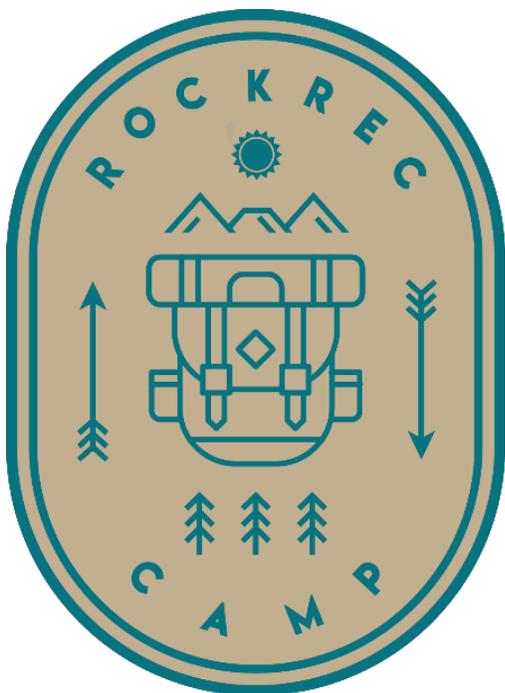


# Rock Rec Camp Parent Handbook

*Updated Jan. 2020*



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### **Castle Rock Community Recreation Center**

Program Coordinator Rita Klement: 720-733-2236  
Rock Rec Camp Director Mindy Fortin: 720-363-3258  
Recreation Center Front Desk: 303-660-1036  
Recreation Center Fax: 303-660-1011  
Website: [CRgov.com/Camps](http://CRgov.com/Camps)  
2301 Woodlands Blvd.  
Castle Rock, CO 80104



## WELCOME TO ROCK REC CAMP!

### *Rock Rec Camp Philosophy*

Rock Rec Camp provides each participant with a safe, comfortable environment and a variety of high quality recreational experiences. The camp's goal is to contribute to the education and growth of each child and build personal and social skills through teamwork and group interaction. Rock Rec Camp tries to provide all parents and participants with the highest degree of customer services. The staff is always open to questions, concerns and suggestions.

Please take the time to read this information carefully. It is important that you familiarize yourself with camp policies and procedures. Failure to comply with all camp policies and procedures may result in discontinued service.

Rock Rec Camp is excited for the opportunity to work with your family!

### *Eligibility for Participation*

Rock Rec Camp is for children ages 5–12. They must have finished Kindergarten before attending.

### *Children with Special Needs*

Rock Rec Camp does not discriminate based on race, color, national origin, sex, gender or disability. Rock Rec Camp is dedicated to supporting the Americans with Disabilities Act. If your child requires special accommodations for participation, please contact the Youth Supervisor at 303-814-7454.

### *Hours of Operation*

Rock Rec Camp runs from 8:30 a.m. to 4 p.m. Before care starts at 7:30 a.m. and aftercare ends at 5 p.m. for an extra fee of \$5 per child. Payment is required the same day that before or aftercare is needed, or in advance. Please contact the camp director for arrangements.

### *Holiday Closures*

There will be no Rock Rec Camp the week of July 4.

### *Inclement Weather Procedures*

In case of inclement weather, alternate indoor activities will be scheduled. Rock Rec Camp does not arrange alternate days or make-up sessions or give refunds due to inclement weather. Children will be reminded to wear sunscreen and drink plenty of water throughout the day. During unreasonably cold weather, children will remain inside for programs. Rock Rec Camp reserves the right to close at its own discretion. Please call the program phone for information on any closures.

### *Admission and Enrollment of Children*

All participants in Rock Rec Camp must complete and return an enrollment packet before they

may register. Once a staff member has reviewed the completed enrollment packet, parents can register for their particular camp online or at the Recreation Center Front Desk.

All registration occurs on a first come, first served basis. Rock Rec Camp reserves the right to limit registration for special events. All registrants must show a valid resident identification card to receive the resident rate.

Payment is required at the time of registration. Acceptable methods of payment are cash, check, money orders, MasterCard and Visa. Please make all checks payable to *CRCRC* (Castle Rock Community Recreation Center).

### *Fees*

Rock Rec Camp runs Monday–Friday. The fee is \$205 a week per child for Castle Rock residents and \$250 a week for nonresidents.

### *Credit Policy*

If you have registered your child for Rock Rec Camp and your child will not be attending, please contact Rita Klement at 720-733-2236 or Mindy Fortin at 303-814-7454. Rock Rec Camp does not give credit or refunds for missed days.

