

2018

# Eaton Explorer's Camp Parent Manual



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## **Eaton Area Park & Recreation District**

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**Recreation Coordinator**

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## **Summer Head Camp Counselors**

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# Welcome to Eaton's Explorers Summer Camp!

We are enthused to offer this exciting program in Eaton! This manual contains important information for the Eaton's Explorers Summer Camp program. You will need to complete all forms and camper information **prior** to your child participating this summer.

All camper information forms should be completed and turned in at the mandatory Parent's Meeting scheduled for Wednesday, May 30<sup>th</sup> at 5:30 pm. For safety purposes, please make sure to provide us with any and all information we will need to ensure this summer is a positive experience for all involved. Prior to each week, we will communicate our general weekly schedule. We do ask that you monitor all forms of communication so that your child is able to participate in all activities.

## **EATON'S EXPLORERS SUMMER CAMP PHILOSOPHY**

Our summer camp is designed to exercise the campers mind, body, and spirit. We strive to offer hands on experiences to enrich and grow the camper's learning skills depending on age and ability.

## **PROGRAM GOALS & OBJECTIVES**

1. To create a safe and fun environment for all campers.
2. To provide opportunities to develop and stimulate campers self-esteem.
3. To instill the lifelong values of teamwork and individual responsibility in daily tasks.
4. To encourage students to form social relationships and make new friends.
5. To build individual character, confidence and skills through a wide range of sports and activities.
6. To approach and experience each Thursday as a new and exciting adventure.
7. To have an unforgettable and enriching summer!

## **ELIGIBILITY AND PARTICIPATION**

In order to be eligible to participate in the Eaton's Explorers Summer Camp, all children must be a minimum of 5 years of age and must not be over the age of 12. Participants must be registered prior to being involved in any activities.

## **CAMPERS WITH SPECIAL NEEDS**

The Eaton Area Park & Recreation District does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, or any other status protected by law. The Eaton's Explorers Summer Camp is dedicated to complying with and supporting the Americans with Disabilities Act. If your camper may require special accommodations for participation, please call the Recreation Coordinator at 970.893.1217. Camp staff will make reasonable accommodations to include all campers.

## **HOURS OF OPERATION & FEES**

The Eaton's Explorers Camp will meet each week at the Eaton Area Community Center (1675 3<sup>rd</sup> Street, Eaton, CO 80615). Check in will begin at 9:00am in the gymnasium will be marked clearly. Staff will be wearing Eaton's Explorers staff shirts. Checkout will be at the Eaton Area Community Center and must be done by a preapproved parent/guardian between 4:00-4:30pm. In the event an individual who is not preapproved attempts to pick up your child, release to this individual will not be granted.

There are 8 weeks of activities for this summer's program:

- Week 1: Theme - Olympics
- Week 2: Theme - Libraries Rock
- Week 3: Theme - Mystery Week
- Week 4: Theme - Salute to Emergency Services
- Week 5: Theme - Stars and Stripes/Party in the USA
- Week 6: Theme - Under the Sea
- Week 7: Theme - Fear Factor
- Week 8: Theme - Health and Sports/Color Run

## **ARRIVAL/DISMISSAL OF CAMPERS & SIGN IN/SIGN OUT PROCESS**

All campers participating in the Eaton's Explorers Summer Camp will begin each day in the Eaton Area Community Center. It is required that all campers be accompanied to and picked up from the camp by a parent, or person authorized by the parent (must be on file with the Head Camp Counselor). Authorized individuals must be at least 18 years old. Campers may not sign themselves in or out of camp. The camper sign in/sign out log will provide a clear record of attendance and tardiness for documentation, should it be needed.

## **PROCEDURE FOR PERSONS NOT AUTHORIZED TO PICK-UP CAMPERS**

In a case in which an UNAUTHORIZED person arrives to pick up a camper, the camper will not be released.

## **ARRIVAL TIME**

Campers should arrive to camp between 9:00-9:30am. Camp staff will wait at the check-in site until 9:30am. If a camper does not arrive by 9:30am and a late arrival is not expected, camp staff will call to inquire of the camper's whereabouts.

