Boulder Country Day

Summer Camp Program

Parent/Guardian Handbook

2022

Table of Contents Page

Mission, Philosophy and Motto 4

Core Values and Beliefs 5-6

Summer Programs Overview 7-8

Discounts, Refunds and Cancellation 8

Frequently Asked Questions 8

About Our Summer Faculty 9

Faculty/Child Ratios 9

State Licensing 9

Summer Camp as a New Experience 9

Drop-off, Pick-up and Attendance Sheets 10

Late Pick Up 10

What to Bring to Camp & What to Leave at Home 10

Appropriate Dress for Camp 10

Toileting Policy 11

Health Policies and Procedures 11-12

Illness Policy 12-13

Immunization Requirements 13

Health Care Plan 14

Medication Administration 14

Allergies 14

Insect Repellent 14

Sunscreen 15

Food Guidelines 15

Snacks and Lunch 15

Birthday Celebrations 15

Crisis Management 15

Medical Emergencies 15

Missing Child 16

Child Endangerment 16

Severe Weather 16

Excessive Hot Weather 16

ADA Guidelines 16

Pets on Campus 16

Community Etiquette 16

Guidance and Discipline 17-18

Parent Communication 18

Rumors 18

Expressing Concerns 18

Parent Involvement 18

Program Evaluation 18

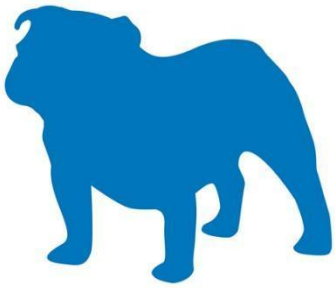
Communication during Camp Hours 19

Voicemail 19

Email 19

Last Minute Emergencies 19

BCD
BOULDER COUNTRY DAY SCHOOL



Our Mission Statement
Boulder Country Day School provides a well-rounded education of academic excellence and character development in a safe environment, empowering our students to reach their full potential as lifelong learners and responsible, globally aware citizens.

Our Philosophy Statement
We believe that children are the catalysts of our society, the inventors of our future, and that tomorrow starts here.

BCD's educational philosophy is rooted in a traditional liberal arts curriculum. Our approach to teaching and learning reflects best practice, supporting the pedagogies and methods that best allow us to successfully meet the needs of each student. Four cornerstones undergird our philosophy: Rigor, Relationships, Respect, and Responsibility.

- ***Rigor****: We believe in providing strong core academics balanced by a wide variety of specialty classes representing technology, science, art, music, foreign language, athletics, and physical education.*
- ***Relationships:*** *Relationships between students and teachers trump curriculum as a determinant of learning outcomes and development, particularly in younger children. Furthermore, teacher/parent partnerships help to cultivate a welcoming and secure learning environment that is built on trust and provides the appropriate amount of nurture, structure, and latitude our children need to succeed.*
- ***Respect:*** Respect yourself. Respect others. *The first two phrases in BCD's motto help foster and develop our students' sense of confidence, competence, and self-advocacy. We believe they provide the foundation to help our children discover their excellence and develop a love of learning that will propel them throughout their educational careers.*
- ***Responsibility:*** Take responsibility for your actions. *The third phrase in BCD's motto stresses the importance of character in our educational philosophy. We believe in integrating meaningful and appropriate opportunities that foster the development of integrity and empathy, qualities that support students as they learn to problem solve, communicate, and navigate in an increasingly complex world.*

Our motto
Respect Yourself.
Respect Others.
Take Responsibility for Your Actions.

I AM A BULLDOG

Core Values and Beliefs
Boulder Country Day – Discover your Excellence

Our core values center around rigor, relationships, respect, and responsibility. These core values connect to our focus on citizenship and our school motto – *Respect yourself. Respect others. Take responsibility for your actions.* – and are an integral part of our school culture. In addition, our commitment to small class sizes and a core-academic curriculum enhanced with art, music, drama, physical education, foreign language and technology instruction are the cornerstones of BCD and provide a well-rounded education that helps each student discover his or her own excellence.

