

# APEX DAY CAMP PROGRAM POLICIES AND PROCEDURES



## PURPOSE

Apex Park and Recreation District provides a safe, healthy, and fun recreational experience for children. Working parents can feel confident that children are occupied by supervised activities in a relaxed social setting.

## GOALS AND OBJECTIVES

Apex Park and Recreation District Day Camp programs are designed to foster self-esteem and build confidence. Creativity is encouraged in all crafts, games, and activities. Teamwork and self-control are stressed as vital to success.

## AGES OF CHILDREN

Children ages 5-12 years are accepted. Children must have completed kindergarten. Apex location is specifically designed for ages 5-10, at the Secrest location, ages 8-12, and the Fitzmorris location is for ages 5-10.

## PROGRAM RATIOS

Programs shall follow the state licensing enrollment limit for each site. The number of participants in attendance shall not exceed the allotted amount that licensing has established. The ratio is 1 staff member to 15 children. Staff members are to always monitor staffing/participant levels. Field trip and swimming ratios are 1 staff member to 10 children.

## REGISTRATION & PERMISSIONS

An orientation packet is online and/or obtained through ePACT. The packet includes forms for the child's health history and emergency notification numbers and information about lunches and snacks. It also includes a Permission for Medication Authorization form signed by a pediatrician for children requiring medication during camp hours.

- Current camper immunization records, physician statement form, and emergency information **MUST** be given to camp staff before a child can attend camp.
- Registrations are accepted online or over the phone. If you have any questions regarding registration, call 303.403.2555. Payments must be automatically deducted (Visa, MasterCard, Discover, or bank debit card) or paid in full at the start of each camp.

Weekly payment plans are also available only for the Summer Day Camp programs. Payments are deducted between March 29-June 7 for the number of days your child is registered. Any camp dates that are added after the payment plan has started must be paid in full at the time of purchase. **Please be advised that if your credit card declines you will have 5 days to rectify the issue before your camper is withdrawn from the program.**

2024 Day Camp Registration Fee:

All Registration Fees are **non-refundable**.

Out of School Days: \$25 (non-res. \$35) This is a one-time fee that will be automatically applied for all Out of School Days in the Calendar year.

Summer Camp: \$68 (non-res. \$82) This is a one-time fee that will be automatically applied for Summer Day Camp.

Daily Camp Fees:

Apex Center (Camp Apex) Resident: \$63/day (non-res. \$75/day)

Fitzmorris Elementary School (Camp Fitzmorris) Resident: \$58/day (non-res. \$70/day)

Secrest Recreation Center (Camp Secrest) Resident: \$58/day (non-res. \$70/day)

Summer Camp Cancellations:

Cancellations made through May 3 will be eligible for a refund or credit. Cancellations made **after** May 3 will not be granted a refund or credit.

Parents wishing to cancel a child from camp should provide written notification via email to the specific site Recreation Coordinator. \*You must include your child's full name, your child's age, and the dates and names of the camp session you wish to cancel. There are no refunds for missed and/or sick days.

Out of School Day Cancellations:

Refund requested 5 business days or more before the start of Camp session.

Refund requested after session starts: **No refund.**

Singel Non-Contact Dates

Spring Break Camp

Fall Break Camp

Thanksgiving Break Camp

Winter Break Camp

SUMMER DAY CAMP - MANDATORY PARENT MEETING

Meeting locations and times will be communicated as the date approaches.

Camp Apex - Thursday, May 9, 2024, from 5:30-7:00 p.m. at Apex Center

Camp Fitzmorris - Wednesday, May 8, 2024, from 5:30 -7:00 p.m. at Fitzmorris Elementary School

Camp Secrest – Tuesday, May 7, 2024, from 5:30-7:00 p.m. at Secrest Recreation Center

#### HOURS OF OPERATION

During Out of School Days, Camp Apex, Camp Fitzmorris, and Camp Secrest are open from 7:30 a.m. to 5:30 p.m.

Summer Camp days at Camp Apex, Camp Secrest and Camp Fitzmorris are open from 7:00 a.m. to 5:30 p.m.

