



Parker Fieldhouse Day Camp

2022 Parent Handbook



PARKER
C O L O R A D O
Parks and Recreation

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Program Policies

Mission

To offer the youth of Parker a safe and exciting camp experience by providing opportunities for personal growth, increased self-confidence and friendship building through physical activity and creative endeavors.

Goals and Objectives

Parker Fieldhouse Day Camp offers an exciting experience by providing opportunities for personal growth, increased self-confidence and friendship building through physical activity and creative endeavors.

Program Description

We focus on providing a safe and fun environment with low staff to camper ratios. We provide a variety of activities that meet the campers' needs of a healthy environment with active play throughout the day. Our camp staff maintains an open-door policy of communication with all our parents, campers, and staff.

Admission Policy

Admission in the program shall be granted without regard to race, sex, religion, ability or national origin.

Program Contacts

Office Contact & Emergency Numbers

Business: Parker Fieldhouse
Building Address: 18700 East Plaza Drive
Suite/Floors: 3 levels
Business Type: Sports and Events Center

Camp Contact Information

Contact Person #1: Jessica Skiera, Camp Director
Primary Phone Number: 303.805.6306
Email: jskiera@parkeronline.org

Contact Person #2: Allie Burk, Assistant Camp Director
Primary Phone Number: 303.805.6303
E-Mail: aburk@parkeronline.org

General Camp Contact Numbers
Day Camp Phone: 303.805.6335
E-mail: camps@parkeronline.org

Building Contact Information

Contact Person #1: Traci Griffin
Primary Phone Number: 303.805.6317
Emergency Phone Number: 303.805.6300
E-Mail: tgriffin@parkeronline.org

Contact Person #2: Michael Harwerth
Primary Phone Number: 303.805.6310
Emergency Phone Number: 303.805.6300
E-Mail: mharwerth@parkeronline.org

Age Groups

Ages 5 to 13
CIT – Counselor in Training, ages 14 to 15
(Groups are by age ranges.) CIT not available for Kids Day Out Program

Camp Hours

Full Day: 7:30 a.m. – 5:30 p.m.

Camp Holiday Closure Dates

Memorial Day	May 30, 2022	CLOSED
Independence Day	July 4, 2022	CLOSED
Labor Day	September 5, 2022	CLOSED
Thanksgiving	November 24, 2022	CLOSED
Day after Thanksgiving	November 25, 2022	CLOSED
Christmas Eve	December 24, 2022	CLOSED
Christmas Day	December 25, 2022	CLOSED
New Year's Eve	December 31, 2022	CLOSED
New Year's Day	January 1, 2023	CLOSED

Weather Closures

When inclement weather becomes an issue, cancellation of the Fieldhouse Day Camp will be determined by the Camp Director and the Fieldhouse staff. We will run on the Fieldhouse schedule. We will make this information available as soon as a decision has been reached. Please call the Fieldhouse front desk after 7 a.m. at 303.805.6300 to speak to a Camp Director or Fieldhouse staff. Credits for future camp dates will be issued for full closure dates. No cash/check/credit card refunds will be issued. If camp is closed early due to weather, the camp staff will notify parents as early in the day as possible. Parents will be responsible for picking up their campers or arranging a ride home with an authorized adult. Credit will not be issued for partial camp days.

Registration Procedures

Our program is licensed by the state of Colorado. This requires us to collect paperwork including immunization records prior to attending any days of camp. To ensure we meet this requirement, we require all participants to complete their ePACT profile prior to attending their

first days of camp. We will turn away families with incomplete profiles and not provide refunds or credits for missed days. *This does not ensure your space in the program if completed prior.

How do I register for Day Camp and After Care?

1. Have or create an ACTIVENet account through Parker Recreation:
www.ParkerRec.com/login
If you have a Parker Recreation membership, passes or have registered for camp, an activity or league, you already have an account. Please do NOT create a duplicate ACTIVENet account.
2. Visit www.ParkerRec.com and choose “Register/Login.”
3. Sign in using your account username and password.
4. Select the Memberships tab in the gray bar at the top of the webpage.
5. Select “Day Camp Enrollment”
6. This will be \$25 per child.
7. Click “Add to my Cart.”
8. If needed, choose “Add another Participant.”
9. Acknowledge waiver by clicking the box.
10. Watch for invite to ePACT from our online document center.
 - a. Complete ePACT online documents, including a copy of your camper’s immunization record (you can fax or send immunization records to our office and we will attach them to your ePACT electronic file).
 - b. Your ePACT paperwork must be completed prior to your child attending their first day of camp. If your profile is incomplete you will not be able to drop your child off for the day and we will not provide a refund.
11. Payment plans available online. Must pay for the first 2 weeks of enrollment. After first payment all proceeding payments will be auto withdrawn 2 weeks prior to date of enrollment.
12. If you are going to do before and after care or need a summer payment plan, you must save a credit card on file if you have questions, please email camps@parkeronline.org.

Now you’re ready to register for camp days!

**Please note, if you are registering siblings and encounter a day that is full for a sibling, please complete your registration on days you do have reserved and then email camps@parkeronline.org with days that you were unable to reserve for the sibling.

