

PARENT'S HANDBOOK JULY 2020 - AUGUST 2020

Adventure Bound Summer Camps



**Quality, licensed, age appropriate programming for Steamboat's School
Age Youth!**

DO NOT THROW THIS HANDBOOK AWAY.

IT CONTAINS IMPORTANT INFORMATION & PHONE NUMBERS YOU WILL NEED THROUGHOUT THE YEAR.

245 Howelsen Pkwy., P.O. Box 775088 Steamboat Springs, CO 80477

970-879-4300 Phone / 970-870-0173 Fax

www.steamboatsprings.net/youth

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PURPOSE

The City of Steamboat Springs is providing Adventure Bound Summer Camps as a fun and exciting, recreation-based activities for our youth. Our programs target skills for the safe enjoyment of all sorts of adventures and socially enriching activities. Activities are progressive in nature and are designed to challenge the ability level of each age group.

Our staff for school-age programs encourages independence and enhances social skills through child-centered activities. We believe each child is a unique individual and we take the needs of all children into consideration.

Our summer camps have offer inclusion program that addresses children with special needs in the least restrictive environment. Please call if you have a therapeutic recreation request for your child.

The State Department of Human Services licenses the City of Steamboat Springs Youth Programs and its facilities. It is the practice of our staff to adhere to all rules and regulations set forth by the State. Furthermore, all programs strive to meet or exceed the quality standards set forth by the National Afterschool Association.

The staff looks forward to fun, adventure, and friendship with your children throughout the summer!

OPERATING HOURS/ REACHING STAFF

Adventure Bound Summer Camp will operate from July 6th—August 13th for children ages 4-10 **AND** entering Kindergarten – 5th grades (4 year old children must turn 5 prior to Oct 15 AND be entering Kindergarten). All camps operate from 8:00AM – 5:30PM.

Program Headquarters:

Soda Creek Elementary	Howelsen Fireplace Room
Blue Camp – 2nd grade	Yellow Camp – Kindergarten-1st grade
Green Camp – 3rd-5th grade	

Summer Camp Directors can be reached at their sites:

Soda Creek

970.879.6033 970.819.1591

Howelsen Hill

970.879.8499

Youth Recreation Staff:

Youth/Teen Supervisor	Megan Troiani	871-7020	mtroiani@steamboatsprings.net
Recreation Specialist	Erika Petersen	871-7061	epetersen@steamboatsprings.net
Recreation Specialist	Mikayla Boehm	871-7011	mboehm@steamboatsprings.net
Recreation Specialist	Rachel Jackson	871-7056	rjackson@steamboatsprings.net
Recreation Specialist	Austin Cagaanan	871-7042	acagaanan@steamboatsprings.net
Recreation Manager	Alexis Wolf	871-7053	awolf@steamboatsprings.net

PARENT DROP-OFF

Families will be asked to follow the guidelines below at drop off time:

Kindergarten –1st Grade Camp at Howelsen Lodge:

- Camp is located at Howelsen Lodge in the Fireplace Room. You will use the door on the right side of the building.
- Tape or other markings at least 6 feet apart will be placed on the sidewalk to help maintain a safe distance. Please stand on the marking and move to the next, until it is your turn to enter the building.
- A staff member will be at the entrance to perform your child's health check. A fever is defined as a temperature of 100 or above. Any child that exhibits COVID-19 symptoms must be excluded from the program.
- After the health check, your child will wash their hands for at least 20 second before they enter their designated room. Parents will not be allowed to enter the Fireplace Room.
- All children must arrive to camp before 10:00 AM. At 10:00 AM; our doors will lock, and children will not be permitted in.

PARENT DROP-OFF (CONTINUED)

2nd-5th Grade Camp at Soda Creek Elementary:

- 2nd– 5th grade will use the “After Hours” entrance, located on the right side of Soda Creek Elementary.
- Tape or other markings at least 6 feet apart will be placed on the sidewalk to help maintain a safe distance. Please stand on the marking until it is your turn move forward or enter the building.
- A staff member will be at the entrance to take your child's health check. A fever is defined as a temperature of 100 or above. Any child that exhibits COVID-19 symptoms must be excluded from the program.
- After the health check, children will enter the building and wash their hands before entering their camp room. Parents will not be allowed to enter the building.
- All children must arrive to camp no later than 10:00AM. At 10:00Am our doors will lock, and additional children will not be permitted in.

