

Summer at Stanley
Stanley British Primary School
2026

1. Purpose and Philosophy on Child Care:

Summer at Stanley puts into practice actions and behaviors to cultivate a love of learning that lasts a lifetime. Our mission recognizes our place in this world and our obligation to be contributing citizens in our communities. As the renowned German educator Friedrich Froebel posited, early learning experiences are powerful in their impact on society as a whole.

Vision: We envision a community of joyful, lifelong learners prepared to make a positive difference in the world.

Mission: We engage, challenge and inspire children to reach their potential and develop their own voice within an inclusive, diverse and collaborative community that values distinct contributions and abilities. We prepare teachers to implement our vision, mission and values and we share our educational approach with the larger community.

Values:

1. We value childhood.
2. We value positivity.
3. We value individuality.
4. We value discovery.
5. We value community responsibility.
6. We value diversity of all kinds.
7. We value relationships.

2. Ages of Children Accepted:

The program will serve children entering kindergarten through 8th grade in 2026. Children must turn 5 years of age by June 1, 2026.

3. Services Offered for Special Needs (ADA):

Summer at Stanley will not discriminate against persons with disabilities on the basis of disability. They will be provided an equal opportunity to participate in the camp in the following ways:

- Summer at Stanley will not exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.
- Summer at Stanley will make reasonable modifications to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a fundamental alteration.
- Summer at Stanley will provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden.

- Summer at Stanley will generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the readily achievable standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be fully accessible.

4. Camp Hours:

Monday - Friday: 8:30 am - 3 pm

Before Camp Care: 7:30 - 8:30 am

After Camp Care: 3 - 5:30 pm

In 2026, camp is offered from June 1 - July 17

5. Inclement/Excessively Hot Weather: Children will be indoors during inclement and excessively hot weather. The facility is air conditioned.

Should an emergency weather situation arise during camp hours such as a weather alert, tornado warning, etc., children will be properly protected at camp. Parents will be discouraged from driving to the camp until the situation has passed. In such an event, the camp will send an email message to parents with instructions about how to proceed.

6. Admission and Registration: Camp registration will take place online beginning in January of each year. Parents will receive confirmation after registration is complete. In addition, they will receive camper forms and medical forms.

7. Itemized Fee Schedule:

Camp is offered in 1 week sessions. Cost:\$475/week plus materials fee Before Camp Care: \$55/week After Camp Care: \$125/week

8. Identifying Where Children are at All Times:

Children will be under adult supervision at all times. A head count will take place at a minimum of every 30 minutes and during all transitions.

9. Discipline:

The camp's teachers and staff are responsible for the encouragement of behavior which provides a safe, pleasant and productive environment for learning and purposeful interaction.

The faculty and staff do this by modeling respect for the dignity of every human being, and by accepting personal responsibility for their actions. We expect students to demonstrate the same respect and personal responsibility. We are committed to working with families to change behaviors that interfere with the learning climate of a classroom or pose problems in ensuring the safety of other children.

Expectations

Through our programs, we endeavor to develop in children values that are core to our camp's beliefs, an appreciation of similarities and differences in people, and an ability to make informed

choices and take responsibility for actions. Towards this end, we promote "positive RISKtaking" and expect behavior that is:

RESPECTFUL of everyone's right to a positive school experience

INCLUSIVE of one another

SAFE, so that self and others are free from harm

KIND, demonstrating care for one another

Faculty and staff must communicate the rules and limits that guide student behavior in the classroom and in public areas such as halls, playgrounds and meeting rooms.

Response when expectations are not met:

Teachers are the primary adults who monitor the behavior of children in the classrooms.

Teachers set the tone of the class and establish expectations for behavior that are age and developmentally appropriate. Consequences for misbehavior are also age and developmentally appropriate. All behavioral issues are handled on a case by case basis with consideration given to the child's needs and circumstances, support provided by parents, previous circumstances, and a variety of other factors.

