



The Greenway Foundation's

SPREE DAY CAMP PARENT HANDBOOK

2022

Statement of Policies and Procedures

SPREE Day Camp Parent Handbook: 2022

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1. Who We Serve

Purpose and Philosophy

The mission of The Greenway Foundation's SPREE (South Platte River Environmental Education) Day Camps is to inspire meaningful personal connections with nature in order to foster a lifelong sense of pride in, belonging to, and stewardship for our natural world by connecting the children of Denver to urban waterways through engaging educational experiences.

The objectives of SPREE Day Camp and the Leaders in Training (LIT) program are to help students grow personally and clarify personal values while being active outside, getting along with others, becoming strong leaders, developing specific skills, and having fun!

Ages of Students Accepted

SPREE Day Camps will accept students entering first through fifth grade, ages 6 to 11 years old. School Break Camps will accept students enrolled in Kindergarten through fifth grade, ages 6 to 11 years old. SPREE's LIT program will accept students in/entering sixth through ninth grade, ages 11 to 14 years old.

Services Offered For Special Needs Children

SPREE will not discriminate against persons with disabilities on the basis of disability. That is, we will provide children and parents/guardians with disabilities with an equal opportunity to participate in camp's programs and services. Specifically:

- We will not exclude children with disabilities from our programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.
- We will make reasonable modifications to our policies and practices to integrate children, parents, and guardians with disabilities into the programs unless doing so would constitute a fundamental alteration to the program.
- We will provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden.
- We will maintain our facility to be accessible to persons with disabilities.

Language of Instruction

- SPREE Camp programming is conducted in English. All reasonable efforts will be made to communicate with campers and parents for whom English is not their primary language, however, the SPREE staff cannot provide fully bilingual communication.

2. Hours and Registration Information

Hours of Operation

Summer Camps: Camps will be open Monday through Friday from 8:30 a.m. to 5:30 p.m. All camp registrations cover participation from 8:30 a.m. to 4:00 p.m. Most programmed activities will be between 9:30 a.m. and 3:00 p.m. After care hours occur from 4:00 p.m. to 5:30 p.m. and require prior

registration and payment of an additional fee. A late fee will be charged for pick-up after 4:05 p.m., or 5:35 p.m. depending upon after care registration status. Drop off prior to 8:30 a.m. is not permitted.

After Care: After care hours occur from 4:00p.m. to 5:30 p.m. and require prior registration and payment of an additional fee. After Care is \$65/week/camper. It cannot be purchased on a day-to-day basis. After Care registrations must be made on campdoc.com prior to the day/week after care is needed.

School Break Camps: Care may be offered on days when schools are closed. Specific dates will be announced at the start of the semester. Camps will be open from 8:30 a.m. to 5:30 p.m. All camp registrations cover participation from 8:30 a.m to 4:00 p.m. Most programmed activities will be between 9:30 a.m. and 3:00 p.m. After care hours occur from 4:00p.m. to 5:30 p.m. and require prior registration and payment of an additional fee. A late fee will be charged for pick-up after 4:05 p.m., or 5:35 p.m. depending upon after care registration status. Drop off prior to 8:30 a.m. is not permitted.

Late Pick Up

Children are supervised at SPREE camps until 5:30 p.m. If the staff is not contacted and your child is still present at 5:35 p.m., we will contact other individuals authorized for pick up and emergency contacts. In the event that no one can be reached by 6:00 p.m., Social Services will be contacted and the children will be taken to the police.

Late Pick Up Charge: Late pick-up is stressful for your child. Please call if you anticipate being late. A fine of **\$5.00 per minute** will be enforced. This fee must be paid immediately to The Greenway Foundation upon pick-up. Repeated violation of this policy may result in the child's dismissal from the program.

Admission and Registration

Campers can access our registration site by navigating to online at www.thegreenwayfoundation.org/camps. The camper's spot is not reserved until payment is received. Full payment is due at the time of registration. We will admit the first campers who complete the registration, camper profile, and payment. Full registration entails completion of the camper profile: requested paperwork, emergency contact information, medical forms, etc. Campers must have a fully completed profile on RegPacks.com by the time they arrive at camp. Campers with incomplete profiles or a remaining balance will not be permitted to attend camp. Profiles of returning campers must be reviewed and updated annually prior to the camper attending their first week of camp for the year.

