



Come Play and Learn With Us

Camp Handbook

2022

Loveland Sports and Academic Day Camp – LSDC - Basics:

This is our 18th year and we expect to have more fun than ever! We have hired an amazing staff that is very qualified and excited to teach your children. All staff has undergone extensive background checks to ensure a positive, safe environment.

Our camp motto is Good Sports – we will work to teach a wide variety of sports and how to be good sports. It is very important that each child plays and tries at all sports and activities. We're glad that you've chosen to spend some memorable moments with us this summer. We look forward to providing an exciting summer, filled with tremendous summertime experiences that only camp can offer. Each summer is especially designed to offer opportunities for young people to try new things, learn, grow and make friendships that last forever.

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies about our summer program. Your child's safety is our top priority and we take this responsibility very seriously. Please take time with your child to read and review the entire handbook.

Loveland Sports and Academic Day Camp Mission:

Loveland Sports and Academic Day Camp's mission is to provide a safe and enjoyable environment for all campers, creating an atmosphere that supports learning and fun. We emphasize five important life skills: **safety**, caring, honesty, respect and responsibility. We value character development and values are a part of who we are. We reinforce the values that you teach at home. LSDC is committed to embracing and demonstrating character through the modeling of the five core values: safety, caring, honesty, respect and responsibility. Our goal is to challenge the children and staff to believe in and act on these positive values.

Weekly Announcements:

We email a Camp Newsletter to start each week with important updates and weekly information. We also post the newsletter and weekly announcements at the Sign-In/Sign-Out table. Typically, we play outside in the mornings and inside in the afternoon. When you arrive, the schedule for the morning and afternoon will be posted above the Sign-In table.

Children's Ages:

LSDC was created to care for children entering first grade through sixth grade. This camp is intended for children that have *completed* Kindergarten, and it is **not** intended for children in 7th grade or above.

Camp Daily Hours and Weekly Schedule:

Our mission is to start summer camp the day after school ends and to close camp the day before school starts. Please see our Camp Payment and Weekly Schedule for exact costs, weeks and dates.

LSDC is open Monday through Friday, with planned activities organized by age groups, between the hours of 8:30am and 4:30pm. *Drop off from 8:00-8:30am is included without extended care. Pick up is at 4:30pm unless you are paying for extended hours.*

Half days run from 8:30am-12:00pm or 12:30pm-4:30pm.

Before-care is available from 7:00–8:30am and after-care is available from 4:30–5:30pm *at an additional cost.*

You can select camp weeks of 3 days, or camp weeks of 5 days. Selecting a 3 day camp allows the child to attend one, two, or three days. Selecting a 5 day camp allows the child to attend four or five days.

Please note: No days or weeks are prorated even if a child misses one day. We also have a Two-Week Minimum: You may not have a child visit for one day. Please observe our two-week minimum policy.

Registration:

Please use the Registration link on our website to register your camper. All required forms may be downloaded from our website. We must receive your camper's up-to-date immunizations *on the correct State of Colorado form*, along with all forms filled out completely, before your camper may start. ***Please ensure all information is complete and accurate. Do not leave any of the fields/lines blank.***

Information you will need to complete your camper's registration (as required by the local licensing authority):

***Immunization Form (Must be on the required State of Colorado form).**

*Medical History, Allergies, and Important Medical Information We Should Know

* Insurance, Hospital, Physician, Dentist and Emergency Contact Information

*Authorized Pickup Contact Information

*Payment Information for either your checking or savings ACH withdrawal or your Visa/MasterCard recurring payment

Payment:

The non-refundable registration fee, the first two weeks payment amount due, and the non-refundable deposit for reserved future weeks must be paid, upon registration, before your camper may start. Payment for all other weeks (minus the \$10 deposit already paid) are automatically withdrawn, using either ACH withdrawal or Visa/MasterCard recurring payments, 2 weeks prior to the registered week of camp. There is a \$25 charge for non-sufficient or declined funds and you will have three days to provide alternate payment to ensure continued camp enrollment. The recurring financial information **MUST** be provided during enrollment unless you are paying your balance, in full, upon registration. Please see our Camp Payment and Weekly Schedule for exact costs, weeks, and payment withdrawal dates.

Transfers/Cancellations/Refunds:

All transfers, cancellations, and refund requests must be submitted **IN WRITING** to lovelandcamp@gmail.com. Transfers or changes in camp weeks will be allowed if done *more than 2 weeks prior* to the start of that week's camp. Transfer and change requests are subject to deposit forfeiture. ***No refunds will be given for cancellations made less than two weeks before the start of the camp week.***

LSDC reserves the right to remove a child from any program due to behavioral or other concerns. In the event that this may occur there will be **no refund** given. Every attempt will be made to work with children and their families through conferences and direct communication.

