



## **Gilpin County Youth Camps Handbook 2024-2025 Licensed Childcare Statement of Policies and Procedures**

Welcome to Gilpin County Parks & Recreation (GCPR) 2024-2025 Childcare program! We are a licensed, school-age childcare, and it is our pleasure to offer a compassionate, educational, recreational, and fun-filled program to you and your family.

Our program offers many opportunities for campers to try new things, learn, and grow. We strive to promote healthy development through experiential, adventurous learning.

To help us best serve your camper, please read the following information on program policies and procedures. Please sign and return the agreement to these policies at the end of your child's registration form. A copy will be kept in your child's file, as required by state law.

We work closely with the local health department and state Department of Early Childhood to keep our policies and procedures up-to-date based on current guidelines. Once your child is registered, you will be added to our email list and kept up to date with any changes.

If you have any questions, comments or suggestions please feel free to contact Aspen Cowles, Jacob Rippy, or Gabrielle Chisholm.

We look forward to playing, learning and growing with you and your family!

### **Aspen Cowles**

Child Care Director, Child Programs Coordinator

[acowles@gilpincounty.org](mailto:acowles@gilpincounty.org)

### **Jacob Rippy**

Youth Programs Supervisor

[jrippy@gilpincounty.org](mailto:jrippy@gilpincounty.org)

### **Gabrielle Chisholm**

Parks & Recreation Director

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## PROGRAM LOCATION, CONTACT INFORMATION, & MISSION

### Gilpin County Youth Camps Location:

Gilpin County Community Center

250 Norton Drive

Black Hawk, CO 80422

Phone (303) 582-1453

Camp Director: Aspen Cowles | [acowles@gilpincounty.org](mailto:acowles@gilpincounty.org) | 303.515.4343

Youth Programs Supervisor: Jacob Rippey | [jrippy@gilpincounty.org](mailto:jrippy@gilpincounty.org) | 720.677.9770

License #: **1518618** (Colorado Department of Human Services)

Ages Accepted: 5 – 15 years old (recommended ages 5-11 y/o). 4 year-olds may attend *summer camp* if they will be 5 by October 15<sup>th</sup>.

Gilpin County Youth Camps' mission is to promote healthy development through experiential, adventurous learning, and provide compassionate, accessible, fun, educational, and affordable child care to our community.

## GENERAL CAMP SCHEDULE

**2024-2025 Dates:** Monday – Friday, August 19th, 2024 - August 15th, 2025

**School Year Hours:** Monday – Thursday 4:00 to 6:00PM | Fridays 7:30 AM – 6:00 PM

**Summer/Break Hours:** Monday – Friday 7:30 AM to 6:00 PM

**No Camp:** Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Week of July 4th

**Daily Activities:** We play hard! Campers will swim 2-3 days a week and spend a lot of time outside. Daily activities include science, art, group games, outdoor recreation, sports, social-emotional learning, and much more! A detailed schedule will be emailed to parents each week/month and posted in the Youth Camp room.

## WHAT TO BRING TO CAMP

Please bring the following each day of camp. If additional items are needed (i.e. for a field trip), you will be notified.

**Please label all campers' belongings with first and last name.**

### Every Day:

- A reusable water bottle
- Outside shoes and clothes (all year!)
- A fun and positive attitude!

### Full Days:

- A nutritious lunch and two snacks

### Swim Days:

- Swimsuit and towel (+ any other optional pool items)

**Here is a list of things to leave at home:**

- Cell phones, portable game devices, other electronics and valuables
  - These items may be brought **ONLY** if there is permission to do so for a themed day or party at camp. Camp staff or the Youth Programs Supervisor will notify you on days this is allowed.
- Money
- Personal items (if helpful, it is okay to bring one security item - blanket, stuffy, etc.)

**GCPR is not responsible for any lost, broken or stolen personal items or money**

## REGISTRATION & PROGRAM FEES

Families have the flexibility to enroll for as many or as few days or weeks they need throughout our program.

A first come first served system is used to fill all available program spots. Enrollment for each month will be open by the first week of the previous month. The [registration packet is online](#) or at the Community Center. Early registration is encouraged to be able to enroll in the days of camp you want.

