



Granby Recreation Department After School and Day Camp



**Parent Handbook
2024 - 2025**

Introduction

This handbook has been prepared by the Granby Recreation Department to give you general information about our recreation programs, and to guide you in understanding our programs. We hope you will feel free to discuss any questions or problems you may have at any time. We welcome any information about your child and yourself which will aid us in working more effectively with you and your child. It is recommended that you and your child visit us before the first day of attendance in order to determine whether the services we offer will meet the needs of you and your child.

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Goal / Purpose

The Granby Recreation Department is operated as a department of the Town of Granby. The goal of the Granby Recreation Department (GRD) is to provide each child with a secure, stable and happy environment in which he/she can grow emotionally, physically, socially and intellectually.

The program includes age-appropriate learning experiences in areas such as art, manipulative skills, motor skills, language, math, science, music and free play. The program includes indoor and outdoor activities as well as some environmental education activities which take place off premises.

Emphasis is placed on meeting the individual and group needs of each child in our care while providing a safe and supervised, yet fun and challenging environment.

License

The GRD is licensed for sixty (60) children. The Camp is licensed by the Colorado Department of Human Services and complies with the regulations established by that agency. This license is available at the school we are operating at. To file a complaint about GRD programs, you may contact The Colorado Department of Human Services, Division of Childcare, 1575 Sherman Street, Denver, CO 80203-1714. Phone: 1-800-799-5876.

Admission

Admission is open to children between the ages of five (5, enrolled in Kindergarten) and thirteen (13) years old. The admission of children with special needs shall be encouraged when staff can provide the understanding and management of the child and when that child can be integrated into a group. Reasonable accommodations will be made to meet the needs of a child, but children with special needs must be addressed case by case for admission.

Each child must have a completed enrollment packet on file. This packet includes a program liability/emergency procedure form; an emergency card/statement of health; conduct form; sign in/out & media release form; and immunization records.

Positive Instruction (Supporting Positive Behaviors) / Discipline

GRD makes every effort to cultivate positive child, staff, and family relationships, by providing a friendly, welcoming environment for children. We maintain a socially and emotionally respectful camp environment, and we implement teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competence in kids. The GRD is also committed to providing individualized social and emotional intervention support for children who need them, including methods for understanding children's behavior; and developing, adopting, and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. In addition, GRD offers access to an Early Childhood Mental Health consultant, through Grand Beginnings.

The staff considers it a responsibility to deal with behavior problems at, or before the time of occurrences. We have developed a Discipline Policy that the parent and child are required to review and sign upon enrollment. Direct and adequate supervision are provided to redirect children and provide suggestions before a problem occurs. Otherwise, a child may be separated from the others for a short period of time in a safe, lighted, well-ventilated area. AT NO TIME will any discipline action include:

- *corporal or harsh punishment;
- *an association with rest or toileting;
- *threats or coercion;
- *verbal abuse or derogatory remarks.

The parent will be required to immediately remove from GRD, any child who becomes uncontrollable or causes willful physical harm to others or to the GRD equipment. Please refer to the GRD Participant Conduct and Discipline Policy for more details.

Supervision / Transportation / Field Trips

Staff are responsible for the supervision of children while at camp, as well as during field trips, and identifying where children are at all times. Seat belts will be used for all children while being transported in Granby Rec. mini busses. Transportation is provided by the Town of Granby 14 passenger short busses, with the exception of some summer Tuesday Travel Field Trips. An EGSD school bus will be used for the summer Tuesday trips to Denver. Certain field trips / special activities may require an additional waiver to be signed by the parents for their child(ren) to participate.

TV / Video Viewing

All videos viewed by campers will be rated "G" or "PG".



Visitors

All visitors must check in with staff. If the visitor is unknown, identification will be required and a written record will be maintained. Unknown visitors will be accompanied by a staff member at all times. All of the GRD programs are open to visits by parents or guardians at any time the programs are operating.

Illness / Medication Administration

Please do not send your child/children to camp if they show symptoms of illness. Please refer to CDPHE's most recent document of "How sick is too sick" when questioning if you should send your child to camp. In the event of any illness, the child shall be isolated from the other children in the GRD program, if possible. The parent, guardian, or other designated person shall be contacted at once to remove the child from GRD. The Granby Recreation Department must report major communicable diseases to parents as well as to the county health officials.