FORMAT/SCHEDULE

2020 Summer Camp will run Monday – Thursday from July 6th – August 13th.

The daily camp schedule will generally be as follows (unless a field trip requires a camp to leave headquarters prior to 11:00AM as would be indicated on the activity calendar):

Soda Creek & Howelsen

8:00 - 9:30 – Free Play

9:45 – Snack

10:15 -12:00 – Mini-camps and outside time

11:30 -12:30 – Lunch

12:00 -4:00 – Local field trip

4:00 – Return to Headquarters

4:15 – Snack

4:15-5:30 – Pick- up

**Parents: Please have all participants to program headquarters by 10:00AM.
Please pick up your children prior to 5:30PM.**

TRANSPORTATION

Transportation during youth programs will be provided in the Recreation Activity Bus, public transportation, a city vehicle, leased school district or other vehicle, walking, or Alpine Taxi with a properly licensed driver.

During summer camp, please check your activity calendar for specific field trips/events. Have campers at camp **BY 10:00AM**. If a child arrives after his/her group has left, our destination will be posted at camp headquarters and it is the parent's responsibility to catch up with the camp group to drop off your child.

Groups will try to return to headquarters by 4:00PM. However, due to unpredictable delays, children may return later. If necessary, a sign will be posted informing parents of any new plans. **Please let a staff member know if you need to pick up your child early. They can work with you to help determine the location of your child at a particular time.**

It is our policy to ensure the safety of each camper while in a moving vehicle.

Staff will ensure each child:

- Is belted properly, if applicable. The Recreation Activity Bus, SST Vehicles, and School District Buses do not have seat belts.
- Remains seated while vehicle is in motion.
- Is loaded and unloaded at curbsides, whenever possible.

In case of a bus or vehicle breakdown on the road, the driver will assess the situation to ensure safety of the children at all times. At no time will children be left unsupervised.

TRANSPORTATION (CONTINUED)

Covid-19 Measures to Reduce Exposures in Shared Transportation:

- Employee(s) and children are screened for COVID-19 symptoms each day and will be excluded if symptomatic.
- Hand sanitizer is used by each employee and camper prior to entering the vehicle.
- The number of passengers has been reduced by 50% of the vehicle's occupancy and passengers will sit in locations to maximize the distance between one another.
- Employees and campers will wear a non-medical, cloth face-covering when in a vehicle containing more than one person.
- Disinfecting all high-contact surfaces of the vehicle will be done at the beginning and end of each day.
- Travel will be eliminated when possible.
- No out-of-county travel is permitted.

REGISTRATION/TUITION

Summer Camp information is available starting **June 17th** online at www.steamboatsprings.net/summer. Questions regarding the program or process are welcome; please speak to the Youth & Teen Recreation Supervisor or the registration office via the phone, appointment, or e-mail as necessary.

The City of Steamboat Springs is offering a limited enrollment summer camp program based on the needs of families and our community. Participants will be prioritized based on employment, need, income, and residency along with other factors. The summer camp application and registration form will be available to fill out starting on June 17th.

If your family is selected, you will be notified and registered for some or all of your selected weeks, depending on the number of registrations received and application evaluation. In order to maintain consistent groups, we are offering camps on a weekly basis only, Monday through Thursday. There will be no daily registrations or prorated camps for partial attendance.

Costs:

Weekly (Monday-Thursday)- \$ 175.00 ****must sign up for whole week****

SORRY, INCOMPLETE FORMS WILL NOT BE ACCEPTED

AND MAY BE RETURNED UNPROCESSED.

- Mail to: Parks & Recreation - Registration, PO Box 775088, Steamboat Springs, CO 80477
Or **Fax to:** (970) 870-0173
Email to: mtroiani@steamboatsprings.net
- Registration staff will e-mail a confirmation upon completion of your registration.
Note: If you have not received a confirmation within two weeks, please contact our office.
- You may set up a payment plan for your registration with a credit card or bank account on file. Please see the registration form for details.
- Please remember to write your child's first & last name and camp in the memo section of your check (made out to The City of Steamboat Springs); this will help us in processing your payment. Your cooperation is appreciated.
- Unregistered participants will be asked to be picked up immediately **or...**
- The parents of unregistered participants who show up at the program will be charged the "day of" pricing **IF** space is available for the child to stay.
- All registrations must be made by 5:00PM the business day prior to the date requested to avoid the "day-of" prices.

