

KIDS DAY CAMP

Parent Handbook



An online ePACT Emergency Network form will be sent to the e-mail used when registering a child for camp. Your ePACT Emergency Network profile MUST be completed before participants first day of camp or after school program participation. This is important information including emergency contact information, allergies, waivers and acknowledgements. All waivers and information must be collected through the ePACT system, information is valid for one year.

IMPORTANT DAY CAMP INFORMATION:

- Kids Day Camps are held Monday – Friday 8:00am—5:00pm.
- Drop off 8:00am—9:00am at the Snowmass Village Recreation Center gymnasium entrance. This is located to the right of the main recreation center entrance
- Pick up is between 4:30pm - 5:00pm at the Snowmass Village Recreation Center gymnasium entrance.
 - * On days with inclement weather, pick up and drop off will be inside the Recreation Center main entrance.
 - * Any child dropped off or picked up outside of these hours will need to check in or check out at the Recreation Center front desk.
- Parent or guardian must sign their child in and out of camp at drop off and pickup times.
- Day Camps are for kids aged 5-12 years, NO EXCEPTIONS.
- All camps will meet the state requirement ratio of 1 counselor to every 8 participants.
- Camp will accept a maximum of 20 campers for the Summer of 2020
- All camp days must meet their minimum class count no later than 48 hours in advance or the camp will be cancelled. In the event that camp is cancelled, parents of enrolled children will be notified and refunded for the day(s) cancelled.
- Enrollment will not be granted without full payment and ePACT record on file.
- Parents are encouraged to be familiar with the weekly schedule. Please call if your child is going to be late.

DAILY ACTIVITIES INCLUDE:

Camp schedules can be found on the [Town of Snowmass Village Recreation website](#) under the Programs & Activities tab. When creating our camp schedules and activities, consideration is given to activities that promote social distancing, outdoor recreation and preventing the sharing of materials. Campers will be provided their own individual materials for all Arts & Crafts.

WHAT TO BRING FOR DAY CAMP:

- Lunch, 2 snacks, water/refreshments.
- Lunch cooler with ice pack if needed (we do not have refrigeration available for campers).
- Change of clothes – shirt, pants, socks, undergarments, jacket, etc.
- Swimming attire, goggles, and towel.
- Activity appropriate clothes – closed toed shoes (mandatory), shorts, shirt, hiking shoes, hat.

We recommend extensive labeling of all belongings as a preventive measure for tracking personal belongings.

WHAT NOT TO BRING:

- Nice clothes
- Any type of video games or electronic devices
- Cell phones
- Any type of weapons
- Pool flotation devices
- Toys, stuffed animals, games, etc.
- Valuables— **The Snowmass Village Recreation Center is not responsible for any lost items.**

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 one's self are stressed as vital parts of success.

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.

We will not offer day camps or programming on the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day.

AGES OF CHILDREN

Children **ages 5-12** years are accepted - NO EXCEPTIONS.

SPECIAL NEEDS CHILDREN

Parents of special needs children should contact the Recreation Program Manager 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** which is located in Snowmass Village and is designed for those with special needs (970-923-0578).

REGISTRATION OF CHILDREN

Registrations are accepted at the Snowmass Village Recreation Center in person, online, or by telephone.

The cut off time to register for a day of camp is 7:30am on that specific day. We will not allow anyone to register for a camp day after 7:30am day of.

1. Walk-in Registration: Visit the Recreation Center front desk during normal hours of operation.

2. Online: Step 1 - Visit our website at www.snowmassrecreation.com to find more information and schedules. **Step 2** -

Click on the REGISTER button and you will be taken to our online registration website. From here you will need to **Step 3** - login or create an account (If you have participated in our programs in the past, you already have an account, please do NOT create an account.) **Step 4** - Update your household information before continuing to registration. (Note, it is important to keep all household contact information up to date, as this is our fastest way to obtain contact information in the case of an emergency) **Step 5** - Select Kids Day Camps in the catalog screen and continue to the registration calendar.

3. Call in Registration: Call the Recreation Center front desk at 970-922-2240. Please be prepared to verbally relay all information located on the emergency card located in waiver packet and make credit card payment.

