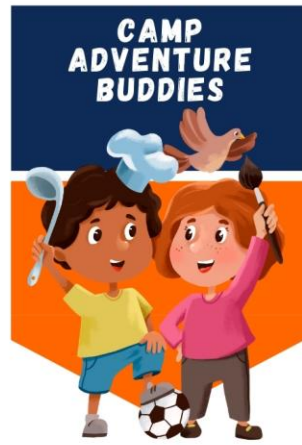




broomfield
united methodist church



**AT BROOMFIELD UNITED
METHODIST CHURCH**

Parent Handbook

Welcome to Broomfield United Methodist Church Summer Camps!

We are delighted your family has chosen to participate in Broomfield UMC summer camps. Our team looks forward to working with you and engaging with your child to make this an unforgettable summer.

Who We Are

Broomfield UMC Summer Camps is a ministry of Broomfield United Methodist Church. Our ministry exists to allow kids to experience and learn about the amazing love of Jesus in a fun and safe environment. We offer fun, interactive, hands-on Bible lessons that are age appropriate, relevant and easy to apply to today. We believe parents are the number one influence in kids' lives and we love partnering with them to nurture their child's faith journey!

What You Can Expect

Each aspect of Broomfield UMC Summer Camps has been intentionally crafted to foster relationships between kids, leaders, and Christ. We will place your child in a mixed-age small group with a trained leader who is wild about kids and, most importantly, wild about Jesus. Counselors make kids their top priority – each child will have his or her name spoken with kindness and love. Each day, kids participate in an energetic, upbeat opening time of music and interactive drama before heading into small-group devotions with a caring counselor. Next, they will rotate through exciting hands-on stations; games, crafts, science, and skills, that give them the chance to play, discover, and build friendships. While the activities vary from week to week, you can be sure that every program includes

- Age-appropriate activities for all kids
- Personal attention for each child
- Intentional program planning that supports and encourages growth in all areas
- A safe environment

What You Should Know

The Broomfield UMC Summer Camps Parent Handbook provides important information, so please read thoroughly and carefully. It is intended to serve as a reference for most questions you may have concerning Broomfield UMC Summer Camps policies and procedures, along with general information. Broomfield UMC Summer Camps provides age-appropriate programs in a quality setting.

To help us achieve this goal, we need your continued interest and participation, and we welcome your comments and suggestions.

Each parent and/or guardian is responsible for reading this parent handbook and any supplements we may give you from time to time. Broomfield UMC Summer Camps will attempt to notify you in writing of significant changes in the services, policies, or procedures listed in the handbook.

GENERAL INFORMATION

Office Number 303.466.1719

Mailing Address:

Broomfield UMC/Summer Camps

545 W. 10th Ave.
Broomfield, CO 80020

Email: sara.godwin@broomfieldumc.org

Website: www.broomfieldumc.org/summer-camps

Days: Monday through Friday

Dates: Broomfield UMC Summer Camps will operate for 4 weeks during the months of June and July. There will be no camps during the week of 4th of July.

For ages: 6-11 years

Last edited on February 9, 2023

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Purpose and Philosophy

Broomfield UMC Summer Camps was created by Broomfield United Methodist Church through the efforts of a team of people who create experiences to help kids grow in their relationship with Jesus and each other. We provide safe, affordable, and convenient day camps for kids to explore and expand their Christian faith, make new friends, and have a lot of fun while they are doing it!

Our Mission

The mission of Broomfield UMC is to be a Christ-centered, loving congregation that encourages and equips people to follow Jesus Christ as his disciples through the essentials of Holy Scripture, regular worship, the fellowship of small groups, outreach to the world and the shared ministry of laity and pastors.

We Want You Here

Broomfield UMC is a church where everybody is wanted and belongs. We have a diverse congregation and we are grateful for that. We seek to bring everybody closer to God and discover all that God has planned for them individually. All our ministries are devoted to serving and loving you in the spirit of Christ. We believe you can find lasting friendships and a community that will genuinely love you. There are many ways for you to serve, get involved and make a difference in the lives of many.

Staff

All staff are trained in Broomfield UMC Summer Camps requirements and Colorado Department of Health and Human Services licensing requirements.

