



Parent Handbook

City of Boulder Camps



City of Boulder
Parks & Recreation



Contents

City of Boulder Parks & Recreation Camp Information.....	5	What to Expect at Camp.....	8
<i>Kidz Kamp & Aces</i>	<i>5</i>	<i>Preparing for Camp</i>	<i>8</i>
<i>Rez Camp.....</i>	<i>5</i>	<i>Arriving at Camp</i>	<i>9</i>
<i>School Day off Camps.....</i>	<i>5</i>	<i>Who May Pick up a Camper?</i>	<i>9</i>
Other Important Phone Numbers	5	<i>Late Pick up Procedure/Penalties</i>	<i>9</i>
<i>Boulder Parks & Recreation Contacts</i>	<i>5</i>	<i>Restraining Orders.....</i>	<i>10</i>
<i>Health & Safety Contacts.....</i>	<i>5</i>	<i>Identifying Where Children Are at All Times</i>	<i>10</i>
<i>Childcare Licensing Contacts.....</i>	<i>5</i>	<i>Field Trips and Screen Time</i>	<i>10</i>
Registration and Withdrawing Procedures ...	6	<i>Transportation</i>	<i>10</i>
<i>Registration and Fee Schedules</i>	<i>6</i>	<i>Lost & Found</i>	<i>11</i>
Required Paperwork—ePACT	6	Additional Support	11
<i>How Do I Access ePACT?</i>	<i>6</i>	<i>Behavior Interventions.....</i>	<i>11</i>
<i>Reconfirming Camper Information</i>	<i>6</i>	<i>Inclusion and Accommodations</i>	<i>12</i>
<i>What if my ePACT Paperwork is not submitted? .</i>	<i>6</i>	<i>Bathroom Procedures</i>	<i>12</i>
Notification When a Camper is Withdrawn ...	6	Injuries, Illnesses & Emergencies	12
General Camp Information	7	<i>Injuries and Illness</i>	<i>12</i>
<i>Purpose and Goals</i>	<i>7</i>	<i>Sick campers:</i>	<i>12</i>
<i>Communication.....</i>	<i>7</i>	<i>Inclement Weather</i>	<i>13</i>
<i>About Our Camp Staff.....</i>	<i>7</i>	<i>Emergency Procedures</i>	<i>13</i>
<i>Group Sizes</i>	<i>7</i>	<i>Lost Child</i>	<i>13</i>
<i>Staff to Child Ratio.....</i>	<i>7</i>	<i>Reporting of Child Abuse</i>	<i>13</i>
<i>Camper’s Belongings.....</i>	<i>7</i>	<i>Child abuse is:.....</i>	<i>13</i>
<i>Items Not to Bring to Camp</i>	<i>7</i>	<i>Adverse Weather & Natural Disaster.....</i>	<i>14</i>
<i>Cell Phones, iPads & Other Electronic Devices</i>	<i>7</i>	<i>Evacuation</i>	<i>14</i>
<i>Medication.....</i>	<i>7</i>	To Communicate a Complaint.....	15
<i>Visitor and Volunteer Policies</i>	<i>8</i>		

Dear parents and guardians,

Welcome to Boulder Parks and Recreation (BPR) Camps! We are thrilled to have your child join us. As we prepare for the upcoming season, we want to ensure that you have all the information you need to make this experience both memorable and enjoyable for your family.

In this Parent Handbook, you will find comprehensive details about our camp program, policies, procedures and important contact information. It is a valuable resource to guide you through your child’s journey with us.

At BPR, we believe in providing a safe, inclusive and supportive environment where every camper can thrive. Our dedicated staff members are committed to creating meaningful experiences that foster personal growth, friendship and fun-filled memories. Whether your child is interested in outdoor exploration, creative arts, sports or STEM activities, we offer a wide range of programs to cater to diverse interests and passions.

Throughout the year, we will keep you informed about upcoming events, special activities, and any updates or changes through our regular communication channels. We encourage you to stay connected with us and reach out to our team if you have any questions, concerns or feedback. Your input is invaluable as we strive to continuously improve our camp community.