Response to inappropriate behavior, depending on the severity and circumstances of the violation, may include:

- reviewing appropriate behavior
- verbal redirection or warning
- removing the child from the group
- requiring the child to apologize to the person harmed
- documenting incident

10. Notifying Parents for Injuries, Illnesses, Accidents:

Absences

It is imperative that we know the whereabouts of all children during camp hours. If a child is to be absent on any given day, parents are required to call the school office between 8:00 and 8:30 a.m. to advise. We, in turn, will make contact with parents at every available phone number by 9:00 am to notify them if their student is recorded absent, if we have not yet received a call from parents. Our goal is to speak to somebody, but if that is not possible, we will leave a message. We request that parents call the camp back to let us know that they have received the information along with an update on the student's attendance. We keep all records of attendance in ActiveNetwork. Teachers are required to use the software to take attendance daily and the front desk keeps track of camps as they come and go through the same system.

Illnesses

Children should not be sent to camp when there is any indication of illness (fever, sore throat, vomiting, headache, deep cough, ear ache, etc.) If illness begins at camp, every effort is made

to contact parents so that the child may go home to rest comfortably. Parental good judgment regarding children's health and well being is important to the child, other children and the staff.

Accidents and Injuries

In the event of an accident or injury, a parent or emergency contact person will be notified. Appropriate medical care will be obtained. An accident/injury report form will be filled out and submitted to the parent.

11. Responding to Emergencies including Fires, Tornadoes and Lost Children:

Summer at Stanley faculty and staff are trained in the Standard Response Protocol to respond to emergency situations. These procedures are considered best practice for school environments. Children, faculty and staff will practice the following drills throughout the summer to best prepare in the event of an emergency. Each classroom and office has a folder near the exit that includes an emergency "quick reference" sheet, a list of campers, and a copy of the Summer at Stanley Emergency Plan. Emergency Plans are available at the front desk.

Standard Response Protocol: 4 Actions (source: iloveguys.org)

- **Hold and Secure** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. This procedure includes response to a fire and could be indicated by the sounding of the alarm.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection. This procedure includes preparation for the event of a tornado or other natural disaster.

Lost Child

- To prevent children from wandering away from the group, there will be one staff member at the head of the group and another staff member at the rear at any time children are taken from one place to another. Teachers will also conduct head counts regularly.
- In the event of a missing child, the following actions will be taken:
 1. A staff member will assemble and remain with the group. These children, if age appropriate, will be questioned regarding the missing child.
 2. Another staff member, along with other available staff members, will make a search of the classroom and/or the route to the current site.
 3. If the missing child is not located within 5 minutes, the Director will notify law enforcement by calling 911 to assist in the search.
 4. Immediately after notifying the police, the Director will notify the child's parents.

5. Law Enforcement will determine if outside authorities should be notified. During the search, the Director will coordinate the search.
6. A detailed description will be prepared and provided to searchers that include: name, age, height, weight, hair color, skin color, eye color, clothing description, prominent features, and a recent photograph (if available).

12. Transporting Children including Transportation Arrangements and Parental Permission

As part of our parent forms on ActiveNetwork, parents give permission for campers to ride on a school bus for field trips.

13. Field Trips, Television and Video Viewing, Special Activities, including the staff's responsibility for supervision

There will be limited field trips based on the camp descriptions. Field trips are not offered in our day camp program but are available for campers entering 3rd - 8th grade. In addition to having legal guardians sign permission for field trips in the database, parents are notified in advance any time campers are taken off campus. Teachers are required to take attendance lists, emergency contact information and medical information on all trips. There will not be television, video viewing, etc. There is a permission form as part of the Camp Information Form that does cover these events for older campers.

14. Children's Safety Related to Riding in Vehicles, Seating, Supervision and Emergency Procedures on the Road

School buses will be used to transport campers on field trips. All campers must wear seatbelts while riding on the bus. Additional staff members will be on the bus to help supervise. All buses go through a yearly inspection for safety.

