

Parent Manual

2024



Procedure of Communication

Day Camp Staff → Recreation Coordinator → Recreation Supervisor → Recreation Manager

Contact Numbers

Camp Phone: (970) 381-5424

Front Desk: (970) 674-3500

Use this phone number to reach staff immediately (i.e. emergencies, running late, etc.)

Britt Moos, Recreation Coordinator: (970) 674-3518

Eryn Thompson, Recreation Sub-Coordinator: 970-381-5424

Contact Britt with any questions at all about your child's enrollment, Day Camp policies or concerns you may have. Messages will be checked daily, first thing in the morning and at least once throughout each scheduled camp day.

Jay Ekhardt, Recreation Supervisor: (970) 674-3515

Bobby Warner, Recreation Manager: (970) 674-3507

Contact Jay or Bobby in the event of an emergency if you are unable to reach staff listed above.

To File a Complaint About this Facility Contact:

We are licensed by the State of Colorado as a School Age Day Camp site. If you have any complaints about our program, facility or Staff as it relates to our license, please contact:

The Colorado Department of Early Childhood

710 S. Ash Street

Denver, Colorado 80246

Or Call

(303) 866-5958 or 1-800-799-5876

Our most recent report of inspection, fire inspection and health inspection is available upon request.

Child Abuse/Neglect

If at any time a staff member reasonably suspects child abuse or neglect, it is in the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services. Upon suspected abuse or neglect, he or she will immediately contact his or her supervisor and that supervisor will contact the Department of Social Services in Larimer County at: Child Protective Services, 205 E. 6th St., Loveland, CO 80537; (970) 498-6990 OR by calling:

250 N. 11th Street
Windsor, CO 80550

Office: 970-674-3500
Fax: 970-674-3535

www.windsorgov.com

Colorado Department of Human Services Statewide Child Abuse and Neglect Hotline: 1-844-CO-4-KIDS.

Town of Windsor Tax ID # 84-6000728

Day Camp Goal, Philosophy and Mission

Camp Windsor's mission is to provide a safe and enjoyable environment for all campers, creating an atmosphere that supports learning and fun. We emphasize four important life skills: safety, responsibility, readiness and respect.

Age of Children

This program is open to boys and girls, ages 5 to 12. This camp is intended for children that have *completed* Kindergarten, and it is not intended for children entering the 7th grade or above.

Camp Weekly Schedule & Daily Hours

Camp Windsor is open Monday through Friday 7:30am to 5:30pm, with planned activities between the hours of 8:30 a.m. and 4:30 p.m. (60+ minutes at the beginning and end of camp are dedicated to free play).

2024 Weekly Summer Schedule:

Activity #	Week #	Dates	Theme	Field Trip	Cost
213600-01	Week 1	5/28-5/31	Superhero	Urban Air	\$200
213600-02	Week 2	6/3-6/7	Space & Flight	Fly High Trampoline	\$250
213600-03	Week 3	6/10-6/14	Olympic	Loveland Laser Tag	\$250
213600-04	Week 4	6/17-6/21	Sneaky Spies & Ninjas	Rogue Play	\$250
213600-05	Week 5	6/24-6/28	Animal Planet	Denver Zoo	\$250
213600-06	Week 6	7/1-7/2	America	No Trip	\$100
213600-07	Week 7	7/8-7/12	Clever Dinosaur	Museum of Nature & Science	\$250
213600-08	Week 8	7/15-7/19	Myths & Legends	Bounce Empire	\$250
213600-09	Week 9	7/22-7/26	Imaginative Inventors	Museum of Discovery	\$250
213600-10	Week 10	7/29-8/2	Under the Sea	Denver Aquarium	\$250
213600-11	Week 11	8/5-8/9	Carnival	Rollerland	\$250
213600-12	Week 12	8/12-8/13	Talent Week	No Trip	\$100

Fees and Payment Schedule

- Summer Camp: 5 days per week (M-F): \$250. *Weeks may be prorated due to holidays or facility closures.*

250 N. 11th Street
Windsor, CO 80550

Office: 970-674-3500
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www.windsorgov.com

- School Out Days: 1 day/wk. when Weld RE-4 School District is not in session: \$60/day
- Fall, Winter and Spring Break Camp: Typically breaks down to \$60/day

Camp fees will not be prorated for ANY reason.

