



2021 Camp Parent Handbook

School Out Camp Days, **KinderCamp for 5&6 year olds**, **FunCamp for 7-10 year olds**, and **TeenCamp for 11-15 year olds**

Young Peoples Learning Center is a non-discriminating state licensed, early childhood education center for children 6 weeks to 15 years of age. Camp programs are for children 5 years to 15 years, with some exceptions made in the summer for 4 year olds who are entering kindergarten in the fall.

School-Out Day Camps are open from 7:30 am to 6:00 pm.
Summer Camp programs are open from 7:30 am to 5:30 pm.

Young Peoples is closed for the following holidays every year: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day. We hold program wide staff training on Columbus Day and Presidents day each year and camp programs MAY be closed on these days. We close at 4 pm on Christmas Eve and New Year's Eve.

Young Peoples Learning Center welcomes and celebrates the diversity of our students. Children with special needs are accepted into our program whenever feasible. Children with needs that require additional training, specialized equipment or more individualized adult contact may not be a good match for our program. In these situations, we will work with parents and connect them with the Larimer County Early Childhood Council to identify a program or setting that will be more suitable for a child. Young Peoples Learning Center reserves the right to ask any child to leave at any time.

Philosophy

Young Peoples Learning Center was named after its philosophy was developed. "Young Peoples" was chosen to accentuate equality between children and adults. "Learning Center" was chosen because our programs are designed for all kids to learn and grow socially, emotionally, physically, and academically through play. Our camp programs are designed to give children an experience they won't forget each summer and during school breaks. We keep them active, engaged, and encourage them to forge friendships among each other that last a lifetime.



YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

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A day in the life of a camper:

<u>KinderCamp</u>	<u>FunCamp & TeenCamp</u>
<p>Drop off between 7:30 and 9:00 am – Play in the classrooms.</p> <p>Morning snack (from your lunch box) in classroom at 8:45 am. Morning snack is also the time we tend to meet with campers to go over the expectations of the day – it’s a good idea to have your camper here at this time!</p>	<p>Drop off between 7:30 and 9:00 am –Play outside of 1137 Riverside. FunCampers meet toward the back of the property and TeenCampers meet toward the front. Morning snack (from your lunch box) at 8:45 am. Morning snack is also the time we tend to meet with campers to go over the expectations of the day – it’s a good idea to have your camper here at this time!</p>
<p>9:00 – Leave for morning activity. Keep track of where we are going using the specific calendar. Most of these activities take place around town at different parks.</p>	<p>9:00 – Leave for our first activity – This is usually an activity in a park or natural area – a game or an art project, but sometimes field trips are in the morning, so check the weekly calendar.</p>
<p>12:00 – LUNCH TIME – We will eat lunch at the park where we have been doing our morning activity, or might move to another park if we are ready to pack up. Check the weekly calendar.</p>	<p>11:00 - Leave to lunch – we typically find a park with a really cool playground so that we can eat our sack lunches and play!</p>
<p>12:30 – Leave for afternoon field trip or start onsite activity – Check the weekly calendar for specific location for each afternoon’s activities. Outdoor ukelele class, water play, outdoor karate class, movie in our own theater space, bouncy castles, and our own street parties!</p>	<p>12:30 – Leave for our afternoon field trip– Check the weekly schedule – Karate class, Laser tag, bowling, roller skating, miniature golf, movies in our own theater space, and more activities we feel we can provide safely to all kids.</p>
<p>3:30 – Return to Riverside building to take a short rest time, play outside, wrap up the day.</p>	<p>4:00 – Return to Avery Park for afternoon snack.</p>
<p>3:30 – 5:30 – Pick Up Time, play on the playground or in the classroom.</p>	<p>4:30 – 5:30 – Pick-up Time, play on the playground at Avery Park.</p>

YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

FunCamp for 7-10 year olds

TeenCamp for 11-15 year olds



EVERYDAY FOR CAMP – BRING B. L. I. S. S. IN A BACKPACK

Bottle (of water)

Kids NEED to be hydrated every day. The first day a child does not have their water bottle, we will provide them a camp water bottle. After that, children will be provided with a single use water bottle 😞 and charged \$1 each time.

Lunch

Be sure to pack LOTS of good food – protein, protein, protein, vegetables, vegetables, fruits, fruits...if you are sending perishable items, you will need to be sure there is an ice pack AND be sure your lunch is in an insulated lunch box. We do not have the ability heat up lunches while we are out and about. Unlike other programs, we do not require lunches to be nut free, but children will NOT be allowed to share lunches. Please help us emphasize the importance of this with your campers.

