

# Art & Acting in the Forest Parent Handbook



Fine Arts Center  
COLORADO SPRINGS

**Prepared for: Parents of children attending Day Camp**

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Voice: 719.495.2743 E-mail: [mail@laforet.org](mailto:mail@laforet.org)

Dear Parents/Guardians of Campers,

Thank you for choosing Art & Acting in the Forest! We are excited for this summer here at La Foret. A week at Bemis Day Camp is full of discovery, creativity, and, of course, fun! This packet will help you and your camper be well prepared for the first day at camp and help us provide the best possible camp experience for your child.

Enclosed you will find the required forms for camp attendance. Please print, sign and scan them back to us at [judy@laforet.org](mailto:judy@laforet.org). Bring the hard copies to camp with you on your child's first day. **It is necessary for these forms, including the immunization records, to be complete no later than the first day. If your child arrives without all the required forms completed on the first day of camp, your child will not be allowed to stay until all the forms are in compliance.**

Also included is a list of our camp policies, as well as some of the guidelines we follow here at La Foret. You will also find a property map to help you become familiar with our layout. Our camp activities will be held, each day, in and outside Blue Spruce Lodge along with swimming at the pool. Each week, on the last day of camp, we invite you to join us for an end of camp event. Here is a time to observe what your campers have been doing all week long. Please join us at 2:45 pm on Friday of your child's camp week.

We ask you to be mindful that other groups will be using La Foret's facilities throughout the entirety of Day Camp. These guests will be participating in their own activities, separate from Day Camp. For the safety of your children and other guests, *please* obey our speed limit of 5 MPH.

Thank you. I look forward to meeting you and your camper and having an exciting week full of art and acting here at La Foret. Do not hesitate to contact me with any questions.

See you soon,

Brad Carroll  
Executive Director  
719-495-2743  
[mail@laforet.org](mailto:mail@laforet.org)

**Enc.**

Art & Acting in the Forest Parent Handbook  
Property Map  
Day Camper Registration  
Health Statement  
Authorization for Alternate Pick-Up  
Authorization for Sunscreen Application  
Photo Release Authorization  
Immunization Form

# Day Camp Philosophy

## **Philosophy**

The Day Camp Program is designed to provide programs that meet La Foret's mission, which states:

*In a world which needs compassion, tolerance and love, the La Foret Conference & Retreat Center is committed to . . .*

*. . . nurturing the spirit,*

*. . . refreshing the weary,*

*. . . and inspiring healthy and confident future generations.*

*We provide a safe and welcoming haven for programs which promote these values.*

We believe that Day Camp has the unique ability to provide children with activities that are recreational in nature, but that go beyond recreation to give children opportunities to grow in many other ways.

We believe that through trained, qualified leadership, children can have experiences that will enrich their lives. We believe that all Day Camp programs should provide opportunities for play, for learning responsibility for our natural resources and environmental stewardship, and for growth in self-esteem and social skills.

## **DAY CAMP BASICS**

### **AGES OF CHILDREN ACCEPTED**

**Children must be least six years old and up to eleven years are welcome at La Foret Day Camps**

### **DATES OF OPERATION**

Monday through Friday June 13 - July 29th, 2022, (No camp on July 4-8th)

### **HOURS OF OPERATION**

Camp Arrival: 9:00 a.m.

Camp Pick-up: 3:00 p.m.

### **REGULAR LA FORET OFFICE HOURS**

Monday-Friday 8am-5pm

### **PHONE NUMBERS**

Office: (719) 495-2743

### **IMPORTANT NOTES**

- Check your child in DAILY at Blue Spruce with a signature IN and OUT.
- Please note: **when driving on our property the speed limit is 5 MPH**
- We will ONLY release your child to his/her parents or someone authorized IN WRITING to pick him/her up (see Alternate Pick-Up form)
- An adult will need to sign your child in and out each day
- Every day your child will need to bring:
  - lunch and snack
  - swimsuit and towel and **sunscreen** (labeled with your child's name)
  - good, sturdy shoes; **NO OPEN TOED SHOES**
  - water bottle
  - extra set of clothes
  - rain gear
- Please mark your child's clothing and belongings with his/her name

### **ADMISSION & REGISTRATION**

Parents MUST complete the Registration and Health Statement packet\* by the child's first day in the program, to include:

- General registration form
- Alternate Person Pick-Up Authorization
- Sunscreen Application Authorization
- Photo Release Authorization
- Health Statement (include a copy of healthcare insurance card)
- Immunization Records or Immunization Exemption Form

\* Your child will not be allowed to remain at day camp without the completed paperwork.

Children will be registered on a first come, first served basis.

Note: Children's attendance must be confirmed and tuition paid at least one day prior to attendance.

## **OTHER IMPORTANT CAMP INFO**

### **CANCELLATIONS**

**NO REFUNDS** will be issued for illness or cancellations after payment has been made, nor will we credit a sick or cancelled day to your future camp fees. We are holding the paid spot for *your* child.