#### CAMP CLOSURE DATES

Camp Apex – July 4 and July 5

Camp Fitz – July 4 and July 5

Camp Secrest - July 4 and July 5

#### CAMP AMENITIES

**Camp Apex - Melinda Roy, [MelindaR@ApexPRD.org](mailto:MelindaR@ApexPRD.org)**

Ages 5-10

Camp Apex is located at the Apex Center for ages 5-10. At Camp Apex, we offer arts and crafts, sports and games, special interests, and free-choice activities. We also get to enjoy the fun amenities that the Apex Center has to offer:

Swimming: Monday and Friday

Rock Climbing and Ice Skating: Tuesday and Thursday. Valid with the Camp Apex Adventure Pass

Splash Pad: Wednesday

Optional Field Trip: Wednesday

**Camp Fitz - Kelli Scharfenberg, [KelliS@ApexPRD.org](mailto:KelliS@ApexPRD.org)**

Ages 5-10

Camp Fitzmorris is located at Fitzmorris Elementary School for ages 5-10. Camp Fitzmorris will spark inspiration and ignite your child's creativity. Join us at our camp for an extraordinary STEAM camp (Science, Teamwork, Engineering, Art, and Music), an experience that is right for your child. We offer daily yoga, art, building, and large group games. Our campers get to learn and experience a wide variety of athletic and artistic activities:

Silent Disco, Karaoke, and Music: Monday

Swimming: Tuesday, Friday

Walking Trips: Wednesday

Field Trip: Thursday. The field trip fee is included in daily registration.

**Camp Secrest - Viola (Vee) Duran, [ViolaD@ApexPRD.org](mailto:ViolaD@ApexPRD.org)**

Ages 8-12

Camp Secrest is located at the Secrest Recreation Center for ages 8-12. Camp Secrest offers older adventurers an exciting opportunity to explore the world around them, make new friends, and create unforgettable memories. Our summer schedule is designed to keep our campers engaged and entertained with a mix of exciting activities:

Local Mini Field Trips: Monday

Swimming: Tuesday and Thursday

Special Interests: Wednesday

Field Trip: Friday. The field trip fee is included in the daily registration.

**SUMMER CAMP ADVENTURE PASS – CAMP APEX ONLY**

Campers have access to a monthly Summer Camp Adventure Pass that gives them additional add-on activities at a price of \$65 res. (\$70 non-res.) per month. This allows campers to choose their daily activity for Ice Skating or Rock climbing. Specific Adventure Pass days that these activities will be provided to those that carry the pass.

Camp Apex Summer Adventure Pass:

Tuesday and Thursday

**EMERGENCY NUMBERS**

Emergency contact information is important; they allow staff a better opportunity to reach someone in the event of an emergency. Please make sure all emergency contact information provided is accurate.

**DISABILITY AND INCLUSION POLICY**

Apex will make every possible effort to provide reasonable accommodation accommodations for the safety and enjoyment of all children. We provide an inclusive camp for a limited number of individuals. For a successful camp experience, please contact us to further discuss your child's needs. Apex will provide additional staff only if we are notified prior to registration.

Camp Apex - Melinda Roy at [MelindaR@ApexPRD.org](mailto:MelindaR@ApexPRD.org) or 303.467.7115

Camp Fitzmorris – Kelli Scharfenberg at [KelliS@ApexPRD.org](mailto:KelliS@ApexPRD.org) or 303.467.7195

Camp Secrest - Vee Duran at [ViolaD@ApexPRD.org](mailto:ViolaD@ApexPRD.org) or 303.467.7119

**COMMUNICATION**

Camp staff utilizes ePACT, ActiveNET, text messages, phone calls and emails to communicate updates to camp parents about field trips, camp activities, and other important information. ePACT will email and text families with real-time updates. If an in-person communication is required, you may contact the following Recreation Coordinator(s)

Camp Apex - Melinda Roy at [MelindaR@ApexPRD.org](mailto:MelindaR@ApexPRD.org) or 303.467.7115

Camp Fitzmorris – Kelli Scharfenberg at [KelliS@ApexPRD.org](mailto:KelliS@ApexPRD.org) or 303.467.7195

Camp Secrest - Vee Duran at [ViolaD@ApexPRD.org](mailto:ViolaD@ApexPRD.org) or 303.467.7119

### MISCONDUCT

Corrective methods chosen for inappropriate behavior will be constructive and educational. Discipline methods can include talking about the situation, separation from the situation, and natural consequences (i.e. cleaning up any messes resulting from the behavior).

