

# Parent Handbook

June 2025 through May 2026

**For After School Action, Clubs, School Days Off, and Summer Camp**

Quality, licensed, age-appropriate programming  
for Steamboat Springs school-age youth



## Table of Contents

Parent Handbook .....	1
Purpose.....	3
After School and Clubs Information with Daily Schedule.....	4
Daily Schedule - School Days Off .....	4
2025-26 School Days Off Dates .....	6
Daily Schedule - Summer Camp .....	7
Registration and Tuition.....	8
Department of Human Services Funding .....	9
Cancellation and Refund Policy .....	9
Calendar of Events.....	10
Summer Themed Camps .....	10
Snacks and Meals .....	10
Sick Days and Absent .....	10
Medication.....	11
Diapering and Toileting.....	12
Parent Pick-Up .....	12
Late Pick-up.....	12
Release of Children.....	13
Discipline .....	13
Filing a Complaint .....	14
Video Viewing and TV Watching .....	14
Weather .....	15
Visitors and Volunteers.....	15
Lost & Found.....	15
Reporting Child Abuse .....	15
Clothing and Personal Items from Home .....	15
Technology and Communication Devices:.....	16
Emergency Procedures and Late Return of Children .....	16

## **Purpose**

The City of Steamboat Springs offers a variety of recreation-based programs for children, including Afterschool Care, School Days Off Care, and Summer Camps. These programs focus on building skills through fun, age-appropriate activities that promote safe exploration and social development.

Our staff encourage independence and foster social skills through child-centered activities, while considering the unique needs of each child. We also provide inclusive programs for children with special needs, ensuring a welcoming environment for all. Please contact us for therapeutic recreation requests.

All programs are licensed by the Colorado Department of Human Services, and we adhere to state regulations while striving to meet or exceed the quality standards set by the National Afterschool Association.

## **Operating Hours**

After School Action is open Monday through Friday when school is in session, excluding holidays, and takes place immediately after school dismissal until 5:45pm. This program is located at Soda Creek Elementary School for kids in kindergarten through grade 5. Enter through the set of doors to the right of the main school entrance, near the bus loop labeled After Hours Entrance.

School Days Off is a full-day childcare program for kids in kindergarten through grade 5 on non-holiday days when school is not in session. This program runs from 8am to 5:45pm.

After School Clubs are an additional activity offered in conjunction with the After School Action Program for kids in kindergarten through grade 5. Children must be picked up by 5:45pm at Soda Creek unless otherwise noted for the club.

Adventure Bound Summer Camp is open during the local public school summer vacation for children ages 4 to 11 and entering kindergarten through grade 5. Four-year-old children must turn 5 prior to October 1 and be enrolled in kindergarten for the coming year. All camps operate from 8am-5:30pm.

Themed Camps are 3 to 4-day camps offered during the summer that target a specific skill set for kids 5 to 11 years old. All themed camps operate from 8am-5:30pm, unless otherwise noted.

Fun Fridays are out-of-town day trips for 7 to 11-year-olds unless otherwise noted. Pick-up and drop-off are at Soda Creek Elementary School and all Fun Fridays operate from 8am-5:30pm, unless otherwise noted.

## **Program Headquarters**

Soda Creek Elementary School: 220 Park Ave, Steamboat Springs, CO 80487

- After School Action
- School Days Off
- Adventure Bound Summer Camp

Howelsen Ice Arena: 285 Howelsen Parkway, Steamboat Springs, CO 80487

- Themed Camps

## Youth Recreation Staff

Recreation Manager: [Email Alexis Wolf](#), or call 970-871-7053

Youth and Teen Supervisor: [Email Oliver Padgett](#), or call 970-871-7061

Office Coordinator (Registrations): [Email Ashley Steed](#), or call 970-871-7015

Recreation Coordinator: [Email Rachel Jackson](#), or call 970-871-7056

Recreation Coordinator: [Email Kevin Garcia](#), or call 970-871-7036

Recreation Coordinator: TBD

## After School and Clubs Information with Daily Schedule

### Soda Creek

Participants from Soda Creek Elementary must check in with staff in the hallway area before 3:15pm. Please emphasize to your child to go directly to afterschool. Parents will be notified if their registered child does not make it to programs.