Day Camp Registration

After the annual Day Camp Enrollment Membership is purchased for each participant, you may register for your chosen weeks/days. Payment is required at the time of registration, and during the summer season only, a payment plan is available with online registration. If you choose the payment plan at checkout:

1. You must have a valid credit card on file.
2. Payment for the first two weeks of enrollment is due immediately with registration and is non-refundable. After first payment, all following payments will be automatically charged two weeks prior to the upcoming date of enrollment. (i.e. You register for June 27, the card on file will be charged on June 13.)
3. If we are unable to complete any payment with the card on file, you may be turned away until payment is received. If your payment is more than three days late, you will incur a

\$10 fee. Failure to pay within five days will result in withdrawal from all remaining Day Camp registrations, without a refund.

4. Staff will attempt one call and one email to retrieve updated payment information within the five-day grace period.
5. If there is an outstanding payment on the account, you will be prohibited from registering for future classes until payment is collected. If payment has not been collected in a reasonable time frame, it can be sent to collections.

Drop-In/Add-On Registration or Special Accommodations

Drop-in/add-on services will be provided on a space-available basis and so long as the site has all the required paperwork. To ensure all paperwork is completed, new participants must register at least 72 hours before their first day of camp.

*For those campers with medication needs or special accommodations, we do require at least five days' notice to ensure our nurse can review your files and/or delegate to staff appropriately. Failure to provide proper factual paperwork can prevent your child from attending until all paperwork is completed and staff is properly trained.

Fieldhouse Day Camp Refund Policy

Cancellation, refund and transfer requests for Day Camp programs must be made 14 days prior to the program date. Participants will be required to pay the difference in price if transferring from a non-fieldtrip day *into* a fieldtrip day. All cancellations must be made in writing to the Day Camp Director jskiera@parkeronline.org or Assistant Day Camp Director aburk@parkeronline.org.

The registration fee is non-refundable. For all Day Camp programs, there are no credits or refunds for unexcused absences. A \$5 processing fee applies for all changes to a participant's reservation.

Fee Schedule

- Annual Day Camp Enrollment Membership: \$25/participant/year
- Day Camp: \$45/day
- Fieldtrip Days: Add on \$10 and up, depending on trip. (Swimming days are considered fieldtrips)
- After Care: \$12/day (prices will increase for 22/23 school year to \$14 per day)
- Half-Day Care: * \$22 (11:30 a.m. to 5:30 p.m.)
 - Half-day camps are only available when schools have half-day offerings. Not available during summer.
- A 10 percent sibling discount will apply at registration. Discounts do not apply to the annual Day Camp Enrollment Membership

Special Needs

The Parker Fieldhouse is ADA compliant – General Rules 7.7-1.14. We will provide reasonable accommodations, modifications, and services in accordance with the needs of a camper's disability. Parents must communicate the child's physical, emotional, and/or cognitive needs with the Camp Director at least five days prior to the first day of attendance.

Filing a Complaint

Our camp administration has an open-door policy. We encourage parents/guardians to discuss any problems or concerns with the Director in a timely manner. If parents wish to report a licensing violation, they may contact:

State of Colorado
Department of Human Services
Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
(303) 866-5958

Daily Procedures

Arrival/Departure

Upon arrival to camp each morning, parents are asked to utilize the east entrance to enter the Parker Fieldhouse. Check in/out will be in the camp room on the mezzanine level. Campers enrolled in the Day Camp must arrive *no* earlier than 7:20 a.m. and be picked up *no* later than 5:30 p.m. or their account will be charged a late fee of \$10 per 15 minutes.

Sign In/Out

An authorized adult will be asked to check the camper(s) in/out each day electronically on the camp iPad. If the staff is unfamiliar with the authorized adult, a photo ID must be shown for the child to be released. Our sign in/out procedures are intended for the safety of the campers and others.

Late Drop Off

In the event of a late arrival and the camp room is not occupied, please check in at the camp office to sign in your camper. If campers are off site at another Town facility or on an excursion, parents are responsible to locate the campers. We cannot guarantee there will be a staff available for onsite care. Please see fieldtrip information for more detail.

Late Pick Up

If a child is still present after the designated pick up time, the staff will attempt to contact parents and/or other authorized adults listed to pick up the camper within the half-hour. Once the half-hour has past and an authorized adult has not been located, the staff will call Social Services and the police.

Unauthorized Adults

Campers will only be released to the adults listed on the authorized pick up list. If someone who is not authorized to pick up a child from camp shows up, the parents and police will be contacted. The unauthorized visitor will be asked to leave the premises.

Identifying Where Children Are

Campers will be organized into groups based upon age, with specific staff assigned to each group. Roll call will be conducted by the counselors at regular intervals throughout the day. No one can leave the camp property at any time unless accompanied by a counselor and cleared with the Camp Director.

Meals and Snacks

Participants are required to bring a **healthy and nutritious sack lunch**, drink and two snacks. Due to the size of our camp in the summer and school breaks, campers will not have access to a refrigerator or microwave. We also recommend a water bottle labeled with their name, but water will always be available. Going forward, we will no longer be able to provide meals onsite for families as the Café is no longer operating in that manner. If a camper does not have a lunch or their lunch is incomplete, camp staff will provide lunch and bill the parent/guardian; the cost is \$7. Campers will not be allowed to use the vending machines during camp. Staff will attempt to contact parents to bring a lunch if it is forgotten. If we do not hear back from them within 30 minutes, we will provide a lunch and the account will be charged.