We believe in character development…
BCD's motto, *Respect yourself. Respect others. Take responsibility for your actions.*, is emphasized throughout the school, and supporting character development is an important part of each day. Problem solving, communication, and respect for people and the world are focal points, and BCD's program helps students learn to navigate their social world. Conflict resolution skills are taught on a daily basis as teachers consistently model appropriate communication, behavior, words, and strategies for expressing emotion.

We believe in small class sizes and low child/adult ratios…
The small class size at BCD provides individualized attention for our students. There is truly a personal relationship that develops between the faculty and the students they teach. This connection allows individual needs to be easily identified and addressed accordingly.

We believe in maintaining a balanced program with breadth…
Our well-rounded curriculum helps build confidence in students. In addition to our strong academic curriculum, we include instruction in languages, technology, physical education, fine arts, performance, and research/library skills. Our classrooms and routines are structured and follow a general "flow" each day. However, our routines are flexible and maintain a balance in all that we do. We challenge our students to reach their highest potential by using research-based curriculum and differentiated teaching practices.

We believe in fostering a flourishing faculty…
Our faculty is the "heart and soul" of BCD. All members of our teaching staff are committed to the school, and many have served our community for extended years. Sixty-seven percent of faculty members have completed or are in the process of completing advanced degrees. The BCD faculty is truly a talented and experienced group of educators. BCD also encourages professional growth by providing our faculty opportunities to engage in on-going professional development and continuing education.

We believe in supporting and including families…
BCD promotes strong family/school connections. Parents are always welcome and encouraged to participate actively in classroom activities, field trips and school events. Furthermore, our program supports working parents by offering early arrival, extended day (After 3 at BCD), and summer programs.

We believe in maintaining an outstanding campus…
BCD is safe and secure. We maintain beautiful campus buildings, facilities, and outdoor spaces that enhance learning and education.

We believe in empowering our students with 21st century skills . . .
Critical Thinking, Communication, Collaboration, Creativity and Innovation, Cross-Cultural Understanding, and Character (the 6 "C's") are critical skills our students must acquire to succeed in the rapidly changing landscape of the 21st century. We continually invest in the technology resources, innovative learning programs, and cutting-edge faculty training necessary to foster development of these skills in our students.

We believe that it is a privilege to educate your child and that your child will have the opportunity to discover his or her own excellence at Boulder Country Day.

I AM A **BULLDOG**

Summer Camp at BCD!

BCD's Summer Day Camps offer full-day programming that promises to capture your child's energy and enthusiasm with plenty of summertime fun!

Our summer program is rooted in BCD's motto – Respect Yourself. Respect Others. Take Responsibility for Your Actions. – and the same guideposts that make our school-year programs exceptional. Our Summer Camp is the BCD that you know and trust - with a summertime twist.

We're full of laughter, loads old-fashioned fun (think of running through sprinklers and potato sack races), and plenty of time outside in the Colorado sunshine. What could be better?

BCD's Summer Camp program is open to children entering preschool through third grade (ages 3 – 8) who are either currently enrolled or have been accepted for the 2021-2022 school year. Camp is divided into two age groupings – Sandbox (for children ages 3-5) and Camp Boom! (for children ages 5-8).

- Students who enroll in our Sandbox Camp must be 3 years old by their first day of camp and fully toilet trained.
- Students who enroll in Camp Boom! must be able to speak up for their needs and be ready to experience an active day - without a nap.

Sandbox Camp – for Children Ages 3 - 5

Our Sandbox Camp is perfect for preschool-age campers. Like the name implies, we spend plenty of time enjoying our sandbox and other outdoor facilities. Whether indoors or out, Sandbox participants engage in age-appropriate and engaging experiences through arts, crafts, music, science, physical fitness, cooking, dramatic play, nature walks, and games. Our Sandbox Camp features exciting themes with connected weekly activities and guest presentations that capture children's attention and connect to their sense of wonder.

The full-day program includes a morning and afternoon snack and lunchtime (parents must provide a daily lunch) as well as a rest period (quiet time) each afternoon. A complete list of summer camp themes for 2021 is posted on BCD's Summer Camp webpage.

