

# Fraser Rec Camps

## Parent Handbook



# Fraser Valley Metro Rec Rec Camps

**Friday Field Trips, Summer Day Camp,  
& After School Program**



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# Fraser Valley Metro Rec Rec Camps

**Field Trips, Summer Day Camp,  
& After School Program**



## Welcome to FVMRD Youth Programs!

Operating as a Colorado state-licensed school-age program, FVMRD youth programs provide a safe, fun, & positive environment allowing each child to grow and learn to the best of his or her abilities.

*Our vision is to connect people to amazing experiences.*

*Our mission is to provide memorable experiences for our residents and guests through innovative, quality programs and facilities that promote health and wellness.*

### FVMRD Youth Programs continually:

- Foster the development of new friendships & encourage teamwork.
- Exude an appreciation of the outdoors and our environment through recreational activities and community involvement.
- Help to instill self-confidence and self-esteem; focusing on developing skills specific to the individual child.
- Encourage curiosity, creativity, and self-expression!

### SUMMER DAY CAMPS

Grades K-8th (age 5-13)

Our day camp programs provide stimulating activities to engage children and encourage learning. Campers will have the opportunity to take part in group activities, sports, arts, crafts, games & much more! 8:00-515PM.

### FIELD TRIPS

FVMRD provides weekly field trips throughout the year. Friday field trips are offered during the school year and several field trips are offered during holiday breaks.

Summer Day Camp field trips are on Wednesdays. 8:00-5:00PM.

### AFTERSCHOOL PROGRAM

After School care is available for K-5th graders throughout the school year, Monday-Thursday, 3:30pm-5:30pm.

# Registration

## Registration

1. Online at FraserValleyRec.org. Online registration discounts will apply!
  - a. QUESTIONS. follow the online directions, Call the front desk, or stop by GPCRC
2. Over the phone at 970.726.8968 x 0
3. Email - Emily@fraservalleyrec.org

## Summer Day Camps

\$35 per day registration fee or \$33 if registered online. Must be registered by 5pm day before. \$35 if registered from the waitlist.

## Field Trips or Holiday Rec Camp

Registration must be made by 7am day of and is \$35 per day or \$34 if registered online.

## After School Program

Registration must be made by 11:00am day of and is \$7 or \$6 if registered online. \$11 if registered less than 24 hours in advance or from the waitlist.

# Registration Cont.

*It is important to pre-register your child for camp and field trips, to ensure an available spot. If there is not an available spot, your child will be added to the waitlist. If a spot becomes available, calls will be made according to waitlist priority and who is available or verbally confirms first.*

As a Colorado school-age licensed daycare program, you will be required to COMPLETE all necessary forms PRIOR to your child's participation. These forms are online, fillable forms through ePACT. **A COPY OF YOUR CHILD'S IMMUNIZATION RECORD IS MANDATORY.**

## Payment Options and Payment Policy

FVMRD has a "PAY BEFORE YOU PLAY" policy. FVMRD will require payment at the time of registration for all programs / activities. Please contact our Business Manager, Ann McConnell, at (970) 726-8968 x107 or [ann@fraservalleyrec.org](mailto:ann@fraservalleyrec.org) with questions.

## Changes, Cancellations and Refunds

- Cancellations MUST go through the GPCRC front desk at (970)726- 8968 - 24 hours in advance of cancellation to receive household credit or by email to the Youth Programs Supervisor.
- Field trip cancellations must be made 24 hrs in advance and field trips admission prices may not be refunded.

## Waitlist Procedure

If your child is added to the waitlist and a spot opens, parents will be notified in order of waitlist priority. Families who first confirm and pay, will be added to the roster.

# Registration Cont..

## Financial Assistance

The Colorado Department of Human Services, Division of Child Care is the lead agency on the Colorado Child Care Assistance Program (CCCAP). The program provides child care assistance to low-income families that are working, searching for employment or are in training, and families that are enrolled in the Colorado Works Program and need child care services to support their efforts toward self-sufficiency. Please visit <http://www.colorado.gov> for more information regarding CCCAP, or contact CDHS directly at (970)725-3331 (Grand County CDHS division).

