



**RECREATION**  
CITY OF ASPEN

# Aspen City Camp Parent/Guardian Handbook 2023



Aspen Recreation Department  
110 E. Hallam St. Suite 135  
Aspen, CO 81611

(970) 920-5140

[www.aspenrecreation.com](http://www.aspenrecreation.com)

## 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 Information

### Day Camp Ages

Children ages 5 through 10 years

### Day Camp Dates

January 1, 2023 thru December 31, 2023

### After School Club Hours

#### Normal Hours

3:00—5:30pm Monday—Friday

\*Early Release days dependent upon Aspen School District (ASD) calendar

#### Early Release Hours

1:15—5:30pm Wednesday only

### Full Day Fun Camp & Summer Camp Hours

Monday—Friday \*Full Day dates dependent upon ASD calendar

Drop Off: 8:00am - 9:00am

Pick Up: 4:00pm – 5:00pm

### Holiday Closures

Memorial Day

4<sup>th</sup> of July

Labor Day

Thanksgiving Day & Black Friday

Christmas Day

New Year's Day

### Day Camp Fee Schedule

Afterschool Club \$15

Afterschool Early Release Wednesday \$20

Full Day Camp \$47

Other fees for special activities and field trips\*

\*as scheduled, notified in advance

See next page "Other Tuition Expenses"

### Higher Needs Campers

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.

If a child registers for camp requiring special assistance, we will handle the situation on a case-by-case basis. We will hire additional staff to accommodate those children needing assistance above our expertise, as needed.

### Camp Descriptions

After School Club is an extended day to school to provide care to children until their parents can pick them up after work. Consists of arts & crafts, games, mindfulness activities, outside/gym time, reading, and short field trips. \*\*Children will stay together as one large group

Full Day Fun Camp is a day camp held during the school year on most days school is not in session to provide care to children the whole day. Consists of arts & crafts, games, outside/gym time, reading, and short field trips. \*\*Children will stay together as one large group

Summer Camp is a day camp held during the summer break when school is not in session to provide care to children for the whole day. Consists of arts & crafts, games, outside/gym time, reading, and short or full-day long field trips. \*\*Children will be split into age-appropriate groups based on what grade they will be entering the following school year.



## Camp Registration Requirements

Parents must pre-register their children prior to their first day of camp. Health forms, waivers, and immunizations records must be completed and submitted in full **annually** to [www.epactnetwork.com](http://www.epactnetwork.com) for all children before they can attend camp. Please email the Camp Supervisor for an email invite to ePACT. **Please Note: Incomplete forms may delay children's start date.**

Once health forms are uploaded to ePACT, daily registration and payment can be done online at [www.aspenrecreation.com](http://www.aspenrecreation.com) **Registration must be completed online 48hrs before attending.**

### Proof of Residency Requirements

Aspen City Day Camp is **only accepting local residents** of the Roaring Fork Valley to our programs at this time. All campers must provide proof of RFV residency prior to attending and must be attending a RFV school district.

Proof of Residency can be confirmed with the following document types:

- |  |  |
|--|--|
| 1. Tax Assessment  | Zip Codes: <b>Pitkin, Garfield, &amp; Eagle Counties</b>                   |
| 2. Driver's License from Pitkin, Garfield, or Eagle County     | 81611 81612 81650 81652 81649 81620<br>81615 81621 81601 81647 81655 81637 |
| 3. Vehicle registration from Pitkin, Garfield, or Eagle County | 81623 81642 81623 81602 81632 80423<br>81654 81656 81636 81635 81621 81645 |
| 4. Paystub from business operation in Pitkin County            | 81631 80463<br>80463 80426<br>81658 81657                                  |

### Other Tuition Expenses

The tuition fee covers most expenses for activities, trips, tours, and special events. However, certain field trips and activities may require an additional fee. If so, we will provide parents with adequate notice on the schedule and may collect cash at Check In or Check Out prior to the date of the activity. Children will not be permitted to attend the activity without payment.

**Financial assistance is available for families who qualify.**

**Please contact the Camp Supervisor for more information and applications.**

Children will not be permitted to purchase anything while out on special activities or field trips. Children should come prepared with their own packed lunch and snacks each day.

### Cancellations & Credits

Cancellation requests should be e-mailed to [citycampdirector@aspen.gov](mailto:citycampdirector@aspen.gov) at least **48 hours** before scheduled camp date in order to receive credit for the day to use towards future camp dates. The Camp Supervisor will issue credits for cancelled days to the household account used to purchase the day. All credit and cancellation questions, issues, and requests should be directed to the Camp Supervisor.

#### **Scholarship Families, Please Note:**

Failure to notify the Camp Supervisor of children's absence (no call/ no show) from scheduled programming will result in the applicable day's registration fee being assessed to your account

***Repeated unnotified absences may result in the termination of scholarships and financial aid.***

## Daily Procedures & Supplies

### Camp Schedules

Camp schedules for daily activities will be made available to campers at least two weeks in advance. The schedule is subject to change depending upon the weather conditions and/or situations beyond our control. Schedules can be found online at [www.aspenrecreation.com](http://www.aspenrecreation.com) under the applicable header (After School, Summer Camp, or Full Day Camp). Schedules will also be posted on site of camp at least 2 weeks in advance.