Deposit Information for summer camp: A \$50 deposit for each week your child will attend is due at the time of registration. This amount is non-refundable.

Payment Schedules: The remainder due per week must be paid in full at least 2 weeks in advance **via auto debit** with the card we have on file.

In-person payments can be made at the Windsor Community Recreation Center front desk. We accept cash, checks, Visa, Master Card, American Express and Discover for payments.

Payments can be made over the phone at 970-674-3500 (be sure to fill out your enrollment forms before registering).

Registration

Registration annually takes place online February 1st.

After registration, an invitation will be sent via email to complete online health profiles through ePACT Emergency Network. To meet childcare licensing requirements, all forms and waivers must be completed prior to participation, including uploading current immunization records and any required medication administration forms. Please be sure to update each child's record before May 1, 2024 to be in compliance with the State Childcare Licensing; this applies to pre-existing families.

ePACT

ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. ePACT will replace paper forms, but it will also ensure we have a way to communicate with you in the event of an unexpected situation.

Why are we using ePACT?

- To save you time - With ePACT, you only need to complete your child's information once, and can then use that same record for other programs or subsequent years
- Improved privacy and security – Eliminating paper forms ensures that your key information is safe and secure. ePACT maintains the same levels of security as

online banking, and limits access only to the administrators we assign for enhanced privacy.

- Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this anytime and we will automatically receive those new details.

How it works

You'll receive an email invite to share information with Camp Windsor (Town of Windsor)

- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Enter the required information, like medical conditions, and share it with Camp Windsor so that program staff have access.

Transfers/Cancellations/Refunds

All transfers, cancellations, and refund requests must be submitted online. In order to be eligible for any refund, please be sure to read the policy below:

- **Two weeks (14 days) or more days prior to the start date, a full refund of enrollment fee will be given (does NOT include \$50 deposit) - *unless otherwise noted.**
- **One week (7 days)** prior to the start date and through the first week of the session, 50% of the registration fee is refundable.
- **No refunds** will be accepted less than three (3) days prior to the start of a program.
- Full refunds will be given if the Recreation Department cancels a class or program. Please note: minimum participation numbers must be met or programs may be cancelled.

Identifying Where Children Are

Children must be supervised at all times. Staff should hear or see children at all times. Camp staff will take a head count of all children signed into Camp Windsor for that day and will continue to take roll every hour or when transitioning to another room, field trip and/or off-site location.

Attendance: Sign-In and Sign-Out

Children may sign themselves in or out if given written permission by a guardian. Only persons listed on the Authorized Delivery/Release can give permission. If a child is signed up for a class in the Windsor Community Recreation Center, the parent will need to come and sign child out and in from day camp. Only persons listed on the Authorized Delivery/Release ePACT form will be allowed to sign children in or out, unless specified

in writing to the camp staff prior to the child's release. Please let the person know who is picking up your child that we will ask for their driver's license for proof of identity.

Parents picking up children earlier than 4:00 pm may have to pick up off-site (from the pool, park, etc.). The sign in/sign out iPad will be available and you must communicate with your child's counselor at the time of release. Please inform staff of early pick up in advance whenever possible and remember to collect all of your child's belongings.

The Managers or Director is usually available 4:00-5:00 pm to spend time with parents. Please visit! Any serious concerns can be addressed by scheduling time with the staff.

Unauthorized Pickup Attempt of Child

Camp Windsor staff will ask for the person's name and for ID and explain to the person that the law and facility rules prevent release to unauthorized persons. The only exception would be if the enrolling parent has listed the person on the Emergency Contact list. Staff will immediately call custodial parent/guardian and inform him/her about the situation. If the parent denies authorization for the child to be released to this person or if staff is unable to contact the parent, we will refuse to release the child. The police will be contacted if the individual does not stop demanding the child's release.

Late Arrivals When Group is Away from the Center

If you arrive late and your child's group is away from the Windsor Community Recreation Center, the child may be placed with the Supervisor or Coordinator until the child can be safely transported to their activity. If these accommodations are not possible, it will be your responsibility to transport your child to meet the group. In meeting the group, the parent is responsible for communicating with the counselor and signing the child in. If parents do not choose to meet up with the group, any fees paid for that day will be forfeited.

