

# CITY OF BOULDER CAMP PARENT HANDBOOK



**Dear Parents:**

Thank you for choosing the City of Boulder Parks and Recreation Department for your campers!

The purpose of this handbook is to welcome you to the City of Boulder Parks and Recreation Camp Program. In order for us to provide a high quality camp, we ask that you please read through this manual carefully and become acquainted with the policies and procedures that enable us to provide a safe and successful camp. The City's camps are dedicated to providing a safe, active and exciting recreational experience for your child(ren) during their day(s) off.

Communication is the key to any relationship, and as questions or concerns arise we welcome your input. We ask that you contact the director of the camp, who will assist you to the best of their abilities. If you have any questions after reading through this booklet, please feel free to call your camp coordinator (contact information listed on page 4). We are looking forward to a fun-filled and safe camp!

Sincerely,  
The Youth Summer Camp Leadership Team

## City of Boulder Parks and Recreation Camp Coordinators & Contact Information

Camp Coordinators- Camp- Molly Langerak- [Langerakm@bouldercolorado.gov](mailto:Langerakm@bouldercolorado.gov) cell phone 303-413-7441.

Camp/Expand- Chelsea Cerny [CernyC@bouldercolorado.gov](mailto:CernyC@bouldercolorado.gov) cell 303-551-5329

Expand and Camp Supervisor- Lori Goldman- [GoldmanL@bouldercolorado.gov](mailto:GoldmanL@bouldercolorado.gov) cell 303-253-4271

**To communicate a complaint please call the appropriate camp coordinator or...**

### **To File A Complaint with the Division of Early Care and Learning:**

Call 303-866-5958 Monday through Friday between 8 AM and 5 PM.

1. Complaints must be made by a witness or someone that has first-hand knowledge of the abuse.
2. It is Division policy not to accept anonymous complaints except for unlicensed provider complaints. Please be prepared to give your name, telephone number and mailing address to the complaint intake person. This information is required for the following reasons:
  - a. To call you back if the investigator needs more specific information about the complaint,
  - b. To call you back if the investigator received contradictory or unclear information during the complaint investigation, and
  - c. To call you to let you know the results of the investigation.
4. The Division will keep all information about parents and children in care confidential.

### **Allegations of Child Abuse or Neglect:**

1. Call 1-844-CO-4-KIDS (844-264-5437) to report child abuse or neglect
2. Child protective services- 303-441-1000

### **Allegations of Alcohol or Drug Abuse:**

1. Call 303-866-5958
  - a. If the provider is currently under the influence of alcohol or drugs and the provider's ability to care for children is impaired, please follow these steps: Contact the police (be sure to get the name of the contact person you speak to).
  - b. Contact the Division at 303-866-5958. Please be prepared to give the following information: Your name, phone number and mailing address .The Licensee's name, phone number and address. Where the incident occurred. Brief description about the incident/circumstances.

### **Allegations of Unlicensed Care:**

1. Call 303-866-5958

## **Complaints About Division of Early Care and Learning Staff:**

1. Call 303-866-5958; or
2. Write out description of the complaint.
  - a. It is Division policy not to accept anonymous complaints. Please include your name, telephone number and mailing address. This information is required for the following reasons: To call you back if the investigator needs more specific information about the complaint. To call you back if the investigator received contradictory or unclear information during the complaint investigation, and To call you to let you know the results of the investigation.
3. Mail to:

**Colorado Department of Human Services  
Division of Early Care and Learning  
Attention: Complaint Intake  
1575 Sherman Street, 1st Floor  
Denver, CO 80203**

## **Other Important Phone Numbers:**

East Boulder Community Center - (303) 441-4400

North Boulder Recreation Center – (303) 413-7260

South Boulder Recreation Center – (303) 441-3448

Boulder Reservoir – (303) 441-3461

Aquatics Coordinator – (303) 441-3435

Boulder Community Hospital – (303) 440-2273 emergency (303) 440-2037

Poison Control – 1- (800)-222-1222

Family Support Line – (303) 695-7996

Medication Administration Nurse Hotline (303) 739-1125

Health Department – (303) 441-1100

Early Childhood Mental Health- (720)- 662-4630

Early Interventions Colorado- 1- (888)- 777-4041

## About City of Boulder Summer Camps

### **Camp/Ages:**

Kidz Kamp East- Ages 5-11 Years old

Goats and Gardens camp- Ages 5-11 Years old

Rez Camp- Ages 7-14 Years old

### **Hours of Operation, Location and Price:**

Kidz Kamp East- 8:30am-3:30pm. Extended Care 3:30-5:30. East Boulder Community Center \$640 Resident \$710. Camp non-refundable deposit \$100. Non-Resident. Registration is in two weeks sessions. June 6-August 12<sup>th</sup>. No Camp July 4<sup>th</sup>

