

# KIDS DAY CAMP

Parent Handbook 



## MISSION STATEMENT

The Town of Snowmass Village Parks & Recreation Departments' mission is to provide safe, expertly managed recreation programs and facilities that promote community cohesion, physical fitness, as well as family and individual well-being.

## PROGRAM GOALS AND OBJECTIVES

The Snowmass Village Parks & Recreation youth programs are designed to foster self-esteem and build confidence. Creativity is encouraged in all crafts, games, and activities. Teamwork, self-control, and responsibility of oneself are stressed as vital parts of success.

## FEES, REGISTRATION, AND ACCEPTED AGES

Parents must fill out all medical information before being able to register in camp. If you have previously submitted this information you will need to submit this again. All medical information is collected through ePACT. [CLICK HERE](#) to be redirected to our ePACT landing page. This information will expire every 12 months.

All campers attending camp are between the ages of 5 – 10.

As of July 2024, our registration cost for day camp is \$65/day. We offer an early bird discount for our summer camp. For the most up to date fee information, please visit the Snowmass Village Recreation Center Front Desk or the Town of Snowmass Village Parks, Recreation & Trails web site: [www.snowmassrecreation.com](http://www.snowmassrecreation.com).

## HOURS OF OPERATION

The Snowmass Village Summer Camp offers day camps from 8:00am to 5:00pm, Monday—Friday during the summer months and periodically throughout the school year during holiday breaks and scheduled dates when school is out. Camp drop-off is between 8:00am – 9:00am. Camp pickup is between 4:00pm – 5:00pm. If your child is being picked up early, please inform our staff at drop-off.

## LOCATION THROUGH THE DAY

If you are need of finding your child during the day, the Recreation Center front desk has the known whereabouts of the camp. They can be contacted by phone at 970-922-2240 option 1 or by stopping by in person.

## FIELD TRIPS

The Snowmass Village Summer Camp occasionally will take field trips. A field trip is defined as any trip that leaves the premises of the Town Park area. This area is defined as the recreation center, playgrounds, soccer fields, baseball field, and skate park.

Staff will provide notice of a planned field trip to ensure the approval of participants. Ratios between campers and staff will continue to be maintained and campers may be transported via bus, van public transportation, or walking. When transporting for a field trip, child will be properly secured and seated based on the method of transportation when relevant to the transportation mode.

## CHILDREN ARRIVING LATE

If a child is going to be late, please call the Recreation Center front desk immediately. Parents are encouraged to be familiar

with the weekly schedule found on both our website and Recreation Center front desk. Children will not be allowed to be left at the facility after the group has departed for a field trip. However, a child can be signed in and join in an activity at any time during regular camp days.

## LATE PICK-UPS AND FAILURE TO PICK UP

Parents will be charged \$10.00 for every minute a child is left at the center after 5:05 PM. At 5:20 PM staff members will begin calling those authorized to pick up the child and listed on the ePact information. If no one has arrived or been able to be contacted by 6:00 PM, the Snowmass Village Police Department will be called as the child will be considered an abandoned minor. Exceptions to this policy will be approved by the Program Coordinator.

## REFUND AND CANCELLATION POLICY

Day Camp has a change & cancellation policy of 48 hours prior to the start of camp. No refunds or transfers will be given inside of this time frame. Please contact the Recreation Center at 970-922-2240 or [reccenter@tosv.com](mailto:reccenter@tosv.com) for refunds outside of the 48-hour period. Refunds requested due to other reasons or within the 48-hour period will be granted subject to verification; please send email to the Program Coordinator via email at [bbruyere@tosv.com](mailto:bbruyere@tosv.com) or 970-922-2289.

If the Recreation Center cancels camp, notice will be provided via phone and email. Cancellations by the recreation center will come from the Program Coordinator.

## RELEASE OF CHILDREN FROM CAMP

Children will be released to parents or persons designated on the ePact form only. **Parents need to send a signed letter authorizing release of a child to anyone not listed on the online ePACT Emergency Network form.**

## MEALS AND SNACKS

Lunches and snacks are NOT provided. Each child should bring a sack lunch, two snacks and drink daily. No glass containers are allowed. Lunches will be monitored to ensure that they meet one third of the child's daily nutritional needs. If child is without lunch, or meal meets less than one-third of the child's daily nutritional need, the center will call parents and request that they bring an appropriate lunch. Please be aware that we do have children in camp with severe peanut allergies, please pack any peanut items in sealed container if possible.

