

# Rock Rec Camp Parent Manual



**Mindy Fortin, Youth Supervisor**

**Kendell Black, Recreation Leader**

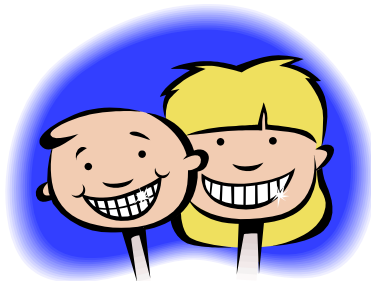
***Castle Rock Community Recreation Center  
Contact Information***

**Rock Rec Camp Director Phone : 303-814-7454**

**Recreation Center Front Desk: 303-660-1036**

**Fax: 303-660-1011**

**Website: [www.Crgov.com/Recreation](http://www.Crgov.com/Recreation)**



## *WELCOME TO **Rock Rec** CAMP!*

Dear Parents,

Rock Rec Camp provides each participant with a safe, comfortable environment and a variety of high quality recreational experiences. Our goal is to contribute to the education and growth of each child and build personal and social skills through teamwork and group interaction. At Rock Rec Camp, we try to provide all parents and participants with the highest degree of customer services. We are here to provide a positive experience for the children and parents in our program. The staff is always open to questions, concerns and suggestions.

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 Rock Rec Camp policies and procedures may result in discontinued service. Thank you for your cooperation.

We are excited for the opportunity to work with your family!

### **Eligibility for Participation**

Rock Rec Camp is for children finished with Kindergarten through sixth grade.

#### *Children with Special Needs*

Rock Rec Camp does not discriminate on the basis of race, color, national origin, sex, or disability. Rock Rec Camp is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please contact the Youth Supervisor at 303-814-7454.

#### *Hours of Operation*

Rock Rec Camp hours are from 8:30 am to 4:00 pm. We do not offer a half-day program for kindergartners.

### **Holiday Closures**

We are closed during the week of July 4<sup>th</sup>

#### *Inclement Weather Procedures*

When Douglas County schools close due to inclement weather or if school buses do not operate, Rock Rec Camp reserves the right to cancel. Credits will only be issued for full day closures. No credits will be issued for midday closures. Rock Rec Camp may change or cancel scheduled activities in the event of extremely hot or snowy weather to protect the children from exposure to extreme weather. In the event of hot weather, we will limit sun exposure and do inside activities. Children will be reminded to sunscreen and drink plenty of water throughout the day. For cold unseasonably cold weather, we will keep children inside for programs. Rock Rec Camp reserves the right to close at our discretion. Please call the program phone for any closures.

## **Admission and Enrollment of Children**

All participants in Rock Rec Camp must complete and return an enrollment packet before they are allowed to register in our program. Once the completed Enrollment packet has been reviewed by a staff member, parents can register for their particular camp online or at the front desk. All registration is done on a first come, first serve basis. Rock Rec Camp reserves the right to limit registration for special events. All registrants must show a valid Resident I.D. card to receive the resident discount.

Payment is required at the time of registration. Methods of payment can be cash, check, money orders, MasterCard and Visa. Please make all checks payable to CRCRC.

Fee Schedule:

Winter Rock Rec Camp

Tuesday- Friday

\$144 a week per child

Spring Rock Rec Camp

Monday – Friday

\$180 a week per child.

Summer Rock Rec Camp

Monday- Friday

\$180 a week per child.

### **Credit Policy**

If you have registered your child for Rock Rec Camp and your child will not be attending, please contact the program phone at 303-814-7454. **NO credits 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 or money order. Registration will not be accepted until all debts are paid in full.

## **Identifying Where Children Are at All Times**

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 in the classroom, a sign will be posted as to where the children and staff can be found. Parents can always call the program phone number at 303-814-7454, or call the Front Desk at 303.660.1036 for the exact itinerary of the day. Daily itineraries are available upon request and are posted daily in the classroom. Attendance will be taken every hour throughout the day.

## **Precautionary steps to ensure participant safety**

The Rock Rec Camp takes every precaution to make sure that your child is safe. A head count is taken approximately every 30-60 minutes. In the case of a lost child, accident, or injury, parents will be notified promptly. All staff members are trained in the emergency procedures to be followed.

### *Discipline*

At Rock Rec Camp participants are expected to follow the Rock Rec Camp Code of Conduct. We believe that this will help ensure a safe and fun environment for all children. Our goal is to provide quality programming for all participants. When discipline problems arise, a staff member will contact the parent/guardian. In the event a child violates the Code of Conduct, the following discipline policies have been established.

