



HIGHLANDS RANCH  
COMMUNITY ASSOCIATION

# CAMP HIRCA

## *Handbook*



Dear Parents,

Welcome to the Highlands Ranch Community Association's Camp HRCA program. We offer a state licensed program for children ages 3-8 years old at the Recreation Center at Eastridge and Westridge. This packet is designed to help guide you in understanding the policies and procedures of our programs.

At Camp HRCA Camps, we offer a wide variety of activities to suit and stimulate every child. Camp HRCA aims to ensure creative programming and many more age appropriate and leader initiated monitored activities.

The most important factor of each of these programs is YOUR CHILD'S SAFETY. The policy and procedures listed in this packet have been implemented to provide a safe and secure environment for your child(ren) as they enjoy their daily activities. Your cooperation is appreciated and necessary in assisting the staff in creating a quality atmosphere.

It is the philosophy of Camp HRCA to provide your child with a smile and a personal greeting upon their arrival each day. Our leaders are qualified childcare professionals, certified in both First Aid and CPR, and are committed to providing a first-rate program. At scheduled times throughout the year, we provide ongoing training for our staff in the areas of child development, conflict resolution, safety procedures, and customer service.

Our door is always open if you have a thought, concern, idea, or problem. Please feel free to stop by or call anytime. We have great things planned for your child at Camp HRCA, including exciting things to learn and wonderful friends to make. Welcome again to Camp HRCA!

Sincerely,

Michelle Lowe, Tammi Howard and Natalie Hanson

## Mission of Camp HRCA

To have a staff committed to professionalism, on-going training, courtesy, and enthusiasm as they guide children. To provide a safe, clean environment in a nurturing and caring atmosphere. To empower children by giving them the opportunity to make choices, participate in a variety of experiences, and to be treated with dignity and respect.

## Program Philosophy

The Camp HRCA philosophy begins with the belief that children should be authors of their own learning. By making choices and having their opinions respected, children develop self-esteem. By offering a wide variety of open-ended activities, we, at Camp HRCA, maximize the youth program experience. Children should never be forced to engage in an activity that he/she does not want to take part in. (Alternatives are scheduled to ensure that different personality types will feel included in the day's activities.) While some children may excel in sports, others may be drawn to craft activities. Our responsibility as a staff is to create an atmosphere where all personality types will be stimulated.



## Registration

Camp HRCA camps are licensed by the Department of Human Services and are required to comply with all regulations set forth by that organization. Camp HRCA must have on file a current application with both parent and child information, emergency contacts, medical information, waiver, and permission slips. In addition, there must be a copy of your child's immunization card with the doctor's signature on file. To reserve a space with Camp HRCA camps, payment must be received prior to your child's attendance. Camp HRCA camps have three ways of reserving and paying for space, in person, on the phone or online if space is available.

## Cancellation/Transfer Policy

A request for a refund or transfer must be submitted by email by May 1st for June dates and June 1st for July and August dates. No refunds will be issued after these dates.

Please note that all refunds are subject to a \$5.00 processing fee. If you choose to withdraw your child from the program, please notify the Camp HRCA Coordinator as soon as possible.

## Program Hours

The hours of operation are Monday through Friday, 7:30 a.m. to 5:30 p.m. We will be closed on July 4th. If Camp HRCA must close unexpectedly, the families registered will be called and a full refund (except for weather closures) will be returned as well.

## Late Fee Policy

Parents/guardians must pick up children on time. We have implemented and adhere to our strict late fee policy. Camp HRCA closes at 5:30 p.m. each weekday. There is a charge of \$1.00 per minute for your child's care after the program has closed. Please make sure to take the weather and road conditions into account when timing your arrival. After 6:30 p.m. the Douglas County Sheriff will be notified if parents have not contacted the camp staff regarding their late arrival.

## Payment

Weekly Rate: Ages 3-5: \$330/\$390

Ages 6-8: \$360/\$420

## The Camp HRCA Program

The HRCA offers a child choice-based programs for preschool and school-age children 3-8 years old, designed to develop your child's self-esteem, challenge their cognitive skills and create a safe atmosphere where all personality types will be stimulated and can grow socially. We encourage each child to participate in the planned activities for at least 30 minutes, after which they will be given the choice to opt into a new activity.

