

# 2022 Camp Parent Handbook

**KinderCamp for 5- & 6-year-olds, FunCamp for 7–10-year-olds**

---

Young Peoples Learning Center is a non-discriminating state licensed, early childhood education center for children 6 weeks to 15 years of age. Camp programs are for children 5 years to 10 years, with some exceptions made in the summer for 4-year-olds who are entering kindergarten in the fall.

Summer Camp programs are open from 7:30 am to 5:30 pm.

Young Peoples is closed for the following holidays over the summer: Memorial Day and Fourth of July.

Young Peoples Learning Center welcomes and celebrates the diversity of our students. Children with special needs are accepted into our program whenever feasible. Children with needs that require additional training, specialized equipment or more individualized adult contact may not be a good match for our program. In these situations, we will work with parents and connect them with the Larimer County Early Childhood Council to identify a program or setting that will be more suitable for a child. Young Peoples Learning Center reserves the right to ask any child to leave at any time.

## Philosophy

Young Peoples Learning Center was named after its philosophy was developed. “Young Peoples” was chosen to accentuate equality between children and adults. “Learning Center” was chosen because our programs are designed for all kids to learn and grow socially, emotionally, physically, and academically through play. Our camp programs are designed to give children an experience they won’t forget each summer and during school breaks. We keep them active, engaged, and encourage them to forge friendships among each other that last a lifetime.



# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds



## A day in the life of a camper:

<u>KinderCamp</u>	<u>FunCamp</u>
<p><b>Drop off between 7:30 and 9:00 am @ Ridgeview Classical School</b> – Play on the playground or in the gym Morning snack (from your lunch box) in classroom at <b>8:45 am</b>. Morning snack is also the time we tend to meet with campers to go over the expectations of the day – it’s a good idea to have your camper here at this time!</p>	<p><b>Drop off between 7:30 and 9:00 am</b> –Play outside at Ridgeview Classical School. FunCampers meet on the playground. Morning snack (from your lunch box) at <b>8:45 am</b>. Morning snack is also the time we tend to meet with campers to go over the expectations of the day – it’s a good idea to have your camper here at this time!</p>
<p><b>9:00 – Leave for morning activity.</b> Keep track of where we are going using the specific calendar. Most of these activities take place around town at different parks.</p>	<p><b>9:00 – Leave for our first activity</b> – This is usually an activity in a park or natural area – a game or an art project, but sometimes field trips are in the morning, so check the weekly calendar.</p>
<p><b>12:00 – LUNCH TIME</b> – We will eat lunch at the park where we have been doing our morning activity, or might move to another park if we are ready to pack up. Check the weekly calendar.</p>	<p><b>11:00 - Leave to lunch</b> – we typically find a park with a really cool playground so that we can eat our sack lunches and play!</p>
<p><b>12:30 – Leave for afternoon field trip or start onsite activity</b> – Check the weekly calendar for specific location for each afternoon’s activities. Outdoor ukelele class, water play, outdoor karate class, movie in our own theater space, bouncy castles, and more!</p>	<p><b>12:30 – Leave for our afternoon field trip</b>– Check the weekly schedule – Karate class, Laser tag, bowling, roller skating, miniature golf, movies in our own theater space, and more activities we feel we can provide safely to all kids.</p>
<p><b>3:30 – Return to Ridgeview</b> for a short rest time, play outside, and to wrap up the day.</p>	<p><b>4:30 – Return to Ridgeview for afternoon snack.</b> <b>On Wednesdays, return will be closer to 5:15-5:30</b></p>
<p><b>3:30 – 5:30 – Pick Up Time</b>, play on the playground or in the gym.</p>	<p><b>4:30 – 5:30 – Pick-up Time</b>, play on the playground at Ridgeview.</p>

# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds



## EVERYDAY FOR CAMP – BRING B. L. I. S. S. IN A BACKPACK

### Bottle (of water)

Kids NEED to be hydrated every day. The first day a child does not have their water bottle, we will provide them a camp water bottle. After that, children will be provided with a single use water bottle 😞 and charged \$1 each time.

### Lunch

Be sure to pack LOTS of good food – protein, protein, protein, vegetables, vegetables, fruits, fruits...if you are sending perishable items, you will need to be sure there is an ice pack AND be sure your lunch is in an insulated lunch box. We do not have the ability heat up lunches while we are out and about. Unlike other programs, we do not require lunches to be nut free, but children will NOT be allowed to share lunches. Please help us emphasize the importance of this with your campers.

