

DAY CAMP PARENT MANUAL



Important 2025 Dates

- February 3: Day Camp registration opens
- April 15: Last day for reduced registration fee
- May 1: Last day for cancellations without fee charge
- Wednesday May 21st: Parent Meeting: 6pm
- May 27: Summer Pre-Camp begins
- June 2: Summer Day Camp begins
- July 4: NO CAMP – Holiday
- August 1: Summer Day Camp ends

Contact Information

St Vrain Memorial Building, 700 Longs Peak Ave	(303)651-8404
Jase Lucas, Day Camp Director Jase.lucas@longmontcolorado.gov	(303)651-8396
Day Camp Coordinator, Lauren McNeilly Lauren.McNeilly@longmontcolorado.gov	(303)774-3667
Day Camp Supervisor, Kristen Rudisill Kristen.Rudisill@longmontcolorado.gov	(303)774-3795
Sunset Pool, 1900 Longs Peak Ave	(303)776-5823

Welcome

We are excited that you have decided to send your child to the Longmont Summer Day Camp program. Please read this Parent Manual carefully to learn about our program and how your child will have a safe summer full of fun, learning and exploration. We are licensed with the State of Colorado to ensure a high quality day camp experience. These policies and procedures have been implemented to provide a safe and encouraging atmosphere for your child.

Camp Philosophy

The mission of the Longmont Summer Day Camp program is to provide a safe and secure environment for kids to explore, learn and achieve success through various recreational activities. We believe in providing quality programs for all participants. It is our goal to assist children in reaching their goals and making our program as enjoyable and productive as possible.

Longmont Recreation Services

Director of Recreation & Culture, Jeff Friesner
Recreation & Golf Manager, Ben Wagner
www.longmontcolorado.gov/summerdaycamp

Tax Information

License # 81468
Federal Employee ID # 84-6000-608

Program Information

The Longmont Summer Day Camp program is for children ages 5-10 years. Expedition Tween Camp is for children ages 11-12. Daily and weekly activities include team building, arts & crafts, gym time, swimming, group field trips, outdoor sports and nature exploration. A ratio of one leader to 15 campers is maintained at all times.

Hours of Operation

Longmont Summer Day Camp (5-10yrs)

- Monday through Friday, 7am to 5:30pm

Expedition Tween Camp (11-12yrs)

- Monday through Friday, 8:30am to 4:30pm

Day Camp Registration Fees

Early Registration Fee through April 15: \$45 per resident family/ \$56.25 per non-res family
Registration fee increases \$25 after April 15. While the registration fee is charged per family, each child in the household attending camp must individually register.

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Enrollment and Payment

We offer a daily and weekly enrollment options for our Day Camp Program. You are able to enroll your child in one or all five days of the week. Campers must be registered for camp prior to being able to select days for attendance. Meaning, you are able to register your child for camp and then select days you would like them to attend at a later time. Enrollment is accepted on a space available basis up until 4pm the day prior - i.e. must register by 4pm on Monday in order to attend Tuesday camp. Any late/day-of registration will incur an additional service fee of \$15.

*Expedition Tween Camp is a week-long program and enrollment is for Monday through Friday

Summer Camp Fees:

Summer Day Camp daily: \$52 resident / \$65 non-resident

Summer Day Camp weekly: \$237 resident / \$296.25 non-resident

Expedition Tween Camp weekly: \$380 resident / \$475 nonresident

Payment Options

There are two options for payment of the Longmont Summer Day Camp

- Full payment at time of registration
- Installment Bill Auto Pay Program*
 - A \$5 (nonrefundable) deposit is collected at the time of enrollment for each day selected. The remaining balance due is charged on a bi-monthly bases (the 1st and the 15th of each month)
 - For daily enrollment ONLY

Catch up billing for installments added after the regular 1st or 15th will be billed weekly on Fridays. AutoPay agreement form must be completed at the time of camp registration. Any two declined payments results in all fees immediately due.

We accept Boulder, Larimer, and Weld County CCAP payments for Longmont Summer Day Camp. There are additional requirements at sign-in and out for this program.

