

KIDKAMP

Parent Information and Registration Forms



CITY OF
GLENWOOD
SPRINGS

PARKS AND RECREATION

2018

Field trips, friends, fun, life skills, sportsmanship it's all HERE!

Kid Kamp Summer 2018

Kid Kamp is our community's premier state licensed summer daycamp. Kid Kamp provides an opportunity for children to connect with the natural world, forge friendships and build social skills. Weekly activities include swimming, and climbing at the Community Center, both local and out of town field trips, indoor and outdoor games, science exploration, arts and crafts plus a whole lot more. Campers will participate in activities sure to put the FUN in summer! **Register early, camp fills up quickly.**

Registration will be accepted online or at the Glenwood Springs Community Center after the parent packet has been completed online at www.glenwoodrec.com . A computer is available at the front desk to complete the parent packet online.

Registration for the full 8 weeks of summer begins on March 12.

Multiple day registration begins April 9. All registration ends May 25 at 5:00pm. Payment plans are available for those who register by April 12.

Kid Kamp is a state licensed day camp. The documents in the parent manual are required by the State of Colorado. Parent manuals for Kid Kamp will be available January at the Glenwood Springs Community Center or online at www.glenwoodrec.com . These booklets contain all of the information you'll need to know about camp, including camp policies and procedures, activities, and other pertinent information.

Age: 5-12 (must have completed Kindergarten)
Days: Monday - Friday
Dates: June 18 – August 10
Time: 7:30am – 6:00pm
Location: **Sopris Elementary School**
Fee: \$1320 M, \$1760 NM (full summer)
Multi Day \$44.00M / \$54.00NM

Registration for full summer begins: March 12
Multi Day registration begins: April 9
Registration closes at 5:00pm: May 25

Summer Kid Kamp 2018

(Revised 02/2017)

Mission Statement

Kid Kamp recognizes that each child is an individual; that all children are creative; that all children need to succeed. Therefore, it is our mission to respect the individual needs of children, provide a caring, creative, positive and safe learning environment; promote individual growth, social skills, and enrich the quality of your child's life through an appreciation of the natural world and the community they live in.

Registration

Full summer registration begins March 12th. Multi-Day registration begins April 9. **A completed parent packet will need to be submitted before registration will be allowed.** Parents packet can be found and completed online at www.glenwoodrec.com. Registration closes May 25 at 5PM. Registration can be done online or at the Glenwood Springs Community Center.

Registration Fees

Full summer = \$ 1320 M, \$1760 NM

Multiple Day = \$ 44/day M, \$54/day NM

Fee Details:

Please pay with cash, check, credit card, or money order.

Payment plans are available for those who register by April 12th. The first payment is due at time of registration, second payment due May 1st, third payment due June 1st. **Must have credit card on file for payment plan option.**

The cost of the program is all-inclusive **but does not include lunch or two snacks per day; parents must provide these.**

Required Documents

Completed registration packet

Copy of child's immunization records or exemption form

Current photo of child

Signed waivers/ Medication Administration Form

Refund Policy :

If you withdraw your child on or before May 14th, a \$200 cancellation fee will be assessed and the remaining balance refunded.

A 50% refund will be issued if your child's registration is cancelled after May 14th.

No refunds issued after the first day of camp. ** If you are registered for the full summer and choose to cancel, you must cancel the whole summer enrollment at that time.

Individuals on the wait list receive priority for days that open up.

If you would like to re-register your child at any time after cancellation, you may do so at the multi-day rate if space is available. Spots are limited and fill quickly.

It is the parent's responsibility to notify Kid Kamp if they want to withdraw their child from the program.

Sick Days

A 100% refund will be given if we receive a doctor's note within 48 hours of the days missed. *No refunds for sick days without a doctor's note.*

Transfer/Change Days:

Transfer/change a registered day for a different day (example: if you are registered for Monday you may transfer/change Monday to Tuesday, if space is available.)

