



TEENS, Inc., Youth & Family Center

Summer Adventure Camp Enrollment Forms

Our Mission:

TEENS, Inc. supports, educates, and empowers youth and their families to make healthy choices and thrive

Youth & Family Center Summer Camp Philosophy

During Youth & Family Center Adventure Camp our mission is to provide summer fun and recreation to children (5-11 yrs.) in an educational, safe, and nurturing environment. Our campers experience the fun and adventure of summer day camp in an experiential, learning atmosphere.

Our Staff

Our trained staff of professional educators understands that a child first needs to feel secure before they will explore and try new things. Through daily interaction with fellow day campers and staff, children learn to problem solve and help others. Camp gives them a true sense of who they are and how they can contribute to the community around them.

All of our staff is certified in CPR, First Aid, and Universal Precautions.

Our Programs

Our programs are designed to promote opportunities for exploration, creative expression, and enthusiasm for trying new things. Our campers will experience a variety of activities including, field trips, arts & crafts, fun with nature, sports, and lots of team building games!

Admission & Registration Procedure

Enrollment is open to all children regardless of race, sex, religion, creed, or national origin.

Special needs children are served in compliance with the American Disabilities Act, if our program can meet the needs of the child. **ALL** pages of this packet including the **Enrollment Form, Field Trip and Transportation Release Form, Emergency Care Policy and Release Form and Certificate of Immunization**, must be returned prior to your child's first day of camp.

NEW Multi- Element Adventure Camp Week!

We are excited to offer a multi-sport adventure week for 8-11 yr. olds. We will be offering two days of hiking focused on map & compass skills/orienteering, two days of outdoor rock climbing, and the last day focusing on learning the basics of canoeing on Boulder Reservoir with a final afternoon of picnicking and swimming! Campers must sign up for the entire week of this camp as it's focused on skill and team building.

07/11/11-07/15/11- \$250 for this Adventure Camp Week

Camp Overview

<u>Mondays</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Ages: 5-11 Full day- 8:30am-3pm ½ day- 8:30am- 12pm Aftercare- 3-5pm	Ages: 5-11 Full day- 8:30am-3pm ½ day- 8:30am-12pm Aftercare- 3-5pm	Ages: 5-11 Full day- 8:30am-3pm ½ day- 8:30-12pm Aftercare- 3-5pm	Ages: 5-11 Full day- 8:30am-3pm ½ day 8:30-12pm Aftercare- 3-5pm	Ages 5-11 FIELD TRIP DAY!!! 8:30am-3pm

British Soccer Week

British Soccer camp will run from 6/20/11 through 6/24/11. This is a morning camp only. TEENS Inc. day camp will only run ½ day afternoons during British Soccer camp week (**noon through 3pm**).

Camp Fee Schedule

1 Session= Full Week \$190
 Full Day (8:30-3:00) \$45
 ½ Day (8:30- Noon) \$30 (**Not Available on Fridays*)
 Aftercare, (3:00-5:00) \$15 (**Available to full day campers only*)

- **Early registration (before 5/13/11) = 5% Discount!!!**
- Additional field trip fees may apply for field trips (\$5-\$20)
 - Drop- In's welcome as space allows

We accept CCAP (Colorado Child Care Assistance Program)

Payment Policy

- We must receive full payment by the 1st day of camp for that week in order to receive the discounted 'full week' price.
- If we do not receive the total payment for the day, your child will still be allowed to attend day camp that day, but a **\$5 late fee** will be added to your account, to be paid on the *next* day your child attends camp.
- If a full week's attendance is past due, your child will not be accepted back into the program until your account balance is paid in full.
- You will still be responsible for any days that you were registered for that are missed during this period.

TEENS Inc., Camp Policies & Procedures

Supervision

At the start of every camp day, campers will drop off their belongings in their designated hook at TEENS, Inc. Lunches can be placed in the refrigerator if it needs to be kept cool. Campers will meet in the gym each morning at drop off where their counselors will group up to begin the

camp day. If camp takes place in the building that day staff will not allow anyone outside without supervision. If the group moves outside, a constant counting of children will take place and handholding in a line will keep the children together. The daily sign-in log will be checked to make sure that all children are present.

No camper will be released to any person(s) who is not on their approved pick up/drop off list.

Discipline

We do not believe in the use of rewards, punishments, bribes, distractions or time-outs. A child may be removed from a social situation when her/his body or emotions are out of their present control but will be welcomed back into the group with no negative consequences once the matter is resolved.

