

ASPEN CITY DAY CAMP PARENT HANDBOOK 2018

Dear Parents:

Welcome to the City of Aspen Day Camp Program. At 7,900 feet, your child is our highest priority. City of Aspen Day Camp is a state licensed day care program that takes place during the months when school is out. Please read the following to find out how fun, safe and exciting your child's weeks of camp will be!

To guarantee registration, please make sure to do the following checklist:

- ___ **Print, and read the Day Camp Parent Guidelines**
***Make certain you are familiar with our registration and cancellation policies.**

- ___ **Fill out all 2018 Forms and Paperwork Online**
***Copy of Certificate of Immunization**

- ___ **Once paperwork is completed payment is required**
***Payment & paperwork must be completed and turned in at least (1) business day before attending camp.**
***Camp fills up quickly, please register a head of time.**

- ___ **Proof of Residency in the Roaring Fork Valley**
***Please provide a copy of one of the following: Please see (p.8-9) in the Parent Guidelines portion of this packet. (If you live outside of the Roaring Fork Valley, you will be charged \$65 per day).**

- ___ **Get weekly camp schedule from www.aspenrecreation.com**
***Please have appropriate supplies for the day which are listed on the schedule**

- ___ **Keep receipts and bring with child upon drop off at camp.**

Please call Day Camp Director at (970) 920-5140 with any questions.
We look forward to a wonderful year with your children!

2018 Day Camp Guidelines for Parent/Guardians



City of Aspen Parks & Recreation
110 E. Hallam Street, Suite 135
Aspen, CO 81611
(970) 920-5140



Mission Statement:

The City of Aspen Day Camp is committed to providing a safe, nurturing, and fun filled camp and afterschool program opportunities for children that is affordable and includes a variety of activities within our community and beyond.

General Day Camp Policies and Procedures

Day Camp Dates:

January 1, 2018 thru December 31, 2018

Day Camp Hours:

Drop off: 7:30am – 9:30am

Pick Up: 3:30pm – 5:30pm

Day Camp Ages:

The City of Aspen Recreation Department welcomes children ages 5 thru 14 years of age.

Day Camp Registration:

Registration can be completed online at www.aspenrecreation.com, over the phone by calling the Recreation Department at (970) 920-5140 or the Aspen Recreation Center (ARC) at (970) 544-4100 or by stopping by one of our facilities. All registration forms must be completed online once you register for camp.

Registration must be completed at either location (24hrs) before attending.

Day Camp Fees:

- One day fee RFV Residents \$45.00
 - One day fee Non-Residents \$75.00
 - Other fees for special activities and field trips
- Please provide proof of Roaring Fork Valley Resident.

Proof of Residency requirements:

1. Tax Assessment

2. Drivers License from Pitkin, Garfield, or Eagle County

Zip Codes: **Pitkin County, Garfield County, Eagle County**

81611 81612 81650 81652 81649 81620

81615 81621 81601 81647 81655 81637

81623 81642 81623 81602 81632 80423

81654 81656 81636 81635 81621 81645

81631 80463

80463 80426

81658 81657

3. Vehicle Registration from Pitkin, Garfield, and Eagle Counties.

Other Expenses:

The tuition fee covers most expenses for activities, trips, tours and special events. However, for certain field trips and activities we may require an additional fee. If so, we will provide you with adequate notice on the schedule. There is no opportunity for children to purchase lunch, snacks or drinks and they should always bring food to camp for the entire day.

Refunds and Cancellations

Refunds are given only if you cancel **48 hours before scheduled date and will be credited to your household account with the Recreation Department.** Refund requests should be e-mailed to desiree.whitehead@cityofaspen.com or by leaving a voicemail on (970) 429-2083. Please keep in mind, we plan our activities and set limits as to how many children can attend. Cancelling in this manner will help us keep your children safe and happy.