Safety is of the utmost importance. Staff members are always required to actively supervise all children and place the needs of the children ahead of their own personal needs. Rest assured your children will be well cared for. We conduct thorough daycare background checks as outlined by the State of Colorado. Each candidate is checked the Colorado Bureau of Investigation, Colorado Department of Health and Human Services, and the FBI. All staff members are trained in first aid and CPR. In addition to thoroughly screening all staff members, Broomfield UMC Summer Camps puts equal effort into hiring people who will make a positive difference in the lives of children. We build an all-star team of people who love God and want to make a difference. Staff members are at least 18 years old and are hired based on their ability to work with children and meet all qualifications set by the Colorado Department of Health and Human Services along with possessing the personality, enthusiasm, creativity, kindness, and commitment needed to be with children.

Enrollment

We are open to all children who may benefit from our program regardless of race, religion, sex, nationality, or disability. Broomfield UMC Summer Camps follows the Americans with Disabilities Act. Broomfield UMC Summer Camps will work with parents and children who have special needs on a case-by-case basis. If you have questions or concerns about your child's participation, contact the Broomfield UMC Summer Camps office for a discussion prior to registering your child. Broomfield UMC Summer Camps will make a final decision that will be in the best interest of all involved.

Licensing

Broomfield UMC Summer Camps is licensed by the State of Colorado Department of Health and Human Services as a building-based school-age childcare center. Our camp follows the standards set by the State of Colorado pertaining to program, facilities, health and safety, and qualifications.

Staff/Child Ratio

Broomfield UMC Summer Camps will meet, and typically exceed, the ration of adults to children (1:15) as required by the State of Colorado.

Ages of Children

Broomfield UMC Summer Camps accepts children from ages 6 -11. Ages is established based on the child's age on the first day of camp.

Attending Multiple Weeks

Broomfield UMC Summer Camps are ideal for kids to attend again and again. Themes and activities change each week, so kids who attend multiple camps have a new and exciting experience each time.

Small Groups

Kids are place into small mixed-age groups which are led by Counselors. This unique and effective structure encourages kids to help each other more and compete less. The small group format also helps ensure the safety of your child.

Your child's small group may or may not include other children that your child knows at camp. However, kids interact as a large group several times a day, and small groups travel together so your child can connect with friends from other small groups during activity rotations.; One of the goals of Broomfield UMC Summer Camps is to help children develop new faith based relationships.

Hours of Operation

Broomfield UMC Summer Camps' summer programming runs from 9 a.m. to 3 p.m. Monday through Friday during designated camp weeks.

Children must not be dropped off before 8:45 a.m. as there will be no adult supervision available before that time. Children not picked up by 3:15 p.m. will be charged \$10 for the first late pick-up and \$20 for subsequent late pick-ups.

Policies and Procedures

Enrollment Policy

Children ages 6 – 11 on the first day of camp may enroll in Broomfield UMC Summer Camps. Parents and/or guardians must create an online account to complete registration and manage medical forms. Within your online account you will be required to complete a medical history for each child enrolling. The medical history must be completed no later than seven (7) days prior to the start of camp. The child will be denied admission to the camp until the medical history is complete. A camp physical form will also be required. This form will not be accepted unless it is completed and signed by a qualified medical professional.

Additionally, an up-to-date immunization record, including the month and year each immunization was administered is required. This must be recorded on the Certificate of Immunization form supplied by the Colorado Department of Public Health and Environment. This form is available for download in your online account, and the completed form must be uploaded to your account at least seven (7) days prior to the start of camp.

Attending partial Days or Weeks (Prorating)

Fees will not be prorated for missed or partial days.

Drop-Off/Sign-In Procedure

Parents/guardians/authorized persons are asked to park and walk children to the sign-in area each day. A parent/guardian/authorized person's signature will be required; children cannot sign themselves in or out. Children should not arrive prior to 8:45 a.m. as there is no supervision.

A visual "lunch check" will be completed during sign-in. Each child should have a full water-bottle and lunch each day. If a child does not have a lunch, the parent/guardian/authorized person will be asked to take steps to acquire a lunch for the child prior to 10 a.m. Lunches should be taken directly to the site director.

Pickup/Sign-Out Procedure

Parents/guardians/authorized persons are asked to park and walk to the checkout area each day to pick up children. A parent/guardian/authorized person's signature will be required at checkout, and identification will be required. Children cannot sign themselves out.

Children will be released only to the individuals you have authorized within your online account. If an unauthorized person attempts to take a child without permission, the parents and the police will be called. Authorized persons must be at least 16 years of age.

