

2024 City of Westminster
Summer Camp
Parent Manual



Parent Meetings

Parent Meetings are intended to help new and returning parents by answering questions about camp, introducing staff, and laying out the basics of camp processes. More info can be found on Page 3. You can attend either session:

May 29 or 30

6-7:30

City Park Rec Center

Summer Camp Program Goal

The goal of the Westminster Summer Camp is to provide a safe and fun camp for local children that builds self-confidence and enhances self-esteem.

Program Objectives

- To provide a safe, accepting, inclusive, and caring community for all children with activities that engage their needs and interests.
- To provide a program that offers a variety of activities in order to meet all children's needs and interests and encourages learning new skills.
- To encourage and develop new friendships.
- To help children develop and use their problem-solving skills.
- To provide positive discipline techniques for long-term success when necessary.
- To contribute to the development of physical growth, creativity, self-concept, social awareness and intellectual curiosity in children.
- To provide a space for kids to interact in person, away from screens.

"Children are likely to live up to what you believe of them."

-Lady Bird Johnson

Program Overview

Mandatory Parents Meeting

Parent Meetings are intended to help new and returning parents by answering questions about camp, introducing staff, and laying out the basics of camp processes. These sessions are especially helpful for new parents. You can attend either session, the information is the same so there's no reason to attend both.

If you cannot attend either meeting, that is ok! The information in this manual is similar to the information presented at the meeting and you can reach out to Cindy or Seth with questions. The more you know, the more successful you and your child will be at camp! Parent Meetings are at City Park but information is provided for both Countryside and City Park camps.

City Park - May 29

6-7:30 pm

City Park - May 30

6-7:30 pm

Westminster Summer Camp

The Westminster Summer Camp is a Colorado State Licensed recreation program for children. Activities include arts and crafts, active games, sports, water games, enrichment activities, field trips, and special events.

Site Locations and Age Groups

City Park Recreation Center: 10455 Sheridan Blvd.

Meerkats: (Entering) Grade 1

Monkeys: (Entering) Grades 2-3

Giraffes: (Entering) Grades 4-5

Cheetahs: (Entering) Grades 6-8

Countryside: 10470 Oak St.

Chickadees: (Entering) Grades 1-2

Cranes: (Entering) Grades 3-5

Eagles: (Entering) Grades 6-8

Dates: June 3-August 8 (no camp on July 4 or 5)

Days: Monday-Friday (except for the last week of camp, ends on Thursday)

Camp Time: 6:45am-6:00pm.

Drop Off: Please drop off by 8:00am on field trip days, 8:30am on non-field trip days

Pick Up: Begins at 4:30pm

ePACT Profile:

You will receive an email from ePACT in the Spring prior to camp starting. For more information about ePACT, see page 17. In brief, ePACT is where we store health profiles and emergency contact information. This information is a licensing requirement and profiles are required to attend camp. Even if you have used ePACT previously (with us or another organization), you will still be asked to verify or update any expired information.

All ePACT profiles must be completed by May 8th!

Drop off, Pick Up, Daily Supplies

Drop off Procedure

- Children need to be dropped off at their group’s on-site location. If you have children in more than one group you will need to take each of them to their assigned area. Each group’s pick up and drop off area is listed in the chart below. You can speak with staff at the parents meeting for group specific information.
- Pick up and drop off are recorded on paper forms. Staff can sign your child in, but at checkout parents will have to sign their paper form unless your child is authorized for self-sign out.
- By May, we will post aerial shots of our camp sites with indicators for where to pick up/drop off each group on our website. If you aren’t sure where to do pick up and drop off please reference those photos!
- Please note, the drop off time on field trip days is before 8am and on non-field trip days is before 8:30am.

Pick Up Procedure

Please always be prepared to present a photo I.D. when picking up children. The same camp staff will not always be present at sign out, so don’t assume staff will remember who you are! Parents/Guardians can note on their ePACT profile how their child will be signed in/out and who is allowed to pick up the child. Please keep this information up to date as it will help the process immensely.

