

The background of the entire page is decorated with various black and white line drawings. On the left, there is a drawing of a cow and a sheep. On the right, there are drawings of a carrot, a corn cob, a tomato, and a pepper. In the center, there is a large white rectangular box containing the title and subtitle.

know before you go day Camps

Parent Manual for Program Participation





Welcome!

Thank you for signing your child up for a camp with the City of Fort Collins Recreation Department.

The City has a long history of offering quality programs for youth. Whether you are a first time registrant or a seasoned veteran of our camps I want you to know that your child's safety, enrichment, and well -being are our top priorities. Sending your child to a camp can be a bit daunting, hopefully this Parent Manual will ease any anxiety you may have or just be a great resource of what to expect from our staff.

I hope your child has a great time this summer, maybe make some new friends, learn a lifelong hobby/skill or be inspired to be our next generation of Recreation professionals!

Happy Recreating!

Bob Adams
Recreation Director

City of Fort Collins Recreation Department Mission	Day Camp Mission
Fostering health and well-being through diverse and inclusive recreation opportunities, sustainable planning, and community partnerships	The City of Fort Collins Camp mission is to provide a safe and enjoyable environment for all campers, creating an atmosphere that supports personal enrichment.



City of Fort Collins, Recreation Department

Mission

Fostering health and well-being through diverse and inclusive recreation opportunities, sustainable planning, and community partnerships.

Day Camps

The goal for City of Fort Collins Day Camps is to provide a safe and enjoyable environment for all campers, creating an atmosphere that supports personal enrichment.

Contact Numbers

Camp Director(s)

Lisa Freeman: 970-416-2528, lfreeman@fcgov.com

Tyler Robertson: 970-221-6729, trobertson@fcgov.com

Program Supervisor:

Aaron Harris, 970-416-2225, aharris@fcgov.com

For information and concerns: please contact the front desk of where the camp is hosted. Contact numbers listed below are to be used to reach staff immediately in the case of emergencies or if you will be arriving late to camp.

- **Edora Pool and Ice Complex:** (970) 221-6683
- **The Farm at Lee Martinez Park:** (970) 221-6665
- **Foothills Activity Center:** (970) 416-4280
- **Mulberry Pool:** (970) 221-6657
- **Northside Aztlan Community Center:** (970) 221-6256

Fort Collins Tax ID

The City of Fort Collins Tax ID number is 98-04502 (local/state), 84-6000587 (federal). The City cannot advise as to whether City of Fort Collins Recreation programming is considered “child or dependent care” for tax purposes. City programs may not qualify for federal or state tax deductions for child or dependent care expenses. Please consult with your tax professional for further advice before deducting the program fee.

Child Ages

Full Day Camps are available for children ages 5-15 years. Refer to the Recreator for specific camp age requirements, dates, and more information.

Hours of Camp Operation



Monday – Friday, 8:00am-5:00pm, Camp Closed July 4th

Inclusion Services

The City of Fort Collins welcomes individuals of all abilities into our classes and programs. If you would like to request support for your child to participate in camps and youth programs due to conditions of a disability, please indicate any special needs when you register and contact Adaptive Recreation Opportunities at 970.221.6655, recreation@fcgov.com. **Note:** Requests should be made at least two weeks before the program begins.

Registration

Registration for camps must be paid in full prior to participation in the camp. Refer to the Recreator or visit fcgov.com/Recreator for more information.

If your child chooses not to attend a field trip day, alternative childcare is not available; please make other arrangements for the day. Camp fees are not prorated for ANY reason. This includes any late registrations.

There is a reduced fee program available for those who qualify. See the Recreator, stop by the front desk of a Recreation facility, or visit fcgov.com/recreation for more information.

Refunds, Transfers, & Cancellations Policies

If you are not satisfied with your program, you may withdraw before the second class begins and receive a refund. However, refunds will not be given once the second class has begun (first week of youth sports practices). Programs that meet once may receive a refund up to one week prior to the meeting.

Refunds

Refund options include:

- A full credit to your Recreation household account.
- A check or credit refund. A \$5 service charge per program will be assessed; material fees are non-refundable.
- For refunds less than \$5, a household credit will be offered.

Transfers

Participants may transfer between programs, prior to the second class meeting, on a space-available basis. There is no charge for transfers, but participants will be responsible for any additional program costs. If the new program costs less than the original program, the difference will be credited to the household without an additional program fee.



