

# Commerce City Youth Services Parent Manual 2026



Commerce City  
**Recreation**

## Mission Statement and Goals of Youth Services

We are committed to provide the children and youth of Commerce City with quality programs that

- Develop a healthy mind, body, and character through vigorous, challenging and creative recreational and enriching activities Develop and strengthen social relationships in the community
- Open new areas of interest in our participants that provide satisfying outlets for individual growth and development.
- Introduce service learning opportunities that allow participants to develop a respect for individuals, groups, and the community.
- Foster open communication amongst staff, participants and parents

# Why we do what we do!

## Mission of Commerce City, Parks, Recreation & Golf

We create community by connecting people with diverse and inclusive park, recreation and golf experiences essential for lifelong enrichment and wellness.

# Welcome to Youth Services!

We're excited that you've chosen Commerce City for your recreation programs! Our programs are designed with your child in mind. This Parent Manual provides information to help you and your child have a successful experience. Please read everything carefully and let us know if you have any questions or concerns.

## Eligibility for Participation

Youth Services programs do not discriminate on the basis of race, color, national origin, sex, or disability.

## Children With Special Needs

Children of all abilities are welcome and encouraged to attend and participate in all activities. If your child needs an accommodation to participate, or if you would like to discuss specific details regarding your child to ensure a successful experience, please contact the Recreation Supervisor at 303-289-3702. A minimum of two weeks' notice is appreciated to adequately prepare staff. The Youth Services programs promote an inclusive environment and is dedicated to supporting the Americans with Disabilities Act.

**Participation Exclusion:** Parents are able to indicate if they do not want their child to participate in a certain activity due to physical, social or religious reasons.

## Sick Policy

If your youth is showing any symptoms of illness, such as fever, coughing, sneezing, runny nose, etc, please DO NOT bring your child to participate. If program staff notice any signs or symptoms of illness, they will call the parent/guardian listed on the emergency card to have the child picked up immediately.

## Sunscreen

We require children apply sunscreen to themselves under the direct supervision of youth services staff members prior to any outdoor activities. The sunscreen which they are applying is provided by the CCDC and will be a minimum of SPF #30. The youth services staff will not apply sunscreen to the children at any time. Any participant who needs PABA - free sunblock must provide their own bottle to store at camp and inform the Recreation Coordinator and Director of the situation. We recommend a sun shirt to help combat sunburn.

## Participants' Personal Hygiene

Each child must wash hands with soap and running water before snacks and after using toilet facilities.

Each child must be provided a disposable towel to dry hands.

All toilet articles, such as combs/hairbrushes must be labeled with the child's name and shall not be shared with other participants.

A child's wet or soiled clothing must be changed promptly.

Call parents to supply a change of clothing if needed.

## Dress Code

Please dress children appropriately according to weather, planned activities and in comfortable clothing and closed-toed shoes that allow for active movement and should securely fasten to your child's feet.

Gym shoes are the preferred footwear. Children may bring flip flops in their backpack for appropriate activities. Staff are not responsible for any items of clothing that may be stained or damaged during activities. When necessary, a proper swimsuit with extra sun protection clothing is also recommended. We do not allow strapless tops, midriffs showing, undergarments showing, and clothing with alcohol, drug or gang related paraphernalia.

## Personal Belongings and Money

We recommend that participants do not bring toys/personal items to the programs. This includes money. Ultimately, the individual participant is responsible for any personal belongings they may bring. We require extensive labeling of all their belongings as a preventative measure for tracking all personal belongings. Participants are NOT to bring personal electronics to the programs. The City of Commerce City Parks & Recreation Department and the youth services staff are not responsible for any lost, stolen or damaged items, including money.

## Cell Phones

We do not allow cell phones during programs unless it is an emergency. If a participant is seen using their phone, it will be taken away by staff, only to be returned at the end of the program. Should parents need to contact their child during the day, please contact the program staff or the front desk.

## Lost Children

Youth are not allowed to leave the program rooms without an instructor or their parent/guardian. In the event that a child is missing, staff will complete a roll call and head count and search the immediate area before initiating emergency response procedures. If the child is unable to be located or accounted for by any of the staff or other children the following steps will be taken by the staff:

- A search is conducted of the location including indoor areas, restrooms, outdoor areas, parking lots and vans.
- In addition, other patrons (if on a field trip) and/or staff of the field trip location are asked if they have seen the child.
- When possible, staff will ask the excursion host to page the child and request him/her to report to a pre-designated meeting location.
- If after 15 minutes the lost child has not been located, staff will call the Recreation Coordinator, who will notify local authorities and parents.
- In all instances, an incident report is filled out and parents/guardians are notified.

## Visitors

Visitors to the program are kept to a minimum. For security purposes, anyone interested in visiting a participant during program times must be approved by the parent/guardian.

## Videos

On occasion videos may be shown for entertainment. Staff members actively supervise children while watching any videos. Please feel free to comment to the director on any video

that you may feel is appropriate and/or inappropriate for your child to view.

## Photography

Commerce City Youth Services staff documents programs for promotional purposes. If you wish to not have your child partake in any photos during program please speak to a staff member about removing your participant from any photos when being taken.

## Helmet Use While Operating Roller Blades, Bicycles, Scooters or Skateboards

Participants are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards. Those participants who do not have a helmet are either provided a helmet or will participate in an alternative activity on that day.

## Confidentiality

There are certain organizations in which we contract with that need minimal participant information such as name, age, height, weight, clothing/shoe size, and gender to ensure their programming is appropriate. In order to receive these services, we need to comply with their needs. Only this information is shared, no other information is given.

## City of Commerce City Cancellation/Refund policy:

Full refunds will be considered only if initiated in writing more than 5 business days prior to the first day of the activity. However, exceptions may be made for special circumstances.

- Please fill out a Request for Class/Activity Withdrawal Form, available at the front desks of Eagle Pointe and Bison Ridge
- Submission of the form does not guarantee you will receive a credit/refund
- Please allow up to 2 weeks for processing credits or refund checks
- A \$5 administrative fee applies to all withdrawals
- Charge card payments will be credited back to the charge account within 7 business days
- All approved refund requests of \$20 or less will be credited to your Parks and Recreation account, to be used within the calendar year.
- Full credit or refunds will be given if an activity is canceled by the department.
- Some programs have separate withdrawal policies. If you have questions, please ask the specific area

## Youth Services Cancellation/Refund policy:

- Refund requests received more than 5 business days prior will receive a full refund.
- Refund requests received less than 5 days but more than 24 hours will have a \$5 administration fee subtracted from the refund.
- Refund requests received less than 24 hours before the program will not receive a refund.

## Notification of illnesses, Accidents, and Injuries

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return. All staff members are certified in CPR and First Aid. If a child should become ill or be injured during the program the parents/guardians will be notified. If a child is injured, first aid is administered and if deemed necessary, 911 is called.

The parent/guardian is called and notified of the injury. In any event in which the parent/guardian cannot be reached, the emergency contact is notified. If no parties can be reached, administration decides the course of action to be taken. Staff then let the parent/guardian know if their child needs to be picked up or if the child was transported by emergency vehicle to the hospital. Minor scrapes and bumps are reported to the parent/guardian when they arrive to pick up their child.

All injuries are documented by staff

## Extreme Weather

Outdoor activities are monitored for appropriate duration and exertion levels in hot weather. Access to indoor facilities and/or shaded areas is available to participants. Frequent hydration is also encouraged.

Children are not taken outside in excessively hot or cold weather. In cases of rain, lightning, or a tornado warning, activities are moved indoors. If the day camp program closes due to weather or for any other reason, parents are notified by telephone. In the event of cancellation due to inclement weather, participants will not be refunded for the missed day.