### *Returned Check Policy*

All returned checks require a \$25 service fee. If this occurrence happens twice, individuals will be required to pay by cash, money order, MasterCard or Visa. Registration cannot occur until the fee and any debts are paid in full.

### *Before and Aftercare*

Before care for Rock Rec Camp starts at 7:30 a.m. There is a \$5 fee for any child who arrives between 7:30 and 8:30 a.m. Payment must be made at the Front Desk, and the receipt must be presented to the camp leader before dropping the child off. Aftercare starts at 4:05 p.m. There is a \$5 fee for any child who stays at camp later than 4:05 p.m. The total is \$10 if utilizing both before and aftercare. Payment must be made at the Recreation Center Front Desk, and the receipt must be presented to the camp leader before picking the child up. Aftercare ends at exactly 5 p.m. All children must be picked up by this time. A late fee of \$5 will be assessed for every 15 minutes a child is left at the program. If a parent or guardian is late, and have not communicated this to staff, Rock Rec Camp staff will notify the Castle Rock Police Department at 5:30 p.m. and the child will be placed in their custody. There may be further consequences if a child is repeatedly picked up late from aftercare.

### *Suspension and Dismissal*

The following will be considered grounds for suspension or disciplinary removal:

- Continued disruptive behavior by a camper after corrective measures have been taken.
- Failure to pay tuition.
- Failure to provide required emergency and medical information.
- Repeated late pick up or abuse of camp hours.

Suspension or disciplinary removal does not merit any refund.

### *Identifying Camper Locations*

Schedules of activities will be available to parents and children at the beginning of each camp session. If needed, staff will post changes as they occur. When children are not in the classroom, a sign will identify where the children and staff can be found. Parents can always call the Program Director at 303-814-7454 or the Front Desk at 303-660-1036 for the daily itinerary. Daily itineraries are also available upon request and are posted daily in the classroom. Staff take attendance every hour.

### *Ensuring Camper Safety*

Rock Rec Camp staff take every precaution to make sure that children are safe. Staff take a head count approximately every 30–60 minutes, and they take attendance every hour. In the case of a lost child, accident or injury, staff will notify parents promptly. All staff members are CPR and AED certified and trained for emergencies.

### *Discipline*

Rock Rec Camp expects participants to follow the Rock Rec Camp Code of Conduct, located in the Registration Packet. This will help ensure a safe and fun environment for all children and provide quality programming for all participants. When discipline problems arise, a staff member will contact the parent or guardian. In the event a child violates the Code of Conduct, staff will adhere to the following discipline procedures:

Rock Rec Camp discipline involves a system of verbal warnings and periods of time out. Each minute of time out will be in accordance with the child's age (up to a 10 minute maximum). A Rock Rec Camp staff member will discuss the reason for the time out with the child.

In serious situations, a staff member will issue a written conduct report and discuss it with the parent or guardian. Three written conduct reports during the camp session will result in the following consequences:

- Staff will place the child on probation. During this time, the child may continue to attend the program.
- Staff will schedule a conference with the parent or guardian and their child, and they will decide upon a plan of action including a behavior agreement and measurable goals for the child to achieve.
- If unacceptable behavior continues and the child receives a fourth written conduct report, the Camp Director may suspend the child from the program.

Rock Rec Camp reserves the right to implement the immediate suspension or dismissal of any child. Parents will be contacted to pick up the child immediately. Suspension or disciplinary removal does not merit any refund.

### *Activities*

Children are expected to participate in all activities, including field trips, gym, swimming and arts and crafts. If a child cannot participate in an activity for any reason, parents must issue a

written notification to staff. There is available space in the registration packet for this purpose.

### *Ill Campers, Accidents and Emergencies*

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious, and when they should return. If a child should become ill or are injured during the Rock Rec Camp program, the parent or guardian will be notified. Ill children will be separated from the other children and offered a blanket and cot to rest. If a child is injured, staff will administer first aid or call 911 if necessary. Staff will call the parent or guardian and notify them of the injury, as well as if their child needs to be picked up or was transported by emergency vehicle to a hospital. Staff will inform the parent or guardian about any minor scrapes and bumps when they arrive to pick up their child. In the event that the parent or guardian cannot be reached, the child's emergency contact will be notified. Parents must report to the camp director any exposure to communicable illnesses outside the camp. The child will then be excluded from Rock Rec Camp for the period prescribed by the child's physician or the local health department. Staff document all injuries and illnesses.

### *Emergency Procedures*

All Rock Rec Camp staff members are trained in established safety procedures. Camp staff hold drills once per month to familiarize staff and children on the procedures to follow in the event of an emergency such as a fire, tornado or other severe weather.

