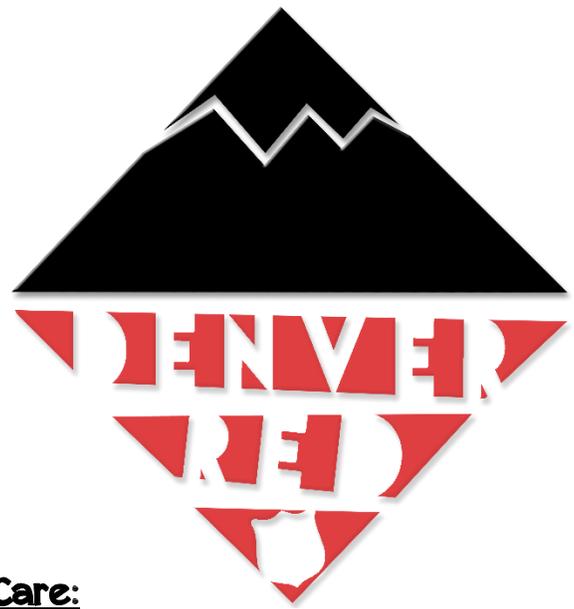


The Denver Red Shield Corps & Community Center

2915 High St • Denver, CO 80205

Phone: (303) 295-2107 • Fax: (303) 291-0221



2018 Summer Day Camp Parent Handbook/Policies

7.7.2.3.1 STATEMENT OF POLICIES AND PROCEDURES

WRITTEN STATEMENT OF THE CENTER'S POLICIES AND PROCEDURES

The Center's Purpose and Philosophy on Child Care:

The Denver Red Shield Vision Statement

THE DENVER RED SHIELD IS A STRONG TOWER WHERE LOVE, GRACE, AND HOPE ARE OFFERED TO EVERY MAN, WOMAN, BOY, AND GIRL THAT PASSES THROUGH ITS DOORS IT IS A PLACE WHERE JESUS IS HONORED, PROCLAIMED, AND HIS WORD, THE BIBLE, IS TAUGHT. THROUGH EXCEPTIONAL PROGRAMS, COMPASSIONATE PERSONNEL, AND TRANSFORMATIONAL OPPORTUNITIES, THE RED SHIELD WILL IMPACT DENVER FOR THE GOOD. THE DENVER RED SHIELD IS COMMITTED TO HELPING INDIVIDUALS, FAMILIES, AND THE TOTAL COMMUNITY ACHIEVE THEIR COMPLETE POTENTIAL.

The Salvation Army Mission Statement

THE SALVATION ARMY, AN INTERNATIONAL MOVEMENT, IS AN EVANGELICAL PART OF THE UNIVERSAL CHRISTIAN CHURCH. ITS MESSAGE IS BASED ON THE BIBLE. ITS MINISTRY IS MOTIVATED BY THE LOVE OF GOD. ITS MISSION IS TO PREACH THE GOSPEL OF JESUS CHRIST AND TO MEET HUMAN NEEDS IN HIS NAME WITHOUT DISCRIMINATION. THE SALVATION ARMY VISION - "DOING THE MOST GOOD" - IS ALSO A PART OF THIS AS ADOPTED BY THE SALVATION ARMY IN THE UNITED STATES.

Ages of Children Accepted

AGES 5 THROUGH 12 WILL BE ACCEPTED FOR THE PROGRAM. THE DENVER RED SHIELD RESERVES THE RIGHT TO EVALUATE CHILDREN 5 YEARS OLD AND THEIR ABILITY TO PARTICIPATE IN CAMP. SHOULD WE DECIDE THAT THE CHILD IS NOT READY FOR A FULL DAY CAMP EXPERIENCE, PARENTS WILL BE REFUNDED PAYMENTS MADE FOR FUTURE WEEKS. THE \$25 REGISTRATION FEE IS NON-REFUNDABLE.

Weekly Fees

\$75.00 PER WEEK

WE ARE ACCEPTING CCAP FOR SUMMER DAY CAMP

SIBLING DISCOUNT - \$10 OFF PER WEEK FOR 2ND CHILD. DOES NOT APPLY FOR FAMILIES USING CCAP.