## Tornadoes, Fires, Bomb Threats, Active Shooter and Other Emergencies / Natural Disasters

All youth services staff members are trained in the established safety procedures. Periodic safety drills are conducted to familiarize children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. In case of an actual emergency affecting the program or registered participants, the following procedures are used as guidelines:

1. Staff will immediately gather group to one area and define the situation:
  - a. Head count/attendance taken
  - b. Assess situation and who is affected
2. Following assessment, staff:
  - a. Alert proper authorities for immediate assistance
  - b. Notify Recreation Coordinator of the situation
3. Children's parents/guardians notified promptly (except tornado warning)

In the event of a tornado, all participants will be brought to a designated tornado shelter which.

In the event of a fire, all participants will be taken to the designated evacuation site.

In the event of any emergency requiring relocation from the immediate area surrounding the Recreation Center, staff will transport the class to the designated off-site location. After transporting all children to the designated off-site location, staff contact parents to begin reconnecting families. All parents are required to show identification upon arrival. Staff keep emergency contact information with them during these emergencies so that parents can be contacted if necessary. Children identified with special needs will be attended during the evacuation and relocation by a staff member, as well as front desk staff, if available.

While on a field trip, emergency procedures for the field trip location apply. If in a school bus or city vehicle, appropriate shelter will be found, when needed and available.

In the event that our building is unable to continue to host a program due to mechanical, structural or other issues, we will cancel the program until further notice.

## Field Trips and Offsite Activities

### Field Trips/Special Activities

Activities which require learned skills are supervised and monitored for safety by trained and qualified staff. Appropriate staff-to-child ratios are maintained at all times. Prior to each trip, staff members prepare the children by reviewing rules and making them aware of the trip details.

### Transportation of Children

City-maintained vans or school district buses are used for distant field trips. Trips to sites in close proximity to the camp site may be taken as walking excursions. Seat belts are worn at all times while in city vehicles. When taking a bus, all rules and regulations for riding in buses are followed. Under NO circumstances is the staff permitted to transport any participants in their personal vehicles.

### Safety When Riding in a Vehicle / Vehicle Supervision

When in a city-owned van, all participants and drivers are restrained in an individual seat belt. Staff members instruct children how and require them to keep the seat belts properly fastened and adjusted throughout the trip. Children under the age of 13 will not be permitted to sit in the front seat and all are prohibited from standing or sitting on the floor. In addition, all body parts must remain inside the vehicle while it is in motion. Behavior in the vans or the bus is such as to not distract the driver. Additional staff members are present to supervise the children.

A cell phone is available for emergencies.

## Commerce City Booster and Car Seat Requirements (effective 1/1/25)

### Rear-Facing:

Under 2 years of age, and less than 40 pounds

Must be in back seat if one is available

Can continue to rear-face beyond 2 years of age and 40 pounds if child restraint allows it.

### Forward-Facing

Under 2 years of age, and over 40 pounds

2-4 years of age, and at least 20 pounds

Must be in back seat if one is available

Can continue to forward-face beyond 4 years of age and 40 pounds if child restraint allows it

### Booster Seat:

4-9 years of age, AND at least 40 pounds

Must be in back seat if one is available

Can continue to use a booster seat beyond 9 years of age

### Seat Belt:

9-18 years of age

Must fit in seat belt properly

All car seats must have the safety feature that when you pull out the seat belt they have a safety lock that holds it in place. Car seats that work with lap belts only will be permitted.

## Commerce City Parks, Recreation and Golf Staff's Children in Program Policy

- Staff members must follow the registration process/guidelines.
- During summer camp, the camper will be assigned a group where their parent is not directly overseeing their child. In the situation where the groups are combined, or staff are overseeing a group where youth cannot be split up they must hold their child to the same standards listed in this policy.
- Other employees perform corrective conversations with youth as needed.
- No special circumstances for the child; the parent cannot favor time toward their child.
- Must hold their child to the same standards and expectations as all other participants.
- Children can only attend registered programs. Drop in programs are excluded from staff working and children attending the program.
- Employees must maintain professionalism while working in programs and hold all youth to the same standards, including their own.
- Child must respect and respond to their parent to the same standard as they would to other staff members.
- If the policy is abused or ongoing performance issues occur around the guidelines an HR performance issue will be conducted.
- Allowing your own child in programs can be amended or revoked at any time at the discretion of the PRG Director.

## **Youth Services Programs rules & Behavior Policy**

The Youth Programs Rules & Behavior Policy is to establish a clear plan of action for addressing disruptive or inappropriate behavior that may occur during our programs or services.

### **Program Rules:**

#### **Be Safe:**

Includes staying with the program, keeping hands to themselves, maintaining personal safety as well as safety of others.

#### **Be Respectful:**

Includes listening and following directions, using appropriate language, being kind to others, using equipment properly, respecting property at field trip/off-site locations.

#### **Be Responsible:**

Includes keeping track of personal items, honesty, cleaning up after themselves. Youth Services will not tolerate participants compromising the safety of themselves or others, causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program, or vandalizing the program equipment or space. Any of these actions or other actions deemed dangerous, illegal or harmful will result in immediate expulsion from the program.

### **Behavior Policy Steps:**

#### **1st Incident**

Participant will have one-on-one conversation with staff.

#### **2nd Incident**

Participant will receive a phone call home to parent/guardian.

#### **3rd Incident**

An in-person meeting will be scheduled with parent/guardian and the program supervisor.

#### **4th Incident**

Participant may be disenrolled from the program.

Throughout each of these steps the Youth Services team will work to provide positive support.

# Positive Behavior Interventions and Supports (PBIS) and Restorative Justice

PBIS is a proactive approach used to improve program safety and promote positive behavior. The focus of PBIS is prevention, not punishment.

## Positive Behavior Steps:

1. Cover expectations with participant with a discussion between participant and staff
2. Discuss appropriate behavior
3. Staff will work with families to make corrections.
4. Inclusion, bringing parties together, making amends and reintegrating participants into the program

## Parent/Guardian Behavior

Parents/guardians of program participants are expected to follow the behavioral guidelines of our programs. Participants whose parents/guardians fail to meet our behavioral expectations of safety, respect, and responsibility may be removed from our programs without warning.

## Immediate Dismissal

Please note that Youth Services reserves the right to immediately remove and suspend or dismiss a participant in the event of extenuating behavior and/or verbal/physical actions that threatens the safety of other children, staff or the child him/herself regardless of whether the steps outlined in the above section have been followed.

## Request for Appeals

An appeal process is available to parent(s)/guardian(s.) Please contact the Youth Services Supervisor to arrange a hearing before the Appeals Board (Recreation Manager, Recreation Supervisor, and Recreation Coordinator.) Parent/guardian would then plead their case; bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their reason why camper should be reinstated to the program. The Board has the authority to make exceptions and will give the parent/guardian their decision within 24 hours of the appeal hearing.

# COMMERCE CITY | DEPARTMENT OF PARKS, RECREATION, AND GOLF

## Youth Services | Zero Tolerance Bullying Policy

The Parks, Recreation, and Golf Department's Youth Services Division is committed to fostering a safe and positive environment free from bullying and harassment. Our Zero Tolerance Bullying Policy ensures that all participants can engage in activities without experiencing such actions. This policy establishes clear definitions and example types of bullying, outlines prohibited behaviors, and emphasizes the importance of reporting incidents. Focusing on prevention, education, and intervention, we strive to create a community where every individual is respected and supported. Together, as a department, division, and community, we can ensure a welcoming, secure, and enjoyable atmosphere for all.

### Definitions:

- Bullying is defined as intentionally, systematically, and chronically engaging in any written, verbal, or electronic expression, physical act, or gesture, occurring on or off property, which causes distress upon one or more participants, and/or which substantially interferes with or affects another participant's experience.
- Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture.

