

ROVING RECREATION

PARENT PACKET SUMMER 2023

READ & SUBMIT FORMS TO:

Email: teens@northglenn.org

OR

In Person: Northglenn Recreation
Center, 1 E. Memorial Parkway,
Northglenn, CO 80233

PARENT MEETING:

May 16 @ 6:00pm

OR

May 25 @ 6:00pm

Join us either day!
Held virtually via RingCentral.



Roving Recreation – Summer 2023 Parent Packet

PROGRAM OVERVIEW

Roving Recreation features trips to indoor and outdoor aquatic facilities, amusement centers, and adventure outings for ages 12-14. This fun-filled youth program runs from 9 a.m. to 3 p.m. every Monday, Tuesday, Wednesday, and Thursday. Trip fees include admission, transportation, and supervision by city personnel. All trips depart from and return to the Northglenn Recreation Center.

General Program Rules

1. Participants must always stay with Northglenn Recreation staff. If they need to leave the immediate area, they must notify a staff member and get permission to do so. Staff will notify Police Department if a participant leaves camp without permission.
2. All participants are asked to have mutual respect for each other, the staff, other people's property, and the City of Northglenn vehicles. This includes using kind words when speaking to others and cleaning up after oneself.
3. Abusive language, fighting, or harmful actions to other campers or staff will not be tolerated at any time.
4. Transportation to field trips is provided by City of Northglenn staff. Seatbelts are required to be worn while in the vehicle and must be always worn correctly.

Photography

Staff will be taking photos daily of different trip activities to be shared with parents on the same day of their child's trip. These photos may be used for the City Recreation Guide and social media to promote Youth and Teen Programs. Staff may take the photos with a digital camera or with the program cell phone.

All participants should expect to get their photos taken by staff. If there are special needs in this area (court orders, etc.), participants should still be expected to have their photo taken and may be blurred or cropped out before the photo is used.

Communication

During trips, Staff will communicate with parents via [ClassDojo](#). ClassDojo is an app and website platform that is kept up to date to include trip dates and destinations, reminders for what to bring on trips, and reminders for any additional waivers required by destinations. Staff will post photos of trip activities in the app to share with parents, as they are able, during trip days.

Leaders in Training Program Volunteers

Some trips may have additional participants joining from the Leaders in Training program. Leaders in Training volunteers are age 13-15 and will participate in trip activities while also leading fun travel games and connecting new participants with their peers based on each volunteer's personal goals for the summer. Due to their volunteer service, Leaders in Training participants attend at a discounted rate. Up to two Leaders are selected to volunteer with the Roving Recreation program per summer/day. To learn more about becoming a Leader in Training, visit www.northglenn.org/teens.

REGISTRATION

Registration is open to youth ages 12-14 on a first come first served basis. Please review the registration information below.

Registration Fees

Pick and choose your trips by selecting which days you want when registering. Signing up for 3 or more trips in a week will apply an automatic discount at registration. Full payment is required upon registration. Due to program popularity, holds are not available. Payment plans are available for parents signing up for the full summer.

- Regular Day Fee (\$45 Resident | \$50 Non-Resident)
- Leaders in Training Day Fee (\$5 Resident and Non-Resident)

Forms

The following forms are located at the end of this document and must be completed and returned to the Recreation Coordinator either in person at the Northglenn Recreation Center or by email to teens@northglenn.org at least 24 hours before the participant's first trip date.

1. Northglenn Intake Form
2. Field Trip Permission Slip
3. Roving Recreation Program Waiver

Activity destinations may also request an additional waiver to participate at their location. A web link to the appropriate form will be included in the *Master Waivers List* that is emailed to registered participants and is located on your registration receipt.

Withdrawal/Refunds

The Recreation Coordinator must be notified in writing two weeks prior to the activity date if a child is being withdrawn from the camp. A \$5 processing fee will be applied unless the family chooses to carry the withdrawal as a credit balance to be used in the future. Running late to drop-off, missing a registered day, not submitting a destination's waiver, or not submitting required program forms will make your child unable to attend that day's activity, and a refund will not be processed.

DROP-OFF AND PICK-UP

Program drop-off starts at 8:45am and all participants must be picked up at the program end time, 3:00pm. If the van is running late or expected to run late for the program end time due to traffic, parents will be notified via ClassDojo as soon as staff are able to notify them.