If a participant's age, grade level, or ability does not meet the minimum program requirements, the participant will be transferred to a program that better matches their level(s).

Cancellations

Recreation may cancel programs due to low enrollment or other reasons. If Recreation cancels a program for any reason, participants will receive a full refund or credit. Recreation staff can assist you in finding another program that meets your needs.

Enrollment Profiles, Waivers & Immunization Records

Each camper must have emergency contact/authorized pick-up information, health/medical history including REQUIRED immunization records and any necessary medication forms, social/family history, and liability/release waivers completed prior to attending camp. PLEASE NOTE: Campers requiring emergency medication (Ephrinephrine/Asthma inhaler) to be administered while at camp will need appropriate forms completed and signed by a physician before attending camp.

Medication

With the exception of emergency medication (Ephrinephrine/Asthma medication), City of Fort Collins staff does not administer medication to camp participants. If any other prescription medication is needed, the parent/guardian must come to camp to administer the medication.

Staff will keep Epi-pens and Asthmas inhalers in a designated space in the classroom out of children's reach. Medication must be in it's original container with child'd name clearly written on the container.

Attendance: Sign-In & Sign-Out

Only persons listed on the Authorized Release Form are allowed to sign children out of camp, unless specified IN WRITING to the camp staff prior to the child's release.

Please note: Any person picking up a child may be asked for their driver's license for proof of identity.

If you need to pick-up your child earlier than the normal dismissal time, note that the pick-up location may be different than the normal site; confirm with staff on the day of the early pick-up where the camp will be at the specific time of pick-up. All children must check out with the counselor by signing the Sign-Out Sheet.

Please help your child/children collect all belongings at the end of each day.

If the day camp group is leaving the Recreation facility for an activity, staff will take attendance prior to departure from the Recreation Center, at appropriate times during the activity, and upon arrival back at Recreation Center.



Parents/Guardians must check their children in and out of camp. Children are not permitted to check themselves in or out of camp.

Unauthorized Pick-up Attempt of Child

During check-out, the adult picking up the child from camp will be asked by camp staff for their name and ID. Staff will also explain that law and facility regulations prevent release of child to unauthorized persons.

Staff will immediately call a custodial parent to inform him/her about the pick-up situation and confirm pick-up. If the parent denies authorization for the child to be released, or if staff is unable to contact the parent, staff will refuse to release the child. Police will be contacted if the attempting adult continues to demand the child's release.

Late Arrivals When Group is Away

If you arrive late for drop-off and the camp group is away from the drop-off location, it is your responsibility to transport your child to meet the group. When you meet up with the group, it is the parent's responsibility to communicate with the counselor and sign-in the child.

Late Pick Up Fee Procedure

Pick-up must occur by the end of camp. **After that time, late fees will be charged at the rate of \$5 for every 10 minutes late/per child.** All charges are added to your household account. Future household registrations will not be permitted until the account balance has been paid in full.

Staff shall remain with children until all children are picked up.

1. Staff will wait 15 mins after the scheduled time of camp to before making a call to parent/guardian
2. If parent/guardian cannot be reached, staff will make calls to emergency contacts in the authorized form
3. Staff will call the supervisor if parent/guardian cannot be reached and continue making calls every 5 minutes
4. 30 minutes of the end of camp, the police department may be notified, and the child may be released into the custody of a police officer.

In the event that a staff member cannot stay until a child is picked up the child will be put in care of the center's front desk staff.

Staff Communications

Many camp communications are communicated via email. Please note that if you have included email contact information with your family's Recreation household account, you will be included on our e-mail distribution list.



Visitation Policy

You are welcome to visit our camp at any time. Visitors show a photo ID and sign our Visitor's Log (includes name, address & purpose of visit) kept with camp staff.

Field Trips/Transporting Children

City of Fort Collins vehicles provide transportation for children on our field trips. Children and staff are expected to observe all safety precautions as dictated by the Department of Transportation. When children are transported by van, all children must wear a safety belt. All children are to remain seated while the vehicle is in motion. Everyone's arms, legs, and head must remain inside the vehicle at all times.

If children are being transported by school bus, the driver is a licensed driver with a CDL and a passenger endorsement. Children must follow the same rules that apply when riding in the van when riding in the bus.

Public transportation may be utilized in camp.

