

Parent Manual 2019



Welcome Funshine Family

The Brighton Recreation Center's Funshine staff would like to thank you for choosing our program to safeguard your child and provide enriching and fun activities all summer long. We welcome your family to our day camp and hope you share our excitement to get started!

Camp activities will include arts and crafts, field trips, games, local excursions and swimming at the Brighton Oasis. Our staff work hard to develop a quality experience for your child. We strive to develop a sense of community and belonging while at camp.

We appreciate you familiarizing yourself and your child with the policies, procedures and completing the forms necessary for your child's safety. If staff will be required to administer medication to your child during the program, the Medication Administration forms are due by May 7.

There will be a parent meeting May 7 from 6-7 p.m. and the camp nurse will be available as early as 5 p.m. to review your medication forms and to assist with medication intake. If your child needs medication, please plan to attend this meeting.

Please keep this packet for future reference throughout the summer. Weekly newsletters will be available on-site to keep you informed of day-to-day activities and needs for field trips and other events. Our Facebook page will also include general information so be sure to "Like" it if you haven't done so already.

Email addresses provided at registration will be used to send email updates. Look for updates about the program at www.brightonco.gov → Parks & Recreation → Recreation Center → Funshine.

We will also utilize TeamSideline for emergency notifications. To register, please follow these steps.

1. Go to <http://www.teamsideline.com/sites/brightonco/home>
2. Click on "Communication."
3. Mark the box: "Funshine 2019" and fill in the information it requests.
*Be sure to include your cell phone for text alerts.
4. It will send you a verification message to complete the subscription.

This program is state licensed so you may use payment information when filing your taxes. The tax ID number is 84-6000567.

If you have any questions please contact me at 303-655-2209 or please call the Brighton Recreation Center at 303-655-2200. Let's have a great summer!

Casey Gray, Assistant Recreation Coordinator
303-655-2209
cgray@brightonco.gov

Megan Thompson, Recreation Specialist
303-655-2225
mthompson@brightonco.gov

PROGRAM INFORMATION

Funshine Program Goal

The goal of the Brighton Summer Funshine Program is to provide a safe and fun summer camp for school age children that builds self-confidence and enhances self-esteem.

Program Objectives

- To provide a safe, accepting and caring environment for all children.
- To provide a program which offers a variety of activities in order to meet all children's needs and interests, and encourages learning new skills.
- To encourage and develop new friendships.
- To provide positive discipline techniques and help children develop and use their problem solving skills.
- To contribute to the development of physical growth, creativity, self-concept, social awareness and intellectual curiosity in children.

FUNSHINE PROGRAM LOCATION, DATES & TIMES

Location:	South Elementary 305 S. 5 th Ave. Brighton, CO 80601
Ages:	6-12 years old
Dates:	June 3-July 26 (closed on July 4)
Days:	Monday-Friday
Time:	8:30 a.m.-4 p.m. (regular hours) 7:30 a.m.-5:30 p.m. (extended hours)

*Staff hours and scheduling have been based on enrollment.

We cannot have regular hour campers arrive prior to 8:30 a.m. or pickup after 4:00 p.m.

Please do not send your child early to the site or plan on your child staying late. Fees will be assessed. See below for details.

LATE FEE

A late fee of \$10 will be assessed for every ten minute segment the parents/ guardians are late. For example, if the parent arrives at 4:22 pm, \$20 will be charged. Children cannot return to the program until late fee is collected. Please pay at the Brighton Recreation Center. See page 6 for more details.

REFUND/CANCELLATION POLICY

If a child no longer continues to attend Brighton Funshine Camp, parents must directly inform the Assistant Recreation Coordinator at 303-655-2209. Only parents or legal guardians will be permitted to pull a child from the program.

After the camp begins no refunds will be given unless for medical reasons, with documentation; costs will not be prorated.

A refund will be considered if your child's slot is filled prior to the start of the program.

Fees will not be prorated or refunded for vacations, sick days, suspension or dismissal for behavior.