Child Arrival & Departure/Late Fee policy

In order to ensure the safety of your child(ren), only authorized persons on the registration form will be allowed to sign your child(ren) out of camp. Children will not be released to other persons unless designated by written or verbal authorization by a parent or guardian. A photo ID may be required. Daily sign in/out sheets will be used with our program to track the time and release of each child's arrival and departure.

Pick-up must occur by 5:30 p.m. We understand the challenges of rush hour traffic and facility parking, so late fees will begin accruing at 5:35 p.m. at the rate of \$5 for every 5 minutes per child. All charges will be added to your household account.

If a parent or guardian has not picked up his/her child or called informing staff of a delay, staff members will make an attempt to call a secondary person listed on the enrollment

form. If the child is not picked up by 5:45 p.m., the police department will be notified and the child will be released into the custody of a police officer.

Staff will ensure that all campers have been picked up prior to closing the camp room and leaving for the day.

Parent and Guest Visitation

Parents are welcome to visit their child during lunch hours and at other times throughout the day. If parents are taking their child away from our facility, they must sign the child out before leaving the center, and must sign them back into camp upon their return. To ensure the safety of all campers, visitors/parents are also required to sign-in and out on the Visitor Log at the Front Desk.

Field Trips/Transporting Children:

Town of Windsor vehicles will provide transportation for children on our park days. NoCo Party Bus will provide transportation for children on our field trips. Children and staff will be expected to observe all safety precautions as dictated by the Department of Transportation. When children are transported by van, all children must wear a safety belt. All children are to remain seated while the vehicle is in motion. Everyone's arms, legs and head must remain inside the vehicle at all times.

State Licensing requires camps to have 1 staff to every 15 children. Camp Windsor will try to maintain a ratio of 1:10. Most of our field trips will be on Wednesdays unless otherwise noted.

We will return from most field trips by 3:30 p.m. We will notify you if the return time should be later through our weekly schedule. Please note that if our arrival back at camp is substantially delayed, we will contact the Windsor Community Recreation Center front desk staff to update our status.

All staff's driving records have been checked and they have all gone through the Town of Windsor's "Safe Driving Training" to ensure the safety of your child while driving our Town vehicles.

When a breakdown or emergency occurs on route, the driver will call the Recreation Coordinator for assistance and recreation staff will bring additional vehicles to the location. Students are then transferred to the additional vehicles. Guardians are notified.

Staff Communications

Many camp communications will be available via e-mail and ePACT. If you have questions please ask the Camp Counselor or Recreation Coordinator.

What To Bring to Camp

- Your child's backpack (for carrying lunch and belongings off-site)
- A cold, sack lunch and 2 (healthy) snacks. Food cannot be refrigerated, so please use thermal containers that children can transport easily. (Microwave not available)
- Water bottle
- Sunscreen (with your child's name on it)
- Swimsuit, towel (swim shirt, goggles, and pool shoes optional)
 - Children 6 or under is required to wear a life jacket or puddle jumper at ALL times in the pool. (flotation devices available if needed)
- Sweatshirt or jacket appropriate for daily weather forecast/changes
- Hat (optional)

What to Wear to Camp

Loose comfortable clothing that is appropriate for the weather and allows freedom of movement. Socks and closed toed shoes. Please no flip flops or sandals as they restrict movement and can be a safety problem.

Camp Windsor T-Shirts ARE REQUIRED on field trip days, which will be provided. The camp shirt helps us keep track of each child when we travel as a large group outside the Recreation Center. The Camp Counselors will also be wearing bright colored shirts.

Children's Personal Belongings

Children should not bring toys, money, electronics, cell phones, or other personal belongings to day camp. We cannot be responsible for these items if they become broken or misplaced.

Exceptions will be made for children to bring small amounts of money to spend on concessions at Chimney Park Pool (\$5 or less).

Please note that if your child does bring money on these occasions, he/she is responsible for that money and may not share it with other children. If this becomes a problem, camp staff reserves the right to discontinue our policy of allowing money to be brought for these special occasions.

Sunscreen

It is your responsibility to apply sunscreen to your child daily before arriving at day camp. Camp staff will remind campers to reapply sunscreen as appropriate, including after lunch and after swimming times. Camp staff may also help your child apply sunscreen if needed. It's required to put your child's name on any sunscreen brought to camp.