## Scholarships

### Scholarships through RecFoundation

Scholarship applications are also available upon request. Please contact the FVMRD Youth Program Supervisor for more information

### Scholarships through Grand Foundation

The Grand Foundation offers scholarships through the GAP Foundation. Please reach out to the Grand Foundation for more information.

## Withdrawal from the Program

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given any unused tuition will be refunded within 30 days of the withdrawal. If the required notice is not given, parents will be charged tuition for the two additional weeks. The parents and child, following their last day of enrollment, are not permitted to re-enter the school without prior permission from the administrator.

# Program Information

## Drop-off & Pick-up

### Summer Camp

Summer Day Camp is at Fraser Valley Elementry School. Children must be registered before the start of the Summer Camp Session.

**Drop-off @ FVE: 8:00am-8:45am; Pick-up @ FVE: 4:30pm-5:15pm**

**Monday - Thursday**

Please sign your child in/out on the designated attendance sheet! Children will be allowed to leave the premises with only those who have been designated on their release form.

If arriving after 9:00am, a sign will be left on the door FVE, letting you know where we are and when we will expect to return. If you need to make alternate pick-up arrangements, we please ask that you notify staff as soon as possible

### Field Trip Days

Friday Care is at Grand Park Community Rec Center.

**Drop off @ Childwatch Classroom 8:00-9:15 and pick up is 4:30-5:30PM**

### After School Program

ASP is at Grand Park Community Rec Center. Kids are responsible for riding the school bus over to grand park.

**Drop off @ Childwatch Classroom 3:30Pm and pick up is over by 5:30PM**

**A \$15 Late Fee will be charged after 5:30pm and every 15 minutes thereafter. After 15 minutes, authorities will be called if communication is not made with parents and FVMRD may reserve the right to remove your child from programs thereafter.**



# **Program Information Cont.**

## **WHAT SHOULD I BRING TO CAMP or Field Trip?**

- Nutritious Bag Lunch
- Plenty of snacks (we are active!)
- Water Bottle
- STURDY shoes
- Weather appropriate clothing
- Swim attire, goggles & towel (Tues/Thur)
- Book, Blanket, or Pillow for “Rest & Reading”

Please label all children's articles with first & last name. Items can be kept at FVE and GPCRC but FVMRD is not responsible for lost or missing items! Backpacks are strongly recommended!

**We emphasize responsibility & help remind children to take care of/keep track of their belongings throughout the day.**

## **Sunscreen**

Please apply sunscreen to your child daily before camp. FVMRD will apply Rocky Mountain Sunscreen or Coppertone Sport 30-50 SPF to children's exposed skin prior to all outdoor activities and every 60 minutes thereafter when we are outside. If children have their own sunscreen it must be labeled with their name and turned into a counselor prior to each day.



# Program Information Cont..

## Daily Activities / Schedules

### Summer Camp

A camp calendar outlining activities taking place each day will be available to parents as a general guideline for our activities over the course of the summer. Detailed plans will be outlined on the daily calendar at GPCRC. We provide a wide range of learning opportunities and expect all children to participate. If there are certain activities that you do not wish your child to participate in, please let the Youth Programs Supervisor know and update the information on the liability waivers in ePACT.

### Field Trips

Field trip location is disclosed at enrollment time and posted on the rec website. The day before the field trip a detailed schedule is outlined and sent via email to parents.

### Field Trip Information

We take field trips in-county or to the Denver area. We leave for field trips by 9:30am\* and plan to return by 4:45pm.

\*Special departure/return times may be noted for some trips. Some Field trips we will require the campers to wear logoed camp shirts.

# Program Information Cont...

## Children with Special Needs

FVMRD does not discriminate on the basis of race, color, origin, sex, or disability. The summer camp is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please call us at 726-8968 at least two weeks in advance of your child's planned participation.