PAYMENT PLANS

Payment Plans-

If a payment plan is arranged through the registration process the following agreement is made:

- If payments are not made by the date specified, or payment is insufficient, you will lose your payment plan privileges and will be charged a \$25 fee by the City of Steamboat Springs. If you are unable to make payments within 5 business days your child will not be eligible to attend any City programs until payment is made.
- Payments will be adjusted as necessary to accommodate for additions and cancellations.
- Payments will reflect registered dates for that month, and will not be broken into even payments throughout the session .
- Payments will be made on the 1st of the month, regardless of day of the week.

DEPARTMENT OF HUMAN SERVICES FUNDING

POLICIES FOR FAMILIES RECEIVING ASSISTANCE THROUGH THE DEPARTMENT OF HUMAN SERVICES

The Department of Human Services offers tuition assistance for those who qualify. For more information on applying for these benefits, please call Fran Snider at 879-1540 **prior** to registering for summer camps. If paperwork is not presented at registration, arrangements for full payment will be expected.

As is consistent with our policies, once you register your child for a camp week, you are responsible for that week. People receiving benefits from Human Services may cancel up to three (3) days per month through the Parks and Recreation Office, penalty free. Fees will be charged for any days cancelled beyond this amount. **Human Services will NOT cover these fees.**

RECREATION DIVISION CANCELLATION/REFUND POLICY

Refunds or household credit within the Recreation Division may be issued for:

- All cancellations that are eligible for reimbursement will default to household credit. Credit can be used by any family member for any recreation program within the calendar year. Credits will expire on December 31, 2020.
- Cancellations must be received in writing at least 7 days prior to the week of camp to receive 100% tuition reimbursement in the form of household credit.
- Cancellations within 3-7 days will receive 50% credit. We will need to receive the cancellation request by 5:00PM on the Thursday prior to the first day of the selected week.

*Any cancellation will default to a household credit. Household credit is money held on account that can be used within the calendar year that the credit was issued for any family member for any Recreation Program. A refund is defined as money returned to the customer in the form of a check or credit card. Refunds are only given if requested in writing by the customer at time of cancellation. **All refunds are subject to a \$25 processing fee.** All credits will be forfeited at the end of the calendar year (December 31,2020).

No refunds or credits for absent or missed days from a program will be issued. You will be charged for unused days that have not been cancelled prior to the registration deadline or according to the rules stated above.

The State of Colorado requires you to keep your child home in case of illness. Therefore, we can issue a credit for any Youth Program Single Event with proof of doctor visit submitted within 5 business days of the absence.

Refunds, exchanges or credits are not given for activity changes due to inclement weather. Weather conditions are out of our control. Staff will do their best to inform parent of any changes as soon as possible.

CALENDAR OF EVENTS

Summer Camp: Calendars for the summer will be released by June 29th. Please be sure your child is prepared with appropriate equipment, clothing, and shoes for the activity he/she is registered for. If you have questions you may contact the staff on site prior to dropping your child off at camp.

Activity calendars can also be accessed on line at www.steamboatsprings.net/youth

SNACKS & MEALS

Children will need to **BRING 2 SNACKS** for AM and PM snack times and a **LUNCH**. The meal must meet one-third of the child's daily nutritional needs. Please be sure this lunch does not need to be refrigerated or heater prior to consumption.

Kids are required to bring water bottles daily and will have access to additional water at all times.

If campers forget lunch, staff will contact parents to see if they can bring lunch, OR they may make a sandwich or suitable alternative for the camper and charge the parent a \$5.00 fee. Fees will be charged to the credit card on file. Staff must supply an adequate meal to meet one-third of the child's daily nutritional needs.

SICK DAYS / ABSENT

Please **do not send** your child to our programs with a contagious medical condition or fever. As required by the State Department of Human Services, when a child arrives or becomes contagiously sick at programs, the leader will call you immediately, and you will need to pick up your child at that time.