Rock Rec Camp Staff will follow the Recreation Center's Emergency Action Plan in case of an emergency. They will work with the Recreation Center Front Desk and Aquatic Staff to ensure the safety of all participants.

Part of the plan includes the Lost Child Procedures, to be used when there is a child lost inside or outside of the facility, outlined below:

1. Obtain a detailed description of the child, including what they are wearing.
2. Call "Code Adam." Describe the child's physical features and clothing.
3. Assist other staff in looking for the child and monitoring entrances to ensure the child does not leave the premises. Ensure the searching family member stays in one place.
4. If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff or visitors at risk. Immediately notify law enforcement and give details about the person accompanying the child.
5. Call Castle Rock Police if the child is not found within 10 minutes.
6. If the child is found and appears to have been lost and unharmed, reunite the child with the searching family member.

### *Transportation Guidelines*

Vans depart only from designated locations. Please be prompt when dropping off your child. All children must follow the van rules and staff instructions. At no time will a Rock Rec Camp staff member transport children in their personal vehicle. Prior to transporting any child, a parent or

guardian must sign the permission waiver in the enrollment packet.

### *Field Trips*

During field trips, campers will ride in Town of Castle Rock 15-passenger vans with individual seat belts. At no time will a Rock Rec Camp staff member transport children in their personal vehicle. A field trip schedule, with dates, locations and fees will be available in the classroom and on the Town of Castle Rock website. Daily itineraries are available in the camp classroom and at the Front Desk. In the event that no water is present, Rock Rec Camp staff will use hand sanitizer to wash hands before eating lunch and after using the restroom.

If a child arrives to camp after other campers and staff have departed for an excursion, the parent will have two options:

- The parent may drive the child to the excursion location, or
- The child will be unable to participate that day. Rock Rec Camp does not give credit or refunds for missed days.

### *Safety When Riding in a Vehicle and Vehicle Supervision*

When on a field trip, all campers, staff and drivers will use a seat belt. Rock Rec Camp expects campers to refrain from distracting the driver. A staff member's cell phone will be available for emergencies.

### *Booster Seats*

According to Colorado State Law, children under 80 lbs. who are less than 8 years old must ride using a booster seat and a child restraint unless they are 4' 9" tall. All booster seats will be forward facing and must be restrained with a shoulder belt. Rock Rec Camp will not provide booster seats for children who need one. All parents or guardians will need to provide a booster seat, labeled with their child's name. Children who arrive without their booster seat may not attend camp that day. Rock Rec Camp does not give credit or refunds for missed days.

### *Television, Video and Movie Viewing*

Staff occasionally permit campers to view television, video or movies during camp. An authorization form is located in the enrollment packet and must be signed by the parents before viewing is allowed. If campers are scheduled to attend a movie, consent to view the movie scheduled will be assumed unless staff is notified otherwise. Staff will monitor the viewing directly and, if at any time it becomes inappropriate or rowdy, viewing of the program will stop.

### *Signing In and Out*

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may sign themselves out if they have a permission form signed by a parent on file. Permission forms are available upon request.

Staff will only release children to those on the authorized pickup list. Rock Rec Camp staff will ask unknown individuals to show their ID. Authorized pickup individuals must be at least 18

years old. Parent may not include any Rock Rec Camp staff member on their pickup list. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s) they will be picking up your child, and your signature. Verbal consent is only acceptable in emergencies. Children will not be released at any time to participate in a Recreation Center program without being signed out by an authorized individual. At closing, staff members will check the sign in/sign out sheet to verify all children have been picked up and signed out by a parent or guardian. If a child has not been signed out, a Rock Rec Camp staff member will contact the parent or guardian to verify that the child has been picked up from the program.

### *Late Pick Up or Failure to Pick Up*

Parents who will be late to pick up must notify Rock Rec Camp staff. Aftercare starts at 4:05 p.m. There is a \$5 aftercare fee for any child who stays at camp later than 4:05 p.m. Payment must be made at the Front Desk, and the receipt must be presented to the camp leader before picking the child up. Aftercare ends at exactly 5 p.m. All children must be picked up by this time. If a parent or guardian is late, and have not communicated this to staff, Rock Rec Camp staff will notify the Castle Rock Police Department at 5:30 p.m. and the child will be placed in their custody. There may be further consequences if a child is repeatedly picked up late from aftercare. The aftercare room clock stands as the official time when determining tardiness.