As we embark on this journey together, we look forward to getting to know your child, supporting their development, and creating an unforgettable experience for the entire family. Thank you for entrusting us with the opportunity to be a part of your child’s camp adventures.

We can’t wait to see you at camp!

— THE CAMP LEADERSHIP TEAM

City of Boulder Parks & Recreation Camp Policy Acknowledgment Form

Please read through this handbook and then sign off on the EPACT Network, our online camper paperwork portal, that you have read and understand all the information.

City of Boulder Parks & Recreation Camp Information

Kidz Kamp & Aces: Logan Downey
DowneyL@bouldercolorado.gov | 720-786-0762

Ages: *Kidz Kamp:* 5-9, *Ace:* 10-12

Dates: June 2–August 8, Monday–Friday, No Camp June 30–July 4

Hours of Operation: 8:30 a.m. to 3:30 p.m., aftercare available 3:30–5:30 p.m. for an additional fee.

Location: Manhattan Middle School | East Boulder Community Center July 28–August 8

Price:

- ➔ **Kidz Kamp** (2-week sessions): **\$700 (R) / \$840 (NR)**
 - A. \$100 Non-Refundable Deposit due at time of registration
- ➔ **Aces** (1-week sessions): **\$375 (R) / \$450 (NR)**
 - B. \$50 Non-Refundable Deposit due at time of registration

Camp Amico & Amico+: Emily Nelsen
NelsenE@bouldercolorado.gov | 720-726-0984

Amico Ages: 10–17 | **Amico+ Ages:** 18–21

Dates: June 2–July 25, Monday–Friday
No Camp June 30–July 4

Amico Hours of Operation: 9:30 a.m.–3 p.m.
Amico+ Hours of Operation: 10 a.m.–3:30 p.m.

Location: Manhattan Middle School

Price: **\$275 (R) / \$330 (NR)**

- ➔ \$75 Non-Refundable Deposit due at time of registration

Rez Camp: Jahmiel McLawrence
McLawrencej@bouldercolorado.gov | 720-527-8831

Ages: 7–14

Dates: June 16–July 31, Monday–Thursday, No Camp June 30–July 4

Hours of Operation: 8:30 a.m. to 3:30 p.m.

Location: Boulder Reservoir

Price: **\$370 (R) / \$463 (NR)**

- ➔ \$75 Non-Refundable Deposit due at time of registration

School Day off Camps: Logan Downey

DowneyL@bouldercolorado.gov, 720-786-0762

Ages: 5–11

Dates:
Occur on BVSD no school days (Major holidays excluded)–see website and recreation guides for details

Hours of Operation:
8:30 a.m. to 3:30 p.m.

Location:
Varies between East Boulder Community Center, North Boulder Recreation Center, and Iris Center Studio

Price:
\$70 (R)/\$87 (NR)

Other Important Phone Numbers

Boulder Parks & Recreation Contacts

- ➔ **Camps & EXPAND Supervisor, Lori Goldman** 303-413-7256, GoldmanL@bouldercolorado.gov
- ➔ **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
- ➔ **Boulder Parks & Recreation Main Number** 303-413-7200

Health & Safety Contacts

- ➔ **Boulder Community Hospital** 303-415-7000
- ➔ **Poison Control** 1-800-222-1222
- ➔ **Boulder Police Department**
 - Non-Emergency 303-441-333 | Emergency 911
- ➔ **Boulder County Child Support Services** 303-441-1000
- ➔ **Child Abuse Hotline** 1-800-CO4-KIDS

Childcare Licensing Contacts

- ➔ **Colorado Department of Early Childhood (Licensing)** 303-866-5948
- ➔ **Boulder County Health Department** 303-413-7500
- ➔ **Boulder Mental Health Partners** 303-245-4418
- ➔ **Colorado Office of Early Childhood Mental Health** 720-662-4630
- ➔ **Early Interventions Colorado** 1-888-777-4041
 - Supports & services to children with developmental delays and their families birth to three



