

2018-19 Parent/Camper Information Packet



Town of Frisco Recreation Department

1 Main St.

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Frisco, Co. 80443

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The Town of Frisco Recreation Department strives to safely provide exceptional, affordable, and diverse recreation programs to our community members and visitors with whom we create experiences and memories that will be cherished for a lifetime.

Dear Parents,

Thank you for choosing the Frisco Fun Club as your summer camp option! We have been busy this winter preparing for another great season. We are extremely excited to offer an option for your child during the summer months.

Frisco Fun Club (FFC) is an exciting and adventurous way for your kids to stay busy during their summer break! They will enjoy weekly themes that offer a variety of activities including games, sports, field trips, arts and crafts and more! Our amazing staff will provide a safe, high energy environment that will keep your kids wanting to come back for more! We take full advantage of the beautiful area we get to call home, and spend as much time outside as possible.

The FFC daily activity schedule will be posted to www.FriscoCamps.com once details are finalized. Please check the website for updated schedules two weeks prior to your child attending. Please feel free to contact me with any questions you may have.

Sincerely,

Sara Skinner
Recreation Programs Coordinator
SaraS@townoffrisco.com
970-418-0898

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General Information:

- Frisco Fun Club (FFC) is open to children ages 5 – 12 years of age.
- Campers are divided into two groups based on age in order to provide an age appropriate camp experience
 - 5-7 yr olds (Little Chiefs)
 - 8-12 yr olds (Royals)
- Frisco Fun Club runs from June 7-August 22, 2018. Camp runs Monday-Friday; 8:00am-5:30pm.
- Parents must provide transportation to and from Fun Club (Frisco Nordic Center, 616 Recreation Way).
- Space is limited for Frisco Fun Club. We register on a first come first served basis. Online Registration opened at 8am on Wednesday, April 4.
- Registration is available online at: www.FriscoCamps.com
- Parents are required under our state license to sign in their camper(s) at drop off and sign out their camper(s) at pick up.
- Drop off and pick up occur at the Frisco Nordic Center located at 616 Recreation Way, Frisco, CO.
- Drop off is from 8:00am – 9:00am. Pick up is from 4:30pm to 5:30 pm. ***Field trip days will require drop-off between 8:00am-8:30am, and pick-up 5:00pm-5:30pm.*
- We will contact the parent if child is not picked up by 5:30pm. **After 5:30pm we will notify the Frisco Police Department.**
- **Contact Numbers**
 - **Camp Cell Phone – (970) 418.0898**
 - **Day Lodge – (970) 668.2558**
 - **Recreation Programs Manager – (970) 668-9133**
 - **Frisco Town Hall – (970) 668.5276**

Registration Policies:

- Registration for all 2018 Fun Club programming will open on **April 4, 2017 at 8:00am.**
- All programs must be paid in full at the time of registration.
- If a recreation activity you wish to register for is full, you are welcome to sign up on the waiting list.
 - There is no cost to be on the list.
 - As soon as a spot opens you will be notified by email or phone call.
 - We will notify the persons on the waiting list in the order they sign up.
- We do not encourage last minute registrations. However, if you do call in at the last minute, please contact the Recreation Programs Coordinator at (970) 418-0898 to check availability. **Do not drop off your child without pre-registering; this program fills up and there may not be available space to accommodate you.**

We are offering and 'additional child discount.' Here's how it works:

- You pay full price for your first child (\$40 resident/\$45 non-resident) and each additional child after that will receive 20% off (\$32 resident/\$36 non-resident.)
- To receive the discount your children must be registered for the **SAME** day of camp.
- This discount applies to siblings; no other family members will be eligible to receive this discount.
- **This discount is now available online. If you register siblings on the same day of camp the discount will reflect in your cart upon checkout automatically.**

Registration Fees:

Frisco/Copper Resident	\$40/day
Non-Resident	\$45/day

Additional Child Discount

	20% off
Frisco/Copper Resident	\$32/day
Non-Resident	\$36/day

Registration for Frisco and Copper Mountain Residents

Frisco and Copper residents are eligible for the resident rate; proof of residency is required at the time of enrollment. Acceptable documents for proof of residency include: Xcel Energy or phone bills, rental agreements, mortgage statements, or a driver’s license with a physical address and name.