### Types of Bullying: (examples may include, but are not limited to)

#### Physical Bullying:

Punching, shoving, poking, choking, hair pulling, beating, biting, excessive tickling, tripping, and pinching.

#### Verbal Bullying:

Such acts as hurtful name-calling, teasing, spreading rumors and gossip, or threats directed orally (including by telephone) or in writing.

#### Emotional (psychological):

Bullying-rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, color, creed, religion, sex, marital status, disability, perceived sexual orientation, academic performance, status regarding public assistance, or age, manipulating friendships, isolating, writing comments about a person (e.g., on a bathroom wall), ostracizing, and peer pressure.

#### Sexual Bullying:

Inappropriate or obscene language or gestures, touching, grabbing, pinching, or exposing "private" body parts.

#### Cyberbullying-tormenting:

Threatening, taunting, ranking, degrading a target, harassing, humiliating, or otherwise targeting a participant or staff member using the Internet, including social networking sites and e-mail, interactive and digital technologies, or mobile phones, or inviting others to join in these acts.

## Zero Tolerance for Bullying | Prohibited Behavior:

The Parks, Recreation, and Golf Department supports a secure and positive climate, conducive to learning that is free from threat, harassment, and any bullying behavior. This policy promotes consistency of approach and helps create an environment where all kinds of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on or off the premises, during programs and events, or when participants are being transported in a city vehicle.

- Bullying is strictly prohibited against any participant for any reason. This includes, but is not limited to, behavior directed toward a participant based on their academic performance, weight, height, body size, or any characteristic protected by federal and state law. These protected characteristics include, but are not limited to, disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, family status, national origin, religion, ancestry, and the need for special education services, regardless of whether these characteristics are actual or perceived.
- Behavior that is detrimental to the welfare or safety of other participants or personnel, including intimidation, hazing, bullying, or threatening, will not be tolerated.
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy.
- Making knowingly false accusations of bullying behavior.
- Staff strictly prohibits bullying, defined as the willful act of subjecting another person (the victim) to intentional, unwanted, and unprovoked verbal, electronic, or physical actions and gestures that cause emotional distress, discomfort, or a sense of threat. This applies whether the behavior occurs on or off the premises, at any program site, in a city vehicle, or during any organized activity or event. Such harassment significantly disrupts the experience of participants and fosters an intimidating, hostile, or offensive environment.

## Reporting Expectations:

- Staff can only take appropriate action against bullying if informed of it. Therefore, it is essential for any participant or staff member who experiences bullying to report the incident to staff as soon as possible.
- Participants who believe they have been victims of bullying, or who have witnessed such behaviors, are strongly encouraged to inform a staff member without delay.
- All reports will be addressed promptly and with the seriousness they deserve.
- Staff will adhere to our established behavior policy procedures to initiate any necessary disciplinary actions related to bullying.

## Bullying Prevention, Education, and Intervention:

Staff will focus on skill development and review procedures that should be enacted promptly when bullying behavior is witnessed or encountered. The Youth Services Division will also adhere to its behavior policy guidelines to tackle bullying comprehensively, ensuring consistent application among all participants and staff. The program will aim to achieve the following goals:

- Clearly convey our commitment to a safe environment, reiterating that bullying and any retaliation against patrons/participants who report bullying will not be tolerated. This message is directed to all patrons/participants, staff, parents, and guardians of participants.

- Train staff annually to take proactive steps to prevent bullying. This includes, but is not limited to, training on bullying prevention, recognizing and intervening in bullying situations, and positive program environment practices.
- Implement procedures for immediate intervention, investigation, and confrontation of patrons/participants engaged in bullying behavior.
- Initiate efforts to change the behavior of patrons/participants engaged in bullying through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- Foster a productive partnership with patrons/participants/parents/guardians and community members to help maintain a bullying-free environment across settings.
- Help develop social skills and confidence for all participants.
- Include participants in developing, creating, and delivering behavior policies and expectations.
- Provide character building for participants that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

### Investigating and Responding:

The investigation and response process will align with the Youth Services Division's behavior policy steps, aiming for swift intervention and thorough investigation of any reported incidents involving bullying or other prohibited behaviors. As deemed appropriate by the investigator and designated staff member, procedures will include notifying parents/guardians about the outcomes of the bullying investigation(s). As necessary, staff will complete a department Incident/Accident report and submit it in accordance with the established reporting guidelines.

### Supports and Referrals:

Youth Services will address procedures to accomplish the following goals:

- Initiate efforts to change the behavior of participants engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

### Disciplinary Action:

A participant who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary actions. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Staff will complete formal documentation via the department's Incident/Accident report and submit it in accordance with the established reporting guidelines.

# Welcome To Our Summer Camp

We're excited that you've chosen to have a great summer with us at Commerce City Recreation! Our camps are designed with your child in mind. This section provides information to help you and your child have a successful camp experience. Please read everything carefully, and let us know if you have any questions or concerns. We're looking forward to the best summer ever!

## Philosophy And Goals

The Commerce City Day Camp (CCDC) program philosophy is to provide a positive, fun, and safe environment through high quality programming which focuses on the whole child. We offer hands on experiences that enrich and engage each child according to their age and ability.

Our objectives include:

- Providing a safe, inclusive, fun and positive environment for all children.
- Developing a healthy mind, body, and character through challenging and creative activities.
- Developing and strengthening social relationships.
- Introducing service learning opportunities that allow participants to develop a respect for individuals, groups, and the community.
- Fostering open communication amongst staff, participants and parents.

## Eligibility for Participation

Children enrolled in the day camp program must be between the ages of 6 and 15 years. The CCDC program does not discriminate on the basis of race, color, national origin, sex, or disability.

## Sick Policy

If your child is showing any symptoms of illness, such as fever, coughing, sneezing, runny nose, etc, please DO NOT bring your child to participate. If program staff notice any signs or symptoms of illness, they will call the parent/guardian listed on the emergency card to have the child picked up immediately.

## Refund Policy due to Sickness

Refunds will only be issued to participants who are absent due to sickness for three or more consecutive days. All other refund requests will be handled on a case-by-case basis.

## How Sick is Too Sick

This is guidance for routine decisions about when children and staff should stay home from school or child care. There may be situations where public health determines more stringent return-to-school requirements. There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness on this list, and staying home is required.

When to seek emergency medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

These are not all possible indications of a medical emergency. Call 9-1-1 or your health care provider for any other symptoms that are severe or concerning to you. The contents of this document are not to be altered without the express permission of the Department.

## Participation Exclusion

Parents can indicate if they do not want their child to participate in a certain activity for physical, social, or religious reasons. In these instances, the day camp staff will provide an alternate activity.

## Children with Special Needs

Children of all abilities are welcome and encouraged to attend and participate in all day camp activities. If your child needs an accommodation to participate, or if you would like to discuss specific details regarding your child to ensure a successful camp experience, please contact the Recreation Supervisor at 303-289- 3702. A minimum of two-week's notice is appreciated to adequately prepare camp staff. The CCDC program promotes an inclusive environment and is dedicated to supporting the Americans with Disabilities Act.

## Hours of Operation and Locations

Youth Camp Venture operates Monday – Friday, 7 am-6 pm throughout the summer.

Adventure Trek operate Monday-Thursday, 7 am-6 pm.

Youth Camp Venture and LIT drop-off times are 7-9 am, and pick-up times are daily between 4-6 pm.

Drop-off times for Adventure Trek are from 7-8 am, and pick-up times are between 5-6 pm daily. Participants are not accepted earlier than the start time and cannot be left unattended in any facility building before or after camp hours.

