

## JungleQuest Day Camp 2010 Registration Packet Cover Page

8000 S. Lincoln St. #10  
Littleton, CO 80122  
303-738-9844

Hi and thank you for your interest in our Day Camp.  
Here is a checklist of items that need to be completed and returned with the registration packet.

We have received:

We still need:

- |       |   |       |
|-------|---|-------|
| _____ | ** Registration Fee \$26 (In the interest of safety, \$6 of this price provides a “field trip shirt” for each child, allowing easy identification while on JungleQuest outings. This shirt remains the property of JungleQuest, or can be purchased for an additional \$7.) | _____ |
| _____ | ** Payment of \$_____ For week # _____  | _____ |
| _____ | ** Complete information on pre-registration form  | _____ |

Please complete all information and e-mail, mail, fax, or drop it off at JungleQuest. We are looking forward to a great summer and thank you for your child’s participation.

Terrell Dobbin  
Camp Director

PS: Please remember that all payments are due by the Wednesday of the week prior to your child’s attendance.

# Camp Registration Packet 2010

How did you hear about us? \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Current address (Street, city, state, and zip):  
\_\_\_\_\_

**Mother/Guardian's Name:** \_\_\_\_\_ (This person is the 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> to call.)

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

**Father/Guardian's Name:** \_\_\_\_\_ (This person is the 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> to call.)

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

**Alternative Guardian's Name:** \_\_\_\_\_ (This person is the 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> to call.)

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

**Alternate contact persons if those above cannot be reached:**

1.) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

2.) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

JungleQuest assumes that all above listed people have permission to drop off/pick up your child.  
Please list any other person that has permission to drop off/pick up your child from camp or to note other specifics that we need to know about.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Packet JungleQuest Summer Camp 2010 (303)738-9844

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Child's name: \_\_\_\_\_ Birth date: \_\_\_\_\_

**HEALTH CARE PROVIDER**

Child's physician (Name, address, and phone/fax):

\_\_\_\_\_

Child's dentist (Name, address, and phone/fax):

\_\_\_\_\_

In case of emergency; Hospital of choice and phone:

\_\_\_\_\_

Insurance company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Medications currently taken by the child: \_\_\_\_\_

\_\_\_\_\_

Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

To be given at the following time(s): \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

Purpose of medication: \_\_\_\_\_

\_\_\_\_\_

Side effects that need to be reported: \_\_\_\_\_

\_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Health Care Provider with Prescriptive Authority

\_\_\_\_\_  
License number

\_\_\_\_\_  
Print name of Health Care Provider and phone/fax numbers

Please ask pharmacist for a separate medication bottle to keep at JungleQuest to ensure consistency in medication administration. Thank you!

FOR JUNGLEQUEST USE ONLY:

Copied information onto Medication Log: \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**HEALTH INFORMATION**

Medical background: Past illnesses – check all that apply to what your child has had:

Chicken Pox  Rubella  Mumps  Asthma  Rheumatic Fever  Diabetes  
 Hay Fever  Polio  Whooping Cough  Epilepsy  Other (please list below):

\_\_\_\_\_

Please give information for any check mark:

\_\_\_\_\_

\_\_\_\_\_

Describe any physical and/or emotional condition requiring special attention: \_\_\_\_\_

\_\_\_\_\_

List all medications your child is presently taking (including dosage and times): \_\_\_\_\_

\_\_\_\_\_

List any allergies your child has: \_\_\_\_\_

List any activities that your child should not participate in (keep in mind that all activities are optional): \_\_\_\_\_

\_\_\_\_\_

Please have your family doctor fill out the immunization card provided or bring a copy of an immunization card already completed by your doctor.