Cancellation Policy:

Any Town of Frisco program may be changed or cancelled due to lack of enrollment, weather or situations beyond our control. We will make every effort to contact you if the program has been changed or cancelled. If a program is cancelled, we will provide a full refund within 30 days. To ensure we are able to contact you in the event of a change to any of our programs, please update your contact phone number and email address in our registration system.

TO CANCEL A DAY

- Cancellations for youth programs can be made online or by contacting the Frisco Day Lodge by calling (970) 668-2558, or by emailing saras@townoffrisco.com for all Fun Club cancellations.
- **There will be a \$3 cancellation fee for each day that is cancelled.** Cancellations must be made **48 hours** prior to the registered day of camp in order to receive a refund. No refunds will be given if the cancellation is made with less than a 48 hour notice.
- If a child is sick or injured and therefore unable to attend the program, a parent may cancel their child’s enrollment by 7:30am to receive a refund. To make a **Fun Club** cancellation the day of the program, please call the camp cell phone at 970-418-0898 or e-mail Sara at saras@townoffrisco.com. **A \$3 cancellation fee will apply.** Any cancellation that takes place after 7:30am on the day the child is scheduled to attend will **NOT** receive a refund.

TO TRANSFER A DAY

- Transfers must be made 48 hours prior to the registered day of camp. Refunds will not be given for missed days. You may submit a written notice by e-mail to: saras@townoffrisco.com, or transfer activities online.

Health and Waiver Forms:

Immunization records and all waiver forms for each camper must be completed fully by the parent or legal guardian before any child may attend Frisco Fun Club.

Completed waiver packets with immunization record copies can be printed off the Fun Club website, or filled out online and brought to in person registration at the Day Lodge or can be brought to the first day of camp with the campers. Please note, that without the waiver forms completely filled out by a legal guardian we will be unable to accept the camper for that day.

Check In / Out Procedures

Parents are responsible for signing their children in and out *EVERYDAY* State licensing requires you to **write your initials and the current time on the Sign In / Sign Out sheet when dropping off/picking up your child.** The only individuals who are authorized to pick up your child are those you list on the Emergency/Medical sheet or in writing from the parent.

Parents **MUST** sign the attendance sheet in/out **EVERYDAY** that the child attends. Children will only be released to a parent or approved adult listed on the registration form. Children will not be released to other persons unless designated by written or verbal authorization by parent. If you are unable to sign your child in or out daily, you must write a letter of authorization to give your child, staff or a designated other, permission to sign your child in or out of camp. This letter must be given to the FFC Site Coordinator. Staff assumes responsibility for children from arrival until departure from camp. In the event that the children and staff are off campus on a field trip, information on location and a return time will be posted at the door.

Late Arrivals

- Our daily camp activities begin no later than **9:00 am**; please make sure your child is there by this time each day. Field Trip days will require an early departure. Please check the weekly camp emails prior to a field trip day or ask staff about the trip departure time.
- Check the camp schedule to see if there is an off-site activity scheduled.
- If you are going to be late to camp please call the camp cell phone **ASAP** - (970) 418.0898
 - Discuss with staff **when** you anticipate arriving at camp and **where** your child's group will be at that time.

When children arrive late to camp, the following procedure is in effect:

- The parent or guardian must locate a staff member and inform them of their late arrival.
- Parent or guardian must then **sign in** the camper(s).
- The child will then be given the opportunity to join an activity or their respected age group.
- If a field trip has been planned and the child arrives after the group has left, he/she **must be transported by the parent or guardian to the field trip location.**
- If your child misses the transportation for any given field trip, you will **not** receive a refund for this day. It is your responsibility to be on time.
- All field trips are subject to change due to unforeseen circumstances
- The location and length of time at the field trip site will be stated in the weekly email.

Personal Belongings

Please do not allow your children to bring any toys, money and other personal belongings to camp. If any of these given items are needed for the day's activities, parents and campers will be given at least 48 hours notice. We cannot be responsible for these items if they become broken or misplaced. The proper place for these items is at home. Special items for any given day will be listed in the weekly email.

FFC requires your children to bring appropriate footwear for outside and indoor play, water bottle, sunscreen, rain jacket and a backpack. Please label all of your children's belongings. Children will use a basket or cubby to contain their belongings while at camp.

