

CITY OF NORTHGLENN
RECREATION AND CULTURAL SERVICES
ROVING REC. ON THE ROAD 2016
PARENT INFORMATION



PHILOSOPHY:

Provide children with safe, fun, exciting, quality experiences that will enable them to grow physically, socially and intellectually,

ROVING REC. GOALS AND OBJECTIVES:

Developing a positive self-concept in each child

- 1. Improving interpersonal communication and social relationship skills**
- 2. Providing opportunities for fellowship among camp leaders**
- 3. Helping children to develop into happy, healthy, well-adjusted, contributing members of society**
- 4. Providing children a greater knowledge of nature and a lasting love of the outdoors that can form a basis for a lifelong interest in outdoor activities.**
- 5. Teaching acceptance for those different from themselves; appreciating their good qualities and minimizing their differences, just as they hope others will do for them**
- 6. Providing an environment and program where children will learn how to find their own entertainment when not in camp**
- 7. Teaching flexibility, sharing and consideration for others are essential for happy group living**
- 8. Bringing about deep and lasting friendships with both peers and other campers with whom they have laughed and exchanged confidences while sharing the varied experiences of camp fun**
- 9. Teaching self-expression**
- 10. Learning to abide by the majority, while still having concern for the rights and wishes of the minority**
- 11. Gaining experience in problem solving, for in-camp situations or questions that frequently arise about what to do and how to do it**
- 12. Teaching children to be a good losers as well as a gracious winners. Giving their all to provide their opponent with the satisfaction of having seen their best**
- 13. Satisfying a child's curiosity and desire to investigate and learn. The camp concept is "Let's go together and find out"**
- 14. Teaching pride in their ability to improvise and make do with what supplies are handed to them**
- 15. Teaching just plain fun and enjoying the excitement of new experiences every child craves but doing so in a wholly safe manner.**

ROVING REC. ON THE ROAD

9am – 4 pm M/W/F - 10:30 – 1:30 T/Th.

Dates: June 1, 2016 – August 12, 2015

LOCATION:

**Northglenn Recreation Center
11801 Community Center Drive
Northglenn, Colorado 80233
(303) 450-8800**

REGISTRATION:

Registration is open to all children ages 11-15 on a first come first served basis. (See brochure for registration dates, fees and registration codes.)

City of Northglenn Roving Rec. will accept any child within the age range stated above without regard to gender, creed or ethnicity. Admission of special needs children is encouraged if the staff and center are able to integrate the child into the program and serve the needs of the child based on our 1/10 ratio.

WITHDRAWAL:

Parents or guardians need to notify the Roving Rec. Director two weeks in advance if they are withdrawing their child from camp. A \$5 processing fee will be charged if a refund is requested. The fee is waived if the family chooses to carry the withdrawal as a credit balance to be used in the future. ***No refunds will be given for missed days.*** If programs need to be canceled by the City of Northglenn, participants will be notified and credits or refunds will be issued.

FORMS:

The forms are very important. It is imperative that you take the time to fill out the forms accurately and completely. If any changes occur between now and the end of the Day Camp session, let us know immediately. Completed immunization cards or a signed exemption statement must accompany the participant registration forms.

Parent meetings will be held on Thursday, May 26th 6:30 pm for all families at Northglenn Rec. Center. Completed paperwork and immunization cards must be turned in at these meetings. CHILDREN WILL NOT BE ADMITTED TO PROGRAM WITHOUT COMPLETED FORMS.

EMERGENCY NUMBERS:

Emergency numbers are important. They allow us a better opportunity to reach someone in the event of an emergency. The person at risk in those situations is your child, so please make sure all information is provided.

DROP-OFF AND PICK-UP:

We require that each child be **SIGNED IN AND SIGNED OUT by an authorized parent or guardian.** Adult (18 or older) must sign their name and the time of arrival or departure each time the child attends camp. A child who will be signing themselves in and out of Roving Rec, will be required to fill out the appropriate forms and get approval from the Program Director.

LATE DROP-OFF/LATE PICK-UP:

Please arrive on time for all scheduled trips. Children arriving late may miss the bus for the day's trip.

Should an emergency arise, please call **(303) 450-8800** and let us know immediately. Trips are over at 1:30 p.m. and 4:00 p.m. We will 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.