Immunizations:

All immunizations must be current per the Colorado Department of Public Health and Environment. Please see the Immunization Parent Letter at the end of this handbook for all immunizations *required* for camp. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

Address & Telephone Numbers:

Please inform LSDC in writing to lovelandcamp@gmail.com of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify LSDC if you are going out of town and if your child will still be attending camp at that time; this allows us to quickly contact others on your emergency contact list if necessary.

Location and Policy of Sign In and Sign Out:

The camp is held at the Sarah Milner Elementary School. Our sign in/out table will be located in the front. When you come in the afternoon to pick-up your child please note that at 4:20 PM we will all be in the gym with our final regular camp activity.

This is a very essential part of the camp program. Parents or other authorized persons are responsible for signing their child(ren) in and out at the beginning and end of each day. Legal documentation of custodial rights may be required. This helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's day. If there is any concern on your families part about custodial rights please make sure LSDC is aware of this.

- Children **may not** sign themselves in or out of LSDC. If a child is signed up for a Loveland Swim Club class, the Parent needs to complete a Swim Team Transfer to Camp Form.
- Only persons listed on the Permission to Pick-Up form will be allowed to sign children in or out, unless specified **in writing to lovelandcamp@gmail.com** prior to the child's release. Please let the person know who is picking up your child that we will ask for their driver's license for proof of identity. No child will be released to anyone who is not authorized.
- Please help your child/children collect all belongings at the end of each day.
- Attendance throughout the day is monitored on a Daily Tracking Sheet.

Late Arrivals:

We have a schedule of activities and locations posted on the sign in table in case you need to pick up your child early. It is easier for a child to start the day with their group so please be on time when possible. It is the parent/guardians responsibility when arriving late to make contact with the LSDC supervisor before leaving the child. The camp telephone number will be posted at the front table. If the camp director is out supervising camp activities, please call the camp number to speak directly to the camp director and they can meet you at the front table to take your child to their activity.

Early Departures:

We have a schedule of activities and locations posted on the sign in table in case you need to pick up your child early; you will be able to find our location. Parents picking up children earlier than 4:30pm must sign out their child and communicate with their counselor and director at the time of release. Please inform staff of early pick up in advance whenever possible by calling the posted camp phone number and remember to collect all of your child's belongings.

Extended Care Late Pick-Up Fees:

We close promptly at 5:30pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

First 5 minutes: Grace Period

Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

LSDC should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

*In the event that a parent/guardian cannot be contacted and is more than 30 minutes late, staff will begin to call all emergency contact numbers until someone can pick up the child. If we have not heard from the parent/guardian and emergency contacts cannot be reached after 2 hours, staff will then call Social Services.

Communication:

At LSDC Sign In/Out Desk you will find a sheet in which you can leave messages for the Camp Director or Supervisor. Please write all messages down including, known absences, vacations, the need to conference, etc. You can contact the Camp Director on duty directly by calling the posted camp telephone number if they are out supervising the program. You may also direct questions or concerns to the Camp e-mail at Lovelandsportscamp@gmail.com.

Typical Day: Rotations are adjusted weekly based on facility use and number of campers. A typical day is as follows:

Example:

7:00-8:30 am - Extended Care (at an additional cost)

8:30-8:45 am All in Gym -Prep for Day - Camp Challenge!

8:50-9:20 am Tumble

9:25-9:55 am Tennis

9:55-10:10 am Snack

10:15-10:45 am Field game

10:50-11:20 am Soccer

11:25-11:55 am Classroom/Reading

12:00-12:30 pm Lunch

1:00-1:30 pm Swim

1:30-1:45 pm Prep/Break

1:45-2:10 pm Classroom/Math

2:15-2:40 pm Volleyball

2:45-3:00 pm Break

3:00-3:25 pm Tumble

3:30-3:55 pm Art

4:00-4:25 pm Basketball

4:30 pm Everyone back to the Gym to finish the day!

4:30-5:30 pm - Extended Care (at an additional cost)

Parent Visits:

Parents are welcome to visit their child during lunch hours and at other times throughout the day. If parents are taking their child away from our facility, they **must** sign the child out before leaving the center, and **must** sign them back into camp upon their return. To ensure the safety of all campers, visitors/parents are also required to sign-in and out on the Visitor Log.

