



CITY OF Northglenn

City of Northglenn Summer Day Camp 2019 Commonly Asked Questions

DAILY SUPPLIES EVERY CAMPER SHOULD BRING EACH DAY:

Water Bottle (please clearly label with your child's name, there are always many of the same kind) **NO GLASS WATER BOTTLES**

*Safe drinking water is freely available to children at all times. However, children should bring a full water bottle to the program every day for their use.

Morning and Afternoon Healthy Snacks

Lunch box and daily lunch

**There is no refrigeration on site. Lunches need to be in insulated lunch boxes or with non leaking ice pack.* In the past we were able to provide some back up snacks through the food program. We do not have a City Food site this summer and we will not have back up food available. It is better to overpack food than under pack. The children are very active at camp and they will get hungry. Please pack accordingly.

Please be aware of any potentially hazardous foods due to the fact that the Camp does not have refrigeration. These foods are defined as any natural or synthetic food or food ingredient that supports the rapid growth of infectious or toxigenic microorganisms or the slower growth of Botulism.

A food is potentially hazardous if it is:

A. Of an animal source such as meat, milk, fish, shellfish, edible crustacea, poultry, or contains any of these products.

B. Of plant origin and has been heat treated.

C. Raw seed sprouts. If you are sending your children with lunches please make sure that are not quickly perishable and do not need refrigeration.

*On occasion, participants or staff may want to bring treats/snacks for a party or celebration. These treats/snacks must be prepackaged store bought items.

Tennis Shoes please, no flip flops, Crocs, Toms or heels. It is very hard for children to participate while wearing flip flops.

Sun hat, visor, or baseball cap must be brought to camp every outside field trip day.

Swim Gear (Towel, Swimsuit, (Goggles and swim shoes if desired) on designated swim days

***Please label all supplies with participant's name and provide a bag or backpack**

PROCEDURE CONCERNING PERSONAL BELONGINGS and MONEY *Participants are asked not to bring any personal property ie; trading cards, stuffed animals, any hand held electronics, or money to the program.

If a participant does bring personal property it will be his or her responsibility. Staff will notify parents through the newsletter if extra money is needed for any activity. Otherwise, additional money is not encouraged.

Please **do not bring library books to camp**. We have many books available for the children.

**** Cell-Phones are discouraged at camp and must be kept in backpacks** if your child needs to have one, children may not carry cell phones during camp. Staff members will have cell-phones available if you need to contact your child.

*Parents need to **label all personal belongings** brought to the program. Participants should have a bag labeled with their name to store their belongings. Please label all socks and underwear the best that you can. With children changing several times a day for swimming lessons, swimming etc., we get a lot of spare under-garments unclaimed.

Any items left behind at the end of each week will be placed in the Recreation Center's Lost & Found and will be subject to their guidelines on returning items.

***Children riding bikes should bring a chain and lock which they are responsible for using**. Bikes will be left unattended on field trips. We are not currently allowing skateboards for our wheels in the park outings. You may bring a bike, scooter, or roller blades. Your child will not be able to participate without a helmet. Please lock up bikes and scooters with a bike lock by the front door of the recreation center.

*****Helmets will be required for children participating in “Wheels in the Park”**, bike/skating/scooter activities at the park.

Hygiene: Each child will be instructed to wash their hands with soap and water before meals and after using toilet facilities. Children may not have time for full showers after swimming. Please make your child aware that they will have to move quickly and efficiently through the locker rooms at all locations.

All toiletry items, such as combs/hairbrushes must be labeled with the child's name and shall not be shared with other participants.

Medications : Medications will be in a locked box and dispensed by a staff member at the appropriate time according to the dosage marked on the container. A written record of all medication dispensed is required and no medication may be kept with participants. **Written permission from the child’s doctor must be on file before prescription medication can be dispensed. Medication must be kept in the original container. Prescription medicine containers must show the original pharmacy label with the prescription number, name of**

medication, date filled, physicians name, child's name, and directions for dosage.

Medications will be returned to parents or guardians when they are no longer prescribed. A record will be made by a medication administration trained staff member after the medication had been dispensed. The written record of medication administered will include the child's name, date and time the medication was administered, the name and dosage of the medication, and the name or initials of the staff person who administered it.

****Medications requiring refrigeration cannot be dispensed.****

**The procedure for storing and administering children's medicines and delegation of medication administration will be in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act".

***The City of Northglenn Summer Camp will provide sunscreen for all summer campers! However, your child must arrive at camp wearing sunscreen.** The children will be regularly sunscreensed during the day, however, your child might arrive right after a group sunscreensing, at which time they would be unprotected until the next group sunscreensing, therefore your child must arrive already sunscreensed. We will be providing Rocky Mountain Sunscreen SPF 50 sunscreen, and we will have the children apply the sunscreen throughout the day. If you do not wish for your child to use this sunscreen, please provide your child with their own labeled sunscreen that he/she may use. The camp staff must obtain the parent/guardian's written authorization to apply sunscreen to their children's exposed skin. This authorization is on the intake form. It is also recommended that children bring a sun hat, visor, or baseball cap everyday. *We will make our best effort to prevent sunburn in all children, however, sunburn can happen, please discuss with your child the importance of fully covering their skin.