### Campers/Students

School-Age Childcare will enroll children in kindergarten to 6th grade. Children must be at least 5 years old to attend, except for 4-year-olds in the summer who will be 5 by October 15th. As much as possible, children will be put into groups based on grade, K-2nd and 3rd-6th. Youth staff will make every effort to provide reasonable accommodations necessary to ensure that the program is accessible and available to all campers, regardless of their abilities. Youth Camp employees will be sensitive to the needs and requirements of children with disabilities and special needs, and will ask if assistance is needed. If your child has any special needs, please notify staff so that we can properly accommodate your child. All children will be assessed on a case-by-case basis.

### Program Waitlist & Openings

- Daily openings are determined based on space availability. If your family is wait-listed for all or some requested program dates, your family will be contacted if/when openings occur.
- Drop-in care *may be* available on a day of camp for which your child is not pre-enrolled. Please call the front desk (303-582-1453) to see if space is available. Full payment is required at the time of drop-in enrollment. Drop-in care is not always available.
- Childcare for any day may be canceled if not enough children are enrolled. We will attempt to notify parents of children that are enrolled for that day by the Friday prior to care. Please make sure we have updated and multiple means of contact.
- Number of campers enrolled in camp per day – minimum: 5, maximum 50

### 2024-2025 Youth Camp Program Fees

**Annual registration fee of \$25/child – please submit registration packet and fee at the front desk.**

Enrollment Fees	Afterschool	Full Days	Field Trip Days (summer)	Summer Camp Full Week (\$25 Discount)
Resident	\$8	\$45	\$55	\$210
Non-Resident	\$10	\$54	\$64	\$255

*Payment is due at time of enrollment, or you can sign up for an automatic payment plan (separate form)  
Fee schedules are assessed at the beginning of each calendar year, and may change after the release of this document – fee changes will be communicated to all registered families.*

**To enroll, all families must provide the following for each camper:**

- ✓ **Registration Form** (Child information, Emergency contact(s), photo of child, waiver and release, relevant medical information, special permissions, Gilpin County youth camps handbook agreement, and payment policy agreement)
- ✓ **Annual Registration Fee** of \$25/child

✓ **Immunization Records**

*The State requires us to have a copy of each child's immunization records, or an immunization exemption form. Forms can be found at this website:*

*<https://www.colorado.gov/pacific/cdphe/immunization-forms>*

*Children who are not up to date on immunizations, and not exempt, cannot be enrolled in our program without a written plan for getting immunized.*

✓ **Medication forms** (if applicable)

## CANCELLATION POLICY

### ***Please read carefully!***

When we reserve your space for camp, we often turn other families away and are unable to fill that space later. Therefore, **cancellations or changes during the school year must be made on or before 5pm, seven days prior to the enrolled days you wish to cancel. For summer camp, cancellations or changes must be made by 5pm on the 25<sup>th</sup> of the month prior to enrolled days.**

Deadline	Cancellations
On or before 5pm, 7 days prior to care (school year), OR the 25 <sup>th</sup> of the month prior to care (summer)	Full refund. Cancellation must be made for exact schedule chosen. Cancellations must be made in writing/email. We can accept switches for other days or weeks, if space is available.
Less than seven days prior (school year), OR after the 25 <sup>th</sup> of the month prior to care (summer)	No refunds or changes available. Full payment due for all registered days. We cannot provide credit for appointments, other plans, etc. This policy allows us to schedule staff and plan activities farther in advance, improving the overall safety and quality of our program. Exceptions <i>may</i> be made for illness or family emergencies on a case-by-case basis.

## PROGRAM PAYMENT

- Once registered, to enroll for days of care, visit our website here:  
<https://anc.apm.activecommunities.com/gilpinparksandrec/home>
- **If you have visited the Community Center before, you may not need to create a new account.** Go to the sign in page, click "forgot my password", and enter the email address you listed on your Community Center registration form to reset your password and access your account.
- **If you have not registered at the Community Center,** you can create a free account and register yourself and children.
- Once you are signed in, select the session/month of camp you would like to enroll in, select the participant/child to enroll, select the days you would like each child to attend, and then checkout. You may use a Community Center computer for this, if needed.
- Alternatively, you may enroll and submit payment directly at the front desk of the Community Center.
- **Payment is due at time of enrollment,** unless you have set up an automatic payment plan.
- For each full week of summer camp (consecutive Monday-Friday) you enroll in, there is a \$25 discount.
- We recommend enrolling as far in advance as you are able - we reach capacity most days.
- **There are no refunds or credits permitted with less than seven days' notice during the school year, or after the 25th of the month prior to enrollment dates in the summer.**
- We may consider refunds due to illness or family emergencies on a case-by-case basis.

