

# CSU Rock Athletic and Movement Camp Parent Handbook

*Updated Jan. 2020*



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**Miller Activity Complex (MAC)**

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1375 West Plum Creek Parkway  
Castle Rock, CO 80109



## WELCOME TO CSU ROCK ATHLETIC AND MOVEMENT CAMP!

### *CSU R.A.M. Camp Philosophy*

Through innovative programming and the use of active learning practices, focusing on obesity prevention, lifelong fitness and skill development, CSU Rock Athletic and Movement (R.A.M.) Camp supports the educational and public service mission of Colorado State University (CSU) and its Department of Health and Exercise Science. R.A.M. Camp provides hands-on experience and research opportunities for CSU students and staff while promoting the benefits of physical activity and healthy lifestyles for youth in the Castle Rock community.

The objectives of R.A.M. Camp are to challenge each child to improve their own level of performance, to promote lifelong activity and a healthy approach to childhood obesity prevention and to promote physical activity in a fun and safe environment.

R.A.M. Camp aspires to develop a working model of summer camp programming that focuses on decreasing the prevalence of childhood obesity and inactive youth lifestyles. Camps offer new and exciting programming that features up-to-date information and activities on lifetime fitness and wellness. R.A.M. Camp staff also plan to collect data from volunteer campers regarding their physical activity levels and nutritional habits to help gauge the effectiveness of activity changes.

Please take the time to read this information carefully. It is important that you familiarize yourself with our policies and procedures. Failure to comply with all R.A.M. Camp policies and procedures may result in discontinued service.

R.A.M. Camp staff are excited for the opportunity to work with the Castle Rock community!

### *Eligibility for Participation*

R.A.M. Camp is for children ages 5–15.

### *Children with Special Needs*

R.A.M. Camp does not discriminate on the basis of race, color, national origin, sex, gender or disability. R.A.M. Camp is dedicated to supporting the Americans with Disabilities Act. If your child requires special accommodations for participation, please contact the Youth Specialist at 303-814-7454.

### *Hours of Operation*

All camps will be full-day sessions running 9 a.m.–4 p.m. daily. Campers can arrive after 8:30 a.m. and must be picked up by 4:30 p.m. All campers can utilize our before and aftercare program, which is available from 7:30–9 a.m. and 4–5:30 p.m. The additional cost for before or aftercare is \$5 per visit, per child. Payment is required the same day that before or aftercare is needed, or in advance. Please contact the camp director for arrangements.

### *Holiday Closures*

There will be no R.A.M. Camp the week of July 4.

### *Inclement Weather Procedures*

In case of inclement weather, alternate indoor activities will be scheduled. R.A.M. Camp does not arrange alternate days or make-up sessions or give refunds due to inclement weather. Children will be reminded to wear sunscreen and drink plenty of water throughout the day. During unreasonably cold weather, children will remain inside for programs. R.A.M. Camp reserves the right to close at its own discretion. Please call the program phone for information on any closures.

### *Admission and Enrollment of Children*

All participants in R.A.M. Camp must complete and return an enrollment packet before or on the first day of camp.

All registration is done on a first come, first served basis. R.A.M. Camp reserves the right to limit registration for special events.

Payment is required at the time of registration. Methods of payment can be cash, check, money orders, MasterCard and Visa. Depending on the camp location, please make all checks payable to *the MAC* (Miller Activity Complex).

### *Fee Schedule:*

<b>Camp</b>	<b>Day</b>	<b>Fee per week, per child</b>
FunLIFE	Monday–Friday	\$205
Multi-Sport	Monday–Friday	\$205
Music and Movement	Monday–Friday	\$205
Outdoor Adventure	Monday–Friday	\$284

### *Program Descriptions:*

#### *FunLIFE*

FunLIFE camps are designed for children ages 5–15. LIFE stands for Learning to Improve Fitness and Eating. While participating in a variety of sport and physical activities, as well as creative classroom activities, campers will learn about nutrition, fitness and healthy lifestyles. Noncompetitive activities include field and team games, yoga, hiking, swimming and other outdoor lifelong pursuits. This camp alternates with the Music and Movement camp each week.

#### *Multi-Sport*

Multi-Sports camp is designed for children ages 5–15; it will give campers a brief taste of several different sports. It is engineered to appeal to campers who may not be interested in a full week of any specific sport or who simply want to try new things. Possible sports may include lacrosse, Frisbee, flag football, field hockey, cricket and others. Campers will experience a different sport each day. Shin guards and field footwear are recommended.