Can your child swim?  Yes  No

Describe level of swimming ability: \_\_\_\_\_

**AUTHORIZATION FOR:**

**EMERGENCY MEDICAL CARE:**

I, \_\_\_\_\_, being the parent and/or legal guardian of \_\_\_\_\_, do hereby give JungleQuest permission to secure emergency medical and/or surgical treatment for the above named minor child. I understand the risk of injury that is involved with participating at JungleQuest and any outlying areas of use for the JungleQuest Day Camp. Along with this, I understand that all costs involved with such mentioned medical care is the sole responsibility of the above named parent/legal guardian.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FIELD TRIPS/PROGRAM ACTIVITIES PARTICIPATION:**

I, \_\_\_\_\_, being the parent and/or legal guardian of \_\_\_\_\_, do hereby give my consent for the above named minor child to attend any field trip and/or off site program that is part of the JungleQuest Day Camp. I also give my consent for JungleQuest to transport the above named minor child, either by commercial transportation service, JungleQuest van, or by walking, to the field trip and/or off site location.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUNSCREEN APPLICATION:**

I, \_\_\_\_\_, being the parent and/or legal guardian of \_\_\_\_\_, do hereby give my consent for the above named child to apply sunscreen while at JungleQuest. I understand that many of the daily activities involve being outside in direct sunlight, and that sunscreen should be applied more than one time per day. If my child does not bring their own sunscreen, I give JungleQuest permission to provide sunscreen for the above named minor child. I understand that the sunscreen provided is "No Ad" brand with a sun protection rating of thirty (30).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MOVIE ATTENDANCE**

I, \_\_\_\_\_, being the parent and/or legal guardian of \_\_\_\_\_, do hereby give my consent for the above named child to attend G and PG rated movies, either at JungleQuest or at local movie theatres.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WAIVER TO ALLOW YOUR CHILD TO SIGN THEMSELVES IN/OUT**

I, \_\_\_\_\_, being the parent and/or legal guardian of \_\_\_\_\_, do hereby give my consent for the above named minor child to sign them self in and/or out of camp. When they sign themself in, a parent will sit out in the parking lot until the camp director lets them know their child is safely inside and signed in. When a child signs them self out of the program, a note from the parent/legal guardian must be brought in advising the camp director the time the child may sign them self out to walk home. Also, a call must be made to JungleQuest when the child arrives home to tell the camp director that the child is home safely.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL ADMINISTRATOR CHILD CARE**

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In compliance with Section 12-38-132 C.R.S. of the "Nurse Practice Act" children shall not be permitted to take medications while at camp unless such medicine is administered by a medication administration trained staff member under specific written request of the parent or guardian and under the written instructions of the child's physician. Additionally, such medicine shall be in the container originally intended for its dispensing and shall be labeled in a manner which is consistent with the written instructions of the physician. Upon requesting that medication be administered to a child at camp, the parent or guardian shall sign a release of all claims against JungleQuest for any injury or harm resulting from the medication and/or administering the medication. Such medicines will be checked in with a medication administration trained staff member and kept under lock and key until dosage is required.

Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, typical medications, inhaled medications, and certain emergency injections can be administered only with the order of a person with prescriptive authority and with written parental consent.

Typical preparations such as petroleum jelly, sunscreen, bug sprays, and other ointments may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.

Any medications must be in their original container with instructions and authorization from the child's physician. All medications will remain in a locked area at all times.

The parent/guardian of \_\_\_\_\_ ask that JungleQuest staff administer the following medication \_\_\_\_\_

at \_\_\_\_\_  
(Name of Medication/Dosage/Times)

to my child according to the Health Care Provider's signed instructions on the lower part of this form. **Prescription medications** must come in a container labeled with the child's name, name of medicine, time medicine is to be given, dosage, date medicine is to be stopped, licensed health care provider's name, pharmacy, and phone number.

**Over-the-counter medication** must be labeled with the child's name. Dosage must match the signed health care provider authorization and medicine must be packaged in original container. JungleQuest agrees to administer medication prescribed by a licensed health care provider with prescriptive authority. The parent agrees to pick up expired or unused medication within one week of notification of staff.

By signing this document, I give permission for my child's health care provider to share information about the administration of this medication with the JungleQuest staff delegated to administer medication.

\_\_\_\_\_  
Parent/Legal Guardian's name

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

## Emergency Contact Information For JungleQuest Van

Child's name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Father's name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance: \_\_\_\_\_

Allergies: \_\_\_\_\_

Alternate contact person(s) if parent(s) cannot be reached:

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

# JungleQuest Day Camp

## PARENT PACKET

“Welcome to the Jungle”

JungleQuest Camp and its’ employees provide quality care for your children.