PROGRAM INFORMATION

CHECKLIST OF SUPPLIES NEEDED DAILY FOR FUNSHINE

- Water bottle (Label all belongings)
- Sunscreen (Please apply sunscreen or supervise your child apply their own sunscreen each morning to ensure they start the day with sun protection)
- Morning snack AND afternoon snack (please pack extra on swim days)
- Book to read
- Sack lunch
- Comfortable shoes (active)
- Sandals (swim days)
- Towel
- Swimsuit
- Comb or brush
- Camp shirt (Mandatory on field trip)
- Hat to provide sun protection.
- Bag or backpack to carry and store personal items

**More information regarding field trip procedures & policies can be found on page 12.

FIELD TRIP & ACTIVITY SCHEDULE

Schedules will be available at the parent meeting. Field trips will be every Thursday beginning the 2nd week of camp.

*Field trips are subject to change. Advanced notice will be given.

MANDATORY CAMP T-SHIRT DAYS

As part of the program fee, each child will receive a t-shirt the first week of the program. Please label your child's shirt. Children must wear these shirts on all field trips, swimming days and special events; this helps readily identify children and the program to which they belong.

For safety purposes and to protect the campers from the sun, ALL campers will wear their camp shirts for the field trips the entire day. **Replacement T-shirts will be available for \$10 fee while supplies last.**

COMMUNICATION/SECURITY PROCEDURES

SIGN IN/OUT

- Parents must note on the emergency card how their child will be signed in/out.
- The options are:
 - walking/biking
 - adult sign in/out.
- Once given permission, walkers and bikers can sign in/out themselves.
- Children brought by a parent must be signed in/out by the parent in the building.
- Please list who can sign your child in/out of the program on the emergency card.
- The Funshine staff will require that all adults come in person to the building with a photo I.D. to sign the child in/out (Staff will ask unknown parents to show identification)
- For safety reasons, we will not release children to adults waiting in a car or to any person who does not appear on the emergency card or whom written permission has not been given.
- A child also will not be released to a parent who we suspect is under the influence of alcohol or drugs.

LATE/ABSENT

If your child is going to arrive late or will be absent from the program, please call the Funshine Office by 8 a.m. to notify staff. Do NOT call the Recreation Center. Please be ready to leave the following information:

1. Child's name
2. Your name and a phone number where you can be reached
3. The date(s) of absence or when your child will arrive if late.

*Staff will contact the parents and/or appropriate emergency numbers, approximately 45 minutes after the program starts, if they have not been informed of the child's tardiness or absence.

VACATION

Please inform the Site Director if your child will be on vacation or will miss a day of the program. Program fees are not prorated for absences.

EARLY DISMISSAL

Please send a note to the Site Director giving specific information if your child needs to leave early. If someone other than the parent will be picking up the child, indicate the name of the person and the time they will be picking up the child. **Children cannot be released early to anyone other than the parent/ guardian without this written notice.**

Some children participate in activities during program hours or immediately after the program ends. Please provide the staff with a note giving your child permission to sign themselves in/out of the program, the activity that they will be attending, the duration and length of the activity, if and when your child will return to the program, and any other beneficial information.

COMMUNICATION/SECURITY PROCEDURES

EMERGENCY COMMUNICATION SYSTEM

We communicate with families in times of emergency (lock down, lock out, etc.) through an online platform called Team Sideline. It allows text messaging and emailing through subscription.

To sign up, please follow these steps. It does require an annual subscription.

1. Go to <http://www.teamsideline.com/sites/brightonco/home>
2. Click on "Communication."
3. Mark the box: "Funshine 2019" and fill in the information it requests. *Be sure to include your cell phone for text alerts.
4. It will send you a verification message to complete the subscription.

LOST CHILD PROCEDURE

Staff are trained to have a heightened awareness of their campers' whereabouts at all times. However, in the event that staff discover a child is missing from the site or field trip, the following procedure will be used:

1. Staff will gather their group and take roll to identify the missing child.
2. They will have one staff person contact the Site Director for assistance.
3. If after 5 minutes, the child has not been found, the Site Director will notify the assistant recreation coordinator. He/she will:
 - a. Call 911
 - b. Notify the parents
4. Staff will not depart from the field trip site until all children are accounted for.
5. An incident report will be filed and submitted before the end of the day.