3:05-3:15pm: Check-in

3:15-4pm: Snack and Free Play

3:45pm: Clubs leave for offsite activities

4-4:15pm: Carpet Time

4:15-5pm: Outside time

5-5:45pm: Gym Games and, or Art Project

Activities may vary based on the weather and the time of year (e.g., outside time)

### Sleeping Giant and Strawberry Park

Participants from Sleeping Giant Elementary and Strawberry Park Elementary MUST get to the white City of Steamboat van parked outside the school in the bus lane by 3:10pm (SG) and 3:35pm (SP). If your child misses our bus, it is the parent's responsibility to get the child to our programs. Please emphasize to your child to go directly to the City's vehicle afterschool. Parents will be notified if their registered child does not make it to programs.

3:00-3:10pm: Sleeping Giant pick-up: meet at City of Steamboat Springs van at the back of the bus lane.

3:15-3:35pm: Strawberry Park pick-up: meet at City of Steamboat Springs van at the back of the bus lanes.

3:45pm: Arrive at Soda Creek and adhere to same schedule listed under Soda Creek.

Activities such as outside time may vary based on the weather and the time of year.

## Daily Schedule - School Days Off

School Days Off (SDO) is a supplemental program to After School Action. SDO is a full-day childcare program on non-city holidays when school is not in session. This program is based out of Soda Creek Elementary School from 8am-5:45pm.

Children should arrive at this program by 9:30am, unless otherwise noted for an earlier drop off time sent by email. Families will need to provide a non-refrigerated or non-heated lunch for their child. A

morning and afterschool snack will be provided. Children must be registered for SDO at least one business day in advance and all required childcare licensing paperwork must be turned in before the child can attend. All rules and regulations for the Afterschool Action program apply for SDO as stated in this handbook.

The general schedule is as follows:

8am-9:30am: Check-in and free play

9:30am: Carpet Time

9:45am: Snack

10am-12pm: mini-camps- art, gym, outside, STEM activities

12pm-12:30pm: Lunch

12:45pm-4pm: Off-site Activity and field trips as indicated on the website.

Note: Groups will post a notice at the main entrance of the program headquarters to indicate your child's location. For late drop offs it is the parent's responsibility to transport their child and find the group. At all times during the program, children are within sight of a staff member. Children are counted throughout the day to ensure that none have left the field of sight.

4pm: Return to Soda Creek

4:15pm-4:45pm: Quiet time and snack

4:45-5:45pm: Free play

## 2025-26 School Days Off Dates

### 2025:

- January 2,3,6
- February 7,18,19,20,21
- March 20,21,24
- April 21,22,23,24
- May 16
- September 19
- October 16,17,20
- November 24,25
- December 22,23,24,29,30,31

### 2025 No Programs:

- January 1, 20
- February 17
- April 25
- May 26
- September 1
- November 27, 28
- December 25, 26

### 2026:

- January 5
- February 6, 17,18,19,20
- March 19,20,23
- April 20,21,22,23
- May 15

### 2026 No Programs:

- January 1,2, 19
- February 16
- April 24
- May 25

## Daily Schedule - Summer Camp

Adventure Bound Summer Camp will run Monday-Thursday from June 9 to August 8, 2025. The daily camp schedule will generally be as follows

**In-Town Days:** Explorers (Monday and Wednesday) and Mountaineers (Tuesday and Thursday)

8-9:30am - Free Play

9:45am - Snack

10:15am-12pm - Mini-camps and Outside Play

12-12:30pm - Lunch

12:30-3:00pm - Local Field Trip

3:30pm - Return to Soda Creek

3:45pm – Quiet Time

4pm - Snack

4:15-5:30pm - Free Play and pick-up

**Out-of-Town Days:** Explorers (Tuesday and Thursday) and Mountaineers (Monday and Wednesday)

8-8:45am - Free Play

8:45am - Snack

9:30am - Depart for Morning Field Trip (\*Departure times will vary based on field trip)