- We accept cash, check or credit cards. Returned checks will incur a fee of \$25.
- We accept payment through the **Colorado Child Care Assistance Program (CCCAP)**. For CCCAP questions, contact Gilpin County Human Services: 303-582-5444. CCCAP payments are the responsibility of the beneficiary. If attendance is not properly recorded, allowed absences are exceeded, schedule changes are not promptly communicated, or other circumstances result in an unpaid balance, the CCCAP parent is responsible to pay for any remaining balance for childcare. Parent fees (the portion of care that CCCAP parents are responsible to pay themselves) are due by the 1st of each month to ensure continuation of benefits.

#### **Late Pick-up Policy:**

Our program ends at 6:00 p.m. Parents whose students remain past 6:05 p.m. will be charged overtime fees: \$5 initially, and an additional \$5 for every 15 minutes past 6:00 p.m. Participants may be withdrawn after three overtime charges occur. Please contact the front desk (303-582-1453) as soon as possible if you are going to be late.

#### **IRS Statements**

GCPR can provide a camp receipt for tax purposes, or you can retrieve a copy from your account page on our enrollment website any time. We also suggest that you keep a record of your payments as an accurate account of your camper care expenses. The Gilpin County Taxpayer Identification number is 84-6000768.

### **PROGRAM EXPECTATIONS**

Our goal is to create a safe, respectful and positive community where campers can thrive. Please review these expectations with your campers.

#### **Parents may expect that:**

- Their campers are cared for in a safe, supportive environment.
- Campers will be directly and actively supervised at all times.
- Campers are encouraged to share ideas, feedback and concerns with the Youth Programs Supervisor/Camp Director.
- The program will maintain a culture that promotes mental, social, and emotional well-being.
- They will be contacted to discuss and address any challenging behaviors.
- Their camper will be engaged in a variety of high-quality enrichment activities all day long!

#### **The program expects that parents will:**

- Read all distributed materials.
- Pay fees on time as explained in the Program Payment section.
- Keep the camper's records up-to-date.
- Drop-off and pick-up campers on time.
- Follow the health policy as explained in the Health and Safety section.
- Contact the program if their camper will not be attending on a scheduled day.
- Cooperate in efforts to address challenging behaviors.

#### **Campers may expect:**

- To have a safe, caring, supportive and consistent environment.
- To use all the program equipment, materials, and facilities on an equal basis.
- To receive respectful and fair treatment.
- To have consequences that are constructive and non-punitive.
- To receive nurturing care from staff members who are actively involved with them.
- To have a variety of recreational opportunities for learning, fun and growth.

**The program expects that the campers will:**

- Be responsible for their actions.
- Follow program rules.
- Remain with the group and program staff at all times.
- Take care of materials and equipment used.
- Refrain from using abusive language and other unacceptable behavior.
- Show respect and kindness to other campers and staff through action and words.

## HOW THE PROGRAM WORKS

### Attendance

Upon arrival and periodically during the day, attendance will be taken to confirm campers are present and accounted for both on- and off-site at all times. At minimum, head counts will be performed before and after any location change of each group, or every hour, whichever is more frequent. In the case a camper does become lost, staff will execute our detailed missing child action plan, and notify the parents and local authorities immediately. Any lost camper is reported to the police, department of early childhood, and human services.

When leaving the camp room, staff will make a note on the white board just outside the room of the specific location of the group.

When going off-site, staff will take the sign-in/out sheet with them to track attendance, and post a detailed itinerary at the Community Center.

### Drop-off and Pick-up

Although it is **highly encouraged for kids to attend by 9:00 AM every day** (full days), parents may drop-off or pick-up their camper(s) at any time throughout the day between 7:30 AM and 6:00 PM, except on field trip days. All campers *must* be present by **9:00 AM** on field trip days to ensure timely departure.