### Including 2 snacks

We are moving ALL day long. Please be sure that your child has enough food to have two GOOD size snacks each day so they can be fully ready for all that we do!

### Sunscreen

Children are required to wear sunscreen all day every day. We highly encourage daily bath times to at least rinse these chemicals off of children's skin each day. We expect that children are arriving to camp with their first round of sunscreen already applied. We will apply sunscreen every 2 hours unless we are inside for our activity. The only time a child may be exempt from this policy is if they are wearing full length sleeves, long pants, a sun hat AND sunglasses. Parents must supply sunscreen in a child's backpack each day.

In all camps this year, children will be supervised putting on their own sunscreen and staff will only step in to help if it seems children cannot appropriately apply it or if they are asked.

Children should have the first round of sunscreen applied before they arrive each day. Sunscreen will be reapplied every 2 hours when children are spending time in the sun. Parents will be notified to come pick up any child who is unwilling to follow sunscreen practices.

### Socks

There are many activities where socks might be necessary – Bowling, Jump-In, etc. If the weather takes a turn we might end up at one of these places and it is always good to have a pair of socks with you! Additionally, mud, holes, and other circumstances sometimes make a new pair of socks the solution to the day – and they don't take up much space!

## CHECK BEFORE YOU PACK:

**What is the weather like today?** Are extra layers or special gear necessary?

**What is on the calendar/schedule of activities for the campers today?** Do you need a swimsuit and goggles or maybe sneakers instead of flip flops?

**No Masks are required at this time, but we will notify you immediately if that changes!**

# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds

## Important Links 2022

General Camp Information: Error! Hyperlink reference not valid.

Check your bill: [www.MyProcare.com](http://www.MyProcare.com)



## Important Contact Information 2022

Administration		
Dennis Griffith AJ & Jordie Griffith	970-566-0058 970-402-8138	DJofC51@gmail.com Admin@youngpeoplesLC.com
Plum Street School – Administration Office		
209 E. Plum Street	970-482-1212	<a href="mailto:info@youngpeopleslc.com">info@youngpeopleslc.com</a>
Billing concerns or questions		
Liz Hahn	970-482-1212	Liz@youngpeoplesLC.com

Camp Contacts		
<i>Call or text camps for immediate needs, location of kids or other questions during camp hours</i>		
All camps start and end their day at Ridgeview Classical School – 1800 S. Lemay Avenue		
KinderCamp		
Shawna & Rebecca	970-402-4765	<a href="mailto:megan@youngpeoplesLC.com">megan@youngpeoplesLC.com</a>
FunCamp		
Megan & Jason	970-310-5535	<a href="mailto:Megan@youngpeoplesLC.com">Megan@youngpeoplesLC.com</a>

# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds

## Drop Off and Pick Up

**Camp drop off and pick up for May 26 through June 3 will be at our Flipside location (Vineyard Church, 1137 Riverside Avenue). As of June 6<sup>th</sup> and for the remainder of the summer, drop off and pick up will be at Ridgeview Classical School (1800 S. Lemay Avenue).**

Camps leave promptly for their activities at 9 am each day. If you arrive after 9 am, you will be turned away for the day, but you will still be charged. KinderCamp returns at 3:30 pm each day and FunCamp returns at 4:30 each day, unless otherwise posted on the calendar.

If you are sending someone to pick up your child who is on your authorized pick up list, they must present a photo ID. If you are sending someone to pick up your child who is not on your authorized pick up list, you must contact a camp director or your child's camp counselors with that information and the person must present a photo ID. If someone arrives to pick up a child other than a parent or a "regular" authorized pick-up person and YPLC has not been notified of a change, YPLC will contact the parent before allowing the child to leave with that individual, even if that person is on the authorized pick up list.

Any parent who has not arrived for pick up by 5:30 will be charged a late fee of \$1 per minute per child, which must be paid in cash to the staff who has to stay late with your child(ren). Staff will begin attempting to contact parents as at 5:30pm if children have not yet been picked up. If parents cannot be reached, we will attempt to contact your "emergency contacts." If a staff member is unable to locate a parent or emergency contact by one hour after closing, we will contact the Department of Human Services.

Any child experiencing illness symptoms will not be allowed to attend camp, and we will follow state "return to learn" guidelines for return to camp programs.

### Excessive Heat and other Weather-Related Issues

We spend a majority of our day outside. This is usually a GREAT thing in Colorado and we rarely have to make changes. However, if we do experience inclement weather and our planned activity is outside, we will attempt to switch it for an inside activity scheduled for that same week. We will notify parents via email and the preschool center of any schedule changes. If the weather is excessively hot or air quality is poor and our activity is planned for outside, we will follow the same procedures.

