

SPREE Day Camp Policies and Procedures: 2019

Statement of Policies and Procedures



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1. Who We Serve

Purpose and Philosophy

The mission of The Greenway Foundation's SPREE (South Platte River Environmental Education) Day Camps is to inspire meaningful personal connections with nature in order to foster a lifelong sense of pride in, belonging to, and stewardship for our natural world by connecting the children of Denver to urban waterways through engaging educational experiences.

The objectives of SPREE Day Camp and the Leaders in Training (LIT) program are to help students grow personally and clarify personal values while being active outside, getting along with others, becoming strong leaders, developing specific skills, and having fun!

Ages of Students Accepted

SPREE Day Camps will accept students entering first through fifth grade, ages 6 to 11 years old.

SPREE's LIT program will accept students entering sixth through ninth grade, ages 11 to 14 years old.

Services Offered For Special Needs Children

SPREE will not discriminate against persons with disabilities on the basis of disability. That is, we will provide children and parents with disabilities with an equal opportunity to participate in camp's programs and services. Specifically:

- We will not exclude children with disabilities from our programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.
- We will make reasonable modifications to our policies and practices to integrate children, parents, and guardians with disabilities into the programs unless doing so would constitute a fundamental alteration to the program.
- We will provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden.
- We will maintain our facility to be accessible to persons with disabilities.

Language of Instruction

- SPREE Camp programming is conducted in English. All reasonable efforts will be made to communicate with campers and parents for whom English is not their primary language, however, the SPREE staff cannot provide fully bilingual communication.

2. Hours and Registration Information

Hours of Operation

Summer Camps: Camps will be open Monday through Friday from 8:00 a.m. to 6:00 p.m. All camp registrations cover participation from 8:00 a.m. to 4:30 p.m. Most programmed activities will be between 9:00 a.m. and 3:00 p.m. Drop off prior to 8:00 a.m. is not permitted.

Aftercare: Aftercare hours occur from 4:30 p.m. to 6:00 p.m. and require prior registration and payment of an additional fee. Aftercare is \$35/week/camper. It cannot be purchased on a day-to-day basis. Aftercare registrations must be made on campdoc.com prior to the day/week aftercare is needed.

A late fee will be charged for pick-up after 4:35 p.m., or 6:05 p.m. depending upon aftercare registration status.

School Days Off: Care may be offered on days when schools are closed, called Holiday Camps. Specific dates will be announced at the start of the semester. Holiday Camps will be open from 8:00 a.m. to 6:00 p.m. All camp registrations cover participation from 8:00 a.m to 4:30 p.m. Most programmed activities will be between 9:00 a.m. and 3:00 p.m. Aftercare hours occur from 4:30 p.m. to 6:00 p.m. and require prior registration and payment of an additional fee. A late fee will be charged for pick-up after 4:35 p.m., or 6:05 p.m. depending upon after care registration status. Drop off prior to 8:00 a.m. is not permitted.

Late Pick Up

Children are supervised at SPREE camps until 6:00 p.m. If the staff is not contacted and your child is still present at 6:05 p.m., we will contact other individuals authorized for pick up and emergency contacts. In the event that no one can be reached by 6:30 p.m., Social Services will be contacted and the children will be taken to the police.

Late Pick Up Charge: Late pick-up is stressful for your child. Please call if you anticipate being late. A fine of \$5.00 per minute will be enforced. This fee must be paid immediately to The Greenway Foundation upon pick-up. Repeated violation of this policy may result in the child's dismissal from the program.

Late Arrival (if students are on a field trip)

Please notify staff in advance if you will be bringing a child later than 9:00 am. If your child arrives late, the parent needs to take the child to the location of the scheduled activity. It is the parent's responsibility to have the child at the camp location prior to the group leaving. If a child is brought to a field trip location, the parent must sign in the child. See Field Trip Policy.

Admission and Registration

Campers can sign up for camp online at www.greenwayfoundation.org. The camper's spot is not reserved until payment is received. Full payment is due at the time of registration. We will admit the first campers who complete the registration, camper profile, and payment. Full registration entails completion of the camper profile: requested paperwork, emergency contact information, medical forms, etc. Campers must have a fully completed profile on CampDoc by the time they arrive at camp. Campers with incomplete profiles or a remaining balance will not be permitted to attend camp. Profiles of returning campers must be reviewed and updated annually prior to the camper attending their first week of camp for the year.