**If parents will be dropping off after 9:00 AM or picking up earlier than 4:30 PM on a camp day other than field trip day, parents must inform camp staff and/or the Youth Programs Supervisor. This is so we are able to let you know where the camp will be located (e.g. pool, gym, park, trail, etc.).**

GCPR and the state requires that each camper be signed in and out each day by a parent or other person with written authorization. GCPR accepts responsibility as the camper's care provider upon the parent's signature on the daily sign in/out sheet, and delivery of the child to camp staff. Children are not permitted to be left unattended, or to sign themselves into or out of the program without written permission from parents and camp staff.

For **after-school care**, staff will sign children in to the program at the school (after dismissal) if they have been enrolled by a parent, and their teacher has been notified. If there is a discrepancy between information the teacher has received and the child care roster, parents will be called to verify where the child should go. If we are unable to reach parents for clarification, it is our policy to take children to the Community Center if there is any reason to think that may be where they should go. After being signed in to the program, children will ride the school bus with program staff to the Community Center.

Although we share our after-school rosters with the school, it is ultimately the parents' responsibility to ensure that the school/teachers are informed about where their children should go after school each day.

If a camper is walking in by himself/herself, a **Self-Sign-In form must be completed** and the camper

must be responsible for signing himself/herself in to the program. **This option is only available for 3<sup>rd</sup> – 6<sup>th</sup> grade campers.** Younger siblings of 3<sup>rd</sup> – 6<sup>th</sup> graders with this form are allowed to walk to camp with his/her sibling, **but the older sibling must sign in the younger child.** Parents may not leave a camper at a GCPR program site unless staff is there to supervise the camper.

**Parents, or another authorized adult, are required to sign out their camper(s) every day of camp. Campers 10 and over may sign themselves out with written permission from parents and camp staff. However, children must be at least 12 years old to be at the Community Center without adult supervision.**

Any camper will be refused entrance if payment and forms for the program are not up to date.

### **Authorized Release of Campers**

Campers will be allowed to leave with persons other than the parent only if permission has been given on the Emergency Consent and Release form, in writing, or by phone call from the parents, in case of an emergency (we will call you back on a number you provided on the registration form to confirm your identity). When an unauthorized individual seeks the release of a camper, the Child Programs Coordinator will be contacted along with any parent or guardian to ensure the camper's safety. If your camper attends extracurricular activities or has any other kind of arrival/departure time changes please contact the Child Programs Coordinator to make arrangements. Camp staff may be able to assist with delivering children to other P&R activities, but the details must be agreed upon and documented.

### **Visitors**

All visitors must sign in and provide identification when visiting the program. GCPR Youth Programs welcome visitors on a case-by-case basis. Prior notice is not required but is appreciated to ensure safety and our availability.

### **Program Closing Time**

- Our program ends at 6:00 PM. Parents whose students remain past 6:05 PM will be charged overtime fees: \$5 initially, and an additional \$5 for every 15 minutes past 6:00 PM. Participants may be withdrawn after three overtime charges occur. Please contact the front desk as soon as possible if you are going to be late, 303-582-1453.
- If parental/guardian contact is not received 5 minutes after closing time, staff are required to call parents (if possible) and exhaust all emergency phone contacts to ensure camper's safe pick-up. If no contact is made within 30 minutes, staff will alert the Youth Programs Supervisor, then Parks & Recreation Director, and then Gilpin County Sheriff's Office to assist.

### **Meals and Snacks**

Campers are required to bring two snacks and a lunch to camp on full days. We encourage those snacks and lunch to be healthy and nutritious. Please pack a healthy, low-sugar, and balanced meal. For afterschool days, healthy snacks will be provided.

Lunches will not be refrigerated; therefore, we ask that you send lunches with an appropriate ice pack and/or temperature-controlled container. **Please mark all lunch boxes/containers with the camper's first and last name.**

During camp, campers will take part in occasional food parties and cooking projects. **Please include**

**any food allergies** or other dietary restrictions in your child's registration packet prior to your camper attending camp.