Camper Withdrawal Policy

Cancellations prior to May 1 can be refunded minus a \$50 cancellation fee. No refunds will be granted after this date unless the camper meets the requirements listed below. Camper registrations may be able to be rescheduled to a different week with no fee, depending on availability.

Refunds/Credits:

Refunds or credits will be granted in the following cases:

- A full refund will be granted if a doctor's note is provided stating the child's health will prohibit them from participating in the program for five business days or more.

- A partial refund will be provided if the child's family moves out of the Denver area.
- Based on the situation, a partial or full refund will be granted if a family emergency requires the camper to be away from camp.
- Please see Section 6: "COVID-19 Response" for further details on refunds/credits

Program Cancellation

It is our aim to serve Denver's children for many years to come, but if for any reason SPREE can no longer serve the needs of campers in our program, we will notify parents and guardians as soon as possible. We will make every effort to call and email every contact available until we get a response. In this situation, SPREE will issue a full refund for the cost of camp.

3. Health

Immunizations

We follow Denver Public Schools immunization policies. A certificate of immunization signed by the physician is required for every child as part of each camper profile. This certificate should be uploaded onto RegPacks.com, and is due the day the child starts camp. Failure to follow this policy will result in the child's dismissal from the program.

Allergies

In order for our staff to better serve your child, it is imperative that parents/guardians inform staff of any current or past allergies that their child may have or had, for example, food, medication, or other substances. These can be described on each camper profile. Specific allergy forms must be filled out on CampDoc if any medication related to your child's allergy is being brought to camp. All medications need to be checked-in at the start of the camp day/week, upon which it will be determined if medications will be stored with Med Admin certified SPREE staff or on the camper's person.

Medications

SPREE requests that any medications (OTC or prescribed) that your child takes regularly is included in their CampDoc profile. If your child needs to take any medication (OTC or prescribed) while at SPREE camp, specific medication forms must be filled out on CampDoc prior to your child coming to camp. SPREE has certified medical administrators on staff, and therefore cannot administer any medication without these forms being complete. All medications need to be checked-in at the start of the camp day/week, upon which it will be determined if medications will be stored with Med Admin certified SPREE staff or on the camper's person.

Illness

For the protection of all children, SPREE cannot accept children with the following symptoms in the past 24 hours:

- Elevated temperature
- Diarrhea or vomiting

- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge.
- Diagnosed contagious disease such as strep throat or chicken pox
- Please see Section 6: "COVID-19 Response" for further information on symptoms & SPREE Camp

If a child becomes sick, the parents or guardians will be notified immediately and asked to pick up their child within the hour. Sick children will be provided a comfortable place to rest until they go home. Please notify the staff if your child contracts a contagious disease such as whooping cough, as well as German or regular measles. SPREE is required to post signs to notify families in the event of these specific illnesses present at camp.

4. Emergency Situations

Lost Child

Every effort is made to keep all children safe. In the event that a child is missing, a search will begin immediately. If necessary, the parents/guardians and the authorities will be called to assist in the search. Guardians, please assist us by educating your child of the importance of staying with the staff.

Accidents and Injuries

SPREE Staff is First Aid and CPR certified and has been trained in emergency procedures. Emergency numbers are always available. Plans for handling fire, floods, tornadoes, severe weather, lockdown procedures, lost or missing children, injuries and illnesses are on file at each site. We will call you or your emergency contact person to notify them of a minor accident or injury. Our policy is that parents/guardians will always be contacted in the case of a head injury, regardless of the severity. When there is no question that your child must be taken to the doctor or the hospital, we will call you to inform you of our course of action as soon as possible. It is vital that you keep our staff updated in case of changes to your phone number at work and at home.