****If your child is running a fever (100°F or higher), it is a sign of infection and will be treated as a contagious medical condition.****

We will not issue refunds for missed days unless a Doctor's note is provided verifying illness or injury for the day. A household credit will be issued for the cost of the day when proper documentation is provided. Documentation must be provided within five (5) business days of the day(s) missed to receive credit.

Parents must phone our program at 879-6033 and leave a message when you know your child won't be at the program for illness or injury. This alleviates the staff having to call parents unnecessarily.

Emergency Plan for Possible Outbreak:

When to suspect:

- Fever of 100 or higher
- Fever of 99.2- 99.9 in combination with one or more of following symptoms: chills, repeated shaking with chills, muscle pain (not explained by your current level of physical activity), headache, sore throat, new loss of taste or smell
- Anyone showing symptoms will be placed in an isolation room (Soda Creek: back of gym, Howelsen: ski patrol)
- We will call the child's parents and inform them of the symptoms we are seeing. Children showing symptoms will need to be picked up as soon as possible.
- If symptoms related to COVID are exhibited; staff will call Megan Troiani and let her know. She will handle the situation as she sees fit.
- Campers showing symptoms will be picked up early and all campers' families will be notified.
- If a child or staff member in our program tests positive for COVID, our facility will close for at least 72 hours.
- Children who have been sent home must receive a COVID test ASAP and inform City of Steamboat Springs staff with results. If positive, staff and campers in the child's group must be professionally tested for COVID before returning to camp.
- Staff will contact local public health agency of positive cases.
- Before reopening staff will sanitize all toys and surfaces.

MEDICATION

It is recommended that every possible means be taken to **give children medication at home or at school.**

If it becomes necessary for a participant to take any form of medication (**prescription or over the counter**) at Summer programs, the following must be in place:

- Written authorization from a legal prescribing practitioner stating the student's name, medication, dosage, time to be given, and for how many days.
- Medication properly identified and in its original pharmacy labeled container (request an extra at pharmacy).
- Medication log sheet completed by staff and parents together to document when medication was given.
- Written permission from the parents/legal guardian giving the program authorization to administer that particular medication.
- **Convenient medication permission forms are available through the registration office or online in the document center at www.steamboatsprings.net/youth.**

There are times when physicians and parents want **students to carry their own medication.** This is true for some students using an inhaler for asthma, but may also be true for other medical conditions. Any requests made for a student to carry medication during one of our programs must be accompanied by:

- Written authorization from a legal prescribing practitioner stating the student's name, medication, dosage, time to be taken, and number of days/months to be taken. Authorization from a legal prescribing practitioner must state the student is to carry and self-administer the medication.
- Written permission from the parent requesting the student carries and self-administers the medication. Parents will accept full responsibility from any misuse of the medication by the student.
- Medication is to be properly identified and in its original pharmacy labeled container. Only one day's supply of medicine is to be carried by the student. An asthma inhaler is an exception of this requirement. If the student abuses or misuses this privilege to carry and self-administer the medication, the privilege may be revoked.

DIAPERING/TOILETING

School Age programs do not accommodate diapering for any children. All participants must be toilet trained. Although we understand that the occasional accident occurs, we will be unable to accommodate any child that has repeated and/or consistent accidents. This is defined as having toilet accidents on 2 consecutive days attended or 25% of days attended. For young children who may have occasional accidents, please send a change of clothes daily.

PARENT PICK UP

Kindergarten-1st Camp at Howelsen Lodge:

- Tape or other markings at least 6 feet apart will be placed on the sidewalk and in the hallway to help maintain a safe distance. Please stand on the marking until it is your turn to enter the building.
- A staff member will be at the entrance where you will tell them who you are there to pick up. Staff will radio for your child and again complete a health check before heading home.
- Pick up is between 4:15 PM and 5:30 PM

PARENT PICK UP

2nd-5th Grade Camp at Soda Creek Elementary:

- 2nd– 5th grade will use the Afterhours entrance.
- Tape or other markings at least 6 feet apart will be placed on the sidewalk to help maintain a safe distance. Please stand on the marking until it is your turn to move forward or enter the building.
- A staff member will be at the entrance where you will let them know who you are there to pick up. Staff will radio for your child and again complete a health check before heading home.
- Pick up is between 4:15PM -5:30PM

LATE PICK UP

There will be a \$1.00 charge per minute for parents who pick up their children after 5:30PM with a maximum of \$30. If three late pickups occur within any one session your child/children will be unenrolled from the program with a \$25 processing fee. Fees should be paid at the registration office or on site at the time of the offense. Registrations for other programs will not be accepted until all late fees are paid.