We request your support in this effort.

Please read and understand the attached information, then sign this cover sheet, and return it to us with your child’s registration packet.

This and other copies of our Day Camp Handbook describing JungleQuest Day Camp policies, procedures, and recommendations to parents are available for review or to keep for all parents and guardians.

Signing below indicates that you agree with each of the policies enclosed here.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### PROGRAM DESCRIPTION

Our summer camp program will provide a safe, secure, and reliable atmosphere while working to meet the needs of children by offering age-appropriate activities and choices in a wholesome and structured environment.

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Participants build a sense of pride and self-worth through the many different activities that they are involved in. Our program emphasis is on fun and participation.

Children five years of age and up can participate in our Summer Day Camp Program. Our camp management brings years of combined experience in providing licensed, quality programs for children. Camp kids have the opportunity to conquer the challenge of the indoor ropes course and the adventure of the climbing wall, as well as field trips to interesting and kid-friendly locations.

It is our objective to provide the highest quality care and programming for your children. Priority is placed on safety, participation, and fun. Activities include climbing, ropes course activities, arts and crafts, recreational activities, and field trips. Your family's needs are important to us. We are here to provide a high quality, convenient, and affordable child care program.

## **HOURS**

Camp hours are Monday through Friday; 6:30 AM to 6:00 PM  
Programming is available for children ages 5 to 14 years

## **RATES**

\$26 non-refundable one-time registration fee per child. This lasts for one year.

Rates include regular daily field trips.

Daily rate: \$45

Full weekly rate: \$185

All trips to Six Flags, Water World, or Boondocks: Add \$20

10% discount for additional siblings.

JungleQuest accepts payments in cash, check, and all major credit cards.

## **FIELD TRIPS**

We will provide a daily and weekly schedule to parents. We take field trips throughout the summer. While on the field trips, staff to child ratio will not exceed 1 to 10.

All field trips will leave JungleQuest at 8:45 AM and will return at approximately 3:30 PM (but no later than 4:30 PM)

On 'Special Trip Days' please be at JungleQuest by 8:00 AM.

If your child will attend camp but cannot attend the field trip, then alternate plans with the Camp Coordinator will be made.

## **REGISTRATION**

Parents must pre-register their child(ren) by **completing** the application form no later than the Wednesday before the desired week begins. Registration is considered complete when all paperwork is turned in and payment has been made for the desired time period. Children will NOT be considered registered unless they have paid within the proper advance time period.

Please plan ahead and communicate with us. Our phone number is (303)738-9844. Children not properly registered will be charged the hourly JungleQuest drop in rate.

## **PAYMENTS/CREDITS**

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Payments are to be made by the Wednesday of any week prior to attending. This may be done on a weekly basis. In the case of absences, credits are available. However, refunds are not. In the case of a late registration or late payment, acceptance will vary depending upon available space for the desired week and/or day(s).

### **CAMPERS BRING TO CAMP**

Each child should bring a nutritious sack lunch and two nutritious snacks everyday unless otherwise specified. There will be water on site at all times for the children to drink. Each child will be required to bring a water bottle (needed on the field trips). We recommend you label all of your child(ren)'s clothing and personal belongings.

JungleQuest staff is not responsible for personal belongings. We will inform you of any activity requiring the use of personal items.

### **CHILDREN'S PERSONAL ITEMS AND MONEY**

Staff is not responsible for care, loss, or theft of children's personal items or money. We strongly recommend that you leave video games, toys, and other such items at home. Lost and found items are held for 30 days.

### **DISCIPLINE PROCESS**

Discipline problems will be dealt with by the group leader at the time of the incident and will be reported to the Camp Director.

The steps to the behavior management system are as follows:

1. Identify the problem, discuss the positive options.
2. 5 – 10 minute time out.
3. Sit out of the activity, conference with the coordinator.
4. Parent conference.
5. Expulsion.

Each situation will be assessed individually. JungleQuest reserves the right to refuse services to children if required for other camper safety, or any other reason determined by the Director.

Serious problems (such as fighting, weapons, illegal substances, etc.) may result in immediate expulsion from our program.

