



Broomfield Recreation Services

Recreation Services
City & County of Broomfield

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www.BroomfieldRecreation.com
303.460.6900 303.464.5500

DIVISION ORGANIZATION



Camp Explorer

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Camp Phones

Quandary & Torreys303-434-5586

Crestone & Extreme.303-901-8680

Program Coordinator:

Dawn Stipe....dstipe@broomfield.org....303-464-5541

Recreation Manager:

Dana Cabot....dcabot@broomfield.org...303-464-5530

Acting Director:Nancy Harrold

nharrold@broomfield.org.....303-460-6903

Broomfield Community Center.....303-464-5501

Paul Derda Recreation Center.....303-460-6901



Mission Statement

Our mission is to provide a variety of fun, high quality, and safe recreational and leisure opportunities. We are committed to enhancing quality of life by promoting good health, well being, and a strong sense of community.

Camp Explorer Purpose Statement

Our mission is to provide participants with safe, fun, exciting, and high quality summer day camp experience. This will be achieved by providing activities that will be intriguing, challenging, and informative and will provide opportunities for children to grow socially, physically and intellectually.

Camp Philosophy

We value the parents, the children in our care, our employees, and the community. We encourage a fun and safe summer through age appropriate activities that aid in the development of social, emotional, intellectual, and physical skills. We believe in providing a safe, and healthy environment focused on the children in our care. We establish positive methods of individual and group guidance that encourage independence and a sense of responsibility.

Program Goals and Objectives

1. Provide a fun and safe environment for all children.
2. Provide a well-rounded and well-organized program that offers various activities for all children.
3. Allow children to explore new activities and ideas to further their growth and learning.
4. Encourage a positive self-concept in each child.
5. Improve interpersonal communication and social relationship skills.
6. Provide opportunities for fellowship among staff and children.
7. Help children develop into happy, healthy, well-adjusted, contributing members of society.
8. Provide an environment and program where children will learn how to find their own entertainment when not at Camp Explorer.

Program Goals & Objectives cont.

9. To teach children acceptance of those different from themselves; so that they might appreciate good qualities in others and minimize their idiosyncrasies, just as they hope others will do for them.

10. To teach that flexibility, sharing, and consideration are essential for happy living.

11. To bring about lasting friendships with both peers and staff.

12. Help to teach self-expression.

13. To foster just plain fun and enjoyment of new experiences and friendships.

14. To build positive assets in our participants.

Ages of Children

Camp Explorer is open to children ages 6 through 12 years. Each child must have completed kindergarten. We will also have an additional camp on-site for kids ages 11-14, and a Jr. Leader option for kids 14-15 years.

Children with Special Needs

Camp Explorer does not discriminate on the basis of race, color, national origin, sex, or disability. Camp Explorer is dedicated to supporting the Americans with Disabilities Act. Camp Explorer will operate with a lower ratio (1 staff to 6 participants) designed especially for children with special needs or for any child who needs extra supervision. The lower ratio does not provide personal care assistance or supervision to any child requiring stronger supervision than 1:6. Camp Explorer reserves the right to place any child in the lower ratio program. Please note, the lower ratio program is entirely inclusive with camp activities. Please call Dawn Stipe at 303-464-5541 or dstipe@broomfield.org to discuss your child's special needs and assure quality accommodations for active participation. We ask that you contact us at time of registration or 3 weeks prior to the program starting, whichever comes first, to set up a meeting to verify specific supervision and medication needs.

Hours and Dates

7 a.m-6 p.m.

Monday-Friday

There are multiple sessions running from May 29-August 10.

Weather & Emergencies

Under most circumstances the summer camp program will operate regardless of weather while field trips are always subject to change.

*Tornadoes

In the event of a tornado at the day camp site, staff will follow the procedures for that specific site. Once in the designated area, attendance shall be taken and every child accounted for.

In the event of a tornado while on a field trip, the staff will maintain control of their group and follow instructions of the staff at that organization. Attendance will be taken and every child accounted for.

