



2018 Summer Camp Parent Handbook

The Summer Camp Parent Handbook serves as an addendum to our BASE Camp Parent Handbook. To review our Parent Handbook in its entirety please visit www.mybasecampkids.org

General Camp Policies and Procedures

Choosing Your Classroom: Once you pick a Summer Camp, you will be asked to use that location for the entire summer and children may not attend more than one location for the duration of the summer. **Whichever location and classroom you choose now will be the only classroom and location your child may select days in for the entire summer.** Please note that different sites have different summer calendars. All camps CLOSED July 4th and 5th

Finalizing Camp Registration: In order for your camp registration to be complete the attached IEF form and signature page (with t-shirt information) must be completed and turned into the office (drop off, email or fax) no later than Friday, May 19. Without this paperwork, children may not attend camp. If your child requires medication while at camp, please pay close attention to the medications portion of this handbook as additional paperwork will be required for registration to be complete.

Camp Shirts: Be on the lookout for specific summer camp 2018 shirt information. Every child receives one camp shirt as part of their camp fee. Additional shirts are available for purchase. Please keep in mind, children will need to wear their shirts at least three day a week. For safety reasons, camp shirts are required for field trips. Children who do not have a camp shirt on a field trip day will not be allowed to participate and may be sent home.

Kick-Off Event: Be on the lookout for specific summer camp 2018 kick off information. Prior to camp we host a summer kick-off at all camp locations. This is a great opportunity for children to meet staff, other campers, and participate in fun activities!

Confirm Your Attendance: Please double check the days you registered for. If there is a discrepancy, proof in the form of your receipt (should have been received through email) will need to be provided.

Locations: (Summer Camp 2018 will operate at 3 locations):

Winona: 201 S Boise Ave, Loveland, CO 80537

Laurel: 1000 Locust St, Fort Collins, CO 80524

Global Village Academy: 2130 W Horsetooth Rd, Fort Collins, CO 80526

Hours: Camp is open from 6:30 am to 6:00 pm. Children and staff are not permitted to be in the buildings outside of these operating times.

Late pick up: In the event you will be late please notify the front desk staff as soon as possible. Parents may send additional authorized pick up people if permission is given over the phone. Everyone picking up a child must bring proper identification. Upon late pick up parents may be given a slip describing the late policy each time and up to 3 times they are late including the fee that is owed. Parents are charged \$1 per minute per child after 6:00pm. Care may be terminated due to late pick up. Please note our licensed child care agreement ends at 6:00pm. In the event parents have not communicated with the staff and staff are not successful reaching parents/guardians, authorized pick up and emergency contacts the department of social services may be contacted to continue care for the child/ren until the appropriate parties can be reached.

Daily Registration: All care for summer is pre-pay. If space is available, you may register your child for care up to **2 business days** prior to the day of attendance (for example: Thursday to attend on Monday).

Cancellation Policy: To cancel days of care, a call must be made to the BASE Camp office (970-266-1734). To receive a full refund, this must be done at least 7 days prior to the cancellation day. To receive a 50% refund, 4-6 days' notice must be given. Any cancellation given with 3 or less days' notice, no refund.

Sign In-Out Procedures: Parents/guardians must sign children in and out EVERY DAY. This will be done on the computers and paper, so please have your pin number with you or with the person dropping off and picking up. Please have your I.D. with you each time you pick up your child. This is important because there will be times that substitutes will fill in for our front desk team. Any person authorized to pick up your child will be asked to present photo identification. Please allow extra time in the morning to help your child get to their group. In the afternoon, allow time to check out and get your child from their activity.

Holidays/Closures: All summer BASE Camp will be closed on Wednesday July 4th and Thursday July 5th.

Global Village Academy:

In operation: June 4th-August 10th There is no Summer BASE Camp care August 13th-20th.

Laurel:

In operation: June 4th-July 27th. There is no Summer BASE Camp care July 30th- August 20th.

Winona:

In operation: June 4th-August 3rd. There is no Summer BASE Camp care August 6th-20th.