SCHOLARSHIPS ARE AVAILABLE IF FAMILY IS DENIED CCAP. CCAP DENIAL LETTER IS REQUIRED FOR SUBMISSION WITH SCHOLARSHIP APPLICATION. EVERY SCHOLARSHIP IS EVALUATED ON A CASE BY CASE BASIS.

Registration Fee

THERE IS A ONE-TIME \$25 REGISTRATION FEE PER CHILD.

THERE IS A \$1000 DEPOSIT FOR EACH WEEK OF CAMP PER CHILD; THIS FEE WILL BE ADDED TO THE TOTAL CAMPER FEE (\$75 PER WEEK). THIS DEPOSIT WILL RESERVE YOUR CHILD'S SPOT IN THE SUMMER DAY CAMP PROGRAM. THE \$25 REGISTRATION FEES IS NON-REFUNDABLE.

Payment Policy

PAYMENTS FOR THE PROGRAM MUST BE PAID ON THE MONDAY OF THE CURRENT WEEK YOUR CHILD IS GOING TO ATTEND, THERE WILL BE NO EXCEPTIONS. IF PAYMENTS ARE NOT RECEIVED ON THE MONDAY, YOUR CHILD(REN) WILL NOT BE ALLOWED TO ATTEND THE FOLLOWING DAY(S) UNTIL PAYMENT IS MADE.

Returned Checks

THERE WILL BE A \$2500 CHARGE FOR RETURNED CHECKS.

Outstanding Balance

IF PAYMENTS ARE NOT RECEIVED BY THE END OF THE CURRENT WEEK OF ENROLLMENT AND AN OUTSTANDING BALANCE REMAINS, YOUR CHILD WILL BE REMOVED FROM THE SUMMER DAY CAMP PROGRAM AND HIS/HER SPOT WILL BE GIVEN TO A CHILD ON THE WAITING LIST.

Services Offered in Compliance with ADA

REASONABLE EFFORTS WILL BE MADE TO ACCOMMODATE CHILDREN WITH DISABILITIES, PROVIDED THEY DO NOT CAUSE EXCESSIVE, FANATICAL OR ADMINISTRATIVE HARDSHIP TO THE SALVATION ARMY. INDIVIDUAL APPLICATIONS WILL BE JUDGED ON A CASE-BY-CASE BASIS.

Hours of Operation

THE SUMMER DAY CAMP PROGRAM WILL BE OPEN MONDAY THROUGH FRIDAY FROM 8:30 AM UNTIL 5:30 PM, JUNE 11 TO JULY 13, 2018. THE DENVER RED SHIELD AND THE SUMMER DAY CAMP WILL BE CLOSED ON WEDNESDAY, JULY 4TH IN RECOGNITION OF INDEPENDENCE DAY.

Inclement Weather

NO REFUNDS OR CREDITS WILL BE GIVEN DUE TO INCLEMENT OR EXCESSIVELY HOT/COLD WEATHER. ALL NECESSARY PRECAUTIONS WILL BE TAKEN TO MAKE SURE THAT CHILDREN ARE SAFE AND COMFORTABLE DURING SUCH WEATHER CONDITIONS.

Admission and Registration

REGISTRATION MUST BE DONE IN PERSON AT 295 HIGH STREET, DENVER, COLORADO DURING THE HOURS OF 9:00 AM - 8:00 PM, MONDAY THROUGH FRIDAY, STARTING MARCH 1, 2017.

Absentee Policy

IF YOUR CHILD(REN) MISSES TWO CONSECUTIVE WEEKS WITHOUT NOTIFICATION TO THE DIRECTOR THEY WILL BE REMOVED FROM THE PROGRAM AND WILL BE REPLACED BY SOMEONE ON OUR WAITING LIST. YOU WILL BE RESPONSIBLE FOR ANY OUTSTANDING BALANCE THAT ACCRUES DURING THIS TIME. THE SPOT YOUR CHILD(REN) HOLD ON OUR ROSTER CAN BE HELD IF PROPER FOREWARNING OF THEIR ABSENCE IS GIVEN.

FEES ARE NOT PRORATED BASED ON ILLNESS, HOLIDAYS, OR PERSONAL NEEDS. FAMILY IS RESPONSIBLE FOR FULL WEEK PAYMENT FOR WEEKS REGISTERED REGARDLESS OF ATTENDANCE.

