



**Sunshine  
Parent Handbook  
2018**

**COLORADO ACADEMY SUMMER CAMP  
PARENT HANDBOOK**

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## **INTRODUCTION**

Welcome to Colorado Academy's Sunshine Summer Camp Program! We are excited to share a summer of fun with you and your child! This handbook describes our program goals, policies and other pertinent information regarding our program.

## **OUR PHILOSOPHY**

While we offer programs that are individualized in their goals and objectives, each program is guided by the following principles:

- Each child's spirit and self-image must be nurtured in a positive way each day.
- It is important to meet each child's need for physical, social, emotional, and intellectual growth.
- The needs of children evolve as they grow; programs must respond in content and structure by using the best techniques that support human development.
- Children deserve a nurturing, safe and happy environment which promotes their natural curiosity and desire to learn.
- Children deserve to have teachers that love, respect, and genuinely care about young children and their families.

## **PROGRAM GOALS**

Our summer camp program is child-centered and based upon the belief that, *play* is the best way for children to learn. We will meet each child's needs and interests through weekly themes and by offering a curriculum that includes: arts and crafts, gardening and water activities, guest presentations and exciting gross motor challenges! The environment is planned to stimulate imagination, creativity, socialization, exploration and discovery. We encourage the awareness of one's own feelings and empower children to express their feelings in a respectful and cooperative manner. In our program, children are treasured for their individuality and encouraged in their unique self-expression. We are committed to working closely with parents toward the welfare of children, families, the summer camp staff, and the CA community at large!

## **PROGRAM HOURS/AGES SERVED**

Hours are Monday through Friday from 9:00 AM to 3:30 PM, with Before Care (7:30 am-9:00 am) and After Care (3:30 pm-5:00 pm) available for an additional charge (\$9.25 per hour.) Children must be 4 years old to attend. Drop-in care is not available.

## **HOLIDAY CLOSURES**

The summer camp will be closed on Wednesday, July 4<sup>th</sup> in recognition of Independence Day.

## **ADMISSION GUIDELINES**

All children must be 4 years age at the time of attendance. Upon the first day of camp, all registration paperwork must be thoroughly completed and submitted. Any child requiring medication administration must meet with the Director and Nurse on site for proper storage and dissemination of any medication. Children should not have any medication on their person or in a backpack at any time.

## **ARRIVALS/DEPARTURES**

**Arrivals:** All children must be signed in daily by their guardian or parent. Morning check-in begins at 9:00 AM at the Pre-Kindergarten House. Please facilitate handwashing for your child upon entrance. Store any clothing or supplies in your child's storage area and share any pertinent information with teachers at this time.

**Departures:** All children must be signed out by an authorized adult at the end of the day. Only persons listed on your child's authorized pick-up list will be allowed to pick up your child from camp. Identification will be required upon pick-up. **We will not release a child to anyone that does not appear on that form without written permission from the child's parents. In the case of an emergency, verbal authorization will be allowed.**

### **LATE PICK-UP**

#### **PLEASE MAKE EVERY EFFORT TO PICK YOUR CHILD UP ON TIME.**

We understand emergencies arise, however consistent tardiness can result in additional fees. In the event that a child's parents or authorized person has not picked up the child by the end of their day, we will attempt first to notify the parent. If unsuccessful, we will proceed down the emergency contact list. If these procedures are unsuccessful, Campus Security will be contacted and emergency procedures will be implemented.

### **DAILY ACCOUNTABILITY OF CHILDREN**

Regular counts of the children in attendance will be made throughout the day. The daily sign in/out sheets are our tool for maintaining an accurate number. For this reason, signing your child in and out is a *critical* practice to maintain. **Please leave us an accessible number to reach you if it differs from your registration information.**

**Absences:** When your child is sick or will not be in for any reason, please call as soon as possible in the morning to let us know.

**Late Arrivals:** We ask that all children arrive by 9:00 a.m. If this is not possible, please notify the camp office. Any parent arriving at camp when children and staff are not present must check in at our Main Camp office to determine our location. You may wait at the office for our return, or locate your child's group on campus.

### **GUIDANCE OF CHILDREN**

Our primary goal is to keep children safe and impart lifelong social skills. Young children benefit from intervention and redirection as guidance strategies. We will guide their behavior through positive modeling and affirmation while cultivating a positive self-image for each child. Through positive reminders, we guide children with what they *CAN DO* verses the negative statements of 'no' or 'don't'. By providing multiples of toys, high levels of supervision and encouraging child driven activities; conflict is minimized. Positive experiences in summer camp can instill a love for exploration and adventure that can last a lifetime!

