



**2017**

# Parent Manual

PREPARED BY THE  
COLORADO PARKS AND RECREATION ASSOCIATION  
PRESCHOOL, LICENSING AND YOUTH CAMPS (P.L.A.Y.) GROUP



Dear Sun Camp Parent/Caregiver -

Thank you for registering for our Sun Camp! We are looking forward to a fun filled camp with your child! Below are some reminders about our camp:

- All Paperwork contained in the back of this packet, including a copy of your child's immunization record are required **before** your child attends camp, even if your child has participated in Sun Camp before. One packet per child is required.
- Please read through this entire Parent Manual as it contains very important information about our camp.
- Check out [www.ci.wheatridge.co.us/SunCamp](http://www.ci.wheatridge.co.us/SunCamp) to see our daily lesson plans as well as extra copies of important forms.
- Our tax ID number is 84-0595832. Be sure to keep this information for tax purposes.
- We will be holding an **Open House on Thursday, May 11** from **4:30-6:30pm** at the **Wheat Ridge Recreation Center**. Parents and care givers are required to attend; campers are welcome to attend. Regardless of previous enrollment, all paperwork, including immunization records are due by our Open House on Thursday, May 11<sup>th</sup>.

Thank you,

Sun Camp Staff

# TABLE OF CONTENTS

RECREATION DIVISION TABLE OF ORGANIZATION..	4
PROGRAM INFORMATION	
Purpose of the Sun Camp Program .....	5
Goals and Objectives....	5
Eligibility for Participation .....	5
Children with Special Needs.....	6
Hours of Operation.....	6
Admission and Registration of Children.....	6
Field Trip Registration & Expectations .....	6
Fees .....	6
PROGRAM POLICIES AND PROCEDURES	
Waitlist.....	7
Dress Code.....	7
Arrival/Dismissal of Participants & Sign-In/Sign-Out Process.....	7
Dismissal / Late Pick-up / Failure to Pick-up .....	8
Late Arrival on Field Trip Days/ Withdrawal from Camp.....	8
Inclement Weather Procedures/ Video Viewing .....	8
Identifying Where Children Are at All Times .....	9
Lost Children / Natural Disasters/ Camp Activities.....	9
Discipline.....	10
Request for Participant Removal and Appeal.....	10
Participants Who Become Ill / Accidents / Emergency .....	11
Communicable Diseases/Procedures. ....	11
Transportation of Participants .....	11
Storing and Administering Participant's Medication .....	12
Handling of Participant's Belongings and Money/Electronic Device Policy .....	12
Sunscreen.....	12
Participant Meals and Snacks .....	13
Communication with Sun Camp Staff.....	13
Visitors / Volunteer Policy.....	13
Filing a Complaint.....	13
Reporting of Child Abuse.....	13
Required for Enrollment.....	14-22

# RECREATION DIVISION ORGANIZATION

**Joyce Manwaring**  
**Director of Parks and Recreation**

**Julie Brisson**  
**Recreation Manager**

**Stephen Clyde**  
**Recreation Program Supervisor**  
**303-231-1342**

**Beth June**  
**Recreation Coordinator**  
**303-231-1317**

**Camp Specialist**  
**303-638-5106**

**Wheat Ridge Recreation Center**  
**4005 Kipling Street**  
**Wheat Ridge, CO 80033**  
**303-231-1300**

**Sun Camp Staff Cell Phone**  
**303-638-5106**



## **WELCOME TO SUN CAMP!**

### **Recreation Division Mission**

The City of Wheat Ridge Parks and Recreation Department's mission is to embrace the community through exceptional programs and facilities that enhance opportunities for personal growth, wellbeing, and healthy lifestyles.

### **Philosophy of the Sun Camp Program**

The Sun Camp program philosophy is to provide a positive, fun, safe environment, which provides a high quality program with a balanced, progressing curriculum allowing each child to grow and develop according to his or her age.

### **Goals and Objectives**

At the Wheat Ridge Recreation Center, our goal is to strive for a loving and joyful environment where children, families and staff come together to enrich and touch the lives of the children's future. The Sun Camp program focuses on the whole child as we offer hands on experiences that enrich and build each child's learning skills according to their age and ability.