Treats

If your child has a birthday and they would like to bring a treat to share, we require 72 hours' notice. Additionally, all food items will be required to have a nutrition label with the ingredients listed. We will not accept personal homemade items. We recommend sending a snack all kids can enjoy like, popsicles, suckers or cupcakes from a grocery store.

Please be aware that this is an allergy-aware facility. Any food allergies or special accommodations that need to be made should be clearly specified on the medical release form and discussed with the Camp Director.

Personal Belongings

Each camper will be provided with a safe place to keep belongings. We recommend participants bring sunscreen, hat and sunglasses. **Campers should be dressed in appropriate athletic clothing and shoes.** Campers are required to wear closed-toe shoes to our program, NO FLIP FLOPS. If your child arrives with inappropriate shoes or attire, they may be sent home. Please label all personal belongings to help us make sure to return items from our lost and found to their rightful owners. **We will clear the lost and found on the first of the month and donate all items.**

Campers no longer have access to any electronic devices, games and phones during camp hours, including scheduled breaks and lunch. If a camper is found violating these policies, the device will be taken away and held in the camp office awaiting parent pick up.

If the camper chooses to bring personal items or money, it is done at their own risk. Staff is not responsible for any damaged, misplaced or stolen items. Campers' personal belongings may be subject to search.

Sunscreen

Parents must provide sunscreen with a minimum SPF of 30. Please label the bottle with the child's first and last name. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed.

Parents are asked to apply sunscreen to their children before arrival at camp, especially on fieldtrip and pool days, to start the protection process. Counselors will supervise sunscreen application to children 15-30 minutes prior to any outside activities. Counselors may help campers apply their sunscreen only if permission has been granted by parents/guardians. If a camper forgets to bring his/her sunscreen, the child may use (only if the sunscreen waiver

form has been signed) the designated camp sunscreen of Coppertone Kids, Equate or Rocky Mountain SPF 50.

Music/Movies/Television/Videos

During activities, participants may be exposed to radio versions of songs during the day through the facility's sound system. Movies may be shown or included as part of a local fieldtrip or special occasion. Campers will view only G or PG movies. Movie titles will be posted prior to showing on the weekly schedule. Video games may be used on occasion and during special events.

Fieldtrips

Weekly agendas detailing our scheduled activities and fieldtrips will be emailed on the Friday before the following week. *Scheduled activities and fieldtrips are subject to change when necessary.*

In order to participate, campers must have a completed and signed permission slip (included in the registration packet). Up to two excursions and two to three walking fieldtrips may be planned per week. Camp t-shirt and swim shirts must be worn for campers to be allowed to participate in fieldtrips and swim days. No exceptions! If you forget your camp shirt you will be required to purchase an additional shirt for \$10.

Local fieldtrips are generally within walking distance from camp. We reserve the right to modify scheduled trips when deemed necessary for reasons such as availability, inclement weather, or hazardous travel conditions.

Fieldtrip Supervision

The staff will conduct roll call and periodic head counts throughout the day. A cell phone will be with the Camp Director and counselors during all fieldtrips. In case of an emergency where you need to talk to the camp staff, please contact the Fieldhouse front desk staff at 303.805.6300 and they will have a staff member return your call. A detailed itinerary and a list of all children and staff on a fieldtrip will be kept in the camp office.

Transportation- Commercial Vehicles

Transportation can be provided by an independent bus company, or the Douglas County School District. All bus drivers hold a current Commercial Driver's License and are trained in bus safety and emergency procedures. Campers are expected to adhere to all bus rules:

1. Students should always conduct themselves in an orderly manner and obey all bus safety rules.
2. All students are under the jurisdiction of the driver while aboard each bus.
3. The driver is responsible for seating arrangements on each bus.
4. Students will remain seated and buckled while the bus is in motion.
5. Students must refrain from loud talking, horseplay, and throwing objects on or from the bus or doing anything that will detract from the driver's attention.
6. Anyone damaging a bus will be responsible for costs incurred.
7. All parts of the body must always be kept inside the bus.
8. Smoking, chewing gum, eating or drinking on the bus is not permitted.

9. It is the responsibility of the driver and each rider to help keep the bus clean.
10. The use of profanity on the bus will not be allowed.
11. Students will be picked up and delivered at their regular designated site each day.
12. Students are expected to abide by the Douglas County School System Student Conduct Behavior and Discipline Code. This information can be found at www.DCSDK12.org.

Staff is responsible for the supervision of campers while on the bus. Staff to camper ratios are always maintained.

Transportation – Town of Parker Busses

For local trips and smaller groups, the Town of Parker Busses will be used to transport campers. Each camper is always required to be restrained in an individual seat belt during the trip. Two or more children will never be restrained in one seat belt. All Town of Parker's bus drivers take a required "Bus Safety Training Program". In addition to the safety training program, all Town drivers are screened, and their Motor Vehicle Records are checked annually to ensure they meet the Town's driving criteria.