* Lightning

In the event of lightning at the day camp site, the participants will be brought in until the storm has passed. Once inside, attendance will be taken and every child accounted for.

In the event of lightning while on a field trip, the staff will maintain control of their group and follow instructions of the staff at that organization. Attendance will be taken and every child accounted for.

*Fires

In the event of a fire at the Day Camp site, the facility will be evacuated through the designated emergency exits. Once outside, attendance shall be taken and every child accounted for.

In the event of a fire while on a field trip, the staff will maintain control of their group and follow instructions of the staff at that organization. Attendance will be taken and every child accounted for.

*Inclement Weather

In case of inclement weather or should the temperature be excessively high, Camp Explorer will remain indoors at Aspen Creek School and provide water to prevent heat exhaustion or heat stroke.

Admission & Registration

Priority registration for parents who wish to register for the full summer and pay in full can register online beginning Jan. 2, 2011 for residents and Jan. 7, 2011 for non-residents. Registration day is January 7, 2011 at The Broomfield Community Center. Priority is given to residents. Please pick up a Fall 2011 Recreation Brochure with registration details at The Broomfield Community Center or The Paul Derda Recreation Center. You may get a Paperwork Packet online at www.broomfieldrecreation.com The packet needs to be returned at the Mandatory Parents Meeting on May 14 at The Broomfield Community Center. Returning parent open house will be from 4-8 p.m. and the New Parent Meeting will be at 6:30 p.m.



REGISTRATION & FEES

Registration Fees

Scheduled payments are assessed a \$30 processing fee per child. Cancellations prior to the sessions are charged a \$50 cancellation fee. There are no refunds after the session has started.

Refund/Credit Policy

1. Full refunds are issued only if the program is cancelled by Recreation Services, or a proven

Refund/Credit Policy cont.

- hardship with the approval of the Director. City policy does not allow cash refunds.
2. There is a \$50.00 charge on any refund or credit initiated by the participant.
3. NO refunds or credits will be permitted after the session has started.
4. There are NO refunds or credits for missed days.

	CAMP EXPLORER	EXTREME EXPLORER/JR. LEADER
PRE-CAMP (MAY 29-JUN 1)	\$135/\$150	\$162/\$177
8 WEEK (JUN 6-JUL 29)	\$1160/\$1300	\$1350/\$1490
1ST WEEK (JUN 4-8)	\$165/\$185	\$192/\$212
2ND WEEK (JUN 11-15)	\$165/\$185	\$192/\$212
3RD WEEK (JUN 18-22)	\$165/\$185	\$192/\$212
4TH WEEK (JUN 25-29)	\$165/\$185	\$192/\$212
5TH WEEK (JUL 2-6)	\$135/\$155	\$162/\$182
6TH WEEK (JUL 9-13)	\$165/\$185	\$192/\$212
7TH WEEK (JUL 16-20)	\$165/\$185	\$192/\$212
8TH WEEK (JUL 23-27)	\$165/\$185	\$192/\$212
EXTENSION CAMP 2 WEEK (JUL 30-AUG 10)	\$370/\$385	\$370/\$385
EXTENSION CAMP 1 WEEK (JUL 30-AUG 3)	\$190/\$210	\$190/\$210
EXTENSION CAMP 1 WEEK (AUG 6-10)	\$190/\$210	\$190/\$210

Forms

Please pick up your Camper Paperwork Packet at registration day or print it on-line at www.broomfieldrecreation.com. All paperwork must be printed one sided & turned in as one packet. The only forms that are not required to be turned in are labeled "Optional Form" at the top of the page. An immunization record on a Colorado Department of Public Health and Environment (letters CDPHE must be on the form) approved form must be turned in with the packet. No line may be left blank on any form. (Please use N/A if necessary) COMPLETED packets will be accepted at The Broomfield Community Center attn: Dawn Stipe. If your paperwork is not verified in person, Dawn will email or call with any concerns the week of May 16 2012. Campers who do not have paperwork turned in by this date will be dis-enrolled from Summer Camp. If any changes in the forms

occur between now and the end of the summer, please notify us immediately. These forms contain emergency information needed for the welfare of your child.

