



Summer Camp Parent Handbook-2019

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 including end dates. Bauder and Werner (PSD) closed July 4th and 5th. Winona (TSD) closed July 1st-5th.

Finalizing Camp Registration

In order for your camp registration to be finalized, the attached IEF form must be completed and turned into the BASE Camp Office. The IEF is due at the time of camp tee-shirt pick up. 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. Complete medical paperwork is required to administer any medications and special delegations may be required prior to the child attending care.

Camp Shirts

Every child receives one camp shirt as part of the camp registration 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

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! We look forward to seeing you there!!

- **Bauder**, TBD
- **Werner**, Tuesday, June 3rd 5:00-6:30pm
- **Winona**, Thursday, May 30th 5:00-6:30pm

Confirm Your Attendance

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

Locations: (Summer Camp 2019 will operate at 3 locations):

Winona Elementary: 201 S. Boise Ave, Loveland, CO 80537 (Thompson School District)

Bauder Elementary: 2345 W. Prospect Rd, Fort Collins, CO 80526 (Poudre School District)

Werner Elementary: 5400 Mail Creek Ln, Fort Collins, CO 80525 (Poudre School District)

Hours

Camp hours are 7:00 am to 6:00 pm. BASE Camp is not permitted to offer services outside of these operating times. Parents may drop off and pick up as needed during these hours -please review the pickup and drop off procedures for field trips.

Late pick up

In the event you will be late please notify the front desk staff as soon as possible. Parents may authorize an alternative pick up person over the phone. Parents are responsible for ensuring all parties authorized to pick up bring a valid photo identification. Warnings will be issued via a late slip and may include fees, suspension or termination of services. Please note our licensed child care agreement and facility usage contract ends at 6:00pm. In the event of a late pick up and parents have not notified staff or if staff are not successful in reaching parents or 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 Thursday July 4th and Friday July 5th.

Winona:

In operation: June 3rd – July 26th. **There is no Summer BASE Camp care July 1st – July 5th**

Bauder:

In operation: June 5th – July 26th. **There is no Summer BASE Camp care July 4th & July 5th**

Werner:

In operation: June 5th – August 2nd. **There is no Summer BASE Camp care July 4th & 5th**

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.

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 for onsite communication and posted notices for travel times and changes to the schedule. Campers cannot be dropped off at or picked up from any field trip. To ensure the safety of all campers and to allow counselors the opportunity to maintain accurate attendance and supervision of campers in groups, we will not allow parents or guardians to drop off or pick up children while on 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 the following options are available: 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 will 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 older age groups at Werner may travel to Elitch's and there will be a \$17 activity charge. For the safety of everyone BASE Camp discourages parent pick up when children are on a field trip.

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. Alternative activities will be provided during these times.

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 Werner (July 29th- August 2nd)

Campers may travel daily by foot and may be required to wear their camp shirts daily. 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 or the school district summer feeding programs. Menus will be available at the front desk. All food will be nut free or have a nut free option. Other dietary restrictions must be substituted by the parent. With a dietary statement signed by the child's doctor, meal alternatives will be provided for medical purposes. Children are welcome to bring their own lunches. 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 and is dependent on the 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 in our camps.

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. We also ask that children not bring money on field trips. Children may bring and self-apply Chap Stick and lotion. Cell phones carried by the child will be considered on a case by case basis with a signed agreement. BASE Camp will not be responsible for any personal items that are brought to camp including money and electronic devices.

Communication

Camp staff carry cell phones and can be reached directly throughout the day. The Summer Front Desk team can be reached 7:00 am-6:00 pm. You may also call the main BASE Camp office (970-266-1734) to relay messages.

Fall

Be on the lookout 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 location, August 5th – 20th.**

Health Care Policies and Procedures

General Health Care

Your child's physical and emotional wellbeing are of utmost importance to our camp staff. We have specific policies and procedures in place to keep everyone safe, happy, and healthy. Please note some of our practices may differ from those of the school district. If your child may require additional health and safety support, please notify camp staff upon enrollment. BASE Camp may require additional information up including but not limited to doctors' orders, notes, and prescription information. BASE Camp may require a parent pick up if they are unable to participate in program for any reason.

Bathroom and Toileting

If your child has a bathroom accident, please be prepared to pick up your child and/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. Children who have repeated bathroom accidents may not be a good fit for our program.

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, or is unable to participate in program due to the way they are feeling, we will call you to pick up your child. Please be prepared to pick up your child within 30 minutes. Children must be symptom free including fever free for 24 hours prior to their return to camp. In some cases, a doctor's note may be required prior to returning to our care.

Head 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. Children who have nits or head lice and are sent home must complete an over the counter treatment regimen prior to returning to our care. Upon their return children will be rechecked by trained BASE Camp staff prior to being allowed to return to our care. If head lice or nits are still present or returns parents will not be allowed to leave their child at camp or they will be notified to pick up their child and a doctor's note will be required prior to their return. It is not permitted for campers to share camp shirts and children will not be allowed to borrow another child's shirt in the event they forgot theirs. BASE Camp policies and procedures as it pertains to head lice and nits are different from the school district. Please note, BASE Camp will be offering preventative spray and shampoo available for purchase.

Medications

If your child receives medication, either over the counter or prescription, you must have a current BASE Camp medication authorization and care plan on file 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.

PSD/Camp Sol Partnership (Bauder Elementary Only)

BASE camp is excited to partner with PSD and offer wrap around summer programming for children attending Camp Sol at Bauder. Please note, while children are attending BASE Camp programming, children and families will be held to BASE Camp policies, procedures, and expectations.

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 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

Guidance and Behavioral Support Policy and Procedures

BASE Camp recognizes that children may need additional supports beyond engaging activities and relationships with staff. Parents may receive documented and verbal communication when children are experiencing behavioral challenges at camp. In some matters staff may call the parent for 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, limiting 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 has zero tolerance for vandalism
- 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 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, and/or Summer Camp staff may request a conference to review or develop a plan for support and consequences for the challenging behavior(s) will be determined. The conference will also include strategies BASE Camp may 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.

Bullying Policy

BASE Camp has a Zero Tolerance Policy as it applies to bullying, discriminatory attitudes, belief, behavior, distinctions, exclusions, restrictions, preferences, or name-calling that are based on presumptions about a person's color, descent, accent, national or ethnic origin, migrant status and religion. BASE Camp will not tolerate any form of bullying. In the event a child reports they have been victim to any of these acts BASE Camp will take appropriate action such as suspension, termination of services, reporting to school district authorities, and reporting to proper agencies/authorities. If your child indicates they have been bullied under any of these circumstances, please immediately inform the BASE Camp Director of Programs or Executive Director by calling 970-266-1734.

Thank you for enrolling your child in our summer camp! Our goal is to provide your child with a safe engaging summer full of friendship and exploration! If at any time you have questions or concerns about our program please feel free to contact your site leadership staff or our main office and Marie will get you the right person to help with your needs.

Bauder:

Camp Director: Alex Nassaney

Director of Operations: Cheri Schoenfeld

Werner:

Camp Director: Melanie Duncan

Director of Operations: Lee Chirsty

Winona:

Camp Director: TBD

Director of Operations: TBD