VISITOR POLICY

Visitors to our program will be kept to a minimum. Anyone wanting to visit the Funshine Camp needs to have pre arranged approval before attending the program. As a safety measure and licensing requirement, public users of the site will not be allowed to intermingle in the Funshine Program. School rooms are reserved for our use, but the playgrounds are for public use. Staff members will use their best judgment when planning activities. Participants will not be permitted to bring friends to the program or have them meet them at the site. All visitors to the program will sign in and staff will inspect and record one piece of identification.

In a separation or divorce situation, the child remains our priority. If a parent properly identifies himself/herself, we are not allowed to stop that parent from enjoying visitation privileges unless there is a specific court order, restraining order, or legal document in the child's file denying such a visit.

COMMUNICATION/SECURITY PROCEDURES

IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES

At the beginning of each day parents/children will sign in. Parents will be called, starting at 9:15 a.m. if a child has not been reported as absent and has not arrived to the site by 9 a.m. Once at the program children will be placed in age appropriate rotation groups with the staff/child ratio no greater than 1:15. Along with head counts throughout the day, a buddy system will be used for everything such as getting a drink, bathroom breaks, and field trips. Group leaders will utilize a group specific roster to monitor the coming and goings of campers at all times. At the end of each day a parent/ child must sign out. Staff will follow up on any child not signed out to make sure they have made it home safely.

Off-site trips/program:

Children will be placed in attendance groups and buddy system will be used. Staff members will monitor with face/name checks and record on their group rosters. A complete camp attendance will be taken on the bus before departing any location.

POLICY CONCERNING MEALS AND SNACKS

- Safe drinking water is freely available to children at all times.
- Please bring a full water bottle to the program every day.
- Hot lunch is available through Brighton School District 27J. Parents will need to send two snacks daily with your child.
- A sack lunch needs to be sent if your camper is not eating in the hot lunch program.
- **All children must bring a sack lunch on Thursday, field trip days.**
- We highly recommend sending a sack lunch the first week of camp until your child's schedule is more familiar.
- In accordance with state licensing guidelines, staff members will monitor all sack lunches to determine if they meet one-third of the child's daily nutritional needs. If the lunch is not adequate or the child fails to bring a lunch the staff will contact the parent to provide a lunch. When the camp is at South Elementary for lunch (every day except field trips on Thursdays) you may direct us to have your child participate in the hot lunch program.
- If you prefer your child can be provided with the Lunchable meal and piece of fruit at a cost of \$10 to the parent, which must be paid at the Recreation Center before the child may continue attending camp.
- If a parent cannot be reached, the emergency contact will be called. On Thursdays, if no lunch can be provided the Assistant Recreation Coordinator will provide a Lunchable meal & piece of fruit at a cost of \$10.
- There is no access to a microwave or refrigeration so please plan accordingly. Absolutely no glass. On occasion participants or staff may want to bring treats/snacks for a party or celebration. Due to health code, these treats/snacks must be prepackaged store bought items. Staff need to be notified in writing ahead of time to account for food allergies.

COMMUNICATION/SECURITY PROCEDURES

LATE PICK-UP

It is mandatory that your child be picked up at closing time. Closing time for the regular program is 4 p.m., extended is 5:30 p.m. Should an emergency arise where you cannot pick up your child, please call the camp immediately. If your child has not been picked up on time the staff will follow our Late Pick-Up Procedure. Due to state licensing guidelines, either the Site Director or Leader will stay with your child until they are picked up by an authorized adult.

1. Immediately after the program, staff will begin by calling the child's parent.
2. Ten minutes after dismissal, staff will call parents a second time and then emergency numbers if parents cannot be reached. Staff will also contact the Assistant Recreation Coordinator.
3. Fifteen minutes after dismissal, staff will try contacting all emergency phone numbers and they will update the supervisor again.
4. Thirty minutes after dismissal, a last call to the parents and the Recreation Supervisor will take place. If parents are not reached, the Brighton Police Department and/or Social Services will be contacted for the safety of the child.

