

## Camp Vail 2019 Policies and Procedures

**MISSION STATEMENT:** VRD YOUTH SERVICES PROVIDES ENGAGING EXPERIENCES FOR YOUNG PEOPLE THAT PROMOTE PHYSICAL ACTIVITY AND COGNITIVE DEVELOPMENT IN AN INCLUSIVE SETTING WHERE CHILDREN LEARN TO MAKE POSITIVE CHOICES.

Camp Vail is a CO state licensed day camp offered Thursday, June 13 through Friday, August 23 (HOURS: 7:30am-5:30pm) for children ages **5 AND entering Kindergarten** through age 12. Camp Vail is not open Thursday, July 4, 2019 – Campers may choose to join Camp Vail in the annual Vail America Days parade. Campers entering 7<sup>th</sup> grade and above may speak with the Camp Director about participating in the Counselor Assistant Program.

**Registration:** Before a child attends Camp Vail, a complete registration form including copies of Certificate of Immunization (Colorado) or Immunization Card (outside Colorado) are required. **With an online reservation we will still need a Camp Waiver and immunizations.** If your child has severe allergies, emergency medications or other medications to be administered at camp, please complete the required paperwork for your child's needs. We share immunization information with Eagle County Public Health and Environment and the Colorado Immunization Information System.

**Reservations:** Campers must specify the dates they wish to attend in advance. Drop-in registration is accepted if space is available.

**No-Show:** Due to Camp's limited capacity, **no refund** is given to any camper who does not attend a day at camp for which they hold a reservation.

**Cancellations:** If you notify Camp at least 48 hours in advance AND staff is able to fill your child's reserved space, you will receive a refund of the daily fee minus a \$5/change processing fee.

**Reservation Changes:** We understand that schedules change and strive to accommodate all requests. Camp Vail has a limited capacity and a commitment to its staff to provide consistent employment. Therefore, all reservation changes received **at least one week in advance** will be granted (if space allows) – limit three per summer.

**Sick Policy:** Your child must remain home from Camp Vail if s/he has diarrhea, fever, "flu-like" symptoms, severe coughing or wheezing, rash with fever, vomiting, chicken pox, head lice or scabies, Hepatitis A, impetigo, ringworm, roseola, strep throat, Measles, Mumps, Rubella, Pertussis. Your child must be symptom free (with fever controlled without medication) for 24 hours in order to attend Camp Vail. Please refer to the CO DPHE Infectious Disease Guide. If your child is registered but cannot attend Camp Vail due to illness, **please notify Camp Vail by 9:00 a.m.** if your child is sick. A day exchange or a refund less a \$5 processing fee is given upon receipt of a doctor's note – limit two per month. Staff will follow the same illness policy with further restrictions from food service as outlined in the staff Illness Policy provided by the CO DPHE.

**Immunizations:** Vail Recreation District recommends that children are fully immunized prior to the start of camp. Children who do not have completed immunization records must have a medical exemption, a non-medical exemption or written documentation of a plan for getting up to date on required immunizations.

**Adventure Program/Mountain Day/Choice Activities:** Campers may choose to participate in any of these programs upon arrival at camp each day. **ALL activities are filled on a first come basis and have enrollment limits.**

**Guidance:** Staff build relationships with children by engaging with them, recognizing and encouraging positive behavior, and communicating and enforcing clear expectations and boundaries. Staff should regularly communicate with parents at pick up regarding the development and behavior of each child. Children are encouraged to express feelings and resolve conflicts with peers, as well as to self-regulate. Initial disciplinary issues are handled by logical consequences, typically beginning with removing the child from the activity or separating children from one another. Additional consequences are given when necessary. If a problem continues, a parent/guardian is notified by phone. If the problem persists, a conference is set up with the parent/guardian to discuss the standard of behavior required for participation. Camp Vail reserves the right to suspend or expel a child if the discipline problem warrants it or if a child is a danger to himself/herself, other children or staff. Camp Vail has an ongoing relationship with Early Childhood Partners and is willing to work with parents to provide individualized social and emotional intervention and/or mental health consultation.