What to Bring: Please send your child with a **water bottle** every day. **Sunscreen** must be provided by the family. Children are required to carry their own sunscreen, so a backpack is highly recommended. Spray sunscreen is preferred. Staff are not permitted to apply sunscreen. If sunscreen is not provided, families have the following options: drop off sunscreen at camp, opt to not have sunscreen applied, or purchase sunscreen through BASE Camp for \$5. Send a **swimsuit and towel** on assigned swim days. If your child wears flip flops, please send them with a **backup pair of shoes** so that children may safely take part in all activities. Children must wear shoes at all times. If no back up pair is provided, and the flip flop breaks, you will need to bring another pair or pick up your child within 30 minutes. For safety, **camp shirts** must be worn every time the children leave the site.

Lost and Found: There will be a lost and found located near the front desk. Please check it regularly as unclaimed items will be donated throughout the summer.

Field Trips and Swimming: Activity calendars will be available at the front desk or on our website. Please be sure to watch the white board and posted notices for travel times and changes to the schedule. Campers cannot be dropped off at or picked up from any field trip. In order to ensure the safety of all campers and to allow counselors the opportunity to maintain accurate accounting of campers in groups, we will not allow parents or guardians to bring or pick up a camper to a field trip. If a family has a time conflict they may bring the child to camp when the group returns or not use care. Remember camp shirts must be worn on these days every week. If a shirt is forgotten, you have three options: buy a new shirt for \$15 available at the front desk (while supplies last), return with the shirt before the group leaves for the field trip, or pick up your child before field trip departure. It is the expectation that your child stay with their classroom, including travelling on travel days. Due to space and programming restrictions children will not have the option to join an onsite group due to scheduling conflicts or not having required camp shirt. Buses departing for field trips will not be held for campers. Almost all field trips are scheduled within a strict timeline and travel times vary from week to week. Please check the postings located near the front desk or ask front desk for the most updated information.

Off-Site Activity Fee: There will be a \$3 charge for all field trip and swimming trips. This will automatically be charged to your account. Some field trips may require a higher cost, and this will be posted with the activity calendar at the summer camp site. Children in the Grizzlies group at GVA will travel to Elitches and there will be a \$17 activity charge.

Screen Time: BASE Camp programming limits the amount of time children watch TV/movies, play with electronics or have computer access. Special celebrations or program activities may warrant screen time and parents will be notified of these events. Should you not grant permission for your child to participate, alternative

activities will be provided.

Walking Field Trips: Children will be walking to parks located near their summer camp location. There is no fee for these walking trips, but camp shirts and water bottles will be required.

Last Week of Care at GVA: Campers will travel daily and need their camp shirts daily, as well. Many of the trips will be out of town. Please check the schedule and plan accordingly.

Snacks and Lunch: We will provide 2 nutritional snacks per day. We will also be providing lunch in collaboration with the Larimer County Food Bank (food calendars will be available at the front desk). All food will be nut free or have a nut free option. Other dietary needs must be substituted by the parent. Children are welcome to bring their own lunches and place them in the class lunch bin. Morning snack will be served approximately between 9-10:30 am, lunch will be provided approximately between 11-12:30, and afternoon snack approximately between 2:30-4 pm depending on daily schedule. Please remember to fill out and turn in your IEF form, which is how we are able to provide free lunches to all students.

Personal Items: Our summer staff have planned many exciting and interesting activities throughout your child's day. We ask that all toys, games, trading cards, stuffed animals, electronics and the like be left at home. Children may bring Chap Stick and lotions, as long as they are self-applied. BASE Camp will not be responsible for personal items that are brought to camp including money (Cell phones carried by the child will be considered on a case by case basis with a signed agreement).

Communication: Camp Director, Program Directors, Operations Directors, and Camp Coordinators carry phones and can be reached directly throughout the day. The Summer Front Desk team can be reached 6:30-6:00. You may also call the main BASE Camp office to relay messages.