What to Bring Every Day:

Please bring a sack lunch if your child is staying with us all day (except on Fridays if they want pizza). Half day campers will not eat lunch at camp. Also bring a clearly labeled items and a backpack with the following:

*Sunscreen *Swim suit & towel *Plastic bag for wet clothes *Water bottle
*Athletic shoes *Snacks *Visor or hat

Lunch: The health department requires any items that need to be refrigerated to be placed in our refrigerator. These are items like yogurt or string cheese – if you bring this type of item please write your child’s name on it and place it in the bins at the sign-in table (we will transfer to the refrigerator). All campers should bring a non-perishable lunch and a beverage to camp daily unless otherwise notified. Please pack a healthy, low sugar and balanced meal, no soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold.

Snacks: We will take snack breaks throughout the day we would like to suggest a healthy snack in order to give energy and nutrition. It is one of the goals of Loveland Sports and Academic Day Camp to promote a healthy lifestyle. Some suggestions of snacks include: granola bar, trail mix, fruit, raisins, fruit snacks, crackers, etc. Water is an important part of all breaks – we encourage water all day long. We have 2 snack periods daily. Please send extra food for these times as well as a water bottle.

*Campers are NOT permitted to use the soda or vending machines. All food and drinks should come from home.

DO NOT BRING PERSONAL BELONGINGS:

Please do not allow your child(ren) to bring personal belongings to camp. LSDC cannot be responsible for the loss or damage of toys, games, clothes or other personal belongings. This includes any electronic games / devices (including, but not limited to: Cell Phones, Gameboys, PSPs, iPods, CD Players, etc., etc.) Money, Trading Cards, Spinners, Guns, knives or weapons of any sort - fake or real, Valuable items.

What to Wear:

Please remember to dress your child appropriately for camp. Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity. Here are some other reminders of clothes for camp:

*T-Shirt with Sleeves *Shorts (No skirts, girls!) *Socks *Tennis/Athletic Shoes

Please NO sandals or flip flops, halter or tube tops, NO short shorts, etc! LABEL EVERYTHING!

Sunscreen, Bug Spray, and Clean Hands:

Please apply sunscreen before you come to camp. ***It is your responsibility to apply sunscreen to your child daily before arriving at day camp.*** Your first “coating” will be best and we will reapply after swimming in the afternoon if we are going outside. We will spray legs and arms with mosquito repellent each morning when we start to see mosquitoes. We have hand cleanser available at the front desk and encourage use before snacks and lunch. The health department requires hand washing prior to meals.

Special Activities:

LSDC will plan special theme weeks with fun activities on site each week. Upon occasion, Camp Staff will take a walking field trip. Advanced notice will be given, and parents will be required to fill out a permission slip with detailed safety information and precautions taken by staff will be outlined. Staff to camper ratio will be increased and emergency procedures during the field trip will be outlined. Camp staff has been through CPR, Medical Administration and First

Aid. Staff is required to carry a first aid kit, cell phone for emergency purposes and any authorized campers' medications at all times. We will follow our lost child policy outlined in this manual. At no time will LSDC take any field trip that require transportation and at no time will campers be transported in a vehicle at camp.

Upon occasion, campers may have the opportunity to watch a video or television show that relates to the theme of the week. You will be required to sign the permission form indicating if your child is given permission to watch videos/television show rated "G" or "PG" on the registration information for camp. We will post the video to be viewed on the front desk for your information prior to viewing that week.

Lost and Found:

A lost and found is kept at the entrance to camp. Items are kept for approximately two weeks before being disposed of.

Allergies:

There has been an increase in children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the LSDC in advance so we may take proper precautions.

Medication:

LSDC Camp Supervisors have completed formal Medical Administration training and are authorized to administer medication to a child *ONLY WHEN THE FOLLOWING CONDITIONS ARE MET*:

- All medications must be in their original container with doctor's instructions on the label, or with hand written instructions and signature from the doctor for any medications including over the counter medication (includes Tylenol, cold medication, etc.).
- Parents must give a written authorization.
- All medications will be kept in a locked box and out of reach from all children. Staff will record all administration of medicines in the Medical Log Book. Only bring the amount of medication that is needed for the current week of camp.
- Please be sure that your child does not keep any medication in their back packs for them to take on their own at camp.

Illness:

We request that parents keep their child home when he or she shows any signs of an illness. Children displaying obvious signs of illness or with a temperature in excess of 100 degrees will not be permitted to remain in our care and parents will be asked to pick up their child immediately. Ill children will be isolated from the others in the program until they are picked up by a parent. Remember, it's no fun being ill at camp.