Goats and Gardens camp- 8:30am-3:30pm- North Boulder Recreation Center- \$350-\$385. June 6-August 12<sup>th</sup>. Camp non-refundable deposit \$50. No Camp July 4-8

Rez Camp- 8:30am-4:00pm- Boulder Reservoir- \$330/\$367- June 13-August 11<sup>th</sup>. Camp non-refundable deposit \$50. No Camp the week of July 4<sup>th</sup> and the week of August 1<sup>st</sup>. Camp runs M-Th

# PARENT INFORMATION HANDBOOK

## City of Boulder Parks and Recreation Camps

### **Purpose and Goals**

The purpose of City of Boulder Parks and Recreation camps is to get children involved in activities and to improve their skills in a fun and safe environment. Through exposure to a wide variety of activities, staff strives to provide children with an ability that will last them a lifetime.

Staff will provide a variety of well-rounded activities for kids through playing games and a combination of other sports activities throughout the day. Most importantly our staff want kids to have fun, be safe and enjoy their vacation.

### **Registration/ Fee Schedules/ Withdraw Process**

You may [register online](#). All camp registrations require payment at the time of registration; you can find specific camp fee information, age requirements and restrictions for camp on the fee schedule at: [bouldercolorado.gov/parks-rec/camps](http://bouldercolorado.gov/parks-rec/camps). If you are interested in applying for financial assistance you can look into our [reduced rate program](#), or contact the corresponding camp coordinator to see if scholarships may be available. Payment plans are also available when you register.

### **Notification When a Camper is Withdrawn**

You may at any point withdraw your child from camp. If the decision is made to withdraw the following steps will need to occur:

- Notify the Camp Coordinator at the number listed on page one of this handbook.

If for any reason the program becomes cancelled, you will receive 100% refund minus the non-refundable deposit that was made at the time of registration. The City of Boulder Recreation Department's Camp Withdrawal Policy is in the camp brochure and reads:

- Monday two weeks prior to start of camp - No Refund.
- More than two weeks - Full refund minus camp deposit.
- If a child is required to quarantine or isolate due to covid exposure or diagnosis, we can credit the account minus the non-refundable deposit.
- In the event that there is a COVID-19 outbreak through camp in which the facilities need to be temporarily closed, prorated refunds will be given.

## **Authorization Forms**

Completed camper participant forms are a vital part of our ability to get camp started off on the right foot. Please ensure all forms are completed and have accurate information. All camper forms will be filled out and accessed through an online system called EPACT. Parents will be invited by EPACT to complete camper forms. Once forms are completed guardians can go in and change any information that is not current or accurate.

## **Preparing for Camp**

### **#1 Complete Camper Participant Forms**

Please ensure all required forms are completed in the EPACT system before the first day of camp. If the camper forms are not completed your child cannot participate.

\*\*Immunization Documentation must be completed on the original immunization form provided by the state and included in the EPACT uploads. If your camper is not immunized please contact Molly Langerak at 303-413-7441 for documentation and instructions.

### **#2 Clothing and Shoes**

Please ensure your child is dressed in comfortable play clothes and shoes. We recommend children wear closed toed sneakers (no sandals or hard-soled shoes). Summer weather in Colorado is never predictable; please make sure your children have appropriate clothing for any inclement weather that could arise.

### **#3 Sunscreen and Hat**

It is recommended that your child arrives to camp with sunscreen (at least 30 spf+) already applied. Each camper is required to bring their own sunscreen to camp that is clearly marked with their name(s). Children will be monitored by staff when applying sunscreen to themselves throughout the day. Staff will ensure children have covered all areas to prevent sunburns. If a child does not have his/her own sunscreen they may be excluded from activities in the sun. A hat is highly recommended. **The City will NOT be providing sunscreen at camp this summer**

**\*The City of Boulder and camp staff are not responsible for lost, stolen or damaged personal belongings. \***

## **Items Not to Bring to Camp**

The following are items are not appropriate for camp:

- Valuables of any type such as: Electronic devices, phones, expensive sunglasses, jewelry, excess clothing. Inline skates, skateboards and scooters should not be brought to camp unless they are used as modes of transportation.
- No weapons of any type: pocketknives, toy weapons, matches or fireworks

**(Note: The City of Boulder is not responsible for any items brought from home)**

## **Communication**

The best way to communicate with camp staff is in person at the beginning or end of camp hours. If you need to get in touch with the Camp Director and cannot do so in person, you can call the Camp Coordinator at 303-413-7441 Messages are checked often and information will be relayed to camp staff.