PAPERWORK MUST BE TURNED IN ON OR BEFORE MAY 19, 2012.

Emergency Numbers

Emergency numbers are important. The more names you give us, the easier it will be to reach someone in case of an emergency. This is for the safety of your child, so please make sure we have all the necessary information and forms. Also indicated on the emergency who can pick up your children other than yourselves in case you are in an emergency. If a name and number is not provided, we will put in Broomfield's Health and Human Services number.

Identifying Where Children Are At All Times

Attendance is taken each morning and staff members are assigned a group of kids each day. Numbers are counted at each rotation, before, during and after field trips, at lunch and in many other circumstances.



Schedules of activities will be posted at camp each week and are available online at www.broomfieldrecreation.com. When children are not at Aspen Creek we will have a sign board telling parents where the group has gone and when they will return. A summer camp staff member will always have the cell phone on trips, 303-434-5586.

Discipline Policy

In order to make the summer day camp program a positive experience for all children, we ask that three basic principals are observed; keep yourself safe, keep others safe, keep the materials and equipment safe. Staff uses positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Staff communicate with the children when solving problems. This communication is brief and clear. Physical punishment is never used nor are children subjected to emotional harm or humiliation. Punishment is never associated with food, rest, or toileting. It is the responsibility of the parent to inform the camp director and/or recreation coordinator if their child has any behavioral, mental or physical challenges which may affect his/her day to day activities. When a child does not observe the expected guidelines, the day camp staff will discuss an appropriate plan of action which may include any or all of the following steps and will be documented:

1. Separating the child from the group for an age appropriate amount of time and discuss with the child the behavior before returning to the group.
2. Parents will be notified of any problems.
3. If a child's behavior continues or is a safety concern the recreation coordinator, parents, and the child will sign a behavior contract.
4. Further incidents will result in suspension from camp. Days will be determined by the Recreation Coordinator.
5. Another incident will result in expulsion for the remainder of camp.

If a child's behavior jeopardizes the safety of others, discipline will be taken. A behavior log will be kept by the staff members. Time outs will be given for minor discipline situations. Serious discipline problems will result in a meeting or a phone call to parents or legal guardian. If a child has a continuous behavior problem (3 strikes), it can result in days or field trips restricted or even expulsion from camp. Three serious discipline problems listed in the behavior log with the approval of the Recreation Coordinator will result in expulsion from Camp Explorer.

Handling of Injuries, Illnesses, and Accidents

As a health standard, courtesy to others and for the well-being of your child, no sick children will be allowed at camp. Any child with cold or flu symptoms will not be permitted in Camp Explorer. If your child becomes ill or injured while attending our program, a staff member will notify you. Depending on the severity of the illness or injury, we may request that you pick your child up from our program.

Lost Child Procedures

All children are under direct supervision at all times. Children will be counted on arrival, throughout the day, before and after loading busses, and during lunch. Staff members will be responsible for small groups and are required to constantly know their count. In the event a child should become separated from the group, a search party will be organized immediately. If the child is on a field trip, the organization will be contacted immediately. The rest of the group will be supervised by another staff member. Authorities will be called (911). Leaders will notify the Director or Assistant Director and parents will be notified.

A report will then be filed with the Department of Social Services. If the child is found quickly the parents will again be notified. The Department of Social Services will also be notified. A report describing the incident will be written and filed prior to the close of the day.

Transportation Policy & Safety

Transportation will be provided by District School buses. Please be advised at this time the buses are not equipped with seat belts. All applicable safety rules are given to children every time they board a bus. Staff is dispersed throughout the bus to ensure children are following rules and remain safe on the ride. On occasion, extreme explorers may ride in our Therapeutic Recreation van.