Transfer requests may be made with a 72 hour notice and with Kid Kamp management's approval. All transfers of days are subject to availability and no transfers are guaranteed.

Please email requests to kidkamp@cogs.us

Ages of Children

Kid Kamp is open to children ages 5-12 years. Children **must** have completed kindergarten and cannot be older than 12 by the last day of camp.

Dates and Hours of Operation

Kid Kamp will run from **June 18th to August 10th** and will be open from 7:30am to 6:00pm Monday through Friday. We only offer full days. Kid Kamp will be held at **Sopris Elementary School**. Kid Kamp will be closed on Wednesday, July 4th.

Lunches/Snacks

Lunches are not included with registration. All Kid Kamp kids are required to bring a nutritional lunch and a drink each day. Refrigeration and a microwave are not available, so pack lunches accordingly. We ask that you use lunch boxes or paper bags, (no glass containers) clearly marked with your child's name. Parents are also required to provide **2 healthy snacks per day**. Your child also needs a water bottle (no glass containers) with his/her name on it. **Water bottles may be kept at camp throughout the summer.**

What to bring to camp

1. Lunch and two healthy snacks.
2. Water bottle with child's name on it.
3. Labeled sunscreen (SPF 15 or higher) and bug spray to be kept at camp.
4. Shoes that the camper is able to run in. If your child wears sandals, please make them the strap-on type. **No flip flops.**
5. Clothes that can get dirty
6. Hat/sunglasses
7. Swim suit and towel.
8. **Backpack** (that can hold all the items listed above)
9. Please label all belongings with your child's first and last name.

Please leave valuables at home (cell phones, video games, ipod, money, toys. No candy/gum; playing/trading cards, etc.) We will not be responsible for lost or stolen items brought from home.

Group Centered Programming

At Kid Kamp, children will be placed in a group according to the grade level they will be entering in the Fall of 2016 This approach allows for age appropriate activities, development of group dynamics, the establishment of strong positive friendships, consistency in schedules and staff leadership, and for overall camp safety. Groups will remain the same throughout the summer; however campers will have several opportunities for activities with other groups and leaders. Each group will have a different daily schedule to follow.

Camp Staff and Supervision

Glenwood Springs Recreation Department strives to hire the very best people to care for your camper. **Kid Kamp** is supervised by the Kid Kamp Director. **Kid Kamp's** high school and college age counselors are chosen carefully for their demonstration of maturity and enthusiasm. All **Kid Kamp** staff members complete an extensive training program which includes supervision and safety techniques, activity development, leadership, and first aid. We provide a 1:12 staff to child ratio. Children will be assigned to a specific counselor group for the entire day (9am-4pm) and will remain with that counselor. Camp counselors take attendance several times during the day to ensure that all campers are accounted for. Prior to 9am and after 4pm, all campers will remain with designated counselor(s) during check-in and check-out time.

Medications

If your child needs to receive medication while at Kid Kamp, please complete the **Medication Permission Form** (*located in your parent packet*). ***This form must be signed both by a parent as well as a medical professional with prescriptive authority.*** All medicine must be kept in its original container and have a legible label stating the child's name, directions for dosage, prescription number, name of medication, date filled, and physician's name. All unused medication will be

returned to the parent/guardian at the end of each camp day or week. Medication must be given to the Kid Kamp supervisor or lead counselor at sign in of the child.

All medication with the exception of an asthma inhaler or an epinephrine pen, will be kept by the Kid Kamp supervisor, assistant supervisor or locked in a secure area.

With parental consent and authorization by a physician, Kid Kamp will permit children who have asthma to carry their own inhalers, or children at risk of anaphylaxis to carry their own EPI-PENS; and use as prescribed under the supervision of a Kid Kamp staff member.

Illness and Injuries

Your child should not attend camp if they are displaying any of these symptoms: fever, respiratory problems, diarrhea, vomiting, sore throat, rash or contagious illness. Kid Kamp is not designed to manage sick children. Should your child become sick at camp, your child will be separated from other campers to lie down while we call you to pick up your child. If every attempt to contact parent has failed, emergency contacts will be called to pick up your child.