- A system of verbal warning and time out will be used. Each minute of time out will be in accordance with the child's age (to a 10 minute maximum). A Kids Club Camp staff member will discuss with the child the reason for the time out.
- In serious situations, a written conduct report will be issued and discussed with the parent. Three written conduct reports during the summer will result in the following steps:
  - The child will be placed on probation and during this time the child may continue to attend the program.
  - A conference with the parent, child and a Rock Rec Camp staff member will be scheduled and a plan of action including a behavior agreement and goals will be established.
- If any unacceptable behavior occurs and the child receives a fourth written conduct report the child may be suspended from the program.

Rock Rec Camp reserves the right to implement the immediate suspension or dismissal of any child. Parents will be contacted to pick up the child in that event.

### **Activities**

Children are expected to participate in all activities, including gym, swimming and arts and crafts. If a child cannot participate, parents must notify a staff member.

### **Campers Who Become Ill / Accidents / 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 get injured during the Rock Rec Camp program the parents/guardians will be notified. Ill children will be separated from the other children and will be offered a blanket and cot to rest. 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 pickup 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 the camp. The child will then be excluded from the center 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.

### **Emergency Procedures**

All Rock Rec Camp staff members are trained in the established safety procedures. Drills are held once per month 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.
- Notification of the Youth Supervisor must be immediate.
- The Youth Supervisor will notify police.
- Local authorities will begin work immediately.
- Emergency transportation will be provided.
- Children's parents/guardians must be notified promptly

### *Transportation Guidelines*

Buses/vans depart only from designated locations. Please be prompt when dropping off your child. All children will follow the van/bus rules and staff instructions. At no time will a Rock Rec Camp staff member transport children in a personal vehicle. Prior to transporting any child, a parent/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. The 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 are available in the Studio classroom and at the front desk. In the event that no water is present, RRC staff will use hand sanitizer to wash hands before eating lunch and after using the restroom.

**Safety When Riding in a Vehicle / Vehicle Supervision** When on a field trip, all campers and drivers will use a seat belt. Behavior in a van or the bus will be such as to not distract the driver. A cell phone will be available for emergencies.

### **Television, Video & Movie Viewing**

TV, video, and music viewing is permitted occasionally during the program. Authorization from the parents is in the child's enrollment packet and must be signed by the parents before viewing is allowed. If we are scheduled to attend a movie, consent to view the movie scheduled will be assumed unless we are notified otherwise. Staff will monitor the viewing directly and, if at any time it becomes inappropriate, viewing of the program will stop.

### *Signing your child 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 from the camp staff.

If a child is brought to the program after we have departed for an excursion, the parent will have two options: (1) The parent may drive the child to the excursion location, or (2) The child will be unable to participate that day.

Children will only be released to those on the authorized pick up list. Person's unknown to Rock Rec Camp staff will be asked to show I.D. Authorized persons must be at least 18 years old. No Rock Rec Camp staff members may be listed as an authorized person. 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), and your signature. Verbal consent will be accepted only in emergency situations. Your child will not be released at any time to participate in a Recreation Center 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. If a child has not been signed out a Rock Rec Camp staff member will contact the parent to verify that the child has been picked up from the program.

### **Late Pick-up / Failure to Pick-up**

Please contact the program if you are going to be late. Beginning at 4:01pm, a late fee of \$5 will be assessed for every 15 minutes a child is 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 Rock Rec Camp until the balance is paid in full. If there is no communication between the staff and the parents or authorized contacts, the police will be notified at 4:30pm and the child will be placed in their custody. The Studio Room 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 a Rock Rec 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 with a Medication Administration class can dispense medication.

### **Money**

You may send extra money with your child to use at the vending machines and on excursion days for gift shops. Staff will not be responsible for carrying, holding or distributing money.

### **Belongings**

All children's belongings should be labeled with their name. Although Rock Rec 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. Rock Rec 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. Rock Rec Camp is not responsible for lost, stolen, or damaged items, including money. Please dress children according to the weather and planned

activities. Please send your child with a backpack, lunch, two snacks, tennis shoes, water bottle and sunscreen each day.

#### *Sunscreen*

Please apply sunscreen to your child daily before attending Rock Rec Camp. In the event that your child is not wearing sunscreen, day camp staff will be regularly announcing to the campers to apply sunscreen. Please send a bottle of sunscreen labeled with your child's name. Rock Rec Camp staff may only apply sunscreen with written consent. Please complete the consent form in your child's enrollment packet. Sunscreen with repellent is not allowed.