Participants are required to be signed in and out by an authorized parent or guardian who is an adult (18 or older) listed on the authorization form. Staff may ask for an I.D. for authorized individuals who they are not already familiar with. Anyone not on the authorization list will not be allowed to pick up the participant. Staff will call 911 if problems arise from the sign-out procedures or if it is obvious that the adult picking up the participant is under the influence of alcohol or drugs. Contact the Recreation Coordinator if you have special needs in this area (court orders, etc).

Participants who will be signing themselves in and out of Roving Recreation will be required to have a completed Self Sign-In/Out form on file.

Late Drop-Off/Late Pick-Up

Late Drop-Off – Vans leave at 9:00am and will not return until 3:00pm. No staff will be present to monitor or check in participants after 9:00am. No refunds will be processed for arriving late and missing the vans, and no services will be provided by staff to watch your child for the day. Participants cannot miss the van and join later in the trip day.

Late Pick-Up – Participants must be picked up at 3:00pm. We charge \$1.00/minute for late pick-up due to staff needing to stay after hours until children are picked up. If a participant is not picked up by closing, staff will connect with emergency contacts. If a child is not picked up by 30 minutes after closing, the child will be transported to the Northglenn Police Department and a report will be filed with Social Services.

WHAT TO BRING

Sunscreen, a sack lunch, plenty of water. For aquatic trips, bring a swimsuit and towel.

Food

Lunches and snacks are NOT provided by our program. All Roving Recreation participants are to bring a lunch, a water bottle and an afternoon snack. Food must be in an insulated lunch bag with an ice pack. Lunch bags must be marked with the participant's name. Only water is permitted as a drink for campers. No soda, enhanced waters, etc.

Days that have a lunch provided by the destination are denoted in the *Master Waivers List* that is emailed to registered participants. Please still pack a water bottle and afternoon snack on these days.

Swimming

Please bring a swimsuit and towel for all aquatic days. Participants are encouraged to wear a hat when swimming outdoors. Please bring a water-resistant bag for wet suits and towels every aquatic day. Aquatic days are denoted in the *Master Waivers List* that is emailed to registered participants and on your registration receipt. They are typically a Monday and Wednesday, except in the case of a short week due to a federal holiday.

Sunscreen

Participants are expected to apply and reapply sunscreen every 2 hours during trips when they will be outdoors. Staff will remind participants to apply sunscreen when getting out of the van at an outdoor location and provide UV stickers to help participants know if they need to reapply earlier than the 2-hour period.

Personal Belongings

Participants are encouraged to leave any personal belongings at home. On days where there is a farther distance to travel, participants are welcome to bring a book or other entertainment that will be locked in the van when we reach our destination. City of Northglenn and staff will not be held responsible for any lost or stolen items or money.

Cell Phones

Bringing a cell phone to trip days is up to the discretion of the participant and their parent(s). Participants can use their cell phones while in the van and are encouraged to put them away when arriving at the destination. City of Northglenn and staff will not be held responsible for any lost or stolen cell phones. Staff may take away an individual participant's privilege to have their phone out or in their possession during the camp day on a case-by-case circumstance (i.e.,

harassing behavior using the phone towards other participants or staff, listening to or watching inappropriate videos or music, etc). The participant's parent(s) will be notified if their phone was taken away during the trip.

Money

Bringing money to trip days is up to the discretion of the participant and their parent(s). It is up to the participant to keep track of their money and retain it for their personal use. This money should not be given in lieu of a sack lunch.

Camp Equipment

Participants will be required to wear a camp silicone bracelet with the City of Northglenn logo and phone number on it while on trips. Bracelets will be given out when getting on the van in the morning and returned to Staff before leaving camp each day.