15. Releasing Children to Persons Whom the Center has Written Authorization

Children will only be released from the camp to persons for whom the camp has written authorization. The camp reserves the right to ask an adult to show identification when picking up a child. Unauthorized or unknown persons visiting the camp will be escorted from the premises. Anyone found to be engaging in unacceptable behavior will be denied entry or asked to leave.

16. Child who is Picked Up from Center after Closing or not Picked Up At All and the Procedure to Ensure that All Children are Picked Up before Staff Leave

If a child is not picked up by closing time and the Director has not been contacted by the parent/guardian, he/she will call both parents and then all other people listed on the enrollment application to pick up. As required by the State of Colorado, if no one can be reached, the Director will contact social services and the Denver Police Department and report the child as abandoned. The Director will engage the child in appropriate activities until the parent or police department arrives and the child is no longer in the care of the camp.

17. Late Arrival to the Center-Class/Group is Away from the Center on a Field Trip

Campers will be checked in if they are late. If the field trip has already left, we can accommodate the student in an on-campus program. All field trips are communicated ahead of time.

18. Medication Delegation, Administration and Storage

Stanley works under contact with Child Health Connection and follows all protocols and procedures as advised.

HEALTHCARE PLANS

Health Care Plans are required for all children who have the following special health needs:

- Allergies: Children with severe allergies requiring medication are required to have a completed Allergy and Anaphylaxis Action Plan and Medication Orders signed by parents and completed and signed by a healthcare provider.
- Asthma: Children with asthma who may need asthma medication during program hours are required to have a completed Colorado School Asthma Care Plan & Medication Orders signed by parents and completed and signed by a healthcare provider.
- Seizures: seizure action plan
- Type 1 Diabetes: Diabetes Medical Management Plan • or any other health condition requiring a specialized health plan.

Children with these conditions are required to have a completed health care plan signed by parents and a health care provider.

NEED FOR MEDICATION OTHER THAN CARE PLANS DURING SCHOOL HOURS

Children needing any medication during school hours other than those included in care plans noted above (including field trips and overnight trips) require a Permission for Medication form that has been signed by parents and a healthcare provider.

MEDICATION DISPENSING

Medication may be given legally only by school personnel who have been trained by a registered nurse and delegated the task of giving such medication via Children's Hospital.

REQUIREMENTS

We take the task of keeping accurate records and ensuring students receive the proper medications while under the care of school very seriously. Please note, no designated school personnel may administer prescription or non-prescription medication without the following requirements being met:

1. Prescription medications must come in the original pharmacy-labeled container with the student's name, name of medicine, time medication is to be given, dosage, licensed health care provider's name, and current date. Dosage must match the signed healthcare provider authorization, and the medicine must be in the original container.
2. Over-the-counter medications must be labeled with the student's name. Dosage must match the signed healthcare provider authorization, and the medicine must be in the original container.

3. The school must have received written permission from a healthcare provider, licensed to prescribe medications and written permission from the parent/guardian to administer the medication via the Permission for Medication form. This form also includes a release of liability or loss related to the administration of any medication.
4. No medications are to be accepted in any other manner.

SAFEGUARDING MEDICATION

All medication will be safeguarded to avoid any risk that it may be improperly administered to anyone.

19. Children's Personal Belongings and Money

Each child will have a cubby in which to place personal belongings. We discourage campers from bringing any money, electronics or personal items to camp.

20. Meals and Snacks

Lunch and snacks will be provided by the family each day. Lunch will take place outside.

21. Visitors

It is essential that we know who is visiting our campus and for what reason. All visitors, including parents, must follow these procedures:

- Check in at the front desk. After 8:30 am, the front door will be secured and the front desk staff will grant entry. Gates at either end of the 3rd - 8th grade carpool line will be locked the entire day. Regardless of what area of campus being visited, it is necessary to park in the front lot and use the front entrance before proceeding.
- All visitors will sign in on our SchoolPass system, indicating time arrived, purpose of visit and destination on campus. Visitors will be required to provide a valid state issued photo ID, wear a visitor badge, and be under the direct supervision of staff and faculty.
- At the conclusion of the visit, visitors will sign out at the front desk, indicating time they are leaving.