DISCIPLINE

It is the goal of the Recreation Department to focus on the positive behavior rather than to dwell on the negative. This will be implemented through a Discipline Plan that is appropriate for the well-being of all children. Our staff is expected to set a good example for the children and treat each child with dignity and respect. Staff have access to a mental health consultant or other specialists when situations arise that are beyond their realm of expertise. Parent conferences are available upon request.

The guidelines your child is expected to adhere to, will be available to interested parents. It is vital that both the staff and children have a systematic discipline plan that explains what will happen when students choose to misbehave or engage in mistaken behavior. The children will be involved in the making of the rules & consequences for both positive and negative behavior.

Situations at home can definitely affect a child's behavior at our programs. Please notify the staff if there are any situations at home that may explain unusual behavior. All information shared is strictly confidential.

Possession of, or participating in smoking, drugs, weapons, sexual activity, violence and alcohol are all causes for immediate suspension *without* refunds and/or possibly being expelled for the season.

Our primary concern is for the safety and mental health of all participants. Safety specific concerns such as running away, failure to follow safety guidelines, bullying, violence towards themselves, another child, or a staff member, and excessive use of foul language or inappropriate language can all be causes for suspension and/or expulsion *without* a refund.

If our staff decides that a child must be terminated or suspended from the program due to discipline problems, the Youth Program Supervisor will have a conference with the parents explaining exact reasons why the child may no longer attend the program. This will only occur after the staff has worked with the parent(s) and child to try to achieve better behavior with no results. Tuition will not be refunded for any child expelled due to discipline problems.

RELEASE OF CHILDREN

Please be sure to let us know, **IN WRITING**, if someone other than those listed on your Family Record sheet will be picking up your child. We will only release your child to a responsible adult keeping the following in mind:

THE ADULT...

- Must be 16 years of age or older.
- Must be listed as an authorized person on the Family Record OR if not authorized, must have a note signed by parent and the note must be brought by the child or person picking up.
- Will be checked for identification if we are not familiar with the person in question.

Your child may walk or ride home if you send them **with a written note**, signed by their parent/guardian or the child information on the Recreation Family Record indicates that it is OK.

IF WE HAVE ANY QUESTIONS REGARDING THE CORRECT ARRANGEMENTS, WE WILL NOT HESITATE TO CALL YOU!!

FILING A COMPLAINT

It is the goal of our youth programs to encourage open communication with everyone involved in our programs. Please feel free to approach any staff member if a comment or concern arises.

If you feel the problem is not resolved in adequate time, please call the Recreational Services office at 879-4300 and speak with the Youth Program Supervisor or the Recreation Manager or come to the office and pick up a formal "complaint form". If further action is needed, you may call the State Dept. of Human Services office at 1-800-799-5876.

VIDEO VIEWING/TV WATCHING

It is the practice of our youth camps to follow the guidelines as set forth by the Motion Picture Association.

G Rated Videos	May be viewed by all participants Kindergarten – 6 th grades
PG Rated Videos	May be viewed by all participants 1 st – 6 th grades
PG-13 Rated Videos	May be viewed only with previous parental permission

If a movie is planned outside of this rating guideline, parents will be informed of movie title and rating. An alternative activity will also be made available. The programs may watch a two movies per week maximum. The youth programs currently do not have access to regular television programming.

VISITORS AND VOLUNTEERS

For the Summer of 2020 we will not allow any visitors or volunteers to limit the children/staff exposure to COVID-19.

REPORTING CHILD ABUSE

As required by Colorado State Department of Human Services, our staff will report any suspected child abuse to local authorities. Staff are required to have mandated reporter training annually.

