

ASPEN CITY DAY CAMP PARENT HANDBOOK 2021

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 2021 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.3) in the Parent Guidelines portion of this packet. (If you live outside of the Roaring Fork Valley, you will be charged \$66 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 Coordinator at (970) 920-5140 with any questions. We look forward to a wonderful year with your children!

2021 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 are affordable and include a variety of activities within our community and beyond.

General Day Camp Policies and Procedures

Day Camp Ages:

The City of Aspen Recreation Department welcomes children 5 thru 10 years of age.

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 local non-profits in order to offer excellent care to children who have special needs. A meeting with parents is required prior to enrollment to determine special accommodations needed.

Day Camp Dates:

January 1, 2021 thru December 31, 2021

Afterschool Camp Hours:

Normal Camp Hours:

3:15-5:30pm M, T, TH & F

1:55-5:30pm W

Altered Camp Hours*:

2:30-5:30pm M, T, TH, &F

2:00-5:00pm W

Full Day Fun Camp/Summer Camp Hours:

Drop Off: 7:30am - 9:30am

Pick Up: 3:30pm – 5:30pm

Altered Camp Hours*:

Drop-off: 8:00am-9:00am

Pick-up: 4:00pm-5:00pm

*These are the current camp hours until otherwise noted.

Aspen City Day Camp will be closed for the following 2020 Holidays:

New Year's Day, Friday, January 1, 2021

Memorial Day, Monday, May 31, 2021

Labor Day, Monday, September 6, 2021

Thanksgiving, Thursday and Friday, November 25-26, 2021

Christmas, Friday, December 24, 2021

Day Camp Registration:

Registration forms must be completed in full annually for all children prior to enrollment. 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. Incomplete forms may delay the start date of your child.

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

Day Camp Fee Schedule:

- Afterschool Club- \$15.00
- Afterschool Club Wednesday- \$20.00
- Full Day Camp RFV Residents- \$44.00 online or \$48.00 in house/over the phone
- 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.
4. Paystub from business operation in Pitkin County

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 Julie.kline@cityofaspen.com or by leaving a voicemail on (970) 319-4242. 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 (raincoat 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, money, or anything of value should not be brought to camp unless it is noted otherwise on the schedule.

Sign-in and Sign-out Procedures:

Every morning and/or afternoon, the parent or guardian of the child will sign them in and out via an ePACT QR Code. The QR code can be found once your sign into epactnetwork.com. Children will not be allowed to leave with another individual unless the individual is authorized and listed on the "Sign In/Out" waiver. Children may sign themselves out to go to another extracurricular activity with written permission from the parent or guardian. Please contact the camp coordinator with such allowances.

*** 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 and staff are not able to get in touch with the parent/guardian.

Procedure to Ensure Location of Children at All Times

Aspen City Day Camp keeps count of children as they sign in. This will allow staff to identify the exact number of children at any given time through out the day. Formal attendance will be taken twice daily, and children will be counted every half hour by staff and when transitioning to another area. During field trips, attendance will be taken before leaving the school, upon entering and exiting the bus or van, and when children arrive back at the school. While at field trip site children will be counted every half hour by staff.

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 Coordinator (970) 920-5140.

*Parents/guardians will be notified of any changes to the field trips as soon as possible by the camp coordinator.

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. Staff must be informed by parent/guardian before visitor's arrival.

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 coordinator 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 immediately.

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. Medication cannot be administered without parental permission and doctor's orders for each medication prescribed. Permissions must be renewed annually.

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. 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.

All medications must be kept in the original container AND a "Permission for Medication" form must be filled out and on file.

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.

Please contact the camp coordinator if you have a child who requires medication at camp. (970) 319-4242

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 assistance 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 and will participate in gross motor activities. If on a field trip, the staff will seek refuge in a safe environment suited for supervision of the campers until campers can safely return to the camp facility.

Lost Child Procedure

The City of Aspen Day Camp staff always ensures the safety of your child. 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 and police 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 Adult & Family Services, 0405 Castle Creek Rd, Aspen, CO, (844)264-5437 or local law enforcement.

Discipline Policies and Procedures

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

Our staff are trained to identify the social, emotional, and developmental needs of each child and work hard to do so. 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. If we feel that your child's behavior endangers the safety of the other children, parents/guardians will be notified. A meeting with the parent/guardian will be set up to work with the family to develop a plan of action or *Better Behavior Plan*. We work closely with the elementary school counselors and can refer children to them with parent permission. If behavior persists and we determine that the child is a danger to themselves or other children, we may choose to suspend your child for a predetermined amount of time. When the child returns to the program, if your child is still a danger, we will then discuss if we are the best program to be caring for your child. A removal of your child would be our very last resort.

We encourage parents or guardians to communicate with the camp coordinator and staff as often as possible regarding concerns, to ask questions or simply to inquire about their child's day.

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 Recreation Supervisor.

Camp Coordinator:

Julie Kline

Cell: 970-319-4242

Office: 970-920-5140

Recreation Supervisor:

Desiree Whitehead

Cell: 970-379-7178

Office: 970-920-5140

www.aspenrecreation.com