*CCAP not available for Expedition Tween Camp or week-long Day Camp enrollment

If you are a CCAP Family, or are looking for a custom payment plan please contact Kristen Rudisill by phone at 303-774-3795 or email at kristen.rudisill@longmontcolorado.

Registration and ePACT File

Child Care State Licensing requires us to have a completed enrollment packet on file for each child prior to them attending camp. Longmont Recreation Services uses an online platform called ePACT for these forms. Once you register your child for camp, an email invitation will be sent automatically to the main email address on your household account. The information in ePACT is confidential. The form requires digital uploads for immunizations records, medication permission documents, a photo of the child, and other items as necessary.

A completed ePACT file must be submitted at least 7 days before your child can attend camp. Please contact Kristen Rudisill with any ePACT questions at (303)774-3795.

Cancellation Policy

Daily Day Camp Enrollment - Cancellations more than 10 days in advance of enrolled dates are subject to a \$1 cancellation fee per day per child, \$10 if 9-3 days in advance. No refunds are given for cancellations with less than 3 days notice. Transfers from one date to another are not available: each day is considered individually. Cancellations can be done online, one day at a time. For large, multi-day cancellations please contact our staff for assistance.

Online cancellations are allowed up to the 3 day notice deadline, after that point please send your request to Lauren or Kristen.

Weekly Day Camp Enrollment – Cancellations made through May 1st will receive a full refund. Cancellations made after May 2 are allowed, but no refunds will be given.

Tween Expedition Enrollment - Cancellations made through May 1st will receive a full refund. Cancellations made after May 2 are allowed, but no refunds will be given.

Requests for refunds for cancellations outside of the above parameters please contact Lauren McNeilly or Kristen Rudisill. Changes will be made on a case by case basis.



Camp Policies

Drop Off and Pick Up

Colorado State Licensing requires that children must be accompanied by an authorized adult who is 18 years or older at both drop off and pick up. A daily record of when children arrive and leave is required for attendance purposes. Campers are not permitted to check themselves in or out of any of our Day Camp Programs. Day Camp Staff are also not permitted to sign in or out a camper. NOTE: Children cannot be dropped off at camp during any walking time, this includes walking to and from the pool or any field trip or park.

Children will be released **only** to the individuals listed on the authorized pick up list (found in ePACT). Staff are required to verify identity of all pick up persons by checking a drivers license. To authorize additional individuals to pick up your child:

- you may add them in the child's ePACT file or,

- provide written consent that includes the person's full name, relationship to the camper, phone number, your signature and the date(s) they will be picking up

In the case that an unauthorized person arrives to pick up a camper, the camper will not be released and the primary contacts will be called. Verbal consent of an unauthorized person will only be accepted in emergency situations.

Late Arrival and Pick Up

Planned or Scheduled Late Arrivals can be arranged with a written notice to camp at least one day prior to the foreseen late arrival. In those situations, Camp Staff will either wait for the late arriving camper or schedule with that parent/guardian an alternate arrival destination if it is on a field trip day.

Day Camp hours are 7am-5:30pm. Expedition Tween Camp hours are 8:30am-4:30pm. Late pick up is stressful on both staff and children. Camp staff put in a full day of fun but exhausting work, and campers become anxious about being last at camp, so please arrive in a timely manner.

A late fee of \$10 for the first late pick up, \$20 for the second late pick up, and \$30 for the three or more late picks up will be strictly enforced. Parents are asked to call if running a few minutes late. This however does not excuse you from the late fee. Late fees are payable upon pick-up at the front desk and must be paid prior to student return to camp.

NOTE: After attempting to contact parents and emergency contacts, if no one is reached, law enforcement will be contacted after 15 minutes.



Sun Protection

Please apply sunscreen to your child daily before drop off and send sunscreen with your child for later reapplication. Day camp staff regularly announce and record the camper's application of sunscreen. Sunscreen application is done with a peer buddy system. The day camp staff do not routinely apply sunscreen to the children. If your child needs additional help applying sunscreen while at camp, leaders will - in a public place- assist in ensuring they are getting appropriate coverage. Due to spray sunscreens providing inconsistent sun protection when administered in a day camp setting, lotion sunscreen is recommended. For campers who are young or of fair-complexion, we recommend supplementing sunscreen with a SPF swim shirt when swimming and wearing a hat while outdoors.