Any unauthorized or unknown person visiting the camp will be escorted from the premises. Anyone found to be engaging in unacceptable behavior will be denied entry or asked to leave. If there is a validly entered court order restricting a parent, guardian or other adult's right of access, such access will be denied. Parents are responsible for informing the camp of any court order restricting a parent's or other person's access to a child, and must provide the camp with a certified copy of the court order. The camp will comply with the court order and will not allow the restricted person access to the child in accordance with its terms. If the restricted person does not leave the premises on the camp's request or otherwise behaves inappropriately, the camp will contact law enforcement for assistance.

The camp reserves the right to refuse entry to non-parent visitors in its sole discretion.

22. Filing a Complaint

Under Rules for Childcare Facilities, Summer at Stanley will provide written information to parents at the time of admission and staff members at the time of employment on how to file a

complaint concerning suspected licensing violations. The information will include the complete name, mailing address, and telephone number of the Colorado Department of Human Services, Division of Child Care. For complaint reporting, the staff would contact The Office of Early Care and Learning at 1575 Sherman Street Denver, CO 80203 and call 303-866-5958.

23. Reporting Child Abuse

Under the "Child Protection Act of 1987" (C.R.S. § 193301) in the Colorado Children's Code, the camp is required to report any suspicion of abuse and neglect of children. If at any time a staff member reasonably suspects that child abuse has occurred at the camp, it is the responsibility of that staff member to immediately report or to cause a report to be made of this suspicion to the local county department of social or human services or the police department. If at any time a staff member reasonably suspects that child abuse has occurred away from the camp, it is the responsibility of that staff member to report or cause a report to be made of this suspicion to the county department of social or human services or the police department where the incident is believed to have occurred. Below is a general description of the procedures taken in the event of suspected abuse by the family, a staff member, or another person.

- Unusual cuts or bruises noticed by staff will be documented. If there is a question, another staff member will be asked to give their opinion. All comments relating to cuts, bruises, abuse, or neglect will be documented, as well as unusual behavior and comments made by the child.
- If staff has a reasonable suspicion that abuse or neglect has occurred, it will be reported as described above. Due to this mandated state policy, teachers will inform the Director of any accidents or unusual cuts/bruises which a child has incurred
- Employees must read, understand, and sign the camp's child abuse and neglect policy. A copy of the signed and dated policy will be retained in individual personnel files.

INVESTIGATING SUSPECTED ABUSE

- Upon receiving a report that an employee, parent, student or other third party associated with the camp is suspected of child abuse, the camp may, but has no obligation to, take any or all of the following actions in its sole discretion:
- Alerting the alleged victim or victim's parents of the accusation; provided, however, in the event the parent is the alleged perpetrator, the camp may choose not to notify the parent until after completing its investigation, if at all.
- Removing the accused individual from the premises.
- In the case of an employee, by terminating the employee or by placing the employee on administrative leave either with or without pay, at the camp's sole discretion.
- In the case of a camper, by suspending the child from school and refunding any tuition the parent has paid for such a period of suspension.
- In the case of a parent or other third party, by prohibiting such person from entering the premises, to the extent possible.
- Investigating (or designating a third party to investigate) the allegation at a time and in a manner determined to be appropriate by the camp.
- The camp may investigate the allegation regardless of whether the local county department of social or human services or any other authorities or regulatory agencies

investigate the allegation. The camp may, during the course of its own investigation, take into account the outcome of any investigation by the local county department of social or human services or any other authorities or regulatory agencies, but the results of such third party investigation shall not be conclusive.