EVENING CLOSING: Staff will check all spaces to make sure all children are gone. Sign in book for the day will be checked to make sure all children have been signed out. Room will be cleaned and returned to order. Doors will be locked and lights turned out.

WHO CAN PICK UP CHILDREN:

Only those persons listed as authorized will be allowed to pick up your child. You may list as many people as you wish and update the list as needed. Staff will ask for I.D. for those adults that we are not familiar with. We will not allow anyone who is not on that list to pick up your child. Staff will call 911 in the event that we run into problems arising from application of this rule. Also if it is obvious that an adult picking up a child is under the influence of alcohol or drugs, we cannot retain the child but we will notify 911. If you have special needs in this area (court orders etc.), please talk to site director.

LOCATION OF CHILDREN:

On the first day of camp, campers will be told that if they get lost, they should immediately try to find a telephone and call 911

Frequent head counts, small groups assigned to individual counselors and enforcing a buddy system will be used to maintain a watch on children at all times.

Locating a lost camper:

1. If a camper is lost, the Director will look in all known hiding places with the assistance of other Center staff or if off site with the help of security personnel. If the child is not found, the Director will notify authorities, the parents and Social Services.
2. Searchers must be in sight and sound of at least two other people while search is in progress.
3. Children known to have left the premises – authorities will be called.

NATURAL DISASTERS:

In the event of a natural disaster, the following steps will be implemented based on the nature of the emergency. We will rely on the help of all of the Rec. Center Staff to assist during any emergency. Authorities will be notified immediately through 911 as well as call button at Rec. Center front desk.

- 1 Staff will identify the location of each camper based on the group assigned to them and gather together with the whole.
- 2 If the emergency is outdoors, the group will proceed to posted safety regions within the building with the entire group.
- 3 If the emergency is indoors, group will be gathered and moved to safe zone determined in City emergency guidelines.
- 4 Lock down or lock out procedures will be followed as the situation warrants
- 5 Cell phones for group will be used to contact all parents/guardians based on emergency information on file.
- 6 Staff will remain with group until it is deemed safe to return to Rec. Center room or all children have been picked up
- 7 Water and shelf storable snacks will be maintained for such unplanned emergencies that require sheltering in place.
- 8 If transportation is required, staff will coordinate with Police/Fire Department to accomplish

ACTIVE SHOOTER/PERSON WITH WEAPON:

In the event of an Active Shooter/Person with Weapon, the following procedures will be as follows:

1. Alert the Director and call 911
2. An instructor will gather all children together and take a count to determine if all children have been accounted for. In the event of a missing child, a second instructor will be responsible for escorting the children to a safe area while instructor continues the search or until police department arrives. See attached escape route map for each classroom egress routes.
3. Children will be escorted out of the building through the nearest safe exit, which is located in each room.
4. Children located in the Mountainview Room- will exit out the patio door and proceed away from the building to the North. Children located in the– Parkview Room- will exit out either of the patio doors and proceed to the police department away from the building.
5. Children and staff will remain in an area away from the threat until they have had authorization to re-enter the building from either police department or the director.
6. All staff members should familiarize themselves with center evacuation routes before and emergency occurs.
7. Facility and City Policy is as follows in this situation:

If an active shooter is inside the building with you, remember: *RUN, HIDE, FIGHT*

Run - If there is an accessible escape path, attempt to evacuate the premises immediately

Have an escape route and plan in mind. The children will be evacuated and instructed to run with the instructor a safe distance and take cover.

Hide - If evacuation is not possible, find a place to hide:

- Instructors will lock or barricade entrance to the room.
- Instructors will attempt to hide and shield all children from view.

If the active shooter is nearby:

- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

Fight - *AS A LAST RESORT, and only when life is in imminent danger, instructors will attempt to disrupt and/or incapacitate the active shooter by:*

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons

Once the situation is clear, parents will be immediately notified and instructed when and where to pickup their children. The police usually will not let anyone leave until the situation is completely under control

LOCKDOWN: (Shelter in Place)

Lockdown is implemented when the threat of violence or gunfire is identified. During Lockdown, students and staff are to remain in designated lockdown locations at all time. Staff will not evacuate the room until an all clear is given by law enforcement.