#### *Music and Movement*

Music and Movement camps are designed for children ages 5–15. Jumpstart the day with martial arts, dance, kick boxing, aerobic games, group sing-alongs and tumbling. This non-contact camp has activities that involve the learning and development of rhythmic skills to provide campers

with all the tools to discover healthy active lifestyles. This camp alternates with the FunLIFE camp each week.

### *Outdoor Adventure*

Outdoor Adventure camps are designed for children ages 10–15 to help them experience some of what Colorado has to offer in outdoor activities. Depending on weather, anticipated activities include bicycling, hiking, geocaching, exploring and other outdoor pursuits. Due to the off-site activities, this camp is open only to those campers ages 10 and over. Campers must weigh at least 70 pounds to participate due to the zip-line requirements. Campers must provide their own bicycle and safety equipment including weather- and activity-appropriate clothing and footwear. Each week includes a half day on the Castle Rock Zip lines, the EPIC Adventure Tour and the EPIC Sky Trek, all located within Philip S. Miller Park.

### *Program Cancellation*

If any camp session is cancelled due to low enrollment or other unforeseeable circumstance, all camp tuition for that session will be refunded in full.

### *Camper Cancellation and Absences*

If a camper must cancel their registration for a session, they will be charged a \$30 cancellation fee per session, and the remainder of their deposit or payment will be refunded. Absences may not be made up in another session. R.A.M. Camp does not give refunds for absences.

### *Session Transfer*

CSU's policy is that if a camper chooses to switch sessions, a \$15 transfer fee will be charged if the transfer is made within one week of the session. If the transfer is made more than one week in advance, no fee will be charged.

### *Credit Policy*

If your camper will be absent from R.A.M. Camp, please contact the program phone at 720-724-2096. No credit or refunds will be given for missed days.

### *Returned Check Policy*

All returned checks require a \$25 service fee. If this occurrence happens twice, individuals will be required to pay by cash, credit card or money order. Registration will not be accepted until all debts are paid in full.

### *Before and Aftercare*

Before care for R.A.M. Camp starts at 7:30 a.m. There is a \$5 fee for any child who arrives between 7:30 and 8:30 a.m. Payment must be made at the MAC Front Desk, and the receipt must be presented to the camp leader before dropping the child off. Aftercare starts at 4 p.m. There is a \$5 fee for any child who stays at camp later than 4 p.m. It is \$10 total for both before and aftercare. Payment must be made at the Front Desk, and the receipt must be presented to the camp leader before picking the child up. Aftercare ends at exactly 5:30 p.m. All children must be picked up by this time. If a parent or guardian is late, and have not communicated this to staff,

R.A.M. Camp staff will notify the Castle Rock Police Department at 6 p.m. and the child will be placed in their custody. There may be further consequences if a child is repeatedly picked up late from aftercare.

### *Suspension and Dismissal*

The following will be considered grounds for suspension or disciplinary removal:

- Continued disruptive behavior by a camper after corrective measures have been taken.
- Failure to pay tuition.
- Failure to provide required emergency and medical information.
- Repeated late pick up or abuse of camp hours.

Suspension or disciplinary removal does not merit any refund.

### *Identifying Camper Locations*

Schedules of activities will be available to parents and children at the beginning of each camp session. If needed, changes will be posted as they occur. When children are not on the turf field, a sign will be posted as to where the children and staff can be found. Parents can always call the MAC Front Desk at 720-733-2222 for the exact itinerary of the day. Daily itineraries are available upon request and are posted daily. R.A.M. Camp staff take attendance every hour.

### *Precautionary steps to ensure participant safety*

R.A.M. Camp staff take every precaution to make sure that children are safe. Staff take a head count approximately every 30–60 minutes, and they take attendance every hour. In the case of a lost child, accident or injury, staff will notify parents promptly. All staff members are CPR and AED certified and trained for emergencies.

### *Camper Behavior*

It is expected that all campers and staff will behave with mutual respect for everyone in the program. Under no circumstances will physical or verbal harassment or abuse be tolerated. If a camper creates an environment that is abusive to other campers or staff, that camper will be isolated and their parents or guardians notified. If the problem cannot be appropriately resolved, the camper will be dismissed from the program. Suspension or disciplinary removal does not merit any refund.

### *Discipline*

R.A.M. Camp staff will deal with minor behavioral problems. Excessive and very disruptive behaviors, such as physically or verbally hurting other children, property damage, stealing, use of foul or vulgar language or leaving camp grounds without parental permission, will be handled in the following manner:

- First Offense—The child will be isolated from the other children until the problem is resolved.
- Second Offense—The parent or guardian will be called.
- Third Offense—The child will be suspended from the program for at least 2 days.
- Fourth Offense—The child will be suspended from camp for the remainder of the program.