### DISCIPLINE/BEHAVIOR MANAGEMENT

Discipline will be conducted to educate and redirect, rather than punish. The techniques used will include talks, mild reprimands, and time away from the activity (within the room). We emphasize thinking about what they did and what they will do differently next time.

**Hitting, fighting, and inappropriately touching another person will be an immediate 1–3-day suspension from the program.**

All other incidents will be handled as follows:

1st Incident= Verbal Warning

2nd Incident= Written Warning & Parent Contact

3rd Incident= 1-to-3-day suspension & Parent Meeting

Depending on the severity of the situation, campers will start off with a clean slate each day, unless they have a current action plan. Then the action plan will be followed. More than 3 Incidents will be subject to camper dismissal from the program.

Apex staff reserve the right to bypass any of the steps due to the severity of the behavior. If a child threatens another person's wellbeing or creates an unsafe environment for our participants and/or staff, they will be suspended from attending camp on their next scheduled day without a refund. Apex staff reserves the right to permanently suspend a camper depending on the severity of the situation from all Apex programs and/or facilities.

Children suspended from the program will not qualify for a refund.

### PERSONAL BELONGINGS

Items brought to camp by the children should all be clearly labeled with the child's name. Children will be leaving the primary home base several times throughout the day to participate in activities around the Apex facilities. Items should be easy to store and move. Please encourage your child to leave valuable items at home. **Apex is not responsible for lost or stolen items.** We will clear the lost and found on the first of the month and donate all items.

Items that should **NOT** be brought to the program/camp include personal game systems, iPads, cell phones, gum, candy, energy drinks, matches, lighters, knives, weapons, toys, over the counter medications, illegal drugs, or alcohol.

If any child brings inappropriate items to the program, these items will be confiscated and returned directly to the guardian only. Repeat offenses of dangerous items will be grounds for removal from the program.

### APPROPRIATE FOOTWEAR

Although campers are not restricted in what they choose as everyday footwear, we recommend wearing close toed shoes or sandals that strap on to the feet. We also advise campers to wear shoes that they can put on and take off themselves for activities. Close toed shoes are required for Rock Climbing. Long socks are required to participate in Ice Skating. **Apex is not responsible for injuries caused by footwear.**

### CAMPER SPENDING MONEY

Please limit the amount of extra spending money your child brings to camp. The staff needs to be able to give full attention to the safety of all campers, and handling money for the children is time-consuming and distracting, therefore staff will not carry or be responsible for any camper's money.

Children are only allowed to visit the snack bar or vending machines with parents before and after camp.

Camp Fitzmorris does not have access to snack bar or vending machines and children should not bring money to camp.

### FIRST AID CARE

All staff are CPR and First Aid/AED Certified.

### ILLNESS

According to state licensing requirements and for the protection of all children, Apex Day Camps cannot accept children with the following symptoms:

- o Elevated temperature (100.4 and above)
  
- o Diarrhea or vomiting (return to camp 24 hours after last incident)
  
- o Undiagnosed rash
  
- o Sore or discharging eyes or ears, profuse nasal discharge
  
- o Diagnosed contagious diseases such as strep throat or chicken pox

Sick children will be provided with a place to rest comfortably until they go home. Parents will be notified to come and pick up their child within the hour.

Please notify the Apex Day Camp Program if your child is exposed and/or contracts a contagious disease, such as whooping cough, measles, or COVID. It is a licensing requirement that signs be posted to notify families.

#### CHILDREN BECOMING ILL OR INJURED DURING CAMP HOURS

Emergency services will be obtained through 911 for any illness or injury the staff feels unable to handle with their first aid training. Attempts to reach a parent or other person(s) designated on the emergency card will continue until someone is reached. A parent or other designated person will be requested to come pick up a child who is ill or who has an injury requiring treatment by a physician. Parents are encouraged to make a habit of letting someone know where they can be reached when away from their desk or office. In the event in which the parent/guardian cannot be reached the emergency contact will be notified. Staff will document all injuries and illnesses.

#### MEDICATIONS

All campers needing medications at camp will need to speak to our Nurse Consultant BEFORE arriving on-site. Campers may not attend camp without speaking to our nurse.