If your child receives a minor injury, staff will provide basic first aid. If your child receives a more serious injury, we will take whatever steps necessary to obtain emergency medical care. These steps will include: contacting parents or emergency contacts to bring your child to a physician, if we cannot contact you, or your child needs immediate attention, we will call 911. Please keep all phone numbers and emergency contacts up-to-date. A record of serious injuries or accidents will be documented and maintained at Kid Kamp and reported to the Colorado Department of Human Services.

(Kid Kamp accepts children into care that may be exempt from some or all immunizations.)

Sun Screen and Bug Spray

Children are required to bring personal sunscreen and bug spray to camp. Kid Kamp staff will supervise the application of both. Sunscreen and bug spray are not allowed to be shared. ***Please label them with your child's name.***

Behavior Management

Our philosophy is to guide your child in the development of appropriate behavior. During the first days of camp, Kid Kamp sets clear and understandable behavior standards, so that the whole group can function, and so that our program meets the needs of individual children. The first step we take to manage behavior is to praise and offer positive reinforcement for appropriate behavior.

If behavior management is necessary, several approaches may be used. These include redirecting the child to a more acceptable activity, outlining choices of acceptable behavior, or as a last resort, a brief "time out" which is used as a method of calming the child and giving him/her the time to regain control of behavior. One minute per year of age is used as a guide. If there continues to be a pattern of inappropriate behavior, the camp supervisor will set up a parent meeting. The camp supervisor, parent and child will negotiate an agreement to redirect, change or stop the inappropriate behavior. If you have effective means to discipline your child, please communicate those to the staff so we can be consistent with what works at home.

The following behaviors are not appropriate or acceptable and are grounds for progressive disciplinary action; if inappropriate behavior persists, suspension and/or expulsion may result: *damaging or stealing from Kid Kamp or anyone's personal property, physical fighting, bullying, leaving the Kid Kamp location(or off-site location) without permission, lying, using profanity, obscenities, vulgarity or inappropriate comments or gestures; continuous disruption of the program; continuous refusal to follow behavior guidelines, corrective actions and/or rules .* **Behavior that jeopardizes the safety of self and others will not be tolerated and parents may be asked to remove their child from the program in such an occurrence. **Any willful destruction of property is the responsibility of the child's parent.****

Drop-Off and Pick-Up Procedures

Camp opens at 7:30 am each day. Please have your child to camp no later than 9am each day. Kid Kamp requires each child to be signed-in and signed-out. If your child can sign himself in or sign him/herself out, please complete permission to sign self in/out form in parent packet. *** To assure your child's safety, children may only be dropped off and picked up at Sopris Elementary.*** Please notify Kid Kamp staff if your child will be absent that day. ***Staff verifies attendance many times throughout the day.***

Late Arrival To Camp

Please have your child to camp by 9am each day. If your child is going to be arriving after 9am on any particular day, please let staff know one day ahead of time. It is the parent's responsibility to notify camp if their child will be absent or late for camp. Please note on your child's weekly schedule what day field trips are scheduled and off-site events are planned; **late drop offs will not be accepted on those days as there will not be staff on site after 9am.** You will have to make alternative arrangements for your child.

Authorized Pick-Up

Only those people listed as authorized persons will be allowed to pick up your child (in registration packet). Please update this list as needed. **All authorized persons must present a photo ID at pick-up.** If a staff member who releases the child does not know the parent, the parent may also be asked to show an ID. **This is for your child's safety.** We will not allow anyone who is not on this list to pick up your child. We will not accept phone calls for you to tell us who is picking up your child. Please pre-arrange and let staff know of any changes that day and add that person to your authorized list. This is a safety issue and we will strictly adhere to it.