Sandbox Camp Registration

Sandbox Camp registration is open to current and incoming BCD students – ages 3-5. Students must be three years old before attending camp and fully toilet trained in order to enroll.

Camp Boom! – For Children Ages 5 - 8

Camp Boom! is a cool, school-age camp featuring a rotation of fun learning experiences that promote active participation through arts, crafts, music, science, physical fitness, cooking, dramatic play, nature walks, and games. Camp Boom! features exciting themes each week with tailored activities, loads of crafts, engaging experiences, and weekly guest presentations that connect to the camp theme and promise to excite your child and spark their mind and imagination.

The full-day schedule includes a morning and afternoon snack and lunchtime (parents must provide a daily lunch). Students who enroll in Camp Boom! must be five years of age prior to the first day of camp and younger students must be able to handle an exciting schedule without a nap or quiet time. A complete list of summer camp themes for 2021 is posted on BCD's Summer Camp webpage.

Camp Boom! Registration

Camp Boom! registration is open to current and incoming BCD students – ages 5-8.

Discounts

Please note that BCD is committed to keeping our pricing affordable. We offer financial assistance to help offset the cost of summer camp to families who receive scholarships or financial assistance during the regular school year. If you would like to speak about a reduction is summer camp rates for your family, please contact Susan Boyle.

Refunds

Full refunds are available until April 30, 2022. After April 30, all payments and registrations are non-refundable.

What happens if I need to cancel?

Our summer camp is enrollment driven and unfortunately refunds for any are not available after April 30, 2022.

Frequently Asked Questions

For a list of answers to frequently asked questions, please visit our Summer Camp homepage on BCD's website.

Who are the Summer camp teachers?

- Many of our summer faculty members teach at BCD during the regular school year. Other summer faculty members work with us just during the summer and return year after year.

- All of our summer faculty meet or exceed the qualifications required by the Department of Health and Human Services. Our staff members are required to provide three references from past employers or others that may be knowledgeable about their ability to care for children. In the case of a younger program aid, we then ask for references from teachers, clergy or others who have provided leadership for the young person.

- All BCD faculty and staff are required to be fingerprinted which provides us with a background check. Colorado Bureau of Investigation and FBI would report any offense including misdemeanor or felony charges. The Central Registry of Child Protection would report anyone listed as a known child offender in the State of Colorado. Our summer faculty also participate in summer program orientation training on BCD policies and procedures, child abuse laws, discipline, Universal Precautions, and Epi-Pen administration.

STAFF/CHILD RATIO

The State of Colorado's minimum standards for staff to school age child ratio is 1:15. We plan for a staff to child ratios that are lower than Colorado guidelines so that we can provide children with a higher level of individual attention. Specifically, we use a ratio of **1:6** for children ages 3-4, **1:8** for children ages 5-6, and **1:12** for ages 6-8.

STATE LICENSING

BCD's summer program complies with the rules and regulations of the Colorado Department of Human Services, Division of Early Learning which licenses our program. The State of Colorado regularly inspects our program as does Boulder County Department of Health and the Fire Department. If you would like to review our recent inspection reports, please speak with the summer program director.

LOGISTICS

SUMMER CAMP AS A NEW EXPERIENCE

Starting summer camp or school in a new environment is exciting but can also be scary to some children. All children handle new situations differently. Generally, it helps if you talk with your child about what he/she can expect at camp and that you will be back to pick him/her up. At the beginning of the summer, some children may cry when you leave. This is a normal phase in a child's development. It is best if parents establish a goodbye routine so that the camp counselor can support children as they adjust to their new camp experience. All summer camp faculty members are experienced in dealing with separation anxiety. Please feel free to speak to your child's camp counselor or our summer camp director for tips. We are happy to support you and your child as you transition into our summer camp program.

DROP-OFF, PICK UP, AND SIGN-IN SHEETS

Our full-day program hours are 8:00am - 4:00pm and our part-day program hours are 8:00am - 12:00pm. Extended hours are not available before 8:00am or after 4:00pm. We ask that you respect our closing time and arrive to pick up on time.

