacher. By Colorado Law, we need to have a signature for each program, so thank you for your understanding with this request. Children will only be released to authorized individuals. If you would like to authorize another person to sign-out your child, please log into your account and update this information. You may also send an e-mail to the camp office. The counselors and teachers will request that you provide either your pick-up pass(you will receive this prior to the first day of camp) or a picture ID, so please have this available. When parking and walking across the street, please use extreme caution.

For children arriving by bus, attendance/departure is taken by each bus driver.

Attendance is also taken by head counselors at morning meeting and after every transition during the day.

Late Arrival: Should you need to bring your child to camp after the day has begun, please call the camp office prior to the beginning of camp to let us know of the late arrival. Then, upon arrival at campus, come directly to the camp office. After correcting our attendance lists, we then escort your child to his/her activity and make the counselors aware of his/her arrival.

Early Dismissal: Should your child need to leave prior to 3:45 p.m. come directly to the camp office. We have a master schedule that allows us to be aware of where the children are at all times. ***Never remove your child from camp without letting the camp office know.*** We take attendance at the end of each day, and we want to avoid unwelcome surprises. ***If you know ahead of time that your child will be leaving camp early, please send a note or call the camp office prior to dismissal.*** We will have your child waiting for you at the camp office at the designated time.

We only release campers to parents or to an adult whom you have authorized by prior written request. Identification will be required.

BeforeCamp

BeforeCamp is located in the lower school building. Parking for BeforeCamp is located across from the lower school playground on the north side of the campus. The telephone number for BeforeCamp is (303) 914-2556. BeforeCamp is in session from 7:00 to 8:45 a.m. on all days that the camp is open. Fees for BeforeCamp are \$8.75 per hour, calculated to the nearest quarter hour. Parents are billed for BeforeCamp at the end of the summer.

Birthday Parties

We are always happy to facilitate birthday parties at camp. To help make the occasion successful, please notify the camp office of your intentions. We will indicate which part of the day's schedule is the best time for a party and make the necessary arrangements with your camper's head counselor. Please do not plan elaborate celebrations, a half hour or so fits nicely into our schedule, and the usual birthday food treats are always popular. Please avoid foods that contain nuts.

Bus Riding

Camper responsibilities:

1. The driver has full responsibility for the safe operation of the bus, therefore, campers **MUST** comply with driver requests
2. Campers must remain seated at all times
3. Campers must not move to board or exit a bus until it is completely stopped and the door is open
4. The same courteous conduct expected at camp should be observed on the bus. Conversation is permitted, however, shouting, running and fighting are not. Horseplay such as the following will not be tolerated:
 - a. extending arms or head from bus window
 - b. shouting at passersby
 - c. throwing any object out of the bus or within the bus
 - d. unnecessary conversation with driver
 - e. littering
 - f. foul language
 - g. any conduct that is distracting to the driver, or threatens the safety of other passengers, will not be permitted
5. At the discretion of the driver, seat assignments may be made. Campers may not reserve seats or prevent other students from sharing available seats
6. Campers may not exit through the emergency door unless a bona fide emergency exists.
7. Be kind, especially to new or younger campers

8. Keep track of your belongings
9. Campers must be on time and ready to board when the bus arrives. Many times the driver has stopped traffic on the street for loading and is not in a position to wait. Also, waiting for late riders causes the bus to run behind schedule and arrive at camp late. In fairness to those who are on time, drivers are instructed not to wait for late riders
10. Repeated failure to observe and carry out bus riding responsibilities may result in a suspension of bus riding privileges.

Parent Late for Pickup at Bus Stop: Camp policy is never to leave campers off at an unattended bus stop unless parents have made such a request in writing. If an adult is not at a stop, the child will remain on the bus and return to Colorado Academy. If you are late getting to the pickup point, please call the Academy bus service as soon as possible. **(303) 914-2540**. The individual on duty can tell you where you might be able to meet the bus at a later stop or make arrangements for you to pick up your child at the AfterCamp program when the bus returns to campus.

Missed Bus: Should you miss the morning bus, call the bus service at **(303) 914-2540** and try to make arrangements for a pickup farther down the route. If such arrangements cannot be made, we would appreciate you bringing your child to camp. We do not want any child to have to miss a day of camp.