Late Arrivals During Fieldtrips

If a camper arrives after the group has left the Fieldhouse, it is the parent's responsibility to transport their child to the designated fieldtrip location. Upon arrival, the parent must locate the camp staff and sign them in. If we are offering a stay back option on that day, you will be able to have your camper join that group and not participate in the fieldtrip, however there will not be any refunds given for a missed fieldtrip.

Camper Rules

Parents, please review the following rules with your camper(s):

1. Always listen to camp leaders and adults.
2. Always respect others and maintain individual boundaries.
3. When you get to camp, put all your belongings in your marked area.
4. Clean up after playing games and/or eating.
5. You must have permission from camp staff before getting a drink or going to the bathroom.
6. You must always have a buddy.
7. Be patient and encouraging toward others.
8. No running in the hallways.
9. No walking into the workout areas at the Fieldhouse and the Parker Recreation Center.
10. Speak with kind words. No swearing, no verbal abuse.
11. No hitting, pushing or kicking will be tolerated.
12. Adhere to all designated facility rules.

Consequences

Failure to follow the rules or listen to leaders may result in:

1. Verbal warning
2. Time out including sitting out from activities for up to five minutes per incident.
3. Call to camper's parents to pick up for the remainder of the day. A behavioral written notice will be issued in this instance.

4. Notice of disciplinary action form will be given for severe behavior and will need to be signed by parent picking up.
5. Removal from program for the day.
6. If it is an ongoing issue or exceeds the abilities of the program, participant can be removed for longer or removed entirely.

Disciplinary Interventions

To enable all the participants to enjoy the program, certain site-specific guidelines will be established with the assistance and understanding of the participants during the Summer Camp programs. These site-specific rules will be carried over throughout the year for school breaks and non-student days. When a child does not observe the expected guidelines, the camp staff members will discuss an appropriate plan of action, which may include any or all the following steps:

1. Separate the child from the group for an age-appropriate amount of time.
2. Discuss with the child the inappropriate behavior before they return to the group.
3. Have the child write-out what they did and give a reason on how to do better the next time.
4. Parents will be notified of problems during the camp.
5. Discuss issues as a group to get feedback on what everyone can do to be better and keep each other accountable.
6. Camp staff members will document behavior issues.
7. Provide an outside option for counseling, if needed. We recommend Arapahoe Douglas Mental Health Network. <https://www.namiadco.org/mental-health-resources/allhealth-network/>
8. Provide a behavior contract for camper staff and parents to sign.

Camp staff members will use methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Camp staff members will communicate with the children when solving problems with fellow campers. Communication can include giving alternate choices to the child or assisting the child with problem solving. It is the parent's or guardian's responsibility to inform the camp director if their child has any behavioral, mental or physical challenges, which may affect his/her day-to-day activities in the camp (this includes hyperactive disorders). If your child needs accommodations, we must be informed prior to attending camp to assist. If a child's behavior continues to be a problem and/or the safety of others is at risk, a decision could be made to place the child on a final warning which could result in the suspension of the child from a day of camp or the child may be removed from the camp entirely. If your child has been suspended from the camp, you will forfeit the fee from that week or day. We will notify parents/guardians in writing of any changes to our program, policies and procedures. Camp staff will make every effort to provide a positive experience for each camper. However, if she/he cannot abide by the rules of camp she/he will be dismissed.

Unacceptable Behaviors

In rare cases, it may be necessary to ask a parent/guardian to seek another program elsewhere for their child(ren). This will typically happen after the camp staff members have discussed the problems and alternatives with the parents/guardians and no mutual agreement can be reached. However, in some cases immediate expulsion is required. The following behaviors are never acceptable and will result in the immediate suspension of a youth. Additional suspension up to expulsion will be considered dependent on behavior and circumstance.

- Endangering the health and safety of youth, staff, or any other person.
- Stealing or damaging Town of Parker or location property.
- Child's needs exceed the abilities of the camp
- Stealing or damaging personal property.
- Leaving program without permission.
- Continually disrupting the program with behaviors that require staff to be taken out of ration (1:15/1:10 at the pool)
- Using profanity, vulgarity, intolerant language, or obscenity or acting in a lewd manner.
- Refusing to follow the behavior guidelines or program rules.
- Failure of parents/guardian of campers to adhere to the policies and procedures of the Town of Parker
- FAILURE to adhere to the financial requirements of the program. - FAILURE TO ADHERE TO THE FINANCIAL REQUIEIMENTS OF THE PROGRAM.
- immediate expulsion will occur if a youth has or is found using tobacco, alcohol, controlled substance, illegal drugs, firecrackers, weapons, firearms or explosives.

Lost Children

In the event a child is determined lost or missing, the staff will conduct an extensive search of the Fieldhouse, surrounding areas and fieldtrip locations. The director will immediately notify the police, parents/guardian of child, and the Department of Human Services.

Closing Procedures

Camp administration will conduct a thorough walk through of all venues utilized by campers including restrooms. They will review daily attendance logs to ensure that all camp participants have left for the day. Counselors and directors will only leave after the last camper has been picked up by an authorized adult.

Visitors

All visitors must check in with the Camp Director and sign in/out on our visitor's log sheet. They will also be required to show identification. Visitors will be accompanied by a camp member for the duration of their visit.