Discipline

DISCIPLINE MAY INCLUDE MEASURES SUCH AS DIVERSION, SEPARATION OF THE CHILD FROM PROBLEM SITUATIONS, TALKING WITH THE CHILD ABOUT THE SITUATION, LIMITED INVOLVEMENT IN SUMMER DAY CAMP ACTIVITIES, OR PRAISE FOR APPROPRIATE BEHAVIOR. NO PHYSICAL HARM OR HUMILIATION WILL BE TOLERATED. CORPORAL OR OTHER HARSH PUNISHMENT WILL NOT BE USED. DISCIPLINE WILL NOT BE ASSOCIATED WITH FOOD, REST, OR TOILETING. SEPARATION, VERBAL ABUSE AND

DEROGATORY REMARKS ABOUT THE CHILDREN ARE NOT PERMITTED. AUTHORITY TO DISCIPLINE WILL NOT BE DELEGATED TO OTHER CHILDREN

PARENTS WILL BE NOTIFIED OF DISCIPLINE ISSUES AND A REPORT KEPT ON FILE. OFFENSES MAY INCLUDE, BUT ARE NOT LIMITED TO, PHYSICAL OR VERBAL ABUSE, PROPERTY DAMAGE, AND THEFT. PARENTS MAY BE ASSESSED FEES FOR ANY PROPERTY DAMAGES THAT MAY OCCUR. **NO REFUND WILL BE GIVEN FOR SUSPENSION OR EXPULSION** FOLLOWING ARE ACTIONS TAKEN FOR OFFENSES

- FIRST OFFENCE IS A WARNING AND PARENTS ARE NOTIFIED
- SECOND OFFENCE IS A ONE-DAY SUSPENSION
- THIRD OFFENCE IS A ONE-WEEK SUSPENSION
- FOURTH OFFENCE IS EXPULSION FROM SUMMER DAY CAMP PROGRAM AND FUTURE RED SHIELD ACTIVITIES

Notifying Parents Due to Illness, Accidents, and Injuries

PARENTS WILL BE NOTIFIED OF ILLNESSES, ACCIDENTS, AND INJURIES WHEN THE SITUATION PREVENTS THE CHILD FROM PARTICIPATING COMFORTABLY IN FACILITY ACTIVITIES OR RESULTS IN THE NEED FOR GREATER CARE THAN THE CHILDCARE STAFF CAN PROVIDE WITHOUT COMPROMISING THE HEALTH AND SAFETY OF THE OTHER CHILDREN. AN AREA WITH A MAT, PILLOW, AND BLANKET WILL BE PROVIDED FOR THE CHILD UNTIL HE/SHE CAN BE TAKEN HOME. IF THE CHILD REQUIRES MEDICAL ATTENTION AWAY FROM THE PROGRAM SITE, THE CHILD'S PARENTS WILL BE NOTIFIED, AND NECESSARY MEDICAL CARE SOUGHT FROM A LICENSED PHYSICIAN OR MEDICAL FACILITY.

CHILDREN MAY NOT ATTEND CAMP UNTIL 48 HOURS AFTER START OF MEDICATION IF THEY HAVE THESE FOLLOWING ILLNESSES

- PINK EYE
- STREP THROAT

Lost Children and other Emergencies

IF A CHILD BECOMES LOST OR RUNS AWAY, LOCAL AUTHORITIES AND PARENTS WILL BE NOTIFIED IMMEDIATELY AFTER ALL STEPS HAVE BEEN TAKEN TO LOCATE THE CHILD. IF AN EMERGENCY OCCURS WHILE ON AN EXCURSION, THE CENTER WILL BE NOTIFIED IMMEDIATELY AND WE WILL RETURN AS SOON AS POSSIBLE TO THE CENTER. IF AN EMERGENCY OCCURS AT THE RED SHIELD CENTER, APPROPRIATE AUTHORITIES AND PARENTS WILL BE NOTIFIED OF THE SITUATION.

IN CASE OF A DISASTER IN THE RED SHIELD CENTER (IE FIRE), CHILDREN WILL BE EVACUATED TO THE BASKETBALL COURT ACROSS THE STREET. FOR TORNADOES OR SEVERE WEATHER CHILDREN WILL REMAIN IN THE CENTER'S BASEMENT.