As children mature, an increased ability to problem solve develops. The staff will facilitate and model respect, positive communication, and negotiation skills in an emotionally respectful environment. On the occasion when a child needs to de-escalate, our 'cozy corner' is available for calming. Isolating strategies such as 'time-out' are NEVER used. Activities may be limited or restricted when deemed unsafe. Staff

members will facilitate this process in a positive, loving and individualized manner. No forms of corporal punishment or negative verbal behavior from staff will be tolerated. If needed, meetings with teachers, parents and Directors can be arranged to promote a positive social experience for everyone.

## VISITORS

We request that you refrain from visiting your child while at camp unless previously arranged with the Lead Teacher. Activities have been planned according to our small group size and extra supplies are not available for siblings or family members of the campers. If a visit is deemed appropriate, please sign-in on our Visitors Log located in the Pre-Kindergarten building.

## EMERGENCY PROCEDURES

### **Emergency Notification and Planning for Fires, Natural Disaster and Emergency Drills:**

The safety of your children remains our paramount priority while your children are in our care. For disaster preparedness, we hold fire, tornado and natural disaster drills with staff at the beginning of the summer. Furthermore, the teachers are equipped with radios for campus wide communication and alerts. Any emergency information or instructions for faculty and staff are sourced from the Site or Pre-Kindergarten Directors.

**Evacuation/Shelter/Lockdown/Active Shooter Plans:** Colorado Academy has a written protocol for emergencies, found in the salmon emergency notebook by our sign in/out sheets. Our staff has been trained in these procedures and reviews them annually. Furthermore, our staff meets with campus security and operations personnel to discuss and practice emergency procedures for the children and staff. Each house is equipped with a portable emergency bag equipped with essential items to ensure the well-being of your child in the event of an emergency on or off the Colorado Academy Campus.

**Lost Children:** Staff members are trained in procedures to account for children at all times. In the event of a lost or missing child, the Director of Security will be immediately contacted. A thorough search of the building will begin involving the entire staff. Parents will then be notified as the search continues. The Director of Security will then call 911 or Lakewood Police if necessary. Finally, the Colorado Department of Human Services will be informed of the incident within 48 hours of the event. Protocols and procedures have been implemented to hold safety as the *paramount* role of all staff members.

## MEALS/SNACKS

Meals and snacks for the Sunshine Camp are provided daily. Campers will travel to our Dining hall with their teachers and eat a pre-plated meal. Teachers will stay with the children throughout the meal. Any food allergies must be addressed prior to attendance with our Nurse Consultant. Please contact Jenny Wilczewski at [jenny.wilczewski@coloradoacademy.org](mailto:jenny.wilczewski@coloradoacademy.org) for further information.

## CLOTHING AND PERSONAL BELONGINGS (What to pack)

Storage will be made available at the beginning of each week for your child's personal belongings. Children should wear shoes that secure through Velcro or tie with a closed toe. Please be sure that your child has appropriate outdoor wear that is labeled, including: 1 pair of shorts, 1 shirt, 1 pair of underwear, 1 pair of socks and 1 sun hat, 1 swim suit and 1 towel. Please send your child to camp in tennis style shoes that secure by tie or Velcro. **Flip flops, crocs, or any shoe that has open toes or heels are very hazardous at Summer Camp.** Additionally water shoes (i.e. Crocs) must be worn during water play activities. Belongings should be individually labeled and placed in individual cubbies.

**We ask that toys, lip balm, jewelry etc. remain at home unless requested by your teacher for a special theme!**

## DIAPERING AND TOILET LEARNING

Diapering facilities are not available in our Pre-Kindergarten building; however, we anticipate and understand the occurrence of toilet accidents. Accidents will be addressed in a timely manner without the use of shameful tactics. Any exemptions must be discussed with the Directors prior to enrollment.

### **NAP/REST TIME**

Nap and rest times will be incorporated into the schedule daily based on the needs of the group. Campers will be provided an individual mat while the environment is made conducive to rest. All rest times are supervised and alternative activities will be made available for any children not requiring rest. \*Note: Children are NEVER forced to sleep while at camp.

### **PARENT COMMUNICATION**

Communication will be held on a daily basis with all families via phone, email and face-to face interactions. Cubbies are available to hold daily artwork and any teacher communication. Please check cubbies and sign-in sheets daily for messages. The Sunshine staff is available at any time to discuss concerns regarding your child.