DISCIPLINE

Roving Rec Staff present when offense occurs will administer disciplinary measures. Staff will do their best to ensure the safety and enjoyment of each of each participant. The discipline plan for all participants will be as follows:

1. Verbal warning
 - a. Participant(s) misbehaving will be informed of the specific problem and will be asked to change their behavior or language so that it is appropriate. Documentation will be made on back of sign-in sheet. If the behavior was aggressive or violent, parents will be notified at the end of the trip day.
 - b. After the first verbal warning, staff may ask the participant to sit out of the trip activity for a short duration, have them fill out a worksheet, and/or attempt to have a more detailed conversation with the participant(s). If it is an issue between multiple participants, they will be separated into different activity groups for the trip day. Parents will be notified at the end of the trip day.
2. Recreation Coordinator Intervention
 - a. After three verbal warnings, the misbehaving participant(s) will be asked to talk to the Recreation Coordinator and parents will be notified.
 - b. Based off of information provided by staff and speaking with the participant(s), the Recreation Coordinator will decide to expel the child from the program. No refunds will be provided for expulsion.
 - c. If the participant's behavior puts others at risk, parents **will** be asked to pick up their child early from the camp day at the camp's destination location in order to allow other participants to continue to participate in the day's activities.
3. Cases of Extreme Violence
 - a. Staff will call 911, the Recreation Coordinator, and the parent. Then, they will attempt to separate the participant from the group for the group's safety.
 - b. The participant will be taken into custody by the local Police Department and a report will be filed with Social Services.
 - c. The participant will be immediately expelled from the program with no refunds provided.

FIRST AID AND HEALTH CARE

All Northglenn Recreation staff are CPR/First Aid certified. All minor injuries will be cared for in the appropriate manner within staff capacity. Only soap and water, Band-Aid and ice will be used for minor injuries. Documentation of use will be noted on the back of daily sign in sheet.

All injuries will be followed up with a written *Accident Report* or *Injury Report* on the same day. Parents or guardians will be required to sign the forms.

Major Accidents or Injuries

The following procedure will be followed for injuries requiring stitches, head wounds, etc.

1. For any injury requiring prompt medical attention or transportation of a victim, Police department and 911 will be called.
2. Parents/guardians will be notified.
3. CDHS – Division of Child Care will be notified of any major accidents that require hospital care.

COVID-19 and other Illness

The City of Northglenn follows all local regulations regarding COVID-19. Parents will be notified if a mask mandate is put into place and all participants will be required to wear a mask per local Northglenn/Adams County regulations.

Participants who are not feeling well or are sick should not attend trips, even if testing negative for COVID-19. If running a fever or visibly ill, participants will not be admitted to camp. Participants who become ill during the day will be isolated from the group with a staff member and the parents/guardians will be called. A staff member will stay with the participant until they are picked up.

EMERGENCY PLANS

Below is a list of our emergency plans for different situations. Please go over these with your child prior to attending camp.

Location of Participants

If participants get lost, they should immediately try to find a phone and call 911. Staff will conduct frequent head counts and enforce a buddy system to maintain a watch on children at all times. Staff to student ratio is typically 1:9.

Locating a Lost Participant:

1. If a participant is lost, Staff will look in all known hiding places with the assistance of other destination staff. If the child is not found, Staff will notify authorities, the participant's parents and Social Services.
2. Searchers must be in sight and sound of at least two other people while search is in progress.
3. Participants known to have left the premises – authorities will be called.

Natural and Other Disasters

In the event of a natural or other disaster, the following steps will be implemented based on the nature of the emergency. All available Recreation Center Staff assist during any emergency.

1. Authorities will be notified immediately through 911. If on-site, authorities will also be notified through a call button at the Recreation Center front desk.
2. Staff will identify the location of each camper based on the group assigned to them and gather together with the whole.
3. If the emergency is outdoors, the group will proceed to posted safety regions within the building with the entire group.
4. If the emergency is indoors, the group will be gathered and moved to a safe zone determined in local City emergency guidelines.

5. Lock down or lock out procedures will be followed as the situation warrants.
6. Cell phones for group will be used to contact all parents/guardians based on emergency information on file.
7. Staff will remain with group until it is deemed safe to return to the activity taking place or all children have been picked up.
8. Water and shelf storable snacks will be maintained for such unplanned emergencies that require sheltering in place.
9. If transportation is required, staff will coordinate with Police/Fire Department to accomplish

Reporting Child Abuse

Any Northglenn staff member 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 which would reasonably result in abuse or neglect shall document their observations and immediately report to the Adams County Department of Social Services, police department, or local law enforcement agency per local regulations.