PROCEDURE CONCERNING PERSONAL BELONGINGS AND MONEY

- We ask that participants not bring any personal property or money with them to camp. If a participant does bring personal property it will be his or her responsibility.
- Cell phones must remain in backpacks throughout the day; parents can contact their children via the Funshine office phone. (Provided on the first day of camp.)
- Extra money is not needed for any outings. Please do not send cash to camp or for field trips. All personal belongings brought to the program need to be labeled.
- All Funshine Camp shirts look alike —the shirt needs to be labeled.
- Toys from home can be distracting and may be confiscated.
- Participants should have a bag labeled with their name to store their belongings.
- Items identified as unsafe or distracting in the licensed camp setting will be confiscated; to include sunscreen, medications and anything that is distracting or potentially harmful.
- All confiscated items can be returned to the parent or guardian at the end of the day when the child is picked-up.

LOST AND FOUND ARTICLES

All lost and found items will be held by the camp office. On a weekly basis, staff will attempt to have items claimed. At the end of camp we will donate items to Goodwill. If the items are more valuable we will bring them to the Brighton Recreation Center to be logged in their lost and found located at the front desk.

BICYCLES

Children riding bikes should bring a chain and lock for which they are responsible for using. Bikes will be left unattended. Helmets will be required for children participating in bike/skating/roller hockey activities held at sites during scheduled times only.

COMMUNICATION/SECURITY PROCEDURES

POTENTIALLY HAZARDOUS FOODS

Due to the fact that our program does not have access to refrigeration please be aware of any potentially hazardous foods. These foods are defined as any natural or synthetic food or food ingredient that supports the rapid growth of infectious or toxigenic microorganisms or the slower growth of C. Botulinum.

A food is potentially hazardous if it is:

- Of animal sources such as meat, milk, fish, shellfish, edible crustacean, poultry, or contains any of these products.
- Of plant origin and has been heat treated.
- Raw seed sprouts.

Please send your children with lunches that are not quickly perishable and doesn't require refrigeration.

PARTICIPANTS PERSONAL HYGIENE

- Each child will be instructed to wash hands with soap and running water before/after meals and after using toilet facilities.
- All toilet articles, such as combs/hair brushes must be labeled with the child's name and shall not be shared with other participants.

BATHROOM POLICY

If your child requires the use of a gender segregated bathroom, please see the Assistant Recreation Coordinator to discuss a specialized plan.

PROGRAM POLICIES AND PROCEDURES

READING TIME

We will provide the option for children to have reading time throughout the week. Please support us this summer by sending your child with a book, magazine or work book each day. There will also be occasional days we will travel via a city van to Anythink Library.

MEDIA AND INTERNET USAGE PLAN

Staff will notify parents in their weekly newsletters of any special activities that do not follow everyday planned activities. For the most part, videos/movies are not utilized by the Funshine program, however the site will have access to limited video viewing with Assistant Recreation Coordinator's approval. Parents give the City of Brighton permission to show PG-rated movies on the emergency card. Internet usage will be limited to lesson planning directions for staff while at camp. For information on safe practices for your family, go to:

<https://kidshealth.org/en/parents/net-safety.html>

DRESS CODE

Funshine is held in Brighton School District facilities and follows the same dress code as the schools. Children are expected to be dressed accordingly and parents will be immediately notified to come to the school with a change of clothing if these guidelines are not followed. Funshine staff will not permit any article of clothing referring to the support of violence, drugs, weapons/fighting, profanity, etc. or discrimination of any kind. Campers must keep all of their clothes on when they are not swimming at the pool.

NEWSLETTERS

Weekly newsletters are available each week on-site to announce important Funshine information. Field trips and weekly excursions will be announced as well as anything your child might need to be prepared for. Be sure to get a hard copy or look online at www.brightonco.gov/Funshine for information that could impact your child's schedule.

FACEBOOK

"like" us on our Facebook page for general camp information, weekly newsletters, announcements, activity photo postings and more. Just search: Brighton Recreation Center.

ILL CHILD POLICY

A child who is ill upon arrival will not be permitted to stay at camp for that day. If a child becomes too ill to remain at the program, staff will call to have a parent pick them up immediately. The child will be separated from the group and made as comfortable as possible until a parent arrives. The parent has one hour to make arrangements and have the child picked up.

PROGRAM POLICIES AND PROCEDURES

COMMUNICABLE DISEASES

Communicable diseases include but are not limited to the following: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella.