Any necessary medications will be given only by written authorization from the child's doctor. Special forms are provided for this purpose. State regulations also require that non-prescription medications be administered only with a doctor's written permission. Also, any medication must be in the original container and have an instructional label. Any and all medications at camp must be locked and stored to prevent access by children.

No over-the-counter or prescription medication is allowed at camp without proper documentation and doctor's consent. The administration of medication requires extra staff time and safety considerations, so parents should check with their health care provider to see if a dosage is necessary during program hours. For more information, a detailed copy of our administration of medication policy is available at camp.

Accident / Injury

Parents will be notified immediately of any accident or injury which requires anything more than basic first aid. If necessary, the child will be taken to the doctor or clinic designated on their emergency information.

Emergencies / Emergency Procedures on the Road



In the event of any emergency, including emergencies on the road, appropriate precautionary measures will be taken to protect all children and staff. Parents will be notified of any early or unexpected closure of GRD programs, as well as any emergency event involving their child. Staff will maintain supervision of children until parents, designated persons or appropriate social agencies arrive.

Natural Disaster Plan

In the event of a natural disaster (flood, fire) or a natural gas leak, the Recreation staff would evacuate the school and head to the Granby Town Hall using the rec. busses, if possible. We would contact parents if phone use was available. A notice would be posted at the entrance to Day Camp.

In the event of severe weather, the Recreation Dept. staff would keep children inside the school until parents or guardians arrive. If it was deemed necessary to evacuate the school, notice would be posted on the day camp's entrance as to the whereabouts of the children and staff. Tune in to KRKY AM 930 for further information in any disaster situation.



Billing

GRD is using a monthly billing system throughout the year. A four-week deposit is required for summer day camp. Bills are expected to be paid upon receipt. Bills not paid within two weeks of billing date are considered overdue and children may not be allowed to return to day camp until the balance is paid or other arrangements are made with GRD staff.

Schedules / Cancellations

A schedule of activities for the GRD will usually be provided in advance for the benefit of planning when children will attend. Pre-registration prior to program deadlines is very important because staffing is arranged on the basis of pre-registration and a limited number of spaces are available for each program.

Parents are required to notify GRD whenever a child will be absent on a day he / she is scheduled to attend. **During Summer Day Camp, parents must notify GRD no later than two full weeks prior to the program in order to avoid being charged for that activity.** During the school year (Fridays and After School Program), parents must notify GRD no later than two full business days prior to the program in order to avoid being charged for that activity. Cancellations made within the above-mentioned time periods will result in the parent still being charged for that day (this includes days your child is sick).

Reporting Child Abuse

Licensing regulations require that any staff member of the GRD who has reasonable cause to know, observe, or suspect that a child has been subjected to abuse or neglect, or placed in circumstances which could reasonably result in abuse or neglect, must immediately report such information to the Director of Grand County Social Services or a local law enforcement agency. In addition, parents can report child abuse and neglect by calling Grand County Social Services at (970) 725-3331.

Sunscreen Used at Camp – Our camp uses Coppertone Sport Broad Spectrum SPF 30 Sunscreen. If your child has any problems using this sunscreen we ask that you send appropriate sunscreen with your child to camp each day. Please label the sunscreen with your child's name.

Child Safety Upon Release

GRD can be liable for any child picked up by a parent or other person who is under the influence of alcohol or drugs. **We will not allow your child to leave with you or any other designated person who appears to be under the influence or has alcohol on their breath.** Any suspicion of alcohol or drug use will prevent us from releasing the child. This measure is for the safety of the children. We must also protect our staff and programs from such liability.

The After School Program



Hours

The Granby Recreation Department After School Program (ASP) operates from 4:05 PM to 6:00 PM, Mon. through Thurs., during the East Grand school year. The ASP is closed when school is on break.

No child should remain at the ASP after 6:00 PM. A late charge of \$15.00 will be assessed if your child remains past 6:05 PM, with an additional \$10.00 for each 10 minutes late after that time. If you know you will be late, you must call the ASP staff prior to 6:00 PM and explain your circumstances to the ASP staff. Also, the ASP reserves the right to turn over to GCDSS any child left at the school past 6:30 PM if the parent has not contacted the ASP by that time. Habitual late pick-ups may be cause for expulsion from the program.