### Camper Daily Supplies

Parents/Guardians are required to provide their children with the following listed supplies for camp *every day*:

- Lunch
- 2 Snacks, minimum
- Filled Water Bottle with closable cap
- Close toed shoes
- Proper Clothing (hat, jacket, raincoat, snow boots and/or snow pants, as the season requires)
- Backpack
- Sunscreen
- Swimsuit
- Towel
- Warm Clothes appropriate to season

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, cell phones, or anything of value should not be brought to camp** unless it is noted otherwise on the schedule.

Please check the schedule daily for additional items campers might need each day.

### Check In and Check Out Procedures:

Every morning and 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 they sign into their ePACT account. Children will not be allowed to leave with another individual unless the individual is authorized and listed on the "Sign In/Out" waiver on ePACT.

Children aged 8 and older may sign themselves out to go to another extracurricular activity with written permission from the parent or guardian. Please contact the Camp Supervisor to arrange such allowances. Camp Supervisor must have written permission from parent/guardian prior to allowing child Self Sign Out Privileges.

\* These rules are in accordance with State Regulations.

### Drop Off: Full Day & Summer Camp

Children can be dropped off anytime between 8:00am and 9:00am at the designated meeting place and must be checked in via ePACT every day.

### Drop Off: After School Club

Children can be dropped off anytime between 3:00 and 3:15 pm at the designated meeting place and must be checked in via ePACT every day.

- Campers may NOT be dropped off before 8:00am for Full Day/Summer Camp or 3:00pm for Afterschool (1:15pm for Early Release) as there will **not** be a supervisor available.

- Children MUST be dropped off on time for Full Day/Summer Camp (no later than 9:00am) as, often, the group will have a scheduled activity at another location.
- *Children who arrive after 9:00am for Full Day/Summer Camp will not be accepted.*

#### Pick Up: Full Day & Summer Camp

Children can be picked up anytime between 4:00pm and 5:00pm for Full Day/Summer Camp at the designated meeting place, unless it is indicated to parents that we will be arriving late from an activity. The Camp Supervisor will make all contact with parents if this is the case.

#### Pick Up: After School Club

Children can be picked up anytime between 3:00 and 5:30 pm at the designated meeting location (1:15 and 5:30 pm for Early Release).

\*For Early Release days, it is likely we will be on a short field trip. Please contact the Camp Supervisor to arrange pick up prior to 3:30pm.

- Children MUST be picked up no later than 5:00pm for Full Day/Summer Camp and 5:30pm for Afterschool and Early Release.
- If parents are late in picking up their children, they will be charged a fee of \$10.00 cash for every 5 minutes they are late, due at the time they pick up their children.
- Camp Counselors will stay on site until all children are picked up. The police will be contacted by 6:30pm if Parents/Guardians do not come for their children and staff are not able to get in touch with the Parent/Guardian or other listed contacts.

## General Camp Policies & Procedures

Please check the schedule and have the camper(s) wear appropriate clothing for the planned activities daily. The City of Aspen Day Camp is not responsible for any items, money, or personal items kept at camp.

### Communication & Telephones

We request that all children leave their telephones, smart watches, iPads, and other electronic devices at home each day. If a child brings an electronic device to camp it should remain stored in their backpack for the duration of the day.

**Any devices not stored away will be taken by staff and handed to parent/guardians at pick up.**

**All communication from Camp to Parent/Guardians during the day will be made by Staff via email, ePACT, calling, or by text message.**

### Photos & Videos of Children

The City of Aspen Day Camp strictly prohibits staff from taking any photos or videos of the children within our programs unless it has been approved by Camp Supervisor for promotional purposes and has parents' approval in writing. Photo & video consents for this year can be found on ePACT.

You are more than welcome to opt-out of promotional photos & videos on ePACT and also by emailing the Camp Supervisor.

## **Movies/Video/TV Viewing**

It is the practice of the City of Aspen Day Camp to follow the guidelines as set forth by the Motion Picture Association. We will watch G and PG rated movies and programs only. TV will not be watched at camp. Any movies which are of a different rating will require a signed permission slip from parents/guardians.

## **Pet Policy**

The City of Aspen Day Camp has a no pets policy. No pets are permitted at any camp function at any time. This is for the safety of our campers and staff.

Under the ADA, service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Service animals are, of course, always welcome at Aspen City Day Camp.

Please contact the Camp Supervisor to arrange any accommodations needed for service animals.

## **Food Policy**

There will be no preparation or distribution of food by the City of Aspen Day Camp. Campers are responsible for bringing a snack, lunch, and a full water bottle every day. If campers forget lunch, Staff will try to phone the parent/guardian to see if they can bring the forgotten lunch. If Camp has to provide lunch for the camper, the parent/guardian will be charged \$20.00.