Sign your child in and out each day on the sign-in sheet located in your child's classroom. Again, we ask that you try to make your goodbyes brief; experience shows that this will help your child transition into the classroom much easier.

PROCEDURE/ POLICY FOR CHILDREN WHO ARE NOT PICKED UP AT THE END OF THE DAY

Please note that children of any age may NOT be left unattended on BCD's campus at any time. Unattended students are escorted to BCD's Summer Program and signed in on attendance records. Summer program billing fees will apply.

If a child is not picked up at his or her scheduled time, a member of our summer program will call the child's parent(s) or legal guardian(s). If the child's parent/guardian is not reached, persons listed as the child's emergency local contacts are notified of the child's need to be picked up. If the child's parent, guardian, or emergency contacts are not reached, a member of BCD's Administration will notify Boulder County Department of Human Services.

Please note that if a parent fails to pick up child/children by 4:05pm, BCD will charge $1.00 per minute/per child for every minute that the parent is late.

WHAT TO BRING

Children will be provided with an area to store their personal belongings. We will make every effort to support your child in keeping track of his/her belongings to the best of our ability; however, Boulder Country Day is not responsible for lost or stolen items.

Please bring the following:

- Full Water Bottle
- Jacket or sweatshirt
- Sunscreen - 30 spf+ (no aerosols)
- Nutritious/Non-perishable lunch
- A change of clothes and a towel for water play
- Backpack to hold all belongings
- Appropriate shoes that are safe, stay on, and easy to run in (no flip-flops please)

We ask that your child does <u>not bring</u> the following:

- Toys, games or money
- Video games
- iPod, iPad, or other electronics
- Junk food, soda, candy
- Cell phone

CLOTHING

Please dress your child in comfortable and easy to manage clothing. Remember that children should be able to independently manage underclothes and pants when using the bathroom. Belts, buttons on pants, or overalls will make this task difficult. Bring in an extra set of seasonally appropriate clothing in case of an accident. Please remember that the summer camp experience can be a messy one at times (sprinklers, sandbox, painting, gluing, etc.), so please dress your child accordingly.

TOILETING POLICY

Students who enroll in our Sandbox Camp must be toilet trained. We understand occasional bathroom accidents occur. If a child soils his/her clothing, our summer program faculty will support the child with changing into clean clothing. We ask that children keep a supply of clean clothes and underwear at camp.

Please note that BCD is not set up to accommodate children who have regular toileting accidents (beyond occasional and somewhat inevitable accidents). For this reason, we require that all children enrolled in our summer program be proficient in bathroom related self-help skills and able to independently use the toilet. Boulder Country Day Summer Program defines independent toileting skills as the following:

- A child should be able to recognize and verbalize his/her body needs and respond to teacher reminders asking the child to use the toilet.
- A child should be free from regular bathroom accidents.
    - Bathroom accidents are considered to be a child soiling his/her clothing with either urine or feces.
- A child should be able to independently navigate his/her clothing.
- A child should be able to wipe his/her bottom with toilet paper.
    - Teachers will provide assistance and guidance, if needed. However, a child should be willing to try to wipe with independence.

Occasionally, a child is able to use independent toileting skills in the comfort of his/her own home, but not at school. If we determine that a child's independent toileting skills are not present in a school environment, our summer program faculty will follow the following guidelines as outlined below:

- We commit to supporting the child in a positive manner without belittling, embarrassment or punishment.
- We will work with parents to support the child with his/her independent toileting skills.
- We will establish a plan for the child at school and ask the parents to commit to consistent routines and expectations with the child at home.
- We may ask that a child be disenrolled from our summer camp program to work on strengthening his/her independent toileting skills.

Staying Healthy and Safe

HEALTH POLICIES AND PROCEDURES

A child who is ill upon arrival at summer camp, or who becomes ill while at summer camp, shall not be allowed to remain with the other students. Parents will be notified and asked to pick up a sick child. Please note that if a child is too sick to participate actively or go outside for recess he/she will need to stay home until well enough to return.