Registration and Withdrawing Procedures

Registration and Fee Schedules

Camp registration may be completed online, by phone at 303-413-7270, or in-person at any of the Boulder recreation centers. Camp registration requires the payment of a non-refundable deposit. The balance may be paid either in full or through a payment plan. Camps must be paid in full at least two weeks before the first day of program. Specific camp fee information, age requirements and camp dates can be found at bprcamps.org and in this handbook. If the camp you wish to attend is full, we encourage you to add your child to the waitlist. We will call you if a spot becomes available.

Financial aid is available for City of Boulder residents who meet the financial requirements. Information on the financial aid program can be found on our website. For additional

information or questions, contact the camp coordinator.

Be sure to include your current email address when you register. This will be used to send payment receipts, pre-camp information, and an ePACT link to complete all paperwork required for your child to attend camp. ***Due to state licensing requirements, all paperwork must be completed before the first day of camp or your child will be unable to attend. When registering, please note if your chil has medication that may need to be administered at camp such as epi pens, seizures, and diabetes. If after registration something emergent arises, please let us know as soon as possible.***

Please note that session enrollment will not be prorated based on days attended and is non-transferable between campers.

Required Paperwork—ePACT

ePACT is a secure, confidential records management system we use to collect essential health information for each camper. This helps us ensure we have the necessary details to keep your camper healthy and safe while at camp.

How Do I Access ePACT?

You will receive an email invitation from ePact Network with a link to complete your camper’s profile. The email will contain a “Complete Request” button that allows you to access and update your camper’s emergency and medical records. Once you’ve completed the information, you will be prompted to share the camper profile with the City of Boulder. Please note that we will not have access to your camper’s information until it has been shared with us.

Reconfirming Camper Information

To ensure that the information on file is accurate, we require medical records to be reconfirmed annually, as mandated by state regulations. Before your camper can attend camp, you will receive an email from ePACT network requesting confirmation of emergency information. This will allow you to log in and verify the details, with the final step being to share the updated information with the City of Boulder.

What if my ePACT Paperwork is not submitted?

Registration is not considered complete until we have received your fully completed paperwork and all required attached documents. Please note that we will not allow your camper to be signed in and stay at camp unless we have these forms on file. If needed, paper copies of these forms can be supplied to you.

If you arrive at camp and have not completed the forms, you will have the option to complete the paperwork online or with a paper copy at that time. The Camp Coordinator will need to review it to ensure there are no special needs and all signatures are complete before we can allow you to sign your child into camp for the day.

No refunds will be given for a child who is not allowed to stay at camp because the paperwork has not been completed. If you need support getting it done, please reach out to the Camp Coordinator

Notification When a Camper is Withdrawn

A parent or guardian can withdraw their camper from the program at any time. To withdraw your camper, please notify the Camp Coordinator or call BPR’s registration line at 303-413-7270.

Refund Policy:

- ➡ More than two weeks before the first day of camp, a

full refund will be given, minus the non-refundable camp deposit.

- ➡ The Monday two weeks prior to the start of camp—no refund will be given.

If BPR needs to cancel the camp you have registered for, we will contact you and a full refund will be provided.

General Camp Information

Purpose and Goals

At BPR Camps, our purpose is to provide a nurturing and engaging environment where children can explore, learn and grow. We believe that summer camp is a unique opportunity for children to develop valuable life skills, build lasting friendships, and create cherished memories in a safe and supportive setting. Our goal is to inspire curiosity, foster creativity, and promote physical, social, and emotional well-being through a diverse range of enriching experiences and activities

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 (see page 5 for correct phone numbers). Messages are checked often, and information will be relayed to camp staff. For non-urgent matters, you may also email the Camp Coordinator.

