



Parker's Best Summer Camp



(720) 926-5122



Parkersbest@icloud.com

Parent Handbook for

Parker's Best Summer Camp & After School Program

Mission statement: The mission of Parker's Best Summer Camp is to educate, encourage and inspire our campers to be the best versions of themselves through martial arts, teamwork and camp experience.

Welcome Packet - Each parent is required to fill out a welcome packet to be admitted to our program. Be sure to fill out the packet and email it or bring it to our campus before or by your campers first day with us! (It only takes 5 minutes to complete.)

Details of the program: Our program is for ages 5-12. We offer Summer Camp for the duration of the summer, Monday-Friday from 7:30am-6:00pm. After School services are offered throughout the school year and pick up is provided from school. After school services end at 6:00 pm each day.

Our facility is closed on major holidays. Including New Year's Day, Memorial Day, Fourth of July, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day and New Year's Eve.

We offer day camps throughout the school year for scheduled school closures and a schedule is provided for these camps in the ASP welcome packet. We communicate via email and text and expect all parents to regularly check both for routine updates and emergencies. We will reach out via both forms of communication for any emergency schedule changes or closures.

We provide services to those with disabilities in accordance with the Americans with Disabilities Act. See separate policy upon request. A parental and director evaluation is required prior to registration.

Reporting Absences - If your child is absent from school and will not need to be picked up after school, you are required to inform us immediately. **A \$25 fee will be applied to your account if you do not report your child's absence.** A simple email to Parkersbest@icloud.com or text to [\(720\) 926-5122](tel:(720)926-5122) will suffice. If your child will be absent from a summer camp or day camp then please notify us at your earliest convenience via phone call, text or email.

Morning Drop Off (Camp Days) - We open each day at 7:30am for drop off. Your child will have time to eat breakfast if necessary during this time. Please do not arrive before 7:30am to drop off your child. If your child arrives late and their group has left for a planned off-site event, the parent can sign them into the facility and they will participate in regular activities or the parent can take the child to the off-site event and personally sign them in with the coach at the event.

Afternoon Pick Up Time (Camp & After school) - Pick up time is every day by 6pm. When you arrive, please be sure to **have a government-issued ID.** If someone on your contact list picks up your child, be sure to remind them to bring their ID. We will not release your child to someone who is not listed as an approved pick up. A parent may call to make emergency accommodations for someone not listed to pick up their child but your identity will be verified when making this request. We will not release a child to someone they do not



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know or someone who appears to be under the influence. If this happens, we will call the next approved adult on the pick up list. Inspection of premises and checking the sign out sheet to ensure that all children have been picked up is part of the closing and clean up routine.

Late Pick Up - After 6:05pm, a \$1 per minute fee will be applied to your account. Your child will remain in the care of staff until someone from the approved pick up list is reached and arrives. If we are unable to reach anyone after 1 hour, CPS or law enforcement will be contacted.

Arrivals and Departures

Children will not be allowed to enter or exit the campus without an adult escort. A member of our staff will escort your child to their assigned classroom. Parents are not allowed to send students in alone or with older siblings unless the older sibling is over the age of 18. Younger siblings are not allowed to enter a classroom without being accompanied by a staff member. Parents must always check their child in and out at the front desk. Parents are not allowed to have children sign themselves into the program (camps.) The check in process includes signing the check in sheet with the time of arrival and the time of departure at pick up with the parents' initials. **Always sign out your child at the welcome desk.** Your child will be called to the front of our facility via radio, and will be able to leave at that point.

Any person whose name does not appear on the emergency contact form will not be allowed to pick up a child unless the parent has informed our director in charge of the change. Anyone not known to the staff will be required to show proof of identification. Please do not send someone to pick up your child that the child does not know. Children will not be released to anyone who cannot show proof of identification on request or that the child is not comfortable leaving with. Children will be held in the director's office and the parent will be contacted. In an emergency, the parent may call the campus and speak to the director or assistant in charge personally, to leave special pickup instructions. These policies are for your child's safety and will be strictly followed with **no exceptions**.

Visitor Policy - All visitors must sign in on the visitor log located at the front desk with name, address and reason for visit. Photo IDs are required for ALL visitors. Visitors will remain under direct supervision of the staff at all times.

Adult/Child Ratios - Our program has been designed to meet the State of Colorado's standards for adult/child ratios. All children will be in the sight/hearing of a qualified staff member at all times (with privacy while toileting). At no time will we allow the adult-to-child ratio to fall below minimum state standards which are as follows.

Ages 5-12 - 1 staff member to every 15 children, with a maximum group size of 30 children.

If a child is found to be missing, the staff will search all indoor and outdoor facilities. If unsuccessful, we will notify the parents and proper authorities. See Missing Child Emergency Response guide.