City of Fort Collins Recreation Camps usually maintains a ratio of one instructor for 8-10 children. There will never be less than one instructor supervising 15 children.

Roll call will happen before departure from the facility, during the field trip and once they return. Children are always supervised by their assigned camp staff.

All field trips are included in weekly camp fees unless noted otherwise. Families may opt out of field trips and/or planned activities, however alternative care will not be provided, and no discount will be given.

All field trips will be listed on the camp itinerary that will be emailed along with trip waiver prior to camp and given the first day.

If our arrival back at camp is substantially delayed, we contact the Recreation facility front desk staff with an update on status.

The front desk staff at the Recreation facility is equipped with the day's itinerary. If you need to get in touch with your child, call the front desk at the Recreation facility and they will contact a camp counselor on the field trip.

All staff receive a background check for driving records and undergo a 15-passenger van training to ensure the safety of your child while driving the City of Fort Collins vehicles.



Recreation does its best to carry out trips as advertised, However, there are times when field trips may be changed due to weather and other unforeseen circumstances. When possible, alternative camp experiences are provided.

If your child chooses not to attend a field trip day, additional child care will not be available. Please make other arrangements for the day.

In an event that a vehicle breaks down during a trip, staff will pull over and secure the parameter of the vehicle and contact supervisor for assistance or a new vehicle. Staff will keep children entertained and safe away from road. Camp supervisor will contact parents of any delays in pick-up/drop-off times.

What to Bring to Camp

You are provided with a camp itinerary prior to camp start that includes recommendations on apparel and items to bring to camp.

If a sack lunch is required for a camp, please bring a cold sack lunch. Food cannot be refrigerated or heated. Please use thermal containers that children can transport easily. If a child's lunch does not meet current USDA child food program meal pattern requirements supplemental foods will be offered to children.

All personal items should have the campers name written on them in permanent ink.

Other items to bring:

- Water bottle
- Sunscreen
- Loose comfortable clothing that is appropriate for the weather and weather changes, and allows freedom of movement.
- Socks and closed toed shoes. Please no flip flops or sandals as they restrict movement and can be a safety concern.

Personal Belongings

Do not bring toys, money, electronics, or other personal belongings to day camp. Cell phones should not be used during camps except in case of emergencies. The City of Fort Collins is not responsible if items become broken or misplaced. Children are not permitted to bring money for snacks on field trips. Snacks will be provided.

Sunscreen

It is the parent's responsibility to apply sunscreen to your child each day before arriving at camp. Camp staff reminds campers to reapply sunscreen as appropriate, including after lunch and after swimming times. Makers Mark Sport SPF 50 Continuous Spray Sunscreen will be used for those campers without sunscreen. If you do not want your child using camp sunscreen, you will be required to provide a labeled container of lotion



sunscreen (SPF 30 or higher) for your child's use only to the camp staff to keep at camp for the duration of their registration.

Helmets While Operating Roller Blades, Bicycles, Horses, Scooters, and Skateboards

Campers are required to wear a helmet while participating in the riding of rollerblades, bicycles, horses (provided), scooters, and skateboards if it is a day camp activity. Campers who do not have a helmet participate in alternative activities on that day.

Photography Policy

The City of Fort Collins Recreation Department reserves the right to use images and/or photographs of anyone participating in an activity and/or at a park or public place. Images may be used for in present and/or future publications, online, or for other promotional purposes, unless told otherwise at the time image or photo is taken.

Television and Video Viewing

Access to television is limited. Any movies viewed have a G or PG rating. Maximum allowable TV/Movie viewing will be 3 hrs a week.

Bathroom Policy

We require that children be able to use restrooms without assistance except as required by ADA guidelines. If your child has an accident, the primary guardian is contacted to bring another set of clothes.

Illness

Keep your child home if they have any of the following symptoms:

- Vomiting or diarrhea in the last 24 hours.
- A fever of 100 degrees or more in the last 24 hours.
- Excessive coughing or nasal discharge.
- Draining sore or rash.
- Strep throat that has not been treated for 24 hours with antibiotics.
- Untreated head lice or scabies.
- Red itchy matter in eyes that has not been treated with antibiotics for 24 hours.
- Symptoms of a possible communicable disease (these usually include sniffles, reddened eyes, sore throat, headache, and abdominal pain with fever).