911 will be called if anyone picking up a child appears to be under the influence of drugs or alcohol or is otherwise incapable of providing responsible care to the child.

If you would like to authorize another person to sign out your child, the individual must be added to the Child Pickup Authorization section of your online account. When entering the name, be sure to use the name that appears on his/her driver's license, as identification will be requested at sign-out time.

An extended care fee will be incurred for any child who is picked up later than 3:15 p.m. This fee will automatically be charged to your credit card at the end of the week.

Late Drop-Off

If you need to bring your child after 9 a.m., call the site director prior to the beginning of camp. Upon arrival, if the sign-in time has ended, go directly to site director. After getting the child signed in and correcting the attendance list, the site director will escort your child to his or her activity and make sure the counselors are aware of your child's arrival. If your child's group is on a walking field trip at time of late drop-off, the parent will be asked to take the child directly to site of the field trip and sign the child in with the leader there.

Late Pickup

Children are supervised Broomfield UMC Summer Camps staff until 3:15 p.m. Late pickup is stressful for both staff and children, so please arrive promptly. Any child who is not picked up by 3:15 p.m. will incur an additional fee (per child) of \$10. A second late pickup will incur a fee of \$20 and prompt a discussion about removing your child from camp. If your child is not picked up by 3:30 p.m. and attempts to reach parents/guardians/emergency contacts fail, local law enforcement will be contacted. Avoid causing worry for the staff and your child by keeping the staff informed of any delays in your schedule.

Arrival and Departure

It is your responsibility to sign your child in and out each day on the enrollment sheet in your child's room. Signing your child in and out is required by Colorado state law and is crucial to our head counts in the event of an emergency.

Broomfield UMC Summer camps will not assume responsibility for a child who has not been signed in when arriving for the day. Once a child has been picked up by an authorized person, that child is no longer the camp's responsibility.

Early Departure

If your child must leave early, go directly to the site director. After you sign out your child, you will be taken to your child's activity area to pick him or her up. Never remove your child from camp without letting the site director know. Attendance will be taken throughout the day, and we need to have your child accounted for. If you know ahead of time that your child will be leaving early, call the site director beforehand. This will allow us to have your child ready to go when you arrive. Remember, we will release children only to those individuals you have authorized for pick up.

Closing Procedures

Before closing the building at the end of the day, staff will inspect all rooms used by the day camp to make sure no child is left behind. Sign-in and sign-out sheets will also be reviewed to ensure that everyone who was dropped off was picked up by an authorized person. If any concerns surface, staff will first call the parent/guardian and then additional contacts, as necessary.

Release of Children

Only those persons listed as authorized to pick up your child will be allowed to sign out your child from our camp. In the case of an emergency, you may telephone the Broomfield UMC Summer Camps office and give a verbal authorization. You must give the person's name and a description of the person. Notify the person that he/she will be required to show proper ID before the child can be released. We will notify the police if we have problems with an unauthorized person wishing to pick up a child.

If you should arrive at the camp to pick up your child and it appears that you are physically, mentally, or emotionally impaired, Broomfield UMC Summer camps reserves the right to call another authorized person and/or the police to ensure the safety of your child.

Additionally, we will not tolerate inappropriate behavior toward our staff, other parents, or other children. You may be asked to leave the camp, and/or your child may be disenrolled based on your actions. All counselors are responsible for ensuring that all the children under their care have signed out before leaving for the day. The site director or a station leader will recheck all classrooms, and other spaces before leaving.

Visitors

Visitors to Broomfield UMC Summer Camps must go directly to the site director. After stating the purpose of the visit, they must provide official identification and sign in with their name and address. Visitors will receive a temporary visitor's badge that must always be worn while on campus.

Financial Aid

Currently there is no financial aid available through Broomfield UMC Summer Camps. We are exploring possibilities for the future.

Sick Days and Family Emergencies

Please notify the camp by 8 a.m. if your child will be absent from camp. Special adjustments may be made for extended hospitalization on a case-by-case basis.

Cancellations from Camp

If you need to cancel a camp day for your child, we ask for a written notice via email 24 hours in advance. However, there are NO refunds on a prorated scale for the day(s) missed. We reserve the right to ask that a child leave Broomfield UMC Summer Camps if that child has not adapted to our program.