Camper Helmets While Operating Roller Blades, Bicycles, Scooters or Skateboards

Campers are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a day camp activity. Those campers who do not have a helmet will participate in an alternative activity on that day.

Photography Policy

The Town of Windsor Parks, Recreation & Culture Department reserves the right to use images and/or photographs of anyone in any activity, park, or public place in present and/or future publications or on the department's web pages for promotional purposes, unless told otherwise at the time image or photo is taken.

Television and Video Viewing

Access to screen time will be limited to less than four hours per week. Any movies viewed will have a G or PG rating.

Medication

Members of Camp Windsor staff will complete formal Medical Administration training and are authorized to administer medication to a child *ONLY WHEN THE FOLLOWING CONDITIONS ARE MET*:

- All medications must be in their original container with doctor's instructions on the label, or with hand written instructions and signature from the doctor for any over the counter medication (includes Tylenol, cold medication, etc.).
- Parents must give a written authorization (a form can be provided by request at bmoos@windsorgov.com).
- All medications will be kept in a locked box and out of reach from all children. Staff will record all administration of medicines in the Medical Log Book. Please only bring the amount of medication that is needed for the current week of camp.
- Please be sure that your child does not keep any medication in their back packs for them to take on their own at camp.

Diapering & Toilet Training

We require your child to be potty-trained before attending camp. In the case your child has an accident we recommend to pack an extra set of clothes. Otherwise, the primary guardian will be contacted to bring another set of clothes and help change their child.

Illness

We request that parents keep their child home when he or she shows any signs of an illness. Children displaying obvious signs of illness or with a temperature in excess of 100 degrees will not be permitted to remain in our care and parents will be asked to pick

up their child immediately. Ill children will be isolated from the others in the program until they are picked up by a parent. Remember, it's no fun being ill at camp.

Services for Children with Special Needs

If there is a request for a child with special needs, the Recreation Coordinator will work with the family to identify the assistance needed. The Recreation Coordinator will also be available to assist with other staff training as needed with children special needs. Please contact our Recreation Coordinator, Britt Moos at (970) 674-3518 or bmoos@windsorgov.com should your child need any special assistance.

Code of Conduct

A Camp Windsor Behavior Contract is included with your registration materials. Please review this with your child. Both you and your child must sign this agreement, indicating that you have read, understand, and agree to the terms of this document. You may want to make a copy of this contract to review with your camper during the summer if needed.

Discipline Guidelines

Discipline will be constructive or educational in nature. We will make every effort to give positive reinforcement for good behavior and encourage children to learn acceptable behavior. The following steps will be taken if a child needs to be disciplined:

Verbal Warning

Proximity or Verbal Warning: Leaders will place themselves in close proximity to child in order to observe (and document if necessary) behavior, and to verbally give the child appropriate direction.

Child may be removed from their immediate group in order to discuss the situation with a camp leader.

Child may be asked to sit aside from the group for a short time, but will be allowed to return to activities as soon as possible depending on the extent of the behavior or further actions needed.

Written Contract

Child will be asked to fill out a “Stop & Think” form (either written or drawn). This form helps the student understand how their behavior was disruptive to others and how they might change their behavior in the future to correct the problem. Parents will be handed this at the end of the day.

If behavior continues, another “Stop & Think” form will be filled out. Parent/guardian will be called and a meeting with staff, camper, and parent/guardian may be scheduled. We ask for your support at home with behavior issues that occur at camp.

On the third infraction for the same behavior, the child may be required to miss a day of camp or upcoming field trip. The parent is responsible for the supervision of their child during that originally scheduled camp time/field trip, and discounts/refunds will not be given for this time away from camp.

If another incident occurs after the previous discipline measures have been followed, a meeting will be held with parents to evaluate how the child can be successful in the program and to clarify the Code of Conduct expected of all participants. A discussion of suspension from camp may also take place.

Suspension/Dismissal

In the event of severe infraction or when previous disciplinary action has not been successful, a child may be suspended for a short duration or dismissed from the camp for the remainder of the summer.

Severe Behavior Problems

When a child's behavior jeopardizes the safety and well-being of the children, the staff, or the continuation of the program, it may become necessary to remove the child from the program. Dismissal will be used as a last resort.