- If indicated on ePACT, a parent can authorize a child to sign themselves in/out of the program. Please provide any details about limitations or rules when completing ePACT if selecting this option!
- Children need to be picked up at their group’s on-site location.
- Pick up begins at 4:30pm every day. If we are running late on a field trip you will be notified.
- When you approach your check out area, staff will greet you, check your ID, and radio for your child.
- Children will only be checked out to people listed on their ePACT profile, or with express permission from a parent.
- Always ensure the person picking up has photo ID!

Please do not send your child early to the recreation center or plan on your child staying late! Staff cannot be responsible for your child outside of camp hours.

Program hours are Monday-Friday 6:45 am - 6:00 pm

Group	Drop Off Location	Pick Up Location	Bad Weather Alternate
Meerkats	Drop off and Pick up at the group tables in the City Park Plaza. Please park your car in the main lot and walk through the Rec Center. <i>Do not park in the circle drive!</i>		Please still park in the main lot but you’ll find group tables inside the Rec Center
Monkeys			
Ciraffes			
Cheetahs	Drop off and Pick up from the parking lot just south of the Fitness Center.		Pick up in the Fitness Center
Chicks	Oak St. parking lot, north side	Pick up inside Countryside. Please park in the parking lot, not the circle drive, and enter the main entrance!	All groups will meet inside the main entrance. Please only park in the parking lot, not the circle drive!
Cranes	Oak St. parking lot, south side		
Eagles	Countryside Dr parking lot, south end		

Daily Supplies Every Camper Should Bring:

- Water Bottle and Healthy Snack
 - We provide breakfast and lunch, if your child will not or cannot eat the food we provide, you will need to provide these as well.
 - There is no refrigeration on site. Lunches/snacks need to be in insulated coolers.
- Tennis Shoes please, no flip flops, Crocs, Toms or flats. Sandals, water shoes, crocs, etc, are allowed for certain water field trips, please check your weekly gazette.
- Change of Clothes
- Sun hat, visor, or baseball cap
- Sunscreen (if not using the Summer Camp sunscreen) - details on page 12
- Camp T-Shirts on trip days and all other designated days

Please label all supplies with participant's name and provide a bag or backpack.

What not to bring:

- Personal items, including money, toys, and trading cards. See page 9 for more information
- Weapons of any kind including pocket knives
- Cell phones and handheld video games. We are trying to provide a space for kids to be social and reduce their screen time. See page 8 for more information.
- Shared food. Campers cannot share food, even among siblings, for health and allergy reasons. For more information about the food policies, including food for birthdays or other celebrations, see page 9.

Communication and Security

Camp Phones:

Supervisors for each group have a camp cell phones. If you need to contact the camp regarding absences, late arrivals, early pickups, supplies, or other day-to-day concerns, please contact your group supervisor. For serious health and behavior concerns contact Seth and Cindy directly.

City Park	Countryside
Meerkats: 303-885-2273	Aquilops: 303-885-2277
Monkeys: 303-885-2274	Raptors: 303-885-2278
Giraffes: 303-885-2275	Spinops: 303-885-2280
Cheetahs: 303-885-2276	

Late/Absent:

If your child is going to arrive late or will be absent from the program, please call or text the camp cell phone by 8:00 am to notify the staff. Each camp group has their own cell phone number (above) so please contact the correct group! Please be ready to leave the following information:

1. Child's name
2. Your name and a phone number where you can be reached
3. The dates and or times for absence, late drop off, or early pick up (early pick up cannot be guaranteed)

Staff will contact the parents and/or appropriate emergency numbers at 8:30 am if a child is not present and they have not been informed of the child's tardiness or absence.