10am-12pmp - Morning Activity

12-12:30pm - Lunch

1-3pm - Afternoon Field Trip

3pm - Return to Soda Creek

4pm - Quiet time

4:15pm - Snack

4:30-5:30pm - Free Play and pick-up

### Parent note:

Please have all participants to program headquarters by 9am. Pick up is from 4:15pm-5:30pm. If you need to pick up before, please make prior arrangements with staff.

### Fun Fridays:

Fun Fridays are out of town day trips for children 7 to 11 years old. The group will meet at Soda Creek Elementary School between 8am and 8:30am unless otherwise noted and enjoy a day of fun outside of Steamboat Springs. We will return to Steamboat Springs between 4:30-6pm. Cost varies based on activity.

### Transportation

Transportation during youth programs will be provided in the Recreation Vans or Bus, public transportation, City of Steamboat Springs vehicle, leased vans (with a properly licensed driver), or walking.

It is our policy to ensure the safety of each child while in a moving vehicle. Staff will ensure each child:

- Is belted properly, if applicable. The Recreation Activity Bus and SST vehicles 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 and always ensure safety of the children. At no time will children be left unsupervised.

## Registration and Tuition

### 2026 Summer Camp:

[Summer Camp information](#) is available starting March 1.

Registration will be accepted online while space is available. For all licensed programs a 50% minimum deposit will be required at sign up and the remaining balance paid two weeks prior to the start of the program. Payment may be made by cash, credit card or checks made payable to the City of Steamboat Springs. Questions regarding the program or process are welcome; please speak to the Youth & Teen Recreation Supervisor or the registration office via the phone, email, or appointment as necessary.

The City of Steamboat Springs is offering a limited enrollment summer camp program based on the needs of families and our community. Registration will open to full-time Routt County residents on March 27 for Themed camps and April 3 for daily camp (must provide proof of residency: ID or student enrollment of a Routt County School) and to part-time or non-residents on April 17.

### School Year:

Registration will be accepted online while space is available. For all licensed programs a 50% minimum deposit will be required at sign up and the remaining balance paid two weeks prior to the start of the program. Payment may be made by cash, credit card or checks made payable to the City of Steamboat Springs. Questions regarding the program or process are welcome; please speak to the Youth and Teen Recreation Supervisor or the registration office via the phone, e-mail, or appointment as necessary.

Registration Dates will be as followed (subject to change):

Session 1: July 18, 2025

Session 3: December 5, 2025

Session 2: September 26, 2025

Session 4: February 13, 202

### Payment Plans

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

- Payment plans will be set up as 50% down and the remaining 50% two weeks before the activity
- 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 payment 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 in full will be required for Single Day Programs (e.g. Kids Night Out)

## Department of Human Services Funding

The Department of Human Services offers tuition assistance for those who qualify. For more information on applying for these benefits, please [email Fran Snider](#) or call 970-879-5280 prior to registering for programs. If paperwork is not presented before registration, arrangements for full payment will be expected.

## Cancellation and Refund Policy

### Licensed Programs: Summer Camp, After School Action, Clubs, Camps, School Days Off and Fun Fridays, etc.

- 50% of tuition will be collected at the time of registration with the balance due two weeks prior to the program start date.
- Cancellations made two weeks or more prior to the start of the program will be issued a refund to the card on file minus a 10% cancellation fee.
- Cancellations made within two weeks of the start of the program will receive a 50% refund to the card on file.
- Cancellations made after the start of the program will receive up to 50% refund to the card on file for all remaining unused days

### Sessions:

- School-Year Sessions: take place during the academic school year and run between 7 and 9 weeks.
- Summer Sessions: take place each week during the summer.