Including 2 snacks

We are moving ALL day long. Please be sure that your child has enough food to have two GOOD size snacks each day so they can be fully ready for all that we do!

This year, campers also need to bring TWO masks every day!

Sunscreen

Children are required to wear sunscreen all day every day. We highly encourage daily bath times to at least rinse these chemicals off of children's skin each day. We expect that children are arriving to camp with their first round of sunscreen already applied. We will apply sunscreen every 2 hours unless we are inside for our activity. The only time a child may be exempt from this policy is if they are wearing full length sleeves, long pants, a sun hat AND sunglasses. Parents must supply sunscreen in a child's backpack each day or we will provide a small bottle for them (we anticipate these bottles to last approximately 3 application, or 1 day) and your account will be charged \$3.

In all camps this year, children will be supervised putting on their own sunscreen and staff will only step in to help if it seems children cannot appropriately apply it or if they are asked. Staff will wear a fresh set of gloves for any child they need to help with sunscreen and will wear a mask when assisting children. In TeenCamp, we will instruct campers when they need to reapply sunscreen and expect competence and compliance with this task.

Children should have the first round of sunscreen applied before they arrive each day. Sunscreen will be reapplied every 2 hours when children are spending time in the sun. Parents will be notified to come pick up any child who is unwilling to follow sunscreen practices.

Socks

There are many activities where socks might be necessary – Bowling, Jump-In, etc. If the weather takes a turn we might end up at one of these places and it is always good to have a pair of socks with you! Additionally, mud, holes, and other circumstances sometimes make a new pair of socks the solution to the day – and they don't take up much space!

This year, children must also bring a mask and a ziplock bag to store their mask in while they are not wearing them.

CHECK BEFORE YOU PACK:

What is the weather like today? Are extra layers or special gear necessary? We encourage TeenCampers to do this step themselves!

What is on the calendar/schedule of activities for the campers today? Do you need a swimsuit and goggles or maybe sneakers instead of flip flops?

YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

FunCamp for 7-10 year olds

TeenCamp for 11-15 year olds

Important Links 2021

General Camp Information: www.mycamp.co
(use links here to get weekly calendars, check your child in each morning, or to submit schedule changes)

Check your bill: www.MyProcare.com

Sign up to get daily updates:
<https://schools.procareconnect.com/sign-up>
(Also use ios or android app by downloading the Procare app)



Important Contact Information 2021

Administration		
Stacy Hale	970-310-5535	camp@childhooddoneright.com
Amber Lousberg	970-482-1212	amber@childhooddoneright.com
Plum Street School – Administration Office – For Scheduling and Billing		
209 E. Plum Street	970-482-1212	info@youngpeopleslc.com
Emergencies, concerns or questions		
Heather Griffith - CEO	970-691-0487	heather@childhooddone.com

Camp Contacts		
<i>Call or text camps for immediate needs, location of kids or other questions during camp hours</i>		
All camps start and end their day at 1137 Riverside Avenue, Fort Collins		
KinderCamp		
Jennifer, Riley, Jennica	970-310-9237	EmailKinderCamp@gmail.com
FunCamp		
Megan, Brenda, Jason, Jaslen	970-402-4765	MailFunCamp@gmail.com
TeenCamp		
Kimberly, Benson	970-310-4372	EmailTeenCamp@gmail.com

YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

FunCamp for 7-10 year olds

TeenCamp for 11-15 year olds

Drop Off and Pick Up

Children being dropped off before 7:30 am or who are staying at camp past 5:30 pm must receive approval through camp or preschool administration. When, available, these services are a \$5 per day charge. Because we are limiting interactions between groups of children and adults, we are not able to approve this arrangement for all campers. You must request this in writing by emailing camp@childhooddoneright.com

Any parent who has not arrived for pick up by 5:30 and has not been granted permission for a late-pick up, will be charged \$15.00 per fifteen minutes or any portion thereof. Staff will begin attempting to contact parents as soon as they are later than the time of closing. If parents cannot be reached, we will attempt to contact your “emergency contacts.” If a staff member is unable to locate a parent or emergency contact by one hour after closing, we will contact the Department of Human Services.

Camps leave promptly for their activities at 9 am each day. If you arrive after 9 am, you may be turned away for the day, but you will still be charged. KinderCamp returns at 3:30 pm each day and FunCamp and TeenCamp return at 4:30 each day, unless otherwise posted on the calendar. We allow parents to meet up with camps for drop off or pick up only in **very** limited circumstances as this can cause a safety concern.