About Our Camp Staff

Our camp staff are trained professional role models. Each staff member meets Colorado Department of Human Services licensing qualifications for their position, is interviewed, and attends at least 15 hours of training before working with campers. Staff must be at least 18 years old and have 455 hours of previous experience working with youth in a group setting (4 or more). Camp aids must be at least 16 years old and work directly under the supervision of program directors or leaders. Many of our staff gained their experience with us in previous summers as camp aides.

All staff have complete state and federal background checks, including fingerprints and TRAILS (the sex offender registry).

Group Sizes

Groups are created to support each camper’s enjoyment, and help staff provide age-appropriate activities. Groups consist of 12-20 campers (6–10 campers for Amico & Amico+) and are consistent throughout the camp session. Each group has at least two camp counselors with them at all times. Outside time, special events, and swimming may include multiple groups together.

Staff to Child Ratio

The State ratio for camps is 1 staff for every 15 campers. The City of Boulder strives to maintain a 1:10 ratio. We will always follow or exceed the state and county’s guidelines on adult to child ratios.

Camper’s Belongings

Please place your child’s items in a backpack or bag each day. These will be put in an individual laundry basket to help campers stay organized and keep items from getting lost. At times these baskets may be left unattended. Please keep this in mind when choosing what items to send to camp. When possible, the rooms they are in will be closed and locked. ***The City of Boulder is not responsible for any items brought from home***

Items Not to Bring to Camp

Any items deemed inappropriate for camp will be held by staff and returned to the camper’s guardian at the end of the day. Examples of such items include but are not limited to:

- ➡ Valuables of any type such as: electronic devices, phones, expensive sunglasses, jewelry, excess clothing, inline skates, skateboards, and scooters. These should not be brought to camp unless they are used as modes of transportation or for special events.
- ➡ No weapons of any type such as pocketknives, toy weapons, matches, fireworks, or guns
- ➡ Toys from home are easily lost and often a distraction. Please refrain from sending any toys from home unless it is a special occasion (i.e. camp stuffy day)
- ➡ Money—unless specifically requested. Campers do not require cash for any activity or outing.

Cell Phones, iPads and Other Electronic Devices

At camps we limit the amount of time spent on screens and focus on having fun and moving our bodies! We encourage campers to leave cell phones, iPads, and other electronic devices at home. If you choose to send electronic devices with your camper, they will be asked to keep them in their backpack for the day.

If a camper’s electronic device is a continued distraction, staff may take the device for the remainder of the day; it will be returned to the camper’s guardian at the end of that camp day. If a child needs to contact their parents, camp phones are available for them to use

Medication

All prescription and non-prescription medications given in a childcare or school setting require a written authorization from the camper’s health care provider, as well as a parent’s written consent. ***This is a childcare licensing requirement.***

The medication authorization forms can be found on EPACT. If the forms are not fully completed by the first day your camper attends camp, staff cannot administer medication

and guardians will be required to administer medication throughout the day. If an emergency medication, such as an inhaler or epi pen is needed but not provided, your child will be unable to attend camp.

Some medications require additional training and delegation from our nurse consultant. Please be sure to complete the required paperwork in EPACT and ***notify the Camp Coordinator at least two weeks prior to camp if your child has emergency medications, seizures, diabetes, or other health conditions which require specialized care.***

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. It will be stored according to the directions on the medication, and out of reach of our campers at all times.

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

nurse consultant.

Parents are responsible for providing all medications and supplies to camp. Children may not transport medications to and from the program. Please be sure to check the expiration dates on all medications provided.

Visitor and Volunteer Policies

Upon arrival at the camp, all visitors and volunteers must check in with the Camp Director or Camp Coordinator, be approved to stay, and sign in using the visitor log. Visitors must document the purpose of the visit and the times they were at our program.

We often communicate with individual therapists and professionals to continue behavior plans/support/specific cues so we can be consistent with our interventions. These professionals sometimes visit the camp to check in or may stay for longer periods of time to provide support for their client. All professionals must be pre-authorized with the camp coordinator.

What to Expect at Camp

Preparing for Camp

1. Complete Camper Participant Forms

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 the Camp Coordinator for documentation and instructions.