Withdrawal of Camp Services

If, at any time, Broomfield UMC Summer Camps must suspend day camp services, parents will be notified immediately via email or telephone. Notification will occur in the manner that best suits the situation and will depend upon the time frame for the closure.

Video Viewing

Christian music videos with motions will be regularly shown as part of Broomfield UMC Summer Camp's programming. Occasionally some additional video clips may be shown during the day to enhance a learning experience. Any such video will be G-rated in content.

Transportation and Field Trips

All Broomfield UMC Summer Camps activities will take place day camp facility; some walking field trips within reasonable walking distance of the church may occur. Parents will be notified of the location and nature of such a field trip prior. A permission form for each child will be required for each child to attend these field trips. Staff will carry with them emergency contact information for each child and will carry any medications that need to be administered during the field trip. Each staff member must carry a cell phone so that they may remain in contact with the site director. Each staff member will also carry a copy of Broomfield UMC Summer Camp's emergency disaster plan. An accurate itinerary and list of children attending field trip will be kept with site director.

Staff to child ratios will always be maintained. Children may be transported by a church van or bus to some field trips.

Discipline

Broomfield UMC Summer camps believes that when children are interested and engaged, disciplinary issues are vastly reduced. Staff members focus on supporting kids, teaching and encouraging direct, positive, and affirming communications, setting an expectation of mutual respect. Discipline is approached from a constructive, problem-solving, and educational mindset. Techniques include redirection, requiring a child to temporarily sit out of activities, and talking directly to a child eye-to-eye. Children are never subjected to physical or emotional harm or humiliation. Corporal or harsh punishment, verbal abuse, and derogatory remarks about a child are not permitted.

Disruptive Behavior/Removal of a Child from Camp

The goal and desire of Broomfield UMC Summer Camps is to make each child's camp experience meaningful, memorable, and successful. Occasionally, it becomes necessary to inform parents of disruptive behavior that is above and beyond what is typical. Depending on the nature of the event, and at the sole discretion of Broomfield UMC Summer Camps, a child may be (1) dismissed from camp or (2) go into corrective action.

1. Dismissal: Broomfield UMC Summer Camps reserves the right to dismiss a child at any time if, in the sole judgement of Broomfield UMC Summer Camps, the child presents a safety concern, is disruptive, or otherwise exhibits conduct that is detrimental to the activities of the program. Behavior or actions that may cause for dismissal may include, but are not limited to, verbal or physical abuse, repeatedly disrespecting or ignoring staff, and not socializing well enough to function successfully at camp. If this occurs, parents/guardians will meet with Broomfield UMC Summer Camps staff and be asked to find alternative care.
2. Corrective Action: At the sole judgement of Broomfield UMC Summer Camps, a child may go into corrective action. In such an event, a written or verbal behavior report will be provided to the parent/guardian by a staff member along with a meaningful discussion. Depending on the nature of the event, a second infraction may result in dismissal from camp.
3. In addition, Broomfield UMC Summer Camps reserves the right to dismiss a child from camp at any time if, in the sole judgement of Broomfield UMC Summer Camps, a parent or guardian fails to abide by the standards of conduct, policies, rules, and regulations currently in effect for Broomfield UMC Summer Camps. This included, but is not limited to, all the contents of this handbook. Broomfield UMC Summer Camps will not refund fees in the event of enforced dismissal.

Registration

A \$100 registration fee is due at the time of registration: once per camp, per child. This fee is a nonrefundable deposit and is required for each child, for each camp week.

Seven (7) days prior to the start of camp, any remaining balance for the upcoming week will be charged automatically. If you decide to switch camps, your credit card will be charged a \$15 administrative fee per child each time a switch is made.

Please note: State requirements mandate that all parents/guardians submit a Certificate of Immunization Form and Medical Release/Camp Physical form seven (7) days before the first day of camp. Any child without these forms will not be allowed to attend camp.

Changes, Cancellations, Refunds

Switching Camps

A \$15 per child, per camp administrative fee will be assessed for switching camps. No switching will be allowed fewer than seven (7) days prior to the start of your child's camp.

Cancellation

Deposits are nonrefundable. Any cancellation made by the family will result in the loss of these fees. Broomfield UMC Summer Camps reserves the right to cancel a camp due to insufficient enrollment (fewer than 10 children). Should that happen, all fees (including deposits) will be refunded. Should Broomfield UMC Summer Camps be closed or cancelled due to pandemic outbreaks, mandates by the County Health Department, or because of unsafe situations within the building or on the church campus, all fees (including deposits) will be refunded.