Clothing:

Please send children in weather appropriate clothing with shoes that can get wet and dirty. We utilize the Peninsula Recreation Area grounds, take walks, paint, ride bikes/skateboards/scooters and go to local parks to name a few of our activities so please keep this in mind when dressing your camper. We will go inside during inclement weather. **Please mark your child's name on all items.**

Lunch

Each child **must** bring a **sack lunch and at least 2 snacks** that do not require refrigeration every day. You may bring a small cooler with the camper's name clearly labeled. If you need new lunch or snack ideas for your child, feel free to ask one of our counselors and they can share some ideas with you of what other kids in the program pack in their lunch.

Medications

Administering medications to a child must be pre-approved **in writing by the child's physician**. All medications must be in their original container with physician's instructions on the label and/or written instructions from the physician. All medications will be kept in a locked box and out of reach from all children. Staff will record all administration of medicines in the site medical log.

A doctor's permission is not needed for staff to apply sunscreen, but each child must have their own bottle labeled with their first and last name. Children may apply sunscreen to themselves under staff supervision.

Standards and Expectations

Throughout this summer our goal as counselors is to be safe and have as much fun as possible. In order to accomplish these goals we have developed a list of standards and expectations you should discuss with your child.

- Staff, campers, and parents will conduct themselves in a respectful and courteous manner while in attendance at Fun Club.
- The camper should always have appropriate attire for the days' activities, which may include warm clothing, appropriate footwear, swimsuit, towel, water bottle, sunglasses, sunscreen and hat.
- Please be sure that your camper has breakfast before getting to camp in the morning.
- Parents should provide their camper with a hearty lunch and 2 snacks every day, campers are in full motion all day long and need continuous sustenance.
- Please be on time! Be courteous to pick-up and drop-off times; ***please call ahead if you will be late***. Also note that the child must be strictly on time for departure to or from our all day trips, we cannot wait for one child in order to make others late. If you arrive late and the activity has departed please call (970) 418-0898.
- During all activities **no electronics** are allowed. The exception to the rule is on van rides, electronics will only be allowed in the van to help pass the time while we are traveling. Please do not bring personal belongings of value. We are not responsible for lost or stolen property.

Items NOT Allowed at Camp

- Glass containers, bottles, etc.
- Legos or other personal toys
- iPod's
- Handheld video games (except on long van trips as mentioned in the Field Trip & Special Activities Section)
- Cell phones (If a camper has a cell phone for emergency purposes they may have it in their backpacks but may not use it. Any cell phone out and being used by the campers will be confiscated and not returned until the end of the day.) Please notify camp staff if your child does have a cell phone in their backpack.
- Fireworks
- Lighters, matches, etc.

- Cologne/perfume (campers can **wear** to camp but please do not allow them to **bring** to camp)
- Knives, razors, Leatherman's, etc.
- Firearms including bb guns, paintball guns, airsoft guns, etc.

Discipline Policy

This discipline policy is designed to help campers develop accountability, self-control and responsibility when attending a Town of Frisco Recreation program. Staff will take reasonable measures to assist and redirect a child's undesirable behavior. Please remember that safety of all program participants and staff is our first priority.

Undesirable behaviors in any Town of Frisco Recreation Program include, but are not limited to the following:

- Actions attempting to or resulting in harm to themselves or others (physical, emotional or verbal)
 - Repeated interference with the Town of Frisco's ability to provide a safe environment to participants and staff
 - Actions attempting to or resulting in property damage
 - Bullying, teasing or taunting of others
 - Chronic or extreme disruptive behaviors
 - Bringing dangerous or hazardous weapons or materials to any recreation program
- **First Warning*:** Participant will be given a verbal warning by staff and then provided with an age appropriate redirection. This interaction/behavior will be promptly relayed to the Recreation Programs Coordinator. Parent/guardian will be notified and staff will place a written document in camper's file to document the incident. (A parent/guardian will be called and asked to meet with the Recreation Programs Coordinator or Manager to discuss what actions can be taken to alleviate the situation.)
 - **Second Warning*:** Participant will be required to meet with the Recreation Programs Coordinator or other designated staff to discuss their actions and review the plan of action moving forward. This interaction/behavior will be promptly relayed to the Recreation Programs Manager. Parent/guardian will be notified and staff will complete an 'Incident Report' that will be reviewed with the parent/guardian upon camper pick up. The Incident Report will be placed in the camper's file. (A parent/guardian will be called and asked to meet with the Recreation Programs Coordinator or Manager to discuss what actions can be taken to alleviate the situation.)
 - **Third Warning:** Participant will be required to meet with the Recreation Programs Manager to discuss their actions and review the plan of action moving forward. Camper will be asked to leave the program for the remainder of the day. Staff will complete an 'Incident Report' that will be reviewed with the parent/guardian upon camper pick up. The Incident Report will be placed in the camper's file. (A parent/guardian will be called and asked to meet with the Recreation Programs Coordinator or Manager to discuss what actions can be taken to alleviate the situation.)
 - **Fourth Warning:** If the participant continues to be unable to conduct them within the guidelines for recreation programs, a parent/guardian will be notified and the participant will be asked to leave the program until further notice. Staff will complete an 'Incident Report' and the Recreation Programs Coordinator will set up a time to meet with the parent/guardian and Recreation Programs Manager 24-48 hours following the incident. A discussion will take place on how to proceed.