- The alleged victim, or his/her parent if the victim is a child, and the individual accused of perpetrating the abuse, will be advised of the conclusion of the investigation conducted by the camp, to the extent appropriate. At the conclusion of the investigation, appropriate action will be taken.
- In the event a staff member learns of the possible abuse of a child, the staff member should not attempt to investigate the incident, but rather should report the incident as required by the camp's policies. The staff member may ask open ended questions of the child (such as "and then what happened?" "what next?"). Staff is specifically discouraged from asking any questions other than those that keep a child talking until he/she is ready to stop talking.

The staff member's role is to: report the reasonable suspicion that abuse has occurred; thank the child for "telling"; inform the child that a staff member will notify people who are experts in helping children; and, tell the child that the staff member believes them.

The staff members' role is not to: investigate; make a judgment call about whether to report or if it is in the child's best interest to report (staff must report); make promises that the staff member can't keep (such as "you never have to go back there"); or, promise the child that the staff member will keep the report a secret). Except as otherwise stated in this policy, all information regarding any alleged or actual incidents of abuse, including without limitation, the names of the victim, the alleged perpetrator and the person who made the complaint, must be kept as confidential as possible, conveyed only to those people with a "need to know." In the event the investigation concludes that the allegation is founded, the camp may disclose the name of the perpetrator to the staff members, the parents and other third parties, as required or advisable. Staff would report an suspicion to Child Abuse Hotline at 720-944-3000.

24. Notifying Parents when Program will No Longer be Able to Serve Children

Behavioral incidents beyond routine classroom redirections will be documented by the teacher and filed with the Director. In such cases, parents will be notified by phone. When it is determined that Summer at Stanley cannot support a camper's needs (see above behavioral policy), parents will be notified by phone and in writing by the Director of Summer at Stanley that the camper must withdraw from the program, effective immediately.

25. Policy on Parents/Guardians Responsibility to Notify Program when Parents Withdraw

If a parent chooses to withdraw their child from camp, parents must notify Summer at Stanley in writing.

26. What Steps are Taken Prior to Suspension, Expulsion or Request for Parent to Withdraw from Child Care Due to Concerns about Child's Behavior

When a behavioral incident occurs, campers process the event with a director. Depending on the severity, parents are notified. All information about other campers is kept confidential. In the event of a repeated pattern of behavior where a camper is negatively impacting other campers' experience or a significant event that jeopardizes the safety or security of another camper, the camper will be asked to withdraw from the program. We will document the incident (or incidents) that lead to the expulsion. We also follow the Stanley British Primary Policies and Parent Handbook-provided upon request.

27. Evacuation, Shelter in Place, Lockdown, and Active Shooter on Premises

See Policies and Procedures for Extended Care.

28. Plans for Children in Care

Stanley BPS has formally adopted the Standard Response Protocol (SRP). SRP is a highly regarded program used in schools and districts to ensure uniform classroom responses to emergency situations. A key part of this protocol is to conduct ongoing training to ensure staff and students are familiar with the four key SRP actions and responses.

The Standard Response Protocol includes four main practices:

1. Hold/Secure: The activity of safeguarding students and staff within a building (formerly known as "lockout") (eg, a disturbance in the surrounding neighborhood)
2. Lockdown: Securing individual rooms and keeping students quiet and in place (eg, an immediate threat of violence on campus)
3. Evacuate: Moving students out and away from the building(s) (eg, a fire or gas leak)
4. Shelter: Directing students to the type of shelter required for self-protection (eg, a severe weather situation)

Hold/Secure

In a hold/secure situation, we secure children and staff inside school buildings if there is suspicious or dangerous activity in the vicinity of the school. School activities continue as normal until any other action steps are determined or the situation is resolved.

Communication

- Communication begins with a one-way emergency text alert to teachers and staff.
- Please stay in your **hold/secure** location until you receive an "all-clear" text from your division head or supervisor.
- Your division head or supervisor will initiate a two-way chat text via WhatsApp to practice how your team might communicate during a real emergency.
- Our emergency team will communicate to families via email and text to keep families informed and the Emergency Response Team will manage communications directly with first responders.