If you are sending someone to pick up your child who is on your authorized pick up list, they must present a photo ID. If you are sending some to pick up your child who is not on your authorized pick up list, you must contact a center director or a camp director with that information and the person must present a photo ID. If someone arrives to pick up a child other than a parent or a “regular” authorized pick-up person and YPLC has not been notified of a change, YPLC will contact the parent before allowing the child to leave with that individual, even if that person is on the authorized pick up list.

Any parent entering the FlipSide building or who is conversing with a counselor must be wearing a mask that covers their mouth and nose. Children will be screened for a fever upon drop off. When parents check children in on the app, you will be required to complete a covid-symptom check list. Any child experiencing any symptoms will not be allowed to attend that day and we will follow state “return to learn” guidelines for return to camp programs.

Excessive Heat and other Weather-Related Issues

We spend a majority of our day outside. This is usually a GREAT thing in Colorado and we rarely have to make changes. However, if we do experience inclement weather and our planned activity is outside, we will attempt to switch it for an inside activity scheduled for that same week. We will notify parents via email and the preschool center of any schedule changes. If the weather is excessively hot or air quality is poor and our activity is planned for outside, we will follow the same procedures.

If an indoor field trip location is not available, KinderCameprs will return to their classroom space and FunCampers will utilize space in the conference room on the second floor of our preschool center.

Parent Chaperones

We will not be allowing parent chaperones on trips this year. Anytime a parent is entering the group for a period of time for any reason, they will be subjected to the same screening process as children and be required to wear a mask.

YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

FunCamp for 7-10 year olds

TeenCamp for 11-15 year olds

Registration

All registration for camp programs must be done online. All online forms must be signed before your child's first day of camp and Young Peoples must receive a copy of your child's immunization records. If you need help with the online registration, please stop by our preschool at 209 E. Plum Street and we will help you out! (You may also email or call us for assistance).

Camp costs \$59 per day or \$275 per week per camper.

Once you have registered for a day, you are obligated to pay for that day. You may remove your child from the program at any time but will be financially responsible for payment for any days registered. You may reschedule a camp day to another day with 48 hours advanced notice from the day you are switching from, if we have room in the day(s) you would like your child to attend. You must communicate these changes in writing via email to camp@childhooddoneright.com.

Transportation and Vehicles

Most transportation for camp programs happens in our camp buses. These buses have extensive Department of Transportation Inspections every summer prior to camp. All drivers hold a current Commercial Driver's License. If busses or drivers are unavailable, our 15 passenger vans will be used. Any driver who does not hold their CDL has taken a specific four-hour driver training. All children will be required to comply with safety standards of the state and county, including restraint systems, volume of speaking and remaining in seats while the vehicles are moving. Children who are incapable of following these rules may be required to return to the preschool center for the day or for the day following and if the offense is repeated, will be asked to leave camp.

By registering your child, you understand that Young Peoples Learning Center will be transporting them via our vehicles to all activities. In case of a vehicle emergency, vehicles will pull over as soon as it is safe and will contact emergency personal to escort the vehicle or children if necessary. The center will be contacted if any such emergencies occur and parents will be notified via email as soon as possible.

Schedules

We stick with our planned activities as advertised almost all of the time. Occasionally, locations we work with need to make changes from our original schedule with them and we will notify registered parents about these changes ASAP.

In summer, families are provided with an additional weekly schedule which have an hour-by-hour schedule of where children will be. These will be available online at www.childhooddoneright.com as well as www.mycamp.co.

If we need to vary activities from this schedule, camps will notify the administration of the preschool (970-482-1212) and parents are welcome to check in at any point to be sure the camps are on schedule. Parents will be notified of all schedule changes via email.

Discipline

If major behavior issues arise which pose a safety threat, parents will be contacted and expected to pick up their child from the activity location. All campers are expected to follow all staff directions at all times. Failure to comply may result in removal from the program. With our high activity levels and time spent in the community,

Updated 5/2021

YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

FunCamp for 7-10 year olds

TeenCamp for 11-15 year olds

it is imperative for safety reasons that children are able to follow directions from adults without issue.