## **PLANNED OR SCHEDULED LATE ARRIVALS**

Planned or scheduled late arrivals are allowed, but it is required that the parent give written notification to the Recreation Coordinator or Head Camp Counselor. In those situations, the Head Camp Counselor will wait for the late arriving camper or schedule an alternative arrival location in advance with the parent.

## **TARDINESS OR UNSCHEDULED LATE ARRIVALS**

Camper tardiness impacts the day's schedule for all of the other campers in the session. Please respect other campers and ensure compliance or communicate a scheduled late arrival time with the Head Camp Counselor or Recreation Coordinator.

## **DISMISSAL TIME**

Planned activities will conclude at the Eaton Area Community Center at 4:00pm. Campers may be picked up between 4:00pm and 4:30pm.

## **EARLY CHECK OFF/LATE PICK UP**

Early Drop Off will be held from 7:30am – 9:00am for a \$5 fee. Late Pick Up will be held from 4:30pm – 5:30pm for a \$5 fee. A supervisor will be scheduled for these time slots and no activities will be planned.

## **FAILURE TO PICK UP CAMPER**

If a camper is not picked up by 4:30pm from the camp and there was no communication regarding a late pick up, the Head Camp Counselor will immediately call the parent. If reached, the Head Camp Counselor will communicate the severity of their tardiness and proceed with the outlined policy for late pick up above. If the parent cannot be located, the Head Camp Counselor will call the emergency contact. If he/she cannot be reached, the police will be notified, and the camper will be turned over to the police by 5:00pm.

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

If for some reason campers are not at the Eaton Area Community Center, a staff member will remain at the Eaton Area Community Center to communicate where the group is at all times. Parents may also call the Eaton Area Park & Recreation District at 970.454.1070 or the Head Camp Counselor directly for updates day-of.

In order to keep track of the campers from activity to activity, camp staff will be assigned to certain campers and will employ a role call process throughout the day and during all activities. Camp staff will also complete head counts regularly throughout the day and before and after transitioning to any activities.

## **END OF DAY**

Prior to the end of the day, all facilities used will be checked to ensure that all campers have been picked up. The sign-in log will be cross checked with the sign-out log. Any lost and found items will be brought to the Eaton Area Community Center and placed in a specific "Camp Lost and Found."

## **VISITOR POLICY**

All visitors are required to sign in. Parents may visit camp at any time. Please give the Head Camp Counselor advance notice of any visitors.

## **DRESS CODE**

Please dress campers appropriately according to weather, planned activities, and in comfortable clothing. Arts and crafts may be messy so that the campers can feel free to express themselves. Fancy dress attire is sometimes not safe for running and playing outside or in our community building. Also consider the needs of your camper for the use of the restroom. Clothing that a camper cannot handle themselves in is not recommended. We will be swimming most Camp dates for one hour, please make sure your child's swimming suit still fits and is appropriate for the camper to wear. **MAKE SURE CAMPERS BRING A CHANGE OF CLOTHING EVERY WEEK.** Closed toed shoes are required each week. Flip flops and sandals may be worn during water related activities but are not approved for athletic activities.

## **T-SHIRTS**

All campers will receive one t-shirt. Additional t-shirts can be purchased for \$7.00. T-shirts are not mandatory but strongly encouraged as they are helpful when trying to identify campers when we are in the Eaton Area Community Center and other locations.

## **HANDLING OF CAMPER'S BELONGINGS**

Campers are not to bring anything of value, toys, stuffed animals, fidget spinners, MP3 players, iPods, etc. ***All cell phones must be turned off and stored securely in their bags.*** Camp staff is not responsible for items that may be lost, taken by another camper, or broken. The individual camper is responsible for any personal belongings they may bring to camp. We do require extensive labeling of all of the belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.) as a preventative measure for tracking personal belongings. We ask that they keep everything in a labeled backpack. Campers will use the community center locker rooms to store their belongings. It is highly recommended that campers place a lock on their locker.