Camp Hours

Summer program hours are from 9:00 a.m. to 3:30 p.m., Monday through Friday, June 10 - August 2, 2013.

Children must not be dropped off before 8:45 am unless they are attending the BeforeCamp program, which begins at 7:00 a.m. Children who are not picked up by 3:45 p.m. are sent to AfterCamp, our after camp care program, and may be picked up there. Regular AfterCamp fees will apply.

Camp will not be in session on Thursday, July 4, 2013.

Children not Picked Up from Camp

Should a child not be picked up from camp or AfterCamp, attempts are made to reach either parent by telephone or cell phone. If unsuccessful, the child's camp application is referred to, and alternate adults who have volunteered to accept responsibility are contacted. Should all of these measures prove fruitless the camp director will notify the local police department. The child will be supervised at the AfterCamp program until 6:15 p.m., and after that by the camp director.

To save us a lot of worry, please keep the camp office informed of any delays in your schedule. The direct line to the office is (303) 914-2531.

Clothing and Other Gear

Participants in CA Summer Day Camp need a swimsuit, towel and swim goggles (The camp will provide goggles when necessary.) All campers should bring a full water bottle, sunscreen and a visor or brimmed hat. **All clothing items should be labeled with child's first and last name.** We make every effort to return misplaced items to campers. Campers should wear comfortable clothing and shoes.

The camp provides tennis racquets for all children. We encourage you not to send a racquet with your child. We try but rarely have much success finding lost racquets.

Lists of clothing and special gear for sports camp programs, e.g., mountain biking or rock climbing, are sent to participants a week prior to the first day of the program.

Discipline

Treatment of Children: At the time of hiring, again at staff orientation, and regularly during the camp season, all counselors are reminded of the appropriate treatment of children.

Discipline is appropriate, constructive and educational in nature and may include such measures as diversion, "sitting out", talking with the child (at eye level), and praise for appropriate behavior.

Children are not subjected to physical or emotional harm or humiliation.

Corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline is **absolutely** forbidden.

Punishing a child for toileting accidents is forbidden.

Food is not denied to or forced upon a child as a disciplinary measure.

"Sitting out", when used as discipline, is brief and appropriate for the child's age and circumstances. The child is within hearing and vision of a staff member.

Verbal abuse and derogatory remarks about a child are not permitted.

Removal of a Child from Camp may occur for any of these reasons: repeated breaches of discipline, child is a threat to his/her own safety or the safety of others, child is not socialized well enough to function successfully at camp. Bullying and other forms of harassment will not be tolerated.

Should such a situation arise the parents are notified that their child is experiencing difficulties at camp at least a day prior to the request for removal. Should there be a serious breach of discipline, e.g., stealing, prolonged fighting, or the child's own safety is in question, for example running away from camp, the request for removal may be immediate. In the normal course of

events, an initial conference is held with parents, solutions to the problems are sought, and the responsibilities of all parties are agreed upon. The camp staff implements the proposed solutions, and the camp director makes a follow-up call to parents to assess the changes in the child's behavior. Positive changes lead to a continued stay at camp. No change or negative change leads to request for removal from camp. Colorado Academy Summer Programs will refund money for any days not spent at camp for disciplinary reasons.

Everyday Preparation for Camp:

- Be sure to provide your child with a large, nutritious breakfast before arriving at camp.
- Do make sure your child gets adequate sleep. The days at camp are very busy and much more physically demanding than a school day. For most children at least 10 and preferably 12 hours of sleep are necessary.
- Cover all exposed parts of your child's body with **sunscreen** before he or she leaves the house in the morning. A healthy dose of lip balm is also a good idea. Day camp counselors and teachers will remind campers to re-apply sunscreen throughout the day. Please pack additional sunscreen in your child's backpack. If your child forgets to bring sunscreen, we have sunscreen available in the camp office. We use Rocky Mountain Sunscreen, Broad Spectrum SPF 50. According to licensing guidelines, we are only able to provide our sunscreen if a sunscreen authorization has been signed by a parent or guardian.
- Make sure all of your **child's clothing is labeled with his or her name**. Every year we turn over a huge supply of clothing to charitable agencies because we cannot identify the owners.