Natural Disasters, Emergencies, and Threats

In the case of a natural disaster the camp will follow its Emergency Procedures specific to the incident. SPREE follows Denver Public Schools guidelines set forth for evacuation and notification. If an emergency of this nature were to occur, parents would be asked to be available at the number they have listed. SPREE will notify the parents of the procedures being followed. We ask that parents do not call but wait to be contacted at the number on file.

Inclement and Excessively Hot Weather

Certain trips and activities may be canceled due to inclement weather. In the case of inclement weather, the following procedures will be followed.

- **Thunderstorms/Severe Rain:** At the first sight of lightning or sound of thunder everyone will return to the camp building. If rain is deemed excessive, campers will return to the building as well. Campers will stay inside until 30 minutes after the last clap of thunder/flash of lightning, or they are picked up.

- **Excessively Hot Weather:** If the temperature is deemed excessively hot, students will stay inside for a day of fun games.

5. Program

Check In/Check Out

Only authorized persons may sign children in and out each day. It is not acceptable for children to sign themselves in and out. Your child will be released only to the individuals that you have designated on the child's registration form under the "Parent/Guardian" or "Emergency Contact" designations in the Camper Profile. If you need to make changes to the list of people authorized to pick up your child, please do so in writing. If there is an emergency, please call SPREE and we will make special arrangements. We will ask for a picture ID and check the authorization for the release of the child every day. If the person is not authorized to pick up the child, the child will not be released. If an unauthorized adult attempts to take a child without permission, the parents and the police will be called. Those designated to pick up and sign your child out must be at least 16 years of age.

SPREE will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child. These procedures are for the protection and safety of your child and the staff, and for your peace of mind.

Personal Belongings

It is the intent of SPREE to make children as responsible for their belongings as possible. We believe that learning to care for one's belongings is an important life skill that we want to foster. You can help by labeling your child's belongings for easy identification.

What to Bring: Please provide your child with something that will hold his/her belongings and can be easily carried. Please send a labeled sack lunch with the child and a labeled water bottle, as well as two nutritious snacks. SPREE does not provide any food to campers. We will also send you a list of suggested or required items before your first week of camp.

Sunscreen: Each family must provide sunscreen for their child. All bottles must be labeled with the child's name. Staff will supervise application of sunscreen at least twice per day. We strive to prevent sunburn and we appreciate the parent/guardian for sending the child prepared and arriving at camp wearing sunscreen. Staff cannot apply sunscreen for campers, but can assist in dispensing it.

Packing List:

- Mask (and an extra)
- Labeled bottle of sunscreen
- Labeled water bottle
- Labeled sack lunch
- 2 snacks
- Extra pair of shoes that can go in the water (flip flops are not recommended)
- Wear clothes that can get dirty
- Clothes and accessories for inclement weather, as needed (sun hat, rain coat, rain boots, etc.)

- Extra change of clothes
- Small towel

What NOT to Bring: Do not allow your child to bring any additional personal items such as toys, card games (including Magic: The Gathering and Pokemon cards), propellant toys, pets of any kind, money, and handheld electronics. Gang clothing or items such as guns, knives, or any other type of weapon are also prohibited.

DO NOT LET YOUR CHILD BRING ANY ITEM THEY CANNOT AFFORD TO LOSE!

Cell Phones

It is highly encouraged that campers do not bring phones or other electronic devices to camp. Camp staff have an emergency phone with them at all times. Camp participants do not need to bring cell phones to camp or check them throughout the day, including camp free time. In the case that parents/guardians send a cell phone with their camper or LIT, please inform the staff. It can be held by staff for safekeeping during the day, or kept in the child's cubby/backpack. If it becomes a distraction, camp staff will confiscate it for the day and request that the device not be brought to camp.

Lost and Found: SPREE will keep a lost and found at each camp location. Check for lost items daily, as we donate the unclaimed items to charity after 30 days.

Meals and Snacks

The guardian must provide a morning and afternoon snack as well as a sack lunch every day. You are required to provide your child a well-balanced, nutritious lunch and snacks each day. We want snack/lunch time to be a pleasant experience for children. The atmosphere will be kept pleasant with conversation encouraged along with eating. No child will be forced to eat, nor denied food as a form of punishment. Make sure that staff is aware of any food allergies your child may have. If a child arrives at camp without food, parents/guardians will be contacted and asked to bring food or pick up their child.