We will keep all Lost and Found items at the Eaton Area Community Center for one month at a time, after that they will be donated to charity.

## **CAMPERS MEALS AND SNACKS**

All lunches, snacks, and any beverage other than water **MUST** be brought from home. All containers need to be clearly marked with the camper's name. Drinking water will be freely available to campers at all times.

Parents are reminded when sending their camper(s) with snacks/meals/drinks that they should be meet daily child health requirements and to avoid anything that requires heating, refrigeration, or preparation. Also, for the safety of the other campers, please avoid peanut based snacks for lunches. Peanut based snacks are allowed, but not recommended. Campers will not be able to share snacks at any time.



## **ADMINISTRATION OF CAMPER MEDICATION**

Due to licensing, we are unable to administer any prescription or over-the-counter medication. If your camper requires the medication during camp hours, please notify the Recreation Coordinator to discuss alternative options.

## **SUNSCREEN**

Campers will be outdoors for the majority of each camp date. It is encouraged that parents send their camper to camp with their own sunscreen, which he/she will apply themselves, under the supervision of camp staff. In the event that a camper is not wearing sunscreen, camp staff will provide SPF 50+ Equate and SPF 50+ Kids Sunscreen. Camp staff will regularly enforce the reapplication of sunscreen to protect campers from sunburn.

## **BUG SPRAY**

Campers will be outdoors for the majority of each camp date. It is encouraged that parents send their camper to camp with their own bug/mosquito spray, which he/she will apply themselves, under the supervision of camp staff. In the event that a camper is not wearing bug spray and conditions require it, camp staff will provide REPEL Natural Repellant DEET-free or OFF! Repellant 15% DEET.

## **TRANSPORTATION OF CAMPERS**

Field trips may take place on Thursday of each week. Transportation has been graciously provided by the Highland School district. There will be field trips where travel outside of Eaton is required and school district buses will be utilized. Before each trip, Campers will be reminded of the appropriate behavior while on a bus, including emergency procedures. In the event of an emergency during transportation, school district protocols will be followed. The campers will be supervised by Eaton's Explorers camp staff while on the bus.

## **TV/VIDEO**

Campers may be shown tv segments, movies, and videos on occasion. These segments will not exceed 30 minutes at any given time. Most segments will be rated G, and few will be rated PG.

## **BEHAVIOR MANAGEMENT**

In order to make camp a positive experience for all involved, we ask that campers follow four basic principles:

- 1) Quietly listen to all direction by camp staff
- 2) Respect your camp stuff – the equipment, games, and staff
- 3) Respect each other – keeps your hands on your own body
- 4) Respect our facilities – clean up after yourself

Our Eaton's Explorers Summer Camp Staff are trained and experienced in using positive methods of guidance to encourage independence and sense of responsibility. Redirection is a way to guide the

camper from the inappropriate play to a more appropriate activity. Camp staff will communicate with campers when solving problems. This communication is brief and clear. Communication may include giving alternative choices to the camper or assisting the camper with making appropriate decisions. Physical punishment will never be used. Camper will not be subjected to physical or emotional harm or humiliation. Punishment will never be associated with food, rest, or toileting.

It is the parent's responsibility to inform the Recreation Coordinator or Head Camp Counselor if there are any behavior, mental, or physical challenges which may affect his/her day to day activities.

When a camper does not observe the expected guidelines, the camp staff will discuss an appropriate plan of action which may include one or all of the following steps:

- 1) Camp staff will separate the camper from the group for an age appropriate amount of time and discuss why their behavior was inappropriate.
- 2) Parents will be notified of any major or repetitive behavior problems by the Recreation Coordinator or Head Camp Counselor during pick-up.
- 3) If behavior continues, the Head Camp Counselor will have the parent sign some sort of a behavioral contract.
- 4) If behavior continues still, a possible suspension or expulsion from camp could occur and a 50% program credit would be provided.

Camp staff will document all behavior.