### Single Day Programs and Events: Kids Night Out, Middle School or High School Events, Drop-In Athletics, Senior Trips, Tournaments, etc.

- 100% of fees will be collected at the time of registration.
- Cancellations made two business days or more prior to the start of the program will be issued a refund to the card on file minus a 10% cancellation fee.
- Cancellations made within two business days prior to the start of the program or after the program has begun will forfeit all tuition.

### Additional refund policy information

Refunds will not be issued for any absent or missed days. You will be charged for unused days that have not been cancelled according to the rules stated above. Exceptions may be made for illness (the State of Colorado requires you to keep your child home in case of illness) or injury upon written request. A refund may be available for injury or illness prior to event/program or pro-rated after partial participation with medical documentation submitted within five days of the injury/illness. Refunds are not given for activity changes or due to inclement weather unless the program is cancelled in its entirety. Weather conditions are out of our control. Staff will do their best to inform participants of any changes as quickly as possible.

Notification of absence from the program is greatly appreciated and saves the staff time away from programs.

## Calendar of Events

### School Year:

School Days Off activity schedules are available on our website. Please keep a copy of the information where you and your child can check it prior to attendance. You may need specific personal equipment or clothing for a specific daily activity.

### Summer Camp:

Calendars for the entire summer are released by March 15. Please be sure your child is prepared with appropriate equipment, clothing, and shoes for each daily activity. If you have questions, you may contact the staff on site prior to dropping your child off at camp.

Activity calendars can be accessed online.

## Summer Themed Camps

- Summer Themed Camps are special week-long camps designed for kids to learn and excel in one specific skill set. Registration begins on March 27, 2026, and is open until filled.
- A detailed curriculum and schedule will be made available to all participants a week prior to the camp beginning, and all applicable waivers must be completed prior to the start date.
- Prices for the camps will vary. Unless otherwise noted, all transportation, activity fees, morning and afternoon snacks are included in the price of the camp. Participants will provide their own lunch.

## Snacks and Meals

We will provide a snack each day for morning and afternoon snack. It is the family's responsibility to send a lunch each day for their child, during School Days Off and Summer Camp. 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 heated prior to consumption.

Kids are required to bring water bottles daily and will always have access to additional water.

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 campers and charged a \$6 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.

Please note that some of our snacks contain the following major food allergens are used as ingredients: milk, egg, tree nuts, peanuts, wheat, soy, and sesame. Please notify staff for more information about these ingredients.

## Sick Days and 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, a staff member will call you immediately, and you will need to pick up your child at that time.

If your child is running a fever (100.4 degrees or higher), it is a sign of infection and will be treated as a contagious medical condition.

Children who are absent from school because of illness or sent home from school sick will not be allowed to attend programs that day and/or subsequent days until they are allowed back into school.

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

Parents must call or text our programs at 970-819-1591 and leave a message when you know your child won't be at the program to prevent the staff from having to call parents unnecessarily.

## 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 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.
- 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 the medication.
- Medication administration permission forms are available through the registration office or online in the [Recreation Programs Document Center](#). Let a staff member know if you prefer a hard copy.

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 or 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 for 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 abuse or misuses this privilege to carry and self-administer the medication, the privilege may be revoked.

## Diapering and Toileting

School Age programs do not accommodate diapering for any children. All participants must be toilet trained and be able to wipe on their own. Staff will not help with wiping. Although we understand that the occasional accident occurs, we will be unable to accommodate any child who has repeated or consistent accidents (25% of days attended per week).

- First accident - Parents will be notified of accident.
- Second accident - Staff will request a meeting with the family to discuss solutions. While optional, this meeting is highly encouraged for families to work with youth program staff and come to mutual solution.
- Third accident - Staff will notify parents that the next accident will result in up to 8 weeks of suspension from the program, depending on the circumstances. This outcome will be based on the meeting with the family and the best choice for the child.
- Fourth accident - Child will be suspended from the program up to 8 weeks, depending on the circumstances. A refund for suspended days will be given.
- For young children who may have occasional accidents, please send a change of clothes daily.