Staff will always be encouraged to stay calm, firm, and friendly while being good role models for the campers.

If a child's behavior continues to be an issue for the camp community we will ask for a face to face meeting with the parent(s)/guardian(s) to work together to develop an appropriate behavior plan.

Illness, Injuries, and Accident Procedures

In case of Illness: *If a child obtains a fever or gets ill (i.e. stomachache) while they are attending camp, the following actions will take place:

- Parent(s)/guardian(s) will be notified to pick up their child.
- If the parent(s)/guardian(s) can't be reached within a half of an hour, the child's physician and emergency room numbers in their file will be called.
- The child will rest in a quiet space, isolated from other children until they are picked up.
- Over the counter medication may only be administered with written consent from their physician and parent(s)/guardian(s).

Sick Policy

- Please do not send your child to camp if they are sick.
- Please notify us by 9am if your child won't be attending camp that day.
- If your child is sick and cannot attend camp, you may receive credit towards another day of camp. **No refunds will be given**

- If a child is vomiting, has diarrhea, has an undiagnosed rash, discharge from their eyes, ears, nose and or profuse nasal discharge the parent(s)/guardian(s) will be contacted. Depending on the severity the parent(s)/guardian(s) will be notified immediately or spoken with at the end of the day. The child will be kept isolated from the other children until they are picked up.

Home Sick Guidelines

How do you know when to keep your child home from Summer Day Camp? Here are a few guidelines. **Please keep this at home for easy reference.**

Besides obvious injury and disease, children need to stay at home if they have:

- **A FEVER, VOMITING, or DIARRHEA.** If these are severe or persist, consult a doctor.
- **A COLD.** A good rule of thumb is to keep your child home at the beginning of a cold- the most infectious time and when s/he feels the worst. Return to Summer Day Camp when s/he does not have a persistent cough and feels well enough to participate.

- **STREP THROAT.** Your child may return to Summer Day Camp 24 hours after the antibiotic has started, s/he feels well enough, and temperature is back to normal.
- **CHICKEN POX.** Your child should stay home until there are NO new spots and old spots are scabbed over. Usually this means 7-10 days.
- **HEAD LICE.** Your child may return to Summer Day Camp only after treatment and hair is nit free.
- **IMETIGO.** Your child may return to Summer Day Camp after they have started treatment. Remember to remove crusts before applying medication and to cover with a Band-Aid.
- **PINK EYE.** Any eye infection must be under treatment by a physician before returning to Summer Day Camp. Your child may return **24 hrs. after antibiotic is started.**
- **MEASLES, MUMPS, RUBELLA.** These illnesses are **highly communicable** and need to be diagnosed by a physician. Please report any suspicious cases to our Summer Camp Director or administrative staff, so that proper follow up can occur. If you have any concerns please contact us immediately.
- Please note that a child who becomes ill at Summer Day Camp must be sent home if their temperature is 100 degrees F or over, or if 98.6 degrees F is accompanied by other symptoms or illness.
- Any child with persistent generalized rash, whether itchy or not, should be seen by a physician for diagnosis before returning to Summer Day Camp.

In Case of Injury

- In the event of a slight bruise or cut, the staff will offer ice or band aid and fill out 2 copies of the injury report form. One copy will be put in the camper's file; the other will be given to the parent(s)/ guardian(s) when your child is picked up.
- In the event of injury that does not include a possible broken bone, life threatening neck, back or head injury, the staff will try to reach the emergency contact person(s) named on the registration forms. The injury form will be filled out, with copies put in the camper's file and given to the parent(s)/guardian(s).
- In the event that no persons could be reached, or if the injury is possibly a broken bone, life threatening neck, back or head injury, the staff will call the Nederland Fire Department, which has Emergency Medical Technicians and Paramedics who respond to such calls. Staff will continue to try and contact the parent(s)/guardian(s).
- If the injured person seems to have a serious injury or is unconscious, or the Nederland Fire Department advised that further emergency medical care is recommended/needed, the staff will call an ambulance (911) to transport the injured person to the hospital.

Emergency Procedures: (lost children, natural disasters, field trips)

The emergency procedure outlined above will be followed by staff in response to all injuries, whether in the building or on a field trip. A cell phone will be available during all field trips. The person at the front desk will always have contact with the group on the field trip; they will always know where the field trip is taking place and what children are in attendance. If a child is lost, whether in the Town of Nederland or on a field trip, the police will immediately be notified and following that, the parent(s)/guardian(s). If the parent(s)/guardian(s) cannot be reached, then emergency contacts will be notified.