Camper Withdrawal Policy

Cancellations prior to May 1 can be refunded minus a \$50 cancellation fee. No refunds will be granted after this date unless the camper meets the requirements listed below. Camper registrations may be able to be rescheduled to a different week with no fee, depending on availability.

Refunds/Credits: Refunds or credits will be granted in the following cases:

- A full refund will be granted if a doctor's note is provided stating the child's health will prohibit him/her from participating in the program for five business days or more.
- A partial refund will be provided if the child's family moves out of the Denver area.
- Based on the situation, a partial or full refund will be granted if a family emergency requires the camper to be away from camp.

Program Cancellation

It is our aim to serve Denver's children for many years to come, but if for any reason SPREE can no longer serve the needs of campers in our program, we will notify parents and guardians as soon as possible. We will make every effort to call and email every contact available until we get a response. In this situation, SPREE will issue a full refund for the cost of camp.

3. Health

Immunizations

A certificate of immunization signed by the physician is required for every child as part of each camper profile. This certificate is due the day the child starts camp. Failure to follow this policy will result in the child's dismissal from the program.

Allergies

In order for our staff to better serve your child, it is imperative that parents inform staff of any current or past allergies that their child may have or had, for example, food, medication, or other substances. These can be described on each camper profile.

Illness

For the protection of all children, SPREE cannot accept children with the following symptoms:

- Elevated temperature
- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge.
- Diagnosed contagious disease such as strep throat or chicken pox

If a child becomes sick, the parents or guardians will be notified immediately and asked to pick up their child within the hour. Sick children will be provided a comfortable place to rest until they go home.

Please notify the staff if your child contracts a contagious disease such as whooping cough, as well as German or regular measles. SPREE is required to post signs to notify families in the event of these specific illnesses present at camp.

4. Emergency Situations

Lost Child

Every effort is made to keep all children safe. In the event that a child is missing, a search will begin immediately. If necessary, the parents and the authorities will be called to assist in the search. Guardians, please assist us by educating your child of the importance of staying with the staff.

Accidents and Injuries

SPREE Staff is First Aid and CPR certified and has been trained in emergency procedures. Emergency numbers are always available. Plans for handling fire, floods, tornadoes, severe weather, lockdown procedures, lost or missing children, injuries and illnesses are on file at each site. We will call you or your emergency contact person to notify of a minor accident or injury. Our policy is that parents/guardians will always be contacted in the case of a head injury, regardless of the severity. When there is no question that your child must be taken to the doctor or the hospital, we will call you to inform you of our course of action as soon as possible. It is vital that you keep our staff updated in case of changes to your phone number at work and at home.

Natural Disasters, Emergencies, and Threats

In the case of a natural disaster the camp will follow its Emergency Procedures specific to the incident. SPREE follows the Denver school district's guidelines set forth for evacuation and notification. If an emergency of this nature were to occur, parents would be asked to be available at the number they have listed. SPREE will notify the parents of the procedures being followed. We ask that parents do not call but wait to be contacted at the number on file.

Inclement and Excessively Hot Weather

Certain trips and activities may be cancelled due to inclement weather. In the case of inclement weather, the following procedures will be followed.

- **Thunderstorms/Severe Rain:** At the first sight of lightning or sound of thunder everyone will return to the camp building. If rain is deemed excessive, campers will return to the building as well. Campers will stay inside until 30 minutes after the last clap of thunder/flash of lightning, or they are picked up.
- **Excessively Hot Weather:** If the temperature is deemed excessively hot, students will stay inside for a day of fun games.

5. Program

Check In/Check Out

Only authorized persons may sign children in and out each day. It is not acceptable for children to sign themselves in and out. Your child will be released only to the individuals that you have designated on the child's registration form under the "Parent/Guardian" or "Emergency Contact" designations in the Camper Profile. If you need to make changes to the list of people authorized to pick up your child, please do so in writing. If there is an emergency, please call SPREE and we will make special arrangements. We will ask for a picture ID and check the authorization for the release of the child every day. If the person is not authorized

to pick up the child, the child will not be released. If an unauthorized adult attempts to take a child without permission, the parents and the police will be called. Those designated to pick up and sign your child out must be at least 16 years of age.

SPREE will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child. These procedures are for the protection and safety of your child and the staff, and for your peace of mind.

