

KIDS DAY CAMP

Parent Handbook



Your ePACT Emergency Network profile MUST be completed before participants first day of camp or after school program participation. 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 Town Park Station (Summer) or Recreation Center (School year)
- Pick up is between 4:30pm - 5:00pm at Town Park Station (Summer) or Recreation Center (School year)
- Parent or guardian must sign their child in and out of camp at drop off and pickup times
- Day Camps are for kids aged 5-14 years, NO EXCEPTIONS.
- All camps will meet the state requirement ratio of 1 counselor to every 8 participants
- All camp days must meet their minimum class count no later than 48 hours in advance or the camp will be canceled
- Enrollment will not be granted without full payment, and ePACT record on file
- Fridays will include field trips and special activities, please see schedule for more information.
- Parents are encouraged to be familiar with the weekly schedule. Children will not be allowed to be left at facility after a group has departed for a field trip. Please call if your child is going to be late.

DAILY ACTIVITIES INCLUDE:

Activities will include, but are not limited to indoor rock climbing, swimming, hiking, arts & crafts, outdoor activities, gym and field activities, playground, field trips, tennis, volleyball, and much more. Schedules available at the Recreation Center and online at www.snowmassrecreation.com/kidscamps

WHAT TO BRING FOR DAY CAMP:

- Lunch, 2 snacks, water/refreshments.
- Lunch cooler with ice pack (we do not have refrigeration available for campers)
- Money for lunch / snacks— optional, there is a small selection of lunch and snack items available for purchase
- Change of clothes – shirt, pants, socks, undergarments, jacket, etc.
- Swimming attire, goggles, and towel
- Activity appropriate clothes – closed toed shoes, 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— **we are not responsible for any lost items.**



Dear Parent or Guardian,

Thank you for registering for our Kids Day Camps. Below are a few instructions and reminders about enrolling in our Kids Day Camps.

After you enroll in our program you will receive an email request from ePACT Emergency Network, requesting the completion of waivers, acknowledgment of our policies and procedures, emergency information and immunization records. Colorado State law requires that this information be submitted prior to camp attendance.

Please read through the entire Parent Handbook, as it contains pertinent information for all Kids Day Camps and After School Programs here at the Snowmass Village Recreation Center.

Please pre-register your child for all programs so we have accurate counts and staff necessary to provide safe, expertly managed recreation programs for your kids.

We encourage you to create an account with our online registration system. In addition to registering for classes and camps you can reprint receipts, print household calendars, add money to your household account (eliminates the need to send cash with your child) print childcare statements, view financial history and much more. If you have questions about your household account, please don't hesitate to call or email.

Sincerely,

Sam Lovstad

Program Coordinator
Town of Snowmass Village
PO Box 5010 Snowmass Village, CO 81615-5010
p: 970.922.2247 f: 1.970.274.8104

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.

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

AGES OF CHILDREN

Children **ages 5-14** 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.

- 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/kidscamps to find more information and schedules. **Step 2** - Click on the Online Registration 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 the Kids Day Camp button on the left of the 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 and 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.

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

Daily Drop in Rate Refunds:

- Full refunds will only be given upon 48 hour notice
- There will be no refunds or transfers for cancellations made less than 48 hours in advance
- Refunds requested due to medical reasons will be granted subject to verification, please send email to smcmahon@tosv.com

Entire Summer Refund:

- There will be no daily refunds for entire summer registrations

10 + Day Refunds:

- There will be no individual refunds for the initial 10 + day rate; transfers will be granted if made 48 hours in advance
- Full daily refunds will be granted with 48 hour notice (After child has attended 10 + days of camp)
- There will be no refunds or transfers for cancellations made less than 48 hours in advance

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. Small selection of lunch (summer only) and snacks available for purchase at the recreation center. 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 supply an adequate meal at parent or guardian's expense. 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: Gift cards can be purchased online and at facility to avoid sending cash with your child.

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.

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 on the visitors log located at the 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 emergency card.**

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 (Kids Day Camps)
- Lunch cooler with ice pack
- Money for lunch / snacks— optional, there is a small selection of lunch (summer only) and snack items available for purchase
- 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

A generic permission request for field trips is included in the camp waiver packet. Transportation on field trips can involve walking, taking a RFTA bus, or a Town of Snowmass Village van/bus. The camp staff will **NOT** transport any campers in their personal vehicles. Parents are notified about field trips and activities away from the Snowmass Village Recreation Center through the weekly schedule. Children traveling in vans are required to wear seat belts. The 8 to 1 ratio of children to staff is maintained on field trips. Staff members are attentive and aware of children's whereabouts and activities at all times. Staff members carry a cell phone, children's emergency cards and first aid kits on all field trips.

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.

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

According to state licensing requirements and for the protection of all children, we cannot accept any children with the following symptoms: **Elevated temperature, diarrhea or vomiting, undiagnosed rash, sore or discharging eyes or ears, profuse nasal discharge, diagnosed contagious diseases (such as strep throat) or chicken pox.** Please notify the Snowmass Village Parks & Recreation Department if your child had been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella. The center will then notify the local or state department of health, and all parents and guardians of children in care.

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.

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 child care 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 talk to one of our camp counselor's or a camp director. You may also contact: The Colorado Department of Human Services at 1575 Sherman St., Denver, CO 80203-1714. (303) 866-5958.