Early Dismissal:

Pick up begins at 4:30pm. Please communicate with staff, giving specific information, if your child needs to leave early. This should be done as soon as possible. Early Dismissal procedure will follow the same rules listed on *Page 4 "Pick Up Procedures"*. **We cannot always guarantee early pick up.**

If your child will go immediately from Summer Camp to another activity, please organize with camp staff. Staff cannot help with moving children from one program to another, even at the same facility. Their ePACT profile must indicate that they can sign themselves in/out if they are responsible for leaving the program.

Visitor Policy:

Visitors are allowed to come to our program, but this is for rare occasions, not regular visits. All visitors will have to sign a visitor's log. Visits must be pre-approved by camp staff and will not be allowed at certain events/times of day, such as on field trips. Camp staff can deny visitors access to camp. **Visits can be no longer than 30 minutes.** Reach out to Cindy McDonald or Seth Neal if you have questions about this policy.

As a safety measure, members of the public will not be allowed to intermingle in the camp program, even if they are family members or friends of campers. Participants **will not** be permitted to bring friends to the program or meet them at the camp site.

Camp Procedure for Locating All Children at All Times:

At the beginning of each day, parents/children will sign-in to your age group. Once at the program, children will be in monitored groups. Staff complete regular head counts with every rotation as well as utilizing a "buddy system." Children will do all activities with a buddy, including getting drinks, bathroom breaks, and moving around at field trips. Children will not be alone. Kids check out at the end of the day and staff will follow up on any child not signed out to make sure they have made it home safely.

While Off-Site: Children will be placed in attendance groups and the "buddy system" will be used. Staff members will monitor head counts and a complete attendance will be taken on the bus before departing any location.

Lost Child Procedure:

The following procedure will be used in the rare occasion that a child goes missing from the program:

1. Staff members will search the area.
2. The Camp Leader will notify the Site Supervisor that the child is missing.
3. The Camp Leader will pass off the search to the Site Supervisor and any Directors, while maintaining control of their group.
4. Parents will be notified.
5. If the child is still not accounted for, 911 will be called.
6. Staff will not depart from a field trip site until all children are accounted for.

Late Pick-Up:

It is mandatory that your child be picked up by closing time, at 6:00pm. Staff will follow our Late Pick-Up Procedure detailed below if your child has not been picked up on time. Due to State Licensing guidelines, either the Camp Leader or an assigned staff member will stay with your child until they are picked up by an authorized adult. A late fee will be charged at a rate of \$5 for every 5 minutes.

1. At the end of program, 6:00 pm, staff will call parents of any remaining participants as well as a Program Director and the Recreation Coordinator.
2. Ten minutes after dismissal, staff will call parents a second time or the other listed emergency contacts if parents cannot be reached. The Program Director/Recreation Coordinator will be updated.
3. Thirty minutes after dismissal, staff will try contact all emergency numbers and update the Recreation Coordinator.
4. If no response and reasonable explanation has been received from parents or emergency contacts after 30 minutes the Recreation Coordinator will notify the police.

Special Activities/Movie Days:

Staff will notify parents in their weekly newsletters of any special activities that do not follow everyday planned activities. Camp sites will sometimes have movie days, although these will be limited to as few as possible throughout the summer.

Movies require a Camp Director's approval. Parents will then be notified of the name and rating of the movie. They will be either "G" or "PG". Children will be under constant supervision while participating in special activities and video viewing.

Field Trips:

Parents give the City of Westminster Summer Camp permission to take their child on Field Trips by signing the City Waiver on the ePACT Profile and are agreeing that their child can be transported by bus, van, and walking.

Field Trips are posted online and will be part of the weekly gazettes, which are sent in advance to registered camp families. Staff will notify parents in their weekly newsletters of any scheduled field trips. For the safety of each child, participants attending field trips must leave and return with the Summer Camp. Parents who wish to pick up a child early must make prior arrangements with the Summer Camp Supervisor.

While being transported, children will wear seat belts, when available, at all times. When taking a bus, all rules and regulations for riding buses will be followed. Currently seat belts are not available on all vehicles, such as school buses. Children will be under constant supervision while on Field Trips. Visitors or relatives of children are not allowed to attend trips; only registered participants and trained staff.