If an indoor field trip location is not available, all campers will return to Ridgeview.

### Parent Chaperones

If you would like to be a chaperone on a field trip with your child please talk to your child's counselors. We love when parents can get involved, we just need to know ahead of time so we can prepare you with the necessary guidance to be a chaperone.

### Registration & Financial Policies

All registration for camp programs must be done online. All online forms must be signed before your child's first day of camp and Young Peoples must receive a copy of your child's immunization records. If you need help with the online registration, please call or email Megan ([megan@youngpeoplesLC.com](mailto:megan@youngpeoplesLC.com), 970-310-5535)

KinderCamp costs \$57 per day or \$260 per week per camper if you sign up for the entire week.  
FunCamp costs \$62 per day (\$72 on Wednesdays for big field trips), or \$285 per week per camper if you sign

Updated 4/2022

# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds

up for the entire week.

Registration for camp will close on Friday May 20 at 5pm. After that time, you will be financially accountable for all days you have registered for. Until that point, you may make changes to your child's registration either online, or by email to [Megan@youngpeoplesLC.com](mailto:Megan@youngpeoplesLC.com).

Once you have registered for a day, you are obligated to pay for that day. You may remove your child from the program at any time but will be financially responsible for a 2 weeks' notice. You may add days at any time by notifying Megan, however we cannot guarantee space available after May 20<sup>th</sup>. If we have the space available, your child will be added to that day and you will be charged.

We will be requiring a payment method on file for all families, even if you intend to pay by check, cash or money order. If you are a private pay family and you choose to pay by credit card, you will be charged an additional 3% credit card fee. You may pay by cash, check or autopay from a bank account for no additional charge. If you set up automatic payments your payments will be pulled every Friday. If you choose to pay by cash, check or money order, you must bring your weekly/monthly payment to 209 E. Plum Street (as there is no where to safely keep money at Ridgeview). To set up autopay, please notify Liz at [Liz@youngpeoplesLC.com](mailto:Liz@youngpeoplesLC.com)

If you are utilizing CCAP, we must have a copy of your CCAP authorization by May 20<sup>th</sup> in order for your child to be able to attend camp. If you lose your CCAP authorization at any point over the summer, you will be responsible for the out-of-pocket daily rate for any days you were registered. You are also responsible for completing all checks out and confirmations DAILY. Camp counselors will check your children in on the CCAP computer in the morning (in an effort to speed up the drop off process), and you MUST check them out on the camp tablet or computer at pick up and complete any outstanding confirmations. If confirmations are not completed within 9 calendar days, you will be charged the daily rate depending on your child's camp and will be responsible for payment.

## Transportation and Vehicles

Most transportation for camp programs happens in our camp buses. These buses have extensive Department of Transportation Inspections every summer prior to camp. All drivers hold a current Commercial Driver's License. If busses or drivers are unavailable, our 15 passenger vans will be used. Any driver who does not hold their CDL has taken a specific four-hour driver training. All children will be required to comply with safety standards of the state and county, including restraint systems, volume of speaking and remaining in seats while the vehicles are moving. Children who are incapable of following these rules may be required to return to the preschool center for the day or for the day following and if the offense is repeated, will be asked to leave camp.

By registering your child, you understand that Young Peoples Learning Center will be transporting them via our vehicles to all activities. In case of a vehicle emergency, vehicles will pull over as soon as it is safe and will contact emergency personal to escort the vehicle or children if necessary. The center will be contacted if any such emergencies occur and parents will be notified via email as soon as possible.

## Schedules

We stick with our planned activities as advertised almost all of the time. Occasionally, locations we work with need to make changes from our original schedule with them and we will notify registered parents about these changes ASAP.

Updated 4/2022

# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds

In summer, families are provided with a weekly schedule which will show you where your children will be on field trips. These will be posted weekly on our website at [www.childhooddoneright.com](http://www.childhooddoneright.com)

If we need to vary activities from this schedule, camps will notify the administration of the preschool (970-482-1212) and parents are welcome to check in at any point to be sure the camps are on schedule. Parents will be notified of all schedule changes via email or text.

## Discipline

If major behavior issues arise which pose a safety threat, parents will be contacted and expected to pick up their child from the activity location. All campers are expected to follow all staff directions at all times. Failure to comply may result in removal from the program. With our high activity levels and time spent in the community, it is imperative for safety reasons that children are able to follow directions from adults without issue.