Our philosophy behind disciplining a child is to teach self-regulation and positive self-image. We want children to choose correct behavior because it makes them feel good and enables them to continue to participate in camp activities. If a child is complying with rules because it will please their parent, counselor or teacher, the child may misbehave when these external controls are removed (if you leave the room or turn your back). Our goal is to instill in your child a good internal feeling toward positive behavior. We do this by teaching children the critical thinking skills needed to make their own decisions which benefit themselves and others.

Some steps in stopping negative behavior and accomplishing our goals of self-control are: utilizing models of good behavior and self-regulation, building relationships and creating connections with children, suggesting an alternative behavior, discussion based problem solving, removing the child from the situation, giving the child some time to compose themselves and get back into a space they are able to make decisions, meditation, mindfulness, and deep breathing.

When a child has a problem controlling his or her behavior, we try to gain parent support in helping us deal with the issues. We expect that children will come to our program needing to learn skills and expect that we will help them learn these skills. Behavior plans, charts or contracts may be utilized for extended behavior issues. We expect parents and children to be involved in the creation and utilization of these plans.

Children who are not able to keep themselves safe as well as other campers safe, with guidance, may be asked to spend some time at our preschool program. The purpose of this time is to have more one-on-one attention to the issues which are occurring and to set the child up in a situation they are able to handle, be helpful, and be successful. Young Peoples Learning Center will NOT take children on field trips or into the community if they are not in control of themselves. While at the preschool center, children are offered helping jobs, journaling activities and other “reset” materials. Parents may opt to have their child at home instead of in this space.

We will not be able to utilize this effort this year. If a child is unsafe at camp, parents will be contacted and asked to pick up the child within the hour. We regret that we do not have this resource at this time, but it isn't feasible.

Children may be asked to leave the program if their behaviors are violent or destructive. We will work with children and families as much as possible to help build skills but want all children in our program to be safe.

Parent Communication

Communication between parents and camp counselors is very important. At any point you may contact the administration at Young Peoples by calling (970) 482-1212 or sending an email to info@youngpeopleslc.com. Our camp director can be reached at camp@childhooddoneright.com. Each camp will have a cell phone which may be used between the hours of 7:30 am and 5:30 pm. Parents and campers are not permitted to communicate with counselors on their personal phones about camp information. If you have an emergency during off hours, you may contact Heather at (970) 691-0487. Information, reminders and weekly emails with specific schedules will be emailed to the account who registered the child on the sign-up website. Parents should always be prepared to check in at drop off and pick up as they sign their child in/out for additional information for the day.

Parent will also be notified as soon as possible if any child receives a head injury or if a child is going to be at any location not listed on the calendar (weather or behavior related needs), or if we have a positive confirmed

Updated 5/2021

YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

FunCamp for 7-10 year olds

TeenCamp for 11-15 year olds

case of Covid 19 among children or staff of YPLC.

Meals and Snack

Parents provide all meals and snacks for campers. Campers are expected to arrive with a water bottle, an insulated lunch box, two snacks and lunch every day. Please be sure that meals are enough food for kids each day – we are moving and playing constantly and need lots of good fruits, veggies, and protein! The lunch box must be insulated and, if perishables are carried as part of lunch, it must contain an ice pack.

Camp Shirts

All campers will be given a camp shirt during the first week of camp. We will be decorating these shirts throughout the first couple of weeks. FunCampers need to wear these shirts on Thursdays and are responsible for remembering to do so! We will remind parents of this on the weekly emails and calendars. KinderCampers need to wear these shirts on Fridays for swimming day, however, we will keep the shirts throughout the summer and wash them as necessary. We will hand them out on the last day of camp. If your child is not attending the last day, please feel free to drop by and pick it up!

Swim Lessons

Will not be offered this year.

Personal Belongings and Money

Beyond lunch, snacks, water bottles, sun safety gear, swim suits and towels- children are encouraged to leave personal belongings at home. YPLC counselors may restrict children from using personal belongings and may confiscate them if they are causing issues. Counselors are not responsible for any lost or stolen belongings. Please talk with a camp counselor if your child has brought an item from home so we can discuss concerns we see ahead of time.

Children will not need money for any camp activities and we encourage them not to bring along money. If children do bring money, counselors may limit how they may spend it and are not responsible for lost or stolen money.

Electronics

Children are not permitted to use electronics (cell phones, MP3 Players, tablets, electronic games, etc) except with explicit permission from a program staff. These permissions will not be granted on a regular basis and will not only be under special circumstances. Often, exceptions are made for bus or van rides that are an hour or longer.