An example of activities that your child may experience while at Camp HRCA include arts and crafts, cooking, theater, pottery, fitness classes, board games, athletics, daily swimming, hobbies, and interests, reading, and weekly field trips. The core of our program activities occur between the hours of 9 a.m. and 3 p.m. Each day your child will need to bring a sack lunch and drink, swimsuit and towel, and wear clothing that will allow them to participate in a wide variety of activities. Tennis shoes are recommended. We recommend that you send a water bottle, extra T-shirt, sunglasses, and hat with your child each day. It is up to the judgment of the director to determine if the weather is appropriate to go outside. In the case of excessively hot, cold, or inclement weather, Camp HRCA camps will hold their programs indoors. Please note that Camp HRCA camps do not provide on-site refrigeration, nor can lunches be heated up via the microwave. On field trip days, each child must bring his lunch in a disposable sack unless otherwise noted on the calendar. An afternoon snack is provided every day around 4:00 p.m. Please feel free to send an extra snack or drink with your child.



## Safety

The leaders carry iPads with the Tadpole app to account for the children at all times. It is the policy of Camp HRCA camps to maintain a 1:10 ratio for age 3, 1:12 ratio for age 4-5 and 1:15 ratio for age 6-8 ratio. All visitors must sign the visitor's log. If children are going to be picked up by someone other than the parent or guardian, the parent or guardian must notify Camp HRCA staff in writing letting them know who will be picking up their child. If Camp HRCA staff does not recognize the individual assigned to pick up the child, the camp staff will ask for identification. Authorized persons must be 18 years or older.



If there is an emergency while Camp HRCA camps are on a field trip, the Camp HRCA program will proceed to the nearest exit and to a secure location. The Camp HRCA director will notify the supervisor on duty at the Recreation Center to notify them of the situation and all pertinent information will be communicated through the Tadpoles app to parents. In the case of a natural disaster, fire, or tornado, Camp HRCA will proceed as a group to the nearest secure location and notify the recreation center immediately of their whereabouts. If appropriate, parents will be notified in order to pick up their children from Camp HRCA. If a child should become lost, Camp HRCA will follow established procedures to find the child immediately. We will look in the entire recreation center or place of the field trip, if applicable. After completing that, if the child is not found, the supervisor on duty will be notified and will help in trying to find the child. If the child is still not found, the parents will be notified and the Camp HRCA Coordinator and Art and Education Supervisor will be notified. If necessary and appropriate, the Douglas County Sheriff will be called.

Please, leave all valuables at home. Camp HRCA staff are not responsible for lost, broken, or stolen items that come from home. This does also include money brought from home; it is also the responsibility of the child to put the money in a secure location so as not to be stolen.

## Daily Schedule

The daily schedule for Camp HRCA will vary throughout the summer. For your convenience, we post a weekly schedule in the room.

Each day we take attendance at approximately 9:00 a.m. If your child arrives after this time, parents will be responsible for making sure your child is escorted to their designated group and checked in with a camp leader. Please make sure you check your child in with a camp leader before leaving the building. All parents are required to check their child in and out with a teacher each day when they drop off and pick up their child. Please note, a child may not sign himself/herself into the camp, they must be accompanied into the recreation center by a parent, no matter the age of the child. Camp HRCA Staff supervises the children at all times and in all locations. A roll call and a head count are conducted between every activity.

At the end of each day, the Camp HRCA staff will check all bathroom facilities, halls, and program rooms to ensure all children have been picked up, in addition to ensuring all children are signed out by a parent or guardian upon leaving in the Tadpoles app. In the event a child has not been signed out but is not in the classroom, the staff member will contact the parents of the child immediately to verify his/her whereabouts.

## Meals

Lunch must be provided each day by the parents, unless the field trip incorporates a lunch. If your child forgets lunch, one will be provided by the center at a cost of \$15. Snacks will be provided by the center in the afternoon.

## Electronics Policy

If your child brings an electronic device to a Camp HRCA camp, they do so at their own risk. It is his/her responsibility to use the device during assigned times as defined by his/her Leader. Camp HRCA assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. Leaders have the right to limit the usage of a device/devices as deemed necessary.



## Television and Video Viewing

On occasion G/PG movies will be shown. The selections will be previewed and only those deemed appropriate will be shown. A television/video viewing release box on your activity release form must be initialed by the parent for each child and submitted to Camp HRCA. The release will be kept on file. Children who do not wish to watch the movie will be provided alternate activities, such as coloring, reading, or quiet games within the room.