Our philosophy behind disciplining a child is to teach self-regulation and positive self-image. We want children to choose correct behavior because it makes them feel good and enables them to continue to participate in camp activities. If a child is complying with rules because it will please their parent, counselor or teacher, the child may misbehave when these external controls are removed (if you leave the room or turn your back). Our goal is to instill in your child a good internal feeling toward positive behavior. We do this by teaching children the critical thinking skills needed to make their own decisions which benefit themselves and others.

Some steps in stopping negative behavior and accomplishing our goals of self-control are: utilizing models of good behavior and self-regulation, building relationships and creating connections with children, suggesting an alternative behavior, discussion based problem solving, removing the child from the situation, giving the child some time to compose themselves and get back into a space they are able to make decisions, meditation, mindfulness, and deep breathing.

When a child has a problem controlling his or her behavior, we try to gain parent support in helping us deal with the issues. We expect that children will come to our program needing to learn skills and expect that we will help them learn these skills. Behavior plans, charts or contracts may be utilized for extended behavior issues. We expect parents and children to be involved in the creation and utilization of these plans.

*If a child is unsafe at camp, parents will be contacted and asked to pick up the child within the hour.*

Children may be asked to leave the program if their behaviors are violent or destructive. We will work with children and families as much as possible to help build skills but want all children in our program to be safe.

## Parent Communication

Communication between parents and camp counselors is very important. You may reach KinderCamp counselors directly at 970-402-4765, and FunCamp counselors directly at 970-310-5535. At any point you may contact the administration at Young Peoples by calling (970) 482-1212 or sending an email to [Admin@youngpeopleslc.com](mailto:Admin@youngpeopleslc.com). Each camp will have a cell phone which may be used between the hours of 7:30 am and 5:30 pm. Parents and campers are not permitted to communicate with counselors on their personal phones about camp information. If you have an emergency during off hours, you may contact Dennis or AJ at (970) 566-0058 or (970) 402-8138. Information, reminders and weekly emails with specific schedules will be emailed to the account who registered the child on the sign-up website. Parents should always be prepared to

Updated 4/2022

# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds

check in at drop off and pick up as they sign their child in/out for additional information for the day.

Parent will also be notified as soon as possible if any child receives a head injury or if a child is going to be at any location not listed on the calendar (weather or behavior related needs), or if we have a positive confirmed case of Covid 19 among children or staff of YPLC.

## **Meals and Snack**

Parents provide all meals and snacks for campers. Campers are expected to arrive with a water bottle, an insulated lunch box, two snacks and lunch every day. Please be sure that meals are enough food for kids each day – we are moving and playing constantly and need lots of good fruits, veggies, and protein! The lunch box must be insulated and, if perishables are carried as part of lunch, it must contain an ice pack.

## **Camp Shirts**

All Fun campers will be given a camp shirt during the first week of camp. FunCampers need to wear these shirts on Monday's and Wednesdays for swimming and big field trips and are responsible for remembering to do so! We will remind parents of this on the weekly emails and calendars. KinderCampers will be given shirts to be worn on Tuesdays for big field trips AND Wednesdays for swimming days. Their shirts will be kept at camp all summer, and YPLC will be responsible for washing them each week. The children will be sent home with their shirts on their last day of camp.

## **Swim Lessons**

Will not be offered this year.

## **Personal Belongings and Money**

Beyond lunch, snacks, water bottles, sun safety gear, swim suits and towels- children are encouraged to leave personal belongings at home. YPLC counselors may restrict children from using personal belongings and may confiscate them if they are causing issues. Counselors are not responsible for any lost or stolen belongings. Please talk with a camp counselor if your child has brought an item from home so we can discuss concerns we see ahead of time.

Children will not need money for any camp activities and we encourage them not to bring along money. If children do bring money, counselors may limit how they may spend it and are not responsible for lost or stolen money.

## **Electronics**

Children are not permitted to use electronics (cell phones, MP3 Players, tablets, electronic games, etc.) except with explicit permission from a program staff. These permissions will not be granted on a regular basis and will not only be under special circumstances. Often, exceptions are made for bus or van rides that are an hour or longer. FunCampers will be allowed to bring electronics for long bus rides on Wednesdays ONLY. No phones or tablets with internet access are allowed, only small game consoles and tablets. YPLC is not responsible for any lost or stolen electronics (we will lock them on the bus while we are on a field trip), children bring them at their own risk.