Early Pick-Up

Our camp programs will not always be at one location. If you need to pick-up your child early, please notify the staff that day to find out where your child will be at your designated pick-up time. ***On field trip days, or days where the planned activity is not at Sopris Elementary, early pick-up is not possible.***

We may leave the main rooms to do various activities in other locations at the facility. If you need to pick up your child before the end of the day, there will always be a sign-out sheet telling parents where the group is, when we will return, and cell numbers to reach us. This will aid you in finding your child quickly.

Late Pick-Up

Kid Kamp hours are from 7:30am-6:00pm Monday – Friday. All children must be picked up by 6pm. **A late fee of \$1 per minute per child will be charged and is due at the time of late pick-up.** Payment must be made before your child is allowed to return to camp. If children are not picked up by 6:15pm, we will make every attempt to contact parents or persons authorized to pick up your child. No child will be left unattended. If we cannot contact an authorized person to pick up your child, the Glenwood springs Police Department will be contacted. The last Kid Kamp staff member in the building will do a thorough check of the facility to ensure that all children have been picked up from our program.

Visitors

Kid Kamp visitors are welcome. We do require all visitors to check in and out with a staff member and sign in the visitor's log. When signing in, visitors will be asked to show a picture ID for verification to ensure the safety of the children and staff. Visitors under the age of 18 must be accompanied by an adult.

Transportation

Transportation for field trips, special activities, to and from the community center will be provided by RE-1 school buses and City of Glenwood Springs 15 passenger vans. **Buses:** Please be advised that the buses are not equipped with seat belts, but do have high backed seats. Children will be instructed and required to remain seated in the bus seats at all times. They will be instructed to keep arms, legs, and heads inside the vehicle at all times; and procedures to follow in case of an emergency.

Vans: We do have and use seat belts in the city vans. While in the van, children will be required to wear individual seat belts. Children will be instructed and required to keep their seat belt properly fastened and adjusted. **If your child is under 8 years old, or is less than 57" (4'9") tall, a booster seat will need to be kept at Kid Kamp and used when a city van is the mode of transport. Please label with your child's name.** This is a Colorado Child Passenger Safety Law. Kid Kamp will abide by all applicable State and Federal motor vehicle laws.

Exclusions from Field Trips/Activities

If you do not want your child to participate in an activity or field trip, ***there is a place to note that on your registration form.*** The following activities/field trips are planned

*Swimming (public swimming with lifeguards) *Library Program *Bowling *Parks *Nature Walks *Arts & Crafts
*Swimming (lakes with designated areas) *Mini-Golf *Hiking
*Climbing Wall at the GWS Community Center *Fishing *Museums
*Castle Bounce and Inflatable Obstacle Course *Movies (G/PG rated)

If any trips other than the ones listed are planned, it will be posted on your child's weekly schedule. Please notify Kid Kamp at that time if you do not want your child to participate in that activity, or make alternative plans for that day.

Field Trips

We will be taking many fun field trips this summer. All children are required to attend. No one will be left at the Kid Kamp site. Your fee is all-inclusive. ***On field trip days, children are required to wear their Kid Kamp T-Shirts, and be on time for our departure no later than 9am. For scheduling purposes, some field trip departures may be earlier than 9am. If so, that time will be noted on the weekly schedule.*** Our field trips will have a student/staff ratio of 1 to 12, with the exception of the swim day, when the ratio will be 1 to 8. In the event of an emergency, we will always have access to a phone so we can contact the appropriate parties. If we need to seek medical attention for your child, we have the emergency cards with us at all times, and we will contact authorized persons first. In life-threatening situations, we will contact 911 first, and then the parents.

Lost Child Procedures

In the case of a lost camper, parents and the Glenwood Springs Police Department will be notified. A search will immediately proceed. If on a field trip, parents and local authorities (911) will be contacted.

Inclement Weather/ Emergency Evacuations

In the case of inclement or excessively hot weather, children and staff will seek shelter inside their camp facility. If on a field trip, the staff will seek refuge in a safe environment suited for supervision of the campers. If an incident occurs within the camp facility which requires evacuation, the children will be moved a safe distance away from the emergency. If an immediate evacuation from the camp facility is necessary, the children will be moved to the Glenwood Springs Community Center and parents will be notified. Children will be taught monthly the procedures for emergency evacuations. In the event of a natural disaster, the children will be cared for until the parents are able to pick them up.