## Camp HRCA Rules:

Camp HRCA has specific rules that we expect every child to follow. We suggest that you review the rules with your child prior to attending a Camp HRCA camp so that your child is aware of what will be expected of him/her while at a Camp HRCA camp. If you have any questions, please talk to your director.

1. I will always remain with my group.
2. I will listen to my Camp Leaders.
3. I will keep my hands and feet to myself.
4. I will use only encouraging words with my neighbor.
5. I will clean up after I am finished.
6. I will be a team player and a good sport, win or lose.
7. I will respect the Camp HRCA room and its property.
8. I will play safely.
9. I will tell the Camp Leader if I am injured or see anything that could be dangerous.
10. I will try new things, meet new friends, and have lots of fun!



## Field Trip / Excursions / Special Events / Activities

Camp HRCA camps provide an excursion, special activity or event every full week of programming. We run field trips Tuesday and Thursdays for ages 6-8. Field trips will be dependent on bus availability. On field trip days, we ask that you drop off your child no later than 8:30 a.m. We will be off-site from approximately 9:00 a.m. until 3:00 p.m. No provisions are made for children who do not arrive by the departure time or who do not wish to go on the field trip. Emergency information and first-aid kits accompany the group on all excursions.



If the field trip is off site, the Camp HRCA camps will get to the field trip by bus or walking depending on where the field trip is. The children are supervised at all times while on the bus, as we continue to maintain the 1:15 ages 6-8 staff to child ratios. The children are to remain seated while on the bus and if an emergency should arise while on the bus, the Camp HRCA Director will be in contact with both the supervisor on duty at the Recreation Center and the Art and Education Supervisor in addition to a contact at the bus service for further instructions. Camp HRCA contracts with Littleton Public Schools or charter for use of their buses on field trip days. By signing the Camp HRCA application, you are authorizing permission for your child to ride the buses that our programs use for field trips. Please note a field trip can be either cancelled or changed due to inclement weather. See the director the day of the field trip in case of inclement weather.

## Field Trips and Transportation

iPad with Tadpoles will be carried by the leader and a name to face will be made, upon transitions to ensure the safety and the whereabouts of each child. The leader will carry copies of the emergency contacts. In case of an emergency, the parents will be contacted immediately, and emergency personnel will be notified if and whenever necessary. If a child arrives after the camp has left for a field trip, it will be the responsibility of the parent to transport the child to the field trip location. Alternate care will not be provided.

## Special Activities Supervision

If at any time Camp HRCA has a special activity, (i.e., Science Matters, Snapology, etc.) with regards to a group of people coming to offer an activity for the children, the camp will still be fully staffed. Camp HRCA will maintain a 1:10 ratio for age 3, 1:12 ratio for age 4-5 and 1:15 ratio for age 6-8 ratio, not including the staff members from the special activity.

## Emergency Procedures

The leaders, as well as all Recreation Center staff, are First Aid and CPR certified. At pick-up the instructors will report to parents any minor non-emergency bumps, bruises or scrapes that were incurred during the class as well as note in Tadpoles. If your child becomes sick or injured, you or your designated alternate will be called immediately. You may be asked to pick up your child as soon as possible. If emergency medical staff are needed, 911 is summoned.

When an emergency arises, parents will be contacted immediately, and emergency personnel will be notified if and when necessary. This includes, but is not limited to, lost children, accidents, and injuries.

If Camp HRCA must be evacuated, the children will go to one of the safe places designated by HRCA. If the children are not able to return to the facility, Camp HRCA staff will contact parents/guardians using the Tadpole app for immediate pick-up from this location. All staff will remain at the evacuation location until every child has been picked up.

Camp HRCA has a lock out policy if there is a perceived danger outside of the facility such as an active shooter. Staff will move all campers and activities inside and the administrators will secure the perimeter. If it becomes necessary to evacuate the campers, emergency procedures will be followed to inform and reunite with parents/guardians.

### Evacuation of Children with Special Needs

If Camp HRCA has a child with special needs, we will have one staff member assigned to this child to ensure that they are safely exited from the building. If the child cannot return to the facility, the staff member will follow all emergency procedures for reuniting with a parent/guardian.