Staff will contact the Camp Director/Recreation Coordinator in the event of an emergency while on the road to determine the steps to be taken to ensure the safety of all campers.

T-Shirts:

Children must wear the summer camp shirts on field trip days and other designated days, which will be communicated in advance through the weekly gazette. Our camp shirts help our staff readily identify children while offsite. A \$20 fee will be charged for replacement loaner shirts if a child does not bring his/her shirt. A refund will be given if the loaner t-shirt is washed and returned to summer camp staff. If you would like to purchase an additional shirt please contact Cindy McDonald.

Cell Phones:

We ask that cell phones are not sent with campers for two reasons: 1. We are not responsible for lost/stolen phones, which can be a big expense for families. 2. We are providing a space for children to be social with friends, away from screens; the best way to achieve that is to not have phones at camp at all.

That being said, we understand many parents feel safer if their children have a phone with them. If you want your child to bring their cell phone, please make sure your site supervisor is aware of it. The cell phone needs to be turned off and in the child's bag at all times unless an emergency warrants its use. This policy includes smart watches.

If you need to contact your child, call your group's camp phone (**info on page 6**).

Reunification:

In the rare event that an emergency requires camp to relocate to an offsite location staff will work with parents to arrange for reunification. Each site has multiple relocation options, staff will communicate with parents about where we are located during any individual emergency. At the reunification site parents will need to follow all staff directions regarding where to go and what to do prior to checking out your child. Parents will be required to show ID to pick a child up. Reunification can be a slow process, but the deliberate nature of the process is all to ensure the safety of our campers.

More information about reunification is located on page 12.

Program Policies and Procedures

Procedure Concerning Personal Belongings, Money, and Dress Code:

Participants are asked not to bring any personal property i.e., trading cards, stuffed animals, any hand-held electronics, or money to the program. If a participant does bring personal property it will be his or her responsibility. Staff will notify parents through the newsletter if extra money is needed for any activity. Otherwise, additional money is not encouraged.

Parents need to label all personal belongings brought to the program. Participants should have a bag labeled with their name to store their belongings. Lost items will be placed in Lost and Found, but the Lost and Found is occasionally surrendered to the Rec Center and sent to donation. **Items in the Lost and Found are not the responsibility of camp staff and any items donated will not be replaced.**

Children riding bikes should bring a chain and lock which they are responsible for using. Bikes will not always be in view or attended to. Helmets will be required for children participating in bike/skating/roller hockey activities held at the park sites.

Policy Concerning Meals and Snacks:

Safe drinking water is freely available to children at all times. However, children should bring a labeled, full water bottle to the program every day for their use. Breakfast and lunches will be served daily. These are provided by Westminster Public Schools. If your child is not eating the provided breakfast and lunch, they will need a lunch sent from home. **Supervisors can send a child home who refuses to eat/drink. Staff can also request children be sent with food that meets health standards.**

Food cannot be shared between campers, even siblings, for health and reasons. Children must bring their own snack to the program as this is not provided.

On occasion, participants or staff may want to bring treats/snacks for a party or celebration. These treats/snacks must be prepackaged store-bought items and approved by a camp director.

Potentially Hazardous Foods:

Please be aware of any potentially hazardous foods due to the fact that Camp Sites do not have refrigeration. These foods are defined as any natural or synthetic food or food ingredient that supports the rapid growth of infectious or toxigenic microorganisms or the slower growth of Botulism. A food is potentially hazardous if it is:

- Of an animal source such as meat, milk, fish, shellfish, edible crustacea, poultry, or contains any of these products.
- Of plant origin and has been heat treated.
- Raw seed sprouts.

If you are sending your children with lunches please make sure that are not quickly perishable and don't require a microwave or refrigeration.