### *Storing and Administering of Medication*

Colorado Human Services requires that medication be provided only on written order or prescription from a physician and written consent from the parent. All prescriptions and over the counter medications must be in the original container and handled by a Rock Rec Camp staff member. Asthma medication must include a physician signed Asthma Care Plan and, if needed, a Peak Flow Meter. All medications are stored in a locked container. Medication should not be in the possession of a child unless otherwise notified by a physician. If a child is allowed to "self-carry" then a contract must be signed by the parent and child before attending. The program contracts with a Registered Nurse to assist with all medication administration procedures. All procedures for storing and administering children's medication and delegation of medication administration are in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act". Staff who have passed a Medication Administration class can dispense medication.

### *Extra Money*

Children may be sent to camp with extra money to use at the vending machines and on excursion days for gift shops. Staff will not be responsible for carrying, holding or distributing money.

### *Belongings*

All children's belongings should be labeled with their name. Although Rock Rec Camp makes an effort to monitor children's belongings, staff cannot guarantee the security of a child's belongings. The camp program provides activities and most of equipment for children; please consult the daily itinerary or ask the camp coordinator for information on extra necessary items.

Children should not bring expensive or valuable items to the program. Rock Rec Camp takes all lost and found items to the Front Desk at the completion of the day. All items remaining in the

lost and found for over 30 days are donated to charity. Rock Rec Camp is not responsible for lost, stolen or damaged items, including money. Please dress children according to the weather and planned activities. Each child must have a backpack, a lunch, two snacks, tennis shoes, a water bottle and sunscreen each day, as well as a booster seat, if necessary.

### *Sunscreen*

Please apply sunscreen to your child daily before attending Rock Rec Camp. Staff will be regularly reminding campers to apply or reapply sunscreen. Please send a bottle of sunscreen labeled with your child's name. Rock Rec Camp staff may only apply sunscreen with written consent; a consent form is located in your child's enrollment packet. Sunscreen with insect repellent is not allowed.

### *Food*

Please pack a lunch for your child as well as two snacks each day, unless otherwise noted. All containers and lunch boxes need to be clearly marked with the camper's name. Water access will be readily available to all campers and staff. 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 need is not met, or the child does not have a lunch, the staff will contact the parent or guardian to bring in an appropriate lunch. There is no fridge or microwave available at camp. If you need to keep your items cold, please supply a cold pack in the lunch box.

### *Dress Code*

Please dress children appropriately according to weather, planned activities and comfort. Please note that camp crafts can get messy. Fancy dress is not safe for running and playing outside or in the building. Pack extra clothing if you deem it necessary. A proper, commercially produced swimsuit and a towel are required for swim days. An extra change of clothing and shower shoes are also recommended on swim days. Heelys are not proper gym shoes.

### *Phone Calls and Cell Phones*

If your child needs to call you, a staff member will accompany your child to the phone as well as speak to you to confirm any instructions. It is recommended that all children leave their cell phones at home.

### *Visitors*

Visitors are always welcome at Rock Rec Camp. However, all visitors must check in with a Rock Rec Camp staff member. All visitors must sign in on the visitor sheet when they arrive and state the purpose of their visit. Parents may visit the camp anytime. Individuals unknown to staff will be required to show identification.

### *Reporting Child Abuse*

As a childcare facility, each Rock Rec Camp staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law. If you suspect child abuse at the Rock Rec Camp facility, a report of suspected child

abuse must be made to the county department of social services, police department or other law enforcement agency. Should you suspect child abuse that did not occur at this facility, a report of suspected child abuse must be made to the county department of social services in the county in which the child resides or the local law enforcement agency in the county in which the incident is believed to have occurred.

If you suspect childcare abuse or neglect, you can seek assistance from Douglas County Department of Human Services at 303-688-4825.

### *Immunization Records*

Complete immunization records for each child must be submitted before the child is allowed to attend the program. Immunization records must include an original signature of a physician, nurse or school health authority. Please note: in the event of an outbreak, those exempted from immunizations will be suspended from the program. Rock Rec Camp does not give credit or refunds due to suspension.

### *Tax Information*

Rock Rec Camp provides year-end summary statements upon request.

Rock Rec Camp Tax ID number: 84-6000640.

Rock Rec Camp's address is 2301 Woodlands Blvd, Castle Rock, CO 80104.

### *State of Colorado Department of Human Services*

This center is licensed by the State of Colorado, Department of Human Services Child Care Division. To report a complaint about this center please call: 303-866-5958.

Records of Inspection may be viewed upon request.