If your child is sent to camp with the above conditions, we will call you to come pick him or her up. For the well-being of your child and the other children in our care, we encourage you to respond as quickly as possible. Until your child is picked up, he or she will rest comfortably in a designated area camp staff or other City staff, away from other



children and/or new people entering the facility. Children will not be allowed back to camp until they have been symptom free for 24 hours.

Please note, if your child is too sick to go outside, your child is too sick to be at camp. Also, if your child is sick enough that he or she needs a parent's care, please provide him or her with that care.

Notify us immediately if your child has been diagnosed with a communicable disease.

We will keep children and staff inside if any air quality alerts are in effect according to the National Weather Service.

Children go outside daily unless the temperature is below 20 degrees or in excess of 100 degrees. During winter months, please make sure your child has clothing appropriate for the weather including a hat, mittens/gloves, warm coat, and boots.

Behavior Expectations

Recreation staff and administration provide children with guidelines for appropriate behavior and rules to follow while at camp. We encourage positive actions through positive reinforcement and close supervision. Our main goal is to keep children safely involved in activities, so the inappropriate behavior is limited. The following steps are followed if inappropriate behavior occurs. Staff follows City of Fort Collins City Manager approved guidelines with escalating sanctions. Current procedures can be found at any Recreation facility or at fcgov.com/recreation

Note: Special modifications can be made to adapt to a child with needs.

1. The child is spoken to privately in a firm, but gentle manner regarding the unacceptable behavior.
2. If the said behavior continues, the child is removed from the activity for a cool down/timeout until both the counselor and the child feel the child is ready to return.
3. If the said behavior still continues, the child's parent is called or spoken with at check-out before departing for the day.
4. A Behavior Report is filed any time a child receives a cool down/timeout. Three behavior reports during your child's time at camp may result in the child's removal from camp.
5. An Incident Report is filed when there is evidence of property destruction, injury to an individual, physical touching of an individual, accrual of multiple behavior reports, or other inappropriate behaviors.
6. Behaviors that are grounds for dismissal from camp include, but are not limited to:
 - A child threatens or injures themselves or another individual.

- A child displays violent, uncontrollable behavior that may put themselves or others in the program at risk.
- A child purposely damages personal or public property.

Behavior incidents are never approached in a demoralizing, humiliating, or abusive manner. No child shall be subject to abuse of neglect, cruel, unusual, severe, or corporal punishment including, but not limited to punishment where a child is subject to verbal abuse, ridicule, humiliation, denial of food or use of bathroom facilities, or punishment for soiling, wetting, or not using the toilet.

Staff members shall not be subject to verbal or physical abuse by a child enrolled in camp, or by a parent, including but not limited to, cruelty, humiliation, foul language, and ridicule. Refunds are not granted if a participant is dismissed from a City of Fort Collins Recreation Program.

A child terminated from a session is not permitted to participate in camp for the remainder of the year.

Emergencies

For a serious medical emergency, staff contacts 911 immediately and then every effort is made to reach the parents. If parents cannot be reached, staff attempts to call emergency phone numbers that have been listed on the emergency form by the child's parent. In a lesser emergency situation, staff attempts to contact parents, then emergency contacts. Children are transported by emergency ambulance personnel to the closest medical facility. Emergency medical treatment (by professionals) is given when all efforts to reach parents or guardian have failed.

Accidents, Injuries, Sudden Illness & Emergency Policy

In the event a child is injured while attending City programs, staff and director will take appropriate steps to ensure the health and safety of the injured child.

Camp staff has been through CPR and First Aid training. Staff is required to carry a first aid kit, cell phone for emergency purposes, and any authorized campers' medications at all times. Any child complaining of persistent or unusual pain is treated as a serious issue until it is determined that EMS does not need to be called. Parents are notified immediately.

The following procedures are followed by camp personnel:

1. If a child has an injury staff administers first aid, if applicable.
2. If a child is exhibiting signs of illness or injury severe enough that they are not participating fully in the program or staff suspects the child may be

contagious, the child is moved to an designated area and parents are called.

3. If the injury or illness is serious, 911 is called. If 911 is called, staff attempts to notify the parent immediately after the call.
4. The parent is responsible for all costs involved with the EMS services.
5. In any event in which the parent/guardian cannot be reached, the emergency contact person is notified.
6. If a child has any injury during the day that does not involve a parent's immediate attention, staff informs parents at the end of the day about the incident.

In Case of Natural Disaster/Inclement Weather

Examples: floods, tornadoes, and severe weather.