2. Read the Confirmation Email

Approximately one week before camp, please watch for a confirmation email from the Camp Coordinator or Camp Director. This email will include details with reminders of drop off and pick up times and locations, reminders on what to bring each day, more details on the scheduled activities for the session, and important phone numbers.

3. Clothing and Shoes

Your camper should wear comfortable clothes that allow them to move, run and play both inside and outside. Please send layers and a raincoat to ensure your camper is

dressed appropriately for Colorado's unpredictable weather. (Remember storms often come in the early afternoon). Closed-toed gym shoes are highly recommended. If water activities are planned for the day, feel free to send water shoes in a plastic bag which can be changed into when appropriate. We do not recommend sandals or other open-toed shoes.

4. Sunscreen and Hat

Arrive at camp with your child already having applied sunscreen to start the day. We recommend at least 30 spf and a sun hat to help protect from the sun. Send your camper with sunscreen clearly marked with their first and last name. Campers will re-apply sunscreen to themselves throughout the day. Staff will monitor, ensuring children have covered all exposed areas. If your child is especially prone to sunburn, we recommend them using additional protective measures such as a wide brimmed hat and a sun shirt. If a child does not have their own sunscreen, staff will provide them with camp sunscreen to use for the day. Sign the sunscreen waiver in EPACT, or we will be unable to use camp sunscreen on them.



Arriving at Camp

Kidz Kamp, Kidz Kamp Aces, and Rez Camp begin at 8:30 a.m. Drop-off time is 8:30–8:45 a.m. or 8:30–9 a.m. Amico begins at 9:30 a.m. and Amico+ at 10 a.m. See confirmation email for details. Locations vary based upon camp (see your confirmation email for location). Detailed information will be sent approximately one week prior to the first day of camp to the email on file.

If you arrive outside the drop off window, please contact the Camp Director via phone to ensure a face-to-face drop-off. This number will be listed in the confirmation email you receive before camp. This will ensure your camper gets to their correct group and is safely accounted for at all times.

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. If your child is at least 10 years old and will be bringing themselves to camp via walking, biking, etc., please let the Camp Coordinator know and sign the waiver in EPACT

Who May Pick up a Camper?

Campers will only be released to parents, guardians, or individuals listed as authorized to pick up on the camper's EPACT paperwork. ***When picking up, everyone should be prepared to show a valid form of picture identification and will be required to sign out each camper.*** If your child is at least 10 years old and will be bringing themselves home from camp via walking, biking, etc., please let the Camp Coordinator know and sign the waiver in EPACT.

Pick up time for Kidz Camo, Kidz Kamp Aces, and Rez Camp is 3:15–3:30 p.m., Amico is 3 p.m. and Amico+ is 3:30 p.m. Locations vary based upon the camp (see your confirmation email for location). If you are registered for Kidz Kamp Aftercare, pick up may occur 3:30–5:30 p.m. at Manhattan Middle School.

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

If a person arrives at camp, who is not authorized to pick up

the camper, 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

Our camp staff have worked hard all day and need time to recover and rest to give 100% throughout the week, so please pick up your campers on time.

Campers should be picked up The following procedures and fees will occur if pick up is late. A cell phone clock will be used for times.

10 minutes—Parents/Guardians will be called and will be required to pay the \$15 charge. Campers will not be able to attend the next day of camp unless this fee is paid.

20 minutes—If staff are unable to reach a parent or guardian, the other people on your camper's authorized pick-up list will be called and the camp coordinator will be notified.

30 minutes—If the director has not received a return call within 30 minutes of camp ending, an additional attempt will be made to call all contacts on the camper's authorized pick-up list.

60 minutes—If a camper is not picked up or contacted by this time, the program coordinator will contact the City of Boulder Police Department and report an abandoned child and will turn the child over to Child Protective Services.

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

We do understand there are times when you are late due to circumstances out of your control. If this happens, please call the Camp Director (whose phone number will be listed in the confirmation email you receive) or the Camp Coordinator (phone number on page 5).