## LETTER FROM SOCIAL SERVICES

Dear Parents,

Your child was recently enrolled in a childcare program that is licensed by the Colorado Department of Human Service. The license indicated that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license and the last facility inspection.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone numbers to report child abuse in various counties are listed below:

<i>Arapahoe County Department of Social Services</i>	<b>303-795-4825</b>
<i>Adams County Department of Social Services</i>	<b>303-412-8121 (Monday–Friday)</b> <b>303-412-5212 (Saturday–Sunday)</b>
<i>Boulder County Department of Social Services</i>	<b>303-441-1000</b>
<i>Clear Creek County Department of Social Services</i>	<b>303-569-3251 ext. 365</b> <b>303-679-2365</b>
<i>Douglas County Department of Social Services</i>	<b>303-688-4825</b> <b>303-663-6270 (Crisis Hotline)</b>
<i>Gilpin County Department of Social Services</i>	<b>303-582-5444</b>
<i>Jefferson County Department of Social Services</i>	<b>303-271-4357</b> <b>303-271-4131</b>
<i>Colorado Child Abuse and Neglect Hotline</i>	<b>1-844-264-5437</b>

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-implemented program. Remember to observe the program regularly, especially concerning children’s health and safety, equipment, play materials and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, please consult the Colorado Department of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714 or call 303-866-5958. To review a file for a licensed childcare facility please call 303-866-5088.

## **ROCK REC CAMP**

### **DAILY NECESSITIES AND PARENT TIPS**

The following guidelines will help address any questions you may have about the program.

#### *Snacks, Lunch, Water Bottles*

Please pack a lunch for your child as well as two snacks each day, unless otherwise noted on the calendar. No microwave or fridge is available. Water access will be readily available to all campers and staff. Staff has the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. Lunch usually occurs between 11:30 a.m. and 12:30 p.m. If your child forgets to bring a lunch, you will be notified to bring a lunch. It is important that your child visually confirm that they have their lunch with them each morning when a Rock Rec Camp staff member checks them in. A water bottle, labeled with your child's name, is also recommended each day.

#### *Proper Clothing and Sunscreen*

Make sure your camper wears comfortable, appropriate clothing, tennis shoes and sunscreen every day. Sunburn is possible all year round. On swim days, a commercially produced swimsuit and a towel are required. Campers should carry any extra items in their backpack. Please be sure to label or initial each of your child's items.

#### *Phone Calls*

If your child needs to call you, a staff member will accompany your child to the phone, as well as speak to you to confirm any instructions.

#### *Money*

Campers may bring extra spending money to use at the Recreation Center drink and snack machines and on excursion days for gift shops or snacks. Staff will not be responsible for carrying, holding or distributing this money.

#### *Authorized Pick Up*

Written and signed authorization is necessary if someone other than whom you have specified on your application pickup list arrives to pick up your child. Proper identification will be required upon pickup. No person under 18 years of age will be permitted to pick up a Rock Rec Camp participant.

#### *Signing In and Out*

Parents, guardians or authorized individuals must walk in and sign your child in and out every day. Dropping children off in front of the Recreation Center is not allowed.

#### *Cancellations and Changes*

Please notify Rock Rec Camp at 720-733-2236 or email [rklement@ergov.com](mailto:rklement@ergov.com) if your child will not be attending camp. Rock Rec Camp does not give credit or refunds for missed days.

## **ROCK REC CAMP RULES FOR CAMPERS**

### *Recreation Center*

- Be respectful of the building. It is a privilege to be at the Recreation Center.
- Keep your hands to yourself.
- Let a camp leader know where you are going, and tell the same leader when you return.
- No running allowed.
- Use your inside voice.

### *Excursions*

- Be respectful during excursions. Use your manners and inside voices.
- Keep your hands to yourself.
- Know where camp leaders are at all times. If you need to leave the group, tell a leader, bring a friend and stick together. Tell the same leader when you return.
- Stay with the group at all times.

### *Vans*

- All trash should be disposed of properly.
- Always wear your seatbelt!
- Be considerate of the driver and your fellow campers.
- Do not eat or drink in the vans.
- Face forward at all times.
- Use your inside voice.

## **ROCK REC CAMP POLICIES AND PROCEDURES REGARDING COMMUNICABLE DISEASES**

- When children show signs of severe communicable illness, they must be separated from the other children, the parents or guardians notified and a doctor or medical facility consulted as needed regarding treatment.
- Staff members with a communicable illness must not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.
- When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center must immediately notify the local or state department of health, all staff members, and all parents and guardians of children in care. Children's confidentiality must be maintained.
- Please note: in the event of an outbreak, any campers who exempted from immunizations will be suspended from the program. Rock Rec Camp does not give credit or refunds due to suspension.