## **Arriving at Camp**

Camp begins each day at the time designated that you registered for and there will be confirmation of that time on your receipt. Please ensure your child is dropped off during these designated times.

## **Camp Drop off procedures- CURB SIDE DROP OFF**

- Because of safety and screening checks camp drop off will take a little more time than usual. Please allow more time for drop off.
- Before camp in a confirmation email from the camp coordinator families will receive their drop off location. Please look for this
- A staff member will greet parents at drop off and will acquire their signature on the sign in and out form
- Please ensure you have your Drivers License or identification card available

**It is a Department of Human Services regulation that all children in a licensed program must be signed in and out daily with a full signature by an authorized adult at least 18 years of age.**

## **Late Arrivals**

Because we want to always account for all the kids in camp if you drop off late please call the camp phone at 303-413-7441, someone will answer and come out to get your camper. Please drop off during your designated drop off time to avoid late arrivals.

## **Group Sizes**

Campers will be broken up into groups of 15-20 kids per day plus 2 or more staff. Campers will stay in their same group of 15-20 kids and staff throughout the day and week. Campers will have

rooms that they will be designated to each day and will be their home base. We will utilize common areas and going outside as much as possible.

### **Children's Belongings**

Campers will be provided a laundry basket to keep all their belongings in and so that they are separated from other campers' belongings. Staff will disinfect the laundry baskets each evening. There are times where the campers belongings are left unattended, we ask that you do not pack anything of value.

### **Who May Pick up a Camper?**

Campers will be released to authorized personnel only; parents, guardians, or individuals listed as an emergency contact. ANYONE picking up should be prepared to show a valid form of identification. Children will not, under any circumstances, be released from camp without authorized pick up person showing proper identification.

**Designated pick up times can be found on your receipt or in the confirmation email you will receive. Please pick up during your designated pick-up time. Please pick up where you dropped off.**

If a person arrives at camp, who is not authorized to pick up the individual, the legal parent or guardian will be contacted immediately. If the individual is in danger due to an unauthorized person at the location, staff will contact the authorities.

### **Late Pick up Procedure/Penalties**

Campers should be picked up at the time designated on your receipt. After that designated time, a \$5 per 5 minutes' late fee will apply. Campers will not be able to attend the next day of camp unless this fee is paid. *The internal clock on cell phones will be used.* If you know ahead of time you will be late, please contact the Camp Coordinator at 303-413-7441. Campers usually know when their guardians are late for pick up and tend to worry, calling ahead of time is helpful for not only the staff but the camper too.

If the parent/guardian continues to pick up late from camp, their designated camper will no longer be authorized to attend camp and the parent/guardian will not be issued a refund.

If the camper is not picked up within 5 minutes of the designated time of pick up the director will contact everyone on the emergency list and notify the camp coordinator. If the director has not received a return call within 30 minutes after the camp has ended, an additional attempt will be made to contact everyone on the emergency list. If by 45 minutes after the program has ended, we have not been able to contact anyone to pick the child up, they will be left with the Camp Coordinator or another qualified staff.

**If a child is not picked up within one hour of the designated pick-up time, the Program Coordinator will contact the City of Boulder Police Department and ask for a**

**social worker on duty to report an abandoned child. The police can check on accident reports throughout Boulder County to ensure the parent has not been involved in an accident. If we still cannot reach any contacts, we will ask for the Social worker from Child protection to come get the child.**

Before leaving for the day staff will ensure all campers have been picked up by checking the sign in/out log.

### **Field Trips and Screen time**

The 9–11-year-old group at Kidz Kamp East will go on one filed trip per session. When on field trips staff will do their regular attendance checks to ensure all campers are accounted for. Parents will be required to sign off that their camper can attend the filed trip each time we go on an outing. We want to make sure our staff have their full attention and maintain state ratios on our field trips, because of this we do ask that parents do not pick up or drop off on field trips. If a camper arrives to the center after the group has already left, they can stay at the center with another group until their group returns from their excursion.

Screen time will not exceed more than 30 minutes during the day and may consist of (age appropriate) movies, shows, or any virtual programs we see fit for camp or around the specific weekly theme. Staff will be required to maintain state ratios and provide supervision of the group during screen time.