- **Monitoring of children**

- Each coach maintains a roster for each group
- Attendance is checked at every transition (every 30 minutes) with an audible and visible check of each child



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- Director will inform coach of any absences, early departures or late arrivals
- Coach is in charge of all members in group, even during rotations and must keep eyes on children at all times

Concerns or Compliments - Concerns, compliments, or suggestions should be directed to our office. We always welcome your input. We need to know of your concerns in order to make improvements to our program. Please refrain from making comments on social media that may be taken out of context and reflect an inaccurate representation of our school and programs. Please see our complaint procedure visible in the lobby for any complaints to the state of Colorado licensing services at 303-866-5948.

If you suspect child abuse or neglect, please contact the local County Child Protective Services at 710 S Ash St., Denver Colorado 80246 or the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS.

Suspected or known child abuse should be reported to Douglas County at 303-663-6270 or 1-844-CO-4-KIDS.

Complaints about a family child care home can be made to Division of Early Care and Learning at 303-866-3755 or 1-800-799-5876. 710 S. Ash St., Denver, CO 80246

The official Rules Regulating School Age Child Care programs can be obtained at the Division of Early Care and Learning 710 S. Ash St., Denver CO 80246 or at <https://cdec.colorado.gov/>

Exclusion of Children with Communicable Diseases - We do not allow sick children to attend our programs. This includes symptoms such as: fever, runny nose, vomiting or diarrhea, rashes, and any other communicable disease. If a child is sick, we require a parent or guardian to immediately come and pick up their child. **Children are not allowed to return to our programs until 24 hours after the last symptom has been shown, or if they have been cleared with a note from a physician.** Any suspected case of reportable communicable disease will be reported to the County Health Department. We follow the guidelines set in "How sick is too sick?" set by the Department of Public Health and Environment.

Health Concerns - Parents are expected to share any information regarding known allergies or other physical problems, mental health disorders, or developmental disabilities, or delays which would limit the child's participation in our programs and activities with our campus director. The director should be consulted concerning any special procedures that need to be followed in caring for the child. Every child needs immunization records, a medical exemption or non-medical exemption on file. We keep a wellness log and an illness log each day.

Health Regulations

Emergency Medical Care - If a child becomes ill or suffers an accident during the time he/she is in our care the center shall take the following steps:

- Coach will assess the situation
- Coach will notify the director
- Band-aid level incidents or minor illness will be taken care of by the center staff.



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- Parents will be informed at the end of the day
- Documentation will be made for the student's file
- Illness or injury causing moderate discomfort for the child, parents will be called for instructions and possible early dismissal.
- Documentation will be made for the student's file

Contagious Illness

- Parents will be notified for immediate pick up.
- Documentation will be made for student's file
- Child will be cared for in separate room by a qualified coach or staff member

Severe Illness or Injury - Requiring Medical Treatment

Parents and director will make the following decisions:

- In the event that parent or designated emergency contact cannot be reached the director will call 911 and the child will be transported by ambulance to the hospital of the parent's choice as listed on the medical release form unless determined to be inappropriate according to EMS assessment.
- The parent will pick the child up
- An ambulance will be called to come for the child
- Documentation will be made for the student's file.
- Notification will be made to the County Health Department.

Inclement Weather and School Closings - Emergency plans have been created in cooperation with local emergency management personnel. In the event of severe weather or prolonged power outages, please monitor TV and Radio stations for a list of school closings. Once the announcement is made, please make immediate arrangements to pick up your child. If the center closes due to the above-mentioned circumstances no reduction in fees or refunds will not be made unless the center is closed for a full week Monday through Friday.

Hygiene - Children and staff will wash their hands with liquid soap and running water or use hand sanitizer before entering the classroom. Hands will also be washed before and after preparing, eating, or touching food, after toileting, after dealing with any bodily fluids, after outside play, or any other messy play, whenever hands are visibly dirty and before going home. Children will be kept clean and tidy throughout the day. Children will not be allowed to share food or utensils.

Medication Our campus shall maintain a record of all medications dispensed to the children by the staff. A medication authorization form must be filled out and signed by the parent and healthcare provider before any medication is given other than emergency first aid. Medication forms are available at the front desk for your convenience. Medication forms expire at the end of the current week unless otherwise specified (ex: asthma and allergy medications.) Any long-term medications must have an updated authorization form on file if any of the instructions change. All medications must be taken home at the end of the week. Only prescription medication (or over the counter medication with a written order from the physician) will be given. Medication time will be