Field Trips

We will be taking many fun field trips this summer. All trips are included in the registration fee. All staff will go on field trips; no staff will remain at Aspen Creek. Our field trips will have a student/staff ratio of 1-10. In the event of an emergency we will always have access to a phone where we can contact the appropriate parties. If we need to seek medical attention we have the emergency cards with us at all times and we will contact authorized persons first. In life threatening situations we will contact 911 first and then the parents. If your child is not attending the field trips, you must make other arrangements for childcare for that day. There will not be staff left at Aspen Creek. For late arrivals, parents can meet up with the group on trips, and must sign their child in. Parents may pick up their child at a field trip, and must sign out their child.

Movies

All movies that are shown at Camp Explorer are G, or PG. In the event that you do not wish for your child to view PG. movies do not sign the consent form in this packet. If this form is not signed your child will not be permitted to see any movie above a G. rating. Our field trips include trips to The AMC Westminster Promenade for their Summer Camp Movie screenings. If you do not want your kid to see the movie AMC is screening do not send them to camp that day.

Swimming

Camp Explorer will be spending a lot of time at the pool this summer. We usually swim one day per week at The Bay. There is no additional cost for swimming days. Please make sure your child/ren is ready to spend a day in the sun. They will need to have a swimsuit, towel, water bottle, and sunscreen. We require all campers to pack a swimshirt. We prefer kids to be in the Camp Explorer specific shirt, however any swimshirt will work. Young kids will be required to wear their shirts during the entire swim day while older kids will be required to wear them after lunch or if their skin is looking pink. Children not tall enough to ride the slides must take a swim test from a lifeguard at the Bay and/or PDRC in order to go into water deeper than their shoulders.

Drop Off and Pick Up Procedures

Camp Explorer requires that each child be signed-in and signed-out every day. If a child is to walk home, parents must give written permission to Camp Explorer staff. If your child/ren walks to and from camp they will need to sign themselves in and out. Please make sure all persons allowed to pick up your child/ren are documented on the forms provided. Your child/ren





will not be allowed to leave if names are not written on our forms. Persons who are not on our authorization list who attempt to pick up children will be asked to leave. If the patron does not leave, The Broomfield Police Department will be called. All persons picking up a child/ren are required to show a picture ID at the time of sign-out. Children may not be dropped off before 7:00 a.m. as there will not be a staff member on duty until this time. In a separation or divorce situation, the child remains our priority. If a parent properly identifies him/herself, we are not allowed to stop that parent from enjoying visitation privileges unless there is a specific court order, restraining order, or legal documentation in the child's file denying such visitation.

Who Can Pick up Children

Only those people listed as authorized persons will be allowed to pick up your child. You may list as many people as you wish and update that list as needed. We will not allow anyone who is not on that list to pick up your child/ren. If someone other than those on the list plan to do so, give us a call. Authorized persons will

be asked to present a picture ID. Please inform them ahead of time, do not put them or us in an unpleasant situation.

Late Drop Off and Pick Ups

Camp Explorer runs from 7:00 am-6:00 p.m. Children must be picked up no later than 6:00 p.m. A late fee of \$5.00 per child per 15 minutes will be collected at the time your child/ren is picked up. Payment needs to be made before your child/ren will be allowed to return to Camp Explorer. Should an emergency arise where you cannot pick up your child, call 303-434-5586 to let us know so arrangements can be made with staff to stay late. No child will be left unattended. If children are not picked up by 6:15 p.m. we will make every attempt to contact parents, or persons authorized to pick up the child. However, if we are unable to contact an authorized person by 6:30 p.m., we will call the Broomfield Police Department.

End Of Day

Before the staff leaves for the day, all rooms will be checked and locked to ensure that all participants have

been picked up. Also, the sign-in sheet will be cross checked with the sign-out sheet. Roll will be taken periodically to ensure the group remains together.

Late Arrivals

On days that the program will be at the school all day, late drop-offs is not a problem. However, on certain field trip days the children usually need to be at the school by 8:45 a.m. Depending on the location of the field trip, there is the possibility of dropping the child off with the group at the field trip site. Please arrange any alternate schedules well in advance with the staff and when they will return.