COMMUNICABLE ILLNESS POLICY

If a child shows signs of severe or communicable illness parents will be called immediately. The child will be separated from the group and made as comfortable as possible. The Assistant Recreation Coordinator will notify the local health department, staff members, and all parents of the participants enrolled at that site if any further action is necessary. The child's confidentiality will be maintained at all times.

CONTROL OF COMMUNICABLE ILLNESS

We ask that parents notify the staff if their child has been diagnosed with a communicable illness. Staff will notify the Assistant Recreation Coordinator, who will in turn notify the local health department, staff members, and all parents of the participants enrolled at that site if further action is necessary. The child's confidentiality will be maintained at all times.

PARTICIPATION EXCLUSION

Parents can exclude their child from participating in any activity they wish.

Please indicate on the emergency card the activities you wish your child to be excluded from. An alternate activity will be provided except for field trips, when staff will be off site with camp. There will be no supervision offered at the school for your child on field trip days.

VIDEO AND PHOTOGRAPHY

Participants in any public facility or program may be photographed or videotaped for use in city publications, website, social media or promotional materials. Please inform the staff in writing by the first week of camp if there are legitimate reasons why your child should not be photographed.

REPORTING ABUSE

Employees who work with children are required by law to report suspected abuse or neglect. The staff will call the Assistant Recreation Coordinator and advise them of the situation. Then the employee will call Social Services and/or Brighton Police Department and report the suspected abuse/neglect. Social Services/Brighton Police Department will determine the next course of action.

FIELD TRIPS/CAMP EXCURSIONS

FIELD TRIPS

- Parents give the City of Brighton Funshine Program permission to take children on field trips with prior notice on the emergency card.
- Parents are agreeing when signing the emergency card that their child could be transported by: bus, van, and walking.
- For the safety of each child, participants attending field trips must leave and return with the Funshine Program.
- While being transported, children will wear seat belts at all times in city vehicles, and when taking a bus all rules and regulations for riding busses will be followed.
- Staff will check that everyone is wearing their seatbelts.
- Children will be under constant supervision while on field trips. The buddy system will also be used on field trips at all times.
- Visitors or relatives of the children are not allowed to attend trips, only registered participants and trained staff.
- In the event of an emergency while on the road, the staff will contact the Assistant Recreation Coordinator to determine the steps to be taken to assure the safety of everyone.
- Admission fees are covered by the registration fee, however parents are responsible for sending sack lunches.

If your child will not be attending the field trips, supervision will NOT be provided at the school site.

SWIMMING SCHEDULE Mondays/Tuesdays/ Wednesdays

- All age groups swim once a week. A swimsuit, towel, and sunscreen will need to be sent on your child's assigned day.
- Funshine will use the Brighton Oasis Aquatic Park located at 1852 Bromley Lane.
- Children will be grouped by age and swimming ability. Groups may have to be adjusted to balance numbers; you will be notified in the weekly newsletter.
- Please send suits/towels/sunscreen daily the first week of camp until your child is assigned to a group and swim schedule.
- Groups will be transported in the city van.
- Swimming canceled due to inclement weather will not be rescheduled.
- We will not allow children to access the snack bar at the Brighton Oasis.

SPLASH PAD

Each group may visit the Emi Chikuma Splash Pad at Benedict Park, located at the north end of Benedict Park, 1701 Skeel Street.

- Children will need to bring swimsuits, water shoes, towel and sunscreen.
- This activity is weather permitting.
- We will not be able to accommodate any children who were absent on their group's assigned day to the splash pad.

EMERGENCY/WEATHER PROCEDURES

EMERGENCY POLICY (INCLUDING ACCIDENTS AND INJURIES)

In the event of a medical emergency, accident or injury, the parent will be notified. If needed 911 will be called, with paramedics determining if transport to a hospital is necessary. A staff member will go to the hospital until a parent arrives. The signed emergency card gives the Funshine Program permission to secure medical attention and transport if the parent cannot be reached and the condition of the child warrants medical observation.

INCLEMENT WEATHER/EXCESSIVELY HOT WEATHER POLICY

All programs, including field trips, are subject to cancellation in the case of inclement or excessively hot weather. In case of cancellation during the day due to extreme weather the following procedures will be used.