Our objectives include:

- To provide a safe, accepting and caring environment for all children.
- To provide positive discipline techniques and help children develop and use their problem solving skills.
- To encourage and build self-confidence and self-esteem through varieties of learning activities.
- To encourage and develop new friendships.
- To contribute to the development of physical growth, creativity, self-concept, social awareness and intellectual curiosity in children.

### **Eligibility for Participation**

All children must be 6 years old and completed Kindergarten to participate in the Sun Camp. Maximum age is 14.

## **Therapeutic Recreation Program & Children with Special Needs**

The Sun Camp does not discriminate on the basis of race, color, national origin, sex, or disability. The Sun Camp is dedicated to supporting the Americans with Disabilities Act. The Therapeutic Recreation program of the Sun Camp offers a lower staff to participant ratio, and is designed especially for children with special needs or for any child who needs extra supervision. The Therapeutic Recreation Program does not provide personal care assistance. The Sun Camp reserves the right to place any child in the Therapeutic Recreation program. Please note the Therapeutic Recreation program is entirely inclusive with camp activities. Please call us at 303-231-1317 to discuss your child's special needs and assure quality accommodations for active participation.

## **Hours of Operation**

The Sun Camp is a program sponsored by the City of Wheat Ridge; Camp hours are 7:30 a.m. to 5:30 p.m., Monday through Friday.

## **Admission and Registration of Children**

Please refer to the current Activities Guide for registration dates and times. You must register in person at the Wheat Ridge Recreation Center, 4005 Kipling St, Wheat Ridge, CO 80033 during normal hours of operation:

Monday- Thursday	5:00 a.m. - 10:00 p.m.
Friday	5:00 a.m. – 6:30 p.m.
Saturday	7:00 a.m. – 8:00 p.m.
Sunday	10:00 a.m. – 8:00 p.m.

Complete the registration form, (one form per child) for one or more days and pay the program fee by cash, check or Visa/MasterCard. If you register for 6 weeks or more you have the option to pay monthly using our monthly installment payment plan. If you choose our monthly installment payment plan, you must pay with a credit card.

## **Field Trip Registration & Expectations**

On Field Trip days Sun Camp will accept a maximum of 34 campers with no stay behind options. Campers may be placed on a waitlist for the field trip, but no care will be provided for individuals on the waitlist by way of a stay behind option. Campers are expected to dress appropriately for field trips and to bring designated items, if necessary. The camp specialist will communicate details for field trips via email. Campers may not spend personal money on field trips.

## **Fees**

Participants register for the Sun Camp on a daily basis. Participants have the option to register for one to five days a week. Fees are calculated according to the number of planned attendance days with a rate of \$35 per day for the first child in the family and \$30 per day for any additional children in the family. The first child in the family is not depicted by age, but rather by who attends camp most often. If payment is coming from a third party the participant's spot will only be held if we have been provided a letter verifying payment has been approved. A \$5 refund processing fee will be charged per child for each day you cancel. No refunds/credits will be given for cancellation request made after May 19<sup>th</sup> for June dates, June 20<sup>th</sup> for July dates and July 20<sup>th</sup> for August dates. For a complete fee schedule please see activities guide.

## **Waitlist Policy**

In the event that our camp is full on any particular day, you have the option to add your child to our waitlist. Our waitlist is created on a first-come, first serve basis. Parents will be required to pay in full for desired waitlist days. If your child is not accepted, you will be refunded in full for that day. If a spot becomes available, your child will be automatically enrolled for that day and you will be contacted by email or phone. **If you no longer need the waitlist space that you have reserved you must contact the camp registrar to remove your child from the waitlist for that day.** You will be fully refunded for the waitlist cancellation.

## **Dress Code**

Please dress children appropriately according to weather, planned activities and in comfortable clothing. Campers not wearing appropriate shoes or clothes may not be able to participate in scheduled activities such as rock climbing. Arts and crafts may be messy so that the children can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. Also consider the needs of your child for the use of the restroom. Clothing items that children cannot handle themselves, such as; one-piece jump suits and complicated belts are not recommended. A proper swimsuit with extra sun protection is also recommended and should be brought every day. Campers are required to wear the Sun Camp t-shirt on field trip days. Campers are also required to wear the Sun Camp swim shirt every time Sun Camp goes swimming. There is a onetime per year \$30 registration fee which includes the costs of both shirts. We require that **sneakers or tennis shoes** be worn every day. Parents will be called and asked to bring tennis shoes if participants arrive without them. On cool mornings or rainy days, a sweatshirt or light jacket is recommended as the program includes various indoor and outdoor activities. A hat is also highly recommended for sun protection. Goggles are recommended for all participants during swimming activities.