Upon completion of your registration you will be emailed (at address provided at registration) instruction on how to provide Emergency Information for you your child through ePACT Emergency Network.

FEES

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

LOCATING CHILD

Schedules can be found online and at the Recreation Center. However, these schedules are always subject to change. Please contact the Recreation Center for the most up to date camp location. Parents will be contacted if there are any activity changes that involve traveling off-site from the Recreation Center or Town Park Recreation grounds.

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 daily activity.

Recreation Center staff has been given specific steps to follow when a child is missing at camp or on a field trip. These steps include: 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.

REFUND POLICY

- Summer 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.
- All cancellations due to COVID-19 related sickness or symptoms will be given a full refund.
- Refunds requested due to other medical reasons will be granted subject to verification; please send email to slovstad@tosv.com or call 970-922-2289.

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.

Note: Effective for the Summer of 2020, the Snowmass Village Recreation Center will not have snacks, drinks, and lunch items available for purchase.

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.

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 \$1.00 for every minute a child is left at the center after 5:30 PM. At 5:30 PM staff members will begin calling those authorized to pick up the child and listed on the emergency card. If no one has arrived or been contacted by 6:00 PM, the Snowmass Village Police Department will be called as the child will be considered an abandoned minor.

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 director. Visitors will be required to sign in at the Recreation Center front desk and show identification.

RELEASE OF CHILDREN FROM CAMP

Children will be released to parents or persons designated on the emergency 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.**

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, 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:

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

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. In the event that 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 or 1 day suspension

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, 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. They will be up to the discretion of the camp supervisor. Parents will be notified immediately.

FIELD TRIPS/TRANSPORTATION

We will not be scheduling field trips requiring transportation for the Summer of 2020. All activities will take place on the Town Park Recreation grounds and town trails.

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 have a water bottle with them at all times 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.

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 symptoms such as cough, fever of 100.4 degrees Fahrenheit, chills, headache, sore throat or stomach flu, parents will be contacted and required to pick up immediately. Children will be isolated with the supervision of one staff member until they are picked up. The aforementioned applies to camp staff as well. In the event that any individual has any of these symptoms, parents of all campers will be notified.

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 Director will be in charge of 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.

REPORTING OF CHILD ABUSE

Any staff member of a child care 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.

We hope you and your child have a wonderful experience with us. Should you have any concerns or complaints about the Town of Snowmass Village Recreation Center Day Camp program, feel free to contact Sam Lovstad at slovstad@tosv or 970-922-2289. You may also contact the Colorado Department of Human Services at 1575 Sherman St., Denver, CO 80203-1714. (303) 866-5958.



Town of Snowmass Village Recreation

Summer 2020 COVID-19 Addendum

This document serves as information as to how the Snowmass Village Recreation Department will conduct its 2020 Summer Day Camp programming with special consideration to the COVID-19 Pandemic.

DISCLAIMER: The Snowmass Village Recreation Department is implementing and adhering to the guidance of the Pitkin County Health Department as it relates to resuming safe business practices. Like all public places, this does not guarantee the prevention of transmission or spread of sickness. We strongly advise individuals to follow the direction of the Safer at Home Protocol.

Social Distancing: We will attempt accommodate required physical distancing of 6 feet at all times during our summer day camp. Siblings or campers from the same family will not be required to socially distance.

Sickness Symptoms: 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 symptoms such as cough, fever of 100.4 degrees Fahrenheit, chills, headache, sore throat or stomach flu, parents will be contacted and required to pick up immediately. Children will be isolated with the supervision of one staff member until they are picked up. The aforementioned applies to camp staff as well. In the event that any individual has any of these symptoms, parents of all campers will be notified.

Temperature Checks: All staff and camper body temperatures will be checked upon arrival each day with a touchless forehead thermometer. Any individual who has a temperature of 100.4 degrees Fahrenheit will be prohibited from attending and instructed to leave immediately.

Face Masks/Coverings: Proper face masks or face coverings will be required of all campers and staff during all indoor and outdoor activities, excluding snack and lunch time, as well as swimming. Face coverings will not be provided for campers.