Suspicious Persons

If a staff member notices a person acting in a suspicious manner, they will introduce themselves as a Town employee and ask if they may be of assistance. If uncomfortable with the response, the staff member will notify the Facility Coordinator and call 911 to gain further guidance.

Reporting Child Abuse

(Under Guideline 7.701.53)

Staff who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to:

Douglas County Human Services
4400 Castleton Court
Castle Rock, CO 80109
(303) 688-4825

If you as a parent have any reasonable cause or suspect that your child has been subjected to abuse or neglect during childcare, please contact the Douglas County Human Services at the address above.

Administering Children's Medicine

Nurse Practice Act

Please notify the Day Camp Director, if during camp your child will need any type of medication. Parents need to meet with the Camp Director in advance to set up a Health Care Plan specific to your child. Only Camp Administration is authorized to administer medication. Confidentiality of the child will always be maintained. All medications will be kept in a locked location away from children and medication is given according to the delegatory clause of the Nurse Practice Act. Failure to produce medication may prevent your child from attending camp.

ALL Medications

Camp staff cannot dispense over-the-counter medicine without a doctor's medication plan.

Examples of over-the-counter meds are cough drops, Tylenol, Benadryl, ointments, etc.

We can dispense medications provided the following conditions are met:

- Written authorization from health care provider
- Parental written consent with signature
- Medication in the original labeled container and properly labeled
 - Child's full name
 - Medication name (must match the order; cannot accept generic if the form does not specify)
 - Dosage (i.e. 3 ml, 1 tablet, 2 drops)
 - Time to be given
 - Route to be taken
 - Medication's expiration
 - Amount of medication given (i.e. 1 pill, 1 bottle, etc.)
- All medication must be brought to the camp office to be stored

Inhalers and EpiPens:

Children requiring accessibility to inhalers and EpiPens will be allowed to have these items close-at-hand so long as we are given permission by their physician and the nurse. We require that these items be given to the counselors who will be with these campers all day and can ensure that the appropriate child is using these tools correctly. All inhalers and EpiPens, must be disclosed to staff.

Parents/guardians **MUST** complete the necessary health forms for inhalers, EpiPens and emergency Benadryl. These medicines must be given to the Camp Director before the start of camp. They must be received with the original manufacturer label still intact on the box and also on the individual inhalers. In addition, the child's name must be listed on the outside of the carton, the expiration date listed, and the required dose highlighted clearly.

Illnesses, Accidents, and Injuries

Parents/Guardians will be notified immediately when a child becomes ill. The sick child will be provided a quiet, comfortable area to rest until an authorized adult arrives.

Please contact the Camp Director immediately if your child has been diagnosed with a communicable disease. The Camp must notify parents and the health department of any contagious diseases.

Our staff is CPR/First Aid/AED certified.

If a camper receives a minor injury (scraped knee, etc.), the staff will administer first aid. In the event of major emergencies, 911 will be called immediately and the parents will be notified. All injuries are documented and will be reported to parents at the end of the day.

Counselor in Training (CIT) Program

Counselor in Training Opportunities

The Fieldhouse Day Camp's Counselor in Training (CIT) program is designed to teach selected youth to become future leaders in their communities. Participants will learn life and job skills through hands-on experience and training in our leadership program. Those chosen for the CIT program will be approved by the Assistant Camp Director prior to each session.

- This year, we are accepting participants ages 14 to 15.
- The program runs from June 10 to July 19. Please see attendance requirements below.
- The program is offered at the reduced rate of \$25 per day, plus the cost of fieldtrips and \$10 if attending pool days.
- There are no other discounts offered on this program.
- Each CIT will be required to attend one fieldtrip and one swim day. If space allows, they will be able to attend additional fieldtrips. CIT's should not expect to be with the older campers; they will be working solely with the younger camp groups during their time at the Fieldhouse.

Program Information

The CIT program will require participants to commit to a full six-week time frame; participants must attend camp on Monday each week for their group training session, in addition to a minimum of one field trip day and one swim day over the course of the session. Interested candidates must be able to commit to five out of the six trainings in order to be considered as a participant. We request that CITs arrive by 9 a.m. on their registered days, unless otherwise noted for Fieldtrips. Participants are welcome to participate in additional weeks of summer camp at the CIT rate plus cost of fieldtrips. Any days during the school year will be charged at the full camper rate.

All CIT's will go through a weekly training program designed to prepare the participant for future employment and leadership positions. This training will teach them general leadership skills and the basics of being a day camp counselor, including the development and implementation of camp activities. CITs will become familiar with the staff and camper policies and procedures for the Parker Fieldhouse Day Camp.

CITs are expected to be positive role models for their peers and other campers. They will have both increased opportunity and responsibility as they assist the counselors and work with the younger children. Any inappropriate behavior is grounds for dismissal from this leadership program. Counselors in Training are registered Day Camp participants and are therefore counted in our camper to counselor ratio as a camper. They will be supervised by a senior counselor and the camp administration throughout their six weeks with Day Camp. All participants in this program must comply with state requirements and will need to have a complete registration packet with all waivers signed in order to participate. All CITs will need to provide a copy of their current immunization record for our files.

Emergency Procedures

In the event of an emergency, please do not come to the Fieldhouse. We will contact you with a plan. We want to ensure emergency responders can safely and effectively reach the facility.