If at any time a child is exposed to a communicable illness, all affected classroom parents will be notified by the school. Children should be kept at home as long as they have a fever or are contagious, as determined by the family physician.

The school makes every effort to safeguard each child's health and safety. Minor accidents will be treated with ice, soap, water, and Band-Aids as necessary. If circumstances require, the student will be

transported to the nearest emergency room; 911 will be called if immediate emergency medical services are needed. Injuries, other than minor ones, will be reported to the parents. It is important to note that several of our staff members are CPR and First Aid Certified.

To make sure we can reach you in an emergency situation, BCD requires that you complete the Family Information and Emergency Contact Form prior to the first day of school and to keep emergency contact information current. Please provide all contact numbers (cell, home, work) for emergencies. If there is a change to any telephone number, please call the administration office (303-527-4931) so we may update your file.

Illness Policy

Please note that, due to COVID, we anticipate that changes and procedures to our illness policy will be fluid. Updates regarding, policies and procedures will be communicated via email.

We use State of Colorado Health Department guidelines in determining whether a child needs to be excused from school due to illness:

1. Children may not attend school if they have a fever (100 F or 37.7C or higher). Children must be fever-free for 24 hours, without the use of medications, before returning to school. In addition, children with flu-like symptoms, will also be excluded from school until they are symptom free for 24 hours without the use of medication.
    a. Flu-like symptoms include sore throat, cough, runny nose, body aches, vomiting or diarrhea. For specifics for each symptom, consult the "How Sick is Too Sick" document located on our website.
2. The child does not feel well enough to participate comfortably in usual activities and displays behavior such as extreme signs of tiredness, unexplained irritability, or persistent crying related to discomfort.
3. The child requires more care than the faculty/staff can provide without affecting the health and safety of other children.
4. The illness is on the list of symptoms or illnesses for which exclusion is recommended. A copy of this list is located on our website and may be obtained from the school's receptionist.

Influenza and Other Contagious Illnesses

In the case of an outbreak of influenza or other contagious illnesses, BCD will communicate with families and provide information and updates as to how the school is addressing the issue. The school will follow the guidance of our school health nurse consultant, and local/state health departments and make decisions with the well-being of our students, faculty/staff, and parent community in mind. Examples of such decisions may include, but are not limited to, the following:

- Unvaccinated or under-vaccinated children may be excluded for the period determined by our health nurse and local/state authorities.
- Social distancing procedures may be implemented.
- Students, faculty/staff, or families may be excluded or asked to self-quarantine.
- School events, programs and classes may be canceled.

- School operations may be canceled/shutdown with or without a local/state mandate.
    - In the unfortunate event of a forced school closing, BCD may continue to operate on a distance-learning basis. BCD may extend the school year up to and including June 30th. BCD may also schedule weekend classes.

For more in-depth information about illnesses that require exclusion and for information about BCD's precautions against influenza and other contagious illnesses, please speak with Kath Courter.

Immunization Requirements

Immunizations are required by the State of Colorado. Parents must submit a current copy of each child's vaccinations at the beginning of each school year or when any vaccines are updated.

If your child has not been immunized for medical or personal reasons, parents must sign an exemption form. Exemption forms may be found on our website here: Exemption Forms
For detailed information regarding the appropriate vaccination requirements please following this link: CDC Important Vaccine Information

Medications

Whenever possible, students should receive medications at home. We understand that there are circumstances under which a child must be given medication at school, and for those instances, BCD strictly adheres to guidelines mandated by law and overseen by our school nurse consultant. For the safety and privacy of all students, all medical information is kept strictly confidential from anyone who is not involved in administering medication or supervising students with life-threatening conditions.