Where to Locate Students

- All children need to be brought back inside classrooms if they are outside; all school perimeters are secured - all gates, the main entrance at Hambidge Commons, and duplex doors.

- Travel outside of buildings and across campus is prohibited.

Lockdown

The school will go into “lockdown” when there is an immediate threat on our campus – for example, a police suspect being pursued on school property or a perceived threat of violence on our campus. The Stanley Emergency Response Team will notify faculty and staff of a lockdown through the school phone/paging system and/or through a text/WhatsApp message. When a lockdown occurs, faculty and staff will bring nearby students into the classroom, lock the classroom doors, turn off lights and ask students to maintain silence and sit on the floor out of the line of sight of windows/doors. The Stanley Emergency Response Team will work closely with Denver Police and first responders during a lockdown situation and communicate with faculty and staff through the phone paging system and text/WhatsApp messaging.

What should we do in a lockdown situation?

- Bring nearby students into the classroom
- Lock the classroom/building doors
- Turn out the lights
- Move out of sight of windows, closing blinds/curtains as appropriate
- Sit on the floor out of sight and maintain silence
- Do not open the door
- Watch/listen for further instructions via the school phone system, text and/or WhatsApp

Evacuate

We **evacuate** to remove children and staff from school buildings in the event of an emergency such as a gas leak or fire.

Communication

- The drill will begin with a one-way emergency text alert to teachers and staff.
- Please stay in your **evacuation** location until you receive an “all-clear” text from your division head or supervisor.
- Your division head or supervisor will initiate a two-way chat text via WhatsApp to practice how your team might communicate during a real emergency.
- Our emergency team will communicate to families via email, text and the Stanley BPS website to keep families informed and the Emergency Response Team will manage communications directly with first responders.

Where to Locate Students

- K12 HALLWAY: Exit Hambidge Commons through the K12 Play Yard, walk along the sidewalk and gather in front of the GYM.
- LIBRARY, BALLROOM, PUB, LUNCHROOM, EXTENDED DAY: Exit K12 children to the west side of the Gym, 3-8 children out to the Dragon.
- BUILDINGS 3, 4, 5 AND THE ART BARN: Exit out to the north fence behind the DRAGON.

- BUILDINGS 1, 2, THE MODULAR BUILDING AND THE SCIENCE BARN: Exit out to the east fence on Witter Field.
- APARTMENT BUILDING – ART CLASSROOM OR OFFICES: Exit K12 children outside to the west side of the Gym, 3-8 children out to the east fence on Witter Field. All adults should gather at the Dragon.
- THE GYM or the MUSIC ROOM: Exit K12 children to the west side of the Gym, 3-8 children out to the Dragon.

Shelter in Place

We **shelter in place** in an extreme weather emergency, such as a tornado, thunderstorm or hailstorm. Best locations to shelter are away from windows and in interior stairwells, hallways, and basements.

Communication

- Communication begins with a one-way emergency text alert to teachers and staff.
- Please stay in your **shelter** location until you receive an “all-clear” text from your division head or supervisor.
- Your division head or supervisor will initiate a two-way chat text via WhatsApp to communicate.
- Our emergency team will communicate to families via email, text and the Stanley BPS website to keep the community well-informed of the emergency. Where to Locate Students The best locations to shelter students are summarized here:
- K-1-2 and Hambidge Commons – the hallway from Sumant’s office, along the lunchroom and at the far end near the ballroom.
- Duplex Buildings – interior stairwells away from windows and in basements.
- Gym – southeast corner and locker rooms, away from windows.
- Music Room – interior northwest corner or in the large closet.
- Playground – Science barn bathrooms or nearest safe location in a Duplex or the Gym.
- Modular – stairwell and basement of Building 5.
- Admin staff in Hambidge Commons - Extended Day room