All medications needed by a child during camp hours must be delivered to a staff member in the original container that shows:

1. prescription #
2. name of medication
3. date filled
4. physician's name
5. child's name

## 6. directions for dosage

A note with written consent signed by the parent **AND** doctor should accompany the medication indicating the times medication should be given. All medication will be stored in a locked area. Parents should reclaim medications daily. Only staff that have received the Medication Administration Certification will be allowed to carry and dispense medications. This staff will obtain delegation for distributing medications annually by a registered nurse. The registered nurse is responsible for withdrawing delegation if the delegate is not performing the task according to protocol.

### Procedure for Administration of Medication

Only staff that have received the Medication Administration Certification will be allowed to carry and dispense medications. This staff will obtain delegation for distributing medications annually by a registered nurse.

1. Identify the Camper
2. Identify the medication
  - a. Note camper's name on the original container
  - b. Note and compare the picture (if available) to camper
  - c. Note date of medication on the original container
  - d. Note name of medication on the original container
  - e. Note dosage of medication on the original container
  - f. Note any special instructions on the original container for giving medication
3. Have staff wash hands and put on gloves
4. Have Camper wash hands
5. Compare information on the original medication container with the medication authorization
6. Check to see that another individual has not already given the medication for that day and time.
7. Administer medication to the Camper as directed by written order.
8. Initial and record time the medication was given on the Camper's medication log.
9. Return medication to a secure location.

### EMERGENCY SITUATIONS

Specific instructions have been listed for fire, tornadoes, hail, and police emergencies. Flood danger at the Apex Center is minimal due to its elevation relative to the surrounding area. Parents are reminded



**not** to call the Apex Center due to news reports of an emergency in the area. Phone lines must be free for staff use. Parents may call Apex's Secrest Recreation Center Site at 303-403-2555 for information during emergencies.

Camp Apex - Melinda Roy at [MelindaR@ApexPRD.org](mailto:MelindaR@ApexPRD.org) or 303.467.7115

Camp Fitzmorris – Kelli Scharfenberg at [KelliS@ApexPRD.org](mailto:KelliS@ApexPRD.org) or 303.467.7195

Camp Secrest - Vee Duran at [ViolaD@ApexPRD.org](mailto:ViolaD@ApexPRD.org) or 303.467.7119

**FIRE:** Campers will be evacuated immediately through the most accessible door. The Fire Department (911) will be called. All campers and staff will be evacuated and will be kept at least 100 feet away from the building.

**TORNADO OR HEAVY HAIL:** Tornado warnings will be announced throughout the facility over the PA system. All staff and campers will move to the aquatic area locker rooms or ice arena locker rooms. At Camp Fitzmorris all staff and campers will move to the interior hallways.

### **INCLEMENT WEATHER**

During inclement weather the campers will be kept inside the building. Alternate activities have been planned for these times and include games, crafts, etc. We ask that each child arrive with appropriate attire for short outdoor activities in 40-50°F weather (i.e., Coats, hats, gloves, boots). In cold weather outdoor activities are limited to a maximum of 45 minutes. When participating in Camp during holidays please note if the Apex Center closes or has a delayed opening camp staff will be contacting participants through ePACT and ActiveNET. If there are any questions about Camp closures, please contact 303.403.2555 or specific site coordinator.

Camp Apex - Melinda Roy at [MelindaR@ApexPRD.org](mailto:MelindaR@ApexPRD.org) or 303.467.7115

Camp Fitz – Kelli Scharfenberg at [KelliS@ApexPRD.org](mailto:KelliS@ApexPRD.org) or 303.467.7195

Camp Secrest - Vee Duran at [ViolaD@ApexPRD.org](mailto:ViolaD@ApexPRD.org) or 303.467.7119

### **LOST CHILDREN**

Every effort is made to keep all children safe. Day Camp staff has been given specific steps to follow when a child is missing at camp. These steps include searching the area, retracing steps, and carefully questioning other children and staff members. Provisions are made for notifying the police, the child's

emergency contacts, Apex administrative offices, the Colorado Department of Human Services, and/or other proper authorities.

### SWIMMING

The Apex Park and Recreation District aquatics staff, in conjunction with the camp staff, works to ensure the safety of all campers when they swim at the pools. This is done in several different ways, one of which is each camper's swimming abilities are evaluated to ensure that they are swimming in appropriate areas of the pool. Once a level is determined by the aquatics staff, campers are issued a wristband denoting what areas of the pool they can swim in. By taking this safety measure it allows both counselors and lifeguards to identify campers and ensure they are in a safe area of their pool.

