



**Lighthouse Writers Workshop  
Young Writers Summer Camp  
Policies and Procedures**

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**January 2023**

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# General Information

## Summer Camp Philosophy

Lighthouse's Young Writers Program aims to provide high-quality, challenging, and fun creative writing opportunities for youth. We offer children and teens a supportive community in which they can find their own voices, tell their stories, learn new skills, and discover the freedom to create.

Instructors maintain a respectful classroom atmosphere while fostering an appreciation for literature and diverse forms and styles of writing. Every child is made to feel welcome and encouraged at Lighthouse summer camps and workshops.

## Ages accepted

Half-day camps are open to children between the ages of 8 and 18. The Middle School Summer Intensive is open to ages 10-13, and the High School Summer Intensive is open to ages 14-18. Some exceptions can be made, so please contact Lighthouse to make a request.

## Hours of Operation

Camps will take place from June 26 through August 11 with the exception of July 3-7. Normal camp hours are from 9:30 AM to 4:30 PM, with an additional hour for before-care starting at 8:30 AM.

## Special Needs

Lighthouse will make every effort to make camps accessible to children with varying needs. Lighthouse's building is ADA-compliant. Should you have any questions regarding your child's needs, please contact Helen Armstrong-Weier at [helen@lighthousewriters.org](mailto:helen@lighthousewriters.org).

If your child has unique behavioral needs or challenges, please share this information with Lighthouse or your camp instructor so that we can best support your child and ensure that their experience is positive.

## Covid-19 Policy

Lighthouse follows all of Colorado's current guidance for Covid-19 safety. Masks and vaccines will not be required, but are encouraged. As needed, Lighthouse may put a temporary masking requirement in place for the safety of all campers.

Hand washing and hygiene etiquette will be encouraged by instructors, and hand sanitizer will be available during snack and lunch times. All commonly-touched surfaces will be cleaned at the end of each day of camp.

If a camper has experienced symptoms of Covid-19 or other illness, or they test positive for Covid-19, they should not come to camp. Please monitor your child for symptoms, and if they are exposed to someone with Covid-19, please follow current CDC guidelines for testing and/or quarantine.

Our Covid-19 policy is subject to change as public health guidance changes, and these changes will be communicated with all campers, parents, and guardians as needed.

## Registration Procedures

Parents or guardians may register their camper online through Lighthouse's website or by calling 303-297-1185.

Before the start of camp, Lighthouse will require the following information:

- Child's name
- Grade or age for the upcoming school year
- Parent/guardian names and contact information
- Emergency contact information (separate from the above)
- List of authorized adults for pick up
- Allergies and other health concerns

## Fees and Payment

### **Half-Day Camps**

Monday-Friday, 9:30 AM-12:30 PM or 1:30-4:30 PM, \$250

### **Middle/High School Summer Intensive**

Monday-Friday, 9:30 AM-3:30 PM, \$520

*Scholarships up to 100% are available upon request through the website.*

### **Before-care and Lunch-care**

For an additional \$20 each, you can add on before-care from 8:30-9:30 AM, or lunch care from 12:30-1:30 PM.

## Supervision Policies

All campers are checked in and checked out at the start and end of each camp session. Campers will be supervised at all times between check in and check out, either by an instructor or a staff member. All staff members and instructors will be in contact via phone regarding camper's locations.

Should a camper be separated from their group, their assigned instructor or supervising staff member will contact all Lighthouse staff to search for and locate the camper. Campers will not be allowed out of the Lighthouse building unsupervised.

## Cancellation Policy

For all Lighthouse programs, the following refund schedule applies:

- More than three weeks before start date: A cancellation fee of 10% of the total camp cost applies.
- Less than three weeks before start date: 25% cancellation fee applies.
- 48 hours or less before camp starts: No refund is available.

All deposits and payments made are non transferable. If Lighthouse has to cancel a class, you will receive a full refund or credit. Please note that credits expire one year after they are issued.

## Before camp begins

### Required Information

Lighthouse requires notice of campers' allergies or other health conditions that may arise during camp. If your child requires an EpiPen, send it with them to camp each day, and inform Lighthouse in advance. You will also need to list the approved adults to pick up your child (see Pick Up/Drop Off Procedures). These forms will be emailed to you after registration.

### Supplies to bring

No supplies are required, but we encourage your child to bring a notebook and something to write with. Any other suggested supplies specific to the camp will be communicated to you in advance.

Lighthouse is not responsible for lost and stolen items, and please keep any personal or valuable items at home.

### Medications

If your child must receive medication during camp, please inform Lighthouse by emailing [helen@lighthousewriters.org](mailto:helen@lighthousewriters.org) or [brissa@lighthousewriters.org](mailto:brissa@lighthousewriters.org) with any instructions. Campers must bring their medication in the original, labeled container.