Personal Belongings

It is the intent of SPREE to make children as responsible for their belongings as possible. We believe that learning to care for one's belongings is an important life skill that we want to foster. You can help by labeling your child's belongings for easy identification.

What to Bring: Please provide your child with something that will hold his/her belongings and can be easily carried. Please send a labeled sack lunch with the child and a labeled water bottle, as well as two nutritious snacks. SPREE does not provide any food to campers. We will also send you a list of suggested or required items before your first week of camp.

Sunscreen: Each family must provide sunscreen for their child. All bottles must be labeled with the child's name. Staff will supervise application of sunscreen at least twice per day. We strive to prevent sunburn and we appreciate the parent/guardian for sending the child prepared and arriving to camp wearing sunscreen.

Packing List:

- Labeled bottle of sunscreen
- Labeled water bottle
- Labeled sack lunch
- 2 snacks
- Extra pair of shoes that can go in the water (flip flops are not recommended)
- Wear clothes that can get dirty
- Clothes and accessories for inclement weather, as needed (sun hat, rain coat, rain boots, etc.)
- Extra change of clothes
- Small towel

What NOT to Bring: Do not allow your child to bring any additional personal items such as toys, card games, propellant toys, pets of any kind, money, and handheld electronics. Gang clothing or items such as guns, knives, or any other type of weapon are also prohibited.

DO NOT LET YOUR CHILD BRING ANY ITEM HE/SHE CANNOT AFFORD TO LOSE!

Cell Phones

It is highly encouraged that campers do not bring phones or other electronic devices to camp. Camp staff has an emergency phone with them at all times. Camp participants do not need to bring cell phones to camp or check them throughout the day, including camp free time. In the case that parents/guardians send a cell phone with their camper or LIT, please inform the staff. It can be held by staff for safekeeping during the day, or kept in the child's cubby/backpack. If it becomes a distraction, camp staff will confiscate it for the

day and request that the device not be brought to camp.

Lost and Found: SPREE will keep a lost and found at each camp location. Check for lost items daily, as we donate the unclaimed items to charity after 30 days.

Meals and Snacks

The guardian must provide a morning and afternoon snack as well as a sack lunch every day. You are required to provide your child a well-balanced, nutritious lunch and snacks each day. We want snack/lunch time to be a pleasant experience for children. The atmosphere will be kept pleasant with conversation encouraged along with eating. No child will be forced to eat, nor denied food as a form of punishment. Make sure that staff is aware of any food allergies your child may have. If a child arrives at camp without food, parents/guardians will be contacted and asked to bring food or pick up their child.

Identifying Location of Students

Staff supervises children at all times. Attendance is taken each day and staff will contact guardians to account for children in case of absences. Staff will utilize attendance sheets and head counts at least every ten minutes to account for children. When restrooms are not located immediately adjacent to the childcare room, children will be accompanied to the restroom location by a staff member. We implement the “rule of three” and no staff member will ever be alone with a child. The teacher to student ratio will never exceed 1:15 to ensure teachers can locate students easily at all times.

Discipline Policy

Our goal is to utilize proactive management techniques to refocus camper’s attention and identify problematic behaviors before they get out of control. We believe in using positive reinforcement before discipline is necessary. If discipline becomes necessary, teachers may separate the child from the problematic situation for an appropriate amount of time and talk to the student about their behavior. The SPREE Staff will not permit or use corporal or physical punishment against a child. While caring for children, staff are required to be free of physical and psychological conditions that might adversely affect the children’s physical or mental health.

Difficult Child: Occasionally it becomes necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. If such a situation arises, a behavior report will be written and submitted to the Camp Director. A copy will be given to the parent or guardian who will also be asked to discuss their child’s behavior with a member of the staff. In cases where a child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to dismiss a child from the program. If this occurs, parents will be asked to find alternative care immediately.

Dismissal Policy

We strive to work with each camper individually at times, but due to our camper to staff ratio we cannot completely dedicate a staff member to only one camper. For the safety of all campers, there are times when a camper must be sent home. In the unlikely case a camper is acting out beyond typical misbehavior, this list

describes the events that can send a camper home:

1. Cursing after one warning
2. Refusing to join the group after one warning
3. Destruction of camp property after one warning
4. Physical violence towards any staff or campers (sent home on the first occasion)
5. Verbal abuse towards any staff or campers (sent home on the first occasion)
6. Any conduct that jeopardizes the health, safety, or welfare of the camper or any other person

If a camper is sent home two times in a one-week session, then they will be dismissed from the program without a refund for that camp week. Future camps can be refunded, minus the \$50 cancellation fee. Parents have one hour to pick up their camper otherwise they will be charged \$5 per minute they are late, to be paid on pick up.