If you have any questions regarding the discipline policy and procedures, please contact the Recreation Coordinator at (970) 674-3518.

Emergencies

For a serious medical emergency, we will contact 911 immediately, then every effort will be made to reach the parent/guardian. If parents cannot be reached, we will try emergency phone numbers that parents have listed on the emergency form. In a lesser emergency situation, we will attempt to contact parents, then emergency contacts first. Emergency medical treatment (by professionals) will be given when all efforts to reach parents or guardian have failed. Children will be transported by emergency ambulance personnel to the closest medical facility.

Harsh Weather Conditions: The program will not be cancelled due to weather. In case of inclement weather, indoor facilities will be used and daily plans may be altered.

In Case of a Natural Disaster: Examples: floods, tornadoes, and severe weather. We have a written plan of action on file in case of natural disaster. The Windsor Recreation

Community Center is identified as a safe community shelter. In the event that a natural disaster is declared, staff and children will remain in the facility. Day camp staff will receive direction from the Town's police and fire personnel as deemed necessary. In case of a field trip away from the facility, these plans will accompany staff members.

Evacuation: Evacuation, in case of fire or other disaster, will take place immediately. Each leader will take his/her children outside, at least 100 feet from the building. Attendance will then be taken immediately by each leader. The camp does two fire drills every summer to practice fire safety and procedures to the campers. If the Windsor Community Recreation Center is inaccessible then the families can be reunited at the Windsor Police Department at 200 11th St, Windsor, CO 80550, their phone number is (970) 686-7433.

Missing Child Procedure

In the event that a child should ever come up missing from day camp, the following steps will be taken:

- The children will be gathered and attendance will be taken to determine who might be missing. If it is determined that a child is unaccounted for, one leader will be assigned to supervise the group, the other staff members will search for the child in areas not easily seen at quick glance (such as bathrooms, locker rooms, playground equipment, etc.) Day Camp staff will request the assistance of other staff to help with the search when possible. The search will be no longer than 5 minutes.

If the child is not found, one of the leaders or the director will make the following telephone calls:

- 911 to report a missing child.
- Contact the parents of the missing child and have them meet the staff at the present location.
- Recreation Coordinator will be informed and will assist.
- A staff member will take the other day camp children back to the Windsor Community Recreation Center for the remainder of the day.
- The leader will stay with police to assist and aide in the search for the missing child.
- The Recreation Coordinator will inform the Recreation Supervisor of the incident as soon as possible.

Injury Policy

For any child hurt or complaining of persistent or unusual pain treat every injury as serious until it can be determined that EMS doesn't need to be called immediately.

The following procedures will be followed by camp personnel:

- They will ask where it hurts; have child apply pressure and tell the leader where and how it hurts.
- Do range of motion test(s) if it doesn't result in too much discomfort. Then ask the child to go through range of motion; will not physically assist the child.
 - (a) If child is unable to move affected area or is in severe pain, staff will notify the Coordinator to call parent or guardian immediately or (b) if child has mobility of affected area, apply ice and recheck in 15-30 minutes.
- If child is still hurting in 15-30 minutes, they will call the parents and involve them in the decision process. Give the options of...
 - Parents can pick up the child themselves and decide whether medical attention is needed.
- We can call EMS services and have them take a look at the injury. The parent will be responsible for all costs involved with the EMS services.
- In a medical emergency, camper will never be transported by staff.
- An Accident Report Form will be completed and returned to the Coordinator. If a child has any injury during the day that does not involve a parent's immediate attention, staff will still inform parents at the end of the day of the incident.

Please Note: Camp staff is certified in CPR, Medical Administration and First Aid. Staff are required to carry a first aid kit, cell phone for emergency purposes and any authorized campers' medications at all times.

Withdrawal from Camp:

If at any time, camp no longer meets the needs of you and/or your child due to philosophical differences or disciplinary issues, the parent may withdraw the child from camp. This withdrawal needs to be submitted in writing to the Recreation Coordinator. Penalties will be determined at the discretion of the Recreation Coordinator and Recreation Supervisor. For further questions contact Britt Moos, Recreation Coordinator, at (970) 674-3518.

We look forward to providing a rewarding and enriching experience for your child in Camp Windsor!

Thank You,
Windsor Recreation Staff