



# Ben Franklin Academy Lightning Bolts

Summer Camp Program

2017

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## Welcome to the Lightning Bolts Summer Camp Program

We feel privileged to have the opportunity to provide childcare for your family at Ben Franklin Academy (BFA) for the summer. Our mission is to provide a safe, fun, enriching and developmentally appropriate environment for children in our community. Our talented, nurturing childcare professionals are committed to offering the highest quality care for children at an affordable price for parents.

## Enrollment Eligibility and Special Needs Policies

### **Children must**

- Be a minimum **5 years, 0 months** and maximum **15 years, 11 months of age**.
- Be **currently** enrolled in Ben Franklin Academy.
- Comply with behavioral expectations as indicated in handbook.

### **Parents must**

- Comply with policies and procedures as indicated in handbook, including behavioral expectations and payment policies.

We comply with all rules set forth by the Americans with Disabilities Act and all children, regardless of ability level, have equal access to our program. We strongly encourage and invite parents to discuss their child's unique needs with the Camp Director so staff can provide reasonable accommodation and the appropriate support systems.

## Open Door/ Visitor/ Authorized Pickup Policies

Parents are welcome and encouraged to visit their children at BFA Lightning Bolts Summer Camp at any time. All visitors will be asked to sign the visitor log book. No child will be released to an unknown/unauthorized pick up persons. Proper identification (driver's license, other forms of photo id) must be shown by all unfamiliar authorized pickup persons.

## Hours

BFA Lightning Bolts Summer Camp is open May 31, 2017 – August 11, 2017, from 7:00am – 6:00pm. **Camp will be closed the week of July 3<sup>rd</sup> – July 7<sup>th</sup>, 2017.**

## Admission, Registration and Payment Policies

All required paperwork must be complete and turned in to the Camp Director prior to the child attending Summer Camp. **Ben Franklin Academy Lightning Bolts Summer Camp cannot accept children who have not been registered and enrolled in the program.**

A one-time \$35.00 **non-refundable** registration fee per child will be assessed at the time of registration. The fee provides supplies and covers general operating expenses. Each registered camper will also receive a **camp t-shirt** and **daypack**.

**Tuition Schedule**

- BFA Lightning Bolts Summer Camp will operate on a daily registration schedule. Tuition will be \$35/child/day for general/in-house activities and \$50/child/day for off-site field trip or special in-house activity days. All child(ren) must be registered using the online system in advance. Registration will close at **11:59pm (EDT)** on Sunday, **two (2)** weeks prior.

**\*\* Please note that Summer Camp’s registration system is located on the east coast, therefore all times reflected are Eastern Daylight Time, so plan your daily registrations accordingly\*\***

- There is the possibility of a late registration up until the Sunday, **one (1)** week prior to the camp date. Tuition for late registrations will be at an increased price of \$50/child/day for general/in-house activity days and \$75/child/day for field trip or special in-house activity days. After that week, the registration will close and no additional registrations will be accepted.

Camp Dates	Registration Closes
May 31 <sup>st</sup> – 2 <sup>nd</sup>	Sunday, May 14 <sup>th</sup>
June 5 <sup>th</sup> – 9 <sup>th</sup>	Sunday, May 21 <sup>st</sup>
June 12 <sup>th</sup> – 16 <sup>th</sup>	Sunday, May 28 <sup>th</sup>
June 19 <sup>th</sup> – 23 <sup>rd</sup>	Sunday, June 4 <sup>th</sup>
June 26 <sup>th</sup> – July 30 <sup>th</sup>	Sunday, June 11 <sup>th</sup>
July 10 <sup>th</sup> – 14 <sup>th</sup>	Sunday, June 25 <sup>th</sup>
July 17 <sup>th</sup> – 21 <sup>st</sup>	Sunday, July 2 <sup>nd</sup>
July 24 <sup>th</sup> – 28 <sup>th</sup>	Sunday, July 9 <sup>th</sup>
July 31 <sup>st</sup> – August 4 <sup>th</sup>	Sunday, July 16 <sup>th</sup>
August 7 <sup>th</sup> – 11 <sup>th</sup>	Sunday, July 23 <sup>rd</sup>

**\*Please note that Summer Camp will be closed the week of July 3<sup>rd</sup> - July 7<sup>th</sup>.**

- In order for us to follow state mandated staff/child ratios (1 adult to 15 children), **no changes allowed after registration close (dates listed above)**. This will allow the camp staff ample time and accurate counts for confirming activities. There will be **no** drop-in care available. If a cancellation is requested before registration closes, a refund of 75% of the tuition for that day(s) will be processed. **There will be no refunds for any cancellations after the cut-off date.**

**Sign-in / Sign-out**

All children must be checked in and/or checked out by a parent, guardian, or authorized adult as indicated on the contact list of the enrollment form. No child will

be allowed to be signed out by anyone under the age of 18. Children may not sign themselves in and out. This policy ensures the safety and welfare of all children.