### **Swimming**

Our program utilizes the Community Center pools on a regular basis, typically 2-3 times per week. We recognize that swimming can be a particularly hazardous activity, and have therefore taken the following precautions:

- Campers will be supervised by certified lifeguards with a minimum ratio of 1 lifeguard per 25 swimmers.
- Campers will be supervised by camp staff with a minimum ratio of 1 staff to 10 children. Lifeguards do not count towards this ratio.
- Lifeguards and/or camp staff will review swimming rules prior to each swimming activity.
- Children's swimming skills will be tested prior to being allowed to swim in deep water (over the child's mouth).
  - If unable to pass the swim test, they will be required to wear a lifejacket in deep water.
  - Lifejackets will be provided by the program/facility
- The swimming pool will be consistently maintained according to CDPHE's swimming pool regulations (5 CCR 1003-5).

### **Media and Videos**

The use of media will be permitted only with the written approval of each child's parent/guardian, including time limits (included in registration packet). These activities will contain only age-appropriate content. Children will not have individual control over any media/internet use or electronic devices (only staff-chosen content). All children will be provided an alternative activity if/when they lose interest in the media activity, or if parental permission is not obtained.

### **Transportation of Campers**

GCPR Youth Programs utilize transportation for trips away from the Community Center. GCPR will use transportation that is insured by the County, or will contract with a transportation company/school that can provide written proof of insurance that will stay on file at the Community Center.

An Emergency Consent and Release form shall be read and signed by parents or guardians before a participant is allowed to be transported in vehicles (included in registration packet). The GCPR staff will enforce the following transportation safety policies:

1. Passengers will be required to keep the seat belt properly fastened and adjusted.
2. Any children under 9 years old will be required to sit in a booster seat (excluding school buses). Children 9 years and older will be assessed on a case-by-case basis. GCPR will provide booster seats for program transportation. No children will be permitted to sit in a front seat.
3. Staff will keep conversations and other noise at low volumes, as to not distract the driver during transport.
4. The name of the driver, method, itinerary, and destination will be posted for any field trip.
5. GCPR Youth Camps will always meet state-regulated ratios in the vehicles and at destinations.
6. Children will be loaded and unloaded out of the path of moving vehicles.
7. Children will not be permitted to stand or sit on the floor of a moving vehicle and their entire body will remain inside the vehicle at all times.
8. Children will not be left unattended in the vehicle.
9. Transportation arrangements for school-age children will be by agreement between Gilpin County Youth Camps and the child's parent(s) as to the mode of transportation. Staff will monitor the

arrival of expected parents and follow up on their whereabouts if they are late.

10. A first aid kit will be in each vehicle in which children are transported.
11. Emergency information will be kept in each vehicle in which children are transported.
12. A roster of all passengers will be left with Community Center front desk staff for verification.

### **Field Trips**

Parents will be notified in advance of all field trip destinations, departure times and return times. Please note that all schedules are subject to change!

Parent authorization is required for campers to participate in field trips (included on registration form).

If a camper arrives late after the group has left for an excursion, the parent is responsible for the care of that camper until they can be signed in to camp at the group's current location.

Campers must conduct themselves respectfully during all field trips. Campers that behave inappropriately on a field trip may be suspended from future trips.

Any emergencies that occur on the road or during field trips will be handled in the following manner: move all campers to a safe place, contact 911, contact the Youth Programs Supervisor, and contact the parents.

### **Behavior and Discipline Policy**

Youth Programs staff use the positive techniques of guidance, including logical or natural consequences applied in problem situations, redirection of children to more acceptable behavior, anticipation of and elimination of potential problems and encouragement of appropriate behavior rather than comparison, competition, or criticism. Consistent and clear rules are established. Staff members encourage the children to solve problems rather than imposing a solution. Staff help children to recognize and respect each other's feelings, encourage pro-social behavior such as cooperation, helping, taking turns, and constructive verbal communication to solve problems. The goal is to help children internalize rules and become self-directed in their behavior.

Our program also implements an evidence-based social-emotional curriculum called Positive Action. These 15-20 minute lessons are included in our activities 2-3 times per week throughout the year, and are proven to help kids achieve a positive self-concept, improved mental and physical health, self-management/control/regulation, coping skills, problem-solving and decision-making skills, pro-social attitudes and skills, honesty with self and others, goal-setting, planning for the future, and persistence to reach one's goals. All of these positive actions protect children and youth from internalizing problems (anxiety, depression) and externalizing behaviors (disruptive behavior, violence, substance use), and provide the skills and character necessary for positive development, academic achievement, and success in life.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other campers, abuses the staff, or repeatedly ignores/disobeys the rules which guide behavior during program time. If a camper cannot adjust to the program setting and behave appropriately, then the camper may eventually be discharged from the program.