Medication Policy

Please notify the Recreation Coordinator if during camp your child will need any type of medication, prescription or over the counter, or if they require special medical attention due to allergies. Parents need to meet with the coordinator and camp director in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medications. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours of camp. In the event that a medication does need to be administered during camp time by staff, we must have on file written authorization from the health care provider, parent written authorization, and medication in the original container. Only the medication administration certified staff are authorized to administer medication and only if there is a signed parent/guardian and physician waiver on file. Children who correctly know how to use their epi-pen and inhaler may keep it with them if the proper paperwork is on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked box away from children. All procedures for storing and administering children's medicines and delegation of medical administration are in compliance with Section 12-38-132 C.R.S., of the "Nurses Practice Act."

Personal Belongings

I-pods, CD players, radios, video game systems, etc. and any other items of value not be brought to avoid theft or misplacement of such items. When money for concessions is allowed, we will post it in the activity sheet with a limit on how much a child can bring. Camp Explorer staff is not responsible for anything lost or stolen. Extreme Explorers may listen to personal music players ONLY on Extreme field trip bus rides

and ONLY if staff approves the usage and it is not interfering with the camp atmosphere. The camp staff reserve the right to change this policy if necessary. Cell phones- campers bringing cell phones to camp is strongly discouraged. Any camper using a cell phone without prior approval from a camp staff member will have their phone taken from them and returned when parents pick them up. All personal belongings must be labeled with the child's name on it including sunscreen, lunch bags/boxes, bags, towels, snacks, water bottles, etc.

Sunscreen



Camp Explorer staff will assist campers and remind them to apply sunscreen throughout the day. Parents are asked to apply sunscreen to children before dropping them off at camp and are required to provide each camper with a spray sunscreen and sun stick each day at camp. If children do not have sunscreen with them they will not be allowed to participate in outdoor activities or will be required to stay in the shade. Parents are required to provide written notice if a child has already applied sunscreen and they do not wish to have children re-apply.

Dress Code

Please dress children appropriately according to weather, planned activities and in comfortable clothing. Please have kids pack swim shirts and hats if they are sensitive to the sun. Fancy dress and shoes are not safe for running and playing outside or in the building. Children should not wear skirts if they wish to climb the wall at The Paul Derda Recreation Center. All campers must wear their Camp Explorer shirt on field

trip days. If a child loses their shirt you must buy one for \$5.00 from the camp director on site while supplies last. Kids will receive their shirts on the first field trip day.

Lunches

The City and County will not provide lunches or snacks. All Camp Explorer participants are to bring a lunch and a drink each day. Because a refrigerator is not available, please make a non-perishable lunch. Please also include a water bottle with the participant's name on it. The staff has a right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If this is not met the staff will contact the parent/guardian to bring the child proper lunch. If the staff give your child a lunchable, your account will be assessed a \$5.00 fee.

Snacks

Please send a morning snack and afternoon snack with your child everyday. We do not have any way to microwave food. Refrigeration space is unavailable, so we ask that you plan snacks accordingly. If your child is given a snack because they did not bring one, your account will be assessed a \$2.00 fee.

Visitors

Persons coming to Camp Explorer Program to visit are welcome. We do however, ask them to check in and out with a staff member and sign our visitor's log. When signing in, visitors will be asked to show a picture ID for verification. We realize that this may be an inconvenience but for the safety of all Camp Explorer children we are asking for your cooperation.

Licensing Complaints

We want to hear from you if you have questions or concerns about your child care. We will make every effort to resolve any issue or concerns you have about the program. If you have a complaint regarding licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman St. Denver, CO 80203-1714 (303)866-5958. If you suspect child abuse or neglect, you should seek assistance from the County Department of Human Services.

Reporting of Suspected Child Abuse

Any staff person at Camp Explorer who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social service or local law enforcement agency. The telephone number to report child abuse in your county is:

**Broomfield County Department of Health and
Human Services
(720)872-2200**

Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect. Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well planned and run program. Remember to observe the program regularly, especially with regard



to children's health and safety, equipment, play materials and staff. For additional information, please consult the Colorado Office of Division of Human Services at (303)866-5958.