## Meals & Snacks

Any meal, or snack that a camper may want or need during the day **MUST** be brought from home. All containers need to be clearly marked with the camper's name. Drinking water will be freely available to all campers and staff, but we do suggest bringing a personal water bottle. *The staff has the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If this is not met, the staff will contact the parent/guardian to bring the needs of the child's nutrition to attention.* **Please do not pack any soft drinks or sodas with your children.** Also, please be aware that we have children with severe food/nut allergies. We will make special accommodations for children with severe food allergies.

# Program Information Cont....

## Licensing Complaints

We want to hear from you if you have questions or concerns about your child care. We will make every effort to resolve any issue or concerns you have about the program. If you have a complaint regarding licensing violations at this or any other licensed child care center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman St. Denver, CO 80203-1714 (303)866-5958. If you suspect child abuse or neglect you should seek assistance from the County Department of Human Services. Colorado Licensing Regulations can be found at:  
<http://www.coloradoofficeofearlychildhood.com/rulesandregulations>

# Policies and Procedures

## Personal Belongings & Money

Campers are responsible for any personal belongings they bring to camp. We do require extensive labeling of all belongings as a preventative measure for lost items. FVMRD is not responsible for missing/broken items. A “Lost and Found” box is kept at camp, where we put all recovered items. Electronic devices may ONLY be used during designated times (i.e. field trips / returning from a field trip). NO “WHEELIE” shoes are allowed.

Money for vending machines during regular camp days is strictly prohibited. Money will only be allowed on field trips. Kids should bring no more than \$10. We strongly discourage spending on candy or soda. Please communicate with camp staff if you send your child on a field trip with money.

## Sign In / Sign Out

For the safety of all children, parents are required to sign their child in and out each day. The day camp staff will need written authorization to release a child to someone other than the parent or guardian (see “Destination Release” information on ePACT).

Counselors will ask to see a photo I.D. to verify names on the authorized release. Parents/guardians will need to show legal documents regarding any legal restrictions concerning contact with their child. ALL VISITORS to the center, must check in with camp staff and sign in/out on the attendance sheet.

# Policies and Procedures Cont..

## Transportation

Field trips outside of the Fraser Valley will be transported by staff (age 21+) caravanning in FVMRD vans or minibuses or East Grand School District Buses or Winter Park/ Fraser Buses. Staff will NOT transport any campers in personal vehicles. Written authorization must be given to transport your child in FVMRD vehicles. You can find the authorization form within your child's ePACT account. Drivers are required to have all current licenses and certifications. Seat belts are required for anyone riding in District mini-buses. Vehicles are inspected prior to transport to ensure they are in good and safe operating condition. All children are instructed to abide by the rules pertaining to safe transport. Parent/Legal Guardian is required to sign the excursion roster for each excursion. A field trip permission waiver is also required for some excursions and must be on file with the Children's Programs office prior to transport. Staff-to-child ratios are maintained at all times during excursions. It is our policy to constantly take head counts and to take roll to prevent lost children. In the event a child does become lost, we will notify Parent/Legal Guardian immediately to decide the next course of action, including notifying the local authorities. In the event of a lost or missing child during an excursion, an emergency plan will be activated immediately and Parent/Legal Guardian will be notified.

Special outings or hikes will be listed on our daily schedule. We will also leave a sign on the door at GPCRC or the Program Building letting parents know where we are, when we plan to return, and a mobile phone number for contact with the group. The GPCRC Front Desk will also be aware of camp's whereabouts at all times (970-726-8968).

All campers and drivers will use a seat belt. Colorado mandates booster seats for all children under 8 years of age in passenger vans.

# Policies and Procedures Cont...

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# **Policies and Procedures Cont.....**

## **Swimming**

Counselors will be within arm's reach of 'non-swimmers'. Children must be 48" tall to use the waterslide. Ten-minute limit in hottub; No Sauna/Steam Room. Children will be asked to show swim skills and will be divided up in the pool based on swimming ability. Coast guard approved vest can be worn to swim in "upper" swim levels.

## **Media / Technology / Photographs**

Videos will occasionally be viewed by summer campers. Parents need to sign our Media Release before we allow children to watch videos or use our computers. All movies will be rated G or PG. Your child's photograph will not be taken unless written authorization is granted.