1. Children will be kept inside and in a safe area.
2. If extreme weather persists, a decision will be made to cancel programs.
3. Parents will be called to pick up their child or they will give their permission to have their child released to walk or bike home.

EMERGENCIES/ NATURAL DISASTERS

All staff members are trained in the established safety procedures. Periodic safety drills are conducted to familiarize children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. In case of an actual emergency affecting the program or registered participants, the following procedures are used as guidelines:

1. Staff will immediately gather group to one area and define the situation: (a.) Head count/attendance taken.
2. Assess situation and who is affected.
3. Staff will alert proper authorities for immediate assistance then notify the Recreation Supervisor of the situation and then children's parents/guardians will be notified promptly (except tornado warning).
4. A written report of any incident requiring professional medical attention must be sent to Colorado Department of Human Services within 48 hours.

When youth services staff hears the tornado siren or is alerted by the Recreation Supervisor that there is a tornado warning, children are moved to the site's designated safe area. Youth services staff take attendance once they are secure in the designated safe area. Once youth services staff receives an all clear sign from the Recreation Supervisor or the Police Department, children return to regularly scheduled activities. If a tornado warning is in effect during pick up, campers can be found in the lobby bathrooms. Sign out procedures will still apply. Participants will use South Elementary School shelters.

EMERGENCY/WEATHER EVACUATION

EVACUATION PROCEDURE

Each site is required to have a written evacuation plan in case of natural disaster, including, but not limited to, floods, tornados, severe weather, and any unsafe person, animal, or situation that occurs inside the building or the playground area.

During a tornado, participants will be placed in the hallways and/or locker rooms. Children will be in the safest position possible until the tornado passes.

If staff members decide that an evacuation is necessary the following procedure will be used:

1. Call 911 if deemed necessary.
2. Children will be notified of evacuation.
3. Staff will move children as a group to a predetermined safe location.
4. Once participants and staff are safe and secure the Assistant Recreation Coordinator will be notified of the evacuation, the location, and status of the group.
5. The Assistant Recreation Coordinator and the Recreation Supervisor will determine the next steps which include notifying parents, possible emergency transportation, and discussion of further procedures for responding to the crisis.
6. Program sites will conduct evacuation/tornado drills every other week.

COMPLAINTS

Complaints regarding suspected licensing violations must be reported to:
 Colorado Department of Human Services Division of Child Care
 1575 Sherman Street, Denver, CO 80203-1714
 303-866-5958

Complaints regarding the actual program need to be reported to the following:
 Recreation Supervisor at 303-655-2219.

GREEN WRISTBANDS

We are using green bracelets to identify our campers. Each camper will get a wristband at check in and then return the wristband at check out every day. This helps our staff identify who has signed in and who belongs to the Funshine Summer Camp. This will also help because there are other programs held at the school who will have students throughout the summer. The bracelet contains contact information of the Brighton Recreation Center in the event of an emergency each camper will have our bracelet with information. Bracelets are cleaned every night with soap and disinfectant.

STORING AND ADMINISTERING MEDICATION

STORAGE OF MEDICATION

Medications will be locked and dispensed by a staff member at the appropriate time according to the dosage marked on the container. A written record of all medication dispensed is required and no medication may be kept with the participants.

****Written permission from the child's doctor must be on file before any medication can be dispensed.**

- Medication must be kept in the original container.
- Prescriptive medicine containers must bear the original pharmacy label that shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage.
- When no longer needed, medications must be returned to parents or guardians, or destroyed.
- Medication will be dispensed and a record made only by persons trained to administer medications. Staff will be trained prior to administering medication to any child.
- The written record of medication will include the child's name, date and time the medication was administered, the name and dosage of the medication, and the name or initials of the staff person who administered it.

****Children who have asthma will be permitted to carry their own inhalers and use them as directed once written parental consent and authorization of the prescribing practitioner is received.**

Medications requiring refrigeration cannot be dispensed.

The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act".