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at 12:00 p.m. daily. Medication must be turned in at the front desk and not left in the cubby or classroom. All medication (prescription and over the counter) must be in the original container labeled by the pharmacy. Medications will only be given on an "as needed" basis for chronic medical conditions when accompanied by a detailed written statement from the physician. Children with allergies or asthma should have an allergy/asthma action plan on file. Medications ordered less than three times per day will not be given at the center. Permission forms may be placed on file for administration of topical preparations. Medications will only be given by a staff member trained and certified in medication administration via CDPHE and our child care health consultant. All staff who are certified to give medication are also trained in cpr and first aid. All medications are kept in a safe area, that is inaccessible to children but easily accessed by staff. Emergency medications will be stored according to guidance from CCHC, out of reach of children but easily accessed by staff). Emergency medications will travel with a staff member when off-site. A written medication log will be kept for each child for each medication. If a child has written consent from parents/guardians and healthcare provider, they may carry and self-administer their own asthma or allergy medications. All staff members must be aware of children who have asthma or allergies, and which of those are permitted to self administer inhalers or auto injector epi pens.

Adverse Medication Reaction - Any noticeable adverse reaction to prescribed medication will be noted on the daily medication incident sheet. The parent will be notified immediately. For severe or emergent reactions when the parent cannot be reached, the child will be taken by ambulance to the hospital of the parent's choice as listed on the medical release form, unless deemed an inappropriate choice according to an EMS assessment. Medication sheets forms are located on the front desk and must be filled out, signed by a healthcare provider and turned in to the director.

Snacks - We sell a variety of snacks for \$1 each, **but we require students to bring their own healthy snacks each day.** On camp days, we have a morning snack time and an afternoon snack time, which will **require that your child brings 2 snacks per day.**

Lunch (Camp days) - Please bring a lunch every day to camp. Please include healthy options for your child, as well as a drink. We have very active programs and nutrient rich foods help our students perform at their highest level. Your child will not have access to a refrigerator or a microwave.

Staff must be informed of any child with a food allergy upon submitting registration forms. Children are not allowed to share food. All lunch bags and water bottles need to be labeled with your child's name.

Water policy (Camp days) - **We require all students to bring a water bottle each day that can be refilled. Please label your child's bottle with their first and last name.**

Camp Dress Code - Our campers are very active throughout the day so comfortable, loose fitting clothing is best. Your child needs to wear a camp t-shirt on field trip and park days, proper bottoms for activity, and closed-toed shoes. Students are encouraged to not wear jewelry. If your child has long hair, we ask that it is pulled back and in a ponytail. Jeans, dresses, skirts, open-toed shoes, crocs and sandals are not allowed.

Martial Arts Class Dress Code - We require that all students have their martial arts uniform each day and keep it in their cubby. Please take the uniform home on Friday to wash and return it the following week.



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Belt Promotion - Your child will have the opportunity to test for a new Stripe or belt every month. If your child qualifies for an upcoming test, you will receive a testing invitation with more details such as the time, date, location, and fees.

Field Trips (Camp Days) - We attend 1 optional field trip per week during camp for an average cost of \$15 per child. We keep a sign up list in our lobby. To enroll for a field trip, please add your child's name to our list. We keep the list on our welcome desk in the lobby. Our trips are optional and any children who do not wish to attend will stay at camp and participate in other exciting activities! For our field-trips that are offsite, we ask that parents supply MBSC with proper car seats or booster seats for their camper. **Campers are required to wear their camp shirt and will not be permitted to attend an off-site field trip without their shirt.** Spots for off-site field trips are first come first serve and each sign up sheet includes the cost and your signature authorizes the charge for that cost and **your permission for being transported off-site for said field trip.** Attendance during field trips is taken every 30 minutes and during any transition on/off the van.

Transportation Policies

Only children with permission from parents will be transported off site

State ratios will be maintained during transportation

All vehicle safety laws will be followed during transportation

Only children of adequate size will be permitted to sit in the front seat

Booster seats/car seats will be utilized as needed/requested

All students/driver will wear a seatbelt for the duration of the drive

Children will be loaded and unloaded out of the path of moving vehicles

All children will have an individual seat in the vehicle and will not be permitted to put hands, feet or head outside of windows.

No personal vehicles will be utilized to transport children

All vehicles are enclosed and have door locks

All seats are installed according to manufacturer's specifications

The vehicle is kept in satisfactory condition to ensure safety including the vehicle tires, brakes and operational lights.

Any modifications made must be completed by the manufacturer or an authorized representative of the manufacturer.

Documentation of such modifications must be available for review.

In 16 or less passenger vehicles:

Each child is restrained in an individual seat with seat belt or restraint system

The vehicle must never carry more children than it is safely able to accommodate while using restraint systems and seat belts that are properly installed.