### **CHILD SIGN IN/OUT**

Parents must sign their children *in* and *out*; you may not “drop” your child off. We do encourage parents to come meet the teachers on their child’s first day of camp. A child will only be released to his/her parents or other authorized person. Sign in/out sheets, along with building checks, are used to account for all children.

### **CHILD ABUSE REPORTING**

Teachers and all staff are mandated reporters and are trained to recognize and prevent child abuse. We will report any suspected child abuse to the Department of Human Services. If you suspect that abuse is present in our program, you may call 719-444-5700 (week-days) and 719-475-9593 (nights and week-ends). Any other concerns about our program should be reported to the Office of Child Care Services at 303-866-5958.

### **CHILDREN’S ILLNESS**

If a child becomes ill during camp time, s/he will be made comfortable and the child’s parents will be contacted to immediately come pick up their child.

### **CHILDREN WITH SPECIAL NEEDS**

We will make every effort to serve all children who register in our programs. We will evaluate whether we can do so on a case by case basis. Parents need to contact La Foret prior to the camp experience to make arrangements for a child 6-11 years of age with special needs. 719-495-2743

### **COUNSELOR TO CHILD RATIO**

Our ratio is 1:15.

### **DAILY PROGRAM**

A weekly schedule is made and we make every effort to “stick to the plan” of programming. However, sometimes because of weather or other circumstances, we are unable to do so. Counselors will then notify their Director of any change. We only permit staff to use videos if there is inclement weather and it is a key part of making their program work.

### **DISCIPLINE POLICY**

It is the policy of La Foret to manage the behavior of children in such a way to encourage the child to learn self control and responsibility for one's actions. Coercive and corporal punishment is not permitted. We encourage counselors to establish clear, well-defined boundaries of behavior, as well as allowing the campers input into their boundaries, and to recognize and praise positive behavior.

- We will keep parents informed of their child’s behavior and encourage parental suggestions in working with their child, as well as parental support for the discipline policy.
- When a severe discipline problem becomes evident, staff will set up a meeting with the parent(s) to discuss the situation.

- If a child's behavior jeopardizes the safety and well-being of the children, the staff, or the continuation of the program, it may be necessary to remove the child from the program.

### **DIVORCE & SEPARATION**

We recognize that many families are in transition and have experienced divorce or separation. In order to provide the best possible care for your child, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in his/her life. We need to be very clear in regard to the following:

- What the custody arrangements are
- Which parent to contact first for general questions and in an emergency
- Whether duplicate program information needs to be given to both parents
- Who is responsible for payments to the program
- Who will or will not be authorized to pick up the children
- Which parent will pick up the child on which days
- Who the other significant adults are in the child's life.

### **EMERGENCY MANAGEMENT**

Fire - the fire will be reported to 911 dispatch. Children will be evacuated and accounted for from the Attendance Sheet. In case of forest fire, all camper groups will meet at the Dining Hall and evacuation will take place according to La Foret policy.

Lost Child – In the event of a missing child, La Foret missing persons policy will be followed if the child is not found within 30 minutes, the parents will be called.

Injury of a Child - the child will be treated according to standards of one of the nationally recognized providers of First Aid/CPR. If emergency transport is needed, the parents will be called if time permits; if the need is urgent, an ambulance from town will be called. Medical Emergencies will be taken to the Memorial Hospital Briargate Campus, unless medical personnel decide other actions should be taken. Medical emergencies cannot be transported in a La Foret vehicle. Parents will be contacted as soon as possible and kept updated on the status of their child.

Natural Disaster - in the case of hail, flood, or other severe weather, the most conservative action possible will be taken. Counselors will keep children in the most protected situation possible until help can be summoned.

Excessively hot/Inclement weather – If the weather conditions outside are not conducive to outdoor activities, children will be moved to a suitable indoor location where they will participate in indoor activities.

### **EXCURSIONS AWAY FROM DESIGNATED BUILDINGS**

On a daily basis, the children will go on short hikes on La Foret grounds. Camp ratios will always be maintained. It is necessary campers wear comfortable, closed-toed shoes to camp each day.

### **IDENTIFYING WHERE CHILD IS DURING PROGRAM TIME**

Counselors will follow their predetermined schedule and the schedule will be kept in the La Foret Office. If they vary from the plan, counselors will contact their director. In addition, the program leader will carry a cell phone or walkie-talkie and can be contacted by the office staff at any time in order to locate the group. This will also be used to report any changes in the schedule to the office staff. Please call the director if an emergency occurs that may require a child be called out of the program.

DO NOT try to locate your child yourself as we have other groups in camp who will view you as a stranger and will report you according to La Foret stranger on site procedures.