10

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.

Identifying Where Children Are at All Times

At all times, campers will be supervised by their assigned group leaders. The below steps are followed to ensure every camper’s safety.

- ➔ At the beginning of each day, a parent or guardian will sign their camper in. If the parent/guardian has signed the self-check-in waiver in EPACT, the camper may sign themselves into camp.
- ➔ Campers will be broken up into groups with 2-3 staff per group.
- ➔ Throughout the day, staff will be required to do face-to-name checks to ensure all campers are accounted for. At a minimum, these checks will occur at the start of the day, before a group transitions to a new location and after the group arrives at a new location. When outside in a less contained area, face-to-name checks will occur every 20 minutes. Head counts and other tracking methods will be used by all staff members throughout the day.
- ➔ At the end of the day the parent/guardian must sign their camper out. If the parent/guardian has signed the self-check-in waiver in EPACT, the camper may sign out on their own.
- ➔ At the end of the camp day, staff members check to ensure all campers have been picked up and are accounted for before leaving.

Field Trips and Screen Time

Depending on the camp, various field trips may be taken. Parents or guardians will be required to sign a field trip permission form for each outing.

Rez Camp does not include field trips, as all activities take place within the Boulder Reservoir area.

Kidz Kamp meets at Manhattan Middle School and includes daily walking field trips to the East Boulder Community Center and Park, Keewaydin Meadows Park, and the walking paths along Bobolink Trail.

Kidz Kamp Aces and Camp Amico and Amico+ will meet at Manhattan Middle School and will include daily walking field trips to the East Boulder Community Center and Park, Keewaydin Meadows Park and the walking paths along Bobolink trail. In addition, this camp will have driving field trips to places such as the Boulder Reservoir, Scott Carpenter Park, and CU Connections. Parents will be notified weekly of any field trips occurring.

When on field trips, staff will continue supervising their group and perform regular face-to-name attendance checks to ensure all campers are accounted for. To ensure staff can give their full attention and maintain ratios on field trips, parents are unable to drop off or pick up off-site. If a camper arrives at the center after the group has already left, they can stay at the center with another group until their group returns from their excursion. If you have a specific situation which requires an exception to this rule, please contact the Camp Coordinator (see page 5 for contact information).

Screen time will not exceed more than 30 minutes during the day and may consist of age-appropriate movies, shows, or any virtual programs that are a good fit for camp. Staff will be required to maintain ratios and provide supervision of the group during screen time. All movies will have a “G” rating. If a “PG” movie is chosen, parental permission will be required. In the event of a special occasion where screen time would exceed 30 minutes, parents would be notified beforehand.

Transportation

When transporting campers, we will use vehicles owned by the City of Boulder, including 15 passenger vans and 7 passenger mini-vans. All vehicles go through regular inspections to ensure they are in good working order. All drivers must be at least 20 years old and complete a 4-hour driver training which includes defensive driving, policies and procedures, instruction on how to use and inspect the vehicles, emergency procedures, and behind-the-wheel experience.

While riding in the van, all passengers are required to sit on their bottoms and wear seat belts any time the vehicle is in motion. If a child requires a booster seat, parents will be asked to provide this on field trip days. Signed permission for City of Boulder staff to transport your camper is required and can be found in each camper’s EPACT paperwork.

State ratios of 1:15 staff to campers will be maintained or exceeded at all times. Staff will be seated throughout the vehicle to ensure complete supervision. If an emergency were to occur while transporting children, staff will follow emergency procedures learned and practiced during their driver training.



Lunch and Snacks

Each day campers need to bring a lunch, two snacks and a water bottle. Camps do not have microwaves or refrigerators to store lunches, so please do not pack foods that can spoil.

Be sure to write the camper’s first and last name on the lunch box and water bottle to avoid confusion. Due to food allergies and sensitivities, campers are asked to never share food with any other camper. Camp will provide back-up cups for kids who do not have a water bottle.