LOST & FOUND

Everyday staff will do a sweep for lost & found items. All items found will be placed in a specific location for one week. Periodically, staff will make an effort to find the owner then will be directed to donate items to "Lift Up" or another needy organization. Staff is not responsible for items lost, however, will do their best to help children keep track of their belongings and locate lost items. **Label your child's belongings.**

CLOTHING/PERSONAL ITEMS FROM HOME

There are some items that must come to camp with your child **every day**. Please use this list as a guide & make sure to **put your child's name on everything**. Swimsuits and towels should come every day to allow for spontaneous water activities.

- Cold Lunch
- Hat
- Water Shoes
- Backpack
- Sunglasses
- Swimsuit & Towel
- Sunscreen
- Full Water Bottle
- Extra T-Shirt
- Extra Shorts
- Gym Shoes
- Extra Shorts
- Extra Underwear (accidents happen)

Communication and Technology: Our programs are considered a technology free zone. Our goal is to keep kids active, outdoors, and off screens as much as possible. While we do watch the occasional movie, computers and other forms of technology are not offered as part of the program.

Please refrain from sending the following items with your child.

Cell Phones*

IPads or tablets*

Computers or Laptops*

Cell or Text Enabled Watches*

Any other form of communication or technological device*

*These items will be confiscated from your child and will be returned directly to the adult guardian at the time of pick up. If you need to contact your child during the day, please talk to a staff member at drop off so that you can coordinate with staff. Phone numbers for each site are listed on Page 3.

Other Personal Items: Unless noted on the activity calendar for a specific program or project, children should not bring personal or sentimental items to the program, including toys, sports equipment, money, or other easily lost or broken items.

All items for camp use should be well labeled. Items not labeled have a very hard time finding their owners.

Other Items NOT allowed: These Items will be confiscated

Weapons of any kind, real or toy versions

Alcohol or drugs of any kind, unless accompanied by a Medication Administration form

Gum and Candy - Treats for the group are allowed for birthdays and special occasions.

Shoes with wheels – wheels will be removed by staff if another pair of shoes is not available

EMERGENCY PROCEDURES/LATE RETURN OF CHILDREN

In case of a delay due to unpredictable circumstances, the staff will call the Parks & Recreation office as soon as they are able to reach a phone or phone service. The Youth Program Supervisor will post notice at the headquarters of estimated time of arrival and update the answering machine at site headquarters if possible.

In the case of an injury, accident, illness, missing child, severe weather or an unexpected disaster (natural or manmade) the staff is trained to:

- * Remain calm and ensure the safety of all participants
- * Promptly notify the Parks & Recreation Department
- * Promptly notify parents of children registered
- * Notify local authorities when necessary
- * Call an ambulance when necessary

In the case of inclement or excessively hot weather, staff will ensure the safety of all children by securing them in an appropriate environment indoors and away from harm. Water will be made available at all times.

At a minimum, one teacher per group is trained in at least basic First Aid/CPR.

Call us with questions! 970-879-4300

www.steamboatsprings.net/youth

MITIGATION PLAN

Signage:

- Signage has been posted at each entrance of the childcare facility or location to inform all employees and customers that they must:
 - Avoid entering the facility or location if they have a cough, fever or other symptoms.
 - Maintain a minimum six-foot distance from one another.
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow.
 - Not shake hands or engage in any unnecessary physical contact.
 - Cover their nose and mouth with a non-medical, cloth face-covering.
- Signage has been posted with a copy of the Mitigation Plan at each entrance to the facility or location and can be found in the Parent Handbook.
- Handwashing signs will be posted in each bathroom with instructions: Wet hands, Apply soap, Wash for 20 seconds, Rinse well, Dry hands, Turn off faucet with paper towel.
- Signage designating 'Camp In Session' for any public access rooms to alert the public that the space is 'Closed to the Public' or certain restrictions apply.
- Signage for the following can be found in the Soda Creek Office, Howelsen Snack Bar: Emergency Outbreak Plan, 'Isolation Room' and 'Facility Closure due to possible COVID-19 Outbreak.'