#### *Lunches and Snacks*

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 to all campers and staff. The 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 not met, or the child's lunch has been forgotten, the staff will contact the parent/guardian to bring in a lunch. No microwavable items are allowed at camp. If you need to keep your items cold, please supply a cold pack in your lunch box. We will not keep lunches refrigerated.

#### *Dress Code*

Please dress children appropriately according to weather, planned activities and in comfortable clothing. Arts and crafts are messy so that the children can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. Also consider the needs of your child for the use of the restroom and pack extra clothing if necessary. Proper swimsuit with extra sun protected clothing is also recommended on swim days. Heely's are not proper gym shoes.

### **Phone Calls/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.

#### *Visitors*

Visitors are always welcome at Rock Rec Camp, however we ask that all visitors check in with a Rock Rec Camp staff member. All visitors must sign-in out on our visitor sheet when they arrive and state the purpose of their visit. Parents may visit the camp anytime. Persons unknown to staff will be required to show identification.

#### *Reporting Child Abuse*

As a child care facility, each Rock Rec 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. Should you suspect child abuse at our 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 our 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 should seek assistance from the County Department of Human Services. The telephone number for the Douglas County office is 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. In the event of an outbreak, those exempted from immunizations will be excluded from the program.

### **Booster Seats**

According to Colorado State Law, children under **80 lbs. who are less than 8 years old must continue to ride in a child restraint unless they are 4' 9" tall**. All booster seats will be forward facing and must be held with a shoulder belt. Rock Rec Camp will not provide booster seats for children who are required to sit in one during excursions. All parents will need to provide a booster seat, labeled with your child's name. **ATTENDANCE WILL NOT BE ALLOWED IF YOUR CHILD FORGETS THEIR BOOSTER SEAT. NO REFUNDS WILL BE GIVEN.**

### **Tax Information**

Rock Rec Camp will provide year-end summary statements. Our Tax ID number is 84-6000640. Our address is 2301 N. Woodlands Blvd, Castle Rock, Co 80104.

## **ROCK REC CAMP** **DAILY NECESSITIES & PARENT TIPS**

The following guidelines, in conjunction with our Policies and Procedures, are established to address some questions you may have about our program. Please share the information with your child to help us make our environment a safer and more enjoyable one. If you have any further questions or concerns, please contact us at: 303-733-4483.

### **\* Snacks, Lunch, Water Bottles:**

Please provide your child with two snacks each day. They may bring money to buy their afternoon snack from the vending machines. We have snack time at 9:00 a.m. and 3:00 p.m. A lunch (no microwave items) and a drink is needed every day - unless otherwise specified on the calendar. We usually eat lunch between 11:30 a.m. and 12:30 p.m. If your child forgets to bring a lunch, you will be notified to bring a lunch. It is important that your child visually confirms that he or she has their lunch with them each morning when a Rock Rec Camp staff member checks them in. A water bottle, labeled with your child's name, is also recommended each day.

### **\*Proper Clothing and Sunscreen:**

#### **Everyday:**

Tennis shoes, Sunscreen - labeled with your child's name (sunburn is possible all year)

**Swim Days:** Swimsuit, towel

**\*\*\*All extra items should be kept/carried in your child's 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 instructions.

### **\*Money:**

You may send extra spending money with your child to use at the Recreation Center drink and snack machines and on excursion days for gift shops, snacks etc. 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 is to pick-up your child, we need a written note from you. Proper ID will be required upon pick-up. No person under 18 yrs. of age will be permitted to pick up a Rock Rec Camp participant.

### **\*Signing In and Out:**

You must walk in and sign your child in and out every day.

### **\*Cancellations & Changes:**

Please notify Rock Rec Camp at 303-733-4483 if your child will not be attending on the registered day. No credits will be given for missed days.

# **ROCK REC CAMP RULES**

## **VANS:**

1. Seatbelts, Seatbelts, Seatbelts!
2. Face forward at all times.
3. Inside voices, be considerate of the driver.
4. Food and drink are not permitted in the van.
5. All trash should be disposed of properly.

## **RECREATION CENTER:**

1. Inside voices.
2. Walk at all times.
3. Keep your hands to yourself.
4. Let staff know where you are going and tell the same leader when you return.
5. It is a privilege to be in the recreation center so please have respect for all areas of the building.

## **EXCURSIONS:**

1. Keep your hands to yourself.
2. Stay with the group at all times.
3. Be respectful to the places that we are visiting. Please and thank you's are nice to say.
4. Know where staff is at all times. If assigned a buddy, stay close to your buddy until excursion is completed.
5. Have FUN!!!

## **ROCK REC CAMP POLICIES AND PROCEDURES REGARDING COMMUNICABLE DISEASES**

- ✓ When children show signs of severe of 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.