Creating a "caring community" is one of the goals of the City of Northglenn summer camp program. In order to achieve our goal, we will be working together to learn more about challenges many young people face such as peer pressure, conflict, and bullying. Staff, camp participants, and parents all play an important role in helping to create a caring camp community, one in which all campers feel valued and safe. Our Summer Camp Program is committed to: *Creating a "caring community" of students, staff and parents *Promoting a positive camp climate *Teaching skills and strategies to avoid victimization and promote empowerment

Bullying is not tolerated in the City of Northglenn.

*If you believe your child is being bullied:

1. Please notify the the appropriate camp supervisor immediately. 2. Make sure your child knows that if he/she is feeling bullied or unsafe he/she should notify any staff member right away. 3. All concerns may be brought to Kelli Scharfenberg at 303-450-8876, office, 720-227-1613 cell phone or kscharfenberg@northglenn.org.

*If your child is doing the bullying: 1. First Offense: Your child will be given a "think sheet" to complete. This will encourage camp participants to think through their actions and will encourage them to determine a more appropriate behavior. A staff member will contact you to discuss the incident and review the "think sheet." 2. Second Offense: Your child will be

suspended from camp for the remainder of the day and you will be contacted to pick up your child from camp in a timely manner. Depending on the severity of the incident, your child may be suspended for additional days as determined by the Camp Director and Program Director. 3. Third Offense: Your child will be required to leave the program.

Behavior Policies

USE OF INDIVIDUAL BEHAVIOR PLAN (if applicable): To ensure your child's success at summer camp, please provide the camp supervisor with any information and/or documentation regarding an existing individual behavior plan that is being used at your child's school.

Consistency and stability will yield the most positive results for your child and for the camp as a whole. Providing an existing individual behavior plan form does not guarantee all interventions are feasible. However, providing this information does guarantee a better understanding of your child's needs.

DISCIPLINARY ACTION PLAN: Minor behavior problems: Child will be separated from the group. The camp staff and the child will determine when the child is able to return to the group. The camp staff will log the incident and what means of discipline were used. Major behavior problem or continued inappropriate behavior: Child will be separated from the group. The staff and child will reflect upon the behavior and decide on problem-solving strategies. The staff member will notify parents and discuss their child's behavior and what the next steps will involve. These steps could include a parent/child and staff conference or behavior modification contract. If a child breaks the behavior modification contract, or if the safety of others is at risk, staff will contact the Program Director. The Program Director, in consultation with the Camp Directors, will decide whether to suspend the child temporarily from the program or whether the child should be removed from the program entirely. **A parent or guardian is required to pick up their child in a timely fashion if they are unable to adhere to the disciplinary plan and/or determined by staff to pose a safety risk.** The registration fee will not be pro-rated or refunded. If your child hits, spits or engages in another behavior of this sort to staff, your child will need to be immediately picked up from camp for the day. There are no refunds for camp day suspensions.

10 DISCIPLINARY GUIDELINES: Discipline will be appropriate and constructive or educational in nature such as: Diversion-redirect child to an appropriate activity Separation of the child from the situation Talking with the child about the situation Praise for appropriate behavior Children will not be subjected to physical or emotional harm or humiliation. Staff members will not use corporal or other harsh punishment. Separation will be brief and appropriate for the child's age and circumstance. Children will be within hearing and vision range of a staff member. Authority to discipline will not be delegated to other children or volunteers.

CHILDREN WITH SPECIAL NEEDS POLICY AMERICANS WITH DISABILITIES ACT:

Westminster welcomes everyone to participate and enjoy programs and facilities regardless of race, color, religion, gender, national origin, age, or disability. If your child has a disability and

you would like to request special accommodations, please contact Kelli Scharfenberg two weeks prior of the child's start date. The City of Northglenn supports the Americans with Disabilities Act and strives to comply with all aspects of the law to ensure barrier-free participation. This includes extra staffing support, modified games and activities, and strong parent communication. It is our goal to make camp a positive experience for all participants regardless of physical or emotional disabilities.

DISABILITY BUDDY SYSTEM: In some situations we encourage a participant with a disability to bring their own able bodied buddy for assistance in programs. The disabled person pays the regular price and the buddy is admitted free (a trip fee may be assessed). If the buddy is over 18 years of age, a background check will be required.

ASSESSING SPECIAL NEEDS: Our summer Camp programs are required to make an individual assessment about whether it can meet the particular needs of the child without fundamentally changing the program. There may be situations where we are unable to accommodate a special needs child. Upon registration, parents with children with special needs will need to provide an existing individualized healthcare plan for the child that can be reviewed to determine whether the Summer Camp Program can meet the needs of the child. The individualized healthcare plan shall include the following, as needed, for the child and must be signed by the health care provider: 1. Medication schedule 2. Nutrition and feeding instructions 3. Medical equipment or adaptive devices, including instructions 4. Medical emergency instructions 5. Toileting and personal hygiene instructions

CONSIDERATIONS BEFORE ENROLLING A SPECIAL NEEDS CHILD: Though our program is state licensed, please consider the following limitations of our day camp program before enrolling your special needs child. *Limited hand washing facilities *Limited restroom facilities *Warm water is unavailable *Food preparation is not allowed due to health concerns *Refrigeration is unavailable *Many activities are held outdoors and camp participants are exposed to sun *Field Trips are held off-site and can be a difficult transition for many special needs children. The Program Director will determine which campsite will be most appropriate for the child. **Limited hand washing and restroom facilities due to the fact camps are mobile and not always at the recreation center.