## **Arrival / Dismissal of Participants & Sign-In/Sign-Out Process**

Please do not drop off participants outside or send them in on their own. This would be a great time to check in with staff to let us know of any concerns for the day. The program begins at 7:30am each day. **There will be no supervision before that time.** Formal camp activities typically begin at 8:30am.

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not log themselves in or out of Sun Camp. Sign-In/Sign-Out sheets will provide a clear record of attendance should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to Sun Camp staff will be asked to show picture ID. The Sun Camp staff will need written authorization to release a child to someone other than the parent or guardian. In that case, please complete the necessary form regarding individuals whom you authorize to pick up your child. A photo ID will be required for release to that person.

Please notify Sun Camp Staff if your child will not be attending camp or if they will be arriving later than 10am.

***Procedure for Individuals Not Authorized to Pick Up Participants:*** In a case in which an **UNAUTHORIZED** individual arrives to pick up a participant the child will not be released. Children will only be released to people who are designated on the authorization form. ***The Camp Specialist will okay the release ONLY if the parent has given written permission.***

## **Dismissal / Late Pick-up / Failure to Pick-up**

Camp hours are 7:30 a.m. - 5:30 p.m.

***Dismissal time:*** Children should be picked up **no later than 5:30 p.m.**

If parents know they are going to be late, please call the Sun Camp cell phone at 303-638-5106 or Wheat Ridge Recreation Center at 303-231-1300 to notify the Sun Camp staff of their status..

**A late fee of \$1.00 per every minute late will be assessed for children not picked up by 5:30 p.m. This fee must be paid to the front desk and a receipt given to Camp Staff before the child can return to the program.**

**Failure to Pick-Up Child:** If a child is not picked up at 5:30pm camp staff will call the child's parents. If camp staff is unable to get ahold of the parents, they will then call the contacts listed on the emergency card. **If camp staff is unable to get ahold of the child's parents and emergency contacts for a half hour, camp staff is required by the State of Colorado to call the police to take custody of the child.**

## **Late Arrival on Field Trip Days**

Parents will be informed ahead of time of the field trip location as well as expected departure and arrival times to and from the field trip. Parents are asked to make sure their child is present at the Sun Camp at least 15 minutes prior to the field trip departure time. In the event that a child is late on field trip day, it is the responsibility of the parent to bring their child to our field trip destination. Parents are not allowed to leave their child at the Wheat Ridge Recreation Center while the Camp is on the field trip.

## **Withdrawal/Cancellations/Transfers from Sun Camp**

Parents wishing to withdraw their child from the Sun Camp may do so by emailing the Recreation Coordinator or the camp registrar. A \$5 refund processing fee will be charged per child for each day you cancel. No refunds/credits will be given for cancellation request made after May 19<sup>th</sup> for June dates, June 20<sup>th</sup> for July dates and July 20<sup>th</sup> for August dates.

## **Inclement Weather Procedures/Video Viewing**

During inclement or excessively hot weather that prohibits outdoor activities, we will provide alternative indoor activities including but not limited to crafts, movies, and games. Staff will remove participants from inclement weather to a safe location. Staff will provide adequate hydration. Viewing of movies is limited to "PG" rated programs. Under most circumstances the Sun Camp program will operate regardless of weather. If the weather is severe and a cancellation is needed, the Camp Specialist will inform you in a timely manner. Please use the News and Radio Stations as an information source. The Camp Specialist's phone number is 303-638-5106. Voicemail will be updated in case of cancellation.



## **Identifying Where Children Are at All Times**

Schedules of activities are given out to parents and children at the beginning of the session. Changes may occur; staff will provide updated information in a timely manner. When children are not at the designated home base, a sign will be posted on the door as to where the children and staff can be found.