### **ACCIDENT/INCIDENT REPORTS**

If a child is injured or involved in any type of accident while at camp, we will follow first aid procedures. Staff is required to fill out incident reports for all injuries, regardless of severity. Parents will be contacted by phone if needed. Please ensure your emergency contacts and specific instructions are indicated on all forms.

### **HEALTH/MEDICATIONS**

**If your child is ill, please inform us as soon as possible and report any infectious diseases promptly.** While at camp, children must be well enough to engage in the daily activities. Children will be given a daily health check each morning to ensure their wellness. If your child becomes sick within our care, they will be isolated until a parent or guardian arrives to pick them up. You will be contacted to pick up your child and they must remain excluded for the following:

- An axillary fever over 100° **CHILDREN MUST BE FEVER FREE FOR 24 HOURS BEFORE RETURNING!**
- Vomiting more than two times in 24 hours, unless determined non-infectious in cause
- Two or more diarrhea that cannot be contained in diaper or continence for toilet trained
- Drainage from the eyes or suspected Pink Eye
- The presence of live crawling lice (may return after 1<sup>st</sup> treatment)
- Strep throat until 24 hours after treatment has started
- Observed change in behavior or appearance such as lethargy, irritability, persistent crying, difficulty breathing, or a quickly spreading rash
- Child is unable to participate comfortably in activities
- A need for care becomes greater than what staff can provide, or compromises the care of other children
- Poses a risk of spread of harmful diseases to others.

The following infectious diseases *must* be reported to the Colorado Department of Public Health and Environment

Animal Bites	Giardia	Mumps	Rubella	Salmonella
Chicken Pox	Hepatitis A, B, C	Measles	T. B	Shigella
E. coli	Hospitalized Impetigo	Meningitis	Tetanus	Whooping Cough

### **Medications**

ALL medications brought to camp *must* be accompanied by a doctor's note and be stored in a designated area. At no time will a staff member dispense any medication or treat any condition without proper

authorization from your pediatrician. Emergency medications (such as an Epi-Pen) require a consultation with our school nurse in order to store on site. All medication is stored in a designated spot, in original packaging, out of the children's reach. Please indicate on the child's health forms any allergies or other health concerns.

### **INCLEMENT AND ESCESSIVELY HOT WEATHER**

In the case of inclement weather, or extreme temperatures (above 90° or below 32°), outside time will be limited or canceled. We will have access to multiple indoor sites on campus and attempt to engage in all scheduled activities indoors. In the event of an emergency, we will follow the safety protocols overseen by the CA Security Department.

### **TELEVISION/VIDEO VIEWING**

As a practice, T.V. and video viewing are not a part of our curriculum. There may be a rare occasion when we include a video or T.V. in conjunction with a special event. The video will be "G" rated and suitable for young children. Parents will be informed prior and may request an alternate activity for their child during the viewing.

### **TRANSPORTATION**

We do not take field trips or hold activities off campus. If for any reason, a child needs to be transported around or off campus, they must be signed out of camp and in the care of their parents or guardians. In emergencies, children will be transported according to Fire and Police protocol.

### **PARKING AND CAMPUS SAFETY**

All Center children must be accompanied by an adult to and from the parking lot to our building.

- Please maintain speeds lower than 10 miles an hour when driving through campus
- Be alert for wandering children (or exercising athletes)
- Hold your child's hand when exiting or entering your vehicle until safely on the sidewalk

### **WALKS**

Children will take frequent walks around the Colorado Academy campus with the staff. Written permission is found in the enrollment packet.

### **SUNSCREEN USAGE/SKIN PROTECTION**

We request sunscreen be applied daily at home prior to arrival. Sunscreen will be reapplied throughout the day with your written permission (in enrollment packet.) Parents may supply individual sunscreen labeled with your child's name or use ours. We use, Coppertone Water Babies Lotion Spray, SPF 50. Each child should bring a protective hat and a weather-appropriate jacket.

### **FILING A COMPLAINT**

In the event of a formal complaint regarding our center, the following chain of command is requested: Teaching Staff, Early Childhood Director, Business Manager, and then Head of School. In the event that you need to file a formal complaint contact:

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO. 80203  
ph. (303) 866-5958

### **CHILD ABUSE AND NEGLECT**

Staff members are required by Colorado law to report any suspected case of child abuse or neglect. Trainings regarding the indicators and warning signs of physical or emotional abuse are held annually.

### **WITHDRAWAL OF SERVICES**

In the event of illness or emergency, registration fees are non-refundable. Please contact the Site Director, Jenny Wilczewski, with any questions or concerns and to report your child's absence.