IN CASE OF SICKNESS, IF IT IS DETERMINED THE CHILD CANNOT STAY AT THE FACILITY BECAUSE THEY POSE A RISK OF EXPOSURE TO THE PERSONNEL AND CHILDREN, PARENTS OR GUARDIANS WILL BE CONTACTED AND THE CHILD(REN) WILL HAVE TO GO HOME UNTIL THEY ARE NO LONGER ILL. ANY COMMUNICABLE ILLNESSES WILL BE POSTED, AND PARENTS AND THE STATE DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT WILL BE NOTIFIED.

Transporting Children

PARENTS WILL BE NOTIFIED PRIOR TO ANY EXCURSIONS OUTSIDE THE RED SHIELD NEIGHBORHOOD AND PARKS. PARENTAL PERMISSION FOR TRANSPORTATION FOR FIELD TRIPS OR EXCURSIONS IS PERMITTED WHEN PARENTS SIGN THE "WAIVERS" SECTION OF THE SDC APPLICATION. MODES OF TRANSPORTATION MAY INCLUDE, BUT ARE NOT LIMITED TO, WALKING, USE OF PUBLIC TRANSPORTATION, BUS RENTAL, OR SALVATION ARMY VEHICLES. NO TRANSPORTATION TO AND/OR FROM THE CHILD'S HOME WILL BE PROVIDED.

Field Trips, TV & Videos, Special Activities

PARENTS WILL BE NOTIFIED OF ANY FIELD TRIPS OR EXCURSIONS OUTSIDE THE RED SHIELD CENTER THAT ARE NOT A PART OF THE REGULAR SCHEDULED PROGRAM. IF A CHILD IS NOT PERMITTED TO PARTICIPATE, HE/SHE WILL NOT BE ABLE TO ATTEND THE SUMMER DAY CAMP PROGRAM THAT DAY AS ALL PERSONNEL WILL BE ATTENDING THE FIELD TRIP. IN THE EVENT THAT AN OPPORTUNITY ARISES TO PARTAKE IN AN ACTIVITY THAT EXCEEDS THE PROGRAM'S BUDGET, THE SALVATION ARMY RESERVES THE RIGHT TO CHARGE A SPECIAL ACTIVITY FEE. AT LEAST ONE WEEK'S NOTICE OF THIS EXTRA FEE WILL BE GIVEN TO PARENTS. THE AMOUNT OF THIS FEE WILL NOT EXCEED \$1000 PER ACTIVITY.

TELEVISION VIEWING AND VIDEOS WILL BE LIMITED AND OF G & PG RATING. PARENTS MUST SIGN A WAIVER IN ORDER FOR THEIR CHILD TO VIEW TV OR VIDEOS, FOUND IN THE APPLICATION PORTION. ANY ADDITIONAL ACTIVITIES WILL BE NOTED THAT MAY REQUIRE PARENTAL PERMISSION.

Child Safety

THE STAFF TO CHILD RATIO OF 1:5 WILL BE MAINTAINED AT ALL TIMES. CHILDREN MUST WEAR SEAT BELTS WHILE TRAVELING IN VEHICLES. STAFF MUST OPEN DOORS FOR THE CHILDREN TO ENTER AND EXIT THE VEHICLES AND CHILDREN MUST REMAIN SEATED UNTIL TOLD TO DO SO. HEAD COUNTS MUST BE PERFORMED BEFORE LEAVING THE CENTER, WHILE IN THE VEHICLE, UPON EXITING THE VEHICLE, AND BEFORE RETURNING TO THE CENTER. IF AN EMERGENCY SHOULD OCCUR WHILE TRAVELING, THE RED SHIELD CENTER WILL BE NOTIFIED OF THE SITUATION AND PARENTS IF NECESSARY.