Emergency Contacts

Emergencies: 911

Poison Control: 303.739.1123

Fire Alarm Company: 303.721.0111

Police Non-Emergency: 303.841.9800

Fire Emergency or Non-Emergency: 303.841.2608

National Weather Service: www.nws.noaa.gov

Emergency Drills and Evacuations

Our staff members are thoroughly trained in the established safety procedures. We will periodically practice and document fire, bus and tornado drills. Evacuation routes are outlined in this manual for all spaces utilized within the Fieldhouse.

Evacuation Procedures for Person with Special Needs

Those campers requiring special assistance will be assigned a specific staff member at the beginning of each camp day that will assist the camper with special needs during emergency situations.

Fire/Gas

Building alarms indicating fire and evacuation will sound. This will indicate to our staff and campers to evacuate the building.

Campers will be evacuated from the building and led by a staff member to the designated safe area A or B depending on location. Safe area A is located at the west entrance of the building next to the Fieldhouse sign. Safe area B is located at the east entrance next to the Fieldhouse sign.

The director will verify that all campers and staff are out of the building by conducting a search of the facility and roll call. The facility will not be re-entered until the appropriate authorities give clearance.

If the facility is deemed unsafe, the children and staff will be taken to Parker Racquet Club, the designated relocation spot for the camp, located west of the Fieldhouse. Local authorities and the Camp Director will coordinate transportation to the safe shelter. Campers must still check out with a counselor before leaving. Those picking up will be required to show ID.

Severe Weather / Lightning / Tornado

If a tornado warning is posted for Douglas County, a front desk employee will page the building and announce “May I have your attention, there is a tornado warning for this area. Please walk immediately, as directed by staff, to safe areas to take shelter.”

We have deemed the team rooms located on the main level of the Fieldhouse as the safest area in the event of a tornado. Campers will be led to team rooms C, D, E and F for shelter. Roll call will be taken to verify everyone is accounted for. Once the appropriate authorities give clearance, campers will return to their regularly scheduled activities.

In the event of a lightning storm or other severe weather, the front desk will make an announcement “May I have your attention, we have received information of severe weather in the area, please stay away from all windows in the building.” Campers will be directed by staff to a safe location. If campers are off-site on an excursion or at another Town facility, they will follow the safety procedures as determined by each individual facility.

Bomb Threat

After being notified by the facility that there is a threat, staff will immediately take roll call to verify everyone is accounted for. Campers will wait for instructions from staff.

Hazardous Materials and Suspicious Odors

If someone suspects that a harmful substance has been released or spilled, staff must first secure the space surrounding the substance and evacuate the campers from the area. MSDS books are located at the front desk in the first upright cabinet. Staff will call 911 and campers will be moved to Parker Racquet Club, located west of the Fieldhouse, where they will remain until emergency response personnel gives clearance to return to the building.