### **Transportation**

When transporting campers, we will use City 14 passenger vans that go through regular inspections. All van drivers must complete a 4-hour driver training that the city has put together. Only staff that have taken the 4-hour training are certified to drive the vans. Campers will be required to wear seat belts anytime the vehicle is in motion. We will maintain state ratios 1:15 whenever in vehicles. In case of an emergency while transporting children, staff will follow emergency procedures they will practice during their driver training.

### **Visitor and Volunteer Policies**

All visitors must sign in our visitor log when they are in camp and must be approved by the camp coordinator to stay at camp. Visitors must document the purpose of the visit and the times they were at our program.

### **Restraining Orders**

If there is a restraining order prohibiting someone from having contact with your child, please provide us with written documentation. Remember to notify us if any changes occur throughout the year.

## **Reporting of Child Abuse**

The City of Boulder Parks and Recreation Camps are licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see our license.

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 suspect that your child has been abused, please seek immediate assistance. The telephone number to report child abuse in your county is:

Boulder County Department of Housing and Human Services

3400 Broadway, Boulder, CO. 80304

303-441-1000 (8am – 4:30pm Mon – Fri)

After Hours: 303-441-4444 (Boulder County Sheriff)

Childcare services play an important role in supporting families, and 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 program. Remember to observe the program regularly, especially regarding children's health, safety, equipment, play materials and staff. For additional information regarding licensing, or if you have any concerns about a child care facility, please consult:

Colorado Division of Child Care

1575 Sherman Street, First Floor, Denver, CO. 80203

To obtain licensing information: 303-866-5958

To report licensing violations: 303-866-5958

### **Colorado requires childcare providers report all known or suspected cases of child abuse & neglect.**

Child Abuse is:

*Neglect*—Failure to provide adequate nutrition, clothing, shelter, medical care, or supervision for a child that results in injury or medical complications for that child. Neglect is different from poverty and may occur regardless of a family's economic standing.

*Physical Abuse*—Non-accidental trauma that results in injury or death to a child by any person in a position of trust.

*Emotional Abuse*—Consists of a pattern of behavior that impairs a child’s emotional development and positive sense of self, possibly resulting in psychological damage. Emotional abuse includes the presence of a pattern of belittlement, criticism, rejection and threats and the absence of supporting behaviors such as praise, pride in the child, and expressions of love and concern.

*Sexual Abuse*—Any sexual exploitation involving a child or adolescent who does not fully comprehend the situation and is unable to give informed consent. This includes any sexual contact between adults and children where the child is less than 15 years old and/or there is a four-year age difference between the suspect and victim.

Law requires camp staff to report any suspicion of abuse or neglect. A report demonstrates there is cause for concern and should not be interpreted as an accusation. Camp staff is required to report these suspicions immediately and are not authorized to contact the parents first. Once a report is made, a Social Service worker will determine if there is cause for an investigation. In all cases, our primary concern is the children’s best interest. If you have any questions in this area, feel free to contact the Camp Coordinator 303-413-7441.

### **Emergency Procedures**

In the event of an emergency camp staff will attempt to reach each guardian listed on the camper’s emergency form, if they cannot reach a guardian, camp staff will then proceed to call each emergency contact listed. Please ensure all information on the required forms is up to date and that there are multiple alternate contacts.

### **Lost Child Onsite**

In the event that a camper is missing, all available camp staff will begin a search to determine where the child was last seen. If the child is not found within 15 minutes, additional staff at the camp location will be notified to help search. If the camper is not found within 30 minutes, the local police department will be notified, as well as the parent or guardian. When the police arrive, the search and rescue will be entirely turned over to them.

### **Natural Disasters**

In the event of a natural disaster such as a tornado, fire or flood, the safety of our campers and staff is our number one priority. Camp staff are properly trained on all the above procedures and local authorities will be notified when necessary. If the local authorities or camp personnel need to notify parents or guardians, a copy of all emergency information on campers and staff will be left on site as well as the weekly agenda and a list of participants and staff who are in attendance for that day.

Camp staff is also trained on the City’s lightning procedures. Campers will remain in a safe area for 30 minutes after the last lightning strike has been detected (seen or heard) before resuming outdoor activities.

## **Evacuation**

In the event of an evacuation from our camp site due to a natural disaster, bomb threat or other unforeseen circumstances we will evacuate either by foot for if transportation is available by transporting campers to a safe location. Once the campers are in a safe location staff will notify parents for pick up.