Field Trip Policy

Parents will be informed of the field trip schedule on a week-by-week basis. Campers are required to wear their camp t-shirt and name tag on field trip days to help ensure their safety. A sign will be left at the camp site for parents describing the location and return time of the group. A head count is done at least every ten minutes. Documented roll call is taken every 30 minutes. We ask that all children be dropped off by 9:00 am. If a child arrives late and has missed the departure for the field trip, the parent will assume the responsibility for transporting the child to the group at the field trip location and locating staff to sign the child in, or finding alternative care for the day. Staff must be informed of either situation.

Water Safety

All campers must be accompanied by an adult when going to the water or near the water. SPREE staff will always monitor campers in the water with a maximum child/adult ratio of 10:1. Campers are only allowed to go in the water up to their mid-calf (about 6 inches deep). Any water activities will be cancelled if the water is running too high or too fast. SPREE has an excellent history of keeping students safe near the water on all of our field trips and camps and we want to continue the tradition of safety. Please help us ensure your camper's safety by emphasizing the need to listen to all staff.

Expectations of Leaders in Training (LIT)

The goal of the Leaders in Training (formerly Junior River Rangers) program is to develop leadership skills while fostering appreciation for and enjoyment of the environment. LITs are expected to impact camp in a positive way while participating in camp activities and helping campers and teachers.

It is expected that LITs will:

- act as role models,
- lead by example,
- assist campers with activities,
- complete tasks teachers have assigned to them, and
- wear their nametag and bandana each day.

Throughout the two weeks, LITs will have leadership opportunities such as: leading camp rules, leading free

time activities, and teaching an activity of their choosing (approved by the camp leader) or chosen for them. LITs will work with the camp leader to set goals related to the program. The camp leader and SPREE Day Camp staff will work with the Leaders in Training to achieve these goals.

If there is a failure to meet these expectations or complete assigned tasks, the following actions will be taken:

Step 1: Meeting with the camp leader to make a plan for improvement.

Step 2: If issues are not resolved by a meeting with the camp leader, parents or guardians will be contacted and asked to meet with the camp leaders.

Step 3: Continuing problems that cannot be resolved by steps 1 or 2 will lead to the LIT's dismissal from the program.

6. Communication

Camp Contact Information

The camp phone number is 720-306-8000. All camp locations can be reached via this phone number.

The camp email address is camp@greenwayfoundation.org. This address can be used for questions, comments, concerns, and contact with camp staff.

Comments or Concerns

If you have a message or concern, please contact the SPREE Camp Director:

Bekky Harkins

bekky@greenwayfoundation.org

303-743-9720 ext. 910

If you cannot reach the Camp Director, please contact the Greenway Foundation's Education Director:

Rachel Gillette

rachel@greenwayfoundation.org

303-743-9720 ext. 920

We always appreciate your feedback on our program and welcome your comments at any time. We are here to meet the needs of the community and welcome suggestions. If you would like to offer feedback online, please use this link: <http://www.thegreenwayfoundation.org/more-info.html>

Reporting of Child Abuse

SPREE is committed to safeguard and enhance the lives of young people entrusted to our care. Every reasonable effort is made to reduce risks to children. The staff are trained, supervised, and evaluated in the prevention of child abuse. As current information about child abuse demonstrates, there are no documented procedures to completely eliminate this risk. Nevertheless, the growing body of information about the nature, prevalence, and effects of child abuse has created an enhanced awareness for child care

providers, families, and the general community. SPREE has in place a detailed training and reporting procedure. If staff sees any signs of abuse, a report will be filled with Social Services.

SPREE works in conjunction with the Colorado Department of Human Services, Division of Child Care:

Colorado Department of Human Services

1575 Sherman Street

Denver, CO 80203-1714

(303) 866-595

Visitors

Parents or guardians are always welcome and visits do not need to be announced or arranged in advance. The observing parent or guardian must be listed on the child's registration form in order to have access to the program area. Any visitor entering is required to sign in. A visitor will sign the Visitor's Register, write their address, state the purpose of the visit, and be asked to show a staff member his/her identification.