- Each medication must be accompanied by a Medication Administration Form, which includes a physician's signed order, and must be delivered in its original labeled bottle. The necessary forms are available on the BCD website.
- No "blanket permissions" are accepted.
- Any medication prescribed to anyone other than the student is not accepted and cannot be administered.
- Parents or guardians must give any and all medications to the BCD Receptionist.
- No student may carry or self-administer medications (other than an inhaler or EpiPen as set forth below with the appropriate paperwork). Please see additional information under the *Allergies* section regarding requirements for students requiring a Health Care Plan, etc.
- All medications, including over-the-counter medicines, cough drops, and pain relievers are treated the same as prescription medications. If these items are necessary at school, they must be accompanied by a physician's order.
- No herbal or homeopathic treatments (*e.g.,* Echinacea) or other substances not regulated by the FDA will be administered at school.
- Liquid medications must have a calibrated measuring device, such as a measured-dose cup, provided by the parent.
- If a prescription requires having pills split, they must be split by a parent or pharmacist and be contained in the prescription bottle before they will be given to a student.
- It is the responsibility of the parents to maintain the school's supply of their child's

medications. If a medication is running low or is expired, the school will make reasonable attempts to inform the parents but will not be responsible for shortages.
- Expired medication and medication left at the end of the school year must be picked up by a parent or guardian or it will be disposed of by the School Health Authority. No medication will be sent home with the student.

Health Care Plan

Certain serious medical conditions require the school nurse consultant to meet with parents to devise a detailed Heath Care Plan before the child may attend school. For your child's safety, please inform BCD if your child has seizures, diabetes, allergic reactions that may require the use of an Epi-Pen, or severe asthma that may require the use of a rescue inhaler.

If your child has a Health Care Plan, you must have this form (signed by your child's pediatrician) and any necessary medication on file prior to the first day of camp. Please note, if your child requires a Health Care Plan, he or she may not attend camp without current medication(s) and health care forms. Should a student be on campus without the appropriate Health Care Plan, in the event of a medical emergency, 911 will be called.

Medication Administration

Medication regulations are established by Colorado Department of Human Services – Division of Childcare. Medication refers to **over the counter drugs, prescription drugs, homeopathic and alternative medicine, and vitamins.** Please check with the summer program director before bringing medication to the program.

Please note the following important information:

- BCD summer faculty cannot administer a medication without a Medication Form. These forms must be filled out signed by a physician and also signed by a parent/guardian.
- Medication must be in its original container.
- Medication must be given directly the Summer Program Director or administrator in charge.
- We can only accept non-perishable medications.

Allergies

BCD is an allergy aware school and the safety of every child is our primary concern. If your child has an allergy that may require the use of an inhaler, Epi-Pen, or administration of supervised medication, please speak with our summer camp director. Your child must have a Health Care Plan signed by his/her pediatrician, along with any necessary medication on file prior to the first day of camp. Please note that while BCD strives to keep every child safe, it is not possible to ensure an allergen-free environment.

Insect Repellent

You are welcome to send insect repellent with your child. Insect repellent must be labeled with your child's name. Repellent may be in the form of wrist bands, wipes, or lotion (NO aerosol). Since sunscreen is applied several times during the day, the health department recommends not using the sunscreen which includes insect repellant, to avoid overexposure to chemicals.

Sunscreen

30 SPF sunscreen or higher is required. When selecting a sunscreen, please consider the level of waterproof protection, allergies, and degree of protection your child may need. Please label your child's sunscreen with his/her first and last name. Please choose lotion or creams (no aerosol). We will do everything we can to prevent sunburn, including making sure sunscreen is applied frequently and shelter is provided.

FOOD GUIDELINES

BCD is committed to providing a healthy environment for students to grow and learn. We are an allergy aware school, so please be mindful that there may be children in your child's classroom that have food allergies. Check with your child's camp counselor before bringing any food item in to a classroom (including lunch items). In order for optimal learning to take place and to help our students develop good nutritional habits, we ask all members of the BCD community to adhere to the following guidelines:

Snacks and Lunch

We ask that you provide your child with healthy and balanced snacks and lunches. Students enrolled in our full-day program must bring a morning and afternoon snack and a lunch. Students enrolled in our part day program only need to bring a morning snack. Please do not bring soda, sweetened drinks, candy, or junk foods. BCD strives to be environmentally friendly, so pack food in reusable containers. Please pack food items that do not need refrigeration or heating in a microwave oven. Please include the proper utensils (no sharp knives) with lunch/snack and a cold pack for perishable food items.