In extreme behavior cases wherein another camper or staff member is determined to be at risk, R.A.M. Camp administration reserves the right to move immediately to a higher step of the disciplinary plan, if such action is deemed necessary. Suspension or disciplinary removal does not merit any refund.

### *Activities*

Children are expected to participate in all activities, including gym, swimming and arts and crafts. If a child cannot participate, the child's parents or guardians must notify a staff member in writing, and alternate activities will be arranged.

### *Campers Who Become Ill, Accidents and Emergencies*

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious, and when they should return. If a child should become ill or are injured during the Rock Rec Camp program, the parent or guardian will be notified. Ill children will be separated from the other children and offered a blanket and cot to rest. If a child is injured, staff will administer first aid or call 911 if necessary. R.A.M. Camp staff are trained in AED use, CPR and medication administration. Staff will call the parent or guardian and notify them of the injury, as well as if their child needs to be picked up or was transported by emergency vehicle to a hospital. Staff will inform the parent or guardian about any minor scrapes and bumps when they arrive to pick up their child. In the event that the parent or guardian cannot be reached, the child's emergency contact will be notified. Parents must report to the camp director any exposure to communicable illnesses outside the camp. The child will then be excluded from Rock Rec Camp for the period prescribed by the child's physician or the local health department. Staff document all injuries and illnesses.

### *Emergency Procedures*

All R.A.M. Camp staff members are trained in established safety procedures. Camp staff hold drills once per month to familiarize staff and children on the procedures to follow in the event of an emergency such as a fire, lost child, tornado or other severe weather.

R.A.M. Camp staff will follow the MAC's Emergency Action Plan in case of an emergency. They will work with MAC Front Desk and Aquatic Staff to ensure the safety of all participants.

Part of the plan includes the Lost Child Procedures, to be used when there is a child lost inside or outside of the facility, outlined below:

1. Obtain a detailed description of the child, including what they are wearing.
2. Call "Code Adam." Describe the child's physical features and clothing.
3. Assist other staff in looking for the child and monitoring entrances to ensure the child does not leave the premises. Ensure the searching family member stays in one place.
4. If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff or visitors at risk. Immediately notify law enforcement and give details about the person accompanying the child.

5. Call Castle Rock Police if the child is not found within 10 minutes.
6. If the child is found and appears to have been lost and unharmed, reunite the child with the searching family member.

### *Transportation Guidelines*

Vans depart only from designated locations. Please be prompt when dropping off your child. All children will follow the van rules and staff instructions. At no time will a R.A.M. Camp staff member transport children in a personal vehicle. Prior to transporting any child, a parent or guardian must sign the permission waiver in the enrollment packet.

### *Field Trips*

During field trips campers will be transported in Town of Castle Rock 15-passenger vans with individual seat belts. R.A.M. Camp staff will not transport any campers in their personal vehicles. A field trip schedule, with dates, locations and fees will be available in the classroom and on the Castle Rock website. Daily itineraries will be posted by the drop off and pick up locations. In the event that no water is present, R.A.M. Camp staff will use hand sanitizer to wash hands before eating lunch and after using the restroom.

If a child arrives to camp after other campers and staff have departed for an excursion, the parent will have two options:

- The parent may drive the child to the excursion location, or
- The child will be unable to participate that day. R.A.M. Camp does not give credit or refunds for missed days.

### *Safety When Riding in a Vehicle and Vehicle Supervision*

When on a field trip, all campers, staff and drivers will use a seat belt. R.A.M. Camp expects campers to refrain from distracting the driver. A staff member's cell phone will be available for emergencies.

### *Booster Seats*

According to Colorado State Law, children under 80 lbs. who are less than 8 years old must ride using a booster seat and a child restraint unless they are 4' 9" tall. All booster seats will be forward facing and must be restrained with a shoulder belt. R.A.M. Camp will not provide booster seats for children who need one. All parents or guardians will need to provide a booster seat, labeled with their child's name. Children who arrive without their booster seat may not attend camp that day. R.A.M. Camp does not give credit or refunds for missed days.

### *Television, Video and Movie Viewing*

Staff occasionally permit campers to view television, video or movies during camp. An authorization form is located in the enrollment packet and must be signed by the parents before viewing is allowed. If campers are scheduled to attend a movie, consent to view the movie scheduled will be assumed unless staff is notified otherwise. Staff will monitor the viewing directly and, if at any time it becomes inappropriate or campers become rowdy, viewing of the program will stop.

### *Signing In and Out*

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may sign themselves out if they have a permission form signed by a parent on file. Permission forms are available upon request.