### **Late Pick up**

Children must be picked up by 6:00pm. A \$1.00 per minute late fee will be charged for every minute the child is picked up after 6:00pm. On inclement weather days where a severe weather warning (IE, severe thunderstorm warning) has been issued for Douglas, Arapahoe, Jefferson or El Paso Counties a 30 minute grace period will be offered. If a child has not been picked up by 7:00pm or a call made explaining why you will be late or local police will be notified.

### **Absence Policy**

If your child is going to be absent due to illness or other reason on a day they are scheduled to be in care, parents must notify the staff of BFA Lightning Bolts Summer Camp.

### **How to Reach Us**

720-383-4519 ext. 3266 or [summercamp@bfacademy.org](mailto:summercamp@bfacademy.org)

### **Attendance**

Attendance will be taken regularly by childcare staff to ensure the location and whereabouts of all children. Attendance sheets will be taken outside when the program is enjoying outdoor time or in other vicinities of the building (gym, computer room, library, etc.), as well as for all off site activities (field trips/walking tours).

### **Missing Children**

It is imperative that BFA Lightning Bolts Summer Camp is notified when your child is not attending child care on their scheduled days. Otherwise, staff is responsible for following the steps listed below until child is located.

1. Staff will contact the Camp Director immediately who will contact parent & local authorities.
2. Staff member will stay on premises until the child is found.
3. Other children will be kept in a safe location while a staff member searches for the missing child.

### **End of Day Procedures**

At closing time, staff will review the ProCare Attendance system to ensure all children have been picked up. If a child has not been signed out and staff cannot verify that the child has left the program, the staff of BFA Lightning Bolts Summer Camp will do a quick survey of the school and then call the child's parents or emergency contacts to check on the child's whereabouts. It is imperative that parents/guardians or authorized persons sign the child out using the ProCare Attendance system.

## **Illness Policy**

Ill children will not be accepted into BFA Lightning Bolts Summer Camp. If a child becomes ill during the child care time, child will be confined to a mat in a designated area and parents (or authorized adults if parents cannot be reached) will be called to pick up child. Ben Franklin Academy Lightning Bolts Summer Camp will follow the following illness policy and children cannot attend the program if the following symptoms are observed:

- A fever over 100 degrees. 24 hours symptom free
- Vomiting with or without fever. 48 hours symptom free
- Diarrhea, with or without fever. 48 hours symptom free
- Unexplained rash with or without fever. 24 hours symptom free
- Unexplained discharge from eyes, ears, nose, mouth or skin. 24 hours symptom free

## **Medication Policy**

Please contact the BFA Lightning Bolts Summer Camp Director for more information if your child requires daily or emergency medication. We comply with all the Colorado Department of Human Service-Division of Child Care rules and regulations regarding medication, as well as the Delegating Clause of the Nurse Practice Act.

## **Accidents and Injuries**

If a child becomes hurt during child care times, appropriate first aid will be applied by a trained staff member. All injuries will be posted in the injury/illness log. Parents will be notified of all minor head injuries in writing or verbally. For accidents or injuries that require immediate medical attention, 911 will be called and parent/emergency contacts will be called as soon as possible. Please sign and return the medical emergency release form included in your child's enrollment packet. At least one childcare staff member per every thirty children will be certified in First Aid and Pediatric CPR. The program will always have one trained staff on the premises anytime the program is in session.

## **TV/Media/Computer Policies**

**Films/Movies:** In accordance with Board Policy IJB-R: Use of Film Resources, B.A.S.E. Programs may show 'G' and 'PG' rated movies on site with parental permission. Movies are intended to supplement, as opposed to replace or substitute for, program curriculum and activities, and staff shall ensure that content and language is appropriate for elementary school children. Parents shall provide written permission for children to view movies on the enrollment form. Children who are not permitted to watch movies will be provided with an alternative activity.

Please indicate your preference regarding your permission for your children to view 'G' and 'PG' rated movies:

\_\_\_\_ YES. I grant permission for my child to watch 'G' and 'PG' rated movies at BFA Lightning Bolts Summer Camp.

\_\_\_\_ NO. I do NOT give permission for my child(ren) to watch 'PG' rated movies, only 'G' rated movies.