### **LATE ARRIVAL AND/OR PICK-UP**

Please make every effort to be on time in the morning in order to not disrupt the program. We will make every attempt to join a late arrival with his/her group. If a satisfactory arrangement cannot be made, the camper may not stay at camp. Parents will be called and a late charge will be assessed for children picked up after 3:15 p.m. The fee is \$1 per minute per child to be paid to La Foret CRC to compensate staff. Sign-out sheets and building checks ensure that campers have departed. If a child has not been picked up by 4:30 and his/her parent/guardian cannot be contacted, La Foret staff will contact social services to report the child abandoned. Late fees will be waived only if a parent/guardian has contacted the center to inform them of their lateness due to adverse weather or other serious situation (such as an auto accident).

### **Please Don't Bring Your Child to a Program Late... or Ask to Take Them Out Early!**

We take great pride in providing your child with a cohesive, growing Day Camp experience from start to finish. A child leaving our program will hurt not only that child's experience, but the experience of the children that are in his/her group. Safety is another big concern brought up when parents request that children be taken out of a program early. We want to be sure that we only let your child leave with the right person, and so we must follow our typical "procedure" to ensure your child's safety. Any special arrangements must be made 24 hours ahead of time with the Camp Director. (But only ask to do so if it is really important!)

### **LOST & FOUND**

It is very helpful to staff if you would clearly mark all of your child's belongings. If your child is missing something after camp, please check with the staff.

### **MAP**

Enclosed in this packet you will find a map of La Foret's property. Your child will need to be dropped off and picked up at Blue Spruce each day.

### **MEALS AND SNACKS**

All campers must provide their own lunch. La Foret staff will not be responsible for providing meals. On days when time permits, we will have snack time after swimming. Also, please include a snack for your camper.

### **FOOD ALLERGIES**

Children with food allergies should have this noted on the Health Form.

A *Plan of Treatment* statement should be sent with the Health Form. If medication is required for the food allergy, the **Medication** box on the Health Form should be completed and **signed**.

### **MEDICATIONS**

#### **CAMPERS CANNOT MEDICATE THEMSELVES.**

For all PRESCRIPTION and NON-PRESCRIPTION medication, *by law you must bring only the dose needed for the camp day to camp in its original container*, and complete the Medication box in the health form so that it can be administered to your child. All medication must be turned in at time of drop off; they will be dispensed by a staff qualified to dispense medication. If this is not followed, your child may be prohibited from attending camp.



In accordance with Colorado State Law, only staff who have been trained in Medication Administration are allowed to dispense medication. Epi-pens and rescue inhalers are allowed to be carried with the camper.

### **PAYMENT**

You must be paid in full prior to your child attending camp. If payment has not been made, your child will not be admitted to camp. We accept cash, check, and MasterCard & Visa.

### **PETS AND PERSONAL PROPERTY**

Pets are prohibited at camp. Personal property, such as walkie talkies, cell phones, toys, knives, other weapons, etc. are also prohibited. It is suggested that camper's clothes, water bottle, sunscreen, etc. be labeled and carried in a backpack. Please leave any valuables at home, as La Foret is not responsible for lost personal property.

### **RELEASE OF CHILDREN TO AUTHORIZED PERSONS**

A child will only be released to his/her parents, or someone authorized in writing by the child's parents. We encourage parents to meet their child's counselors on the first day.

### **SPECIAL RESPONSIBILITIES OF PARENTS**

We have a common goal: the safety and well being of your children. In order for us to better serve your needs, please comply with the following guidelines:

- Inform Camp Director of changes in your child's life you feel we need to know.
- Share any information with us that we need to know, including address or phone number changes, or additions to your authorized pick up persons.
- Complaints or suggestions may be made at any time, should be in writing, and turned into the Camp Director.

### **SUNSCREEN**

We ask that you apply sunscreen to your child before camp. If you send sunscreen with your child, it must be labeled with his/her name and they should be able to apply it themselves. Our counselors will help children to apply sunscreen only if the sunscreen application authorization form has been signed by the child's parents. **Our counselors DO NOT carry sunscreen with them.**

### **VISITORS**

All visitors must check-in at the Office to complete the Visitor Log and get a visitor tag. Someone will be assigned to show the visitor our programs and answer any questions. The visitor must stay in the company of a staff member.

### **WITHDRAWAL FROM PROGRAM**

La Foret reserves the right to remove a child from the program for reasons of delinquency in payment of fee, or an inability of child or parent to adjust to the activity program or discipline policies. Such removals

are to be determined by the staff. If a parent withdraws their child from the program, they must follow the cancellation policy.

**Please note:** We *DO* allow *non-immunized* children to participate in camp. Please see the Statement of Exemption Form found on the Immunization Records Form.

*\*\*If you have a complaint concerning suspected licensing violations, please contact the Office at 495-2743. If you are not satisfied with the response, you may contact the Colorado Department of Human Services, Division of Child Care at 1575 Sherman St, Denver, CO 80203-1714, or call 303-866-5958.*

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