Filing a complaint about Child Care

Should a parent/guardian or staff member wish to file a complaint concerning suspected licensing violations on the part of Colorado Academy Summer Day Camp, he/she may do so by contacting:

Division of Child Care
The Colorado Dept. of Human Services
1575 Sherman St.
Denver, CO 80203-1714
(303) 866-5958

Health Concerns: Illness, Accidents, Dispensing Medication, Immunization Records and Tuition Payments and Refunds because of Illness

Health Concerns: In compliance with state regulations the camp will notify Department of Human Services of any accident or illness occurring at camp that results in medical treatment by a physician or other health care professional, hospitalization, or death within 48 hours.

Similarly the camp will report to the Colorado Department of Public Health and Environment any communicable illness; including but not limited to measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, and giardia; contracted by a staff member or a child in our care.

Campers' Illnesses, Accidents, and Injuries: Campers suffering minor injuries and illnesses are brought to the camp office where basic care is given. State regulations do not permit us to use non-prescription medications without doctor and parent approval. If we feel that a child needs medication, we call and ask you and your doctor to fax us permission to do so.

Children who feel ill are encouraged to lie on cots in the camp office. Often a short nap improves matters considerably. When necessary, parents are notified by the camp office staff and we will consult on the appropriate action to be taken.

In the case of a severe injury the child is not moved unless a greater danger is present. The camp office and the camp director are notified immediately. Any counselor at the scene renders immediate assistance. A staff member qualified in CPR/first aid is notified immediately and reports to the scene and renders aid. The camp office staff dials 911 and seeks immediate outside assistance. The camp office staff notifies the parents of the child involved and keeps them up to date as information is gathered. Should a trip to an emergency room be required, one of the child's counselors rides in the emergency vehicle and a member of the camp office staff follows in a car.

Dispensing medication: In accordance with state regulations, the camp office must have on file an *Authorization to Give Prescription Medication at Camp* form signed by both a physician and a parent before we can dispense either prescription or nonprescription medication at camp. If you would like another medication authorization form, please call the camp office.

All medications must be in the original container and are stored in the camp office. Please do not send your child with medication to be taken on his or her own. A written record of each medication given and each time it is given is maintained. Only the following staff members may administer medications to children: camp director, assistant director for operations, assistant director for program, and the office assistant.

Immunization Records: On or before the first day of camp, we must have the original copy of your child's immunization record on file. If your child attends Colorado Academy and his or her immunization records are on file at the Academy; we do not need another copy.

Please note: your child may not attend camp without an immunization record on file.

Tuition Payment: all tuition costs are due in full by June 1, 2013.

Tuition refunds due to absences caused by illness: Refunds cannot be made for missing camp due to illness. If an entire week is missed, the camp will offer another week at no additional charge if space is available. A doctor's note is requested.

Inclement and Excessively Hot Weather

During inclement weather, outdoor activities are moved into the Academy's athletic building.

During unusually hot spells, fewer active games are played, and more time is spent in the shade around campus.

Inappropriate Items

Campers are not allowed to have items at camp that pose risks or will disrupt some aspect of the camp day. Such items include, but are not limited to: skateboards, roller blades, weapons, firecrackers, matches, lighters, slingshots, water pistols, pagers, alcohol, drugs, cell phones, personal sports equipment, animals, electronic games, i-pods. If your camper intends to bring an item that you are in doubt about, please contact the camp office for our opinion.

Also be aware that campers are encouraged not to bring items of great value to camp. The lockers do not lock and security cannot be guaranteed. If items of value must be brought to camp, please ask your camper to stow them in the camp office, and we will do our best to keep them secure. The camp is not responsible for lost or stolen items.

Lockers

Every camper has access to a locker in the Academy's gym for storage of personal items. The lockers do not lock, so please do not send valuable items, e.g. iPods/iPads, radio-controlled vehicles, cell phones, hand held electronic games. Your child does not need money at camp. If your child needs to carry money for special reasons, have him/her leave it in the camp office during the day. Participants in the Rainbow Program have personal storage places in the rooms they use.

Lost and Found

Lost items or misplaced items are collected in the camp office. Please give us a call about missing items and we will do our best to locate the item. All unclaimed items at the end of the summer will be donated to a local charity.