CONTACT INFORMATION

Northglenn Recreation Center – 303.450.8800
Recreation Coordinator – 303.450.8844
Program Cell Phone – 720.665.5479

ROVING RECREATION INTAKE FORM

Participant Name: _____

Dates of Attendance: _____

Date of Birth: Age: Gender: Hair Color: Eye Color:

Address: _____

Parent/Guardian 1: _____

Address: _____

Email: Work Phone: Cell Phone:

Parent/Guardian 2: _____

Address: _____

Email: Work Phone: Cell Phone:

ALTERNATE EMERGENCY CONTACT:

Relationship to Child: _____

Address: _____

Email: Home Phone: Cell Phone:

PEOPLE AUTHORIZED TO PICK UP CHILD

Name: _____

Address: _____ Cell Phone: _____

Name: _____

Address: _____ Cell Phone: _____

Name: _____

Address: _____ Cell Phone: _____

Doctor: _____ Office Phone: _____

Address: _____

Hospital: _____ Office Phone: _____

Address: _____

HEALTH RECORD - CHECK NEXT TO THOSE THAT APPLY

Chronic or Recurring	Allergies	Any Limitations
<input type="checkbox"/> Ear Infections	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Physical
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Insect Stings/Bites	<input type="checkbox"/> Dietary
<input type="checkbox"/> Heart Disease/Defect	<input type="checkbox"/> Drug Allergies	<input type="checkbox"/> Behavioral
<input type="checkbox"/> Convulsions/Siezuers	<input type="checkbox"/> Food Allergies	<input type="checkbox"/> Vision
<input type="checkbox"/> Nose Bleeds	<input type="checkbox"/> Other:	<input type="checkbox"/> Hearing
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:

If any limitations are checked, please explain: _____

**ROVING RECREATION PERMISSION SLIP
JUNE-AUGUST SUMMER 2023**

By signing on the weeks below, I give permission for my child to go on field trips and be transported by City of Northglenn Staff.

Participant Name: _____ Date: _____

WEEK 1

Parent Signature: _____

WEEK 2

Parent Signature: _____

WEEK 3

Parent Signature: _____

WEEK 4

Parent Signature: _____

WEEK 5

Parent Signature: _____

WEEK 6

Parent Signature: _____

WEEK 7

Parent Signature: _____

WEEK 8

Parent Signature: _____

WEEK 9

Parent Signature: _____

WEEK 10

Parent Signature: _____

WEEK 11

Parent Signature: _____

**ROVING RECREATION PROGRAM WAIVER
JUNE-AUGUST SUMMER 2023**

Participant's Name: _____

MEDICAL: The submitted health history on the *Roving Recreation Intake Form* is correct and I understand that no medication will be administered to my child while attending this program. In the event that emergency medication is needed, the child cannot be left at camp/field trips until all forms are received with the medication. I hereby give permission for the City of Northglenn staff to call for any emergency medical care from a doctor, hospital, or medical services to provide medical or surgical care for the above-named participant should an emergency arise. It is understood that the City of Northglenn staff will make a conscientious effort to contact parents or emergency contact listed on this form when emergency action is taken. I give permission for the City of Northglenn staff to administer sunscreen to my child in the event that they are not able to do so themselves.

ACTIVITIES: The person described herein has my permission to participate and engage in all camp activities which may include swimming, skating, hiking, pedal boating, field trips, and other activities. I understand that swimming activities require my child be able to swim in order to participate. I also understand that if my child does not meet the height and weight requirements for certain activities, they may not be able to participate. I grant full permission to use any photographs, videotapes, recordings or any other record of this program for any purpose.

TRANSPORTATION: Transportation will be provided by City of Northglenn staff.

I agree to take full responsibility for my child or ward. I agree to indemnify and hold the City of Northglenn staff and all auxiliary cooperating agencies involved in the activities and any other servants, agents, or employees free and harmless from any liability, loss, cost, or expense including attorney's fee which may result from participation in such activities. I agree to be solely responsible for payment of all costs associated with Roving Recreation participation fee and all costs resulting from rendering of medical aid and/or ambulance service prescribed by qualified personnel.

I have received, read and understand the rules, guidelines, procedures and policies. I have gone over the material with the participant and we agree to follow such as described in the parent packet. By signing below I agree that I understand the statement made above and consent to the statements.

Optional Permission for Minor to Self-Sign In/Out:

	I give my permission for my child(ren) to sign themselves in and/or out of the program. My child(ren) know they cannot sign out of the program until the program end time unless parent permission is given to staff, and my child(ren) know they should sign in at the program start time.
(Initial if giving permission)	

Parent Signature _____ Date _____

Printed Name _____