This response is considered appropriate for, but not limited to, the following types of emergencies:

Gunfire

Threat of extreme violence outside of the classrooms

Imminent danger in the surrounding community

Lockdown:

Is a response to an immediate danger; it is NOT preceded by any warning;

Demands quick action by the staff to use common sense thinking under duress; do what must be done to best ensure survival of both students and staff.

Requires all exterior doors are locked;

Is intended to prevent intruders from entering occupied regions of the building;

Once the room is secure, no one is allowed to enter or exit under any circumstances until the room is cleared by law enforcement or ALL CLEAR is issued by site administrator.

Once the situation is clear, parents will be immediately notified and instructed where and when to pick up their children.

VISITORS:

Visitors are always welcome in the Day Camp room. Each visitor must sign in and out in our log located at the back of the Parent sign-in book. If the staff is not familiar with a visitor, they will be asked to provide identification.

FOOD

Lunches and snacks are **NOT** provided by our program. All Campers are to bring a lunch, a water bottle and an afternoon snack. Food must be in an **insulated** lunch bag with an ice pack. Please mark bags with child's name. Only water is permitted as a drink for campers. No soda, enhanced waters etc.

FIELD TRIPS:

Field trips are mandatory if child attends on a day scheduled for a trip. Permission for trips is a component of the registration card filled out for the first day of camp. Parents are welcome to attend with their children. They must provide their own transportation and will also be subject to all admission charges for that trip. Information on location and times of departure and return will be left with the front counter staff at the Recreation Center and with the program coordinator. If child arrives after departure time, parents can meet the group at the field trip site. Transportation is contracted for with Adams County School Dist. 12 or City 15 passenger Van. Bus safety procedures will be given by bus drivers. Staff will

divide children into small groups with one counselor for each group. Children will be required to wear their camp T-shirt with the Northglenn logo on it while on the Field Trip. Camp shirts will remain at the camp and will be washed by camp staff between trips. Shirts will be sent home with campers on the last day they attend camp.

PERSONAL BELONGINGS:

Children are to leave any personal belongings and money at home. This includes cell phones and personal video games or music devices. ***We will not be responsible for any lost or stolen items.*** If a child brings anything other than the day's equipment with them, we will lock it up and return it at the end of the day.

SWIMMING:

Please have your child bring a swimsuit, sunscreen and a towel for all swimming days. Children will be required to wear swim shirts over their suits when we are swimming outdoors. Please have child bring a plastic bag for wet suits and towels every swimming day.

PEDAL BOATING:

There will be one staff member and three children on a boat at a time. Life jackets must be worn by all of the children at all times. Persons must remain in the boat at all times on the water. We will not allow children to remove their shoes and socks to dangle feet or hands in the water.

MOVIES AND VIDEO GAMES:

Friday afternoons we will be showing movies in-house. The movie titles will be either G or PG rated. The movie title will be on the weekly schedule sent home the week before. Television viewing is not on our schedule.

OUTDOOR ACTIVITIES:

Weather conditions are monitored at the front desk at the Recreation Center and we are made aware of all severe weather in the area. Alternate indoor activities will be scheduled during any severe weather or on excessively hot days. We will be giving tornado, lightning and fire safety information to the children with drills once a month for June, July and August.

DISCIPLINE:

Our goal for the children is that they have an enjoyable summer with us. Staff is trained in positive discipline techniques with re-direction a main element of the process. Discipline shall be constructive or educational in nature and may include measures such as diversion, separation from the problem situation, or praise for appropriate behavior. Discipline for major offenses will be as follows:

1. The Day Camp Staff member present when offense occurs will administer disciplinary measures.
2. Verbal warning- child will be informed of the specific problem and will be asked to change his/her behavior so that it is appropriate. Documentation will be made on back of sign-in sheet
3. After three verbal warnings, child will be sent to talk to the Director. Behavior/Incident logged on the back of the sign-in log for each child. Parents will be asked to read and sign reports as they are logged in.
4. If the problem persists and all avenues have been taken, contact will be made with parents or guardians for a meeting with the Director, Rec. Coordinator and Rec. Supervisor. Behavior contract will be drawn up, agreed upon and signed by camper, parents and Director.
5. Violation of behavior contract will result in a one- week suspension from camp with no refund.
6. Last resort – expulsion from camp. (Attendance is a privilege not a right).

Signature on Registration Form constitutes agreement to the above policies. Group interaction requires staff to be aware of the impact each child has on the group. We will do our best to insure the safety and enjoyment of each of our campers.