Refund/Cancellation Policy:

50% refunds will be given if any change, cancellation, or transfer is given at least two weeks prior to the day of care. If notice of cancellation, change, or transfer is given less than two weeks in advance, no refund or credit will be given. Fees will not be pro-rated or refunded for vacations, sick days, or suspensions and dismissals for behavioral problems. The \$60 registration fee will not be refunded.

Always inform Summer Camp Staff if your child will be on vacation or will miss a day of camp, even if you can't get a refund! It helps us with planning to have an accurate idea of who is going to be in attendance. Even if you aren't removed from the daily attendance list, we will know not to contact you for an absence call if you give us notice of a missed day.

Local Health Orders:

Our camp follows Jefferson County Health Department regulations regarding illness. We are subject to any Public Health order, be it national, state, or local, as well as any State License requirement. Your child can be asked to stay home if they are ill according to a standard timeline, depending on the illness. For the safety of all participants, please report illnesses to camp staff and follow all health-related directions.

Participants Personal Hygiene:

Each child will be instructed to wash their hands with soap and water before meals and after using toilet facilities. All toiletry items, such as combs/hairbrushes must be labeled with the child's name and shall not be shared with other participants.

We ask that every participant bring their own change of clothes daily. Loaner clothes are available in case of an emergency, but it's best if children have their own clothes to change into. Parents must return these loaners the next day after laundering. Staff will also call parents to supply a change of clothing if needed.

Ill Child Policy:

If a child becomes too ill to remain at the program, staff will call to have a parent pick them up immediately. The child will be separated from the group and looked after by staff. If a child is out of camp due to illness, the camper will be required to stay home until camp staff determine, in accordance with health department policy, that it is safe to return.

Communicable Diseases and Illness Policy:

Communicable diseases include, but are not limited to, the following: hepatitis, measles, COVID, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella.

If a child shows signs of severe or communicable illness parents will be called immediately. The child will be separated from the group and given a mat and blanket if wanted.

We ask that parents notify the staff if their child has been diagnosed with a communicable illness. If further action is necessary, the Recreation Coordinator will notify the local Health Department, staff members, and all parents of the participants enrolled at the site. The child's confidentiality will be maintained.

If a child vomits they must remain out of camp for 24 hours.

Participant Exclusion:

Parents can choose to exclude their child from participating in any activity. Please let your child's supervisor know if there are any activities you do not want them to participate in; this can also be marked on their ePACT profile. When possible, an alternate activity will be provided. If we cannot accommodate your child in an alternative activity, we may require that you keep your child at home on that day.

Video and Photography:

Participants in any public facility or program may be photographed or videotaped for use in city publications or promotional materials. Please inform the staff in writing if there are reasons why your child should not be photographed.

Reporting Abuse:

All summer camp staff are trained in Mandatory Reporting as required by law; this means they must report suspected abuse or neglect to Colorado Child Protective Services and potentially the Police Department. After reporting suspected or confirmed abuse, staff will step away from the situation and the next steps will be determined by Colorado Child Protective Services.

Complaints:

Complaints regarding suspected licensing violations must be reported to
Colorado Department of Human Services Division of Child Care
1575 Sherman Street, Denver, CO 80203-1714
303-866-5958

Complaints regarding the program need to be reported to the following:

Recreation Coordinator	Assistant Recreation Coordinator
303-658- 2219	303-658-2200

Emergencies and Severe Weather

Emergency Policy (Including Accidents and Injuries):

In the event of a medical emergency, accident, or injury, the parent will be notified. If needed, 911 will be called and paramedics will determine if transport to a hospital is necessary. A staff member will go to the hospital until a parent arrives. Please know that if 911 is called, a parent, guardian, or emergency contact *must* be available to sign the child out of the program, regardless of outcome.

Parents must complete the section on ePACT which gives the Summer Camp Program permission to secure medical attention and transport if the parent cannot be reached and the condition of the child warrants medical observation.