**Please note that the participant may be asked to leave the program for the remainder of the day at the discretion of the Recreation Department staff at any point and time. If the undesired behavior takes place on a field trip, the parent may be asked to drive to any designated location to pick up their child.*

Recreation Department Staff reserve the right to immediately terminate a participant from a program. Chronic and/or extreme behavior may warrant dismissal at the discretion of the Recreation Programs Coordinator. Any participant that is dismissed from a Town of Frisco recreation program will jeopardize their ability to return to any future recreation programs or events. In the event a child is dismissed from a program for any period of time, the registration fee is non-refundable.

Special Needs

Parents of campers with special needs must contact the Recreation Programs Coordinator at (970) 418-0898 at least 5 working days in advance (not including weekends) so that we can determine what reasonable accommodations can be made to allow for the use of our programs or facilities.

Illness, Disease, Accidents and Injuries

- Staff is certified in Child/Infant/Adult CPR and Basic 1st Aid. State Licensing requires that parents keep their children home when he or she shows any signs of an illness or injury. In the event that a child comes to the program ill or injured or becomes ill during program hours, the child will be isolated and parents will be asked to pick up their child immediately. According to the State Health Department of Colorado, all contagious diseases must be posted by the Day Camp program on the parent's bulletin board.
- In the case of a medical emergency, every effort will be made to reach the parents. If parents cannot be reached, we will contact emergency phone numbers listed on the registration form. Emergency medical treatment (by professionals) will be given when all efforts to reach parents or guardian have failed. Children will be transported by ambulance personnel or staff to the closest medical facility. The Recreation Programs Coordinator will submit an accident report to the state.

Inclement Weather Policy

In case of excessively hot, cold or inclement weather, children will be brought into a secure environment to protect them from the weather. Always prepare your child with proper clothing for all weather conditions, comfortable foot wear for walking and hiking, and a sturdy backpack to transport belongings.

Natural Disaster and Emergency Plan

In the event of a natural disaster (*flood, severe weather, building destruction, missing child, severe injury or illness*) the following plan will be implemented. The first priority is the safety and welfare of children and staff. Every child and staff member must be accounted for. Staff will remain calm when talking to children, staff, emergency personnel and parents. The coordinator will have an attendance sheet and emergency telephone numbers of children and staff.

1. On-site coordinator will make an assessment of the situation to determine:

- Emergency status.
- Safe area to direct children and staff.
- Appropriate first aid if needed.

2. Notify local authorities (police, fire department, etc.) with details of the situation.

- Name of person making call, program name, address, telephone number and location of children and staff.
- Request emergency transportation or first aid if needed.

3. Notify the Recreation Manager at (970) 668-9133

4. Notify parents with the following information:

- Situation and status of child.
- Where to pick up their child.
- Authorities who have been notified.

Fire Drill Policy and Procedures

In case of fire during a FFC Program, the fire alarm system will activate. The Site Coordinator will also select a time to simulate the fire alarm system and evacuation once a month. In the event of an actual fire the Site Coordinator will implement the following fire emergency procedures:

- Camp coordinator will pick up attendance and if time permits, emergency contact information.
- Children will be instructed to leave personal items in the building and to move quickly and quietly to the designated safe area outside of the building.
- Once children and staff are located in the designated safe area, the coordinator will use the attendance sheet to take roll call and conduct a head count.
- Children will be instructed as to proper behavior during a fire drill or a fire emergency.
- Each of these procedures is to be performed in a calm, orderly manner.

Field Trips & Special Activities

- Transportation will be arranged for field trips through 15 passenger vans, a school bus, public or resort transportation.
- Children will be instructed on appropriate behavior and van rules before and after they enter the van. Staff will take attendance of the children entering and departing the van. Staff will also make sure children are seated properly, and that there is no overcrowding before departure. Emergency procedures will be explained to the children by the van driver prior to the van leaving the site.