Please note that BPR camps do not provide hot lunches like the schools. Campers are expected to provide their own

Additional Support

Behavior Interventions

BPR Camps strive to create a fun and positive experience for all campers and families. Staff are trained in behavior support with an emphasis on supporting youth through gentle guidance and positive interactions. Training also includes information on setting expectations so the campers know what is expected of them with the philosophy of “Kids do well when they can.” Staff are taught to be proactive in setting each camper up for success and to take time to get to know each camper to build rapport. If your camper has any known behavior concerns, please let us know ahead of time so we can work with you to have a support plan in place. Information can be shared via the EPACT paperwork, or you may reach out directly to your Camp Coordinator (see page 5 for contact information). All information will be kept confidential and shared only with staff on an as-needed basis.

Even with the best intentions and planning, sometimes behaviors arise. If a child displays a negative behavior, appears agitated, or is disrupting a group activity, lower-level interventions will be used. Some examples are 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 that are acceptable, **giving compliments** regarding child’s strengths and positive behavior, and **sitting calmly** with the child until they are ready to talk to staff or join the group. We encourage campers to learn from each experience with the hope that they will continue to gain coping skills, learn how best to self-regulate their emotions and make amends with others they have hurt. Staff realize that every child is unique and will have different needs during camp. What works for one child may not work for another. **We do not allow any form of physical, negative verbal or negative emotional behavior interventions including humiliation**

food and snacks every day. Meals should meet the current USDA Child and Adult Care Food Program meal pattern requirements.

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.

or threat, and is not associate with food, rest or toileting.

If a camper’s behaviors result in the destruction of facility or another person’s personal property, that camper’s parents will be financially responsible for the bill or replacement fee.

If negative behaviors persist, or a child is endangering themselves or others, a parent/guardian will be notified and 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.

More serious behaviors (i.e. eloping, physically hurting self or others, bullying, continually not following directions or camp policies, inappropriate touching, property destruction, etc.) will be addressed with both the camper and their parents/guardians. Depending on the severity and frequency of the behavior, a behavior support plan may be created with staff, parent, and camper input (if appropriate). Additional interventions such as individual reward systems, scheduled breaks, or earning 1:1 time with a preferred staff may be utilized. If interventions are unsuccessful and the behaviors create unsafe situations for campers or staff, the camper may be suspended or permanently removed from camp for the season. The final decision for a camper’s removal from camp will be made by the Camp Coordinator and Camps Supervisor. Parents will receive advance warning of this decision.

Our ultimate goal is to provide a safe and enjoyable environment for all campers. We are committed to partnering with you and your camper to create positive relationships, provide individual support as needed and create a welcoming space for all.

Inclusion and Accommodations

BPR 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 do not discriminate based on race, color, religion, national origin, sex, gender identity, disability or any other protected status.

To request an accommodation for camp, we require a two-week notice be given either via phone, in-person or via email sent to the Camp Coordinator or Inclusion Specialist (see contact information on page 5). Please also note the accommodation request in your EPACT paperwork.

The sooner you make the request and the more information you are willing to share, the better able we are to be proactive and try to set up a successful camp experience for your child. The two-week minimum allows us time to review the request, follow up with questions, receive any training required (such as medication administration) and train camp staff.

Due to staffing ratios and the locations of camps, campers are required to be with the group at least 80% of the day. This allows for breaks from an activity or the group while still allowing for the safety of everyone at camp. We are happy to provide alternative activities or down time in the room or area where the group is located.

Safety is our number one priority – we cannot jeopardize the safety of the group as a whole for one child. Please realize we are a community-based program and are not trained or licensed to do physical restraints. If a child is requiring this level of support, alternate camps/programs should be pursued.

We hope to work together to create a positive experience for everyone. There are no additional fees required when a person receives an accommodation.

Injuries, Illnesses & Emergencies

Injuries and Illness

Each BPR 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. Parents/guardians will be notified at pick up of any minor injuries. In the case of a serious injury, the Camp Director or Camp Coordinator 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.