If your child has an IEP or individual behavior plan with the school, other child cares, or counselors,

please consider sharing that information with our staff so that we can better support your child.

Reasonable efforts will be made to assist campers to adjust to the program setting. Disruptive behavior will be handled in the following manner:

1. A staff member will verbally redirect the camper's behavior.
2. If the disruptive behavior continues or repeats, a staff member will speak with the camper and will decide upon an appropriate natural consequence such as cleaning up a mess made, writing an apology, a brief time-out, staying close to staff leaders, etc.
3. If the behavior continues or repeats, a staff member will work with the child to complete a "Positive Behavior" plan, and inform the child of consequences if the behavior continues.
4. If the behavior continues or repeats, the Youth Programs Supervisor will be notified and will speak with the camper. A Behavior Report will be completed and sent home.
5. If the behavior continues, another behavior report will be completed, parents will be contacted to discuss expectations and collaboratively develop an individualized behavior plan.
  - It may be recommended to include an early childhood mental health consultant in development of the behavior plan, depending on circumstances. The **Early Childhood Mental Health Support Line** is a no-cost, confidential resource for anyone who cares for children under six. The support line can help us to better understand and support the well-being of the young children in our care, including children who may currently be struggling. 833-ECMH411 <https://cdec.colorado.gov/early-childhood-mental-health-consultation>
6. If a camper receives three written Behavior Reports, the camper will be suspended effective the end of the day of the third report. During the first week of the camper's suspension, the parents and camp staff will meet in a conference setting in order to determine the conditions for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the camper is discharged from the program.
7. If the camper is reinstated in the program and receives a fourth behavior-related incident report, the Youth Programs Supervisor may suspend the camper immediately, and notify the parent to pick up the camper. The camper will be discharged from all youth programs effective the next day. Parents will not be responsible for payment for any tuition after the date of discharge.
8. If the severity of a problem is great enough that it could endanger the safety of the camper or other campers in the program or any staff, discharge will be effective immediately. This includes any type of physical abuse inflicted by the camper on staff or other campers, or any other exceptionally dangerous behavior.

### **Withdrawal from Program**

Parents wishing to withdraw their campers from the program must provide a statement in writing at least two weeks prior to discontinuing the service. Tuition will be due for the balance of any outstanding charges.

### **Absences**

If your camper will not be attending the program because of scheduled appointments, vacations, or other planned absences, please notify the staff in advance (see cancellation policy). If your camper is ill, please call the program staff (either at the program site or offices) to notify us. Messages may be left on voicemail. You can also email Aspen Cowles, Camp Director, [acowles@gilpincounty.org](mailto:acowles@gilpincounty.org); or Jacob Rippy, Youth Programs Supervisor, [jrippy@gilpincounty.org](mailto:jrippy@gilpincounty.org).

Absences without prior notification may be mistaken for a missing camper and unnecessary concern and time may be spent searching for the camper. If a camper does not arrive at the program as intended, the staff will contact the parents, if the school cannot confirm their location for afterschool care.

## HEALTH AND SAFETY

**If your camper has a known medical condition (nut allergy, asthma, diabetes, seizure disorder, etc.) please include all relevant information with their registration packet.** Please provide necessary medication and appropriate forms for its use via your healthcare provider.

If a camper has any one of the following conditions, the parent will be notified to pick up the camper immediately: **identifiable symptoms of a contagious disease, fever over 100F, vomiting or diarrhea, or an accident requiring medical attention.** If campers exhibit any of these symptoms, they will be separated from other campers (with supervision) until they can be picked up. Please refer to the Colorado Department of Public Health & Environment's "How sick is too sick" public guidance document for more details: <https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDCIkF/view>  
Absences due to illness will be considered for refunds/credits on a case-by-case basis.

In the event of severe illness or injury, the camper will be taken to one of the local hospitals by an emergency vehicle for treatment, and the parents will be called as soon as possible. Staff will contact 9-1-1, then parents, and first responders will assume the immediate care and responsibility if parents are not on the scene. Medical expenses will be the responsibility of the parent or legal guardian.