Field Trips, Video Viewing, and Special Activities Procedures

We consider field trips to be the continuation of recreational fun. Some examples of our field trips will be swimming pools, parks, museums, and local hiking spots. We pledge to provide diverse, interactive and participatory activities to stimulate our campers because we recognize the need and importance of physical activity for our youth. Video viewing will be kept to a minimum.

Riding in a Vehicle Policy

The number of seat belts in the van determines the number of children allowed at camp that day. All children will pick a seat with a seat belt and fasten it securely. The staff will then check each child individually to ensure proper fastening. The director is the driver and the assistant will handle all problems or discipline. The cell phone and first aid kit will be in the van or in the director's possession at all times.

Pick-Up Policy

- You are required by federal regulations to sign your child ***in and out*** each day. We use the sign-in sheets as attendance records as well as a checklist in case of emergency.
- Your child may only be released to parent(s)/guardian(s) or those persons who have written authorization, either listed on the child's Emergency Contact Information for or a signed note from the parent(s)/guardian(s). A ***picture i.d.*** is required for ALL people other than the parent(s)/guardian(s) who are picking up your child.
- **Our day camp program ends at 3pm.** If you are late to pick up your child, you will be required to pay a ***\$1minute*** for each minute you are late. This is due when you pick up your child. If your child hasn't been picked up by 3:30pm we will begin contacting Emergency Contacts or further action will be taken.

Late Arrivals Policy

- Camp begins at 8:30am. The first half of hour will be spent playing in or around TEENS, Inc. If the group decides to go outside and your child arrives late, the parent/guardian will walk him/her out to join the group.
- **Fridays** are field trip days; the vans will leave by 9:30am. Once the van has left, your child will not be allowed to participate in the day's activities and ***no money will be refunded.***

Storing and Administering Medication

We prefer that medication be administered to children at home. However, if it is necessary for a camper to receive medication while at camp, the medication must be in the original container bearing a pharmacy label. The pharmacy label must show: prescription number, name of medicine, date filled, physicians name, child's name, and directions for dosage. Parent(s)/guardian(s) are required to sign a Medical Treatment Permission form every day medication is required. A certified, trained staff member administers medication at lunchtime, unless otherwise notified.

Children's Personal Belongings

Each child will have a labeled hook and shelf space to store their personal belongings while attending day camp.

Meals & Snacks

We are committed to providing a healthy environment for each child. This includes nutritious foods at snack time, which will be scheduled at 10:30am. We ask that you provide a nutritious and satisfying for the entire afternoon.

Visitor Policy

All visitors at TEENS, Inc. must sign in at the front desk.

Procedure for Filing a Complaint about Childcare

Anyone who has a complaint regarding our facility or childcare, or a suspected licensing violation, please feel free to speak directly the Summer Camp Director or the Executive Director of TEENS, Inc.

If this fails in relieving concerns, individuals may submit a letter with their complete name, mailing address, and phone number to the Colorado Department of Human Services, Division of Child Care: 1575 Sherman St. 1st floor, Denver, CO 80203-1714 or call 303.866.5958.

Child Abuse Reporting Procedure

Any staff member of TEENS, Inc. who has reasonable cause to know or suspect that a child has been subject to abuse or neglect, or has observed the child being subjected to circumstances or conditions that would result in abuse or neglect shall immediately report to Social Services- Division of Child Care 303. 866.5958 or Boulder County Social Services 303.441.1240.

Cancellation Policy

- We know that summer is a more flexible time in all of our schedules and changes (like camping trips, and vacations) happen. We must be notified by *Monday of the week BEFORE* the cancellation in order for you to receive full credit.
- We will not be able to provide credit for shorter notification. ***There will be no refunds.***

Termination Policy

A child will be terminated from the program for the following reasons: a consistent behavior problem, continuously disrupting the program, demonstrated lack of interest in the program, and or lack of payment. If the Camp Director feels that the program cannot serve the child do to the above reasons, they will have a meeting with the parent(s)/guardian(s) to discuss the child's future with the program.