Identifying Location of Students

Staff supervise children at all times. Attendance is taken each day and staff will contact guardians to account for children in case of absences. Staff will utilize attendance sheets and head counts at least every ten minutes to account for children. When restrooms are not located immediately adjacent to the childcare room, children will be accompanied to the restroom location by a staff member. We implement the "rule of three" and no staff member will ever be alone with a child. The teacher to student ratio will never exceed 1:15 to ensure teachers can locate students easily at all times.

Discipline Policy

Our goal is to utilize proactive management techniques to refocus camper's attention and identify problematic behaviors before they get out of control. We believe in using positive reinforcement before discipline is necessary. If discipline becomes necessary, teachers may separate the child from the problematic situation for an appropriate amount of time and talk to the student about their behavior.

The SPREE Staff will not permit or use corporal or physical punishment against a child. While caring for children, staff are required to be free of physical and psychological conditions that might adversely affect the children's physical or mental health.

Difficult Child: Occasionally it becomes necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. If such a situation arises, a behavior report will be written and submitted to the Camp Director. A copy will be given to the parent/guardian who will also be asked to discuss their child's behavior with a member of the staff. In cases where a child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to dismiss a child from the program. If this occurs, parents will be asked to find alternative care immediately. SPREE sees most success with behavior issues by getting ahead of it before the issue becomes disciplinary. In this case, SPREE staff will speak with an adult during the camp day or at pick-up to prevent disciplinary action from being required.

Dismissal Policy

We strive to work with each camper individually at times, but due to our camper to staff ratio we cannot completely dedicate a staff member to only one camper. For the safety of all campers, there are times when a camper must be sent home. In the unlikely case a camper is acting out beyond typical misbehavior, this list describes the events that can send a camper home:

1. Cursing after one warning
2. Refusing to join the group after one warning
3. Destruction of camp property after one warning
4. Physical violence towards any staff or campers (sent home on the first occasion)
5. Verbal abuse towards any staff or campers (sent home on the first occasion)
6. Any conduct that jeopardizes the health, safety, or welfare of the camper or any other person (including ill-fitting face masks or refusal to wear one)

If a camper is sent home two times in a one-week session, then they will be dismissed from the program without a refund for that camp week. Future camps can be refunded, minus the \$50 cancellation fee. Parents have one hour to pick up their camper otherwise they will be charged \$5 per minute they are late, to be paid on pick up.

Field Trip Policy

Parents/Guardians will be informed of the field trip schedule on a week-by-week basis. Campers are required to wear their camp t-shirt and name tag on field trip days to help ensure their safety. A sign will be left at the camp site for parents describing the location and return time of the group. A head count is done at least every ten minutes. Documented roll call is taken at least once every hour. We ask that all children be dropped off by 9:00 a.m. If a child arrives late and has missed the departure for the field trip, the parent/guardian will assume the responsibility for transporting the child to the group at the field trip location and locating staff to sign the child in, or finding alternative care for the day. Staff must be informed of either situation.

Water Safety

All campers must be accompanied by an adult when going to the water or near the water. SPREE staff will always monitor campers in the water with a maximum child/adult ratio of 10:1. Campers are only allowed to go in the water up to their mid-calf (about 6 inches deep). Any water activities will be canceled if the water is running too high or too fast. SPREE has an excellent history of keeping students safe near the water on all of our field trips and camps and we want to continue the tradition of safety. Please help us ensure your camper's safety by emphasizing the need to listen to all staff.

Expectations of Leaders in Training (LIT)

The goal of the Leaders in Training (formerly Junior River Rangers) program is to develop leadership skills while fostering appreciation for and enjoyment of the environment. LITs are expected to impact camp in a positive way while participating in camp activities and helping campers and teachers.

It is expected that LITs will:

- act as role models,
- lead by example,
- assist campers with activities,
- complete tasks teachers have assigned to them, and
- wear their nametag and bandana each day.