## **Reporting of Suspected Child Abuse**

Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect. Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment, play materials, and staff. For additional information please consult the Colorado Office of Division of Human Services at (303)866-5958.

# Policies and Procedures Cont.....

## Expected Behavior

FVMRD Staff uses positive methods of guidance that encourage independence and accountability. Redirection is a way to guide a child from inappropriate play to a more appropriate activity. Staff communicates clearly with children when solving problems.

Communication can include giving alternative choices to the child or assisting the child with problem-solving. Please inform the Youth Program Supervisor if your child has any behavioral, mental, or physical challenges. Parent and staff conferences can be requested to discuss your child's behavior, progress, and social and physical needs.

**In order to ensure a positive experience for all Camp participants, we ask that three basic principles are observed:**

- Keep yourself safe
- Keep others safe
- Keep the materials and equipment safe

### Simply Stated:

- 1) Behavior Report (Warning)
- 2) Behavior Contract (Second Instance)
- 3) Parent Meeting (Third Instance)

#### 1)Behavior Report

The first instance of mistaken behavior (minor offense – staff discretion):

- 1.Children will be separated from the group.
- 2.Staff & child will determine when a child is ready to return.
- 3.Staff will record the incident and parents will be informed.

#### 2)Behavior Contract

The second instance of mistaken behavior or major offense:

- 1.Separate the child from the group.
- 2.Staff & child will reflect upon behavior and discuss solutions.
- 3.Staff members will notify parents of behavior & next steps.
- 4.If the safety of others is at risk, the supervisor will be notified immediately.

**The third time a problem should arise**, staff will convene to determine outcomes from said behaviors, and meet with parents. As a last resort: A decision could be made to suspend the child temporarily. The child could be removed from the program entirely.

# Policies and Procedures Cont.

## Medications

1. Please notify the Camp Director if during camp your child will need any type of medication, prescription, or over-the-counter, or if they require special medical attention due to allergies. Parents may need to meet with the Recreation Supervisor or Camp Director prior to attending in order to set up a Health Care Plan specific to your child.
2. Parents should check with their healthcare provider to see if a dosage schedule can be arranged that does not involve the hours of camp.
3. In the event that medication does need to be administered during camp time by staff, we must have a medical form on file on ePACT with authorization from a health care provider and parent written authorization.
4. Medications must arrive in their original container.
5. If the proper paperwork for medication has not been completed or it is not in the original container, medication cannot be administered by camp staff and cannot remain onsite.
6. Only the medication administration-certified staff are authorized to administer medication and only if there is a signed parent/guardian and physician waiver on file.
7. Children who correctly know how to use their Epi-Pen and inhaler may keep it with them if the proper paperwork is on file. Confidentiality of the child will be maintained at all times.
8. All medications will be kept locked up away from children. All procedures for storing and administering children's medicines and delegation of medical administration are in compliance with Section 12- 38-132 C.R.S., of the "Nurses Practice Act."

# Emergency Procedures

## Handling of Injuries, Illnesses, and Accidents

As a health standard, courtesy to others and for the wellbeing of your child, any child with cold or flu symptoms, other illness, or contagious condition will not be permitted in FVMRD youth programs. If your child becomes ill or injured while attending our program a staff member will notify you. Depending on the severity of the illness or injury, we may request that you pick your child up from our program. All communicable diseases or illnesses will be reported to the local health department and communicated to camp families.

1. In the event of an emergency 911 will be called first followed by the guardian or emergency contact.
2. It will be the Medics' discretion if the child needs to be transported to the hospital.
3. It is the policy of FVMRD to call 911 for the following illnesses or injuries:

*Seizures lasting more than 5 minutes; or for any seizure experienced by campers with no seizure history, Anytime a participant loses consciousness, Anytime there is a suspected broken bone, Anytime a wound is sustained and bleeding cannot be stopped, When there is a suspected head, neck or back injury.*

## Emergency Situations

In case of an emergency that affects FVMRD Summer Day Camp, we will alert parents through CodeRed via email and text messages sent through ePACT. delivered on the mobile phone number listed in the camper profile.