Picking Up Children

CHILDREN WILL BE RELEASED ONLY TO THOSE AUTHORIZED ON THE APPLICATION FORM AND ID WILL BE REQUIRED TO VERIFY THE IDENTITY OF THE INDIVIDUAL. ALL INDIVIDUALS COMING IN TO PICK UP CHILDREN WILL BE ASKED TO PROVIDE A STATE ISSUED ID WITH THEIR NAME AND PHOTO, NO EXCEPTIONS. PARENTS MUST NOTIFY THE RED SHIELD CENTER IF ANY INDIVIDUAL NOT LISTED ON THE FORM IS TO BE GIVEN PERMISSION TO PICK UP A CHILD, OTHERWISE, THE CHILD WILL NOT BE RELEASED TO THE INDIVIDUAL. IF THE DENVER RED SHIELD STAFF IS UNDER THE BELIEF THAT A PARENT/GUARDIAN/ADULT ON THE APPROVED PICK-UP LIST IS INEBRIATED OR UNDER THE INFLUENCE OF DRUGS OR ALCOHOL, THEY WILL NOT RELEASE THE CHILD INTO THAT PERSON'S CUSTODY. ANOTHER PERSON FROM THE APPROVED LIST WILL NEED TO COME AND PICK THE CHILD(REN) UP TO ENSURE THEIR SAFE DEPARTURE FROM THE RED SHIELD FACILITY.

Failure to PICK UP a CHILD

CHILDREN MUST BE PICKED UP NO LATER THAN 5:30PM. A LATE FEE MAY BE ASSESSED AT \$20.00 FOR EVERY 15 MINUTES AFTER 5:30PM. IF A CHILD IS NOT PICKED UP BY 8:00PM, THE PROPER AUTHORITIES WILL BE NOTIFIED AND CUSTODY GIVEN TO THEM TO ENSURE THE CHILD'S SAFETY. IF A PARENT WILL BE LATE IN PICKING UP THEIR CHILD, IT IS IMPERATIVE THEY CONTACT THE DENVER RED SHIELD TO LET THEM KNOW SO PROPER ARRANGEMENTS CAN BE MADE.

Late Arrivals During Field Trip Days

IF A CHILD ARRIVES AFTER THE GROUP HAS LEFT FOR A FIELD TRIP/EXCURSION, THE CHILD WILL NOT BE ELIGIBLE TO PARTICIPATE IN CAMP AS ALL STAFF WILL BE ATTENDING THE FIELD TRIP.

Children's Personal Belongings & Money

THE RED SHIELD CENTER IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS THAT THE CHILD MAY BRING INTO THE CENTER. A CUBBY SPACE WILL BE PROVIDED FOR STORING CHILDREN'S PERSONAL BELONGINGS. IT IS REQUESTED THAT ALL ELECTRONICS AND VALUABLE PERSONAL ITEMS REMAIN AT HOME. IF A CHILD BRINGS AN ELECTRONIC DEVICE, IT WILL BE TAKEN AND HELD AT THE FRONT DESK OR IN THE YOUTH DIRECTOR'S OFFICE UNTIL THE CHILD IS PICKED UP FOR THE DAY, THEN GIVEN TO THE ADULT SIGNING OUT THE CHILD.

BANNED ITEMS: CELL PHONES, IPADS, APPLE WATCHES - IF WE SEE THEM, THEY WILL BE TAKEN

Meals & Snacks

THE SUMMER DAY CAMP PROGRAM WILL NOT OFFER BREAKFAST. PLEASE HAVE CHILDREN EAT BEFORE THEIR ARRIVAL. LUNCH WILL BE PROVIDED FOR EACH PROGRAM PARTICIPANT, AS WELL AS A LIGHT SNACK DURING THE AFTERNOON PART OF THE SCHEDULE. PLEASE MAKE SURE TO FILL OUT ANY DIETARY RESTRICTIONS ON THE APPLICATION SO ACCOMMODATIONS CAN BE MADE.

BANNED SNACKS: HOT CHEETOS & TAKIS

Visitors

ALL VISITORS MUST SIGN IN AT THE FRONT DESK BEFORE ENTERING THE CENTER. THEY WILL BE ASKED THE PURPOSE OF THEIR VISIT. THEY MUST BE APPROVED BY YOUTH DIRECTOR OR CORPS OFFICER BEFORE ENTERING THE CENTER AND MUST BE ESCORTED IN ALL AREAS OF THE FACILITY BY PERSONNEL.