Any balance remaining on your child's camp fee will automatically be charged to your credit card seven (7) days prior to your child's first day of camp.

Cancellations made fewer than seven (7) days prior to the 9 a.m. start time of your child's first day of camp will result in the loss of the entire camp fee. Cancellations made due to medical reasons before camp begins must include a letter from the child's physician. This will result in a refund of camp fees but not the deposit.

Payment Policy

We accept only credit cards as a method for payment. A credit card must be on file for your child to be registered for camp. All transactions will appear on your credit card statement as "Broomfield UMC Summer Camps".

Camp Fees

A nonrefundable registration deposit fee of \$100 per child, per season, is due at time of registration.

One week of Broomfield UMC Summer camps: \$225 per child.

Seven (7) days prior to the start of camp, any remaining balance for the upcoming week will be charged automatically. If you decide to switch camps, your credit card will be charged a \$15 administrative fee per child each time a switch is made.

There is a late pickup fee for any child not picked up by 3:15 p.m. This fee is \$10 for the first late pickup and \$20 for the second late pickup.

Cancellations made fewer than seven (7) days before the 9 a.m. start time of your child's first day of camp will result in the loss of the entire camp fee.

What to Bring/Camp Preparation

Children's Belongings

Learning to care for one's belongings is an important skill for children. Help by labeling your child's belongings with his/her first and last name for easy identification. Your child's lunch box and water bottle should be labeled. Please label the top and bottom of each individual container used for food storage (such as Tupperware). We try our best to keep track of child's personal belongings, but we cannot be responsible for misplaced items. Money and other valuable are not recommended for camp.

There will be a "Lost and Found" box set up near the site director's office. Please remember to check there for any lost items. At the end of camp, any items that are left will be donated to a local charity.

Daily Items

- Provide your child with a backpack or similar item that can easily be carried by your child to hold personal belongings. Please label your child's backpack
- Two nutritious snacks should be sent daily. It is recommended that each snack have 2 of the 4 food groups represented (cheese and crackers, or fruit and meat stick)
- A nutritious lunch. It is recommended that your child's lunch have at least one item from each of the 4 food groups (dairy, fruit and vegetable, protein, grain) A frozen juice or freezer pack should be included to keep your child's lunch cold. If your child's diet requires that a lunch or snack be refrigerated, we will have some cooler space available. Ordering food from off-site is not allowed
- Comfortable clothing and shoes that are appropriate for outdoor play. Be aware that some activities may cause clothing to get dirty and/or wet

- Please apply sunscreen to your child every day. After 4 hours in camp, sunscreen will be re-applied. Please see the policy regarding sunscreen for more information
- Full water bottle. Please label the water bottle with your child's first and last name
- Visor or brimmed hat labeled with child's first and last name
- A book, drawing paper, card game, or quiet activity for the scheduled down time
- Please provide your child with a hearty, nutritious breakfast before camp. Kids will be burning a lot of energy

What NOT to Bring

Children cannot bring items that pose a risk or will in any way disrupt the camp day. Campers should not bring items of great value to camp that they cannot afford to lose, as Broomfield UMC Summer Camps is not responsible for lost or stolen items. The following is a list of some, but not all, items campers should NOT bring:

Expensive clothes, guns, knives, any type of weapon or propellant toy, firecrackers, matches, lighters, slingshots, water pistols, cellphones, iPods, iPads, electronic games, alcohol, drugs, skateboards, roller blades, money, pets, or personal sport equipment.

If you have questions about an item, please contact us.

All equipment for daily activities is provided by Broomfield UMC Summer Camps.

Telephone

If necessary, campers may ask to use the site director's cell phone or landline to contact parents; however, phone use for social reasons will not be permitted.

If a parent/guardian must reach a child, call the phone number for the site director (phone number will be provided on the first day of camp).