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.
- ➡ Assisting with toileting and changing.
- ➡ Providing a 1:1 staff to accompany a person in a class or in a camp to support physical or behavioral needs.

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 Camp Coordinator will have a conversation with the parent/guardian. If the camper has three or more accidents per day or week it will lead to pick up and possible disenrollment with the opportunity to prorate the week.

If a child needs a bathroom or diapering accommodation, please contact the Camp Coordinator to request this accommodation (see contact information on page 5).

Sick campers:

- ➡ Please refrain from sending sick children to camp. Even if it’s just a cold, we do not want to spread the sickness to other campers or staff.
- ➡ If a camper is not feeling well during the day their temperature will be taken and they will be monitored. If they are consistently saying they are not feeling well or showing signs of sickness, a parent/guardian will be contacted to pick them up.
- ➡ As a state licensed camp, BPR follows the Colorado Department of Public Health & Environments and Boulder County Public Health’s information on when campers and staff need to stay home.

In the case of communicable disease, parents will be informed and advised about necessary protective measures. Boulder County Public Health will be notified of any cases and will support camp to ensure proper cleaning and precautions are taken to decrease spread of the disease.

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

Inclement Weather

All City of Boulder camps have access to indoor locations. If camp is outside and the weather becomes inclement or excessively hot, campers will be moved to shelter or shade to keep the kids and staff in the program safe. If this occurs, camp staff will have back-up activities planned to keep kids happy, entertained, and supervised.

Emergency Procedures

BPR Camps are licensed by the Colorado Department of Early Childhood. 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
3460 Broadway, Boulder, CO. 80304
303-441-1000 (8 a.m.–4:30 p.m. Mon–Fri)
After Hours: 303-441-4444 (Boulder County Sheriff)
Child Abuse Hotline: 1-800-CO4-KIDS

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 childcare facility, please consult:

Colorado Department of Early Childhood
Division of Early Learning Licensing and Administration
710 Ash St, Denver, CO 80246
CDEC_elchildcarelicensing@state.co.us
To obtain licensing information or report violations:
303-866-5948

Colorado requires childcare providers to report all known or suspected cases of child abuse and neglect.

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

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 turned over to them.

Reporting of Child Abuse

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 younger than 15 years old and/or there is a four-year age difference between the suspect and victim.

The 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 are 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 (see page 5 for phone numbers).

Adverse Weather & Natural Disaster

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 aretrained and proactices emergency procedures and local authorities will be notified when necessary. Camp personnel will be in touch with parents/guardians when it is safe to do so.

If the emergency requires the building to be evacuated, a copy of all emergency information on campers and staff, the weekly agenda, and a list of participants and staff who are in attendance for that day will both be brought with staff and left on-site.

Camp staff are also trained in City of Boulder 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 to a safe location either on foot or via camp vehicles. Once the campers are in a safe location staff will notify parents for pickup. Accommodations will be made, as needed, for campers with disabilities to ensure they are safely evacuated.

- ➡ Reunification locations vary based upon the reason for evacuation, but could include:
- ➡ East Boulder Community Center 5660 Sioux Drive, Boulder, CO 8030
- ➡ North Boulder Recreation Center 3170 Broadway, Boulder, CO 8030
- ➡ South Boulder Recreation Center 1360 Gillaspie Dr, Boulder, CO 80305

To Communicate a Complaint

We strive to provide a wonderful camp experience for everyone. If you have any questions, concerns, or complaints, please talk with the Camp Director or Camp Coordinator. If needed, your concerns will be brought to the Camp Supervisor and/or other BPR staff.

As a State of Colorado licensed childcare facility, you may also file a complaint by contacting the Colorado Department of Early Childhood, Division of Early Learning Licensing and Administration, 710 S. Ash St, Denver, CO 80246, or by calling them at 303-866-5958 or 1-800-799-5876.



**City of Boulder
Parks & Recreation**

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