Snack and Meals

Parents must send a morning snack, a nutritional lunch, beverage and an afternoon snack. All containers need to be clearly marked with the camper's name. Please do NOT send perishable food items, such as mayonnaise products, or items that need to be warmed, such as soup, as we will not be able to accommodate those. *We are not a peanut/tree nut free program.* It is very important that your child has enough food for the day to stay active and healthy. We highly encourage a refillable water bottle be sent with your child every day.

Television and Video Viewing

G and PG rated movies are provided by Longmont Summer Camps for viewing on occasion. Information regarding movie title and its rating are available from the directors. Permission to watch videos is including within the enrollment packet.

Dress Code

Please send your child to camp dressed comfortably and appropriately according to the daily forecast as well as the planned daily activities. Campers **MUST** wear their green camp shirt on field trip days. Tennis shoes, or other sturdy shoes, which encase the entire foot, are required at all times except while at the swimming pool. Clothing or materials with inappropriate language or pictures or affiliated with a gang will not be permitted at camp. Proper swimsuit with extra sun protection clothing is also recommended for swim days. For specific Expedition Tween Field Trip days you will be notified if certain clothing is required.

Visitors and Volunteers

Visitors are always welcome at Day Camp. We require that all visitors check in with the Camp Director and sign-in and sign-out on our visitor sheet when they arrive and before leaving. Parents may visit the camp at any time. Persons unknown to staff will be required to show identification. All volunteers must complete a City of Longmont Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Day Camp Director.

Personal Belongings

Ultimately, the campers are responsible for any personal belongings they may bring to camp. We do require extensive labeling of all their belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.), as a preventive measure for tracking personal belongings. We ask that they keep everything in a labeled backpack. Campers are **NOT** to bring iPods, cell phones, hand held game systems, game trading cards, etc. The City of Longmont and the Day Camp staff will not be responsible if these items are lost, taken by another camper or broken. When the campers are away from their designated home base, their belongings are kept together at one location. We do keep a "Lost and Found" table at the camp base, where we put all recovered items. Please do not send money with your child to camp.

Accidents, Illness and Injuries

If your child is exhibiting any sign or symptoms of illness, please be considerate of others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when he/she should return to camp.

If a child should become ill or get injured during the day camp program, the parents/guardians will be notified. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the

parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child. In any event in which the parent/ guardian cannot be reached, the emergency contact will be notified. Parents must report to the Director any exposure to communicable illnesses outside of the camp. The child will then be excluded from camp for the period of time prescribed by the child's physician or the local health department. All injuries and illnesses will be documented by staff.

Swimming Pool Policies

Longmont Summer Day Camp and Expedition Tween Camp goes swimming twice a week. Campers must have a swim suit, towel, sunscreen and extra snacks on these days. All campers are tested for swimming ability every trip to the pool, unless they have passed the Summer Long Advanced Swim Test.



Campers swimming at Sunset Pool will walk the mile to and from the Pool each trip. Leaders will be at the front and end of the line with additional leaders scattered throughout the line providing additional supervision and traffic control at intersections. Each day at the pool will begin with a swim test, if needed. Swim testing allows for ensured safety of each child as well as fostering the learning experience for children who are taking lessons and will then be given the opportunity to try the test each swim day. However, please notify us if you do not want your child swimming in water deeper than shoulder height at Sunset Pool despite his/her swimming ability. These campers will be assigned to the shallow end of Sunset Pool with a leader for all swim days for the summer.

Day Camp Leaders will be positioned throughout the Pool facility to provide camper supervision. They are readily identifiable via their distinctive "Day Camp Staff" shirts and hats. At Sunset Pool, one leader will be stationed under the tree in the grass with non-swimming campers. One leader is stationed near the bath-house. Leaders are either circling the pool keeping an eye on camper behaviors or are in the water interacting with campers.