Birthday Celebrations

Birthdays are important milestones that are commonly celebrated in schools, and there are a variety of ways to honor your child's special day. Parents may elect to provide a single treat for each student in the summer camp. In keeping with healthy nutritional practices, please limit birthday treats to one cookie or cupcake (with moderate icing) per child. In lieu of bringing a treat, parents may choose to provide a birthday poster or a list of memories/milestones that can be shared with the group or hung in the student's classroom. Please note that private party invitations may not be passed out at camp.

CRISIS MANAGEMENT PROCEDURES

In the event of a crisis at school, BCD administrators immediately put into action our Emergency Response Plan to protect all students, faculty, staff, and visitors. A crisis is defined as a tragic accident, missing child, severe weather incident, act of violence, or a local tragedy. Please contact the Boulder Valley Police Department at 303-441-3333 to receive up-to-date information. Communication of such an event will include the use of the BCD email system or the BCD website. Please do NOT call the school, as the Boulder Valley Police Department is in charge of handling the crisis in conjunction with the school's administration, and the phone lines must be kept open.

Medical Emergency

In the event of a medical emergency, we will administer First Aid and/or CPR and make every effort to contact the parent/guardian. If emergency medical treatment is required, we will contact a doctor, hospital, or call 911 depending on the severity of the injury or illness. Health insurance information needs to be listed on the Emergency Form. Please be aware that any medical expenses incurred will be the responsibility of the parent or guardian.

Missing Child
We will make every effort to notify the parent immediately. Our staff will immediately start searching for the child and contact the police for support when necessary. Should an incident of a missing child occur it will be reported to the parent and is reported to The Colorado Department of Human Services, Division of Child Services within 48 hours.

Child Endangerment
Colorado requires that all adults report known or suspected cases of child abuse or neglect. If an adult suspects that a child was abused, he or she is required to seek immediate assistance from Boulder County Department of Human Services. The contact information to report abuse in Boulder County is:

Boulder County Department of Human Services
3460 Broadway
Boulder, CO 80304
303-441-1000

Severe Weather
All children and faculty will come indoors and, if needed, will seek shelter immediately and stay there until after the weather clears.

Excessive Hot Weather Conditions
We will provide activities indoors or in shaded outdoor areas as appropriate. Water is accessible to children at all times and they are encouraged to drink fluids throughout the day. Children are expected to bring water bottles and take them outdoors with them.

SERVICES OFFERED FOR CHILDREN WITH SPECIAL NEEDS
BCD is in compliance with the Americans with Disabilities Act (ADA) guidelines, and reasonable efforts are made to accommodate children with disabilities and provide education in the least restrictive environment appropriate to individual needs.

PETS
Pets – personal, classroom, and family (including show & tell and special visits) – are not allowed on campus unless pre-approved.

COMMUNITY ETIQUETTE
BCD is a safe and inviting place for every student and parent, and character education is embedded across our curriculum. We encourage respectful and caring behavior toward each other by treating all individuals within the BCD community with kindness and respect and serving as role models for others.

GUIDANCE AND DISCIPLINE

Our school motto - *Respect yourself. Respect others. Take responsibility for your actions. – is the foundation of our approach to guidance and discipline.*

Our summer camp faculty approach guidance and discipline with a positive attitude using positive terms. We understand that young children are learning to navigate their social world and need support in learning to make behavior choices. For this reason, teachers serve as role models and provide a supportive environment that encourages children to develop skills that guide internal self-control and develop conflict management skills.