Parents can always call the Sun Camp cell phone 303-638-5106, or reach the Front Desk at the Wheat Ridge Recreation Center at 303-231-1300, or Recreation Coordinator, Beth June at the Wheat Ridge Recreation Center 303-231-1317. Recreation Leaders/Aides are assigned to groups of participants. Participants also use the buddy system or some other system of roll call during the day and for all activities. Finally, head counts are frequently conducted throughout the day by staff.

## **Lost Children / Natural Disasters**

All Sun Camp staff members are trained in the established safety procedures. Drills are held to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place to prepare for such a situation:

- Fire and Tornado drills are held once a month to familiarize staff and children of the procedures to follow in the event of an emergency.
- When the Sun Camp staff hears the emergency response code or is alerted by Camp Specialist that there is a fire, we will exit to the south side of the building if the area is safe. Sun Camp staff will take attendance.
- When the Sun Camp staff hears the emergency response code or is alerted by Camp Specialist that there is a tornado warning, children will be moved to the Wheat Ridge Recreation Center lobby bathrooms. Sun Camp staff will take attendance once they are safely in the bathroom.
- If we are in the Recreation Center and a life-threatening activity is recognized in the building,
  - We will evacuate, if possible, and regroup at the business just north of the Recreation Center (Iron Rail Tavern) or on the east side of Kipling (Large Marge). Parents can find us at one of those locations and will have the camp cell phone on. Please note, cell lines will most likely not be available during a disaster.
  - If evacuation is not possible, we will keep our doors locked and children will be moved out of sight of windows.
  - Police will be notified immediately.
  - Local authorities will begin work immediately.
  - Emergency transportation will be provided.
  - Children's parents/guardians must be notified promptly.

Once staff receives an all-clear signal from the Recreation Coordinator or the Police Department, children will return to regularly scheduled activities.

## **Activities at Camp**

The Summer Sun Camp staff work very hard to provide and implement a wide variety of fun and lively activities! Activities may include board games, cards, crafts, rock climbing, swimming, gym games and walking to Discovery Park. Because we are such an active camp, we require that campers wear tennis shoes and bring a water bottle each day. Should you have any concerns regarding these activities please contact our Recreation Coordinator as soon as possible. Our weekly plans can be found online at [www.ci.wheatridge.co.us/SunCamp](http://www.ci.wheatridge.co.us/SunCamp) by the beginning of the summer.

Additionally, camp staff practices a "challenge by choice" approach to activities, meaning staff will never force campers to participate in a camp activity. If a camper chooses to not participate in an activity, such as dodgeball, an alternative activity will be provided.

## **Discipline**

In order to make the Sun Camp a positive experience for all children, we ask that three basic principles be observed:

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

When a child does not observe the expected guidelines, the Sun Camp staff will discuss an appropriate plan of action which may include any or all of the following steps:

- Separate the child from the group for an age appropriate amount of time.
- Discuss with the child the inappropriate behavior before they return to the group.
- Parents will be notified of any problems during Camp.
- Staff will document all major behavior problems.

A Behavior Management Plan may be implemented if the child is experiencing difficulty on a regular basis.

If a child makes a threat to another camper's wellbeing or creates an unsafe environment for our participants, they will be suspended from attending camp on their next scheduled day without a refund. Sun Camp staff reserves the right to permanently suspend a camper depending on the severity of the situation.

Foul or inappropriate language will not be tolerated at camp and may result in a camper being sent home if frequent infractions occur.

Recreation Leaders and Aides use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Recreation Leaders and Aides communicate with the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving.

Physical punishment is never used. Children will not be subjected to physical or emotional harm or humiliation. Consequences are never associated with food, rest, or toileting.

Conduct expectations are intended to create a safe leisure environment for the participants and staff. When necessary, an individualized disciplinary action plan will be developed for participants having difficulty following the rules. The camper, parents and care providers will be contacted and encouraged to provide input regarding techniques and strategies on the participant's disciplinary action plan. If the camper continues to misbehave, a decision may be made to suspend the child from the program temporarily or entirely.

## **Request for Participant Removal and Appeals**

The removal of a camper from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand. Before a camper is removed, the Camp Specialist will discuss the current situation and everything that has occurred to date with the Recreation Coordinator. With the Recreation Coordinator's approval, the Camp Specialist will then inform the parent/guardian by phone that their child is dismissed from our program. Additionally, the Camp Specialist will follow-up the call with a letter stating what actions have been taken and why. This letter will also indicate that a copy has been sent to the Recreation Coordinator. An Appeal Process is available to parent(s)/Guardian(s). Please contact the Recreation Coordinator to arrange a hearing before the Appeals Board. Parent/guardian would then plead their case; bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their child should be reinstated to the program. The Board has the authority to make exceptions and will give the parent/guardian their decision within 24 hours of their appeal hearing.