### **MONITORING CHILDREN**

Sign in and out is required daily. Child's name, time, and parent/guardian signature will be recorded on the daily log. Children must be picked up by a parent/guardian or other individual listed in the registration packet and must be at least 16 years of age. **NO EXCEPTIONS.** The older children may sign themselves out to walk home if the Camp Program Coordinator approves a signed release waiver ahead of time. Arrangements must be made with the parent/guardian. Children will be monitored at all times by Camp Counselors and by the 24-hour security camera.

Upon arrival to JungleQuest, the children must be signed in as noted above. The child then goes to one of the party rooms with other Camp Kids and Camp Counselors. Activities will be held for them or they may go into the Jungle as a group. About 8:30 AM roll call is held and all of the kids are accounted for before leaving for a daily field trip. Returning from all field trips, children will go to one of the party rooms for snacks and afternoon activities.

### **DROPPING KIDS OFF LATE**

If the Camp is on a field trip, parents have the following options:

1. They may drop their child off at the location and check them in with the site coordinator.
2. They can drop their child off at JungleQuest where they will stay until the field trip returns (subject to there being a sufficiently qualified Camp Staff on site at JungleQuest).

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## **PICKING KIDS UP LATE**

Please contact us when this situation may occur. Program Director or Program Leader will stay until all children are picked up. If a child is left past 6:00 PM your account will be assessed an additional \$8 Late Pick-up Fee for every fifteen minutes or portion thereof. Payment is due at the time of picking up the child(ren). If a child is not picked up by closing, all phone numbers in the child's file are to be called in an attempt to contact parents/guardians. The law requires us to turn children over to local police as an abandoned child when no contact is made to arrange pick-up.

## **PARENT COMMUNICATIONS**

We welcome your constructive feedback, either orally or in writing, in order to improve our program and meet your needs.

Dear parent, your child is enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license. Most license facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of Social Services. Many states legally require that childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development are nurtured in a well-planned and well-run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult your state's Office of Child Care Services.

## **CAMPER DISCIPLINE**

1. Discipline shall be constructive or educational in nature, and may include measures as diversion, separation from the problem situations, talking with the child about the situation, or praise for appropriate behavior.
2. Children shall not be subjected to physical harm, fear, humiliation, or ridicule.
3. Children shall not have their hair pulled, be punched, spanked, shaken, bitten, roughly handled, pinched, kicked, or subjected to any other physical punishment or ridicule.
4. Separation when used as a discipline shall be brief and appropriate to the child's age and circumstances. The child must remain within visual and hearing distance of staff. There will be no isolation in a locked closet, room, bathroom, or any other room.
5. Discipline shall not be associated with food, rest, or toileting. Do not punish for toileting accidents.
6. Verbal abuse of any kind will not be tolerated.
7. Authority to discipline will not be delegated to other children.
8. Staff disregard for any of the aforementioned disciplinary measures will be grounds for dismissal from all JungleQuest jobs and duties.
9. Always avoid yelling at the kids.
10. Remember that you are a role model for the kid's. Treat them with respect and they should be expected to treat you with respect.

## **MEDICATIONS FOR CAMPERS**

Children are not permitted to take medications while at camp unless the medicine is administered by a medication administration trained staff member under specific written instructions. Do NOT allow campers to take medicine at camp unless approved by the JungleQuest Medication Administrator.

All prescriptive and non-prescriptive medicines shall be kept in a storage area which will be locked and totally inaccessible to children. The giving of medication shall only happen when there is a written order or prescription from the child's doctor.

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All medication must be kept in its original container bearing the original pharmacy label which shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. When medication is administered, the medication log must be filled out. Medication may be administered by medication administration certified personnel.

### **SPECIAL PROGRAMS FOR HANDICAPPED/DISABLED CHILDREN**

Participant's special needs will be reasonably accommodated. In keeping with the intentions of the State of Colorado to offer opportunities to all children which will help them to lead fulfilling and productive lives, JungleQuest shall provide appropriate opportunities to all children in accordance with the requirement of State and Federal law. For information in such programs, please contact our Camp Director.

