



2501 Dallas Street Unit #118

Aurora, CO 80010

720-460-0267

www.bouncestapleton.com

PARENT HANDBOOK
Policies and Procedures
for
Summer Camps

Updated December 2018

| | |
|--|-----------|
| Welcome Letter | 4 |
| Mission Statement | 5 |
| State Licensing | 5 |
| Children with Special Needs | 5 |
| Staff | 5 |
| Philosophy | 6 |
| Enrollment Process | 6 |
| Tuition | 6 |
| Ages of Children | 6 |
| Hours of Operation | 7 |
| Severe Weather | 7 |
| Curriculum | 7 |
| Continuous tracking of each Child | 8 |
| Trampoline | 8 |
| Playtime | 8 |
| Summer Camp Items Needed | 8 |
| Drop-Off/Pick-up | 9 |
| Discipline | 9 |
| Accidents/Injury | 9 |
| Health | 10 |
| Emergency | 10 |
| Transportation/Field Trips | 11 |
| Television/Videos/Technology | 11 |
| Vehicle Safety | 11 |
| Releasing at Pick-Up | 11 |

| | |
|--|-----------|
| Late Pick-Up | 12 |
| Late Arrivals | 12 |
| Medication | 12 |
| SUMMER LUNCHES | 13 |
| Visitors | 13 |
| Communication | 14 |
| Complaints about the Center | 14 |
| Child Abuse | 14 |
| Withdrawal and Discharge of Service | 14 |
| Reporting Abuse or Neglect | 15 |
| Emergency Info and Auth for Treatment & Transport | 16 |
| vaccinations | 17 |
| Parent Agreement for 2018-2019 | 18 |

Welcome Letter

Welcome

Dear Parent/Guardian:

We are pleased you have given us the privilege of taking part in this significant time of your child's life. Our hope is that each day spent at Bounce will aid in developing positive social skills, prepare them for new challenges, and assist, and guide them in learning the fundamental skills for their particular age. We will strive to provide a fun, nurturing and, caring environment, in which your child will have the opportunity to learn in a movement based environment. Through cooperation and communication between your family and, ourselves, we can help to promote a bright future for your child.

We hope by carefully reading the contents of this handbook you will have a greater understanding of what you and your child can expect from yours, and their experience here.

We look forward to our time with you,

Sincerely,

The Staff of Bounce Stapleton

Mission Statement

Bounce Stapleton exists to enhance the lives of children by offering a fun environment where each child can learn to play and move safely.

State Licensing

Our program is licensed by Colorado State Department of Social Services. We are bound by its minimum rules and regulations. We are inspected by Tri-County Department of Health and local fire department. All staff is required to be cleared by the Colorado Central Registry. This registry has information concerning anyone who has been convicted of child abuse. Each staff person is also fingerprinted and cleared through the Colorado Bureau of Investigation for any felony charges.

Children with Special Needs

Bounce will try to accommodate children with special needs (physical, behavioral, cognitive, etc.). Close communication with the parents is essential to providing quality care. If the child has already been evaluated by his/her school system, we will work with them to implement the IEP (**Individualized Education Program**) that they develop. Parents are required to submit to us their child's most recent IEP, and keep us updated on progress. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to parents.

Bounce Stapleton will not discriminate against children with special needs. We will admit any special needs child on a trial basis for one class and or camp, after which we will require a conference with the parent(s). At this conference, we will assess whether we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate facilities and or business to support their child.

Staff

Our staff is carefully selected because of their special gifts, exercise and coaching experience, abilities, training, and education, as well as their desire to make a difference in the lives of children. Each staff member plays an important part in creating an outstanding

playful/movement environment for children. Together we strive for excellence based on respect, patience, honesty, loyalty, friendship, and a love for children.

Philosophy

Bounce Stapleton's philosophy is based on our belief that movement is medicine and such children need to play and move everyday. We recognize that each child is unique and we strive to provide a safe and secure environment that nurtures each child's emotional, social, intellectual, and physical capabilities.

We believe that a child's day must include personal attention, loving guidance and developmentally appropriate activities, including physical activity.

Enrollment Process

There is a non refundable \$50 deposit of your camp tuition. Families can reserve their spot on our [website--www.bouncestapleton.com/summercamp](http://www.bouncestapleton.com/summercamp). Once you have registered online you will be emailed our Parent Contract/Enrollment Forms that must be completed before the child can be admitted. You must complete and return all forms prior to your child's attendance. The packet includes our waivers and policies, immunization records, emergency cards for our use, walking field trip permission forms, names of people authorized to pick up child. You must also sign and date the back page of the Parent Handbook and return the back page when submitting all other registration forms. Immunization forms are required by the state before your child can attend camp.