**I-Pads/Personal Electronics:** Occasionally, children will have the opportunity to utilize school iPads. All Ben Franklin Academy computer lab rules will be followed when using the iPads. Students in the summer camp program must have a signed internet user agreement on file in order to use the iPads. On occasion, the daily activity will include video games. Time spent using the games will be limited and include only age appropriate video games. Only on these designated days may child(ren) bring electronic video games (game boys and etc.) to the summer camp program. BFA Lightning Bolts Summer Camp is not responsible for damage or loss of any personal belongings.

### **Photography**

We are going to have a fun summer and would like to capture those memories. We would like your permission to take & use pictures of your child on our website, in newsletters and/or on our bulletin boards. We will never reference your child by name or provide any specific information regarding your child. The pictures will only be used by BFA Lightning Bolts Summer Camp to show the many ways our children had a great time while participating in summer camp!

*Please indicate your preference regarding our use of photos of your children:*

\_\_\_\_ YES. I grant permission to use photos of my child participating in BFA Lightning Bolts Summer Camp activities on the Ben Franklin Academy website, bulletin boards, and /or newsletters.

\_\_\_\_ NO. Please do NOT take or use any photos of my child.

### **Natural Disaster/Emergency Procedures**

In the case of natural disasters or emergencies, the following procedures will be followed:

- Fire - Children will be taken to a prearranged safe outside location. Staff will take attendance and children will be kept safe until parents are able to pick up their children.
- Tornado - Children will be taken to a prearranged safe place inside of Ben Franklin Academy. Attendance will be taken. Children will sit with hands over their heads until the storm has passed.
- Flood - Attendance will be taken; Children will be kept in a safe location of the school until parents can be notified.

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- Earthquake - Children will be kept together in a safe location until the quake has passed. Attendance will be taken. Once safe, the children will be exited outdoors until parents can be notified.
- Unsafe person on premise - All visitors must sign into the visitor log. If a person is deemed unsafe all children will be kept safe with a BFA Lightning Bolts Summer Camp staff member and police will be notified. Attendance will be taken.
- If there is an active shooter or gunfire, staff should immediately follow lockdown procedures and barricade the doorways/windows leading into their area. Armed gunmen typically do not attempt to breach barricaded locations. A good rule of thumb is if you cannot be seen, you probably will not be targeted.

All safety procedures will be practiced on a regular basis to ensure all staff and children understand and can follow the procedures in an actual emergency situation. In the event we evacuate, all emergency contact information will be taken.

## **Inclement or Excessively Hot Weather**

For the safety of all children, we will limit or avoid outside activity when weather is inclement or excessively hot. Please dress your child appropriately for the weather.

## **Sun Screen**

Please refer to the sunscreen policy & permission section of the BFA Lightning Bolts Summer Camp Application form detailing sunscreen procedures.

## **Personal Belongings,**

Please mark all children's personal belongings with their name. No inappropriate items such, as violent video games or play weapons will be allowed. Children are discouraged from bringing money to the program. Children are expected to share their play items with others. Please be advised, BFA Lightning Bolts Summer Camp is not responsible for lost or stolen money or items.

## **Meals and Snacks**

Meals and snacks are not provided by BFA Lightning Bolts Summer Camp. Parents must provide two (2) snacks/drink and one (1) lunch/drink for their own child(ren) each day. Children are also encouraged to bring a labeled water bottle which they will have access to refill during the day.

## **Field Trips and Transportation**

On designated days, we will go on field trips or walking trips. Permission, registration and payment for these days must be complete prior to children attending activity.

Staff will have emergency contact information for all children attending off site activity with them at all times. In the event of an emergency, all safety procedures will be followed.

Please note we will follow all Douglas County School District bus policies and procedures. Children will be expected to review and sign the **attached** "Student Conduct on School Buses" policy from the Douglas County School District.

If your child(ren) has not arrived by the time the group departs for the field trip, then your child(ren) will not be able to attend Summer Camp that day. There will be no refunds for missed days.

### **Special Activities**

Each week we will have special activities to be provided in-house by persons that have been contracted with BFA Lightning Bolts Summer Camp. These programs may include, but are not limited to, demonstrations by bird clubs, special instruction in a sports activity, drama or other specialized activities, and magic shows. At all times this special activity and the children will be supervised by a BFA Lightning Bolts Summer Camp staff member. Child(ren) must be registered for each daily activity in advance with appropriate permissions completed prior to activity.

### **Withdrawing from Child Care**

If for any reason you choose to withdraw your child from the program, a two week written notice to the BFA Lightning Bolts Summer Camp Director is recommended to ensure all payments are received and we have ample time to prepare year-end statements of childcare expense for tax purposes. BFA Lightning Bolts Summer Camp may be required to withdraw children due to disciplinary reasons or deny services due to delinquent accounts.