# Emergency Procedures Cont.

## Identifying Where Children Are at All Times

Whole Group Attendance is taken each morning and staff members are assigned a group of kids each day. Staff members are then responsible and will be conducting “Face Counts” throughout the day every 20 minutes. Staff is required to remain in proper ratios the entire day. During all activities, children will be under the supervision of FVMRD Rec Camp staff.

## Lost Child Procedures

1. All children are under direct supervision at all times. Children will be counted on arrival, throughout the day, before and after loading buses, and during lunch.
2. Staff members will be responsible for small groups and are required to constantly verify their attendance with a “Face Count” every 20 minutes. In the event a child should become separated from the group, camp staff will notify the Assistant Director or Director and a search party will be organized immediately. The rest of the camp group will be supervised by staff members not actively searching for the separated child.
3. Camp staff will contact authorities for assistance if necessary. If the group is on a field trip and a child becomes separated from the group; the organization will be contacted immediately. For all situation’s parents will be notified, and updated on the status of the situation.
4. A report describing the incident will be properly documented by all staff involved with the specific incident. Each staff member will report exactly what happened from their perspective and documentation will be collected by the Recreation Coordinator. If the child is determined to be missing for a period of more than 5 minutes all documentation will be made available to the Department of Social Services.

# Emergency Procedures Cont..

## Reunification in the Event of Evacuation or Emergency

In the event that the FVMRD program is unable to return to the home base following an emergency situation family can expect communication to come via email, phone, or social media regarding the specific process for reunification. The reunification site nearest to our home base will be:

**Fraser Town Hall  
153 Fraser Ave, Fraser Co 80442**

As always campers will only be released to those indicated on their ePACT profile as a Parent/Guardian, Emergency Contact, or other Authorized Individual for pickup.

## Weather & Emergencies

Under most circumstances, the Summer Camp program will operate regardless of the weather. Field trips are always subject to change.

### Excessively Hot

In the event of excessively hot weather, we will stay inside in a cool/dry location. And active activity will be monitored.

### Tornadoes

In the event of a tornado at the day camp site, staff will follow the procedures for that specific site. Once in the designated area, attendance shall be taken and every child accounted for. In the event of a tornado while on a field trip, camp staff will maintain control of their group and follow the instructions of the organization's designated staff members. Attendance will be taken and every child accounted for.

### Lightning

In the event of lightning at the day campsite, the participants will be brought in until the storm has passed. Once inside, attendance will be taken and every child accounted for. In the event of lightning while on a field trip, camp staff will maintain control of their group and follow the instructions of the organization's designated staff members. Attendance will be taken and every child accounted for.

### Fires

In the event of a fire at the Day Campsite, the facility will be evacuated through the designated emergency exits. Once outside, attendance shall be taken and every child accounted for. In the event of a fire while on a field trip, camp staff will maintain control of their group and follow the instructions of the organization's designated staff members. Attendance will be taken and every child accounted for.

# Locations

## **Fraser Valley Elementary/FVMRD classroom**

125 Eastom Ave., Fraser, CO 80442

From the main parking lot, enter the double brown doors located in the middle of the building as you face the school. We are based in the first classroom to the right.

## **FVMRD Program Building**

Norgren Rd. & Eisenhower Dr., Fraser, CO 80442

The Program Building is the modular building directly behind/connected to the Fraser Historic Church (large green building with chapel on the corner).

## **Grand Park Community Rec Center (GPCRC)**

One Main St., Fraser, CO 80442

We will visit the GPCRC on Monday-Wednesday for swimming and tumbling!

## **Tennis Courts - Old Schoolhouse Park**

Directly across parking lot from Fraser Elementary We will walk to the tennis courts for tennis each week.

## **Fraser Valley Sports Complex & Community Gardens**

Cty Rd 5 off Hwy 40, Fraser

Campers will garden, play sports, or play on the playground!

## **Pole Creek Golf Course**

Cty Rd 51 off Cty Rd 5 in Tabernash

Campers will use the driving range, putting greens, and course!

## **Mary Jane Base Parking Lot**

Hwy 40 / C-Lot / Adjacent to Winter Park Resort Base

Campers will practice shooting at targets and hidden decoys