Tuition

Tuition is billed on the 1st of the month you will be attending camp. The camp cost is \$200. This is for Monday-Friday, and you cannot select specific days. Service will be denied on the 2nd day of class session if the full balance has not been paid. A fee for returned checks will be imposed at the rate of \$20.00 per check. There is a \$25 sibling discount that will be applied to the invoice of families with 2 or more children.

Ages of Children

Bounce Stapleton accepts children between Kindergarten and 8th grade. This is for any student that will be going into Kindergarten and into 8th grade. Children are admitted on space availability without regard to religion, race, color, sex, or national origin.

Hours of Operation

Bounce will have two separate camps sessions each day:
Both sessions are for students going into Kindergarten-8th Grade

Session #1: 8:30-12:00pm

Session #2: 12:30-4:00pm

Severe Weather

If we have planned an outing or find ourselves outside with the children when a storm rolls in, we will immediately take the kids back inside. If for some reason the weather as produced conditions that it is not safe for travel we will either cancel camp for that day, or if weather developed during the day may notify the parents to come pick up the children early.

Curriculum

Bounce Summer Camps focus on fitness and movement. Our goal is to introduce the children to a number of different activities, in the hope that they find something that they love that will keep them moving after camp. From Parkour to Gymnastics to Team building activities. We change up the activities and games every 30 minutes to an hour! This way it keeps the kids engaged and having fun! Our curriculum is based on Physical Education National Standards.

Standard 1 - The physically literate individual demonstrates competency in a variety of motor skills and movement patterns.

Standard 2 - The physically literate individual applies knowledge of concepts, principles, strategies and tactics related to movement and performance.

Standard 3 - The physically literate individual demonstrates the knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness.

Standard 4 - The physically literate individual exhibits responsible personal and social behavior that respects self and others.

Standard 5 - The physically literate individual recognizes the value of physical activity for health, enjoyment, challenge, self-expression and/or social interaction.

Citation: National Standards for K-12 Physical Education Copyright 2013, SHAPE America –Society of Health and Physical Educators, 1900 Association Drive, Reston, VA 20191, www.shapeamerica.org.

Continuous tracking of each Child

Each child is always under the direct care of one of our camp counselors. Each counselor has a roster with them at all times confirms that all children are present every 15 mins.

Trampoline

Any time the children are using the trampoline a supervisor with formal training and experience in the use of trampoline and knowledge of safety and spotting techniques will be at the station. Our trampolines are always equipped with pads along the sides and are kept in good repair. No child shall be on the trampoline unless a trampoline supervisor is present and spotters are present. One child is allowed on the trampoline at a time.

Playtime

Bounce believes that a healthy and happy child is a playing child. We will offer structured and unstructured play. Weather permitting the children will go outside every day for at least 30 minutes. When the temperature is below 20 degrees or above 100 degrees the outside time will be transferred indoors. At this time we will be doing active dance to songs, tumbling, obstacle courses, balance beam and other gross motor skill activities.

Summer Camp Items Needed

- WATER BOTTLE
- SNACKS
- HAT
- SUNSCREEN (Bounce will provide sunscreen, but if you wish to bring your own)
- NAME ON ALL ITEMS

It is your responsibility to make sure your child has everything he or she needs.

Drop-Off/Pick-up

Parents must sign their children in on the sign-in sheet provided near the entrance of the center. The child will be greeted each morning and directed to the appropriate area of play. Pick-up procedure is similar to drop-off. Each parent must sign-out their child before leaving the facility. Each teacher will carry their own sign-in sheet for their own resource. This will insure that we keep tabs of all the children at all times.

Discipline

Bounce Stapleton believes that busy little hands and bodies will find trouble if kept idle for too long. Because of this we will try our best to keep the children engaged in activities and use redirection when their attention has been lost on a given activity. However, even with the best preventative measures we acknowledge that problems will arise. We believe that children need to learn, to the best of their ability, how to resolve problems with kind words, actions, and respect. Consistent verbal cues will be used with staff interaction and appropriate behavior will be modeled. If a child is unable to control his/her behavior or is aggressive in any way, a time-away may be used to give a cooling off period. The time-away will be taken at an open designated area and for a short amount of time (2-5 minutes depending on age). The child will then be asked to return to the group with total forgiveness and acceptance. If problems occur at a certain center or play area the children involved may be put on time-away from the area involved. If unacceptable behavior continues to occur, the parent will be notified and mutual plan of action will be agreed upon between the teacher and parent.

Accidents/Injury

Staff members are required to be certified in CPR and First Aid. If an injury should occur the staff will administer first aid if necessary and observe the child's ability to resume the daily activity. The staff involved will fill out an incident report and details of the incident will be written down for the parent to review. After review the parent must sign the accident report verifying that they are aware of the incident and injury. This report will stay at Bounce Stapleton for their records.