## Parent Pick-Up

Parents are required to come into the facility and sign their child in on full day programs and sign their child out every day. If arrangement for pick-up or drop-off change, parents must notify staff at 970-819-1591. If your child is not picked up by 5:30pm in the summer and 5:45pm during the school year, we will call you at all available numbers to see if any miscommunications have occurred. If you are unavailable, we will call listed emergency contacts and may ask them to pick up your child. If we do not get through to anyone listed and a parent has not picked up the child by 6:30pm we may drop the child at the Combined Law Enforcement Facility, 2027 Shield Drive, and parents will be charged a late fee accordingly. A voicemail will be left with parents as to your child's location. The Youth and Teen Supervisor will be informed of the situation (see staff phone numbers). All children must be signed out at the end of the day, and a facility sweep will be done to ensure no children are left on site.

This is a guideline only and each circumstance will predicate the appropriate actions and outcome.

## Late Pick-up

There will be a \$1 charge per minute for parents who pick up their children after 5:30pm during the summer and 5:45pm during the school year, with a maximum of \$30. If three late pickups occur within any one session your child or children will be unenrolled from the program with a \$25 processing fee. Fees will be billed to your account and must be paid within 7 days of occurrences. Registrations for other programs will not be accepted until all late fees are paid.

## Release of Children

Please be sure to let us know, in writing, if someone other than those listed on your Recreation 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 Recreation 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, or
  - Parent must email the Youth and Teen Supervisor before 2:30pm
- Pick-up person will be checked for identification if we are not familiar with the person in question.

Your child may walk or ride their bike home if you send them with a written note signed by their parent, email the Youth and Teen Supervisor, or if the information on the Recreation Family Record indicates that self-sign out is allowed.

If we have any questions regarding the correct arrangements, we will not hesitate to call you!

## Discipline

It is the goal of the Recreation Department to focus on the positive behavior rather than 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 specialist when situations arise that are beyond their realm of expertise. Parent conferences are available upon request.

Situations at home can 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.

### Offenses in a Child's Behavior at Programs

1. Inappropriate Language, Breaking Facility Rules, or Breaking Program Rules
  - a. 1st Offense: Verbal warning
  - b. 2nd Offense: Write-up, parent notified
  - c. 3rd Offense: Write-up, parent notified, discussion with program coordinator or supervisor
  - d. 4th Offense: Write-up, parent notified, 2-day suspension, possibility of no refund
  - e. 5th Offense: Expulsion from program, possibility of no refund
2. Unsafe Actions During Transportation (Bus/Van), Disrespect of Staff, Found Out of Program Boundaries, or Cursing
  - a. 1st Offense: Write-up, parents notified

- b. 2nd Offense: Write-up, parents notified, discussion with program coordinator or supervisor
  - c. 3rd Offense: Write-up, parents notified, 2-day suspension, possibility of no refund
  - d. 4th Offense: Expulsion from program, possibility of no refund
- 3. Stealing, Willful Destruction of Property, Physically Harming Another Person, Physical Fighting, or Bullying (Physical or Verbal)
  - a. 1st Offense: Write-up, parents notified, 2-day suspension, possibility of no refund
  - b. 2nd Offense: Expulsion from program, possibility of no refund
- 4. Harassment, Abuse, Assault of Anyone That Requires Support of Law Enforcement, Verbally Threaten to Use Guns, Knives, or Any Weapon to Harm Another, Possession of Weapon, Use or Possession of Drugs, Vapes, or Alcohol
  - a. 1st Offense: Immediate expulsion from program, no refund

Possession of, or participating in, smoking, drugs, alcohol, weapons, sexual activity, or violence 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 or inappropriate language can all be causes for immediate suspension and, or expulsion without a refund.

### **Filing a Complaint**

It is the goal of our youth programs staff to encourage open communication with everyone involved. 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 Parks & Recreation office at 970-879-4300 and speak with the Youth and Teen Supervisor or Recreation Manager or come to the office at 245 Howelsen Parkway and pick up a formal complaint form. If further action is needed, you may call the Colorado Department of Human Services at 1-800-799-5876.