## **Weapons**

Weapons and weapon play are not permitted at camp. This includes guns, knives, swords, bows and arrows, etc. There are no exceptions to this policy. All weapon toys must remain at home. Any child or family member who

Updated 4/2022



# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds

brings a weapon may be asked to leave and not be allowed to return to the program.

## **Illness, Injury, and Medication**

Strict rules are mandated for administering any medication or treatment within childcare programs. It is recommended that every possible means be taken to give children medication at home or for a parent to administer a child's medication. If it becomes apparent and necessary for a child to take any form of medication while at camp, parents must follow these steps:

1. Staff are required to control the medication and administer the dosage (this includes "self-carry" inhalers unless a special exception is made)
2. Medication must be brought in its original pharmacy labeled container or original over-the-counter container.
3. Written permission by the parents and a physician giving the childcare program authorization to administer the medication must be provided.
4. Treatments which are "natural" or "homeopathic" will not be approved.
5. For allergies, asthma and other breathing related concerns, a Health Care Plan will also be required from the physician.

If these legal requirements aren't met, medication cannot be legally administered. Medication must be delivered directly to the program staff and will be stored in a locked medication box at the appropriate temperature. Medication can only be given by a childcare facility nursing consultant or by YPLC personnel who is trained and to whom the childcare facility nursing consultant has delegated the task of giving medication.

It is Young Peoples policy that if your child has a seizure, we will call 911 immediately. We also require that your child has a Seizure Health Plan on file at the center. Other medical issues that require a medical health plan are asthma, eczema, and severe allergies. We reserve the right to request a medical health plan for any other medical reasons as needed.

We have a nurse consultant who visits Young Peoples and our camps on a monthly basis. She is also on-call for us if we have questions regarding medical issues. We have created medical policies based on state and county regulations along with advice given to us. Parents may have access to the contact information for the nurse upon request.

If a child becomes sick while at camp, parents will be notified immediately and children will be transported back to the preschool center as soon as possible to await pick up. Parents will be notified immediately to pick up a child who has a fever, is vomiting or is having excessive diarrhea. Children must be fever free and have not vomited for 24 hours before they may return to camp. Parents will be notified via email if any child in a camp experiences head lice. We have found providing information to be the best means of prevention for the spreading of such events. Please feel free to request more information about policies related to any specific illnesses.

We will be following all state guidelines for COVID symptoms and returning to camp following an exposure, a quarantine, a positive test, a negative test, and symptoms.

## **Emergencies**

Children and teachers will practice evacuation procedures regularly (about once per month) so everyone is comfortable with the process. Camps will notify the preschool center if they experience any emergency that

Updated 4/2022

# YPLC 2022 Summer Camp Parent Handbook

KinderCamp for 5- & 6-year-olds

FunCamp for 7-10-year-olds

requires them to deviate from their schedule and parents will be notified via email. Whenever possible, the emergency locations will be the preschool building at 209 E. Plum Street for the emergency/disaster/weather location. If an emergency occurs which requires us to evacuate that location we will evacuate to the nearest library. If we ever leave a location or activity for an emergency, the center will be notified immediately and parents will be notified by email.

Emergencies that would cause us to evacuate or leave our scheduled activity include fire, flood and a threatening individual. In the event of a tornado, an earthquake, or severe weather we would “shelter in place” and you will be able to locate us at our scheduled activity. Any parent who would like to view our emergency procedure handbook may request an electronic version.

## **Lost Child Policy**

Staff perform head counts of children throughout the day, approximately every 15 minutes or any time they leave or enter a space. If a child is missing from camp, the program director as well as the administrative office will be notified. Staff will move all campers into one space and additional staff will be brought from the administrative office to begin to search for the child until the child is found or the police are notified. Parents will be contacted immediately. If the class is on a field trip, staff will notify the on-site manager immediately and utilize the facility’s PA system and security personnel. Young People’s Learning Center staff are highly trained on field trip procedures and lost children have never been a problem at our center or in our programs.

## **Child Abuse Reporting**

All our teachers and staff are trained and instructed on abuse and assault. It is state policy that any staff member of a childcare facility must report suspicions of child abuse or assault immediately. Anyone may report any suspicions of child abuse by calling 1-844-CO-4-KIDS.

## **Voicing a Grievance**

To report a grievance or file an official complaint pertaining to the license of a childcare facility, please contact.

Colorado Office of Early Childhood  
The Colorado Department of Human Services  
1573 Sherman Street  
Denver, CO 80203-1714  
Phone: (303) 866-5958