The City of Fort Collins Recreation Department has a written plan of action on file in case of a natural disaster. Staff has been trained to follow appropriate measures depending on the type of natural disaster/inclement weather. When a natural disaster/inclement may affect camp operations, full-time staff work with camp staff to determine the course of action. Camp staff receive direction from the appropriate full-time staff as deemed necessary. In case of a field trip away from the facility, emergency plans accompany staff members.

Disaster Preparedness

All camp staff are trained in emergencies and disaster preparedness prior to working with campers, including fire safety, use of fire extinguishers, fire alarms, and AED devices, and drills for Lockdown and Active Shooter on Premises procedures. In a lockdown drill, the occupants of a building are restricted to the interior of the building and the building is secured. An active shooter on premises drill addresses a scenario with an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. These drills are not practiced with campers, however a plan is determined for staff to handle such emergency situations if necessary.

Reuniting Families

In the event of any emergency or natural disaster, camp staff will remain with the group until all parents/guardians have been contacted and campers have been picked up and signed out by an authorized person. Notification to parents/guardians will be made once authorities have cleared the facility or area for safety.

Heat Index

The City of Fort Collins follows the National Weather Service Heat Index guidelines. Information on the heat index can be found at [nws.noaa.gov/om/heat/heat_index.shtml](https://www.nws.noaa.gov/om/heat/heat_index.shtml). Alternative programming may be offered in the case of heat related events.

Air Quality



In cases of Air Quality concerns, Recreation takes into consideration Air Quality Index (AQI), levels of health concerns and health effects to make a final decision on the participation in City programs and outdoor activities.

Evacuation

Evacuation, in case of fire or other disaster, will take place immediately. Each staff member will take his/her children outside to the designated muster spot located at the pump house east of the Center. Attendance will then be taken immediately by each lead staff member. . Camp staff will maintain direct supervision of all campers until authorities have cleared the facility for safety, and will then escort campers back into the camp room where attendance is taken again.

Vehicle Breakdown

In an event that a vehicle breaks down during a trip, staff will pull over and secure the parameter of the vehicle and contact supervisor for assistance or a new vehicle. Staff will keep children entertained and safe away from road. Camp supervisor will contact parents of any delays in pick-up/drop-off times.

Missing Child Procedure

Staff regularly takes a head count throughout each day of camp. Prior to leaving any location, staff members take roll call and take a head count of the group. In the event that a child should ever come up missing from day camp, the following steps are taken:

1. The children are gathered and attendance is taken to determine who might be missing.
2. All staff and children are asked if they know where the child is or was last seen.
3. One staff member is assigned to supervise the group and the other staff members search for the child in areas not easily seen at a quick glance (such as bathrooms, locker rooms, playground equipment, etc.). Day camp staff request the assistance of other staff to help with the search when possible. No more than five minutes is taken for a search.
4. If the child is not found, one of the staff members makes the following telephone calls:
 - a. 911 to report a missing child.
 - b. The parents of the missing child to let them know that the child is missing and to have parents meet staff at the present location.
 - c. Recreation Coordinator and/or Supervisor is informed and assists in the search process.
5. A staff member stays with police to assist and aide in the search for the missing child.

**To File a Complaint About this Facility Contact:**

We are licensed by the State of Colorado as a School Age Day Camp site. If you have any complaints about our program, facility or Staff as it relates to our license, please contact:

The Colorado Department of Human Services, Division of Child Care
1575 Sherman Street
Denver, Colorado 80203-1714
1-303-866-5958 or 1-800-799-5876
Provider ID: 1737253

Reporting of Child Abuse/Neglect

If at any time a staff member reasonably suspects child abuse or neglect, it is in the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services. Upon suspected abuse or neglect, he or she will immediately contact his or her supervisor and that supervisor will contact the Department of Social Services in Larimer County at:

Child Protective Services, 205 E. 6th St., Loveland, CO 80537; (970) 498-6990 OR
by calling: Colorado Department of Human Services Statewide Child Abuse and Neglect
Hotline: **1-844-CO-4-KIDS.**

We look forward to providing a rewarding and enriching experience for your child in the City of Fort Collins Camp Program. If you have any questions or concerns about Day Camp policies, please refer to our website at fcgov.com/recreation or call our facilities at (970) 221-6655 to be directed to the appropriate contact.

Thank You,

Recreation Staff
City of Fort Collins