Health Issues

Our goal at Broomfield UMC Summer Camps is to maintain a healthy environment. Please follow these rules and keep your child home if:

- He/she has a fever or has had a fever within the previous 24 hours. A fever is defined as a temperature greater than 100.4 degrees Fahrenheit

- A member of the camper's household has had a fever within the past 24 hours
- He/she has been taking antibiotics for less than 24 hours
- He/she has a cold, accompanied by sneezing and coughing
- He/she has a noticeable sore throat. If a strep culture is administered, he/she may not return to camp until the test results are negative
- He/she is unusually fussy, cranky, and not himself/herself
- He/she has symptoms of a communicable disease, such as strep throat or chicken pox, abdominal pain, upper respiratory symptoms, pinkeye/conjunctivitis, diarrhea, vomiting, rash, ringworm, or lice. If a child has been diagnosed with impetigo, a physician must sign a release before the child may return to camp
- Please see Appendix A for a complete list of excludable illnesses

Broomfield UMC Summer Camps reserves the right to require a note from your child's doctor stating that your child can return to camp, regardless of how long our child has been absent.

Anytime your child has seen a licensed medical professional for an illness or accident, Broomfield UMC Summer Camps requires that you obtain a note stating your child's illness/accident and the date he or she is cleared to return to camp.

Broomfield UMC Summer Camps reserves the right to cancel camp at any time to comply with county Health Department ordinances pertaining to infectious diseases.

Illness During Camp

Your child may be sent home if any of the above-listed symptoms appear while at camp. In such cases, your child may be isolated from other children in a supervised area. You will be contacted and expected to arrange for your child to be picked up within one hour. If we are unable to reach you, we will call the emergency contact person listed on your child's registration form.

The State of Colorado requires that you notify the camp if your child has been exposed to a communicable illness, such as mumps, chicken pox, or strep throat. We reserve the right to exclude the child from the camp upon the recommendation of the child's physician, local health department, or our nurse consultant. We are required to report if a child has been diagnosed with communicable illness. This report will be made to the Colorado Department of Public Health and Environment, all staff members, and all parents.

Injury

In case of injury, we will comfort your child and make immediate attempts to contact you. Staff will administer first aid, CPR, and/or standard precautionary procedures if a situation calls for it. We will call 911 when necessary. As stated in the Broomfield UMC

Summer Camps' Acknowledgment, Waiver, and Release Liability form, you have authorized the site director or assistant site director to make all emergency care decisions involving your child in your absence. If a child needs to be transported for emergency care and you are not here, a staff member will always accompany the child.

Any medical and transportation expenses incurred will be the responsibility of the parent/guardian. An injury or illness that requires medical treatment will be reported to the Colorado Department of Health and Human Services within 24 hours.

Medication

You are always welcome to come to camp to administer medication to your child at any time. We will document the medicine you give your child (and when) so we know what to look for should there be a problem or complication.

Only authorized medication compliant staff are authorized to administer medication to your child during camp hours. You must have your child's physician sign a Medication Authorization Form for all prescription and over-the-counter medications. This form must be uploaded to your online account as well as printed and submitted with the child's medication on the first day of camp.

- 1) We must have a Medication Authorization Form filled out and signed by the prescribing medical professional for ALL medications prior to administering any medication at camp. In addition, if you will be sending epinephrine, antihistamine, and/or asthma inhalers, an Allergy/Anaphylaxis Care Plan and/or Asthma Care Plan must be on file. These forms require the signature of a Licensed Health Care Professional.
- 2) You must complete a Medication Authorization Form giving permission to administer over-the-counter medication (such as Tylenol) and must include the brand name and dosage. This form requires a signature by a Licensed Medical Professional.
- 3) All medication must be in the original packaging with the child's name on it. The directions on how to administer the medication must be clearly visible on the medication container, and it must be within the expiration date. You must provide a medicine dispenser with visible measurement marks (such as a spoon, dropper, or cup).
- 4) All epinephrine pens must have a retractable needle. If the needle is not retractable, staff are unable to administer.
- 5) The medication must be given to the site director for storage that is inaccessible to children and is in accordance with pharmacy instructions.
- 6) All emergency medications that include epinephrine, and inhaled medications, will be readily accessible by the staff member who is with the child while still being inaccessible to other campers.