What to Pack Your Child for Summer Day Camp

*Please send your child **every day** with a labeled back pack filled with:*

- Labeled Sun Block
- Labeled Hat and Sunglasses
- Sneakers, hiking shoes- open toed shoes not recommended due to the activities we offer at day camp
 - Labeled water bottle
 - Labeled bathing suit and towel (we may play with the hose/sprinkler on HOT days)
- Labeled additional sports equipment-cleats, baseball/softball glove, bats, shin guards, water play toys, etc. (not required)
- We will provide mid-morning snacks, so your child only needs to bring a lunch to camp. ***Please be sure to notify us of your child's food allergies, so that we can provide alternative snacks.***
- **Please don't send your child with money. We buy treats for everyone!**

Addendum to Pick-up Policy

1. The summer camp staff is free to go once all the children have been safely transferred to the parent/guardians. Staff will check the sign-out log and perform a final sweep of the building to ensure all participants have gone home for the day.

Special Activity- Trampoline Guidelines

1. The trampoline supervisor shall have documented formal training and experience in use of trampoline and knowledge of safety and spotting techniques.
2. Trampolines shall be equipped with pads along the sides and shall be kept in good repair.
3. No person shall be on the trampoline unless a trampoline supervisor is present and spotters are present on all four sides of the trampoline or the unprotected, exposed sides of the trampoline.
4. Trampolines shall be secured from unauthorized use by any person. The trampoline is only to be used during designated times. The gym divider will be drawn and trampoline is not to be used by participants unless it is a designated by the adult supervisor. The supervisor will provide the participants with expectations and safety guidelines. Participants should adhere to safety guidelines.
5. The child shall dismount the trampoline by sitting on the edge and sliding off. NO child shall jump off the trampoline.
6. Spotters shall be posted on each side of trampoline at all times. Spotters shall not stand, sit, or lie on trampoline, but shall stand in a position of readiness, watching the jumper at all times.
7. Parents may site the trampoline (or any activity) as an excluded activity for their child in the registration packet under the section "Please list any activity you child is not able to participate in."

TEENS Inc. Summer Adventure Camp Enrollment **Form**

Please complete one form per child

Child's Name: _____ Date of Birth: ____/____/____

Age: _____

Parent/Guardian 1

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Does your child live in your house hold? Y / N

Employer's Name: _____

Employer's Address: _____

Work Hours: _____

Work Phone: _____

Parent/Guardian 2

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Does your child live in your house hold? Y / N

Employer's Name: _____

Employer's Address: _____

Work Hours: _____

Work Phone: _____

Name(s) of additional person(s) other than parent(s) guardian(s) and emergency contact to whom the child may be released when neither parent/guardian can be reached.

#1 Name: _____ #1 Phone Number: _____

#2 Name: _____ #2 Phone: _____

My child, _____, has permission to sign himself/herself in and out of camp. Y / N

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signautre: _____ Date: _____

Child's Physician Information:

Physician's Name: _____

Address: _____

Phone: _____

Hospital of Choice Information:

Hospital: _____

Address: _____

Phone: _____

Child's Dentist Information

Dentist's Name: _____

Address: _____

Phone: _____

Please list any food, drug, and or general allergies your child has:

Please list any activities your child is not able to participate in:

My child, _____, may have Rocky Mountain SPF 30+ Kids Skin Friendly Sunscreen applied by a Summer Camp staff members at TEENS, Inc.

I give my child permission for my child to be included in TEENS Inc. media Y / N

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Sheet1

Full Week	Full Day(s)	½ Day(s)	After Care
Mon-Fri 8:30am-3:00pm	Mon-Fri 8:30am-3:00pm	Mon-Thurs 8:30am-12:00pm	Mon-Thurs 8:00pm-5:00pm
\$190.00/wk + Fri field trip fee	\$45.00/day + Field trip fee	\$30.00/day	\$15.00/day
CIRCLE	YOUR	CHOICES	BELOW

Dates					TOTAL
5/31/11-06/03/11 <i>4day wk/\$160.00</i>	Fri field trip fee *TBD	T W TH FR	T W TH	T W TH FR	\$
06/06/11-06/10/11	Fri field trip fee *TBD	M T W TH FR	M T W TH	M T W TH	\$
06/13/11-06/17/11	Fri field trip fee *TBD	M T W TH FR	M T W TH	M T W TH	\$
06/20/11-06/24/11 British Soccer Camp No Field Trip	½ Days 12pm-3pm Only	N/A	M T W TH	M T W TH	\$
06/27/11-07/01/11	Fri field trip fee *TBD	M T W TH FR	M T W TH	M T W TH	\$
07/05/11-07/08/11 <i>4day wk/\$160.00</i>	Fri field trip fee *TBD	T W TH FR	T W	T W TH	\$
07/11/11-07/15/11 Sport adventure camp <i>8-11yr old \$250.00</i>	Fri field trip fee *TBD	M T W TH FR CAMP? Y N	M T W TH	M T W TH	\$ \$
07/18/11-07/22/11	Fri field trip fee *TBD	M T W TH FR	M T W TH	M T W TH	\$
07/25/11-07/29/11	Fri field trip fee *TBD	M T W TH FR	M T W TH	M T W TH	\$
08/01/11-08/05/11	Fri field trip fee *TBD	M T W TH FR	M T W TH	M T W TH	\$