Weather Concerns

Inclement/Severe Weather

Under most circumstances, the day camp program will operate regardless of weather. Staff will use discretion regarding outdoor activities in excessively hot or cold weather and during periods of low air quality (i.e. smoke advisories). Modifications in daily schedule can include additional gym time and/or the inclusion of quiet indoor activities including but not limited to the viewing of a movie. Programming may be modified under the following conditions:

- When temperatures are above 90° F, we will monitor children for signs of overheating and ensure children have access to shade and water at all times.
- Air Quality Index Advisory: unhealthy for Sensitive Groups (101+)

Tornado/Severe Weather

Fire and Tornado drills are held once a month to familiarize staff and children of the procedures to follow in the event of an emergency. All Fire/Tornado drills are recorded and include the staff and children present, the date, time, and the duration of the drill. Copies of records are filed with the Director.

In cases of tornado warning: Campers are evacuated to designated tornado safety zones in the Memorial Building: locker rooms, rest rooms, gym and/or wellness room hallway. Attendance is taken once safely in a tornado safety zone. Once day camp staff receives an all-clear signal from the Recreation Supervisor, children will return to regular scheduled activities.

Natural Disasters

All day camp staff members are trained in the established safety procedures. Drills are held three times in the summer to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in such a situation:

- Specific procedures for responding to the crisis will occur.
- The Recreation Supervisor will be immediately notified.
- Campers will be directed to safe location (such as the gym for tornado.)
- Emergency transportation will be provided as needed (bus vs. walking).

Discipline

To maintain a positive environment and ensure that all campers are demonstrating behaviors that are safe, respectful, and responsible while attending camp, the Longmont Summer Day Camp utilizes Restorative Justice Practices – the same tools utilized in Longmont area schools.

Restorative Justice Practices are an approach to help campers examine their actions to gain a better understanding of how they may have impacted those around them, understand the harm they have caused, understand what actions they could have done differently, and create a

positive solution to correct the situation. During this process, our campers will be able to resolve conflicts by working collaboratively with those involved, take responsibility for their own actions, prevent further harm, and restore relationships.

Policies

These policies are in place to ensure all children have an enjoyable summer experience. Please take time to share this information with your child. Depending on the severity of the incident/action discipline steps may result in the removal of the child from the day's activities or the remainder of the program without a refund of tuition.

- Children are to show respect to staff and other children through actions or words. If disrespect happens, the child will be informed immediately that this behavior is not acceptable and will not be tolerated.
- Abusive language, mishandling of equipment, defacing of property, and theft are not acceptable behaviors.
- Children will not be allowed to be physically or verbally abusive to other children.
- Over the counter, illegal drugs or unauthorized prescription drugs, tobacco, and or alcohol are not permitted at Day Camp. If it is discovered that a child is in possession of any of the previously mentioned items, it will result in an immediate removal of the child from camp.
- Any weapon (toy guns or knives, pocket knives, firearms, lighters, etc.) of any nature found in the possession of a child will be permanently confiscated and the child will be immediately removed from camp.
- Appropriate dress is required. Clothing or materials affiliated with a gang will not be permitted at camp. Campers will be asked to leave camp and return with appropriate dress. Continual violations may result in the removal of the child from camp.
- Children will be required to follow camp rules as well as rules posted at individual sites we visit.
- Each child will help clean up after every activity.
- Each child will follow all instructions given by staff.

Camper Discipline Steps

1. Verbal warning
2. Verbal warning and 5 minutes of time-out or loss of time with privileges
3. Verbal warning – out for the rest of the activity and a conference with Director.
 - a. Parent communication slip
4. Child-to-parent phone call
5. Child is sent home, with a required "day off" before returning
6. Parent, child meeting with Supervisor / Director
7. Child is permanently removed from camp with no refund

Removal and Appeals

The removal of a camper from the program is a last resort after following the appropriate disciplinary route for the situation at hand. Before a camper is removed, the Recreation Supervisor will discuss the current situation with the Recreation Manager. With the Recreation Manager's approval, the Recreation Supervisor will then inform the parent/guardian by phone that their child is dismissed from our program. Additionally, the Recreation Supervisor will follow-up the call with a letter stating what actions have been taken and why. A copy will be sent to the Recreation Manager.