## **Licensing Requirements**

### **Child/Staff Ratio**

In accordance with the Colorado State Dept. of Health & Human Services regulations, our camp can accommodate 110 children daily. A ratio of 1:9 (one staff member to nine children) will be kept when only one counselor is on staff. Once the 10<sup>th</sup> 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 Camp Supervisor is responsible for planning staff ratios. All staff members counted in the ratio hold a current First Aid/CPR Certification.

### **Hygiene**

Campers and staff are required by state law to wash their hands with soap and water before and after all meals, snacks, and after using toilet facilities. Campers will use a disposable towel or blow dry their hands. Purell and other sanitizers will only be used when hand washing stations are not available.

### **Injuries & Illnesses**

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

All children who have fever, antibiotics, diarrhea, or vomiting must not attend camp for 24 hours. Children who come to camp sick will be sent home. Credits will not be given if a child is sent home early due to sickness.

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. You may be required to fill our additional paperwork at this time.

**Parents/guardians will be contacted immediately in any event of illness or injury.**

### **General Exclusion Requirements**

Children and staff must be excluded from programming when they have certain symptoms of illness, including if campers are unable to participate or staff members are unable to perform the functions required for their position.

- A “child” means any child enrolled in the camp program.
- A “staff member or staff” means any person working or volunteering to perform duties in the camp.

### **Excluding Children**

Staff are responsible for observing children at drop off and throughout the day for signs of illness. If a child arrives at the facility or school with signs of illness that require exclusion, they may not be accepted to camp that day.

If a child develops symptoms of illness that require exclusion during the time of care, the parent/guardian will be contacted to pick up the child at the earliest possible opportunity. The child will be provided with a place to rest which is separate from the other children until the parent/guardian arrives. The child may return to camp based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

### **Excluding Staff**

The Camp Supervisor is responsible for observing the staff for signs of illness throughout the day. If a staff member is not well enough to work, they will be asked to go home and may return based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

### **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.

Any child who requires medication that may need to be administered or carried while at camp must have documentation on file and must speak with the Camp Supervisor before the medication will be allowed at camp. This includes ALL over the counter medications.

- **All medications must be kept in their original container, with the child’s name, birth date, the medication name, dosage amount, time to be given, route to be given, and expiration date clearly legible.**
- **A Permission for Medication form must also be filled out and on file with the child’s other medical forms.**

If an emergency epi pen or inhaler is needed, we ask that parents/guardians provide one for us to keep and treat as we do with all other medication.

The emergency medication will be taken with us for all field trips.

Campers who wish to carry their medication by themselves must have a complete Self Carry form on file prior to the medication being allowed at camp and being self-carried with Doctor's instructions in a secure location in their backpack. We may ask for your child to demonstrate competency in self-administering their medication before they will be allowed to self-carry.

Sunscreen & Bug Spray—are considered medication by the state; please mark "yes" on the ePACT Camper Health Registration Form if you would like counselors to apply your children's sunscreen.

Campers who bring their own sunscreen and/or bug spray must have the bottle labeled clearly with their first and last name.

Personal sunscreen or bug spray will not be shared between campers or staff.

Please contact the Camp Supervisor if your child requires medication at camp.

### **Visitors at Camp**

Visitors must check in with camp staff upon arrival. Visitors must sign in on camp register and present one form of identification. Visitors may not check out any children unless the individual is authorized and listed on the child's "Sign In/Out" waiver on ePACT and staff has been informed by parent/guardian before the visitor's arrival.

### **Procedure to Ensure Location of Children at All Times**

Aspen City Day Camp keeps count of children as they check in each day. This will allow staff to identify the exact number of children at any given time throughout 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.

### **Late Return of Campers**

In case of an unscheduled delay causing campers to return to camp after 4:00pm, the Camp Supervisor will post a sign at the camp headquarters and/or send out a message through ePACT stating the delay and the estimated time of arrival.

## **Field Trips**

Aspen City Day Camp will be taking field trips throughout the year. All field trips will be listed on the camp schedule at least 2 weeks in advance. If parent/guardians do not agree with or have a concern



with the field trip, please contact the Camp Supervisor [citycampdirector@aspen.gov](mailto:citycampdirector@aspen.gov) or 970-319-4242. Parent/guardians will be notified of any changes to the field trips as soon as possible by the Camp Supervisor.

## **Transportation**

Aspen City Day Camp 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 the transportation permission slip waiver on ePACT.

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

## **Emergency Procedures**

### **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 by staff 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 higher needs, additional assistance will be provided as necessary.

### **Inclement Weather**

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 and campers 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**

Aspen City Day Camp staff always ensures the safety of your child. Each day and for each activity counselors will take attendance. 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.

### **Reporting Child Abuse**

As required by the 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 & 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 judgement 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/guardians 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 from our program would be our very last resort.

We encourage parents/guardians to communicate with the Camp Supervisor 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 Supervisor or Recreation 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 Supervisor or the Recreation Manager:

Camp Supervisor:  
Lyndsey Jackson  
970-319-4242  
lyndsey.jackson@aspen.gov

Recreation Manager:  
Desiree Whitehead  
970-379-7178  
desiree.whitehead@aspen.gov