## **Medication**

*All prescription and non-prescription medication given in a childcare or school setting require a written authorization from the camper's health care provider, as well as parent written consent. **This is a childcare licensing requirement. The medication authorization forms are provided with this handbook. If the forms are not completed by the first day your camper attends staff cannot administer medication and guardians will be required to administer medication throughout the day.***

Camp staff who are involved in medication administration receive special training, delegation and are supervised by a nurse consultant.

The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration and the length of time the medication needs to be given. All medication must be brought in the original labeled container with the child's name on it. We will store medication according to the directions of the medication. All medication will be stored and be out of reach of our campers at all times.

Parents are responsible for providing all medications and supplies to camp. Children may not transport medications to and from the program.

## **Injuries and Illness**

Each City of Boulder camp staff is certified in CPR and First Aid/AED. Minor injuries that occur at camp will be treated by certified camp staff. An injury/accident form will be completed to document the injury and the care given to the individual. In the case of a serious injury, the Camp Director will notify the parents immediately and appropriate action will be taken.

**Please be aware that any medical expenses incurred will be the responsibility of the parent/guardian.**

### **Sick Campers:**

- **Please refrain from sending sick kiddos to camp. Even if its just a cold we do not want to spread the sickness to other campers.**
- **If a camper is not feeling well during the day their temperate will be taken and the camper will be monitored. If they are consistently complaining, they are**

**not feeling well or showing signs of sickness a parent guardian will be contacted and may need to pick up.**

- **If your camper tests positive while attending camp please let the camp coordinator know 303-413-7441.**

In the case of communicable disease, parents will be informed and advised as to the necessary protective measures. The Boulder County Department of Health will be notified of any cases

### **About Our Camp Staff**

Our camp staff are trained professional role models. Each staff goes through an interview process and has to meet our licensing qualifications for their position through the Colorado Department of Health and Human Services. All staff are required to be fingerprinted which provides us with an extensive background check. The Colorado Bureau of Registry of Child Protection would report us of any and all criminal offences a staff being fingerprinted would have.

Staff will follow the same protocol as campers if they have a fever or become ill at camp.

### **Child to Staff Ratio**

The State ratio for camps is 1:15, the City of Boulder strives to maintain a 1:10 ratio at all times. We will always follow the State and County's guidelines on adult to kids ratios.

### **Inclement Weather**

If we are outside at camp and there is inclement weather, or excessively hot weather we will seek shelter or shade to keep the kids and staff in the program safe. All our camp programs have access to indoor locations. Staff members will have back up activities planned in the case there is inclement or excessively hot weather.

## **Behavior Interventions**

Our camp staff have the knowledge to help children solve problems for themselves. Staff will be aware of concerns for each individual and staff is committed to using a positive reward system. If a child displays a negative behavior, staff will redirect the child to learn from each experience and encourage the child to make a different choice next time. Several lower level interventions will be used when a child becomes agitated. Some examples would be letting the child **take-space** (time away from the group that is used so a child can calm themselves and gather their thoughts), **ignoring** the negative behavior (as long as no child or staff are in any danger), **redirecting** the child to other options for what is acceptable, **give compliments** regarding child's strengths and positive behavior, **sit calmly** with the child until they are ready to talk to staff or join the group. Staff realize that every child is unique and will have different needs during camp. What works for one child, may not work for another, and staff will work with you and your child to determine what works, what the needs are, and how to have a successful camp experience. Our staff strive to cultivate positive child, staff and family relationships.

Steps taken for serious behavior problems may include written reports with behavior contracts, additional positive reinforcement, and counseling with parents to create a plan for change. In rare occasions when the situation cannot be resolved, disenrollment of the child from the program for a pre-determined amount of time may occur. Our goal is to provide a safe and enjoyable environment for all participants.

If negative behavior persists, or a child is endangering themselves or others, a parent/guardian will be notified and will be asked to pick the child up from camp. At that time a meeting may be arranged to discuss further participation in the camp. An early childhood mental health consultant or other specialists may be contacted for resources as well.

In cases of disruption of an activity, the camper will be requested to rectify the situation. In cases of destruction of the facility property parents will be asked to assume responsibility of the bill. Purposeful destruction of another camper's possession will be the financial responsibility of the parent.