SUN PROTECTION

- Sunscreen is considered a medication and the program staff must have the parent/ guardian's written authorization to apply sunscreen to their child's exposed skin. The request is on the emergency card.
- Please, supply labeled sunscreen by writing their name on tape in pen. It will be kept out of reach of all children when not in use.
- Be sure to send your child to camp with sunscreen already applied on a daily basis, particularly on swim days. Also take the time to show your child how to properly apply sunscreen; sprays still need to be rubbed onto the area for complete coverage and application.
- As a normal rule, children will be reminded to apply their own sunscreen on a frequent basis which staff will oversee. Have your child ask their leader/aide for assistance.
- Camp sunscreen will only be provided in the event that your camper runs out of sunscreen.

DISCIPLINE AND BEHAVIOR

DISCIPLINARY GUIDELINES

Three basic principles are to be observed by all:

1. Keep yourself safe
2. Keep others safe
3. Keep the materials and equipment safe

Discipline will be appropriate and constructive or educational in nature such as:

- Redirection
- Separation of the child from the situation
- Talking with the child about the situation
- Praise for the appropriate behavior

Funshine staff members will not use corporal or other harsh punishment, including but not limited to:

- Pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.
- Children will not be subjected to physical or emotional harm or humiliation.
- Discipline will not be associated with food, rest or needing to use the bathroom.
- Children will not be punished for bathroom accidents.
- Food will not be denied or forced upon a child as a disciplinary measure.
- Separation will be brief and appropriate for the child's age and circumstance.
- Child will be within hearing and vision of a staff member.
- Authority to discipline will not be delegated to other children or volunteers.

DISCIPLINARY ACTION PLAN

Minor behavior problems:

- Child will be separated from the group.
- The staff member and the child will determine when the child is able to return to the group. This will be no longer than five minutes.
- If reoccurring, the staff member will log the incident and what means of discipline were used and notify the Site Director.

Major behavior problem or continued inappropriate behavior:

- Child will be separated from the group.
- The staff and child will reflect upon the behavior.
- The staff member, working with the Site Director, will notify parents and discuss their child's next steps.
- Depending on the severity, these steps could include a parent/child and staff conference.
- In extreme cases, the Assistant Recreation Coordinator may skip steps leading directly to suspension or expulsion from the Funshine program.
 - In the event of a suspension or expulsion, the registration fee will not be prorated or refunded.

CHILDREN WITH SPECIAL NEEDS POLICY

AMERICANS WITH DISABILITIES ACT

Brighton welcomes everyone to participate and enjoy programs and facilities regardless of race, color, religion, gender, age, national origin, or disability. Brighton supports the Americans with Disabilities Act and strives to comply with all aspects of the law to ensure barrier-free participation.

Child care programs are required to make “readily achievable accommodations” for all children with disabilities. “Readily achievable” is defined as being “able to accomplish easily and without much difficulty or expense.” Programs are not required to make changes that would create an undue burden, which is most simply defined as creating significantly difficult or increasing safety or crime considerations.

ASSESSING SPECIAL NEEDS

Child care programs are required to make individual assessment about whether it can meet the particular needs of the child without fundamentally changing the program. Upon registration, parents will need to provide an existing individualized healthcare plan for the child that can be reviewed to determine whether the Funshine Program can meet the needs of the child. The individualized healthcare plan shall include the following as needed for the child and must be signed by the healthcare provider:

- Medication schedule
- Nutrition and feeding instructions
- Medical equipment or adaptive devices, including instructions
- Medical emergency instructions
- Toileting and personal hygiene instructions

CONSIDERATIONS BEFORE ENROLLING A SPECIAL NEEDS CHILD

Though our program is state licensed, please take in consideration of the following limitations of our day camp program before enrolling your child with special needs.

- Program consists of physically active activities, many outdoors.
- Staff is not trained to assist with toileting and feeding participants or Therapeutic Recreation
- Staff training includes CPR, First Aid, universal precautions, child abuse awareness, medication administration training, and van driver training.

Program does not have staff to child ratio to accommodate a child one-on-one.

DISASTER PLAN IN EFFECT

Special Needs Preparedness Disaster Plans

We will review the list of special needs children. We will ensure individual staff are with special needs children. All medication will be moved if children relocate. We will take first aid supplies to accompany the children. Examine all children/staff for injuries after emergency has passed. We will establish and maintain log of any medication administered. Stay in communication with parent and medical authorities.

SHELTER

TORNADO SHELTER INFORMATION: Get into the safest structural areas of the school.