Throughout the two weeks, LITs will have leadership opportunities such as: leading camp rules, leading free time activities, and teaching an activity of their choosing (approved by the camp leader) or chosen for them. LITs will work with the camp leader to set goals related to the program. The camp leader and SPREE Day Camp staff will work with the Leaders in Training to achieve these goals.

If there is a failure to meet these expectations or complete assigned tasks, the following actions will be taken:

Step 1: Meeting with the camp leader to make a plan for improvement.

Step 2: If issues are not resolved by a meeting with the camp leader, parents or guardians will be contacted and asked to meet with the camp leaders.

Step 3: Continuing problems that cannot be resolved by steps 1 or 2 will lead to the LIT's dismissal from the program.

6. COVID-19 Response

The Greenway Foundation (TGF) has operated its SPREE Day Camps since 2012 and the health and safety of its campers and staff have always been the top priority. The following describes how TGF is meeting or exceeding all COVID-19 precautionary measures outlined by the Colorado Department of Public Health & Environment. *These policies are subject to change as additional guidance is issued by CDPHE. Registered families will be notified of any changes via the email used to register on RegPack.*

Prior to camp

- The back room of the camp building will be utilized to isolate ill staff or campers.
- The camp building will be well stocked with gloves, masks, and disinfectant supplies. These items will be checked daily to ensure adequate supply remains.
- There will be a designated time prior to camp that is dedicated to training staff on prevention, transmission, and care of COVID-19 illness. This information will be posted in our camp space.
- There will be a designated time prior to camp to train staff on public health orders. The Education Director and Camp Director will check daily before and during camp for any changes/updates to these orders.
- If your camper becomes exposed to COVID and can no longer attend SPREE camp, please notify camp ASAP. A prorated refund will be issued or credits can be applied to a later week of camp after the CDPHE recommended quarantine period.

While camp is in session

- We have extended drop-off and pickup times to avoid large groups and allow for COVID-19 screening.
- We will require staff and campers with suspected exposures, such as ill household contacts, to contact the Camp Director (camp@greenwayfoundation.org) immediately. If staff or campers are at camp when they find out about a suspected exposure, the individual will be sent home immediately with a recommendation to get tested (Testing for COVID-19) and adhere to CDHPE's requirements for quarantine.
- All campers and staff will be required to wear masks while indoors at SPREE Camp (except when eating or drinking). Masks will be optional for outdoor activities. Masks will be optional for all parents.
- Activities will be done outdoors as long as weather permits
- All outdoor activities will take place in Johnson Habitat Park. Campers will be able to return to the camp building to use the restroom or refill water bottles at any time. Most meal and snack times will take place on the camp building's deck or patio, and a picnic shelter in the park is also available.
- Campers must bring all of their own food each day and are not permitted to share with anyone. Meal and snack times will be done outside unless prohibited by the weather.
- Signs outlining required physical distancing, respiratory etiquette, and hygiene will be posted in the main camp room, the staff break room, and in bathrooms. Instructions on following these requirements will also be provided/reviewed at the beginning of each camp day.
- Information from health agencies on mitigating the spread of COVID-19 will be posted in the main camp room and staff break room.
- Camp staff will have a check list of commonly touched surfaces such as door knobs, light switches, tables, and sinks, to clean and disinfect each day before or after the camp day. All disinfecting will be done using EPA-approved disinfectants against COVID-19 or using a bleach solution. Staff will also wear appropriate gloves whenever disinfecting. Camp staff will also

continue to follow all standard cleaning procedures that have been established in prior years of camp, such as sweeping and mopping the camp room. All cleaning and disinfecting products will be kept in a locked cabinet in a room not accessed by campers.

- There are two bathroom sinks and one hall sink that are available for handwashing throughout the day. Camp staff will check frequently throughout the day to ensure that each sink is well stocked with soap, paper towels, and hand sanitizer. Campers will also be supervised while watching hands to ensure that proper hygiene techniques are followed.
- Any time a camper or staff comes inside from an activity, hands will be washed with soap and water.
- All activities will be carefully planned to limit contact with others. (e.g.: tag games will be played with a sponge ball rather than tagging with hands).