## Site: Youth Camp, & Adventure Trek

Address: 6060 Parkway Dr, Commerce City Sign-in Area: Eagle Pointe Recreation Center

## How to Register

All participants are required to complete a registration packet. All packets must be completed and turned before online registration opens. Packets must include a current immunization record signed by a physician or your child will be unable to attend camp.

## Registration Options and Payment Policy

Once the registration packet is completed participants will register online when the window opens. All registrations are on a first-come, first-served basis. **Turning in a registration packet does not**

**reserve spots for camp.** A non-refundable deposit must be submitted at the time of registration. This will be used as payment for the first week of camp your child attends. Additional weeks can be added and setup through a payment plan.

Arrange to have your day camp fee automatically charged to your credit card in order to automatically register your child for the weeks you have pre-selected. These payments are processed on the Tuesday prior to the week the child is registering for. Your card is charged immediately for the first week your child is registered and then weekly (on Tuesdays) thereafter with this option. Please plan ahead for your work pay dates.

- If the credit card given on your CC authorization form is declined, a \$50 fee will be charged and you will have until Wednesday 2pm to submit a different form of payment or risk jeopardizing your spot in camp.
- You are able to pay and register on a weekly basis. Space is on a first come, first serve basis
- Payment plans will be setup through your account if you choose this option

## Withdrawing From the Program

A parent/guardian may withdraw his/her child from the day camp program at any time by contacting the Recreation Coordinator in writing by Tuesday 5 pm prior to the week of the child's absence if a refund is desired. The recreation supervisor must approve all withdrawals initiated by the participant.

Withdrawals received after Tuesday 5 pm prior to attendance will not be given a refund.

Refunds are issued in the form of a check or credit card (depending on the method of payment) or a household credit balance. Refund checks may take 3 weeks to process and are mailed to you. The \$10/child enrollment packet fee is non-refundable.

Refunds will not be issued for the registration deposit if you withdraw your child from the first week the child was registered. All other weeks may receive a refund if the supervisor is notified by Tuesday of the week prior.

## Registering Off of the Waitlist

If you are being registered after being on the waitlist you have 24 hours from the time of phone call or email to accept your spot. We ask for a payment method and your card is charged when you accept your spot in camp. If the credit card given on your CC authorization form is declined, a \$50 fee will be charged, and you will have until the end of the business day to submit a different form of payment or risk jeopardizing your spot in camp.

## Fee Schedule

Both day camp programs consist of nine one-week sessions. Camp will run from June – August based on school schedules. Youth Camp Venture (Monday-Friday)

All camps are \$150 per session (residents) and \$170 per session (non-residents)\*

\*There is no camp on July 3<sup>rd</sup>.

## Late Payments

A late payment fee of \$50 is assessed for any registration not paid for by Monday, 5 pm before the week your child is registered. The weekly session fee and the late payment fee must be received before your child attends camp. Any late registrations must be processed by 5:00 pm on Friday. Late registrations are only accepted if there is space available in the program. No registrations are accepted after 5 pm Friday. The registration office and front desk are not able to make exceptions or waive the late payment fee.

## Parent Communication

Daily and weekly information will be communicated through MyCamp App, including waivers, photos, text messages etc.

Parents are required to download and confirm their account with this app.

- In the event of an emergency when staff need to reach parents, we will utilize the contact information on the registration forms. Please inform staff of any changes to this contact information.
- If families need to reach staff, use the contact information provided at drop-off.

When negative camp behaviors or situations arise during program the staff have set up a process to properly investigate and mediate concerns. This investigation is held by the supervising team and allows the situation to be explained or viewed through different lenses and perspectives. This process also allows the directing team to collect the necessary information to properly address the situation and effectively communicate the correct information to all parties involved.

### Step 1

The supervising staff will listen to the participant or family's concerns and determine subsequent steps to better support the participant or family in this matter. Never will a concern brought to our attention be disregarded.

### Step 2

After listening to the concerns addressed, the staff will investigate by talking with any leaders or participant(s) that may have information or was involved in this matter or reviewing video footage to capture the incident if needed.

### Step 3

After investigating, the staff will determine if the situation was in compliance with policies and practices or if it was a violation. Once identified, consequences are issued based on our handbook. As each situation is unique in its element, each situation will be handled on a case by case basis and staff reserves the right to issue the appropriate consequences that align with our policies.

### Step 4

All families who have participants involved (participant or bystander), will be notified of the situation that took place at camp. This communication may come in different forms. If the staff views this as a major situation, a phone call to the families involved will be notified directly. If staff feels it was a minor situation, in person or email notification will be used.

### Step 5

If a camper violates policies that does not comply with the safety standards or expectations, families will be notified for immediate pick-up. In this event, the camper may be either asked to be removed for the day with the possibility of a suspension/expulsion from the program.

Staff reserve the right to suspend the participants from participating in the program for as long as deemed necessary.

## When Parents are Notified of a situation at camp

Once a Director, Coordinator or Program Supervisor has had the opportunity to investigate any situation, families will be notified either by telephone, in-person, or e-mail.

Below are examples that staff identify as responsible ways to properly communicate situations that occur at camp, with all parties directly involved.

### Phone Call:

Physical altercation  
Suspensions  
Illness

### In-Person or Phone Call (dependent on program):

Repeated negative behaviors  
Repeated inappropriate language  
Curious campers  
Minor altercations  
Follow-ups  
Destruction of property  
Report of Restorative Conversations that took place  
Cell phone use while at camp  
Camper discrepancies

### Email supplemented with notification:

Weekly schedules  
Camp notification of lice  
Individual emails regarding financial matters, i.e. Reminders for updating credit card expiration dates, etc.

## Drop off & Pick up

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

It is required that all children be accompanied to and picked up from the program by an authorized person. Sign-in/out sheets provide a clear record of attendance and tardiness for documentation, should it be needed. Children are released only to those on the authorized pick-up list. Please be prepared to show an ID at pick up every day as persons unknown to day camp staff will be asked to show ID. Authorized persons must be at least 18 years old. No day camp staff member may be listed as an authorized person. To allow an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, and the specific date(s).

Verbal consent is accepted only in an emergency.

### Bike/Walk To and From Camp Agreement

Parents wishing to have their child walk or bike to and from camp on their own must complete an agreement form prior to the start of camp.

Bikers/walkers must arrive to camp each day no later than 9:00 am for Youth Camp Venture and 8:00 am for Adventure Trek.

Bikers/walkers will be dismissed daily at 5:30pm (5pm for Adventure Trek participants). If you would like your child to be released prior to this time, you need to provide written permission to the camp director. In the event that a biker/walker will be absent, the parents/guardians need to notify the Recreation Coordinator by 8:30 am each day for Youth Camp Venture, and 7:30 am for Adventure Trek. In the event that a biker/walker fails to arrive by the deadline, the parents/guardians are notified to verify the whereabouts of the participant. Please note that this privilege is granted at the discretion of the Youth Coordinator and can be revoked at any time if the agreement is violated.

### Procedure for Individuals Not Authorized to Pick Up Campers:

In the case in which an UNAUTHORIZED individual arrives to pick up a camper, the child will not be released. Children are only released to people who are designated on the camper information form. In the instance in which there is a restraining order prohibiting a certain person from contacting and/or picking up a child, the parent/guardian needs to provide the legal documents showing these restrictions. This document is then placed in the child's file. In addition, the parent/guardian must provide the name and description of the restricted person to camp staff. Should that individual attempt to pick up and/or contact the child, staff will immediately call 911. Before leaving the day campsite each day, staff members will verify that all children have been signed out and accounted for. If a child was not signed out, staff will contact the parent/guardian to verify the child's whereabouts. Staff members will also physically check all areas to ensure that children are not in the camp area. Locations to be checked include but are not limited to restrooms, closets, corners, or any other area that a child may be able to hide.