### **Video Viewing and TV Watching**

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

- G Rated Videos: May be viewed by all participants Kindergarten through grade 5.
- PG Rated Videos: May be viewed by all participants grades 1 through 5.
- PG-13 Rated Videos: May be viewed only with 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 up to two movies per week. The youth programs currently do not have access to regular television programming. Children will be supervised at all times.

## Weather

Staff will always be aware of weather conditions and adjust plans as needed to keep children safe, including canceling or postponing activities if conditions are deemed unsafe. If an activity is altered or canceled, parents will be notified via a notice at the front desk or by verbal communication from staff members.

- Children will stay indoors if temperatures reach below -15°F.
- When temperatures are above 90°F, program staff will monitor children for signs of overheating and ensure children always have access to shade and water.
- If the heat index is at or above 94°F, as identified by the National Weather Service (NWS), outside play will be limited, and program staff will monitor children for signs of overheating and ensure children always have access to shade and water.
- Staff will monitor air quality by checking [purpleair.com](http://purpleair.com) for current air quality reports. Unsafe AQI levels will determine how long children can be outside; outdoor activities may be moved indoors if necessary.

## Visitors and Volunteers

Volunteers are welcome as needed. Visitors must sign in and inform staff of their arrival and their intentions. All visitors and volunteers will be documented, and identification will be necessary.

As a parent, you are welcome to stop by the program or field trip at any point in time. Please check with your program leader if you are interested in volunteering. Special topics are always fun for the kids!

## Lost & Found

Label your child's belongings! Every day staff will do a sweep for lost and found items. All items found will be placed in a specific location for one week. Periodically, staff will make a specific effort to find owners and then will be directed to donate items to Lift Up or another charitable organization. Staff is not responsible for items lost but will do their best to help children keep track of their belongings and location lost items.

## Reporting Child Abuse

As required by Colorado Department of Human Services, our staff will report any suspected child abuse to local authorities. Staff are required to have Mandated Reporter Training annually.

## Clothing and Personal Items from Home

Please check the calendar and have our child wear appropriate clothing for the planned activities. It is important that your child wear comfortable tennis shoes or sneakers every day.

- School Year: Participants will need to be appropriately dressed for all outdoor activities, during the winter months this includes boots, snowpants, coat, gloves, and hat. Please check the activity calendar daily to be sure your child is prepared. We reserve the right to deny your child an activity if they are not properly prepared.
- Summer: A list of daily required items will be e-mailed one week prior to the start of camp.

**Technology and Communication Devices:** 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 or allowed during our programs.

Please DO NOT send the following items with your child:

- Cell Phone
- iPads or other tablets
- Computers or Laptops
- Gizmos or smart 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 to coordinate.

Other personal items: unless noted on the activity calendar for a specific program, 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 with your child's name. Items not labeled have a very hard time finding their owners.

The following items are not allowed and will be confiscated:

- Weapons of any kind, real or toy versions
- Alcohol or drugs, unless accompanied by a Medication Administration form
- Gum and candy - Treats for the group are allowed for birthdays and special occasions; please make arrangements with staff
- Shoes with wheels - wheels will be removed by staff if another pair of shoes is not available.

### **Emergency Procedures and 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 Programs Supervisor will post notice at the headquarters of estimated time of arrival and send an email to parents with updates if necessary.

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 always made available.

In the case of excessive smoke or air pollution, kids will only be allowed outside for times deemed allowable by reliable and trusted sources. Staff use multiple approved sources to determine the appropriate time allowed, along with their individual judgement.

At a minimum, one teacher per group is trained in basic First Aid and, or CPR.

Children will be supervised at all times by their assigned staff members for the day. Staff will conduct head counts or roll call multiple times a day and every time they transition to a new location. When the group leaves camp headquarters a note will be posted on the door, so parents know where their children are at all times.