Staff will only release children to those on the authorized pickup list. R.A.M. Camp staff will ask unknown individuals to show their ID. Authorized pickup individuals must be at least 18 years old. Parents may not include any R.A.M. Camp staff member on their pickup list. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s) they will be picking up your child, and your signature. Verbal consent is only acceptable in emergencies. Children will not be released at any time to participate in a different recreational program without being signed out by an authorized pick up. At closing, staff members will check the sign in/out sheet to verify all children have been picked up and signed out by a parent or guardian. If a child has not been signed out, a R.A.M. Camp staff member will contact the parent or guardian to verify that the child has been picked up from the program.

### *Late Pick Up or Failure to Pick Up*

Parents who are going to be late must notify R.A.M. Camp staff. Aftercare starts at 4:30 p.m. A late fee of \$5 will be assessed for every 15 minutes a child is left at the program. Payment is due prior to the next time the child attends the program. If payment is not received, the child cannot attend R.A.M. Camp until the balance is paid in full. If there is no communication between the staff and the parents or authorized contacts, the Castle Rock Police Department will be notified at 5:30 p.m. and the child will be placed in their custody. There may be further consequences if a child is repeatedly picked up late from aftercare. The R.A.M. Camp clock stands as the official time when determining tardiness.

### *Storing and Administering of Medication*

Colorado Human Services requires that medication be provided only on written order or prescription from a physician and written consent from the parent. All prescription and over the counter medications must be in the original container and handled by R.A.M. Camp staff member. Asthma medication must include a physician signed Asthma Care Plan and, if needed, a Peak Flow Meter. Medication should not be in the possession of a child unless otherwise notified by a physician. If a child is allowed to "self-carry" then a contract must be signed by the parent and child before attending. All medications are stored in a locked container. The program contracts with a Registered Nurse to assist with all medication administration procedures. All procedures for storing and administering children's medication and delegation of medication administration are in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act". Staff who have passed a Medication Administration class can dispense medication.

### *Belongings*

All children's belongings should be labeled with their first and last name. Although R.A.M. Camp makes an effort to monitor children's belongings, we cannot guarantee the security of a child's belongings. The camp program provides activities and equipment for children. Children should not bring expensive or valuable items to the program. R.A.M. Camp takes all lost and found items to the front desk at the completion of the day. All items remaining in the lost and

found for over 30 days will be donated to charity. R.A.M. Camp is not responsible for lost, stolen or damaged items, including money. Please dress children according to the weather and planned activities. Each child must have a backpack, a lunch, two snacks, tennis shoes, a water bottle and sunscreen each day, as well as a booster seat, if necessary.

### *Lost and Found*

R.A.M. Camp is not responsible for any lost items. The MAC maintains their own lost and found. Valuable items are stored in the camp office or the MAC facility safe. It is your responsibility to check with staff for lost items. Items are kept in storage until October, after which they are donated to local charities. Please label all of your child's items. R.A.M. Camp staff will attempt to contact families for all labeled items.

Please do not allow your child to bring electronic games, expensive toys, trading cards, excessive amounts of money or any other valuable or distracting items. Campers will be busy all day, so such items are not necessary, and are often misplaced. R.A.M. Camp is not responsible for any lost items.

### *Sunscreen*

Please apply sunscreen to your child daily before attending R.A.M. Camp. Staff will be regularly reminding campers to apply or reapply sunscreen. Please send a bottle of sunscreen labeled with your child's name. R.A.M. Camp staff may only apply sunscreen with written consent; a consent form is located in your child's enrollment packet. Sunscreen with insect repellent is not allowed.

### *Food*

Please pack a lunch for your child as well as two snacks each day, unless otherwise noted. All containers and lunch boxes need to be clearly marked with the camper's name. Water access will be readily available. Staff has the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If this need is not met, or the child does not have a lunch, the staff will contact the parent or guardian to bring in an appropriate lunch. There is no fridge or microwave available at camp. If you need to keep your items cold, please supply a cold pack in the lunch box.

### *Dress Code*

Please dress children appropriately according to weather, planned activities and comfort. Please note that camp crafts can get messy. Fancy dress is not safe for running and playing outside or in the building. Pack extra clothing if you deem it necessary. A proper, commercially produced swimsuit and a towel are required for swim days. An extra change of clothing and shower shoes are also recommended on swim days. Heelys are not proper gym shoes.

### *Phone Calls and Cell Phones*

If your child needs to call you, a staff member will accompany your child to the phone as well as speak to you to confirm instructions. It is recommended that all children leave their cell phones at home.