Continued negative behavior may lead to removal from camp. Parents will receive advance warning of this decision. This will be determined by the reasoning for the removal of the camper and will be the decision of the Camp Coordinator and the Camps Supervisor. This is our approved policy and procedure for staff to follow as it relates to behavior at camp, we do not allow any form of physical, or negative verbal/emotional behavior interventions.

***Staff reserves the right to suspend or remove a child from camp at any time for serious and/or continual problems.***

## **IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES**

1. At the beginning of each day parent/guardian will sign their child in – unless self-check-in waiver was filled out and the child may sign in on their own.
2. Head counts and other tracking methods will be used by all staff members throughout the day.
3. Each staff will receive a tracking sheet and break into groups of 15-20 kids, those kids will be written down on each tracking sheet per staff and the staff will do 20 minutes face to name checks
4. At the end of the day the parent/guardian must sign their child out - unless self-check-out waiver was filled out and the child may sign out on their own.
5. Staff members need to check the sign-in/out sheets to make sure that all children have been picked up and accounted for.

## **Inclusion/Accommodations**

Boulder Parks and Recreation is committed to supporting people of all abilities in recreation through inclusive programs. We strive to exceed the requirements set forth in the Americans with Disabilities Act and to create a welcoming and supportive community. We support the inclusion of all people and we do not discriminate based on race, color, religion, national origin, sex, gender identity or disability or any other protected status. In order to ensure the success of the program, we ask for a two-week notice when people are requesting an accommodation be made for a program and/or camp. This time allows us to do an intake of information and gives us the opportunity to set up the appropriate accommodations. The Inclusion Support Staff will assess the camper to ensure their needs and safety are in the best interest for everyone involved. Please note, there are no additional fees required when a person receives an accommodation.

Below are some examples of accommodations we have supported in the past. Please note that all accommodations are individualized (as required by the American with Disabilities Act):

- Creating a picture schedule to be used during a program.
- Creating an incentive program using star or sticker charts for positive behavior.
- Having a behavior support plan.
- Hiring a sign language interpreter for a program or meeting.
- Providing additional training for the general recreation staff.
- Having staff use a microphone to make the noise level louder for people with hearing impairments.
- Putting Braille on our workout machines.
- Providing a 1:1 staff to accompany a person in a class or in a camp to support physical or behavioral needs

**The City of Boulder may terminate a child's enrollment and ask that the child be immediately picked up from camp for any of the following reasons:**

- I. Failure to adhere to camp policies.
- II. Behavior by a child that poses a threat to the safety of him/herself or others.
- III. Hitting/fighting and other forms of physical abuse.
- IV. Inappropriate touching
- V. Failure to respond to staff direction.
- VI. Behavior by a child that is continually disruptive to the program for any reason.
- VII. Behavior by a child which is destructive to property.
- VIII. Leaving the direct supervision of a staff without permission.
- IX. Parent behavior which is disrespectful to staff, children, community or property.
- X. Non-payment, late payment or return payments by a financial institution for any fees.

### **Accommodations**

In compliance with the Americans with Disabilities Act, considerations and/or accommodations will be made for the children with disabilities. In order for proper accommodations to be made, please notify the Inclusion Support Coordinator (see page 3) two weeks' prior of camp starting date.

### **Lunch and Snacks**

Campers need to bring a lunch, snacks and a water bottle daily. Please do not pack easily spoiled foods. Please mark the camper's name on the lunch box to avoid confusion. We will have two snack times during the day in addition to lunch where the children will provide their own lunch and snacks. Children are asked to never share food with any other camper. Campers will need to bring a water bottle every day. We will have back up cups for kids who do not have a water bottle.

### **Lost and Found**

A lost and found box will be maintained at each camp location. *We encourage you to mark all personal belongings with the camper's full name for easy identification. You must come in personally to the recreation facility to identify and retrieve the item.* Any items left at the end of the camp season will be donated

### **Bathroom Procedures**

Campers attending our general camp programs are required to be potty trained before coming to camp. If a child has an accident the staff will take the correct steps to ensure the child gets cleaned, changed and has a successful day at camp. If the camper has 2 accidents in a day or week the program coordinator will have a conversation with the parent/guardian. If the camper has 3 or more accidents per day or week it will lead to pick up and possible disenrollment with the opportunity to prorated the week. If a child needs a bathroom or diapering accommodation, please contact our EXPAND department at 303-413-7256.

Bathrooms will be disinfected following disinfecting protocols multiple times a day.

## **City of Boulder Parks & Recreation Camp Policy Acknowledgment Form**

Please sign off in Epact Network our online camper paperwork portal that you have read and understand all of the information above.