Measure to Protect Employee/Children Health:

- All employees have been told not to come to work if sick and if showing any of the following symptoms: headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain.
- Employee(s) shall self-screen for COVID-19 symptoms each day, including measuring the employee's temperature. A fever is defined as a temperature of 100 or above. The employee is required to sign a record that the symptom check was completed. Any employee that exhibits COVID-19 symptoms must be excluded from work.
- Employees will perform and record children's health check each morning with temperature reading before they enter the building. A fever is defined as a temperature of 100 or above. Any child that exhibits COVID-19 symptoms will not be allowed to enter the building.
- All desks, individual workstations or work areas are separated by at least six feet.
- Bathrooms will be cleaned and disinfected multiple times a day.
- High-touch surfaces will be disinfected using the following schedule:
 - Before AM Snack
 - After AM Snack
 - After Lunch
 - After AM Snack
 - End of Day
- Disinfectant and related supplies are available to all employees at the following location(s):
 - Soda Creek: office
 - Soda Creek: above fireplace
 - Howelsen: snack bar area
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
 - Soda Creek- front door, commons, staff will carry with them when group is off site
 - Howelsen- front door, staff will carry with them when group is off site.
- Employees will wear a non-medical, cloth face covering when encountering children.
- Staff will work with the same group and coworker for the whole week to the best of our ability.
- Groups are organized into smaller groups and remain consistent during the week.
- PPE is available onsite: eye protection, face mask, gloves, and gowns.

- Staff training includes disposing of PPE, hand hygiene, COVID-19 protocols.
- Copies of this protocol have been distributed to all employees.

Measure to Prevent Crowds from Gathering:

- We have limited the number of children allowed in the facility at any one time to 60 at Soda Creek and 20 at Howelsen Lodge; which allows for children and employees to easily maintain a six-foot distance from one another when at all possible.
- Camps will use different entrances to prevent crowding.
- An employee will be posted at the door to ensure that the maximum number of children in the facility is not exceeded and that parents do not enter the building.
- Play areas will be sectioned off to limit the number of campers in each area.
- Parents will complete all required paperwork online prior to the start of camp.

Measures to Keep People at Least Six Feet Apart:

- At public entrances tape or other markings will be placed at least six feet apart on sidewalks with signs directing users to maintain social distancing.
- Drop-off procedures:

Kindergarten– 1st Camp at Howelsen:

- Camp is located at Howelsen Lodge in the Fireplace Room. You will use the door on the right side of the building.
- Tape or other markings at least 6 feet apart will be placed on the sidewalk to help maintain a safe distance. Please stand on the markings, moving forward to the next mark, until it is your turn to enter the building.
- A staff member will be at the entrance to perform your child's health check. A fever is defined as a temperature of 100 or above. Any child that exhibits COVID-19 symptoms must be excluded from the program.
- After the health check, you will walk your child to the bathroom and make sure they wash their hands for at least 20 second before they enter their designated room. Parents will not be allowed to enter the Fireplace Room.
- All children must arrive to camp before 10:00 AM. At 10:00 AM, our doors will lock and children will not be permitted inside

2nd-5th Grade Camp at Soda Creek Elementary:

- 2nd-5th grade will use the "After Hours" entrance, located on the right side of Soda Creek Elementary.
- Tape or other markings at least 6 feet apart will be placed on the sidewalk to help maintain a safe distance. Please stand on the marking until it is your turn move forward or enter the building.
- A staff member will be at the entrance to take your child's health check. A fever is defined as a temperature of 100 or above. Any child that exhibits COVID-19 symptoms must be excluded from the program.
- After the health check children will enter the building and wash their hands before entering their camp room. Parents will not be allowed to enter the building.
- All children must arrive to camp no later than 10:00AM. At 10:00AM our doors will lock, and additional children will not be permitted in.