Lap belt must be secured low and tight across the upper thighs and under the belly



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Children must be instructed and required to keep the seat belt properly fastened and adjusted

Driver Requirements

All drivers of vehicles transporting children must operate the vehicle safely and appropriately

All drivers of vehicles owned by the facility in which children are transported must have a current, department approved first aid and safety certificate that includes CPR

Each vehicle must have a first aid kit

The driver must ensure that all doors are secured at all times when the vehicle is in motion

The driver must make a good faith effort to ensure that each child is properly belted throughout the trip

The driver must not eat or use a mobile device while driving

The required staff to child ratio must be maintained at all times

All drivers must be 20 years of age or older

Outdoor Sports - We play a variety of outdoor sports each week in camp! They are designed to teach your child the basics of the sport, as well as the rules on how to play the game.

Sunscreen (Camp Days) - Please apply sunscreen to your child before arriving at camp. **You can send your camper with sunscreen to reapply throughout the day but, our coaches are not permitted to apply sunscreen to campers.** At minimum, we recommend applying sunscreen to your child's face, neck, ears and arms. All sunscreen sent to camp must be labeled with your child's name.

Personal Items - We are not responsible for your child's personal items if they are lost, damaged, or stolen. We allow children to bring personal items, but we require every item to be labeled with your child's first and last name. We discourage your child from bringing any small, valuable or sentimental items to camp.

Cell Phones - **We allow cell phones to be kept in your child's backpack, but they are not allowed to be used in our program.** If your child needs to contact you, we will be happy to call you directly. If you need to contact your child for any reason, please call or text us at [\(720\) 926-5122](tel:7209265122) and we will be happy to help you.

Disciplinary Policy - Students will receive verbal warnings followed by a written incident report that must be signed by a parent. With every verbal warning, an opportunity to correct the behavior is provided. Coaches provide feedback on the acceptable behavior and necessary corrective action with positive reinforcement. If a child continues to break rules, a conference will be scheduled with the parent to determine if the child is eligible to continue in our camp. A temporary suspension may be enforced if behavior becomes dangerous to themselves or others. Upon return, if the behavior continues then a conference will be scheduled to determine the child's future in our program. **Immediate dismissal will occur for any type of bullying.** We strictly enforce our rules and want to offer a program that is fun and safe for your child.

Parents may request a copy of our disciplinary policy.



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Role of Parents in the Discipline Process - Children respond best to instructive discipline when the adults in their lives are consistent. When teachers and parents use similar techniques children know what to expect from a certain behavior. One of the many roles is to work with families to develop uniform disciplinary procedures. If an undesirable behavior becomes a habit it will take all of us to redirect it. With parents, your child's school teachers, and our staff working together, children receive a consistent message about those behaviors that are acceptable and those that are not.

Smoking and Controlled Substances - Our campus is a **smoke-free facility**. All staff, parents, and visitors will refrain from smoking or using tobacco products in any form while in the campus, in the parking lot, or in the program vehicles. Also, no staff member, parent, or visitor may be under the influence of, or participate in the use of any controlled substance of any kind while on our property. Any person appearing to be under the influence of drugs or alcohol will be denied access to our campus.

Payments For Tuition - We collect payments every Monday through our automated software system. We accept all major credit cards. We do not accept checks, money orders, or cash. If your payment does not go through on Monday, our system will automatically rerun your card 2 more times. After that, a \$15 late fee per child will be applied to your account. If tuition is not paid by Friday, your summer camper will not be able to attend the following week and we will not be able to pick up your child from school until the full balance is paid. All payments are processed through our sister company Otomi Martial Arts LLC via our software programs Zen Planner or MyStudio.

Communication - Our office is open Monday thru Friday from 9am - 6pm. During that time, feel free to text or call us at [\(720\) 926-5122](tel:7209265122). We love speaking with parents and providing the best customer service!

Screen Time: screen time is kept minimal each day. No shows rated higher than G are allowed. If you do not wish for your child to use any sort of video game please let us know. All games are rated E. There is no screen time during snack or lunch. A copy of our media usage policy is in the welcome packet.

Social Media - We love keeping you informed about your child's day. Be sure to visit our Facebook page and Facebook group each day for pics and videos! Please let us know if you do not wish for your child's photograph to be taken or posted on social media.

Referrals - We love accepting referrals and filling our programs with parent approved friends. If you know of a family who has awesome kids like yours, please let them know about our after school program and summer camp!

Testimonials and 5-Star Reviews - We love receiving 5-Star reviews from our parents like you on our Facebook page and on our Google business page! If you ever have a concern and don't feel like we deserve 5-Stars, please contact us immediately.



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Our commitment is to always serve you at the highest level. Our motto is "*We are the BEST!*"

By signing below I acknowledge that I have read, agree to and understand the policies written in this document.
I agree to abide by the rules, expectations and conditions set in this document.

Name: _____

Signature: _____

Date: _____