Daily Camp Activity Policies and Procedures

Weekly Activity Schedules:

Schedules will be made available to campers and their parents at least two weeks in advance. Please read the schedules carefully so that you can plan for each day's events accordingly. The schedule is subject to change depending upon the weather conditions and/or situations beyond our control. Schedules can be found at the Red Brick Building, ARC, Camp Site, or online at www.aspenrecreation.com.

Camper Daily Supplies:

Parents/Guardians are required to provide the child with the following supplies for camp *everyday*.

- Lunch
- 2 Snacks
- Filled Water bottle with closable cap
- Close toed shoes
- Proper Clothing (rain coat or jacket maybe necessary)
- Backpack
- Sunscreen
- Swimsuit
- Towel
- Warm Clothes

Children will be responsible for their own belongings. Items that are easily lost or of significant sentimental or monetary value should not be brought to camp. Aspen City Day Camp and the counselors are in no way responsible for lost, misplaced or stolen items. Toys and money should not be brought to camp unless it is noted otherwise on the schedule.

Sign-in and Sign-out Procedures:

Every morning and afternoon, the parent or guardian of the child will sign them in and out. Children will not be allowed to leave with another individual unless the individual is authorized and listed on the "Sign In/Out" waiver.

*** These rules are in accordance with State Regulations.**

Drop Off

Drop off anytime between 7:30am and 9:30am at the campers meeting place and must be signed in everyday.

- Campers may NOT be dropped off before 7:30 am as there will not be a supervisor available. Children MUST be dropped off on time (no later than 9:30am), as often the group will have a scheduled activity at another location. If you are late, you will be responsible for locating the group.

Pick Up

Pick up anytime between 3:30pm and 5:30pm at their camp, unless it is indicated on the weekly schedule that we will be arriving late from an activity.

- Children MUST be picked up by 5:30pm. If you are late in picking up your child, you will be charged a fee of \$10.00 cash for every five minutes you are late due at the time you pick up your child. Camp counselors are advised to stay on site until all children are picked up. The police will be contacted by 6:30pm if parents/guardians do not come for his/her children.

Field Trips, Videos, and Special Activities

The Aspen City Day Camp will be taking field trips throughout the year. If parent/guardians do not agree with or have a concern with the field trip, please contact the Day Camp Director 429-2083.

- Children will occasionally watch movies that are rated PG or G. No television will be watched. Any movies which are of a different rating will require a signed permission slip from the parent or guardian.

Transportation:

The City of Aspen will be transporting children in and around Aspen and down valley for some field trips. We will be utilizing RFTA (the public bus system) as well as City of Aspen Vans with drivers who have completed a training course provided by the city. Please be sure to sign transportation permission slip with registration packet.

While traveling in City of Aspen Vans, all children will wear seat belts and remain seated. In the event of a roadside emergency, children will be transported back to camp locations by another City vehicle.

Visitor's Policy:

Visitors must check in at camp with a counselor. Visitors must sign in on the visitor sign in sheet and present one form of identification. Visitors may not check out any children without sign in/out permission slip signed by parent or guardian.

Child/Staff Ratio:

As accordance to the Colorado State Dept. of Health & Human Services our camp can accommodate 110 children daily. A ratio of 1:9 will be kept when only one counselor is on staff. Once the 10th child shows up, a second counselor must be on duty. Once 2 counselors are on site a 1:15 ratio is required. However, many times our day camp has a 1:10 ratio. The day camp director is responsible for planning staff ratios. All staff members counted in the ratio hold a current First Aid/CPR Certification.

Health & Emergency Policies and Procedures

Injured Children

All camp staff are trained in first aid and CPR. If your child becomes ill or injured during camp hours, you will be asked to come pick them up. Injury reports will be reported immediately.

If, at any time throughout the year, your child develops a medical condition, please notify us so that we can be aware of the situation.

- **In any event of illness, injury and accidents parents will be contacted.**

Sick Children Rules & Regulations

- Camp policy requires all children who have fever, anti-biotics, diarrhea or vomiting must not attend camp for 24 hours.
- Children who come to camp sick, will be sent home with no refunds available.