- We believe in creating a summer camp environment designed with children in mind by organizing developmentally appropriate activity areas that set children up for success, facilitate positive interactions, and promote children's positive feelings about school and learning.
- We believe in positive reinforcement of appropriate behavior and providing choices and options. Teachers consistently model for children examples of effective problem solving, and, when necessary, provide support by redirecting children's behavior and actions.
- We believe in fostering creativity, independence, and responsible decision-making through clear expectations and routines, adequate environmental planning, and problem solving with adult support in naturally occurring situations.
- We believe children and their feelings deserve respect, and when communicating with children our behavior expectations are stated in positive and proactive language. We strive to help children identify their feelings, discover common ground, communicate verbally, and learn to negotiate and develop friendships.
- We believe in teaching children techniques and strategies that foster the development of inner control, self-respect, and confidence. Furthermore, we model and teach "cooling down" techniques and strategies for making choices in a socially-supportive environment.

Our discipline strategies at BCD's summer camp are as follows:

1. A teacher talks to the child in order to determine the cause of a child's misbehavior. The teacher and the child work together to think of ways to solve the particular problem that caused the child to misbehave. Other strategies may be used to problem solve, such as redirection or teacher-guided turn taking.

2. Teachers use logical consequences in order to emphasize the importance of appropriate behavior. For example, if a child throws a block in the block area he/she may lose the privilege of working with blocks for a period of time.

3. If talking to the child in order to problem-solve and using logical consequences do not work, the child is invited to take time to cool down. In addition, teachers may speak with the child's parents and host a conversation that includes the child and the child's parents. This conversation focuses on ways to work together in order to support the child's development of inner control and behavior choices.

4. Teachers work with parents to ensure that any behavior plans are consistent between home and school.

The following behaviors are considered unacceptable and will warrant immediate referral to BCD's Summer Program Director for possible suspension and/or disenrollment from our summer program:

- **Bullying** - This is the ongoing, relentless infliction of physical, verbal, or emotional abuse by one or more students. Bullying takes many forms including teasing, threats, extortion, assault, theft, harassment, and social isolation.
- **Controlled substances** - Drugs, alcohol, and tobacco are not permitted on school grounds by anyone at any time. Medication of any kind must be kept in the administration office with strict prescription rules, per state law. Please see the *Medications* section of this handbook.
- **Fighting** - This is the use of physical force of any kind.
- **Harassment** - Harassment is defined as any action in nature that seeks to humiliate or jeopardize the comfort of any individual on school grounds.
- **Stealing** - Stealing is taking any materials or money not belonging to oneself.
- **Violence** - Violence includes any form of violence, including threats of violence on fellow students, teachers, or administrators. Written or spoken fantasies of violence will not be taken lightly and will be treated as a threat.
- **Weapons** - Weapons of any kind, including play toys, are not permitted on school grounds.

PARENT COMMUNICATION AND INVOLVEMENT

It is our belief that open, honest and direct communication between the adults in a child's life is vital to his/her success. Our summer camp faculty will communicate regularly with you about your child's progress or any concerns. We encourage you to communicate your concerns and comments with the summer program director immediately if they arise. We believe that the best way to support you and your family is to work as a team with a solution-oriented approach.

Rumors

A wise quote speaks to the heart of rumors within a school community:

> "Believe half of what you hear happens at school and in turn we will believe half of what we hear happens at home."

It is important to contact the summer program faculty and/or administrators with questions or concerns when they arise so everyone has accurate information.

Parent Involvement

We welcome parent involvement in all of our programs. Please share your ideas, interests, and concerns as they arise. Your input helps us make our programs the best they can be. Concerns, questions and suggestions for the program should be addressed with our summer camp faculty. If further support in solving a challenge is needed, please call BCD's Summer Program Director at 303-516-4130.

Program Evaluation

Parents and children are given an opportunity to formally evaluate our program at the end of the summer. Evaluations sent via email using Survey Monkey. Please do not feel that you have to fill out a survey to give us input. We welcome your comments and feedback at any time.

COMMUNICATION DURING CAMP HOURS

Voice Mail
You can reach our summer program faculty by calling 303-527-4931. We check messages regularly throughout the day.

Email
You can reach our summer program faculty via email at summer@bouldercountryday.org.

Last Minute Emergency
If you need to contact our summer program faculty, (forgotten lunch, late pick-up, new person picking up your child, checking to see how your child is doing) please call 303-527-4931.
We check messages regularly and will return your call as soon as possible.