Below is an outline of the Camp Swimmer Safety Evaluation.

#### **Program Outline**

- The camper safety evaluation is done to ensure the correct color wristband is being assigned to keep each camper as safe as possible.
- The evaluation will take place in age-appropriate water depth. The evaluation will always be well supervised by aquatics leadership staff, lifeguards, and camp counselors.
- Swimmers will swim to one width of the pool, demonstrating appropriate swimming techniques where they can breathe without touching the bottom of the pool.
- Wristbands – swimmers will receive wristbands at the completion of the test. Wristbands allow campers to go in certain areas of the pool, while limiting access to others based on their swimming ability.
- Camp staff will track swim test results seasonally (Spring, Summer, Fall, Winter). A swimmer may retest to receive a different color wristband, depending on the availability of aquatics leadership staff, lifeguards, and camp counselors.

### FIELD TRIPS

Field trips are available at Apex, Fitzmorris, and Secret Day Camps. Permission for trips is a component of the registration forms in this packet. Information on location and times of departure and return will be communicated through ePACT. If the child does not go on the field trip due to late arrival, refunding the field trip is not an option. While on a field trip, campers are not to be picked up or dropped off while camp is off-site.

Transportation is contracted with Jefferson County Public Schools District and on occasion Apex vehicles will be used. Bus safety procedures will be given by bus drivers. Staff will divide the children into small groups with one counselor for each group. Children will be required to wear their orange camp t-shirt while on field trips. If a camper does not come in with a camp shirt, Apex will provide one at a \$6 charge.

### SUNSCREEN

All campers are required to bring a bottle of sunscreen every day with a minimum of SPF 30 with their full name written on it. Parents must sign the permission slip at the end of the document granting permission for camp staff to assist with applying sunscreen to bare/uncovered skin surfaces including the face, ears, shoulders, arms, legs, and feet. Sunscreen is applied 15-30 minutes before outdoor

activities. In the event a camper's sunscreen is not available, Apex staff will provide sunscreen approved by the State of Colorado for use within multiple child settings. Apex Camps use Rocky Mountain SPF 30 Sunscreen.

### VISITORS

All visitors must report to Camp Check In and sign the Visitor's Book on arrival and departure. People who are unknown to the staff will be asked to show one piece of identification. All visitors will be provided with a visitor's badge upon signing in. A member of staff will always accompany visitors in the camp spaces; at no time will a visitor be left alone with a child.

### RELEASE OF CHILDREN FROM CAMP

Children will **only** be released to parents or persons designated on the ePact emergency form. Parents need to send a signed letter authorizing release of a child to anyone not listed on the emergency contact form prior to the arranged pick up time. Authorized persons must present an ID at the time of pick up.

### MEALS AND SNACKS

Each camper should bring two snacks, a sack lunch and water bottle daily. Cold storage and microwave usage are not available at sites. No glass containers are allowed. A lunch will be provided for a child who forgets to bring one with a **\$10 charge** to the family's account. Parents will be responsible for the cost of the meal. Campers are required to bring a water bottle to camp every day. We recommend campers bring a unique and labeled water bottle with their full name (not a generic, plastic one as these tend to get lost and thrown away). Staff will provide campers who do not have a water bottle with one at a cost of \$1 that will be charged to the account.

### MOVIES/VIDEO/TELEVISION VIEWING

Campers may watch a video each week. Movies selected are rated G or PG. Television broadcasts are not available for viewing. Screen time is not permitted at camp other than planned within the activities of the program. Camps may use virtual field trips, Cosmic Yoga, and Go Noodle activities during scheduled activities.

### USE OF INTERNET AND MOBILE DEVICES

Campers do not have access to Wi-Fi while attending Camp.

### SOCIAL MEDIA

Staff and volunteers are not allowed to "be friends" with parents or campers on any social media site. Please assist us by not requesting this of staff.

### BABYSITTING REQUESTS

Staff and volunteers are not allowed to babysit or transport children at any time outside of Apex PRD programs. Please assist us by NOT requesting staff to babysit your child.

#### LATE PICK-UPS AND FAILURE TO PICK UP

Parents will be charged \$2.00 for every minute a child is left at the center after 5:30 p.m. At 5:45 p.m. staff members will begin calling those authorized to pick up the child as listed on the emergency card. If no one has arrived or been contacted by 6:00 p.m. the Arvada Police Department will be called as the child will be considered an abandoned minor. An Apex staff member will be assigned to watch the child until a designated person assumes responsibility. The staff member will do as much as possible to comfort and reassure the child of his/her safety. Fees must be paid, in cash, before the child can return to camp.