### **WITHDRAWING FROM THE PROGRAM**

A parent may request a refund or withdraw their child from the program at any time. However, refunds will be given based upon our policies detailed below:

- Daily - a 95% refund will be given if requested 7 or more days prior to camp date.
- Daily - a 50% refund will be issued if up to 6 days prior to camp.
- Daily - no refund will be issued if camp date is missed or over 50% complete.

### **CAMPERS WHO BECOME ILL/ACCIDENTS/EMERGENCY**

If your camper is exhibiting signs and symptoms of illness prior to coming to camp, please be considerate of other campers by keeping them at home. If your camper becomes ill during camp, they will be separated from the group and cared for appropriately. If a camper is injured, first aid will be administered. Minor scrapes and bumps will be reported to the parent when they arrive for pick-up.

Should a camper become seriously ill during camp, the parent will be called and asked to pick-up the camper. If emergency transportation was required, the camper will be transported by emergency vehicle to the nearest hospital and the parent will be notified as soon as possible. If the parent cannot be located, the emergency contact will be notified.

## **EMERGENCY ACTION PLANS**

The Eaton Area Parks & Recreation District Emergency Action Plan (EAP) will be used during all emergency situations that occur at any of the facilities. The following steps will be taken in the case of any emergency:

- Assess
- Communicate
- Ensure Safety
- Ensure Property
- Document

## **INCLEMENT WEATHER PROCEDURES**

The Eaton Area Community Center will be accessible in the case of inclement weather. When camp staff are alerted of serious weather conditions, including tornados, the campers will be moved to the designated safe zones in the Eaton Area Community Center. Once the all clear is given, campers will return to regularly scheduled activities.

In cases of extreme heat, outdoor activities will be shortened and additional water will be provided. In the event of rain and/or lightning, campers will be moved inside of the Eaton Area Community Center until storms subside.

## **LOST CAMPERS**

Camp staff will be responsible for the whereabouts of campers at all times. Prior to leaving any location, camp staff are to take roll call and take head count of the group. In the event a camper is missing, the entire group will remain where they are until the camper has been found. A second roll call and head count is done at this time once the missing camper is identified and confirmed. If the lost camper is not found within 2 minutes, camp staff will activate the following procedures:

Action Steps:

- 1) Camp staff will notify the Head Camp Counselor of the missing camper, including name, gender, age, hair color, and what they might be wearing.
- 2) A search party will be created by the Head Camp Counselor for the missing camper
- 3) The Head Camp Counselor will notify the Recreation Coordinator of the missing camper and additional search parties will be formed.
- 4) In the event that the camper is still not located within 10 minutes, the Recreation Coordinator will contact 911 for further assistance. Parents or emergency contacts will be notified at that time.

## **CAMP FEEDBACK**

We want to hear from you on your camper's experience throughout the summer! Your feedback will help us improve and adjust our programming to suit the needs of the community. Please let the Head Camp Counselor and Recreation Coordinator know of any questions, comments, or concerns you may have as soon as possible so that we may correct any thing as soon as possible. Feedback may be submitted via email – [carylabehta@eaprd.com](mailto:carylabehta@eaprd.com) or by leaving a comment in our suggestion box at the Eaton Area Community Center.

## **FILING A CHILD CARE COMPLAINT**

If you have a complaint regarding anything that may have violated our policies, procedures, or expected conduct, please talk to one of the Head Camp Counselors first, then contact [carylabehta@eaprd.com](mailto:carylabehta@eaprd.com)

## **HAVE A GREAT SUMMER!**

Thank you for your registration, support, and participation in our Eaton's Explorers Summer Camp. We look forward to a fun filled summer with all of the other campers. Hopefully your camper will bring home memories to last a lifetime and some new friends along the way!

## **IMPORTANT CONTACT INFORMATION FOR PARENTS**

Eaton Area Community Center

970.454.1070

Recreation Coordinator

Caryl Abeyta

(Office) 970.893.1217

(Cell) 970.413.0174

carylabehta@eaprd.com

Head Camp Counselors

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