Preparation:

- Student Behavior:
 - Listen
 - Follow directions
 - No talking
 - Let counselor know if you see someone who needs help
 - Stay together
 - Be safe
- Attendance will be taken
- Maintaining a quiet and orderly classroom.
- The Crouch Position: ONLY used when in imminent danger: assume a posture, in which the camper is crouched on his/her elbows and knees with his/her hands over the back of his/her head.
- The campers inside the building should be instructed to crouch on the floor with hands covering the back of the head, away from windows and nearest the interior north or east walls, preferably under desks or tables to protect them from falling debris.
- Outside Action: When a tornado is actually approaching campers on the playground should be instructed to lie face down, hands over head for protection, preferably in ditches.

Site Director:

- Take control of the zone – organize, oversee and communicate.
- Check with each camp staff in their assigned zone. Ensure that everyone is safe and accounted for.
- Communicate with the Incident Communications Officer via the use of a walkie-talkie or cell phone.

EVACUATION

EVACUATION PLAN

- Posted evacuation plans are in an easily viewed place near the classroom exit.
- Classroom GO KIT – Red Folder:
 - Class Roster up-to-date zone map
 - Gloves
 - Band-aids
 - Red/Green Card
 - Pen
- Reviewing procedures with class, including evacuation norms and escape route.
- Student behavior :
 - Listen
 - Follow directions
 - Keep voices off
 - Let counselor know if you see someone needs help
 - Stay together
 - Be safe

Camp staff:

- When possible room is cleared
- Turn off the lights
- Close the door then follow your class from the building
- Keep the lines moving
- Take class attendance outside and ensuring that ALL students are present
- Finding your class - if not with your class get to safety, and then locate your class
- Camp staff and students will return to the building when the Site Director gives the return to class announcement.

Custodians:

- Quickly sweep the school if possible
- Get out of the school to safety

Site Director:

- Take control of the zone – organize, oversee and communicate.
- Check with each camp staff in their assigned zone. Ensure that everyone is safe and accounted for.
- Communicate with the Incident Communications Officer via the use of a walkie-talkie.

SECURITY EMERGENCY PROCEDURES

SECURITY EMERGENCIES

LOCKOUT: Outside threat. Custodian will ensure all entrances are locked and “controlled access” from the office – front entrance only. Activities continue within classroom.

- a. Walkie-Talkie Announcement: Attention, Attention. We are on Lockout. Please return to the classrooms. We are on Lockout. Do not go outside. (REPEAT) Staff will work with the Custodians to check all doors.
 - i. Custodian to monitor doors. No exit or entry.
 - ii. Hallway clearing takes place.
 - iii. Confirm all staff are in room and aware – use roster check sheet.
 - iv. Student movement supervised – including bathrooms.

LOCKDOWN: Inside, immediate threat. Personnel who are outside should not come back into the building but go to a nearby evacuation site, such as Historic City Hall.

ERCC:

Evaluate – what is happening? Where is the danger? What is the danger?

React – fast, move students to secure spot or away from danger.

Communicate – Call 911. Call 911. Tell & Call on walkies, phones, yell out “Lockdown, Lockdown.”

Care for the campers.

- Outside: Camp staff will direct students away from the threat. If the threat is inside the building, Camp staff will direct students away from the building. (Boys and Girls Club, OTMS, the neighborhood, etc.)
- Camp staff will direct students to move away from direct line of the classroom windows or interior door windows. Lights will be turned off. Exterior classroom window shades will be closed, and internal classroom door windows will be covered.
- Deny entry – do not open any door. The ‘lockdown’ will remain in effect until the Site Director or designee and law enforcement officers verify it is safe to resume school. Camp staff will never release the lockdown if someone knocks at the door or makes a PA announcement because in any real event, a person or persons with authority (administrator and/or police) will have keys and will unlock classroom doors and release classes.
- If students need to be released early, the Reunification/Controlled Release protocol will be followed. Following an incident, this may take place at an evacuation site. Appropriate information will be provided to parents via social media or from the 27J Public Information Officer.

Camp staff will be informed, debriefed and aware of all safety concerns and possible crisis situations by phone, email, or by personal contact.