Per local mandate, masks will not be required this year unless preferred.

Character, Good Sports, Social and Emotional support:

LSDC endeavors daily to teach good sportsmanship and our five core values: safety, caring, honesty, respect and responsibility. We strive to provide individualized social and emotional intervention supports for children who need them and work to implement strategies for supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in our campers.

ADA accommodations:

LSDC is in compliance with the Americans with Disabilities Act requirements for camps. We will work with parents in order to make any reasonable accommodations for their child to participate in our program safely and will make reasonable modification to enable campers with disabilities to participate fully in all camp programs and activities.

Code of Conduct:

Our Code of Conduct states that LSDC is committed to providing a safe and welcoming environment for all of our children and staff. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in the LSDC program. We expect persons using the LSDC to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically this includes:

- *Angry or vulgar language including swearing, name calling, and shouting;
- *Physical contact with another person in an angry or threatening way;
- *Any demonstration of sexual activity or sexual contact with another person;
- *Harassment or intimidation with words, gestures, body language or other menacing behavior;
- *Behavior which intends to or results in the theft or destruction of property;
- *Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help! LSDC Directors will investigate all reported incidents. Dismissal from a program or termination of LSDC privileges may result from any violation of the code of conduct. ***No refunds will be given.***

Discipline Policy:

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from activity, removal from activity and placed with staff away from group, suspension from camp, removal from camp. Unacceptable measures may include verbally degrading the camper, physical punishment, isolation without proper supervision. In order to promote your child's physical, intellectual, emotional, social wellbeing and growth, staff shall interact with the child and one another to provide needed help, comfort, and support and:

- *Respect personal privacy
- *Respect differences in cultural, ethnic, and family backgrounds
- *Encourage decision making abilities
- *Promote ways of getting along
- *Encourage teamwork
- *Use consistency in applying expectations

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified and will include any disciplinary steps taken in response.

Expectations:

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from LSDC without refund. Certain abusive behaviors will result in immediate dismissal. *If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff.* This will enable us to work more effectively and productively with your child.

*We are mandatory reporters of child abuse and we are required to report to Social Services if we suspect any child abuse. If you suspect child abuse, call the statewide abuse hotline at 1-844 CO4-KIDS.

Discipline Guidelines:

Discipline will be constructive or educational in nature. We will make every effort to give **positive reinforcement** for good behavior and encourage children to learn acceptable behavior. The following steps will be taken if a child needs to be disciplined:

Verbal Warning:

1. Proximity or Verbal Warning: Leaders will place themselves in close proximity to child in order to observe (and document if necessary) behavior, and to verbally give the child appropriate direction.
2. Child may be removed from their immediate group in order to discuss the situation with a camp leader.
3. Child may be asked to sit aside from the group for a short time, but will be allowed to return to activities as soon as possible depending on the extent of the behavior or further actions needed.

Written Contract:

1. Child will be asked to fill out a "Stop & Think" form. This form helps the child understand how their behavior was disruptive to others and how they might change their behavior in the future to correct the problem. Parents will find a note on their sign-in/sign out sheet to see a supervisor for this form.
 2. If behavior continues, another "Stop & Think" form will be completed. Parent/guardian will be called and a meeting with staff, camper, and parent/guardian may be scheduled. We ask for your support at home with behavior issues that occur at camp.
 3. On the third infraction for the same behavior, the child may be required to miss a day of camp. The parent is responsible for the supervision of their child during that originally scheduled camp time/field trip, and discounts/refunds will not be given for this time away from camp.
 4. If another incident occurs after the previous discipline measures have been followed, a meeting will be held with parents to evaluate how the child can be successful in the program and to clarify the Code of Conduct expected of all participants. A discussion of suspension from camp may also take place.
- *LSDC has access to an early childhood mental health consultant and we will proactively contact our consultant as needed for guidance in meeting the needs of our campers.

Suspension/Dismissal:

In the event of severe infraction or when previous disciplinary action has not been successful, a child may be suspended for a short duration or dismissed from the camp for the remainder of the summer without refund.

Severe Behavior Problems:

When a child's behavior jeopardizes the safety and well-being of the children, the staff, or the continuation of the program, it may become necessary to remove the child from the program. Dismissal, without refund, will be used as a last resort.

If you have any questions regarding the discipline policy and procedures, please contact the Camp Director.

Emergencies:

For a serious medical emergency, we will contact 911 immediately, then every effort will be made to reach the parents. If parents cannot be reached, we will try emergency phone numbers that parents have listed on the emergency form. In a lesser emergency situation, we will attempt to contact parents, then emergency contacts first. Emergency medical treatment (by professionals) will be given when all efforts to reach parents or guardian have failed. Children will be transported by emergency ambulance personnel to the closest medical facility.