If the injury is serious or life threatening, 911 will be notified immediately and/or parents will be notified. If parents are not available, persons on the emergency sheet will be called. If the child

is transported by ambulance to a hospital, a staff member will stay with the child until a parent or guardian arrives.

Health

If your child has allergies, parents need to inform the teacher of all conditions and treatments. This information must also be put in writing.

Please notify the center if your child contacts any communicable disease. All parents will be notified of their child's exposure.

A visual check of all children will be conducted as they arrive. If a child displays any symptoms of illness (see below), he/she will not be able to stay. Your child needs to stay home if he/she has any of the following:

- **A red throat or earache**
- **Swollen neck glands**
- **Excess nasal discharge**
- **Fever (in the last 24 hours)**
- **Unexplained rash or skin eruption**
- **Any communicable disease**
- **Vomiting or diarrhea (in the last 24 hours)**
- **Signs of conjunctivitis**
- **Lice**
- **Any unusual change in physical appearance or behavior, restlessness, irritability, flush face, headache, lack of appetite, etc.**

If a child becomes ill during camp hours, the child will be separated from the other children in a visible and safe area. The parents will be notified to immediately pick-up the child. If a parent cannot be contacted, names will be called from the emergency information sheet.

Emergency

In case of a fire, the facilities fire alarm and sprinkler system will be activated and each staff member will immediately line up their children. Each staff member will then use their child list sheet to account for their children and the director will obtain the master sign in sheet and cell phone. When all children are accounted for we will then walk in a timely and controlled manner out of the building and sit across the parking lot on the knoll. We will wait there until the fire department has inspected the building and has allowed us to re enter. If we are unable to reenter the building parents will be notified to pick up their children immediately.

In the event that a child cannot be located, we will make every attempt to find him/her. If necessary, the local authorities and child's parent will be called immediately.

Transportation/Field Trips

All field trips taken at Bounce Stapleton will be walking distance and permission for these is done through the initial agreement when the child is registered. If vehicle transportation is needed for a special event then a signed permission slip from the parents will be needed for the child to attend. Appropriate supervision will be provided for each trip. Transportation will include licensed and registered staff and parent drivers. Roll will be called before leaving the facility and when arriving at the destination. The master sign in sheet and emergency sheets will be taken along with the Bounce Stapleton cell phone and Medicine Kit. Roll will be taken throughout the day, when leaving the area and when arriving at the center. A first aid kit will be available and all necessary safety precautions will be taken to help make it a successful outing.

Television/Videos/Technology

Bounce Stapleton does not show videos. We will not allow students to use electronics throughout the day. Cell phones should be kept inside of the student's backpack.

Vehicle Safety

In the event of a field trip that requires transportation, every child will be assigned a seat and will be buckled in by the supervising staff. Each staff member will be responsible for the group of children in their vehicle, including their emergency information sheets. If there is an emergency on the road, a first aid kit will be available and a cell phone for contacting help.

Releasing at Pick-Up

Only authorized people may pick up your child. If someone other than an authorized person needs to pick up your child, a note written by you must be given to the staff or you may call the center to notify the staff. The person must bring a photo ID to verify their permission to pick-up your child. This is very important to all of us and Bounce Stapleton won't be lenient when it comes to our children.

Late Pick-Up

It is imperative that all parents pick-up their children on time. The children recognize when parents are late and begin to worry and our staff has families that they need to get home to as well. Bounce Stapleton closes 15 mins at the end camp or final class session., please respect their personal time. Bounce Stapleton will assess late pickup fees if late arrivals become habitual. Parents are considered late for pick up 5 minutes after completion of camp or class . Parent needs to sign out at the correct time so they are billed for a late fee in the next billing cycle. Parent agrees to pay a late pick-up fee of \$10 for the first 15 minutes and \$15 there afterwards for each 15 minutes of time. If the child has not been picked up one hour after close of business, Bounce Stapleton will contact the appropriate government agency. **All attempts to reach the contacts listed on the child's emergency card will be exhausted prior to contacting the authorities.**

Late Arrivals

If your child is dropped off late and their group has already left on an outing or excursion, your child will either be absorbed into another group at the facility (space permitting) or you will have to take your child to the outing or excursion. If there is no one at the facility, a note will be left to give directions and the whereabouts of the groups. You will always have prior knowledge of the schedule for the week, so there will never be any surprise outings.

Medication

Medication is stored out of reach from children and is administered by an instructor that has been trained in Medication Administration. Medications that require refrigeration will be stored in a locked, leak proof container in a designated area in the refrigerator. Only prescription medicines that are in their original container stating the prescription number, child's name, doctor's name, dosage, pharmacy name and phone number, and the date that it was filled will be administered. The parents must complete the Prescription Medication Permission Form. All non-prescription drugs must have a doctor's authorization attached to the bottle. All medicines to be administered must be signed in by the parent. The parent must complete the Instructions and Permission to Medicate Form. Both forms must be signed and completed before the medicine is administered.