### *Visitors*

Visitors are always welcome at R.A.M. Camp, however all visitors must check in with a R.A.M. Camp staff member. All visitors must sign in and out on the visitor sheet when they arrive and state the purpose of their visit. Parents may visit the camp anytime. Individuals unknown to staff will be required to show identification.

### *Reporting Child Abuse*

As a child care facility, each R.A.M. Camp 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. If you suspect child abuse at the R.A.M. Camp facility, a report of suspected child abuse must be made to the county department of social services, police department or other law enforcement agency in the community or county in which the day camp facility is located. Should you suspect child abuse that did not occur at this 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.

If you suspect child care abuse or neglect, you can seek assistance from Douglas County Department of Human Services at 303-688-4825.

### *Immunization Records*

Complete immunization records for each child must be submitted before the child is allowed to attend the program. Immunization records must include an original signature of a physician, nurse or school health authority. Please note: in the event of an outbreak, those exempted from immunizations will be suspended from the program. R.A.M. Camp does not give credit or refunds due to suspension.

### *Tax Information*

R.A.M. Camp provides year-end summary statements upon request.

R.A.M. Camp Tax ID number: 84-6000640.

R.A.M. Camp's address is 1375 West Plum Creek Parkway, Castle Rock, CO 80109.

### *State of Colorado Department of Human Services*

This center is licensed by the State of Colorado, Department of Human Services Child Care Division. To report a complaint about this center please call: 303-866-5958.

Records of Inspection may be viewed upon request.

## **CSU R.A.M. CAMP**

### **DAILY NECESSITIES AND PARENT TIPS**

#### *Snacks, Lunch, Water Bottles*

Please pack a lunch for your child as well as two snacks each day, unless otherwise noted on the calendar. No microwave or fridge is available. Water access will be readily available to all campers and staff. Staff has the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If your child forgets to bring a lunch, you will be notified to bring a lunch. It is important that your child visually confirm that they have their lunch with them each morning when a R.A.M. Camp staff member checks them in. A water bottle, labeled with your child's name, is also recommended each day.

#### *Proper Clothing and Sunscreen*

Make sure your camper wears comfortable, appropriate clothing, tennis shoes and sunscreen every day. Sunburn is possible all year round. On swim days, a commercially produced swimsuit and a towel are required. Campers should carry any extra items in their backpack. Please be sure to label or initial each of your child's items.

#### *Phone Calls*

If your child needs to call you, a staff member will accompany your child to the phone, as well as speak to you to confirm any instructions.

#### *Money*

Campers may bring extra spending money to use at the MAC drink and snack machines and on excursion days for gift shops or snacks. Staff will not be responsible for carrying, holding or distributing this money.

#### *Authorized Pick Up*

If someone other than whom you have specified on your application pickup list to pick up your child, we need a written note from you. Proper identification will be required upon pickup. No person under 18 years of age will be permitted to pick up a R.A.M. Camp participant.

#### *Signing In and Out*

Parents, guardians or authorized individuals must walk in and sign the camper in and out every day. Dropping children off in front of the MAC is not allowed.

#### *Cancellations and Changes*

Please notify R.A.M. Camp at 720-724-2096 if your child will not be attending camp. Rock Rec Camp does not give credit or refunds for missed days.

## CSU R.A.M. CAMP RULES FOR CAMPERS

### *Miller Activity Complex*

- Be respectful of the building. It is a privilege to be at the MAC.
- Keep your hands to yourself.
- Let a camp leader know where you are going, and tell the same leader when you return.
- No running allowed.
- Use your inside voice.

### *Excursions*

- Be respectful during excursions. Use your manners and inside voices.
- Keep your hands to yourself.
- Know where camp leaders are at all times. If you need to leave the group, tell a leader, bring a friend and stick together. Tell the same leader when you return.
- Stay with the group at all times.

### *Vans*

- All trash should be disposed of properly.
- Always wear your seatbelt!
- Be considerate of the driver and your fellow campers.
- Do not eat or drink in the vans.
- Face forward at all times.
- Use your inside voice.

## **R.A.M. CAMP POLICIES AND PROCEDURES REGARDING COMMUNICABLE DISEASES**

- When children show signs of severe communicable illness, they must be separated from the other children, the parents or guardians notified and a doctor or medical facility consulted as needed regarding treatment.
- Staff members with a communicable illness must not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.
- When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center must immediately notify the local or state department of health, all staff members, and all parents and guardians of children in care. Children's confidentiality must be maintained.
- Please note: in the event of an outbreak, any campers who exempted from immunizations will be suspended from the program. R.A.M. Camp does not give credit or refunds due to suspension.