Medications

IN ORDER TO ADMINISTER MEDICATIONS THE FOLLOWING REQUIREMENTS MUST BE MET:

1. WRITTEN AUTHORIZATION FROM THE HEALTH CARE PROVIDER - DOCTOR'S ORDERS
2. PARENTS WRITTEN AUTHORIZATION
3. MEDICATION IN THE ORIGINAL LABELED CONTAINER

PARENTS ARE RESPONSIBLE FOR PROVIDING ALL MEDICATION(S) AND SUPPLIES. CHILDREN MAY NOT TRANSPORT MEDICATIONS TO AND FROM THE RED SHIELD CENTER. ANY MEDICATIONS MUST BE GIVEN FROM AN ADULT TO AN ADULT. MEDICATIONS WILL BE ADMINISTERED ONLY BY ADMINISTRATION AND MUST BE DOCUMENTED. ADMINISTRATION MAY NOT DEVIATE FROM THE WRITTEN AUTHORIZATION FROM THE HEALTH CARE PROVIDER. MEDICATIONS THAT HAVE EXPIRED OR ARE NO LONGER BEING USED AT THE CENTER WILL BE RETURNED TO THE PARENTS. IF THE MEDICINE HAS NOT BEEN PICKED UP WITHIN ONE WEEK OF THE DATE OF THE REQUEST, THEN THE MEDICATION WILL BE DISPOSED OF PER PROPER MEDICATION DISPOSAL PROCEDURE. MEDICATIONS WILL BE STORED IN A LOCKED AND CLEAN CONTAINER. MEDICATIONS REQUIRING REFRIGERATION MUST BE STORED IN A LEAK-PROOF CONTAINER. PARENTS SHOULD SPEAK WITH THE DIRECTOR SHOULD THEIR CHILD REQUIRE MEDICATION WHILE AT THE RED SHIELD CENTER.

Immunizations

AT THE TIME OF ADMISSION, INFORMATION REGARDING ALL IMMUNIZATIONS A CHILD HAS HAD, INCLUDING MONTH AND YEAR EACH IMMUNIZATION WAS ADMINISTERED, MUST BE PROVIDED TO THE DENVER RED SHIELD. IMMUNIZATIONS MUST BE RECORDED ON THE CERTIFICATE OF IMMUNIZATION OR ALTERNATE APPROVED IMMUNIZATION FORM SUPPLIED AND APPROVED BY THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE) OR THEY CANNOT BE ACCEPTED AND THE CHILD WILL NOT BE ALLOWED TO ATTEND THE PROGRAM. WE CANNOT ACCEPT ANY FINISHED APPLICATIONS WITHOUT THE CHILD'S IMMUNIZATION RECORDS.

Parent's Procedure of Withdrawing Child from Program

WHEN WITHDRAWING A CHILD FROM THE DENVER RED SHIELD'S SUMMER DAY CAMP PROGRAM PARENTS MUST PROVIDE A WRITTEN DOCUMENT ONE-WEEK PRIOR OF CHILD(REN) LAST DAY OF ATTENDANCE.

Filing a complaint about Child Care

COMPLAINTS REGARDING CHILDCARE MAY BE FILED/REPORTED TO THE FOLLOWING:

DEPT. OF PUBLIC HEALTH AND ENVIRONMENT

PHONE: 720-865-5485

OR

COLORADO DEPT. OF HUMAN SERVICES

PHONE: 303-866-5958

Reporting of Child Abuse

ANY STAFF MEMBER WHO HAS REASONABLE CAUSE TO KNOW OR SUSPECT THAT A CHILD HAS BEEN SUBJECTED TO ABUSE OR NEGLECT OR WHO HAS OBSERVED THE CHILD BEING SUBJECTED TO CIRCUMSTANCES OR CONDITIONS THAT WOULD REASONABLY RESULT IN ABUSE OR NEGLECT WILL IMMEDIATELY REPORT TO THE COUNTY DEPARTMENT OF SOCIAL SERVICES OR LAW ENFORCEMENT AGENCY. REPORTS OF CHILD ABUSE OR NEGLECT MAY BE FILED WITH:

COLORADO DEPT. OF HUMAN SERVICES

DIVISION OF CHILD CARE

1575 SHERMAN ST.

DENVER, CO 80203-1714

CHILD ABUSE HOTLINE: 720-944-3000

ALSO FILE REPORTS TO THE SALVATION ARMY INTERMOUNTAIN DIVISIONAL HEADQUARTERS THROUGH THE FOLLOWING OFFICER:

MAJOR CHARITY KRAMERIUS

DIVISIONAL PTM COORDINATOR

OFFICE: (303) 860-5477

CELL: (253) 241-4736

CHARITYKRAMERIUS@USW.SALVATIONARMY.ORG