*FIELD TRIP FEES RANGE FROM \$5.00-\$20.00

5% discount if received by 05/13/11

TOTAL \$



TEENS, Inc. Youth & Family Center Programs
FIELD TRIP & TRANSPORTATION PERMISSION FORM
PLEASE RETURN ONE FORM PER CHILD

I hereby permit _____ to go on field trips to Adams, Boulder, Denver, Gilpin, and Jefferson counties during the 2011 Summer Day Camp program.

S/he will be transported in a Summer Day Camp van or a private vehicle.

1. I understand that my child will be in an enclosed vehicle with locking doors, will be secured appropriately, and shall not remain in a vehicle unattended.
2. I understand that there will be a staff member with CPR and First Aid certification on all field trips. All drivers have a current driver's license and are covered by TEENS, Inc.'s automobile insurance policy.
3. I understand that Field Trips may take place away from Summer Day Camp property; may involve transportation by Summer Day Camp van, private vehicle, or other mode of transportation; and may involve activities beyond the scope of traditional Summer Day Camp functions conducted on Summer Day Camp property.
4. I understand that my child's participation in the Field Trip is voluntary and that, by participating in the Field Trip, such participation potentially involves risks and obligations that are impossible to predict. These may include but are not limited to, the risk of loss or damage to personal property, the risk of sickness, and personal injury or death while participating in the Field Trip.
5. I exempt TEENS, Inc., Youth & Family Center, its Board of Directors, employees and authorized volunteers from all claims arising from my child's participation in the Field Trip unless caused by actions for which the Summer Day Camp would otherwise be liable under Colorado law.

Parent/Guardian Signature: _____ Date: _____



TEENS, Inc. Youth & Family Center Programs
EMERGENCY CARE POLICY AND RELEASE
PLEASE RETURN ONE FORM PER CHILD

Youth & Family Center offers a recreational facility with fun activities and exciting equipment. Due to the nature of all recreational activities, there are inherent risks of possible injury. In the event that emergency care and/or transportation is needed, TEENS, Inc. Youth & Family Center would like to insure that parents and guardians of participants have a say in the emergency care given to their children. Youth & Family Center has an emergency procedure in place depending on the possible severity of the injury.

IN THE EVENT OF INJURY, TEENS, Inc. YOUTH & FAMILY CENTER STAFF WILL:

1. In the event of a slight bruise or cut, the staff will offer ice or a band-aid and fill out 2 copies of the injury report form. One copy will be put in the camper's file; the other will be given to the parent(s)/guardian(s) when the child is picked up.
2. In the event of injury that does not include a possible broken bone, life-threatening neck, back or head injury, the staff will first call the parent(s)/guardian(s) of the injured. If the parent(s)/guardian(s) is not available, the staff will try to reach the emergency contact person(s) named on registration forms. The injury form will be filled out, with copies put in the camper's file and given to the parent(s)/guardian(s).
3. In the event that no persons could be reached, or if the injury is possibly a broken bone, life-threatening neck, back or head injury, the staff will call the Nederland Fire Department, which has Emergency Medical Technicians and paramedics who respond to such calls. Staff will also continue trying to reach the parent(s)/guardian(s) and emergency contact(s).
4. If the injured person seems to have a serious injury or is unconscious, or the Nederland Fire Department advises that further emergency medical care is recommended/needed, the staff/Fire Department will call an ambulance(911) to transport the injured person to a hospital.

For both #3 & #4, the Report of Injury form will be filled out and sent to the Boulder County Division of Childcare within 48 hours.

____ I give content to TEENS, Inc. Youth & Family Center to perform the above procedures.

I hereby give permission to TEENS, Inc. Youth & Family Center to secure emergency medical treatment for the above named minor child while participating in Youth & Family Center programs. All expenses for such care will be accepted by the parent(s)/guardian(s). I have read and agree with all the Emergency Care policies as listed above.

Parent/Guardian Signature: _____ Date: _____