## **Participants Who Become Ill / Accidents / Emergency**

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 injured during the Sun Camp program the parents/guardians will be notified.

Ill children will be separated from the other children and will be offered a blanket, mat and pillow. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury.

Staff will immediately contact the parent/guardian if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pickup their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Camp Specialist any exposure to communicable illnesses outside the Camp. The child will then be excluded from the center for the period of time prescribed by the child's physician or the local health department.

All injuries and illnesses will be documented by staff.

## **Communicable Diseases**

Communicable diseases include, but are not limited to the following: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella.

If a child shows signs of severe or communicable illness parents will be called immediately. The child will be separated from the group and will lie down on a mat with a provided blanket while the Camp Specialist contacts a medical facility for consultation regarding treatment.

## **Transportation of Participants**

The City of Wheat Ridge Parks and Recreation Department transports children only in vehicles owned by the City. The Sun Camp will **NOT** transport any participants in their personal vehicles. All vehicles receive regularly scheduled maintenance and are in safe operating condition. Van drivers are trained to drive the vehicles and have CPR and First Aid training. All passengers are instructed of safety rules they will need to follow while in the vehicles including the usage of seatbelts. Seating in any vehicle will not exceed state law. Any participant that still uses a car seat for personal transportation is asked to provide a car seat for our vans as City of Wheat Ridge vehicles are not considered commercial vehicles. For the safety of your child please discuss with the Camp Specialist how the car seat is to be installed. In the event we have multiple major problems with an individual's behavior in a van, that person may be asked not to sign up for field trips. With transportation, as with anything else, our emphasis is safety.

## **Storing and Administering Participant's Medication**

Please notify the Camp Specialist if your child will need any type of medication (prescription or over-the-counter) or if they are susceptible to known allergic reactions. **Parents need to meet with the Recreation Coordinator in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication.** Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is at the Sun Camp.

In the event that a medication does need to be administered during Sun Camp hours by staff, we must have the following on file before administering the medication 1) written authorization from the health care provider 2) parent written authorization 3) and medication in the original labeled container.

Only the Recreation Coordinator and/or Camp Specialist are authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked box away from children and food items. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

## **Handling of Participant's Belongings and Money**

Ultimately, the individual participant is responsible for any personal belongings brought to Sun Camp. We do require extensive labeling of all their belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.), as a preventive measure for tracking personal belongings. We ask that campers keep everything in a labeled backpack. Staff strongly recommends labeling camp T-shirts.

Staff ask that campers please not bring or spend money on field trips. All needed purchases on field trips will be provided by the camp staff.

We keep a "Lost and Found" box at the recreation center, where we put all recovered items.

## **Electronic Device Policy**

Campers should not bring a cell phone, iPad, iPod, mp3 player, kindle, radio or other electronic devices to camp. If there is an emergency or we are concerned about your camper, we will contact you immediately. If you need to contact your child while they are at camp, please call or text the camp cell phone at 303-638-5106.

*Sun Camp has a no electronic device/cell phone policy for three reasons:*

### **1. Distraction**

Camp is a unique place to develop friendships, build community and engage in new experiences. The use of cell phones and other electronic devices distract campers from the opportunity to develop friendships and experience the uniqueness of camp.

### **2. Internet Access/ Phone Calls/ Texting**

The technology of most phones and devices allows kids easy access to the internet or phone calls, hindering their opportunity to experience all that camp has to offer. In addition, if campers were to have internet access throughout the day, it would be difficult to monitor what the camper is viewing and/or showing other campers.

### **3. Loss/ Theft/ Damage**

The camp cannot be responsible for any lost, stolen, or damaged electronic devices. These items are valuable and the camp environment is not conducive to these items being secure, or easily found if lost or stolen.