Arrival and Departure

Students ages Kindergarten through 5th grade are responsible for meeting the ASP staff in the Lunch Room at 4:05 PM. The Granby Recreation Department cannot be responsible for transitioning kids between school or community sponsored events. Children will not be allowed to leave alone or with other children unless written permission is provided or direct contact is made with the parent.

A designated place on the emergency card gives the names of persons to contact in an emergency and to whom the child may be released. If any person other than those designated will be picking up your child, we must have written or verbal authorization from the child's parent or guardian. The new person must be ready to show their ID to the ASP staff at pick up. Children will not be released to unauthorized persons.

Snacks

Snack will be provided for children in the program at 4:05 each day. Parents are encouraged to donate healthy snack foods to the program to help alleviate costs in this area.

Program

Daily General Schedule - within flexible guidelines, often weather dependent, our daily schedule consists of the following:

4:05 - 4:30 PM Snack and Sharing

4:30 - 6:00 PM Activity

Children can be picked up any time before 6:00 PM

Cell Phones / Belongings

Cell phones and toys from home are not allowed at camp. Children's personal belongings should be individually labeled. Parents are asked to send extra clothing with their children when deemed necessary, as in wet, snowy weather or when prone to "accidents". Also, proper outdoor clothing is required at all times. This may include items such as rain gear during warmer weather; snow clothes, hats, gloves and boots are essential in the winter.

The ASP will provide timely updates on daily activities and programming. It is the parent's responsibility to **read information and/or inquire about daily activities.** ASP activities range from indoor activities to playing in the snow, and children are expected to plan accordingly.

Late Arrival

A parent must notify the ASP if their child will be arriving late or absent from the program for whatever reason. Call the ASP at 970-887-3961 or 970-531-8866 (after 4:00 PM).

Fees

Our current rate for the after-school program is:

4:05 - 6:00 PM, pre-registered - \$10/day



School Year Day Camp

Friday Flings - take place throughout the school year and are held from 8 – 5 PM, unless otherwise specified.

Holiday and Spring Break – We typically have day camp during these out of school weeks. Please check school flyers and with the Rec. Dept. Office for more details.

Summer Day Camp

Hours

The Granby Recreation Department Day Camp is open from 8:00 to 5:30 PM, Monday through Thursday, during the summer months. The Day Camp is closed on major holidays. Notice is posted at the Day Camp if it is to be closed.

No child can remain at the Day Camp past 5:30 PM (5:00 PM during the school year). A late pick-up fee of \$15.00 will be charged at the time of pick up if your child remains at camp 5 minutes past pick-up time, with an additional \$10.00 for each 10 minutes of late time. Also, the Day Camp reserves the right to turn over to Social Services any child left at the Center ½ hour past pick-up time if the parent has not contacted the Day Camp by that time. Habitual late pick-ups may be cause for expulsion from the program.

Arrival and Departure

Parents (or a responsible adult) must drop their children off at the Summer Day Camp (Granby Elementary School main entrance loop, north side) and check in outside with a staff member. At the end of each day, parents will pick up their child at the bus loop entrance to GES (east side loop) and check their child out with a staff member. The Granby Recreation Department cannot be responsible for transitioning children between school or community sponsored events. Children will not be allowed to leave alone or with other children unless written permission is provided or direct contact is made with the parent.

A designated place on the emergency card gives the names or persons to contact in an emergency and to whom the child may be released. If any person other than those designated will be picking up your child, we must have written authorization or direct contact from the child's parent or guardian. The new person must also show ID when picking up the child. Children will not be released to unauthorized persons.



Summer Day Camp Program – Weekly Schedule

Mondays – will consist of local programming. Intro to swimming will be available for children who are non-swimmers. Free-swim will take place for the entire camp on Mondays. Camp will also have cooking classes and tennis lessons on some Mondays.

Tuesdays – Tuesday Travel Field Trips are full days of special programming conducted by the GRD. Trips are often scheduled to Denver or other out of town locations. Information about Tuesday Travels can be found in the GRD summer calendar and plans packet. Planned activities are subject to change at any time if the Town of Granby deems it necessary.

Wednesdays – will consist of local programming. Intro to swimming will be available for children who are non-swimmers. Free-swim will take place for the entire camp on Wednesdays. We also have golf lessons and fishing/archery on some Wednesdays.

Thursdays – We'll explore our area and even take several trips out of Grand County! Information about Thursday Thrill Field Trips can be found in the GRD summer calendar and plans packet. Planned activities are subject to change at any time if the Town of Granby deems it necessary.