### **VISITORS TO THE CENTER**

In compliance with 7.712.52.B. Minimum Rules and Regulations for School-Aged Child Care Centers; ALL visitors must sign in at the main desk upon entering and/or visiting the center. At least one piece of identification will be required and inspected for individuals who are strangers to personnel at the center. Visitors under the age of eighteen will only be allowed when accompanied by an adult. Visitors may observe and participate in activities so long as they are at the center with a group.

### **HEALTH/WELFARE**

Staff members are First Aid and CPR certified. We cannot apply antiseptics or sun-screen without written permission from the parents. We will clean with soap and water and dress the wounds using universal precautions. Parents will be notified in the event of a serious illness, injury, or if missing. Medical assistance will be contacted when necessary. Please inform us of any health needs, disabilities, or if there are any changes on the child's health.

In case of an emergency, every effort will be made to contact the parent/guardian. In the event that they cannot be reached, we will require they give permission to the physician selected by the Camp Director to hospitalize and secure proper medical and/or surgical treatment while in care of our Summer Day Camp Program, with all expenses of such care and transportation will be accepted by the parents/guardians.

### **PROCEDURE FOR FILING A COMPLAINT ABOUT THIS CHILD CARE FACILITY**

Is you as a parent or legal guardian have any concerns about the camp program or suspect any staff member of child abuse, please contact the JungleQuest Camp Coordinator. If you feel your concern was not handled in a proper manner, you may contact the Department of Social Services:

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

### **REPORTING ABUSE**

Any 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 immediately report or cause a report to be made of such fact to the Department of Social Services or local law enforcement agency. Parents are advised to contact this same office to report any abuse or suspected abuse.

ALL staff members are required to report any situations which are suspect of child abuse to local law authorities. The following steps will be taken by JungleQuest in reporting child abuse:

Staff members are required to report any situations which are suspect of child abuse.  
Police and Social Services will be notified immediately.  
Meeting with the Director and Owner nothing the possible abuse situation.  
Written detailed account of what was observed by the staff dated and signed.

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## **INCLEMENT WEATHER**

Children will be indoors for activities during ALL severe weather conditions. Staff will follow weather alerts and take the appropriate necessary precautions. Tornado and fire drills are held periodically. Drills are indicated with a whistle and directions are given verbally. The Director will document drills.

## **EXCESSIVELY HOT WEATHER**

During summer camp, field trips that require outside activities when the weather is excessively hot, parents will be advised to send water bottles. Children will be instructed to drink water frequently to avoid dehydration. Children are to wear appropriate clothing, in example light garments and heat wear to protect from the sun to keep cool and stay hydrated.

## **IN CASE OF NATURAL DISASTER**

Camp Staff is instructed to look after the safety of the campers at all times. During times of emergency, staff will remain with children at all times. In case of fire, flood, tornado, or other severe conditions, camp participants will be directed in the following manner.

## **TORNADO AT JUNGLEQUEST**

Children will be moved to the interior of the JungleQuest facility, away from exterior windows.

## **TORNADO AT PARKS OR OTHER OUTDOOR LOCATIONS**

Children will be gathered into low lying areas. They will be kept together until the severe weather passes. Staff will use the call phone to contact the camp office and inform them of the situation.

## **FLOOD**

Children will stay inside the JungleQuest facility. If outside, children will proceed to the highest point available.

## **FIRE**

In the event of fire or fire alarm, participants will be evacuated from the building in a prompt and orderly manner through the closest smoke and fire free exits. All staff will join in the effort to get the children out of the building, including review of the bathroom and the back cave/activity area. Once outside the building, children will report to the lawn across Grant Street to the South of the building. Effort to get the sign in/sign out sheet will be made. Roll call will be made once the children are outside. Missing children will be reported to the Fire Department.

## **LOST CHILD POLICY**

If it appears that a child is missing, the following steps will be made:

1. We gather the group together.
2. Take attendance to be sure the child is missing.
3. Staff asks the children (and others in the area) if any saw the missing child and details about that (where they were last seen, what clothes they were wearing, what direction they may have gone, etc.).
4. Staff searches for the missing the child (leaving the group supervised to ratio).
5. If child is not found after ten minutes, we call the Police and then the parents/guardians.
6. Parents/guardians will be notified.
7. Report will be filed and mailed to Social Services and the Police within 48 hours.