Injury Policy:

For any child hurt or complaining of persistent or unusual pain *treat every injury as serious until it can be determined that EMS doesn't need to be called immediately.*

The following procedures will be followed by camp personnel:

1. Ask where it hurts; have child apply pressure and tell the leader where and how it hurts.
2. Do range of motion test(s) if it doesn't result in too much discomfort. Ask child to go through range of motion; do not physically assist the child.
3. (a) If child is unable to move affected area or is in severe pain, notify the Supervisor to call parent or guardian immediately or (b) if child has mobility of affected area, apply ice and recheck in 15-30 minutes.
4. If child is still hurting in 15-30 minutes, call parents and involve them in the decision process. Give the options of:
 - a) They can pick up the child themselves and decide whether medical attention is needed.
 - b) We can call EMS services and have them take a look at the injury. The parent will be responsible for all costs involved with the EMS services.
 - c) If you feel there are other available options, discuss them with the parent.
5. In a medical emergency, camper will never be transported by staff.
6. An Accident/Injury Report Form will be completed and given to the Director.
7. If a child has any injury during the day that does not involve a parent's immediate attention, staff will still inform parents at the end of the day of the incident. The incident will be documented.

Please Note: Camp staff has been through CPR, Medical Administration and First Aid. Staff is required to carry a first aid kit, cell phone for emergency purposes and any authorized campers' medications at all times.

Fire, Natural Disaster, Emergency Drills and Evacuations:

Emergency and Disaster Preparedness: The LSDC will follow the same plan for Evacuation, Shelter in Place, Lockdown, and Active Shooter on Premises Plans as created by the Thompson R2J School District. We will also follow the plan for reuniting families after an emergency or disaster as outlined in the Thompson Valley High School site plan and all staff members will be trained in emergencies and disaster preparedness. See details posted on site and on our website. If internet is not available at the time of an emergency, we will contact parents by phone, and give their campers location once they are safe.

To ensure the safety of the children within our program we respond to all emergency situations, to include, but not limited to, lost children, tornadoes and fires. If a child is lost, staff will immediately notify the Director. The parents will be notified and appropriate law enforcement will be called.

Staff is trained to be aware of and count children at all times. During transition times (moving between buildings, playground, bus) staff will maintain ratio and count the children. Staff will count the children before they leave and after they arrive at the new location checking attendance sheets as necessary.

Each Center practices safety/emergency drills on a routine schedule. Lockdown, Secure the Perimeter, Shelter in Place, and Evacuation drills are planned and practiced with children. Each classroom has an evacuation plan posted. Please refer to the Thompson School District's Standard Response Protocol for more detailed information regarding other emergency situations.

Evacuation, in case of fire or other disaster, will take place immediately. Each leader will take his/her children outside, at least 100 feet from the building. Attendance will then be taken immediately by each leader. The camp does two fire drills every summer to practice fire safety and procedures to the campers and all fire drills will be consistent with local fire department procedures as well as the facility plan developed for Thompson Valley High School. See details posted on site and on our website.

Missing Child Procedures:

In the event that a child should ever come up missing from day camp, the following steps will be taken:

- 1) The children will be gathered and attendance will be taken to determine who might be missing.
- 2) If it is determined that a child is unaccounted for, one leader will be assigned to supervise the group, the other staff members will search for the child in areas not easily seen at quick glance (such as bathrooms, locker rooms, playground

equipment, etc.) Day Camp staff will request the assistance of other staff to help with the search when possible. The search will be no longer than 15 minutes.

3) If the child is not found, one of the leaders or the director will make the following telephone calls:
911 to report a missing child, Parents, LSDC Supervisor will be informed and will assist.

Weather Conditions:

The program will be canceled due to weather if the school district is closed. In case of most inclement weather, indoor facilities will be used and daily plans may be altered. In case of severe weather, staff will follow outlined severe weather plan for the Thompson Valley High School facility and ensure the safety of all participants.

Swim:

Swim will be held at Thompson Valley High School. There will be permission forms for parents/guardians to sign in order to all their campers to walk from Sarah Milner to TVHS.

License:

We are licensed by the State of Colorado as a School Age Day Camp site. If you have any complaints about our program, facility or Staff as it relates to our license, please contact:

The Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street
Denver, Colorado 80203-1714, 1-303-866-5958 or 1-800-799-5876

Provider ID: **1638091**

*License Inspection Available upon Request.