Meals & Snacks

Each child should bring a morning and afternoon snack. We encourage that healthy snacks be provided and cookies, candy, or snacks with a high sugar or fat content be avoided. Due to the nature of the Day Camp activities, the children need healthy snacks to sustain a high energy level.

Each child should additionally bring a lunch and drink every day. State regulations require the Day Camp to supplement a lunch if it does not appear to meet 1/3 of the child's daily food needs. The USDA recommends lunch consists of a minimum of:

- 3 / 4 cup milk
- 1 protein serving of approx. 2 ounces
- 1 / 2 cup fruit or vegetable serving
- 1 / 2 slice bread or equivalent



There will be a charge if we have to supplement and / or provide lunch or snacks.

Cell Phones / Belongings

Cell phones and toys from home are not allowed at camp. Children's personal belongings should be individually labeled. Outdoor clothing should be brought each day so that the child may participate in outdoor activities. Each child will have a space for their belongings. A child is never required to bring money to camp, and the GRD will not be responsible for any lost or stolen money.

Items such as sun screen sent from home must be individually labeled. Each child should bring a backpack which includes the following:

- Hat sunscreen swimsuit rain gear (when appropriate)
- Towel water bottle lunch & snacks

Please remember that children are expected to wear appropriate play clothes & sturdy, closed toe shoes each day.

Late Arrival / Early Pick Up

Drop off is between and 8:00 and 8:30AM each day. A parent must notify the Granby Recreation Department if their child will be late, absent or picked up early for whatever reason by calling the Recreation Office at 970-887-3961. It is the parent's responsibility to meet up with our camp to drop off your child, if we are away from the facility. Please contact us prior to the day of camp to coordinate plans for a late arrival or early pick up.

Fees

Our current rates are:

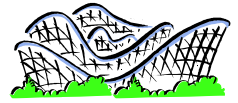
- \$160 – one week of summer day camp (Monday – Thursday)
- \$40 – one day of Friday / break day camp

Registration / Cancellations

Due to the popularity of day camp and to staffing levels, **registration and all cancellations must be completed at least two full weeks in advance of each week your child will / will not attend.** Registration is often already full prior to the deadline, so registration is encouraged as early as possible. Any parent has the right to withdraw their child from day camp at any time, with no consequences, provided you allow 2 full weeks' notice (there will be no grace for sick days). Summer day camp requires a 4-week non-refundable deposit. Also, the Granby Recreation Department reserves the right to withdraw services to any child / family as deemed appropriate.

Day Camp Teen Program

Programming for teens (entering 6th grade and up) is important to Day Camp. Special teen trips are scheduled several times throughout the summer. These trips often take the teens to Denver attractions like Elich's and Water World, but may also include other outings. A schedule of trips for the summer is available at the Rec. Office.



Policy Changes

The Day Camp will notify parents in writing of significant changes in services, policies or procedures so that the parent may decide whether the GRD continues to meet the needs of both you and your child. Failure to comply with policies will result in your child being dropped from the enrollment.

The policies of the Town of Granby and the Granby Recreation Department may be changed at any time without prior notification.

Policy Summary

We hope that this handbook will be a guide to understanding the program and purpose of the Granby Recreation Department. Most of the regulations set forth in this handbook are required by the Colorado Department of Human Services for the safety and well-being of your child and cannot be changed. However, if you feel you need more information or clarification, please do not hesitate to ask for it. The staff can provide either an answer or contact for referral. Other policies can be examined upon request.

Staff

After School Program / Day Camp / General Recreation

Julie Martin

Recreation Director

Elliot Lauber

Assistant Recreation Director

Jessica Kennedy

Recreation and Athletics Coordinator

Additional temporary summer day camp / after school program counselors as needed

Addresses / Phone Numbers

Granby Recreation Department

Zero Jasper Avenue

PO Box 440

Granby, CO. 80446

(970) 887-3961

After School Program / Summer Day Camp

Granby Elementary School

202 West Topaz Street

Granby, CO. 80446

(970) 531-8866 (Elliot's cell phone, for out of school hours)

Julie Martin's Cell Phone – 970-531-0796

Elliot Lauber's Cell Phone – 970-531-8866

Jessica Kennedy's Cell Phone – 308-991-1259