Staff are to make every effort to keep a camper from getting into a car with a parent or guardian under the **influence of drugs or alcohol.** They will call the Sheriff's Department to give the camper and parent a ride home. Staff may not, under any circumstances, provide transportation to a parent who appears to be impaired by drugs or alcohol.

The program's license **requires staff to report suspected cases of child abuse and neglect** to local authorities. This includes the reporting of neglect or parents who appear to be impaired by drugs or alcohol.

Smoking is not permitted in the Gilpin County Community Center.

Credits or refunds may not be possible for sick days, depending on the circumstances. Exceptions will also be considered in case of prolonged illnesses with a doctor's letter. All final decisions will be made by the Youth Programs Supervisor or Parks & Recreation Director.

### Accidents

If a camper is involved in an accident while at camp, the staff will respond according to our detailed emergency and first aid training and procedures, and then complete a detailed Accident Report which will be sent home with parents or guardians. A copy of the report will also remain on file at the center.

### Distribution of Medication

When a camper must take a prescription or over-the-counter medicine the parent must provide a completed, signed (by parents and a licensed physician) medication authorization form. Please contact the Youth Programs Supervisor for this form. This form must be completed **annually** or any

time medication orders change.

The medication must be provided in the original container accompanied by the doctor's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one-month supply should remain at the program at any time. All medication will be stored in a locked box accessible only to staff trained in medication administration, except for emergency medication (inhalers, epi-pens, etc.), which will be immediately available to delegated staff supervising the child it belongs to.

### **Sunscreen**

Youth Camp staff will supervise and assist in applying Rocky Mountain Sunscreen to children, as needed. If you do not wish to use the sunscreen provided by camp, you must bring sunscreen with your child's full name on it (waterproof, and all-day formulas are recommended). Please make sure your child is wearing sunscreen when he/she arrives to the camp. Sun hats and/or sunglasses are also recommended. If your child is not authorized to use sunscreen, they must have long sleeves, pants, and a hat to attend.

### **Weather**

Campers will be allowed to play outdoors in temperatures above 25 degrees F (when dressed appropriately), and as hot as 100 degrees F, if all other conditions are safe. The air quality index will be checked regularly, as well. If temperatures exceed those limits or other hazardous conditions exist, campers will be required to play indoors. If we feel weather conditions create health hazards to program participants and staff (e.g. flooding, blizzards, etc.) we reserve the right to close the program for safety precautions.

### **Emergency Procedures**

Camp staff are thoroughly trained for various types of emergencies. In case of an emergency or natural disaster, the safety of the children will always be of highest priority. Youth Camp staff will also make every effort to keep the participant roster and emergency information of all children with them to ensure proper care and the ability to reach emergency contacts, and adhere to the following basic procedures:

#### *Floods*

- Remain calm. Move to a safe location (higher ground) if conditions further deteriorate. Provide any first responder emergency care as it is needed (CPR, First Aid, etc.)
- Call emergency authorities to report the situation and request help, if needed.
- If a county vehicle is safe for transportation, use it cautiously to transport participants to safety. If necessary, wait for emergency medical vehicles for transportation.
- Call Youth Programs Supervisor.
- Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called, if necessary.

#### *Tornadoes/Violent Winds*

- If indoors—find a basement or a room with no windows (i.e. locker rooms, closets, bathrooms, etc.)
- If outdoors—exit vehicle, lay flat on the ground in a ditch.
- Locate the safest place, take attendance, call local authorities/emergency services.
- Call Youth Programs Supervisor.
- Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called if necessary.

### *Fire*

- Direct campers to move quickly and orderly to the nearest, unobstructed exit.
- One staff will check roster and ensure evacuation of all children.
- All participants will walk in an orderly manner to the outside area—one program leader will lead, one will bring up the rear.
- All campers will be accounted for.
- The group will stay in the designated area with the campers until emergency personnel give further instruction.
- Monthly drills will be practiced.

### *Blizzard*

- If blizzard (or any other) conditions exist to the degree that parents cannot pick up their children, the Youth Camp staff will continue to provide services and program operation will continue until conditions make pick-up possible. Additional payment may be requested.

### *Bomb or terrorist threat:*

- Youth Camp staff will take the necessary precautions advised by the Federal Emergency Management Agency (FEMA). Staff will escort children to the safest possible location.

### *Someone appearing on or in the premises with a firearm:*

- Campers will be taken out of danger, following Standard Response Protocol (SRP), designed from FEMA recommendations. 911 will be called as soon as possible, once the children are in a safe location.