### Late Arrivals

The day camp hours are from 7:00 am - 6:00 pm. Please carefully observe the scheduled camp times. Participants are not accepted earlier than the start time and cannot be left unattended in any facility building before or after camp hours.

## Planned or Scheduled Late Arrivals:

It is required that the parent/guardian send a written notice to camp at least one day before the foreseen late arrival. In those situations, Camp Staff either wait for the late arriving camper or schedule an alternate arrival destination with that parent/guardian if it is on a field trip day.

## Tardiness or Unscheduled Late Arrivals:

In the event a participant arrives to the program after scheduled activity times and the group is no longer at the sign-in location:

- DO NOT LEAVE YOUR CHILD UNATTENDED - Late arrivals must be signed-in and released to a day camp staff member. Observe posted signs of the group's location and meet up with the group at that site.

If activity is an off-site fieldtrip, two options exist:

- If arrangements are made in advance, you may take your child to the site and meet up with the group, releasing child to the care of a day camp staff member or;
- You need to make alternate arrangements for care for that day. You will not be refunded for the missed day.

## Early Pick Ups

Parents may pick up their children starting at 4pm for Youth Camp Venture, and 5pm for Adventure Trek. If a camper needs to leave prior to the pick up time, please check with camp staff regarding the possibility. Some camps may be on field trips during the day and will not arrive back to the camp site until 4pm\*. A parent may be able to pick up a camper from the field trip site if arranged ahead of time.

\*There are times that campers will not return by 4pm. Parents/guardians will be notified at the beginning of the week on the camp calendar.

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

If a parent knows they are going to be late, they should call the Camp Site Director to notify staff of their status. If a participant is not picked up by the end of the program, staff place a call to the parent/guardian. If reaching them is unsuccessful, emergency contacts are notified. If no one is available, the Recreation Coordinator is contacted.

A late fee of \$1/minute is assessed. This fee MUST be paid prior to the child returning to camp.

## Failure to Pick-Up Child:

If a child is not picked up by 6:15 pm from the day camp program, the Camp Staff member waiting with the child will inform the Youth Coordinator. The coordinator will immediately call the parent/guardian(s) listed on the emergency card. If unable to reach the parent/guardian the coordinator will then reach out to the additional emergency contacts. If the coordinator is unable to reach the parents or emergency contacts by 6:45 pm, the Department of Social Services will be contacted and the child/ren will be turned over to their custody.

# Be Prepared every day at Camp

## Dress Code

Please dress children appropriately according to weather and planned activities, in comfortable clothing and in closed-toed shoes that allow for active movement and should securely fasten to your child's feet. Gym shoes are the preferred footwear. Children may bring flip-flops in their backpacks when they swim but need to arrive in camp in securely fastened shoes. Camp activities can be messy.

Please review the camp schedule regularly and ensure your child is dressed appropriately for the daily activities. Camp staff are not responsible for any items of clothing that may be stained or damaged during camp activities. Fancy dress is unsafe for running and playing outside or in the building. A proper swimsuit with extra sun protection clothing is also recommended.

On field trip days and swim days, participants are required to wear their Commerce City Day Camp t-shirts, which are provided to each participant.

We do not allow strapless tops, midriffs showing, undergarments showing, and clothing with alcohol, drug, or gang-related paraphernalia.

Note: For Adventure Trek – specific days to wear camp shirts are designated on the weekly schedule.

## Personal Belongings and Money

We recommend that participants do not bring toys/personal items to the program. This includes money. Ultimately, the individual participant is responsible for any personal belongings they may bring to camp. We require extensive labeling of all their belongings (swimsuit, towel, sunscreen, lunch box, water bottles, etc.) as a preventative measure for tracking all personal belongings. We ask that they keep everything in a labeled backpack. Participants must NOT bring personal electronics etc., to the programs. The City of Commerce City Parks & Recreation Department and the youth services staff are not responsible for any lost, stolen, or damaged items, including money.

## Cell Phones

We do not allow cell phones during camp. Participants are asked to turn off their phones, and they are placed inside a lock box until the end of the day. If a participant is seen using their phone, camp staff will take it away, only to return it at the end of the day.

Should parents need to contact their child during the day camp program, please call or text the camp director number listed on the Who to Call form.

## Meals and Snacks

Participants must bring a lunch each day to the program, including something to drink. All containers need to be clearly marked with the child's name. Items which require heating or refrigeration should not be brought as we do not have facilities available to properly store or prepare these items. Morning and afternoon snacks are provided by the camp staff.

If your camper has a food allergy, we will try our best to accommodate for snacks. If the allergy is severe, please make plans to send allowable snacks with your camper each day. Please speak with staff about your concerns prior to camp starting. Because food allergies are more common, we

do not allow campers to share or trade food, which applies to siblings. Water is readily available to all participants.

Commerce City staff have the right to check lunches brought from home to determine if they meet one-third of the child's daily nutritional needs. If the lunch is not adequate, or if the child fails to bring a lunch, staff members will contact the parent/guardian in order to provide a lunch. In the event that the parent/guardian cannot be contacted, a nutritional meal is provided to the child, the cost of which will be added as a balance to your account and must be paid before the camper can return to camp.

## Sunscreen

We require children apply sunscreen to themselves under the direct supervision of youth services staff members prior to any outdoor activities. The sunscreen which they are applying is provided by the CCDC and will be a minimum of SPF #30. The youth services staff will not apply sunscreen to the children at any time. Any participant who needs PABA - free sunblock must provide their own bottle to store at camp and inform the Recreation Coordinator and Camp Director of the situation.

## Weather and other Emergencies

### Inclement Weather Procedures

Outdoor activities are monitored for appropriate duration and exertion levels in hot weather. Access to indoor facilities and/or shaded areas is available to participants. Frequent hydration is also encouraged.

Children are not taken outside in excessively hot or cold weather. In cases of rain, lightning, or a tornado warning, activities are moved indoors. If the day camp program closes due to weather or for any other reason, parents are notified by telephone. In the event of a cancellation due to inclement weather, participants will not be refunded for the missed day.

### Notification of illnesses, Accidents, and Injuries

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return. All staff members are certified in CPR and First Aid. If a child should become ill or be injured during the program the parents/guardians will be notified. If a child is injured, first aid is administered and if deemed necessary, 911 is called. The parent/guardian is called and notified of the injury. In any event in which the parent/guardian cannot be reached, the emergency contact is notified. If no parties can be reached, administration decides the course of action to be taken. Staff then let the parent/guardian know if their child needs to be picked up or if the child was transported by emergency vehicle to the hospital. Minor scrapes and bumps are reported to the parent/guardian when they arrive to pick up their child. All injuries are documented by staff.

### Tornadoes, Fires, Bomb Threats, Active Shooter and Other Emergencies / Natural Disasters

All youth services staff members are trained in the established safety procedures. Periodic safety drills are conducted to familiarize children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. In case of an actual emergency affecting the program or registered participants, the following procedures are used as guidelines:

1. Staff will immediately gather group to one area and define the situation:
  - a. Head count/attendance taken
  - b. Assess situation and who is affected
2. Following assessment, staff:
  - a. Alert proper authorities for immediate assistance
  - b. Notify Recreation Coordinator of the situation
3. Children's parents/guardians notified promptly (except tornado warning)

In the event of a tornado, all participants will be brought to a designated tornado shelter which. In the event of a fire, all participants will be taken to the designated evacuation site. In the event of any emergency requiring relocation from the immediate area surrounding the Recreation Center, staff will transport the class to the designated off site location. After

transporting all children to the designated off site location, staff contact parents to begin reconnecting families. All parents are required to show identification upon arrival. Staff keep emergency contact information with them during these emergencies so that parents can be contacted if necessary. Children identified with special needs will be attended during the evacuation and relocation by a staff member, as well as front desk staff, if available. While on a field trip, emergency procedures for the field trip location apply. If in a school bus or city vehicle, appropriate shelter will be found, when needed and available. In the event that our building is unable to continue to host a program due to mechanical, structural or other issues, we will cancel the program until further notice.