Campers

- At drop-off, temperature checks will be done and guardians will be required to confirm that their camper(s) are symptom free and have not had exposure to anyone with symptoms.
- We will communicate any possible exposure to symptoms while at camp to guardians at pick up.
- Campers with symptoms consistent with COVID-19 or other communicable illnesses will be sent home with a recommendation to get tested immediately and adhere to isolation and exclusion requirements.
- All campers will be required to wash their hands (or use hand sanitizer) upon arrival at camp, before and after eating, after using the restroom, and any time they come into the building from outdoors. Camp staff will monitor camper hand washing whenever feasible to ensure proper hygiene techniques are used.
- All campers will be required to wear face coverings when inside the camp building (except when eating or drinking). Masks will be optional for outdoor activities.

Employees

- All employees will undergo a temperature screening and a symptom screening immediately upon arriving at camp each morning.
- Employee temperatures and responses to questions on symptoms will be recorded daily using the CDPHE COVID-19 Employee Health Screening Form.
- Any camp employee found to have a fever or reporting any COVID-19 symptom will be told to return home immediately and the Camp Lead and Camp Director will be notified. A substitute staff member will be called in to replace the sick employee until they are able to return to work.
- Any case of COVID-19 among staff will be reported to local public health authorities and CDPHE within 24 hours. Camper families will be notified about the COVID-19 case as soon as possible and by the end of the day at the latest.
- Staff will be encouraged to receive weekly COVID testing. Any staff member that has tested positive for COVID-19 will be required to follow CDPHE guidelines for quarantining.
- Symptomatic staff will be isolated until they are able to leave camp. An illness report will be

completed at camp. We will also contact our on-call nurse and follow their instructions.

- If any staff is determined to be at higher risk for COVID-19, or if they live with someone that is, they will be given the option to alter their work responsibilities to minimize interaction with others.
- All staff will be required to wash their hands upon arrival at camp, before and after eating, after using the restroom, and any time they come into the building from outdoors.
- All staff will be required to wear face coverings at all times other than when outdoors, eating, or drinking.

7. Communication

Camp Contact Information

The camp phone number is **(303) 481-1974 Ext 3**. All camp locations can be reached via this phone number.

The camp email address is camp@greenwayfoundation.org. This address can be used for questions, comments, concerns, and contact with camp staff.

Reporting of Child Abuse

SPREE is committed to safeguard and enhance the lives of young people entrusted to our care. Every reasonable effort is made to reduce risks to children. The staff are trained, supervised, and evaluated in the prevention of child abuse. As current information about child abuse demonstrates, there are no documented procedures to completely eliminate this risk. Nevertheless, the growing body of information about the nature, prevalence, and effects of child abuse has created an enhanced awareness for child care providers, families, and the general community. SPREE has in place a detailed training and reporting procedure. If staff sees any signs of abuse, a report will be filled with Social Services.

SPREE works in conjunction with the Colorado Department of Human Services, Division of Child Care:

Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714
(303) 866-595

Visitors

Parents or guardians are always welcome, but SPREE requests that you make arrangements in advance so we can make plans for the visit to ensure we follow all COVID-19 guidelines. The observing parent or guardian must be listed on the child's registration form in order to have access to the program area. Any visitor entering is required to sign in. A visitor will sign the Visitor's Register, write their address, state the purpose of the visit, and be asked to show a staff member his/her identification. Visitors are required to follow COVID-19 safety guidelines while at camp, including completing a symptoms check upon arrival.

Comments or Concerns

If you have a message or concern, please contact the SPREE Camp Director:

Burgundy Hanna

burgundy@greenwayfoundation.org

(303) 481-1974 ext 706

If you cannot reach the Camp Director, please contact the Greenway Foundation's Education Director:

Julianne Gagnon

Julianne@greenwayfoundation.org

(303) 481-1974 ext 704

We always appreciate your feedback on our program and welcome your comments at any time. We are here to meet the needs of the community and welcome suggestions. If you would like to offer feedback online, please use this link: <http://www.thegreenwayfoundation.org/more-info.html>