Every employee employed at Bounce Stapleton is certified in first aid and universal precautions. Each teacher is qualified and knowledgeable to administer, or help administer, an inhaler or Epi Pen if needed.

Nebulized medications and emergency injections (EpiPen) require an individualized health care plan completed by the Nurse Consultant and/or the child's health care provider. If the medication is given to a child, it will be documented on a medication administration form/log.

Personal Belongings

Please do not send your child to camp with toys from home. While we understand your child may want to share their excitement of a new toy with their peers, it can be difficult for children this age to share with other children. Please help us to enforce this rule by explaining this policy at home and not when your child is being dropped off.

Meals and Snacks

Parents must pack nutritious snacks for their child in a lunch box or container that has their child's name on it. If your child is staying at the Stanley Marketplace for the full day--they will need a lunch as well as their snacks. **If a child's lunch needs to be kept cold, it is the parent's responsibility to supply a way to keep their lunches cold for lunchtime. For example, a plastic ice block, frozen drink or playmate-type container. There is not enough room in the refrigerator for everyone's lunch.** A microwave will not be available to heat up lunches or snacks. If the parents are signing up for Bounce and another camp within the Stanley Marketplace they will be supervised for lunch. Children are given 30 minutes to finish their lunch and a teacher will sit with them while they eat to support good eating habits. Please keep in mind that the kids will be moving all day, and will be very hungry. Extra snacks might be needed.

A well-balanced lunch should consist of the following:

- Protein source: meat, poultry, fish, eggs, cheese
- 2 vegetables or 2 fruits or one of each
- Grain: cereal, whole grain or enriched bread, crackers or pasta

SUMMER LUNCHES

During our camp programs, we will be unable to heat your child's lunch. For this reason we ask that you send a cold lunch during this time.

Visitors

Drop-in visitors or parents must sign in on the visitor sheet and sign out when they leave. They must also show a valid ID and write down the reason for their visit. The director will be able to answer any questions or give out the appropriate paperwork. We ask that appointments be made for any parent conferences, facility tours or registration.

Bounce Stapleton reserves the right to refuse visitors into the center if they feel that there is a threat or danger to the children or staff at any time before or during the visit.

Communication

Bounce Stapleton wants you to feel apart of your child's day even if you can't be there. To help that philosophy ask our staff about the day and what was learned throughout the day! We love to talk about our day and our fantastic students!

Parent/ Teacher conferences can be scheduled when requested by parent or teacher. This will allow teachers to give detailed development observations and let parents give immediate feedback.

We would also love to hear from you. Please feel free to check-up on your child during the day or during drop-off or pick-up times. We just ask that you set up a time with the director to discuss any specific concerns or questions.

Complaints about the Center

If you have any complaints about the care of your child at Bounce Stapleton please contact the director so every measure can be taken to solve the problem. If you are not comfortable with the outcome please contact Department of Human Services, Child Care Division, 1575 Sherman St. Denver, CO 80203-1714, (303) 866-5958.

Child Abuse

Bounce Stapleton is required by Colorado law to report any suspected signs of child abuse or neglect. Some examples, which are included but not limited to, are: suspected verbal abuse, physical abuse, sexual abuse, and lack of basic care in the areas of personal hygiene or nutrition. After a report is made, it is up to the proper authorities to investigate. A report should be seen as a cause for concern, NOT an accusation. We are not allowed to discuss the situation with the parent before making a report.

Withdrawal and Discharge of Service

Should a time arise when either Bounce Stapleton or the parent feels that the child is not benefiting from the program or must move on for other reasons, either party may request withdrawal without prejudice with a written notice. To terminate this agreement a written notice to the Director is required prior to your child's last day of care. This contract remains in effect until we receive a written notice of your intention to change or cancel your contract. Upon written notice your security deposit will be refunded. Cancellations after May 1st will be forfeited. Cancellations 2 weeks after the start of the camp will be charged 50% of the total camp cost for that week.

Bounce Stapleton reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees
- Not observing the rules of the center as outlined in the handbook
- Physical and/or verbal abuse of staff or children by parent or children

Reporting Abuse or Neglect

To report suspected abuse and neglect of a child, call and ask to speak to a child welfare caseworker or manager.

Statewide Child Abuse and Neglect Hotline:

- Please call 1-844-CO-4-KIDS.

Parent Agreement for 2019

I, _____, have read and understood the parent handbook and policies for Bounce Stapleton. I have also had the opportunity to ask questions and I feel comfortable with the philosophy of the program. I will do my part to make this a successful experience for everyone.

Parent signature: _____ Date: _____