Fall: Keep a look out for details about fall registration. Information will be available at the front desk and on the website. **There is no Summer BASE Camp at any sites August 13-20. Please refer to individual summer camp calendars for more details.**

Health Care Policies and Procedures

Sick children: BASE Camp follows all Colorado Department of Public Health and Environment requirements for the safety and wellbeing of our children and staff. If your child vomits, has diarrhea, or flu like symptoms, and/or has a fever, we will call you. Please be prepared to pick up your child within 30 minutes. Children must be symptom free including fever free for 24hours prior to return to camp.

General Health Care: If your child has a bathroom accident, please be prepared to pick your child up &/or provide a change of clothes. If your child just isn't feeling well, doesn't seem like themselves, or is unable to participate in programming for any reason we may contact parents for guidance or a pick up.

Medications: If your child receives medication, either over the counter or prescription, you must have a BASE Camp medication authorization form on file with us before we can administer medication during summer camp. This form must be signed and dated both by the parent/guardian and the prescriptive authority on the medication. All medication must be in the original container with current prescription label. Medications requiring delegation of staff may take up to 5 days to obtain delaying the start of care. Controlled substances may be required to be signed in and out daily or weekly. At the end of camp it is the parent's responsibility to pick up any medication from camp. Medications not picked up by the end of the last day of camp will be destroyed. All necessary medical forms can be found on at <https://www.mybasecampkids.org/additional-forms/>

Please see Addendum A located in the BASE Camp Parent Handbook for the complete policy (including illness list) provided by Colorado Department of Public Health and Environment.

Lice: Due to the environment and length of camp hours, for the protection of all children and staff if it is suspected your child has head lice they will be sent home for 24 hours. Upon return if the child still has head lice they will be sent home and a doctor's note will be required to return. Please note, BASE Camp partners with Lice Centers of America who will conduct head checks throughout the summer.

Discipline and Guidance Policies and Procedures

Positive Guidance Philosophy: BASE Camp recognizes that children who are engaged and active throughout activities and programs are less likely to experience behavioral challenges. Furthermore, children who feel a sense of belonging within their summer camp community tend to be excited to return and take away the best individualized experience possible. To promote positive instruction children's interests and abilities are considered when planning and implementing activities. If you have specific suggestions that will contribute to your child's overall experience please communicate them directly to camp staff.

To set children up for success our staff are committed to the following:

Planning and implementing activities that meet the needs and interests of all children enrolled

Creating and implementing group incentive systems

Creating and implementing individual incentive systems

Building relationships with children that promote, trust, reasoning, and positive instruction

Informal parent/guardian communication

Discipline Policy: BASE Camp recognizes that children may need additional supports beyond engaging activities and active play. Parents may receive documented and verbal communication when children are experiencing behavioral challenges at camp. In some matters staff may call the parent of immediate supports or suggestions. When typical redirection practices are unsuccessful BASE Camp will explore alternative behavior management practices such as, implementing behavior contracts, tracking behavioral trends, limit hours of participation, including out of camp suspension and disenrollment. Parents will be involved and asked for insight to help resolve any behavioral concerns that may arise. Discipline and Consequences expectations are as follows:

- BASE Camp has zero tolerance for bullying
- BASE Camp has zero tolerance for discrimination
- BASE Camp staff will not permit the use of corporal or other harsh punishment, humiliating, or frightening methods of discipline to control the actions of any child.
- BASE Camp will work to encourage children to be responsible for their behavior and use redirection and coaching if inappropriate behavior is observed. Inappropriate language and/or behavior will be handled on an individual basis by the site staff and with the involvement of the parent/guardian. If the inappropriate behavior or language continues, site staff may call the parent/guardian and send the child home from the program. Suspension may also result.
- The Summer Camp Director, Summer Camp Operations Director, Summer Program Director, or Summer Camp Coordinator may request a conference to review or develop a behavior contract and consequences for the continued behavior will be determined. The conference will also include practices BASE Camp is able to implement to support the child, encourage, and reinforce positive/pro-social behaviors. This conference may be required upon the return of the child from the initial suspension. If inappropriate language or bullying behaviors continue, the child will be suspended from the program indefinitely or permanently.
- BASE Camp reserves the right to terminate enrollment at any time for any reason. A child may be immediately terminated from the program without any notification if the child endangers themselves or other children in the program, program staff, school or BASE Camp property.