# Where is Everyone?

## Identifying Where Children Are at All Times

Schedules of activities are made available to parents and children at the beginning of each week, and parents are notified as changes occur. All children are assigned to a daily group and use the "buddy system" when using the restroom. A sign indicating where each group can be found will be posted on the door of your child's camp room.

## Lost Children

Children are not allowed to leave the program rooms without an instructor or their parent/guardian. Throughout each day, instructors will perform headcounts and face-to-name checks. In the event that a child is missing, staff will complete a roll call and head count and search the immediate area before initiating emergency response procedures. If the child is unable to be located or accounted for by any of the staff or other children, his/her emergency card will be pulled from the records and the following steps will be taken by the staff:

- A search is conducted of the location including indoor areas, restrooms, outdoor areas, parking lots and vans.
- In addition, other patrons (if on a field trip) and/or staff of the field trip location are asked if they have seen the child.
- When possible, staff will ask the excursion host to page the child and request him/her to report to a pre-designated meeting location.
- If after 15 minutes the lost child has not been located, staff will call the Recreation Coordinator, who will notify local authorities and parents.

In all instances, an incident report is filled out and parents/guardians are notified.

## Other Camp Information

### Parent/Staff Conferences

Conferences may be held on the request of the parent, child, or camp staff to address behavioral progress, social and/or physical needs, or other subjects. Please request a meeting with the camp director.

### Visitors

Visitors to the program are kept to a minimum. Parents may visit the camp any time. For security purposes, anyone interested in visiting a participant during class times must be on the participant's designated pick up list. All visitors must sign-in and present a picture ID to the staff, regardless of the duration or setting in which they plan to visit.

### Videos

On occasion videos may be shown for entertainment. Staff members actively supervise children while watching any videos. All videos shown are rated "G" or "PG" and parents are notified in advance.

Please feel free to comment to the site director on any video that you may feel is appropriate and/or inappropriate for your child.

### Operating Roller Blades, Bicycles, Scooters or Skateboards

Campers are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a day camp activity. Those campers who do not have a helmet are either provided a helmet or will participate in an alternative activity on that day.

### Confidentiality

There are certain organizations in which we contract with that need minimal participant information such as name, age, height, weight, clothing/shoe size, and gender to ensure their programming is appropriate. In order to receive these services, we need to comply with their needs. Only this information is shared, no other information is given.

### Field Trips/Special Activities

Parents receive written information on weekly activities, programs and locations of all scheduled field trips. Hard copies will be available at the start of each camp week and will be emailed out the Friday before. Please ensure we have a current email address on file. The emergency card provides written authorization from the parents for the child to be transported to activities with advance notification. Activities which require learned skills are supervised and monitored for safety by trained and qualified staff. Appropriate staff-to-child ratios are maintained at all times equal to 1 staff: 15 children or 1 staff: 10 children while swimming. Prior to each trip, staff members prepare the children by reviewing rules and making them aware of the trip details.

# Medication Information

## Immunization Policy

Immunization records on the approved form are required for state child care licensing. The form needs to be signed by a physician. These records are required annually.

## Exemptions

Medical Exemptions-Please have your child's doctor complete the medical waiver exemption

Non-Medical Exemptions-

- The non-medical exemption must be submitted annually. The exemptions expire June 30 each year.
- Non-medical exemptions can be claimed by submitting the online form to the state for inclusion in the immunization registry, or by submitting the form directly with your enrollment packet. If you submit the form online, the camp requires a paper copy of the exemption form.

## Procedure for Storing and Administering Medications

Please notify the Recreation Coordinator if your child needs any type of medication, prescription or over-the-counter, to be administered during camp. If your child requires special medical attention or emergency medication, such as an inhaler or Epi Pen, a Health Care Plan must be completed. This form can be obtained from the Recreation Coordinator. Children requiring medication or special medical attention will not be permitted to attend camp until the proper paperwork has been submitted. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is at camp.

In the event that a medication does need to be administered during camp time by staff, the CCDC program must have the following on file before administering the medication:

- "Authorization to Administer Medication" signed by both the prescribing physician and the child's parent/guardian.
- When applicable, a signed Health Care Plan for the child. Both prescription and non-prescription medications are kept in a locked storage area, inaccessible to the participants (unless an inhaler or epinephrine pen, which is kept with a staff member and easily accessible to staff at all times). Medications may only be administered by trained and designated staff and only upon written order from the Doctor to the program staff, with knowledge and written consent of the parent/guardian.
- Medications must be kept in the original container and bear the original pharmacy label. Confidentiality of the child is maintained at all times. When medication is no longer needed, it is returned to the parent or destroyed. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

## Miscellaneous

### Filing a Complaint

Commerce City Youth Camp Venture, Leaders in Training, and Adventure Trek summer day camps are licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards of the operation of a childcare facility. The license and recent inspection reports are available upon request. We want to hear from you if you have questions or concerns about your child's care. We will make every effort to resolve any issues or concerns you have about the program.

Complaints regarding suspected licensing violations must be reported to: Colorado Department of Human Services, Division of Child Care 1575 Sherman Street, Denver, CO 80203-1714  
303-866-5958

Complaints regarding the actual program should be reported to the Youth Services Coordinator  
303.286.6830

Complaints regarding the facilities should be reported to the Facilities Coordinator:  
Office: 303.289.8191

### Reporting of Child Abuse

City of Commerce City staff is required by law to report the suspicion of abuse or neglect. As a childcare facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to Colorado state law. Colorado state law defines child abuse as:

*Neglect* — Failure to provide adequate nutrition, clothing, shelter, medical care, or supervision for a child that results in injury or medical complications for that child. Neglect is different from poverty and may occur regardless of a family's economic standing.

*Physical Abuse* — Non-accidental trauma that results in injury or death to a child by any person in a position of trust.

*Emotional Abuse* — A pattern of behavior that impairs a child's emotional development and positive sense of self, possibly resulting in psychological damage. Emotional abuse includes the presence of a pattern of belittlement, criticism, rejection and threats and the absence of supporting behaviors such as praise, pride in the child, and expressions of love and concern.

*Sexual Abuse* — Any sexual exploitation involving a child or adolescent who does not fully comprehend the situation and is unable to give informed consent. This includes any sexual contact between adults and children where the child is less than 15 years old and/or there is a four-year age difference between the suspect and victim.

A report demonstrates that there is cause for concern and should not be interpreted as an accusation. Staff members are required to report these suspicions immediately and are not allowed to contact the parents first. Once a report is made, a Social Service worker will determine if there is just cause for an investigation. In all cases, please realize that the child's best interest is our primary concern. If you have any questions in this area, feel free to contact the Youth Coordinator, at 303-286-6830.

## Letter From The Department of Human Services

Dear Parent:

Your child was recently enrolled in a childcare program that is currently licensed by the Colorado Department of Social Services. The license will indicate that the program has met the required standards for the operation of a childcare facility.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services.

The telephone number to report child abuse in your county is:

Adams County Department of Social Services 7401 Broadway, Denver, CO 80221 303-412-5212. There is also a toll-free number across the state of Colorado. 1-844- CO4KIDS or 1-844-264-5437.

Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect. 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 run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment, play materials and staff.