Disinfecting: Camp and Recreation Center staff will be responsible for sanitizing and disinfecting all surfaces, objects and rooms used after activities in Kid's Camp. We also instruct our campers to wash their hands after every activity, and before and after snacks and lunch. In addition, the Snowmass Village Recreation Center will routinely be closing during the day in order to disinfect and clean the facility. These closures will not affect kids camp.

Handwashing: The Snowmass Village Kids Camp has always required handwashing after each activity as well as before and after snack and lunch time. We will continue to require frequent handwashing for all campers and staff and encourage proper handwashing practices. Hand sanitizer is also readily available within the facility at all times.

Activities: Camp schedules can be found on the [Town of Snowmass Village Recreation website](#) under the Programs & Activities tab. When creating our camp schedules and activities, consideration is given to activities that promote social distancing, outdoor recreation and preventing the sharing of materials. Campers will be provided their own individual materials for all Arts & Crafts.

We will set up tables outdoors with sun protection to conduct arts & crafts, snack and lunch.

The Colorado Department of Public Health states that a minimum of 36 square feet per child is required for a large enough indoor space. Our gymnasium measures approximately 4200 square feet, which ensures a minimum of 210 square feet per camper.

Group Size: Snowmass Village Recreation will accept up to 20 campers per day for the Summer of 2020. [The Colorado Department of Health](#) requires a maximum of 25 campers outdoors and 10 or fewer indoors per room (this does not include staff). On days where we have more than 10 campers, we will divide into groups of 10 or less for all indoor activities that do not take place in the gymnasium.

Mixing of Kids and Groups: As we provide daily registration for our summer camps, we cannot prevent the mixing of children in our groups from day to day.

Out of Towners: We do not have restrictions for campers from out of town at this time.

Daily Drop-In's: The cut off time to register for a day of camp is 7:30am on that specific day. We will not allow anyone to register for a camp day after 7:30am day of.

Staffing: We operate at a 1:8 staff to camper ratio. We will maintain this ratio this summer with additional staff to ensure proper disinfecting prior to/after activities. Additionally, we have trained on call and fill in staff available if needed.

Pick Up/Drop Off Procedure: We will be conducting outdoor pick up and drop off for the Summer of 2020 to reduce traffic in the Snowmass Village Recreation Center. The location for pick up and drop off will be outside to the right of the main entrance of the Recreation Center near the bike racks. Staff will be outside to greet campers and parents, conduct temperature checks, and obtain sign in from parents using separate pens that will be disinfected after each use. Campers will enter the facility through the gymnasium entrance.

The camp pick up procedure will be reverse of the drop off in the same location. We would like to attempt to have campers outdoors at the end of the day and ready upon parent arrival.

*Drop off and pick up times will be the same timeframe as previous years. Drop off from 8:00am – 9:00am and pick up from 4:30pm – 5:00pm. If any camper is dropped off or picked up outside of those times, they will need to visit the Recreation Center front desk. In the event of inclement weather where we cannot conduct these procedures outside, drop off and pick up will be inside the Recreation Center main entrance.

Sunscreen Procedures: All campers will regularly apply sunscreen throughout the day prior to outdoor activities and swimming. Our camp provides Rocky Mountain Sunscreen, a Broad Spectrum SPF 50 spray sunscreen, which is applied by camp counselors. Camp counselors may provide additional assistance with applying sunscreen to campers if needed.

Swimming: Swimming will continue to be scheduled every day that camp is held, weather permitting. Social distancing of 6 feet will be highly encouraged during swimming. Pool staff maintains and monitors all chlorine and chemical levels of the swimming pool. Chlorine is considered a proper disinfectant for COVID-19 by the Center for Disease Control. Water features, including the water slide, will not be in operation for the Summer of 2020.

Summer camp will have exclusive use of the leisure pool each day during scheduled swimming times. 10 minute safety breaks will still be conducted once every hour.

Purchasing Lunch/Snacks: The Snowmass Village Recreation Center will not have snacks, drinks, or lunch items for purchase. Campers must bring their own lunch and two snacks.

Field Trips: We will not be scheduling field trips requiring transportation for the Summer of 2020. All activities will take place on the Town Park Recreation grounds and town trails.