Gunfire / Robbery / Theft / Lockdown / Shelter-in-Place / Active Shooter

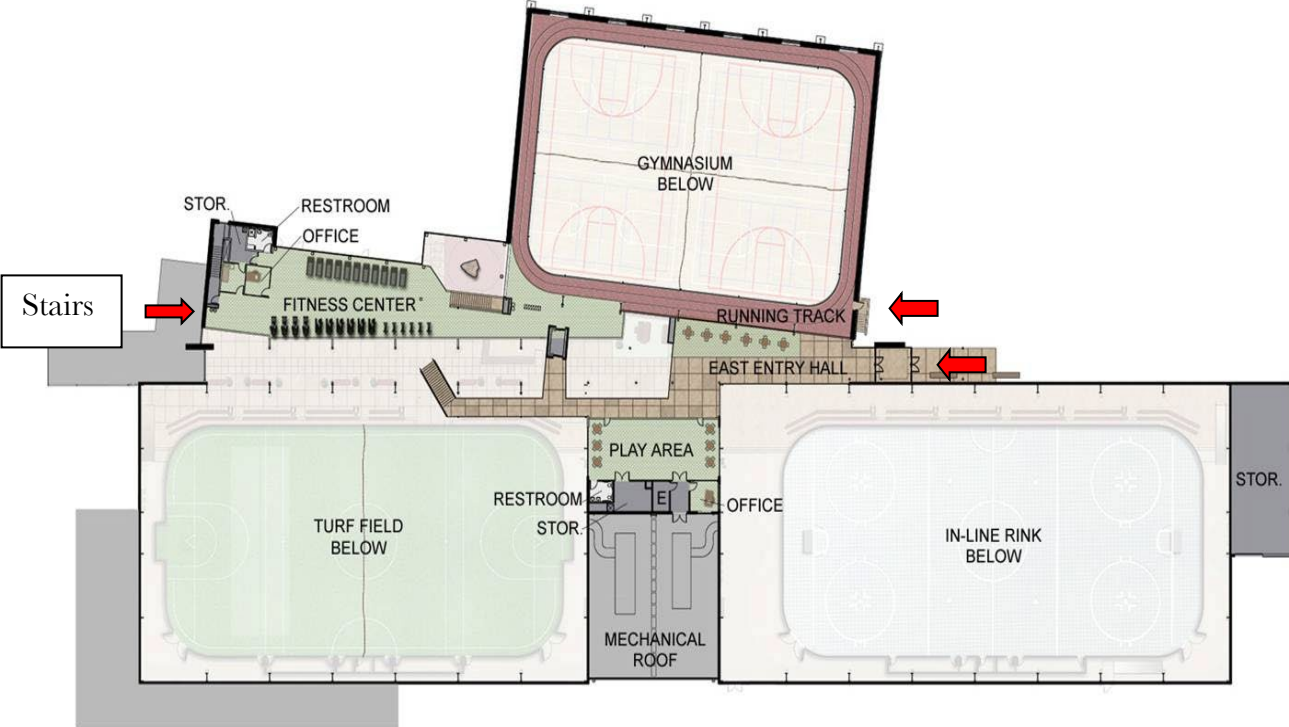
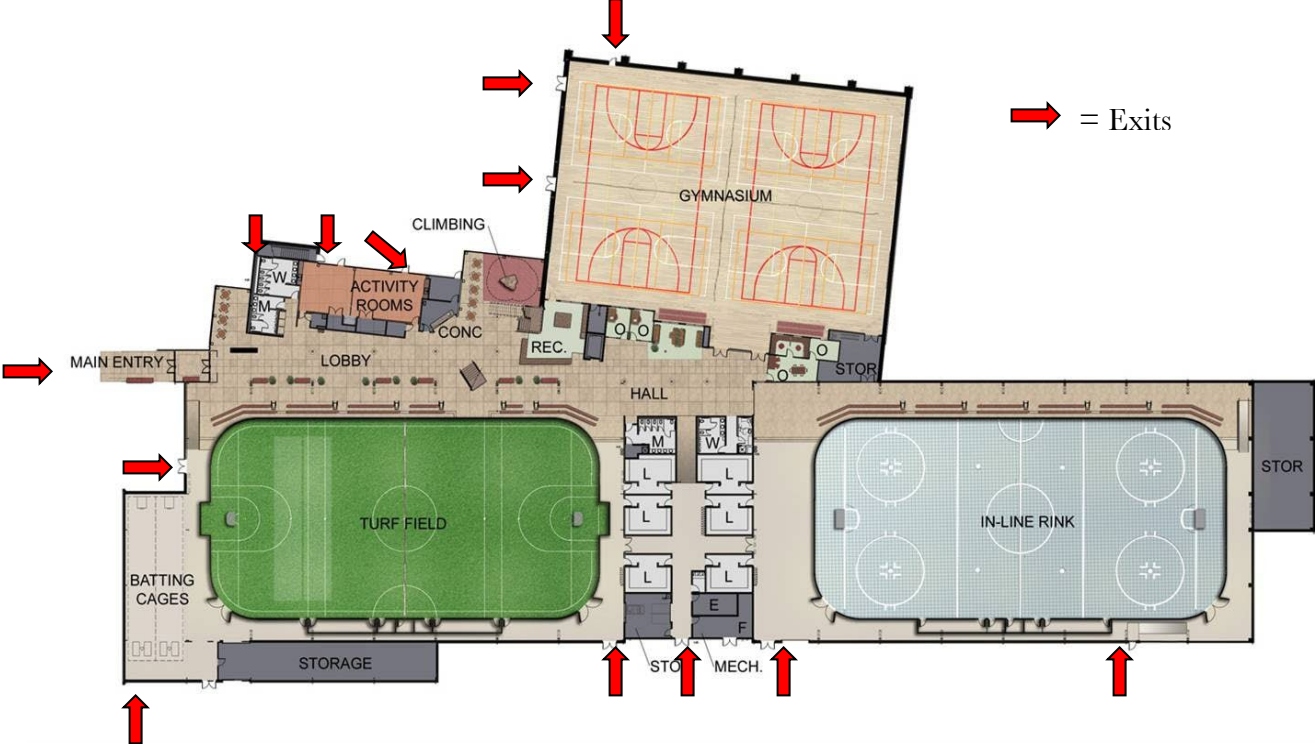
1. Campers should follow direction of the staff to the nearest and safest location either inside or outside the building.
2. If threat requires a lockdown or shelter in place, staff and campers will move to the nearest securable interior room(s), team room, office, closet or storeroom to shelter-in-place, closing and locking or barricading all doors and windows, turning off the lights, remain quiet and keeping out of sight until emergency personnel or other authorized person opens the door.

Reuniting Campers with Families

If our camp needs to leave the building and we are not able to return, our first evacuation site is Parker Racquet Club located west of the Fieldhouse. If we need to go further or if the Racquet Club is not available, we will send an email out with change of location or you can call 303.805.6300 and there will be instructions given on where the camp has moved and pick up directions.

Evacuation Routes

Indoor Space - Facility Map



Outdoor Space

The Town currently maintains approximately 200 acres of developed parkland and over 700 acres of open space. In addition to these areas, the Town also has a centrally located Recreation Center directly adjacent to Challenger Regional Park. Following is a brief description of our park facilities.

Bar CCC Park (7.7 acres)

Located on Mainstreet just east of Cherry Creek, this park offers access to the Cherry Creek and Sulphur Gulch Trails with a trailhead and parking. Recent improvements to the park include relocation of the ball field, new irrigation and a shade shelter.