Identifying Where Children Are

Basic schedules of activities will be available at the parents' meeting and in each weekly newsletter, which will be e-mailed or available at the check in/ out table on Fridays. Changes are given out as they occur.

Accounting for Children

Counselors are assigned to a specific color group of campers and campers use the buddy system or another system of roll call during the day and for all activities. Attendance is taken before and after all space-to-space transitions at camp.

During Field Trips, including weekly trips to pools and small group field trips, we please ask that all campers wear their green or maroon camp shirts so that they are easily identifiable to camp leaders.

Missing Children

In the event that a child is missing, the entire group shall remain where they are until the child has been found. A second roll call and head count is done at this time and the missing child identified. In aquatic facilities, the aquatic staff will be immediately notified of the missing child and their last known whereabouts, if known. If after 10 minutes the lost child has not been found, initiate an all-staff search of affected facility (i.e. if at the Memorial Building, all available staff on site – not just day camp staff – would assist with search).

In the case of a lost child, the following procedures will take place.

- Director/Assistant Director checks block schedule book to find child's last activity, location and counselor assigned.

- Locate assigned child’s counselor and verify child’s attendance status, and check parents sign in/out book.
- Notify front desk and supervisory staff to help check building (i.e., bathrooms and surrounding block areas, front office, etc.)
- Call parents and notify of missing child.
- Director and parent meeting at the St Vrain Memorial Building or facility child was last seen.
- If child is missing more than fifteen minutes, the police will be called and joint missing

Vehicle and Off Site Transportation

In the ePACT enrollment file there is a permission waiver/consent to take your child off site. This form is required for participation. Alternative activities for campers who do not have permission to leave camp do not exist. Camp travels offsite Tuesday, Thursday, Fridays and occasionally on Wednesdays. Expedition Tween Camp travels offsite every day.



Twice a week, campers will walk from the Memorial Building to Sunset Pool. On Thursdays, day campers may walk or be shuttled in Longmont vans/mini buses to and from local parks or other local areas of interest (Longmont Recreation Center, Union Reservoir, etc). Small group field trips may require shuttling or walking to and from local areas of interest. Additionally, campers will walk daily to nearby parks, the Longmont Public Library, and other nearby venues (within 1.5 mile radius) at the director’s discretion.

The St Vrain Memorial Building will have the itinerary for the day. If you need to get in touch with your child, call the front desk at 303-651-8404 and they will contact a Director at the campsite or on the field trip. All City vans/buses have seat belts and booster seats are available.

Safety When Riding in a Vehicle

Please review the following with your child:

1. Stay seated at all times.
2. Keep seat belt fastened.
3. Follow the direction of the driver.
4. Talk to your neighbor quietly.
5. Keep your hands to yourself and DO NOT THROW ANYTHING ON OR FROM THE BUS OR VAN. No eating or drinking in the bus or van. Keep all food and drink containers closed in the bus at all times (including candy and gum).
6. Do not leave personal belongings or trash in the bus or van (unless otherwise directed).
7. Keep hands, arms, head and personal belongings, etc. inside the van/bus.

8. In case of emergency, follow leaders' instructions and listen quietly so everyone can understand what to do.
9. All camp attendance will be taken prior to departure. Silence is mandatory during this procedure to ensure campers' safety.

A staff cell phone will be available for emergencies.

Storing & Administering Medication

When you are completing the ePACT enrollment forms you will find the supplemental forms required if your child is needing medications at camp. Forms are required for both over-the-counter, emergency and prescription medications. Please notify Justin Smith if during camp your child will need any type of medication, prescription or over-the counter, or if they require special medical attention due to allergies.

Parents need to meet with the camp director in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed day camp staff are not permitted to accept any medications or administer them. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is at camp.