FIRST AID AND HEALTH CARE;

ALL CAMP STAFF ARE CPR/FIRST AID CERTIFIED.

MINOR INJURIES: All injuries will be cared for in the appropriate manner. No injury will be passed off as insignificant. Staff will provide care within their capacity. Only soap and water, band-aid and ice will be used. Documentation of use will be noted on the back of daily sign in sheet.

MAJOR ACCIDENTS OR INJURIES: The following procedure will be followed for injuries requiring stitches, head wounds, etc.

1. For any injury requiring prompt medical attention or transportation of a victim, Police department and 911 will be called.
2. Parents/guardians will be notified.

ALL INJURIES WILL BE FOLLOWED UP WITH A WRITTEN ACCIDENT /INJURY REPORT THE SAME DAY. PARENTS OR GUARDIANS WILL BE REQUIRED TO SIGN THE FORMS. CDHS – Division of Child Care will be notified of any major accidents that require hospital care.

ILLNESS:

Children will be checked by the staff daily and if visibly ill, will not be admitted to camp. Children who become ill during the day will be isolated from the group with a staff member and the parents/guardians will be called. Staff member will stay with the child until they are picked up. Please know that you must pick up your ill child if we call.

MEDICATION:

SITE DIRECTORS HAVE TAKEN THE STATE APPROVED MEDICATIONS ADMINISTRATION TRAINING. WE HAVE A LICENSED NURSE ON CALL TO REVIEW AND DELEGATE MEDICATION ADMINISTRATION.

Prescriptive and over the counter medications can only be administered with the direct written orders from a physician to the parents/guardians and to the Day Camp Staff. Prescriptions must come in the original labeled container. Containers will be kept in a locked location away from access by the children. A daily log will be kept for each child receiving medications. The Site Directors will administer all medications.

MEDICAL CARE:

1. When communicable diseases occur, parents and staff members shall be advised when protective measures are available and are indicated for the particular disease. Staff members and other persons with an illness in a communicable stage shall not be permitted to have contact with the campers in the camp or permitted to work in a capacity where illness could be transmitted to the other campers. Health forms will be filled out and sent to the appropriate authorities. (Social Services)
2. Notify parents immediately if a communicable disease is apparent.
3. If a child requires medical attention away from the program site, the child's parent(s) or guardian(s) shall be notified and necessary medical care shall be sought from a licensed physician or medical facility. Written authorization for emergency medical care shall be in the child's file.
4. Prescriptive and non-prescriptive medicines shall be kept in a storage area, which is locked or totally inaccessible to the children. Confidentiality will be maintained. Medication shall be stored in an appropriate manner and never allowed to come in contact with food.
5. Medication prescribed for an individual child shall be kept in the original container bearing the original pharmacy label which shows the prescription number, name of the medication, date filled, physician's name, child's name and directions for dosage. When no longer needed, medications shall be returned to the parent/guardian or destroyed.

LICENSING COMPLAINTS:

If you have a complaint about this program you can call: Colorado Department of Human Services, Division of Childcare, 1517 Sherman Street, Denver, CO 80203-1714, (303)866-5958

FOR SAFETY SAKE:

1. Children must stay with the camp staff at all times. If they need to leave the immediate area, someone must be notified. Please remind your child about this procedure.
2. Staff will always notify Police Department if your child leaves camp.
3. We ask that all children have mutual respect for each other, the staff, other people's property, and the Day Camp area.
4. Abusive language or actions to other campers or staff will not be tolerated at any time.
5. Fighting will not be tolerated at any time.
6. Transportation will not be provided by staff except for extreme emergencies.

CHILD ABUSE:

1. Any Staff member of the Camp 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 document their observations and immediately report to the Day Camp Coordinator.
2. The report of suspected child abuse shall be made to the County Department of Social Services, police department or law enforcement agency in the community or county in which the school child care center is located (ADAMS). (See attached sample reporting letter)



REPORTING CHILD ABUSE ADAMS COUNTY

Dear Parent:

Your child was recently enrolled in a childcare program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

**ADAMS COUNTY SOCIAL SERVICES
(303) 412-8121
7401 NORTH BROADWAY
DENVER, COLORADO 80221**

Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult the Colorado Office of Child Care Services at (303) 866-5958.

Office of Child Care Services