Grouping of Children:

The children will be grouped during the summer events differently. We may have the children grouped alphabetically as with swim lessons, by age for certain sporting events, or by interest, i.e, giving the child a choice if they wish to participate in an activity. Siblings or friends attending camp together will have plenty of opportunities to spend time together as well as make new friends.

The different groups of children are kept in contact with each other continuously during the day by radio's that each staff person carries.

Most field trips will end with the children back in the building by 4:30 p.m. at the latest, unless there is a traffic situation which staff will do their best to keep parents updated on arrival times.

Please make arrangements with staff ahead of time if you wish to pick up or bring your child to field trip location. We need to be aware of numbers of children for transportation needs at all times.

If your child will miss camp for the day. Please text your child's name on the date of absence to 720-227-1613 by 9:00 a.m., so we may make accurate number projections for the day.

Swimming lessons are provided in weeks 2, 3, and 4. The lessons will be scheduled and set up alphabetically by last name 2 times a week. You will be given a time frame for those lessons so that your children can arrive already dressed in their swimsuits to camp the morning of their lesson. If your child does not attend camp on his or her lesson day, the lesson will not be able to be made up. It is not up to the Day Camp Staff at what level your child is placed in swim lessons. That is a decision made by the swim instructors.

Swimming with Camp. At the beginning of the summer each child will undergo a swim test by City of Northglenn Lifeguards to determine their ability and position within the pool. Only deep water pass children will be able to swim in the deep end which also may include the slide on the inflatable or at the outdoor pool. Children who are not strong swimmers may be asked to wear a child's life jacket which the City of Northglenn provides. Children will only be re-testing at certain times of the summer due to the high volume of swim lessons occurring daily. We understand if your child may be disappointed with their swim ranking and may want to work towards re-testing during the summer, however, our end goal is to have fun and keep everyone safe.

Late Pickup

Camp hours are from 7:00 a.m. – 6:00 p.m. Children should be at the camp no later than 8:30 a.m. each day that they attend so that we can be ready to leave as a group for the days activities. **Children need to be picked up by 6:00 p.m. Staff leaves at 6:05 p.m.**, and other city events takes place in the room after 6:00 p.m. Should an emergency arise, please call (303) 450-8800 and let us know immediately. There is a charge \$1.00/minute for late pick-up, as staff must stay after hours until children are picked up.

In the event that a child is not picked up by closing and staff has not been notified, staff will use emergency information to try and contact parents and /or emergency contacts. If staff is unsuccessful in contacting anyone to pick up the child after ½ hour, the child will be escorted next door to the Northglenn Police Department and a report will be filed with Social Services.

Early Pickup

We do our best to meet each family's individual needs and time changes however we are a camp as a whole and are staffed as a whole and planned to move our camp as a whole through each activity and event. If you need to pick up your child early from camp and we are out of the building you will need to make arrangements to pick up on location. **You will need to be aware**

that we will have very strict bus schedules and if you are running late to a location for an early pickup and have not arrived by the time we need to load up and return to the center we will not be able to wait for you and you will have to meet us at the center. We cannot guarantee specific children arriving back at the recreation center early outside of our whole camp arrival time. There are times that we are busing groups back from our outdoor pool 15 children at a time. We cannot guarantee that your child will be on a specific bus run and you should plan on picking up your child either on location if you need to be somewhere earlier or plan on picking up at 4:00 p.m. which is the return time for all children.

Late Arrival:

Please let us know if you will not be at camp until after 8:30 a.m. We will not be able to wait for late children on field trip days. Our bus and event schedules are paid for ahead and they are very tight. If you are not able to make it prior to our departure, you will have to make arrangements with camp staff to meet us on location. If we are at the park- we may not have staff here at the recreation center to walk your child over to the park separately. If you ever bring your child to a camp location, make sure that you make contact with a staff member and have your child signed in. Anytime we leave the camp room we will write on the board where you will find our group.

Please check boards outside of camp room for notices and check Camp Calendar daily to make sure that your child have the necessary supplies, (swim suit etc.)

City of Northglenn Summer Staff:

The City of Northglenn follows all State of Colorado criteria for hiring any staff who will work in the Summer Day Camp Program. Our staff have undergone fingerprinting, CBI background checks, FBI background checks and drug screening. Our staff have also undergone training related to the field as well as are CPR/AED/First Aid certified.

If you have any further questions, please do not hesitate to contact Kelli Scharfenberg City of Northglenn Children's Program Director directly at 303-450-8776 or by cell 720-227-1613.

Thank you.

Kelli Scharfenberg at 303-450-8876, office, 720-227-1613 cell phone or
kscharfenberg@northglenn.org.