## **Family Reunification After an Emergency**

In the case of an emergency where children need to be moved to another location, the following efforts will be made to contact the parents or other authorized person to pick up the child:

- Before leaving, if possible, staff will post a sign on the front door of the Community Center telling the parents where the children are and a phone number for them to make contact. A staff phone number may be listed, as well as a number for the location. Also, the Sheriff's Office will almost always have alternate means of communication: 303-582-5500.
- The Sheriff's Office will be called as soon as possible to let them know where the children are.
- Once the camp has arrived at the alternate location, staff will begin contacting the children's parents, guardians, or emergency contacts.
- When someone comes to pick up a child, staff will verify that they are an authorized person to whom the child may be released by checking their Driver's license or other identification and comparing it to the child's authorized pickup list.
- If a parent or other contact cannot be reached, the child will never be left unattended. Staff will stay at the location until someone can be reached. If it is an extended length of time after the emergency is lifted, the child may be released to the Sheriff's Department or to Human Services. Human Services phone number is: 303-582-5444.

Below is a list of alternate locations where the children may be moved depending on the nature, location, and magnitude of the emergency:

- **Exhibit Barn:** 303-582-9106, 230 Norton Drive, Black Hawk, CO 80422
- **Gilpin RE-1 School:** 303-582-3444, 10595 CO-119, Black Hawk, CO 80422
- **Gilpin Justice Center:** 303-582-1060, 2960 Dory Hill Road, Black Hawk, CO 80422
- **Gilpin Library:** 303-582-5777, 15131 Highway 119, Black Hawk, CO 80422

## **Children with Special Needs**

- If there is an emergency and the children need to be relocated, every effort will be made to keep all medical information, health care plan instructions, equipment, emergency contacts, and medication with the child.
- Children with special physical needs will be moved by a dedicated Youth Camp Staff. If enough staff are not available, another Community Center staff member may assist with moving that child.
- Gilpin Ambulance will be contacted at 303-582-5499 to inform them of the location of a special needs child, as well as to get any additional instructions to sustain their care in the case of an extended evacuation.
- All measures will be taken to contact the child's parents and health care providers to verify that all of the child's needs are taken care of.
- Medication and care logs will be maintained while at the emergency facility.

### **Continuity of Operations Following an Emergency/Disaster**

Following any major incidents/emergencies/disasters, the program may be cancelled until all required reporting and recordkeeping can be processed and/or recovered; and all parties involved and necessary for operating have adequately recovered, at the discretion of program management personnel. Parents will be notified of any operational changes, and when operations will resume as soon as possible.

### **Program Licensing**

The Gilpin County Youth Camps Program is licensed by the State of Colorado, therefore we are held to high safety and programming standards. A copy of the Department of Early Childhood Division of Early Learning, Licensing, and Administration - Rules Regulating School-Age Child Care Centers (2.500) is available for your viewing at all times in the or found online

[https://drive.google.com/file/d/1MNFqAT54c0Q\\_D51VgwKxtQITvHzIB9Vo/view](https://drive.google.com/file/d/1MNFqAT54c0Q_D51VgwKxtQITvHzIB9Vo/view) .

Please contact the Youth Program Supervisor for more information.

### **Reporting Abuse / Neglect**

All staff at the Gilpin County Community Center and Youth Camps are considered "mandatory reporters" by the state, and must, by law, report *any* suspicion of abuse or neglect of any child to the Colorado Department of Human Services. You too have the right to report any suspicion of abuse or neglect of any child, by anyone.

### **Colorado Child Abuse and Neglect Hotline:**

1-844-CO-4-KIDS (1-844-264-5437)

### **Gilpin County Human Services:**

303-582-5444

### **Filing a Complaint**

If a parent has a complaint about an action taken by a staff member, or about an incident observed in a particular program, the parent should first talk directly with the staff member involved. If the parent does not feel comfortable doing this, or feels that the talk was not productive, he/she should then speak to the Gilpin County Youth Camps Director. If a parent still not satisfied, he/she may speak with the Gilpin County Parks & Recreation Director, or the State of Colorado Department of Early Childhood: 1-800-799-5876, or write to: 710 S. Ash St., Denver, CO 80246