## **Sunscreen**

Children must provide their own sunscreen, labeled with their first and last names. Sun Camp staff will be regularly announcing to the participants to re-apply and will directly supervise the children to make sure they are properly applying their sunscreen. Staff will provide sunscreen of at least SPF 15 that is PABA free for all participants, if a child has forgotten, lost, or is out of their sunscreen and parent has signed the waiver.

## **Participant Meals and Snacks**

Please provide a morning snack, lunch and afternoon snack for your child. Sun Camp will no longer provide an afternoon snack. All containers need to be clearly marked with the participant's name. Water will be readily available to all participants and staff, but we do suggest bringing a personal water bottle. If you are wishing to send treats for a special occasion, remember they must be store bought.

To ensure safety and help us comply with state mandates please send lunches that do not require heating or a trip to the vending machines. Time taken to heat lunch items and going to the vending machines results in interrupted programming and can cause difficulties in emergency situations.

Gum is not permitted inside the Wheat Ridge Recreation Center while participating in the Camp.

## **Communication with Sun Camp**

Sun Camp Staff will be available by cell phone throughout the duration of the program. The Sun Camp Cell # is 303-638-5105. Our staff will also use email to communicate updates and changes to parents. If you need to relay important information, please ask for the Camp Specialist in charge of that day.

## **Visitors / Volunteer Policy**

Visitors are always welcome at the Sun Camp. However we ask that all visitors check in with the Camp Specialist and sign-in and sign-out on our visitor sheet when they arrive and before leaving.

Parents may visit the Sun Camp any time. Persons unknown to staff will be required to show identification. All volunteers must complete a City of Wheat Ridge Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Camp Specialist.

## **Filing a Complaint**

We want to hear from you if you have questions or concerns about your childcare. We will make every effort to resolve any issues or concerns you have about the program. If you have a complaint regarding suspected licensing violations at this or any other licensed childcare center, you have the right to report your concerns to the The Colorado Department of Human Services Division of Child Care at 1575 Sherman Street, Denver, CO or call (303) 866-5958 or 1-800-799-5876.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Human Services. The telephone number for the Jefferson County Department of Social Services is (303) 271-4357.

## **Reporting of Child Abuse**

As a child care facility, each 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.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the day camp facility is located.

**Jefferson County Department of Social Services (303) 271-4357**

**Enclosed you will find emergency and permission forms that need to be completed and returned prior to camp. A copy of your child's immunization record is also required before camp begins.**

**We are looking forward to a fun and safe program!!**

# Camper Paperwork Packet

**\*\*All attached forms, including a copy of camper's immunization record must be completed before attending camp\*\***

For an electronic, fillable version of our paperwork packet please go to:

[www.ci.wheatridge.co.us/campregistration](http://www.ci.wheatridge.co.us/campregistration)

or email Beth June at:

[bjune@ci.wheatridge.co.us](mailto:bjune@ci.wheatridge.co.us)



## Sun Camp Enrollment forms

Date:

Child's Last Name:

Child's First Name:

Date of birth:

Gender:

### Medical History Information

Please check any illnesses that your child has had:

- |                                      |                                  |                                  |   |  |                                 |
|--------------------------------------|----------------------------------|----------------------------------|---|--|---------------------------------|
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Measles | <input type="checkbox"/> Rubella | <input type="checkbox"/> Hay Fever      | <input type="checkbox"/> Rheumatic Fever | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Epilepsy    | <input type="checkbox"/> Mumps   | <input type="checkbox"/> Polio   | <input type="checkbox"/> Whooping Cough | <input type="checkbox"/> Diabetes        | <input type="checkbox"/> NONE   |

Please check any allergies that staff should be aware of:

- |                               |  |                                     |                                 |                               |
|-------------------------------|--|-------------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> Food | <input type="checkbox"/> Insect Stings/bites | <input type="checkbox"/> Penicillin | <input type="checkbox"/> Other: | <input type="checkbox"/> NONE |
|-------------------------------|--|-------------------------------------|---------------------------------|-------------------------------|

Chronic Health Problems or Physical conditions that staff should be aware of:  NONE

### Medical Insurance & Hospital Information

Physician's Name:

Address:

City, State, & Zip:

Phone:

Medical Insurance CO:

Phone:

Group #:

Dentist Name:

Address:

City, State, & Zip:

Phone:

Please check your preferred hospital:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Lutheran Medical Center</b><br>8300 W 38 <sup>th</sup> Ave<br>Wheat Ridge, CO 80033<br>303-425-4500 | <input type="checkbox"/> <b>Children's Hospital</b><br>13123 East 16 <sup>th</sup> Ave<br>Aurora, CO 80045<br>720-777-1234 | <input type="checkbox"/> <b>Other:</b><br><u>Address:</u><br><u>City, State, Zip:</u><br><u>Phone:</u> |
|---|--|--|

**Copy of your child's immunization records is required**







## Sun Camp Enrollment forms

### Social History

A description of your child's behavior and reaction to various incidents is desired. This information is confidential and will be reviewed by the Camp Specialist as a key to working with your child as an individual member of our program:

Interaction with Males:

Interaction with Females:

Fears & Dislikes:

Types of Discipline used at home:

Reward System used at home:

Positive/negative school/camp experiences:

Child's favorite activity:

Does your child have any emotional or behavioral problems and/or conditions?

If yes, please explain:

If yes, what works best at home for you and your child?

Additional Comments on child's social history:

### Swimming Ability

Please know that in order for campers to use the diving board and slide independently, they must first pass a swim test administered by our aquatics staff. In addition, upon assessment aquatics staff reserves the right to require any child to use a life vest.

Can your child swim independently?

Yes

No

Do you prefer that your child wears a life vest while swimming?

Yes

No



### Medication Request

- No, my child **WILL NOT** need medication administered while at camp.
- Yes, my child **WILL** need medication administered while at camp.

If **YES**, please contact Beth June @ 303-231-1317 or [bjune@ci.wheatridge.co.us](mailto:bjune@ci.wheatridge.co.us) to get the proper forms filled out right away. Medication forms will need to be filled out **PRIOR** to the start of camp by your physician so please plan accordingly. We **cannot**, by State Regulation, administer any medication without proper paperwork. This includes over the counter medication.

### Parent Manual Statement of Understanding

I have read and understand the Sun Camp Parent Manual and understand the policies contained within.

X \_\_\_\_\_  
Parent/Guardian Signature Date

### Authorization to Participate/Exclude Participation in Activities

I hereby give permission for my child to go on field trips away from the Wheat Recreation Center Sun Camp whether on foot, school bus, or by City of Wheat Ridge vehicles. I give permission for my child to participate in all Sun Camp activities with the following exceptions: (ex. Horseback riding, laser tag, indoor rock climbing)

\_\_\_\_\_

X \_\_\_\_\_  
Parent/Guardian Signature Date



### Authorization for Emergency Medical Care

I hereby give my permission to the Sun Camp staff to call a doctor or emergency medical service and for the doctor, hospital or medical service to provide emergency medical or surgical care for my child \_\_\_\_\_ should an emergency arise. It is understood that the Sun Camp staff will make a conscientious effort to locate the parent/guardian or the emergency contact listed on the registration document before any action will be taken. If it is not possible to locate the emergency contact listed, I will accept the expense of emergency medical or surgical treatment.

X \_\_\_\_\_  
Parent/Guardian Signature Date

### Mosquito Repellant Permission

I give permission for my child to apply repellant to themselves under the direct supervision of a Sun Camp staff member before outdoor activities. Repellant will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to parent/guardian. It is the parent's responsibility to provide repellant with a specific amount of DEET they wish their child to have. Every repellant should have your child's first and last name clearly labeled on the bottle. Sun Camp will not provide any type of repellant, should a child forget theirs.

X \_\_\_\_\_  
Parent/Guardian Signature Date



### Sunscreen Permission

I give permission for my child to apply sunscreen to themselves under the direct supervision of a Sun Camp staff member 15-30 minutes before outdoor activities. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to parent/ guardian. It is the parent's responsibility to provide sunscreen with a specific amount of SPF they wish their child to have. Please have your child's first and last name clearly labeled on the bottle. **In the event my child forgets their sunscreen or runs out, I give permission for the Sun Camp staff to provide sunscreen that is at least SPF #15+, and is PABA free.**

X \_\_\_\_\_  
Parent/Guardian Signature Date

### Walking Field Trip Approval

I give permission for my child to participate in nature walks. I am aware that my child will be away from the premises of the program's base site and in the company of the City of Wheat Ridge Summer Sun Camp staff during these situations. I understand that transportation will be by foot.