Inclement Weather/Excessively Hot Weather Policy:

Summer Camp is an indoor and outdoor program. The following procedures will be followed in case of inclement weather to ensure your child's safety:

1. Children will be kept under shelter or inside.
2. If extreme weather persists, a decision will be made to cancel programs.
3. Parents will be called to pick up their child or they will give their permission to have their child released to walk or bike home.
4. In the case of inclement weather check in/out is often moved indoors. Please see the chart on Page 4 for each groups indoor pick up location.
5. If weather is too severe for safe passage, parents will be asked to pick up children at a safe location.

Evacuation Procedures/Reunification:

Each site is required to have a written evacuation plan in case of natural disaster including, but not limited to, floods, tornados, severe weather, and any unsafe person, animal, or situation that occurs in the park or shelter area.

If staff members decide that an evacuation is necessary, the following procedure will be used.

1. Call 911 if deemed necessary.
2. Children will be notified of the need for evacuation by leaders.
3. Staff will move children as a group in an organized manner to a predetermined safe location.
4. As soon as can be safely done, Camp Director and Recreation Coordinator will be notified of evacuation, the location, and status of the group.
5. Camp Director and Recreation Coordinator will determine the next steps such as notifying parents, possible emergency transportation, and discussion of further procedures for responding to the crisis.
6. Camp sites will conduct evacuation/tornado drills once a month.

Medications

Administration and Storage:

Medications that children have to take during camp hours will be held and dispensed by a Medication trained staff member. Medications will be given to children at the appropriate time according to the instructions marked on the container and doctor's orders. Please be aware of the following rules regarding medication:

1. A written record of all medication brought to camp and dispensed is required
2. No medication may be kept with participants. Only staff can hold on to medication
3. All medications and their proper medication administration forms must be completed and submitted prior to your child attending camp if they require medication
4. If bringing medications to camp, parents will have to park and come into camp to intake medication and sign any required forms
5. Parents are responsible for the transportation and refilling of medications as well as ensuring no medications have expired.
6. Medication must be brought to camp in the original container. Prescription medicine containers must show the original pharmacy label with the prescription number, name of medication, date filled, physicians name, child's name, and directions for dosage.
7. Medications will be returned to parents or guardians at the end of camp or when they are no longer prescribed.

A record will be made by a medication administration trained staff member after the medication has been dispensed. The written record of medication administered will include the child's name, date, and time the medication was administered, the name and dosage of the medication, and the name or initials of the staff person who administered it.

****Medications requiring refrigeration cannot be dispensed.****

****The procedure for storing and administering children's medicines and delegation of medication administration will be in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act".****

Sunscreen Program

Sunscreen is a requirement of camp as it is essential to campers' health and safety. Children refusing sunscreen can be sent home. To help with this, our camp provides sunscreen for all summer campers for free! We will be providing Banana Boat SPF 30/50 sunscreen, and we will have the children apply the sunscreen throughout the day. We do recommend that children already have sunscreen applied when they arrive at camp, we won't be applying sunscreen for the first time until around 9:30 each day.

If you do not wish for your child to use this sunscreen, please provide your child with their own sunscreen they may use. This **must** come in a Ziploc bag labeled with the child's name and will be held by camp staff. The camp staff must obtain the parent/guardian's written authorization to apply sunscreen to their children's exposed skin. This authorization is on ePACT. It is also recommended that children bring a sun hat, visor, or baseball cap every day. If you have any questions about our sunscreen program, please contact the Program Director or Recreation Coordinator.

Discipline and Behavior

Use of Individual Behavior Plan:

To ensure your child's success at summer camp, **please provide the camp with any information and/or documentation regarding an existing individual behavior plan** that is being used at your child's school. Consistency and stability will yield the most positive results for your child and for the camp as a whole. Please remember that the camp environment is different from the school environment and not all interventions are feasible; however, providing this information does guarantee a better understanding of your child's needs.