# Pick Up/Drop Off Procedures

## Drop Off

You may drop your child off starting 15 minutes prior to the start of their camp. Please do not bring your child before that window. If your child is enrolled in Before Care, you may drop them off starting no earlier than 8:30 AM.

## Pick Up Authorization

Prior to the start of camp, you will provide Lighthouse with a list of approved adults who can pick up your camper. At pick up, instructors and/or staff members will check the IDs of anyone picking up a camper, and will have that person sign the sign-out sheet.

## Pick Up Opt Out

If your child is 11 or older, you may opt out of the check-in and check-out procedures by filling out a form that will be provided in advance.

## Late Pick Up

Please make every effort to pick up your child on time at the end of the day. If they have not been picked up as of 15 minutes after the end of camp, Lighthouse staff will call the numbers we have on file for the camper. The child will be supervised until an approved adult arrives to pick them up.

If the child is not picked up within 30 minutes of the end of camp, you will incur a \$30.00 late fee, payable to Lighthouse by check or cash the following day.

## Closing Procedures

Lighthouse staff will do a walk-through of the entire building before leaving at the end of a camp day to ensure that all campers have been picked up and accounted for. Campers will never be left unattended at the end of the day, and staff members will always remain with them until an approved adult arrives to pick them up.

## Visitor Policies

Only the registered camper may attend summer camp sessions, unless an adult is needed to attend with the child for reasons such as health care, translation, or other accommodations. If this is the case, please contact Lighthouse well in advance to inform us of your child's accommodation by emailing [helen@lighthousewriters.org](mailto:helen@lighthousewriters.org) or calling 303-297-1185.

Visitors may come to drop off a necessary supply for their camper, and during camp hours, Lighthouse requires all visitors, regardless of their connection to the campers, to sign in and out.

## Behavior policies

### Code of Conduct

The code of conduct will be presented in some form at the beginning of each camp so that campers will understand what is expected of them.

Each camper will...

- Show respect to fellow campers, instructors, and staff
- Follow directions from instructors and staff
- Show respect to supplies and facilities and clean up after themselves

### Zero Tolerance Guidelines

Lighthouse has a zero-tolerance policy for verbally or physically aggressive behavior, continuous disruptive behavior, bullying, and fighting of any kind.

### Positive Discipline

Lighthouse instructors engage in positive discipline by redirecting negative behavior, encouraging positive behavior, and giving appropriate and clear consequences. Lighthouse instructors and staff will never use physical punishment or verbal threats.

### Discipline Procedures

If a camper is acting out in a way that is continually disruptive or violates our zero tolerance guidelines, instructors will pull the camper aside to remind them of behavior guidelines and rules. They will give the camper action steps to correct the behavior. If this does not resolve the problem, Lighthouse staff will be contacted to remove the camper from the classroom to attempt to manage the behavior.

Lighthouse will document steps taken in this scenario. If inappropriate behavior continues after all of these steps, the camper's parent or guardian may be called to pick up their camper, and no refund will be given. Removal of a camper will occur at Lighthouse's discretion.

## Safety & Emergency Procedures

### Inclement Weather

In case of severe weather or other shelter-in-place emergencies, campers will be instructed to:

1. Stay away from exterior windows and the perimeter of the building.
2. Protect themselves by putting their heads as close to their laps as possible, or kneel to protect their heads.
3. Remain in their location until the All Clear has been issued by the National Weather Service.

## Camper Injury or Illness

In the event of a camper becoming ill or injured, instructors will contact Lighthouse staff immediately. Every effort will be made to ensure the camper's safety and health, and if necessary, Lighthouse staff will call 911. Lighthouse will also call the camper's emergency contact as soon as possible.

## Parent/Guardian Notification

Lighthouse will notify parents or guardians via email following an emergency with any instructions regarding pick up of their campers.

## Filing a Complaint

Lighthouse makes every effort to ensure that camp is a safe and fun environment for all. If you have any concerns or if issues arise during the camp session, please feel free to contact us at 303-297-1185, submit an incident report [here](#), or via email to [helen@lighthousewriters.org](mailto:helen@lighthousewriters.org). Every reasonable effort will be made to rectify the situation.

## Child Protection Policy

All Lighthouse staff and instructors working with youth are mandatory reporters. If we know or suspect a camper is experiencing abuse and/or neglect, we are required to report it to local authorities.

## Meals and Snacks

Lighthouse will keep a list of campers' allergies on file. If your camper has a severe food allergy, please notify Lighthouse as soon as possible. In this event, we will ask that other campers avoid bringing the triggering food, or we will make other arrangements for your camper to be separated during meals and snacks.

Campers will not be allowed to share food. Lighthouse will provide some snacks, but campers are encouraged to bring their own snacks. If a camper is attending a full-day camp, or if they are signed up for lunch care, they are required to bring their own lunch, as Lighthouse will not provide lunch.