X \_\_\_\_\_  
Parent/Guardian Signature Date



<b>Authorization to Release Participant</b>			
I give Sun Camp Staff permission to release my child to the following individuals:			
First Name:	Last Name:	Relationship:	Phone Number:
<p>I understand that for my child's safety the individual picking up my child will be required to present a Photo ID to Summer Sun Camp Staff for identification purposes before my child is released. I also understand that I am responsible for any late charges that may occur due to the above named individuals picking up my child late (\$1.00 per minute tardy). I agree to inform the above individual(s) about these policies.</p>			
<p>X _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Parent/Guardian Signature</span> <span>Date</span> </div>			



**CITY OF WHEAT RIDGE CLIMBING WALL**  
**RELEASE OF CLAIMS, INDEMNITY AGREEMENT AND COVENANT NOT TO SUE**  
THIS IS A RELEASE OF LIABILITY. Please read before signing.

I, \_\_\_\_\_ have made a voluntary request to use the Climbing Wall, ropes and other associated equipment (collectively "Climbing Wall") at the City of Wheat Ridge Recreation Center and I do hereby agree to the following.

1. I understand that the Climbing Wall is a vertical wall 26 feet high constructed of texture coated plywood, ranging from beginning to advanced degrees of difficulty, including overhangs, flakes, cracks, repelling and hand holds. I acknowledge that my use of the Climbing Wall is inherently dangerous, will involve a significant risk of physical injury or death to me if I undertake to climb it and that I am assuming this inherent risk by climbing it.
2. I freely, voluntarily and with such knowledge, assume the risk or risk associated with such activities, including but not limited to death, personal injury, or property damage arising from or connected with my use of the Climbing Wall either with or without the supervision of City employees or other climbers. I take full responsibility for the ramifications of my actions and physical condition with my use of the Climbing Wall.
3. I agree that I will not use the Climbing Wall except during the hours designated by the City, and that I will use only the ropes provided by the City.
4. I have read and fully understand the official Climbing Wall rules provided by the City of Wheat Ridge and Agree to abide by these rules and regulations.
5. IN CONSIDERATION OF THE CITY PERMITTING ME TO USE THE CLIMBING WALL, I RELEASE THE CITY OF WHEAT RIDGE, ITS OFFICIALS AND EMPLOYEES AND THEIR SURETIES, AND EACH OF THEM FROM ALL LIABILITY, CLAIMS CAUSES OF ACTION, OR COSTS AND EXPENSES WHATSOEVER ARISING OUT OF ANY DAMAGE, LOSS OR INJURY TO ME OR MY PROPERTY INCURRED WHILE USING THE CLIMBING WALL, WHETHER SUCH LOSS, DAMAGE OR INJURY RESULTS FROM THE NEGLIGENCE OF THE CITY OF WHEAT RIDGE, ITS PUBLIC OFFICIALS AND EMPLOYEES AND THEIR SURETIES AND EACH OF THEM, OR FROM SOME OTHER CAUSE.
6. I FURTHER AGREE FOR MYSELF, MY HEIRS, PERSONAL REPRESENTATIVES, EXECUTORS, ADMINISTRATORS AND ASSIGNS TO DEFEND, INDEMNIFY AND NOT TO SUE THE CITY OF WHEAT RIDGE, ITS PUBLIC OFFICIALS AND EMPLOYEES, THEIR SURETIES AND EACH OF THEM, AGAINST ANY AND ALL LIABILITY, CLAIMS, CAUSES OF ACTION, SUITS, DAMAGES OR EXPENSES OF EVERY KIND AND NATURE INCURRED OR ARISING BY REASON OF ANY ACTUAL OR CLAIMED NEGLIGENT OR WRONGFUL ACT OR OMISSION BY ME OR BY THEM WHILE USING THE CLIMBING WALL.

I hereby represent that I have carefully read, understand and agree to the contents of this release and sign the same voluntarily and of my own free will.

**CAUTION: READ THIS DOCUMENT IN FULL BEFORE SIGNING**

Parents Name:

Child's Name:

Address:

City:

Zip:

Telephone (home) :

(work)

Contact in Emergency:

Name:

Phone:

Date:

X \_\_\_\_\_  
Parent/Guardian Signature Date