Van Rules:

Make sure your child knows and follows rules of the van:

- ***In accordance with CO state law, any child who is not at least 8 yrs old and weighing 80lbs will be required to sit in a booster seat which will be provided for them at camp.***
 - **No food to be eaten on van rides**
 - Seatbelts and/or car seats are required on **all** van rides
 - Please keep hands to yourselves, respect others!
 - Noise must be kept to an indoor level
 - No trash, what you bring in to the van, you must bring out
 - Passenger seat is for staff only
 - During an emergency, the van will pull over to a safe location, children and counselors will unload and travel to a safe location
 - *Misbehavior in the van may result in the loss of certain privileges, including but not limited to; going on future field trips, being allowed to go to the skate park etc.*
-
- Field Trip permission slip is included on FFC registration form.
 - A cellular phone and first aid kit will be taken on all trips.
 - If a child becomes ill on the trip, parents will be contacted to pick up the child within a reasonable time.
 - If a child were to become lost on the field trip, staff would immediately notify the local authorities, and the parent.
 - Staff will supervise children at all times, taking periodic roll call and head counts.
 - Television videos are shown under staff supervision. Written permission to view videos or television is required by parents and included on registration form.

Swimming

- We will be using the pools at the Breckenridge and Silverthorne Recreation Centers as well as other water based activities as scheduled, please pack swimsuits and a towel on these days. All children will be tested for swimming ability. **We do not provide swimming lessons.**

Life Jacket Information:

- We do not offer life jackets to our campers. If you want your child to wear a life jacket while swimming at the recreation center, it must be supplied. The camper is also responsible for his/her own life jacket, and must carry it to and from the recreation center. The only time we will provide a life jacket is when the Fun Club goes kayaking and canoeing at the Frisco Marina.

Licensing

If you have a licensing question or other concern, please discuss it with your Site Coordinator first. If further resolution is necessary, licensing violations can be submitted to the Division of Child Care, the Colorado Department of Human Services, 1575 Sherman St., Denver, CO 80203-1714; 303-866-5958.

Visitor Policy

Visitors are welcome and encouraged. All adult visitors must sign in and check in with the Site Coordinator and provide one piece of identification. The visitor will then be provided with a “visitor’s badge” and must keep this badge on through the duration of their visit.

Child Abuse/Neglect

If a staff member has any reasonable cause to believe or suspect that a child is the victim of abuse or neglect, he or she will immediately file a report with the Department of Social Services in Summit County, as required by state licensing regulations. If a parent or guardian suspects child abuse or neglect they may call 1-844-CO-4KIDS.

Camp Checklist

Parent check list

- Read the parent handbook
- Review handbook with camper(s)
- Complete waiver packet
- Copy of immunization records ready to be turned in with waiver packet
- Contact Recreation Coordinator with any questions about the camp prior to your child’s first day
- Medications are in the original container and clearly labeled with name, dosage, and route, signed by physician
- Check camp schedule online
- Check e-mail for weekly camp newsletter in order to be fully informed on the day

Required items for Campers

- Bag/backpack to send with your camper that includes the following labeled items:
 - Water bottle
 - Hat
 - Jacket
 - Lunch
 - Snacks

- Sunglasses
 - Swimsuit & Towel
 - Extra clothing if you know your camper tends to get particularly dirty
 - Sunblock (clearly labeled)
 - Scooter/bike/skateboard (we have frequent opportunities for campers to ride scooter/bikes/skateboards throughout almost any day at camp, check the schedule for days with specific times for these activities)
 - Sneakers to ride a bike/skateboard/scooter (sandals aren't allowed on these)
 - Helmet to wear while riding a bike/skateboard/scooter**
 - IF** going on field trip; something to play with during van ride
 - Books or magazines to read
- Review what to expect at 1st day of camp with camper(s)
 - Proof of residency if registered as Town of Frisco resident

Helmets are **mandatory while operating a bike/skateboard/scooter while at camp. There are some available to borrow at camp on a limited basis if needed. However we highly recommend campers owning their own helmets to ensure a proper fit **

Parent Signature (Required for new campers)

I have read and agree to uphold the information and guidelines provided in the 2016 Frisco Fun Club Parent/Camper Information Packet. Please turn in with other required camper waivers.

Signature: _____ Date: _____

Printed Name: _____