Disciplinary Action Plan:

Minor behavior problems:

- Child will be separated from the group. The camp staff will determine when the child is able to return to the group. Child can be asked to complete think sheets, make apologies, or other appropriate tasks.
- The camp staff will log the incident and what means of discipline were used. Staff will update parents, typically at pickup unless the situation warrants earlier notification.

Major behavior problems or continued inappropriate behavior:

- Child will be separated from the group. The staff and child will reflect upon the behavior and decide on problem-solving strategies. Child could be sent home for the day.
- The staff member will notify parents and discuss their child's behavior and what the next steps will involve. These steps could include a parent/child conference or Behavior Modification Contract (BMC), depending on severity.
- BMCs include positive reinforcement strategies as well as disciplinary steps for breaking the contract. These steps can include short term suspensions and full dismissals from the program. Staff will decide on these steps when creating the BMC. A parent or guardian is required to pick up their child in a timely fashion if they are unable to adhere to the BMC and/or if staff determines the child poses a safety risk. Summer Camp fees will not be refunded in the event of a behavior dismissal or suspension.

Disciplinary Guidelines:

Discipline will be appropriate and constructive or educational in nature such as:

- Diversion-redirect child to an appropriate activity
- Separation of the child from the situation and discussion about the situation. We also employ calm-down areas and safe zones to help with de-escalation when necessary
- Praise for appropriate behavior

We also ensure that:

- Children will not be subjected to physical or emotional harm or humiliation.
- Staff members will not use corporal or other harsh punishment.
- Separation will be brief and appropriate for the child's age and circumstance.
- Children will be within hearing and sight range of a staff member.
- Authority to discipline will not be delegated to other children.

Threat Assessments

If your child makes a threat to use a weapon to harm themselves or another camper, the Program Coordinator will work with law enforcement to have a threat assessment done. Your child will not be able to return to camp until the assessment is complete and your ability to return to camp is dependent upon the result of the threat assessment.

Special Needs

American with Disabilities Act:

Westminster welcomes everyone to participate and enjoy programs and facilities regardless of race, color, religion, gender, national origin, age, or disability. If your child has a disability and you would like to request special accommodations, please contact the Recreation Coordinator at 303-658-2219 at least two weeks prior of the child's start date.

The City of Westminster supports the Americans with Disabilities Act and strives to comply with all aspects of the law to ensure barrier-free participation. This includes extra staffing support, modified games and activities, and strong parent communication. Our goal is to make camp a positive experience for all participants regardless of physical or emotional disabilities.

Disability Buddy System:

In some situations, we encourage a participant with a disability to bring their own buddy for assistance in programs. The disabled person pays the regular price and the buddy is admitted free (a trip fee may be assessed). If the buddy is over 18 years of age, a background check will be required.

Assessing Special Needs:

Our Summer Camp program is required to make an individual assessment about whether we can meet the particular needs of the child without fundamentally changing the program. There may be situations where we are unable to accommodate a special needs child. Upon registration, parents with children with special needs will need to provide an existing individualized healthcare plan for the child that can be reviewed to determine whether the Summer Camp Program can meet the needs of the child.

The individualized healthcare plan shall include the following, as needed, for the child and must be signed by the health care provider:

1. Medication schedule
2. Nutrition and feeding instructions
3. Medical equipment or adaptive devices, including instructions
4. Medical emergency instructions
5. Toileting and personal hygiene instructions

Considerations Before Enrolling a Special Needs Child:

Though our program is state licensed, due to our camp being held mostly outdoors and offsite field trips, please consider the following limitations of our day camp program when enrolling your special needs child:

- Limited hand washing facilities*
- Limited restroom facilities*
- Warm water is not always available*
- Food preparation is not allowed due to health concerns*
- Refrigeration is unavailable*
- Many activities are held outdoors and camp participants are exposed to sun*
- Field Trips are held off-site and can be a difficult transition for many special needs children*

The Recreation Coordinator will determine which campsite will be most appropriate for the child.