### Inclement or Excessive Hot Weather

Sunscreen/sun block must be applied to each child if medically permissible. A release form must be signed for each child by the parent. The release form will be kept on file. Also, water breaks will be required for each child if there is exposure to the sun for any extended period of time. On days of inclement weather, please provide proper outdoor attire. Children will not go outside if the weather is excessively hot or extremely cold.

### Special Needs

The staff will work to the best of their abilities to assist participants with special needs. Upon enrollment, parents need to indicate any special needs their child may have in compliance with the American Disability Act.

## Health and Wellness

Your child's health and wellness are important to us. Here is our sick policy. We will call you if:

- There is a head injury
- There is an injury that has produced blood
- Your child is showing signs of illness to include but not limited to: Cough, heavy nasal discharge, Fussy/Cranky and not their normal self, red/weepy eyes, abdominal pain, sore throat, and tiredness.

Your child will be sent home, and asked to stay home for 24 hours AFTER the last symptom, if:

- They have a fever of 100 degrees or higher
- They are vomiting
- They have diarrhea

Per Colorado Department of Health recommendations, should there be an outbreak of an illness in the center, children will be asked to stay home for 48 hours after the last symptom.



Ill children will be isolated in the office with a staff member and away from other children until pick up arrangements can be made. Refunds/Transfers will not be issued for illnesses.

The director must ask parents to report exposure of a child to a communicable illness outside the center, and, at the discretion of the director the child should be excluded from the camp for the period of time prescribed by the child's physician or the health department.

### Medication Policy

No child will be allowed to attend without a medical health care plan, for a child that requires medication during program hours. This health care plan must be signed by a physician. Medications are kept in a secured medication box and are only administered by a certified medication administrator designated by our nurse consultant in compliance with the nurse practice act.

### Medical Administration

HRCA follows the procedure for storing and administering children's medicines/ delegation in compliance with the "Nurse Practice Act". There is a locked cabinet available in the director's office. If necessary, medication can be stored in the cabinet. All medications must be properly labeled with the child's name, the date and the dosage required. All medications must also be accompanied by a doctor's prescription. Staff carry necessary emergency medications with them such as Epi pens or inhalers. In the case of an emergency the parents will be contacted immediately, and emergency personnel will be notified if and when necessary.

### Guidance and Positive Instruction

Camp HRCA has developed guidelines to ensure a safe and constructive environment for all children. Our goals are to cultivate positive child, staff and family relationships. We aim to create and maintain a socially and emotionally respectful early learning and care environment. We work to implement teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competencies in young children. We seek to provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior, developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. We work with families to provide resources on child mental health and specialist referrals and are committed to training our staff in positive camp implementation of those referral directives.

After efforts to redirect challenging behaviors have failed, we will follow a 3-step process:

1. There will be a conference with the parents and Camp Director
2. The child will be put on a behavior modification plan
3. Suspension/termination





## Licensed Program Information

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and effectively run program. Remember to observe the program regularly, especially with regards to children's safety and health, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, or if you would like to review a licensed facility file, please consult the Colorado Division of Child Care at 1575 Sherman St., Denver, Colorado 80203 or call 303-866-5958 or 1-800-799-5876.

## Child Abuse

The Colorado Department of Human Services licenses Camp HRCA camp programs. Camp HRCA camps follow all guidelines to ensure your child's health and safety. Part of our commitment to your child includes the obligation by law to report any known or suspected cases of child abuse or neglect. For further information regarding licensing or if you have concerns about any of our facilities, please contact Colorado Office of Child Care Services at 303-866-5958 or Douglas County Human Services at 303-688-4825.

### Contact Information:

#### Eastridge Camps

9568 University Blvd.

Michelle Lowe

Director

[Michelle.Lowe@HRCAonline.org](mailto:Michelle.Lowe@HRCAonline.org)

303-471-8814

Natalie Hanson

Assistant Director

[Natalie.Hanson@HRCAonline.org](mailto:Natalie.Hanson@HRCAonline.org)

303-471-8825

Nuggets (Age 4)

Raptors (Age 5)

Avs (Age 6-8)

#### Westridge Camps

9650 Foothills Canyon Blvd.

Tammi Howard

Director

[Tammi.Howard@HRCAonline.org](mailto:Tammi.Howard@HRCAonline.org)

720-348-8214

Chipmunks (Ages 4-5)

Wildcats (Ages 6-8)