- Sign-out procedures:

Kindergarten-1st Camp at Howelsen:

- Tape or other markings at least 6 feet apart will be placed on the sidewalk and in the hallway to help maintain a safe distance. Please stand on the marking until it is your turn to enter the building.
- A staff member will be at the entrance; you will tell them who you are there to pick up. Staff will radio for your child and again complete a health check before heading home.
- Pick up is between 4:15 PM and 5:30 PM

2nd-5th Grade Camp at Soda Creek Elementary:

- 2nd-5th grade will use the afterhours entrance.
- Tape or other markings at least 6 feet apart will be placed on the sidewalk to help maintain a safe distance. Please stand on the marking until it is your turn to move forward or enter the building.
- A staff member will be at the entrance; you will let them know who you are there to pick up. Staff will radio for your child and again complete a health check before heading home.
- Pick up is from 4:15-5:30pm
- If medication/allergy checks are needed for a student, please arrange a time to drop-off with an assigned staff member to safely process.
- Campers are placed in static groups of 20 with at least one static staff member per group.
- Mealtimes are staggered from other groups to allow for sanitizing and spacing.
- Children's lockers (baskets) are placed 6 feet apart and separated by camps.

Measures to Prevent Unnecessary Contact:

- Children will provide their own snacks/lunch.
- Youth are to wash their hands upon entering camp and before and after meals. After each program rotation, youth will use hand sanitizer. Staff are to ensure that their hands are properly washed for 20 seconds.
- We will use intentional, no-contact programming/activities, as much as possible
- Children are not to share supplies or materials.
 - Children will have their own set of markers and glue to use for the summer.
 - Scissors and other less used craft supplies will be sanitized after each use.
- Staff meetings will either be virtual or in a space where they can remain 6 feet apart.

Measures To Increase Sanitization:

- Staff/Children will wash hands more frequently.
- Hand sanitization stations are available.
- Only staff and children may enter the building.
- We will clean toys on the following schedule:
 - After AM Snack
 - After Lunch
 - After AM Snack
 - End of Day
- Hand sanitizer, soap and water, or another effective disinfectant will be available to our users at or near the entrance of the facility, at checkout counters, and anywhere else inside the facility or immediately outside where people have direct interactions.
- Staff will always carry disinfecting wipes to clean surfaces, toys, and equipment after use.
- Staff will be assigned to clean specific areas/surfaces at the end of each camp day.
- All vehicle surfaces will be wiped down after each trip.

- Hand sanitizer is carried by all staff.
- Campers will wash hands (or use hand sanitizer) before and after meals and snacks.
- Staff will clean all commonly touched surfaces with soap and water and an effective disinfectant at the end of each day of camp. This may also include cleaning objects and surfaces not ordinarily cleaned daily such as doorknobs, light switches, sink handles, countertops, tables, chairs, and playground structures.
- Campers will wash their hands when they arrive at camp.
- We will not use toys that cannot be cleaned and sanitized.
- Commercial cleaning at least twice a week.

Measures to Reduce Exposures in Shared Transportation:

- Employee(s) and children are screened for COVID-19 symptoms each day and will be excluded if symptomatic.
- Hand sanitizer is used by each employee and camper prior to entering the vehicle.
- The number of passengers has been reduced by 50% of the vehicle's occupancy and passengers will sit in locations to maximize the distance between one another.
- Employees and campers will wear a non-medical, cloth face-covering when in a vehicle containing more than one person.
- Disinfecting all high-contact surfaces of the vehicle will be done at the beginning and end of each day.
- Travel will be eliminated when possible.
- No out-of-county travel is permitted.

Emergency Plan for Possible Outbreak:

- When to suspect:
 - Fever of 100 or higher
 - Fever of 99.2-99.9 in combination with one or more of following symptoms:
 - Chills
 - Repeated shaking with chills
 - Muscle pain (not explained by your current level of physical activity)
 - Headache
 - Sore throat
 - New loss of taste or smell
- Anyone showing symptoms will be placed in an isolation room (Soda Creek: back of gym, Howelsen: ski patrol)
- We will call the child's parents and inform them of the symptoms we are seeing. Children showing symptoms will need to be picked up as soon as possible.
- If symptoms related to COVID are exhibited; staff will call Megan Troiani and let her know. She will handle the situation as she sees fit.
- Campers showing symptoms will be picked up early and all campers' families will be notified.
- If a child or staff member in our program tests positive for COVID our facility will close for at least 72 hours.
- Children who have been sent home must receive a COVID test ASAP and inform City of Steamboat Springs staff with results. If positive; staff and campers in the child's group must be professionally tested for COVID before returning to camp.
- Staff will contact local public health agency of positive cases.
- Before reopening staff will sanitize all toys and surfaces.

All subject to change