Lost Children, Procedures for

Should a camper be discovered to be missing the following procedures are observed:

1. The camp director and the camp office staff will be notified immediately.
2. All possible adult witnesses will be questioned as to the child's most recent whereabouts. Should there be any question as to whether or not the child came to camp or if the child might have been picked up by a parent, the camp office staff will contact the parents for information.
3. A thorough search of the campus will be conducted by members of the camp office staff, two counselors from the color group of the missing child, and at least one counselor from each other color group.
4. At least two staff members will be asked to drive around the city block that surrounds the campus and conduct a search.

Should the child still be missing after a thorough search by camp personnel the following procedures are followed:

1. The camp office staff will dial 911, report the incident, and ask for assistance
2. The parents of the child involved will be notified by the camp office staff and be invited to aid in the search
3. The search will continue under the guidance of local authorities.

Upon completion of the search, the camp office staff shall submit a written report within 48 hours to the licensing section of the State Department of Social Services. The report shall be made in accordance with State Regulation 7.712.54 section F.

Lunch

Hot and cold lunches are provided daily. If for medical or other reasons, a camper needs to bring his/her own food to camp, it will be stored in the camp office cooler as needed. If the food is non-perishable, the camper may carry it during the day or leave it in the camp office.

All campers are to eat lunch on campus each day. When campers are finished eating they must tidy up their eating areas. Campers will be supervised by camp counselors while at lunch and during transition to their next camp block.

Ordering food from off-campus is not allowed.

Natural Disasters, Action Plan

In the event of a natural disaster on the campus, the following procedures are followed as appropriate as soon as the camp director or his assistant determines that all danger is past:

1. Counselors with CPR/First Aid training are to report to each shelter area and administer treatment to the injured as needed
2. First aid kits are issued from the athletic building
3. Police, fire and ambulance services are notified as rapidly as possible
4. Local radio and TV stations are notified and asked to broadcast the information. Especially if electricity is out and the phone system inoperable
5. Camp staff will attempt to reach parents by phone and notify them of the situation as well as information about the welfare of their camper.
6. If the situation poses no apparent danger parents will be asked to pick up their children at the camp.

The camp director and available camp staff will remain until all children have been picked up, or transported to emergency care facilities.

Participation in Camp Activities

We encourage children to participate in all activities. If you wish for your child to be excused from particular activities, you need to inform the camp in writing. The camp will inform you if your child consistently refuses to participate in particular camp activities without written permission.

Sexual or Other Abuse

State regulations regarding the reporting of child abuse are very stringent. The following requirements apply to Colorado Academy Summer Day Programs, and we will comply with them fully.

Any staff member of the 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 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 social services or local law enforcement agency.

The investigators, who are staff members of the county department of social services or a law enforcement agency, of an allegation of child abuse shall be given the right to interview staff and children in care, and obtain names, addresses, and telephone numbers of parents of children enrolled in the school-age child care program.

Any report made to the law enforcement authorities or a county department of social services of an allegation of abuse of any child at the school-age child care program shall result in the immediate suspension of the alleged perpetrator. Such suspension shall remain in effect pending the outcome of the investigation by the appropriate authorities.

Children with Special Needs, Services Offered

If your child has special needs or accommodations, please contact the camp office. A primary concern of the camp is the safety of both the individual involved and all other campers, consistent with the mission of the camp and its programs.

Telephone Messages

Campers may use the telephone in the camp office to contact parents. Telephone use for social reasons is not permitted.

To leave messages for a camper call the camp office at (303) 914-2531. Messages are forwarded from there to the head counselor and then to the camper.

Television and Video Viewing

Television viewing is not a regular camp activity. Occasionally, if a full day of rain is experienced, the afternoon free swim period may be replaced by watching movies. Such movies are G rated, and the emphasis is on Disney type feature length cartoons.

Visitors

Visitors to the Summer Day Camp (not visitors to Colorado Academy), must sign in at the camp office and pick up a temporary visitors badge. The badge is to be worn at all times the visitor is on campus. Please return the badge to the camp office upon leaving the campus. If the visitors are strangers to camp office personnel, they must provide at least one piece of identification. The sign-in must include name, address, and purpose of visit. The camp office maintains a record of all visitors to the camp.