## SUNSCREEN

We recommend applying sunscreen to your child prior to arriving at camp. While at the Recreation Center, we will provide sunscreen to campers as needed (minimum of 3 times daily.) We will use Rocky Mountain Sunscreen, Kids Broad Spectrum SPF 50. This is a spray sunscreen for kids that is hypoallergenic, non-comedogenic, greaseless, PABA free and peanut oil free. All campers will be supervised while applying sunscreen or assisted by staff if needed.

If any campers bring their own personal sunscreen, it must be labeled with the child's full name.

## VISITORS

Parent support is critical to the success of the program. Parents are welcome to visit their child's program. However, visitors will be allowed only with prior permission and consideration from the Program Coordinator. Visitors will be required to sign in at the Recreation Center front desk and show identification.

## PERSONAL BELONGINGS

Individual campers are responsible for any personal belongings they bring to camp. **We recommend extensive labeling of all belongings as a preventive measure for tracking personal belongings.** We ask that they keep everything in ONE labeled backpack. Please bring as little as possible! Electronics (i.e.; iPod, phones, DVD players, smart watches, etc.) do not belong in a camp environment. Each camper has a cubby to store belongings during the day. However, the cubbies are not locked, and the Snowmass Village Recreation Center is a public facility. Please leave valuable

items at home. **We are not responsible for any lost items.**

#### **WHAT TO BRING:**

- Lunch, 2 snacks, water bottle.
- Lunch cooler with ice pack, if needed.
- Change of clothes – shirt, pants, socks, undergarments, jacket, etc.
- Swimming attire, goggles, and towel
- Activity appropriate clothes – closed toed shoes, gym shoes and layers. Indoor/Outdoor clothes

#### **WHAT NOT TO BRING:**

- **Toys, stuffed animals, games, etc**
- Nice clothes or valuables
- Any type of video games or electronic devices
- Cell phones
- Any type of weapons
- Pool floatation devices

## **DRESS CODE**

Camp is a great place to wear old clothing, daily activities include arts, crafts, and the outdoors. Please reconsider any clothing, swimwear or shoes the child cannot handle themselves. Proper swimwear with extra sun protection is recommended. Closed toed shoes are required each day, **Flip flops are not allowed.**

## **DISCIPLINE**

The Town of Snowmass Village Parks & Recreation Department has adopted the following discipline plan for all campers: We approach discipline in a serious, yet positive manner. Desirable behavior will be rewarded with positive reinforcement. If the child exhibits inappropriate or negative behavior, the staff shall talk to the child, and enlist his/her help in solving the immediate problem.

The following discipline procedures will be discussed with your child on the first day of camp and will be posted for future reference. Please make sure that you discuss the discipline policy with your child.

**MINOR VIOLATIONS:** Those violations that relate to behavior and do not endanger the safety of themselves or others. These violations will accumulate over time and will be documented in a disciplinary log.

**Examples:** Using profanity around children or staff, teasing, not obeying counselors.

1st Offense: Verbal warning

2nd Offense: 10-minute time-out and talk to parents

3rd Offense: 15-minute time-out and talk to parents

4th Offense: Call parents, sent home for remainder of day. Potential of suspension from camp

**MAJOR VIOLATIONS:** Those violations that endanger the safety or well-being of the child, other children, or staff.

\*\*Major violations accumulate and may carry over to future programming.

**Examples:** Pushing, shoving, hitting, inappropriate language/statements, throwing objects (toys) at/around others, theft, running off, and bullying.

1st Offense: 15-minute time-out and talk to parents

2nd Offense: Child leaves camp, suspension from program for 1 day. Meet with parents to discuss options.

3rd Offense: Child removed from the program

**IMMEDIATE DISMISSAL:** Some violations will require immediate dismissal. This will be up to the discretion of the Camp

Staff, Program Coordinator and Assistant Director. Parents will be notified immediately.

## MOVIES

Camp activities may include watching movies, and field trips may be scheduled to movie theaters. All movies viewed at or during the Snowmass Village Kids Camp will be rated G or PG.

## INCLEMENT WEATHER

During inclement weather the campers will be kept inside the Recreation Center or the Town Park Station building. Alternate activities have been planned for these times and include games, crafts, etc. In the event of excessively hot weather the campers will be kept inside the building in a well-ventilated area. All campers are required to always have a water bottle with them and apply sunscreen regularly. Physical activity will be limited during this time.

## NATURAL DISASTER/EMERGENCY PLAN

If an outdoor natural disaster occurs, campers and staff will be directed to the Recreation Center or Town Park Station for the necessary amount of time to ensure safety. If an emergency or disaster occurs at the Recreation Center, staff and campers will exit through the nearest facility exit and proceed to a safe distance away from the Recreation Center, ideally within Town Park. Staff will be trained to stay calm and account for all students, contact the Recreation Center if possible, and have Recreation Center staff contact parents as soon as conditions are safe.