For additional information regarding licensing, or if you have concerns about a childcare facility, please consult: Colorado Division of Childcare 1575 Sherman Street, First Floor Denver, CO 80203 303-866-5958

# PreschoolAged Programs



## Hours of Operation & Locations:

The Discovery Kids program: Bison Ridge, T-Th from 2– 4pm

Parent/tot Programs: Bison Ridge & Eagle Pointe, M or W from 9- 9:45 a.m.

Kids Corner: Bison Ridge & Eagle Pointe, M or W from 10- 10:45 a.m.

Tiny Chef: Eagle Pointe Thursday from 10-10:45 a.m.

Little Sparks: Bison Ridge Friday from 10-10:45 a.m.

## Eligibility for Participation:

Participants must be between the ages of 3 – 5 years in order to register for Discovery Kids

Please note: Program staff cannot assist children in the bathroom, nor can they assist children who are in diapers. If your child is in a diaper or a pull up, you will need to stay on-site for any accidents or assistance needed when toileting.

## Attendance:

Participants can be dropped off at the program room. At the start of each class, program staff will take attendance to account for all participants listed on their roster. At the end of the day, participants can be picked up from the same program room

- If your child is showing any symptoms of illness, such as fever, coughing, sneezing, runny nose, etc, please DO NOT bring your child to participate. If program staff notice any signs or symptoms of illness, they will call the parent/guardian listed on the emergency card to have the child picked up immediately.
- Please inform the program staff of any food allergies your child has. We will try our best to accommodate during snack time.

## Daily Schedule:

The daily schedule is subject to change under any circumstance. If you have any questions or concerns, please feel free to ask program staff directly.

Arrival

Free time

Group activity

Circle time

Snack

Gym activity

Pick-up

## COMMERCE CITY | PARKS, RECREATION, AND GOLF

# Overnight Camps | Gender Inclusivity in Room Assignments Guidelines

### PURPOSE AND OVERVIEW:

This guideline document ensures that all PRG overnight camp participants feel safe, respected, and included, regardless of gender identity. The goal is to provide fair room assignment procedures that accommodate individual needs while promoting a positive camp experience.

In our program, we welcome all youth and are committed to providing a safe and inclusive environment for members of the LGBTQ+ community. Our guideline is to allow campers and staff to live and work in a cabin/room of the gender they most closely identify with (our rooms are divided into male and female groups). This conversation happens during the staff hiring process and during camper enrollment or during the scheduled parent/guardian group program meeting.

Campers sometimes ask us to call them by names and pronouns other than the ones provided on their camper application. We will acknowledge the name and pronoun may also change at camp during the session. While parents and caregivers may choose a different approach at home, as a youth-serving organization, it is not within our scope to tell campers what they are not. We validate and normalize their choice, and the camper or staff member is under no obligation to share information about their gender identity.

### SCOPE:

This guideline document applies to all staff, volunteers, and participants involved in overnight camp programs. It covers room assignments and related accommodations regarding gender identity and inclusion.

### GUIDELINE STATEMENT:

PRG is committed to creating an inclusive and respectful environment for all campers, including those of diverse gender identities and expressions. Room assignments shall be made to respect each participant's gender identity, personal comfort, and privacy.

### DEFINITIONS:

**Transgender:** An umbrella term for people whose gender identity and/or expression is different from the sex they were assigned at birth.

**Gender Identity:** An individual's deeply felt internal experience of gender, which may be different from the sex they were assigned at birth.

## PROCEDURES AND GUIDELINES:

### ROOM ASSIGNMENT PROCESS

#### Self-Identification:

During the camp registration process via ACTIVENet registration software, participants (or their guardians if minors) will be able to provide information about their gender identity and any specific requests regarding room assignments.

#### Inclusive Options:

Single-gender rooms: For campers who prefer to room with others of the same gender.

Gender-inclusive rooms: These are for campers who are comfortable rooming with campers of any gender identity.

Private accommodations: When necessary and based on availability, private rooms may be provided for campers who require additional privacy. If this accommodation cannot be provided a full refund will be given to participant.

- Participants will be assigned rooms based on the gender listed on their ACTIVENet account.
- There will be 3-4 participants in a room
- A room leader will be elected to hold everyone accountable to room expectations and to carry the room key.
- Staff will be in separate rooms from participants but in the same hallway/space for any emergencies, etc.
- If your child does not identify with the gender listed under their registration account, please speak to a staff member at the parent meeting.
- Parents or guardians must update their child's gender information in the ACTIVENet registration software by contacting the front desk at either Eagle Pointe or Bison Ridge Recreation Center.

### PRIVACY AND CONFIDENTIALITY:

All information related to gender identity provided by participants will be kept confidential and only shared with relevant camp staff on a need-to-know basis.

Camp staff will ensure that campers' gender identities are respected during room assignments and camp activities.

### PRIVACY AND SAFETY:

Staff will take all necessary measures to ensure the privacy and safety of transgender guests. This may include providing private changing areas or restrooms upon request, and training staff to address any concerns related to privacy and safety in an inclusive manner.

### ACCOMMODATING GENDER-DIVERSE CAMPERS:

Respecting Pronouns: Staff will ensure that each camper's preferred name and pronouns are used in all camp interactions.

Flexible Rooming: If a camper expresses discomfort with their room assignment after arrival, the camp will make reasonable accommodations to provide alternative housing.

## STAFF TRAINING:

Camp staff will be trained on gender inclusivity, cultural competence, and addressing concerns related to room assignments and gender identity. This includes understanding gender identity, respectful communication, and addressing any potential issues or concerns that may arise.

## PROGRAM ACTIVITIES:

Activities will be inclusive and accessible to all campers, encouraging participation in a wide range of activities without imposing gender stereotypes.

## CONFLICT RESOLUTION:

In cases where conflicts arise related to room assignments, staff will:

- Address the concern promptly and respectfully, ensuring the privacy and dignity of all parties involved.
- Offer mediation or alternative rooming options if necessary and available to resolve the situation.
- Teach empathy and respect.

## HEALTH AND SAFETY CONSIDERATIONS:

Campers will be assigned accommodations that prioritize their physical and emotional safety. Room assignments will comply with all applicable health and safety regulations.

## COMMUNICATION WITH PARENTS/GUARDIANS:

- During the scheduled parent meeting, parents/guardians will receive clear communication about room assignment options and the camp's commitment to gender inclusivity.
- Parents/guardians may request a meeting with camp staff to discuss their child's rooming concerns or needs.
- The department welcomes feedback from transgender individuals and the community regarding their experiences with overnight accommodations. This feedback will be used to continually review and improve the implementation of this guideline document.

## GUIDELINE REVIEW:

This guideline document will be reviewed annually to ensure it meets participants' needs and complies with changes in legal or social guidelines.

We are dedicated to establishing an inclusive and safe environment for all campers, staff, and volunteers. We acknowledge the importance of respecting individual gender identities and aim to ensure that all participants feel welcome through thoughtful room assignments, program activities and thorough staff training

## About the Outdoor Program:

Commerce City's Outdoor Program offers outdoor adventures to new and experienced kids. We make our outdoor programs fun and inclusive for all experience levels. We believe that outdoor adventures help build confidence, promote curiosity, creativity and critical thinking, while leaving them with a sense of accomplishment at the end of each day. More importantly, it fosters new friendships along the way!

## Basic Schedule:

For programs that go off-site, we leave no later than 5 minutes after the start time of our programs. Please plan your schedule accordingly to make it on time. No refunds are offered if you miss the bus.

If we are returning from an off-site program and will be late by 15+ minutes, you will receive a call for an updated return time. One of the great things about the Outdoor Program is how often the kids explore the mountains or see a different side of the greater Denver area. However, it also means we are sometimes at the will of traffic or weather. We do our best to plan ahead and prevent tardiness on our behalf.