*Limitations are due to camps being held mostly outdoors and traveling offsite.

Anti-Bullying

Caring Community

Creating a “caring community” is one of the goals of the City of Westminster summer camp program. In order to achieve our goal, we will be working together to learn more about challenges many young people face such as peer pressure, conflict, and bullying. Staff, camp participants, and parents all play an important role in helping to create a caring camp community, one in which all campers feel valued and safe.

The City of Westminster Summer Camp Program is committed to:

- Creating a “caring community” of students, staff, and parents
- Promoting a positive camp climate
- Teaching skills and strategies to promote empowerment and reduce intolerance.

Bullying is not tolerated in the City of Westminster Summer Camp.

If you believe your child is being bullied:

1. Please notify the appropriate camp supervisor immediately.
2. Make sure your child knows that if he/she is feeling bullied or unsafe he/she should notify any staff member right away.
3. All concerns may be brought to Cindy McDonald at 303-658-2219 or cmcdonal@westminsterco.gov.

If your child is doing the bullying:

1. First Offense: Your child will be subject to disciplinary action including separation from the group and given a "think sheet" to complete. This will encourage camp participants to think through their actions and will encourage them to determine a more appropriate behavior. A staff member will contact you to discuss the incident and review the "think sheet."
2. Second Offense: Your child will be suspended from camp for the remainder of the day and you will be contacted to pick up your child from camp in a timely manner. Depending on the severity of the incident, your child may be suspended for additional days as determined by the Camp Director and Recreation Specialist.
3. Third Offense: Your child will be required to leave the program.

Each situation will be dealt with on an individual basis.

Letter from the Department of Human Services

Dear Parent:

Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone numbers to report child abuse are:

Jefferson County Dept. of Social Services
900 Jefferson County Pkwy, Golden, CO 80401
303-271-4357

Colorado requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families. Strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well planned and operated program. Remember to observe the program regularly, especially regarding children's health and safety, camp equipment, play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult:

Colorado Division of Child Care
1575 Sherman Street, First Floor
Denver, CO 80203
303-866-5958

For any direct program concerns or comments please contact:
City of Westminster
ATTN: Cindy McDonald - Recreation Coordinator Youth/Teen Programs
6051 W 95th Ave
Westminster, CO 80031

Or Call: Cindy McDonald at 303-658-2219

ePACT

In our continuous efforts to provide the best possible care to our campers and staff, the City of Westminster Summer Camp is partnered with ePACT. ePACT is an electronic health record system for camps, and helps us consolidate and integrate camper health information into a centralized and secure location. Their system will give our staff access to camper health information, as well as parent/guardian info.

We can also use ePACT to take attendance, check role, and sometimes to communicate with families. Communication can be done by text, voice message, or email. Accurate information in ePACT is vital to providing quality service, be it improved communication or health information access.

The security, confidentiality, and privacy of your camper's personal health information will always be protected. ePACT follows the highest standards of security and only City of Westminster's camp staff will have access to camper health information. ePACTnetwork.com is secure, encrypted, and all profiles for both staff and participants are password protected.

After registration, you will receive an email from ePACT (you might need to check your spam). If you have used ePACT with us or another organization in the past, you will be asked to log in and update any expired information. If you haven't used ePACT before, you can follow these steps to access your account and build your child's profile:

1. Click the link in the ePACT email, which will open in a window on your internet browser (Google Chrome or Mozilla is recommended)
2. On the next screen, click "Create Account"
3. Follow the instructions, and complete the health history for your camper. You will not be able to submit your profile until all required info is completed, including any required documents.
4. Return to ePACTnetwork.com at any time to make changes/updates to your camper's health information
5. Staff will review profiles and contact families with incomplete or incorrectly completed profiles to ensure everything is ready prior to the start of camp!

Contact the Assistant Program Coordinator, Seth Neal at 303-658-2200 with any ePACT related questions.

We can't wait to see you this summer,
City of Westminster Camp Staff