#### CLOSING PROCEDURES

Before a staff member closes the building, all rooms including bathrooms that the childcare program utilized will be searched to assure no child is left in the building and playground. The staff will review the sign in and out sheets to assure all children that were signed in are signed out by an authorized individual. If there are any questions in these procedures staff will call the parent/guardian first and then proceed with authorized pickups to assure the safety and wellbeing of the child.

#### CHILDREN ARRIVING LATE

Parents are encouraged to be familiar with the weekly schedule. Children will be assigned to join-in activities around the facility at 8:30 a.m. every day, and it is expected they will check in before this time. If, upon late arrival, the camp is not in the designated drop-off site, please contact the Recreation Coordinator to arrange for your child to be checked in and sent to the appropriate location.

#### REPORTING OF CHILD ABUSE

Any staff member of a childcare center who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to the circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a

report to be made of such fact to the County Department of Human Services or local law enforcement agency.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the day camp facility is located. The telephone numbers to report abuse are:

**Jefferson County Hotline 303.271.4357**

Douglas County Hotline 303.688.4825

Denver County Hotline 720.944.3000

Arapahoe County Hotline 303.636.1750

Adams County Hotline 303.227.2115

We hope you and your child have a wonderful time with us. Should you have any concerns or complaints about Apex's Camp programs, feel free to talk to the Recreation Coordinator below.

Camp Apex - Melinda Roy at [MelindaR@ApexPRD.org](mailto:MelindaR@ApexPRD.org) or 303.467.7115

Camp Fitzmorris – Kelli Scharfenberg at [KelliS@ApexPRD.org](mailto:KelliS@ApexPRD.org) or 303.467.7195

Camp Secrest - Vee Duran at [ViolaD@ApexPRD.org](mailto:ViolaD@ApexPRD.org) or 303.467.7119

You may also contact the **Colorado Department of Early Childhood at 710 S. Ash St., Denver, CO 80222. 1-800-799-5876.**

**FEMA: Basic Emergency Plan**

The Secrest Recreation Center

To the Parent (s)/Guardian(s) of **Camp Secrest:**

This letter is to assure you of our concern for the safety and welfare of children attending Camp Apex at Apex Park and Recreation District's Secrest Recreation Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation.* Campers are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering.* Sudden occurrences, weather, or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Total evacuation.* This may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility at **St Andrew's Lutheran Church, 6774 W 66<sup>th</sup> Ave, Arvada, CO 80003.**
- *Modified Operation.* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations

Please listen to **the local news stations or call 303.403.2555 or check apexprd.org** for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

To assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Laina Doyle at 303.403.2539

Sincerely,  
Laina Doyle, Recreation Manager

## **FEMA: Basic Emergency Plan**

The Apex Center

To the Parent (s)/Guardian (s) of **Camp Apex**:

This letter is to assure you of our concern for the safety and welfare of children attending Camp Apex at Apex Park and Recreation District's Apex Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation.* Campers are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering.* Sudden occurrences, weather, or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Total evacuation.* This may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility at **Simms Street Recreation Center, 11706 W. 82<sup>nd</sup> Ave., Arvada, CO 80005.**
- *Modified Operation.* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to **the local news stations or call 303.403.2555 or check apexprd.org** for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

To assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Laina Doyle at 303.403.2539

Sincerely,  
Laina Doyle, Recreation Manager

**FEMA: Basic Emergency Plan**

Fitzmorris Elementary School

To the Parent (s)/Guardian(s) of **Camp Fitzmorris:**

This letter is to assure you of our concern for the safety and welfare of children attending Camp Fitzmorris through Apex Park and Recreation District at Fitzmorris Elementary School. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation.* Campers are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering.* Sudden occurrences, weather, or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Total evacuation.* This may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility at **Fitzmorris Recreation Center, 6340 Independence, Arvada, CO 80003.**
- *Modified Operation.* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to **the local news stations or call 303.403.2555 or check [apexprd.org](http://apexprd.org)** for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

To assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Laina Doyle at 303.403.2539

Sincerely,  
Laina Doyle, Recreation Manager