Directions: From the intersection of Parker Road and Mainstreet, go west on Mainstreet 0.5 miles. Turn south on Twenty Mile Road. Parking facilities are on the west side of Twenty Mile Road and the park is accessible by footpath.

Challenger Regional Park (64 acres)

This regional park is located along Lincoln Avenue just west of the Cherry Creek Trail and Open Space Corridor. This facility includes three lighted ball fields, a children's playground, and a multi-purpose soccer field area. Three outdoor inline hockey rinks and a skateboard park are also included on this site. All these facilities can be accessed from the Cherry Creek Trail. Challenger Park is maintained by Douglas County Parks and Open Space. They can be contacted at 303.470.0140.

Directions: From the intersection of Parker Road and Mainstreet, travel north on Parker Road 1.2 miles to Lincoln Avenue. Turn west on Lincoln Avenue and travel 0.8 miles to the light at Challenger Park. Turn north into the park.

McCabe Meadows (6.0 acres)

Located along the west side of Parker Road just north of Indian Pipe Lane and the Country Meadows subdivision, this park includes a trailhead, and a picnic area with parking. The Parker Arboretum is also located here.

Directions: From the intersection of Parker Road and Mainstreet, travel south on Parker Road 1.3 miles to Indian Pipe Rd. Turn right on Indian Pipe and make an immediate right into the parking lot for McCabe Meadows. Salisbury Park is also accessible.

O'Brien Park (8.5 acres)

Located on Mainstreet near downtown Parker, this park includes a lighted softball field, basketball court, a playground and an outdoor pool with slides and a variety of water features. O'Brien Park's gazebo serves as the backdrop for many Parker events, including the August Concerts in the Park series and the Mayor's Tree Lighting.

Directions: O'Brien Park is on the northeast corner of Parker Road and Mainstreet. The parking lot can be accessed from Victorian Drive.

Railbender Skate and Tennis Park

Railbender Park, located along Twenty Mile Road at Plaza Drive, features a lighted 35,000 ft² skate park with flow bowls and streetscape elements, six lighted tennis courts, two picnic shelters, restroom facilities and a playground. A train connection links the park to the Cherry Creek Trail and to the Parker Fieldhouse. Railbender Park is open 6 a.m. to 10 p.m. daily.

Directions: From Parker Road and Mainstreet, travel west on Mainstreet to Twenty Mile Road. Turn north on Twenty Mile Road. Continue 0.5 miles. Railbender Park will be on the west side of the road.

Salisbury Equestrian Park (160 acres)

Located along Motsenbocker Road, this park serves Parker's equestrian community, as well as a variety of youth and adult sports leagues. Thirty (30) acres of the park are undeveloped open space. Youth baseball fields sponsored by the Colorado Rockies are located on the north side of this park. Salisbury's playground encourages creative play, with a non-traditional modern design that appeals to big and little kids alike. Salisbury Equestrian Park can be accessed from the east by the Cherry Creek Trail near the McCabe Meadows trailhead.

Directions: From the intersection of Parker Road and Mainstreet, go west on Mainstreet 1.2 miles to Motsenbocker Road. Turn south on Motsenbocker and go 2.1 miles. Salisbury Park is on the east side of Motsenbocker.

Stroh Ranch Soccer Fields (16.5 acres)

The Stroh Ranch Soccer Fields are located on the north side of Stroh Road, west of Cherry Creek. The park has two regulation size soccer fields, a playground and a picnic shelter. There is adjoining open space extending from the northern boundary of the park to Cherry Creek.

Directions: From the intersection of Parker Road and Mainstreet, drive south 2.8 miles to Stroh Road. Turn west on Stroh Road and continue 0.7 miles. Stroh Ranch soccer fields are on the north side of the road.

Tallman Meadow Park (12 acres)

Tallman Meadow Park is on the east side of Parker in the Idyllwilde community and was developed jointly by the Town and Village Homes. The park has a rustic western theme and boasts picnic and barbeque facilities, a shade shelter, two playground areas, multi-use sports field and baseball field. The park's meandering trails connect to the Tallman Gulch Regional Trail via pedestrian bridge.

Directions: From Parker Road and Mainstreet, go south on Parker Road 0.6 miles to Hilltop Road. Stay on Hilltop Road, turning left when it intersects with Hess Road, for 3.6 miles to Canterbury Parkway. Turn left at Canterbury Parkway and the parking lot for the park will be on the west side of the road.

Auburn Hills Community Park

The Town of Parker, Ryland Homes and Prairie Crossing Elementary School worked together to complete Auburn Hills Community Park. This three-acre park features a large, multi-use sports field which is used for Recreation Department programs, as well as school programs. The park also includes a unique interpretive and educational area which incorporates six educational

stations - a butterfly garden, weather station, plant life cycle, Colorado wildlife and geology, astronomy and outdoor seating area for class lectures.

Directions: Take Mainstreet west to Bradbury Ranch Drive. Go south on Bradbury Ranch Drive to S. Night Heron Drive where you will find on street parking.

Other Parks

In addition to these Town facilities, there are numerous semi-public parks and open space areas that are maintained by homeowner's associations or other organizations, including the Cottonwood Community Park and Open Space, which is accessible from the Cherry Creek Trail.