### **Program Termination**

In the event that we are no longer able to offer the BFA Lightning Bolts Summer Camp program, we will provide all enrolled families with a 2 week written notice.

### **Child Abuse Reporting**

Staff members of BFA Lightning Bolts Summer Camp are required to report suspected child abuse to school officials and to the Douglas County Human Services. Likewise, if you suspect child abuse, you should seek immediate assistance from Douglas County Human Services. Their contact information is as follows:

101 Third Street, Castle Rock, CO 80104  
Phone (303) 688-4825

### **Procedures for Filing a Complaint/Compliment about BFA Lightning Bolts Summer Camp**

The staff of BFA Lightning Bolts Summer Camp encourages all communication regarding the quality of service we provide for your family. Please discuss any concerns you may have with the staff of Ben Franklin Academy Before/After School



Care. If you feel your concern is not being addressed or you see a licensing violation, please contact State of Colorado Department of Human Service - Division of Child Care at:

1575 Sherman Street  
Denver, Colorado 80203-1714  
or call (303) 866-5958

Likewise, if you see staff going over and above quality child care and licensing rules, please contact the above mentioned organization.

### **Discipline Policy**

The goal of our disciplinary policy is to promote a standard of expectations that is clear, consistent, and fair. Our objective is to create an atmosphere of respect and responsibility resulting in a safe and enjoyable environment for everyone.

### **Program Environment**

Children, staff, parents and community will behave in a manner that fosters a positive program environment.

#### **Indicators:**

- Participate actively in program activities.
- State expectations clearly.
- Show sensitivity toward others.
- Use courteous and polite language and behavior.
- Follow program and school rules.

### **Physical and Emotional Safety**

Children, staff, parents and community will promote, create and maintain an environment free from physical and emotional harm.

#### **Indicators:**

- Control anger and resolve conflicts through non-violent means.
- Ensure that programs are free from weapons.
- Ensure that programs are free from harmful substances.
- Ensure that programs are free from intimidation, discrimination and harassment.

### **Respect for Grounds and Property**

Children, staff, parents and community will be thoughtful caretakers of the program and school property and the property of others.

#### **Indicators:**

- Use property and materials for their intended purposes.
- Take responsibility for maintaining program and school property.
- Show respect for the personal property of others.

## **Respect and Responsibility**

Children, staff, parents and community will accept personal responsibility and accountability for their actions or inactions.

### **Indicators:**

- Follow program policies and procedures.
- Doing the right thing in the right place at the right time.
- Take initiative to help others.
- Respect self and others.

## **Diversity**

Children, staff, parents and community will respect the unique attributes and qualities of every individual.

### **Indicators:**

- Treat others with fairness and compassion.
- View diversity as enhancing the program environment.

## **Communication**

Children, staff, parents and community will communicate effectively to build a more positive program environment.

### **Indicators:**

- Communicate with positive intent.
- Communicate in an open, trusting and truthful manner.
- Express ideas clearly.
- Listen actively and encourage feedback.
- Communicate in a timely and on-going manner.
- Clarify communication directly from the source.

## **Disciplinary Procedures and Childcare Referral Form:**

**Purpose:** We believe all children have the right to be happy, healthy, safe, and develop positive relationships with children and adults. Our childcare staff help children turn misbehavior into opportunities to learn and be self-directed through use of verbal/nonverbal interventions, providing options, problem-solving, re-direction, separation, and natural/logical consequences. When children choose behavior which disrupts or threatens to disrupt the operation of the program, which interferes in any way with the rights and privileges of others, which endangers the health or safety of any person, or which damages property, disciplinary actions will result. These actions may include but not be limited to temporary dismissal and permanent removal. Children with disabilities are subject to the same disciplinary procedures as children without disabilities.

**Childcare Referral Forms:** The intent of the Childcare Referral Form is primarily a communication system between parents and the childcare program. Typically, a

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Childcare Referral Form will be issued after a verbal and/or written warning has been given and other program interventions (as listed on the Childcare Referral Form) have failed. Referral forms are issued immediately after severe behaviors.

**Parent Involvement:** Parents are asked to review the form and talk to their child about appropriate behavior at the program. They are also asked to sign the form to verify receipt and keep the white copy for their records. Parents are encouraged to contact the Summer Camp Director anytime to discuss the incident resulting in the Referral. These incidents do NOT become part of the child's school record.

**Procedures:** Children who receive three (3) referrals during the same school year will be temporarily dismissed from the program at the discretion of the Camp Director, usually 2-5 days. Parents will receive a notice of temporary dismissal along with the most recent referral indicating effective dates of dismissal and reinstatement. Children who receive four (4) referrals in one month will be permanently removed from the summer camp program. Parents will receive a notice of permanent removal along with the most recent referral.