Staff will be trained on these procedures, and periodic drills will be conducted during camp with campers present. Any individuals with disabilities will receive necessary assistance both with procedures and communication, if needed. Campers and staff will remain at the safe location until the natural disaster or emergency has concluded. Whether or not to continue camp will be determined by TOSV recreation staff or local law enforcement based on the emergency. Camp may resume if the facility and conditions are safe to do so. If camp will not continue, parents will be notified by camp or recreation staff and counselors will stay with campers at a safe location until they are able to be picked up.

## CHILDREN BECOMING ILL OR INJURED DURING PROGRAM HOURS

Emergency services will be obtained through 911 for any illness or injury the staff feels unable to handle with American Red Cross Standard First Aid training. Attempts to reach a parent or other person(s) designated on the emergency card will be continued until someone is reached. A parent or other designated person will be requested to pick up a child who is ill or who has an injury requiring treatment by a physician. Parents are encouraged to make a habit of letting someone know where they can be reached when away from their desk or office. In the event in which the parent/guardian cannot be reached the emergency contact will be notified. Staff will document all injuries and illnesses.

## ILLNESS

If any campers exhibit any symptoms at home prior to camp, they must not attend camp. Full refunds will be given for any symptom related cancellations PRIOR to attending camp. If a camper displays any illness during camp, parents will be contacted and required to pick up immediately. We hope your camper can join us again when they feel better but want to deter any illnesses from spreading to others. [Please use this link \(click here\)](#) to check if your child is well to return to camp and not put others at risk using the State's guidance method: How Sick is Too Sick.

Children will be isolated with the supervision of one staff member until they are picked up. The applies to camp staff as well.

Sick children will be provided with a place to rest comfortably until they go home. Parents will be notified immediately to come pick up their child and are expected within the hour.

## MEDICATIONS

All medications needed by a child during program hours must be delivered to a staff member in the original container that shows prescription #, name of medication, date filled, physician's name, child's name, and directions for dosage. A note with written consent signed by the parent **AND** doctor should accompany the medication telling the times medication should be given. The Camp Staff and the Program Coordinator will oversee administering the medicine. If he/she is absent, parent or guardian may be required to administer. All medicine will be stored in compliance with the medication instructions.

Children who use an inhaler or EpiPen will be allowed to carry either if they have asthma or are at risk of anaphylaxis with parent permission and physician authorization. Administration of either an inhaler or EpiPen will be supervised or assisted by staff, if needed. All inhalers and EpiPens will be brought on field trips.

## **CHILDREN WITH SPECIAL NEEDS**

Parents of special needs children should contact the Program Coordinator at the Recreation Center for more specific information. The Snowmass Village Parks & Recreation Department will make every possible effort to provide reasonable accommodations for the safety and enjoyment of all children. Summer camp and facility staff members have no training specific to special needs children. Parents are also encouraged to explore **Challenge Aspen or Ascendigo** for camps that have staff with special training.

## **LOST OR MISSING CHILDREN**

Every effort is made to keep all children safe. Counselors and Recreation Center Staff see to it that head counts are taken at both the beginning and the end of each activity, bathroom time and any other time children move from one location to another.

Recreation Center staff has been given specific steps to follow when a child is missing at camp or on a field trip. These steps including searching the area, retracing steps, and carefully questioning other children and staff members. Provisions are made for notifying the police, the child's parent, Parks & Recreation Center, and the Colorado Department of Human Services.

## **REPORTING OF CHILD ABUSE**

Any staff member of a childcare center 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 County Department of Human Services or local law enforcement agency.

If you are concerned about child abuse and neglect or the safety of an adult, please call Pitkin County Adult and Family Services at 1-844-CO-4-Kids (1-844-264-5437) to make a referral.

Any staff member of a childcare center who is alleged to be a perpetrator of child abuse shall be suspended during an investigation conducted by law enforcement authorities or a County Department of Human Services. Such suspension shall remain in effect pending the outcome of a timely investigation by the appropriate authorities.

## **COMMENTS, COMPLAINTS AND CONCERNS**

Should you have any concerns or complaints about the Town of Snowmass Village Recreation Center Day Camp program, feel free to contact the Program Coordinator at [bbruyere@tosv.com](mailto:bbruyere@tosv.com) or 970-922-2289.

If you would like to take it a step further, complaints can be filed also with the Assistant Director at [rbonilla@tosv.com](mailto:rbonilla@tosv.com) or 970-922-2247.