- 7) Children who have health action plans from their physicians and written parent consent will be allowed to self-carry their emergency medication. In these cases, all staff must be aware of child's self-carry and monitor that the medication is being used by the child and only when needed.
- 8) Do not add medication, vitamins, or homeopathic medicines to your child's drink or food.
- 9) Do not store medications in your child's pack or lunch box; please give them directly to the site director.
 - a) A Designated staff member will keep a written record of medication administration
- 10) We are NOT allowed to administer any vitamins, supplements, or homeopathic remedies.
- 11) Due to our child/leader ratios, we may not be able to accommodate your child if he/she is undergoing allergy treatments. Please schedule these treatments on the weekend or consider keeping the child home for the duration of the treatment to ensure your child does not eat or encounter something problematic.
- 12) We are required to return all expired medication to parents for disposal.

Allergies

For our staff to best serve your child, it is important for you to let us know about any allergies your child has to food, medications, and other substances. Broomfield UMC Summer Camps cannot guarantee isolation from foods or substances that may cause a reaction, but we will work with your family to best accommodate the needs of the child.

Handwashing

Handwashing is an important method of preventing the spread of disease. All children must wash their hands upon entering the camp program, before and after eating, when coming in from outdoor activities, and after using the restroom.

Sunscreen

Because all children spend time outside each day (weather permitting), we want to protect children from too much sun exposure to avoid the risk of sunburn and skin cancer later in life. The Colorado Department of Health and Human Services asks for the cooperation of parents in applying sunscreen. The sunscreen used at Broomfield UMC Summer Camps is Rocky Mountain Sunscreen SPF 50 Broad Spectrum. If you would like more information, please see the company's website at www.rmsunscreen.com

After 4 hours in the summer camp program, sunscreen must be reapplied before participating in any outdoor activities. Consent for applying sunscreen is given at the time of registration. If a parent wishes for a different type of sunscreen to be used, that parent must supply the site director with that sunscreen, labeled with the child's name.

It will be stored in the same manner as medications. As with medications, it must be stored in its original container and be within the expiration date.

Emergency Procedures

Inclement Weather

In case of inclement weather, appropriate indoor activities will be arranged by the staff. Inclement weather includes, but is not limited to, excessively hot weather, lightning strikes, and rain.

Tornadoes

Children will be moved to the inside corridors of the building to an area away from exterior windows and high ceilings. If necessary, any first aid is administered, or emergency medical assistance is called (911). Staff and children return to activities or leave buildings only when all clear signals have been given by the Director. Tornado shelter sites to be noted on map of church and posted in every area used by Summer Camps.

Fire

Location of fire extinguishers and fire escape routes to be noted on map of building and posted in area used by Summer Camps. When the fire alarm is sounded, all children and staff are to leave the building. Children calmly line up and leader takes a head count. Leaders take first aid kits, emergency cards, attendance, and flashlight. Leaders take children out through designated fire exits. Leaders take head count when at designated stop point. Site director takes all children's emergency cards and first aid kit. Fire Department is automatically notified upon activation of alarm. If necessary, first aid is administered, or emergency medical care (911) is called for. Staff and children re-enter building only when appropriate signal is given by site director or Fire Marshall.

Lost Child

While attending Broomfield UMC Summer Camps, children are always supervised by a staff member. Name to face counts are completed by leaders regularly in learning areas and during transitions. Leaders are responsible for knowing how many children are in attendance each to count heads on a regular basis throughout the day. If a child is missing from a classroom or learning area, the procedure is the following:

- Alert Site Director and call all available staff and volunteers to assist in search
- Check inside the building, including bathrooms and all common areas
- Check outside the building and playground
- Check the area surrounding the facility
- Contact the police and parents/guardians, if necessary

Lockdown

If Broomfield UMC Summer Camps is notified by local law enforcement that a lockdown is needed, all leaders and students will return to, or remain in classrooms. The site director will ensure that all doors are locked. Leaders will instruct the children to remain as quiet as possible in an area of the room with the least visibility of the children from any window. Leaders and children may not leave the room for any reason. Leaders and children will remain in lockdown until all clear is given by the site director or emergency personnel.

Lockout

If Broomfield UMC Summer Camps is notified by local law enforcement that a lockout is needed, all leaders and children will return to, or remain in classrooms. The site director will ensure that all doors are locked. Leaders and students will continue as normal with classroom activities. Limited travel between classrooms for emergencies will be allowed. Leaders and children will remain in a lockout situation until all clear is given by the site director or emergency personnel.

Evacuation to Another Site

When an evacuation signal is given, all children and staff must move to a designated safer facility. Evacuation sites will be a safe distance from Broomfield UMC. Two evacuation sites must be designated: one within walking distance and one 3-5 miles away.