Medications:

Some of our staff has been certified in Medication Administration. However, we cannot administer any medication without a written note by parents and a doctor.

- All medications must be kept in the original container AND a "Permission for Medication" form must be filled out and on file.
- Please contact the camp director if you have a child who requires medication at camp. (970) 429-2083

Sunscreen - Sunscreen is considered "medication" by the state; please mark "yes" on the Camper Health Registration Form for counselors to apply your child's' sunscreen.

If an emergency epi pen or inhaler is needed we ask parents to provide one for us to keep and treated as we do with all other medication and the emergency medication will be taken with us for all field trips. If parent would like child to carry on them an emergency carry form must be filled out and keep with dr. instructions in a secure place in backpack.

Children with Special Needs:

In accordance with state licensing and the American Disabilities Act, we offer services to children with special needs. We work in partnership with the local non-profit in order to offer excellent care to children who have special needs.

Natural Disaster/Emergency Plan:

If an incident occurs within the camp facility which requires evacuation, the children will be moved a safe distance away from the emergency. If an immediate evacuation from the camp facility is necessary, the children will be moved to the Red Brick Recreation Center, parents will be notified and asked to show ID at pick up. Random practice drills will take place so children and staff know what to do in case of an emergency. In the event of a natural disaster, the children will be cared for until the parents are able to pick them up.

All children and staff will participate in training drills. If there is a child with special needs additional assistant will be provided as necessary.

Inclement Weather Policy & Procedure

In the case of inclement or excessively hot weather, children and staff will seek shelter inside their camp facility. If on a field trip, the staff will seek refuge in a safe environment suited for supervision of the campers.

Lost Child Procedure

The City of Aspen Day Camp staff ensures the safety of your child at all times. Each day and for each activity counselors will take roll call. In the event of a missing or lost child, counselors will stay at the site until the child is found. Parents will be notified if the child is missing for more than 15 minutes.

Policy for Reporting Child Abuse:

As required by Colorado State Department of Social Services, staff are required to read and sign a statement defining child abuse and neglect pursuant to state law and outlining the staff member's

personal responsibility to report all incidents of child abuse or neglect according to state law. If abuse or neglect is suspected, it must immediately be reported to Pitkin County Social Services or law enforcement agency.

Discipline Policies and Procedures

Discipline is the guidance, encouragement and support that we use to influence children as they learn and grow.

Our staff is trained to handle situations that may arise at camp. In order to provide our campers with a safe, supervised environment, we must adhere to certain guidelines and expectations for appropriate behavior. The framework for these guidelines will foster responsibility, self-discipline, growth and judgment within our campers. Behavioral issues that persist will be handled through a system of communication that includes children, their parents or guardians and a supervising staff member called the *Better Behavior Plan*. We encourage parents or guardians to communicate with counselors as often as possible regarding concerns, to ask questions or simply to inquire about their child's day.

If a child fails to adhere to the safety measures put into place at camp it may be required that a parent come pick up the child to ensure safety of the group. The child may return to camp once the situation has been discussed with a supervising staff member, parent and child. If the child reaches three infractions requiring a better behavior form further action will be taken as deemed appropriate by the director.

Comments, Concerns or Complaints:

Aspen City Day Camp is enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards of the operation of a childcare facility. We want to hear from you if you have questions or concerns about your child's care. We will make every effort to resolve any issues or concerns you have about the program, but if the problem cannot be resolved comfortably with the camp director or operations manager you may want to file a complaint with the Colorado Department of Human Services.

Complaints regarding suspected licensing violations must be reported to:

Colorado Department of Human Services, Division of Child Care
1575 Sherman Street, Denver, CO 80203-1714
303-866-5958

Complaints regarding the actual program should be reported to the Camp Director or the Operations Manager.

Camp Director:
Desiree Whitehead
Cell: 970-379-7178
Office: 970-920-5140

Operations Manager:
Susan Arenella

Cell: 970-948-5046
Office: 970-920-5140
www.aspenrecreation.com