Weapons

Weapons and weapon play are not permitted at camp. This includes guns, knives, swords, bows and arrows, etc. There are no exceptions to this policy. All weapon toys must remain at home. Any child or family member who brings a weapon may be asked to leave and not be allowed to return to the program.

Illness, Injury, and Medication

Strict rules are mandated for administering any medication or treatment within childcare programs. It is recommended that every possible means be taken to give children medication at home or for a parent to administer a child's medication. If it becomes apparent and necessary for a child to take any form of medication

YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

FunCamp for 7-10 year olds

TeenCamp for 11-15 year olds

while at camp, parents must follow these steps:

1. Staff are required to control the medication and administer the dosage (this includes “self-carry” inhalers unless a special exception is made)
2. Medication must be brought in its original pharmacy labeled container or original over-the-counter container.
3. Written permission by the parents and a physician giving the childcare program authorization to administer the medication must be provided.
4. Treatments which are “natural” or “homeopathic” will not be approved.
5. For allergies, asthma and other breathing related concerns, a Health Care Plan will also be required from the physician.

If these legal requirements aren't met, medication cannot be legally administered. Medication must be delivered directly to the program staff and will be stored in a locked medication box at the appropriate temperature. Medication can only be given by a childcare facility nursing consultant or by YPLC personnel who is trained and to whom the childcare facility nursing consultant has delegated the task of giving medication.

It is Young Peoples policy that if your child has a seizure, we will call 911 immediately. We also require that your child has a Seizure Health Plan on file at the center. Other medical issues that require a medical health plan are asthma, eczema, and severe allergies. We reserve the right to request a medical health plan for any other medical reasons as needed.

We have a nurse consultant who visits Young Peoples and our camps on a monthly basis. She is also on-call for us if we have questions regarding medical issues. We have created medical policies based on state and county regulations along with advice given to us. Parents may have access to the contact information for the nurse upon request

If a child becomes sick while at camp, parents will be notified immediately and children will be transported back to the preschool center to await pick up. Parents will be notified immediately to pick up a child who has a fever, is vomiting or is having excessive diarrhea. Children must be fever free and have not vomited for 24 hours before they may return to camp. Parents will be notified via email if any child in a camp experiences head lice. We have found providing information to be the best means of prevention for the spreading of such events. Please feel free to request more information about policies related to any specific illnesses.

We will be following all state guidelines for COVID symptoms and returning to camp following an exposure, a quarantine, a positive test, a negative test, and symptoms.

Emergencies

Children and teachers will practice evacuation procedures regularly (about once per month) so everyone is comfortable with the process. Camps will notify the preschool center if they experience any emergency that requires them to deviate from their schedule and parents will be notified via email. Whenever possible, the emergency locations will be the preschool building at 209 E. Plum Street for the emergency/disaster/weather location. If an emergency occurs which requires us to evacuate that location we will evacuate to the nearest library. If we ever leave a location or activity for an emergency, the center will be notified immediately and parents will be notified by email.

Emergencies that would cause us to evacuate or leave our scheduled activity include fire, flood and a

Updated 5/2021

YPLC 2020 Summer Camp Parent Handbook

KinderCamp for 5&6 year olds

FunCamp for 7-10 year olds

TeenCamp for 11-15 year olds

threatening individual. In the event of a tornado, an earthquake, or severe weather we would “shelter in place” and you will be able to locate us at our scheduled activity. Any parent who would like to view our emergency procedure handbook may request an electronic version.

Lost Child Policy

Staff perform head counts of children throughout the day, approximately every 15 minutes or any time they leave or enter a space. If a child is missing from camp, the program director as well as the administrative office will be notified. Staff will move all campers into one space and additional staff will be brought from the administrative office to begin to search for the child until the child is found or the police are notified. Parents will be contacted immediately. If the class is on a field trip, staff will notify the on-site manager immediately and utilize the facility’s PA system and security personnel. Young People’s Learning Center staff are highly trained on field trip procedures and lost children have never been a problem at our center or in our programs.

Child Abuse Reporting

All our teachers and staff are trained and instructed on abuse and assault. It is state policy that any staff member of a childcare facility must report suspicions of child abuse or assault immediately. Anyone may report any suspicions of child abuse by calling 1-844-CO-4-KIDS.

Voicing a Grievance

To report a grievance or file an official complaint pertaining to the license of a childcare facility, please contact. Colorado Office of Early Childhood, The Colorado Department of Human Services. 1573 Sherman Street, Denver, CO 80203-1714. (303) 866-5958