Since programs are planned 6+ months in advance, occasionally we will change the start time to accommodate 3rd party program availability, weather, etc. We appreciate your flexibility.

## Phone Policy:

Phone use is only allowed on bus rides. If your child wants specific photos taken, we are happy to be their photographer and send their photos to them. If a participant is disrespectful with their phone use on the bus (playing music too loud, taking photos/videos of others without their consent, playing inappropriate content, etc.), they will put it away for the rest of the day. If a parent/guardian would like to contact their child, we ask that you do so by going through a staff member working the program. You can do this through email or our work phone number that is given in an informational email a week before a program starts.

## Food and Everyday Essentials

- A week prior to a program, you will receive an email outlining what your child will need to bring. We run our programs rain or shine!
- Please pack a raincoat/poncho and layers every day for your child's comfort. We always have bug spray and sunscreen, but if your child has preferences, have them bring their own.
- We recommend packing a large reusable water bottle for your child that's at least 32 ounces. In order for your child to comfortably carry their belongings, we HIGHLY recommend they use a backpack versus a bag, since we are often on the move.
- For the majority of programs, all equipment will be provided. On overnight trips your child will be asked to bring a sleeping bag or other gear. If you need to borrow any gear, please reach out as we have limited supplies.

## Behavior Policy

Bullying and harassment are not tolerated. That includes laying hands on someone, yelling at

someone, cyberbullying such as taking pictures/videos without consent, throwing things at someone, using inappropriate language like slurs, etc. Participants are expected to be respectful of property and equipment. We follow Leave No Trace at all our programs. All trash will be picked up by kids, we respect wildlife, sites are left as they are found, and we don't take things from one place to another, like sticks or stones.

- We love rewarding kids when they push themselves to try something new or hard, when they support each other, and when they follow expectations. Kids on multi-day programs can earn prizes for positive behavior by cashing in their earned coins for a prize from our 'vending machine'.
- Outdoor Programs follow a Challenge by Choice model. Participants are encouraged to challenge themselves on their own terms. Kids can choose to not participate in part of/most of an activity or ask for modifications as long as it does not compromise the safety of themselves or the group. Typically, participants are asked to try an activity for 10 minutes before we modify an activity or give them a new activity.

### Medical:

We must be informed of any pertinent medical issues, such as epilepsy, anxiety, autism, ADHD, diabetes, fainting disorders, asthma, allergies to food/ environment, etc. If your child was provided with an inhaler or EpiPen they must bring it. They will have to administer it on their own.

If there are specific accommodations your participant needs to feel comfortable and safe, please reach out. During all of our programs, there will be a first aid kit and AED handy. If a participant is requesting medicine like ibuprofen or allergy medication from us, we will contact the parent/guardian given as their emergency contact for approval. In cases where there is no cell service, we may give ibuprofen or Benadryl on a case to case and emergency basis.

### Personal Belongings and Money Policy:

Commerce City programs do not allow money on any of their youth programs. The individual participant is responsible for any personal belongings they may bring to programs. The PRG youth services staff are not responsible for any lost, stolen, or damaged items, including money.

Electronics are only allowed to be used on bus rides. Participants are allowed to use a digital camera on our trips.

### Photo/Video Approval:

If you prefer no photos or videos be taken of your child, please let us know.

### Weather:

Outdoor programs are often reliant on weather and temperature. Commerce City's Outdoor Program reserves the right to cancel/reschedule programming due to extreme weather or temperature. In the case of rescheduling, you will be offered a refund or a spot on the rescheduled program. In the case of cancellation due to weather/temperature, you will be offered a refund.

## Meet Youth Services

### Shannon Griffin – Recreation Supervisor – Youth Services



I have been with The City of Commerce City since the Spring of 2016. My favorite part of the job is the variety each day brings, and I take great pride in seeing the youth grow and thrive in our programs and being able to offer the community so many great opportunities to enjoy recreation. In my free time, I enjoy spending time outdoors and traveling with my husband and two kids - Jackson and Charlotte.

### Megan Krabbe – Recreation Coordinator – Youth Services



I'm Megan Krabbe, and I have been part of the City of Commerce City since 2015. I have always had a passion for working with kids and building relationships. I have my bachelor's in Elementary Education and a minor in psychology. With my time in the city, I have learned that each day is different, and it brings me so much joy when I see our youth experience new things, grow, and thrive in our programs. This joy inspires me to continue offering the community many opportunities to enjoy recreation. Outside of work, I love spending time outside with my Husband and puppy Archie and going to Disney theme parks.

### Shelbie Reynolds – Youth Services Specialist



I'm Shelbie Reynolds, Youth Services Specialist. I completed a B.A. in Theatre Arts (K-12 Education) and soon-to-be graduate of CU Denver with a B.S. in Recording Arts. I love working with the Commerce City Youth Services Team, as it has been a chance to combine my love for creativity, education, and mentorship. I aim to be a lightning rod for our community's success and a steady support system for kiddos in our programs. In my free time, I enjoy writing music, spending time with my family and two dogs (Isla & Bella), and enjoying a good book.

## Preschool Director – Ms. Brandy



I have been with the city for 11 years. I have worked with kids for 18 years, and was born and raised in Colorado. I have one son, two step kids and a wonderful husband that I love spending time with.

## Preschool Leader – Mrs. Trudy



I have been working with youth and teens for over 15+ years, 8 of those years with the Commerce City Recreation Center teaching preschool and Specialty Camps. I enjoy spending time with my family, grandson, and good friends, camping, jeeping and photograph.



Patty Nisbet - Recreation Coordinator - Outdoor & Adaptive Programs

I have a BS in Natural Resource Tourism and Recreation, As the Recreation Coordinator for Outdoor and Adaptive Programs I am dedicated to crafting enriching adventure experiences for families, youth, and teens. My mission is to inspire individuals to step outside their comfort zones and embrace new challenges, particularly in today's high-tech environment. I have extensive outdoor experience in programming leading hiking, rafting, snowshoeing, paddle boarding, kayaking, and camping adventures. I also am certified in Wilderness First Aid, CPR, and Outdoor Leadership, ensuring safety and expertise in all her endeavors. In my free time, I enjoy traveling, exploring the great outdoors, and cherishing moments with my son, husband, and two dogs.



Caroline Novack – Youth Outdoors Specialist

The best part about my job is planning and leading programs that show kids that everyone can have fun and find peace in the outdoors. I deeply appreciate being a part of an organization that prioritizes making the outdoors accessible for people from all backgrounds. I spent my childhood at my local rec center's programs, and love spending my adulthood doing the same thing! In my spare time, I love reading science fiction, making arts and crafts, losing terribly at video games, and playing with my dog, Crunchy.



Anna Alarcon– Recreation Coordinator- Family & Enrichment

I have been with Commerce City since 2023, I love using my creativity to plan big family events for the community I grew up in! I lived in Commerce City my whole life so giving back to my community has brought me such joy. I am currently in my senior year of College at MSU Denver getting my Bachelor's degree in Hotel Management with a concentration in event and meeting management. When I am not at work I am at home enjoying time with my Siberian Husky Akira and binge- watching a TV show or at a sporting event repping Colorado teams.



Shannon Vigil – Youth Family & Enrichment Specialist

I am a Youth and Family Enrichment Specialist with a B.A. in Educational Studies from Grand Canyon University. For over 12 years I worked as a toddler teacher, and in recent years I've expanded my focus to supporting youth and teens. I am passionate about helping kids grow, learn, and achieve their goals—whether that means guiding them through challenges or celebrating their successes. Working with Commerce City Youth Services allows me to combine my education, experience, and love for mentoring to make a positive impact in young people's lives. Outside of work, I enjoy spending time with my family, hanging out with my cat Simba, jamming out to Taylor Swift, and finding new adventures.