- 1) Calvary Chapel, located at 1200 Miramonte Blvd, is the designated walking distance evacuation site
- 2) Cross of Christ Lutheran Church, located at 12099 Lowell Blvd, is designated as the 3-5-mile evacuation site.
- 3) Any staff of Broomfield UMC who are not directly involved with Broomfield UMC Summer Camps have been assigned to assist with any special-needs children and/or assist leaders and children in an evacuation.

Release of Children Due to Emergency and Notification

Every effort will be made to contact parents/guardians or emergency persons to report child's condition and whereabouts in the event of an emergency. Broomfield UMC Summer Camps uses an emergency notification system that operates by sending a text message to the designated number. This number is designated at the time of registration. Staff will only release children to persons listed as authorized emergency contacts in the child's file.

Child Abuse

All employees of Broomfield UMC Summer Camps are required by to sign a statement that clearly defines child abuse and neglect pursuant to state law. The form outlines

staff members' personal responsibility to report all incidents of child abuse or neglect according to state law. Staff are also required to participate in a yearly training course on the responsibilities of being a mandatory reporter.

Staff members are mandated reporters of suspected child abuse. If any staff member has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, he or she must immediately report this to the Department of Social Services or to local law enforcement.

If you would like to report any form of child abuse, please contact the statewide child abuse and reporting line: **1-844-CO-KIDS (1-844-264-5437)**.

Reporting of Licensing Complaints

If you have any complaints about Broomfield UMC Summer Camps, please contact:

Division of Child Care – Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714
303.866.5958

Federal Employer Identification Number

The Federal Employer Identification Number for Broomfield UMC Summer Camps is 846067150. You may need this when filing for childcare expenses on your taxes.

Appendix A

According to the Colorado Department of Health and Environment, the following is a list of illnesses and symptoms that require EXCLUSION. Exclusion is defined as keeping a child from attending the childcare or school setting that the child attends. The decision to exclude is typically based on the disease and should be made in conjunction with the school nurse or the childcare health consultant, the state or local public health agency, health care professionals, and/or parents/guardians.

If the illness has an asterisk next to it, it also requires that state or local public health agencies be notified. If it has a # next to it, it is a vaccine preventable disease.

- Cough – exclusion is recommended if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, become red or blue in the face, making high-pitched whooping sounds after coughing, or vomiting after coughing
- Diarrhea – exclusion is recommended if any of the following conditions apply: the child has other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in the toilet, or if there is blood or mucous in the stool
- Fever – exclusion is necessary if temperature is above 100.4 or is accompanied by other symptoms such as rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
- Jaundice – exclusion is recommended until a medical exam indicates the child does not have hepatitis A
- Mouth sores – exclusion is recommended if the child is drooling uncontrollably
- Stomachache/abdominal pain – exclusion is recommended if the pain is severe, if pain appears after injury, or if the child had symptoms in addition to the stomachache (such as vomiting, fever, diarrhea, jaundice, etc.)
- Swollen glands – exclusion is recommended if the child has symptoms in addition to the swollen glands such as difficulty breathing, swallowing, fever, etc.
- Vomiting – exclusion is recommended if the child has vomited more than two times in 24 hours, if the vomit appears bloody, if the child has a recent head injury, or if the child has symptoms in addition to the vomiting (such as fever, diarrhea, etc.).
- Bacterial Meningitis*
- Campylobacter*
- Chicken Pox*#
- Clostridium Difficile*
- Croup – exclusion is not necessary, but recommended that children experiencing acute respiratory symptoms stay home until they feel better
- Cryptosporidium*
- E. coli and other shiga toxin-producing bacteria*

- Giardia*
- Head Lice
- Hepatitis A*#
- Hepatitis B*#
- Hepatitis C*
- Impetigo
- Influenza#
- Measles*#
- MRSA*
- Mumps*#
- Norovirus
- Pertussis (Whooping Cough) *#
- Pink Eye – child does not need to be excluded unless the child meets other exclusion criteria, such as fever or behavioral changes. Consult a health professional for diagnosis and possible treatment
- Ringworm
- Rotavirus
- RSV – exclusion is not necessary, but it is recommended that children experiencing acute respiratory symptoms stay home until they feel better.
- Rubella*#
- Salmonella*
- Scabies
- Shigella*
- Strep Throat
- Tuberculosis*