Lockdown/Lockout/Active Shooter

The safety of your child while at camp is extremely important to us. When there is any danger, even in the vicinity of our site (Sopris Elementary School), law enforcement may request that camp be in a lockout or locked down mode, depending on the nature of the incident. This means that any access to Sopris Elementary School will be monitored or prohibited and students are required to remain inside the building.

Please note that if there is a serious incident at our site, law enforcement will be setting up a perimeter around Sopris Elementary and will not allow any traffic into the area, either by automobile or by foot. Kid Kamp will not be allowed to communicate with parents during a lockdown or lockout event. We will provide communication following the incident.

Movies

All movies attended by Kid Kamp will be rated G or PG.

Special Programs

Special programs will be offered during Kid Kamp. Weekly activities may include; swimming and the climbing wall at the GWS Community Center. There will be hiking, field trips and more. Specialists may be brought in for educational opportunities.

Child Abuse Policy

When child abuse is suspected, Kid Kamp staff is required to do the following:

Write a detailed account of the conversation or findings regarding any suspected abuse on the Child Abuse Reporting form. Staff also must report suspected abuse immediately by contacting the Garfield County Child Protective Services.

Americans with Disabilities Act

The City of Glenwood Springs Recreation Department will make reasonable accommodations to include participants with disabilities as required by the Americans with Disabilities Act **** Please contact us before or at time of registration if your child requires special accommodations for participation. ****

Parent/Staff Communication

Kid Kamp staff will communicate each day with parents on how their camper is doing in the program. If you have any questions or concerns about the Kid Kamp programs or operations, please contact the Kid Kamp Supervisor at any time.

Contact Information

Glenwood Springs Community Center
100 Wulfshon Rd
Glenwood Springs CO 81601
970-384-6300
kidkamp@cogs.us

Licensing Complaints

To file a complaint concerning suspected licensing violations, contact:
Colorado Department of Human Services
Division of Child Care Services
1575 Sherman Street- 1st Floor
Denver, CO 80203-1714
(303) 866-5958

Discontinuation of Services

If, for some unforeseen reason, the services for the City of Glenwood Springs Kid Kamp are discontinued or withdrawn, all participants will be given a minimum of 30 days written notice. Since this is only a summer program, it is highly unlikely that this would occur.

MEDICATION ADMINISTRATION

This form must be completed by the parent/guardian and physician.

_____ has my authorization to carry and use his/her own inhaler.
Name of Child _____

_____ has my authorization to carry and use his/her own EPI-PEN.
Name of Child _____

* _____ * _____ * _____
Signature of Physician Printed Name Date

My child _____ has my permission to carry/use their own inhaler.
My child _____ has my permission to carry /use their own EPI-PEN.

* _____ * _____
Parent/Guardian Signature Date

Permission to Administer Medication in Kid Kamp (fill this section out only if child need medication while at camp. This includes emergency meds such as EPI-PENS.)

To be completed by the parent/guardian and child's health care provider.

I hereby give my permission for (child's name _____) to take the medication below in kid Kamp, as ordered by the health care provider. I understand it is my responsibility to furnish the medication.

Parent/Guardian Signature Date

To be completed by the child's health care provider with prescriptive authority:

Child: _____ Date of Birth _____

Medical Condition: _____ Name of Medication: _____

Amount to be dispensed: _____ Time of day medication is to be given: _____

Route: _____ Possible side effects: _____

Special Instructions _____

Physician's Signature or person with Prescriptive Authority Printed Name

Phone# Date

Note: The medication is to be brought to Kid Kamp in the original container, which clearly states the child's name, the health care provider, the name of medication, date, time and dosage. This form must also be filled out completely in order for the medication to be given. This is the Division of Child Care Licensing requirement. All medications given are logged in the medication log book.