In the event that a medication does need to be administered during camp time by staff, we must have the following on file before administering the medication:

- 1) written authorization from the health care provider
- 2) parent written authorization
- 3) and **unexpired** medication in the original labeled container.

Only the Day Camp Directors or Personal Care attendants are authorized to administer medication, and only if there is a signed parent / guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. All medications with the exception of emergency medications will be kept in a locked box away from children.

All procedures for storing & administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

Parent Communication

When negative camp behaviors or situations that arise during day camp the Directors set up a process to properly investigate and mediate concerns. This investigation is held by the Directing team and allows the situation to be explained or viewed through different lenses and perspectives. This process also allows the directing team to collect the necessary information to properly address the situation and effectively communicate the correct information to all parties involved.

Step 1- The Directing team will listen to the camper or family concerns and determine subsequent steps to better support the camper or family in this matter. Never will a concern brought to our attention by disregarded.

Step 2- After listening to the concerns addressed, the directing team will investigate by talking with any leaders or camper(s) that may have information or was involved in this matter or reviewing video footage to capture the incident

Step 3- After investigating, the Directing team will determine if the situation was in compliance with Longmont Summer Day Camp policies and practices or if it was a violation. Once identified, consequences are issued based on the Day Camp policy handbook. As each situation is unique in its element, each situation will be handled on a case by case basis and the directing team reserves the right to issue the appropriate consequences that align with day camp policies.

Step 4- All families who have campers involved (participant or bystander), will be notified of the situation that took place at camp. This communication may come in different forms. If the Directing team views this as a major situation, a phone call to the families involved will be notified directly. If the Directing team feels it was a minor situation, in person notification will be used during camper pick-up or through a communication slip that is placed on the campers sign-in/out sheet.

Step 5- If a camper violates policies that does not comply with the summer Day Camp safety standards or expectations, families will be notified to for immediate pick-up. In this event, the camper may be either asked to be removed for the day with the possibility of a suspension/expulsion from day camp.



When Parents Are Notified of Situations at Camp

Once a Director or Program Supervisor has had the opportunity to investigate any situation, families will be notified either by telephone, in-person (during pickup), email supplemented with on-site notifications, or through communication slips that will be located next to the camper's sign-in/sign-out sheet. Below are examples that Day Camp identify as responsible ways to properly communicate situations that occur at camp, with the families directly involved.

Supplemental Information

ADA

Summer Day Camp celebrates diversity and maintains a continuum of options to meet the needs of all the individuals in the camp. The Day Camp program does not discriminate on the basis of race, color, national origin, sex, or disability. The day camp program is dedicated to supporting the Americans with Disabilities Act. If your child requires special accommodations for participation, call 303-651-8404. Additional forms may be required; space is limited.

Filing a Complaint

We want to hear from you if you have questions or concerns about your child's care. We will make every effort to resolve any issues or concerns. If you suspect licensing violations at this or any other licensed child care center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call (303) 866-5958.

Reporting of Child Abuse

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law. Staff members are required to report any suspicions and/or camper reports of abuse/neglect. The Longmont Summer Day Camp hands over the actual investigation to the Longmont Police Department, with whom they have a close partnership. Any situation of abuse/ neglect substantiated by their investigation will then be forwarded by them to Boulder County Social Services.

Should you suspect child abuse at our or any other facility, a report of suspected child abuse must be made to the county department of social services in the county in which the child resides or the local law enforcement agency in the county in which the incident is believed to have occurred. Boulder County Social Services phone number: 303-678-6000. Longmont Police Department non-emergency:303-651-8501

Camper Helmet Use:

Campers are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a day camp activity. Those campers who do not have a helmet will participate in an alternative activity.

Small Group Field Trips

Longmont Summer Day Camp and Expedition Tween: Throughout the summer, small group field trip opportunities may be made available to campers for an additional fee, generally \$20 or less. Small group field trips will generally involve less than 15 campers, are a half-day in length and will include transportation and activity fees. All campers are involved in daily walking field trips, local parks and Sunset Pool are common destinations. Fees associated with daily trips are included within the daily fee - (duplicate options may incur fees).