**What to Bring to Camp:** Please send the following items with your camper to prepare them for the day: a healthy lunch, water, sunscreen, hat, jacket, sturdy shoes that fit, rain gear, water bottle, and a backpack to carry everything. **Please label all belongings** with child's first and last name. On outdoor activities, please take extra care to dress campers appropriately from head to toe. **No spending money is necessary at Camp Vail.**

**Accessibility:** Children with special physical, mental, or emotional requirements are considered for enrollment on an individual basis. Camp Vail makes every effort to meet the special needs of each child within the scope of Camp Vail's abilities and resources. Camp Vail does not have staff or expertise on-call to accommodate special needs; time is required to accommodate special needs.

**Inclement Weather:** In extreme heat/cold or rain storms, counselors seek immediate shade or shelter from weather conditions. Camp Vail always seeks shelter from lightning.

**Emergencies:** In the event of a fire, children will evacuate the premises immediately and seek a safe location. In the case of tornado, children will seek a safe indoor location away from doors and windows. Camp Vail has an Emergency Preparedness Plan including Lockout, Lockdown, Shelter, Evacuation and Parent Reunification. This plan is available upon request.

Identification of Children: To ensure that staff know where children are at all times, counselors will conduct no less than two head counts any time we change rooms, leave the center, go outside, leave or return from an activity.

Illness, Accident, or Injury: In the case of illness, accident, or injury, staff will first assess the situation, make the child comfortable, call for medical help if necessary, and notify the parent or guardian so they may pick up their child. When a child becomes sick at Camp, she/he will be separated from other children and made comfortable while in sight of a leader.

Lost Child: If a child becomes separated from the group, one staff member will supervise the children and call the proper authorities and the child's parents. Another leader will backtrack and begin searching. Contact between leaders will be kept constantly by radio or phone.

Transportation Information: Camp Vail transports children in VRD vans, ECSD buses and Vail Resorts vehicles and lifts. Parents acknowledge their understanding of transportation arrangements on the Camp Vail registration form. In compliance with Colorado State law, any child under the age of 8 is required to use a booster seat when riding in any vehicle other than a school bus or public transportation. Children age 8 and over are required to wear seatbelts and need to stay in their seats at all times. In case of an emergency, the vehicle is pulled to the side of the road and the situation is evaluated.

Television Viewing: Television and movie viewing are rarely offered, mainly during inclement weather if campers cannot be outside, and is supervised. Please sign-off on the registration form on what movie rating your child is allowed to view.

Release of Children: Children must be signed in and out of Camp Vail. Either accompany your child to the registration desk or complete the appropriate section on the registration form allowing your child to sign him/herself in and out. **Campers are released only to the persons noted on the registration form. If someone not noted on your child's registration form is picking up your child, you must notify Camp in writing. Anyone unknown to Camp staff is asked for identification.**

Pick-up and Late Fees: Children must be picked up by 5:30 p.m. Please be courteous that Camp Vail staff have personal, academic, and employment obligations outside of Camp Vail. A late fee of \$1 per minute is assessed starting at 5:31 p.m. All late fees are paid immediately to the counselor/staff member who remains with your child. We will attempt to contact you beginning at 5:30 p.m. If you cannot be reached, we will contact the emergency contact listed on your form. If the child is not picked up by 6 p.m., Camp Vail staff will call the Vail Police Department and/or Eagle County Social Services.

Closing Procedures: At the end of the program, the following procedures will be conducted to ensure that all children have been picked up.

- (1) Review the sign-out sheet to make sure every child has a signature releasing them from the program.
- (2) Check Red Sandstone Elementary School to ensure that all campers are gone.
- (3) If a child has not been picked up by 5:30pm, staff will call the parents immediately.

**Parents are charged a late fee of \$1 per minute per child past 5:30pm.**

Visitors: All visitors are required to sign-in with staff. Any visitors to Camp that are unknown to the staff will be asked to show identification. The sign-in will include their name, date, time, and purpose of visit.

Late Children: Camp activities begin at 9 a.m. If a child arrives after 9 a.m., staff makes every attempt to incorporate the camper into daily activities. If staff has no notice of your child's arrival, the space may be forfeited and sold to another participant.

Medication: Children's medicine is administered only when accompanied by a Medication Administration or Severe Allergy form signed by the child's physician and parent. **Medicine must be in its original container with the dosage clearly labeled.** Please see the Camp Vail Director for any medication needs. Medications (other than emergency medications) are stored in a lock box and administered by appropriately trained staff. Emergency medications are carried on appropriately trained staff or in the child's backpack – with a self-carry contract – when children are away from the classroom.

Personal Belongings: Camp staff is NOT responsible for the camper's personal belongings. However, staff will ask campers to keep all of their belongings in their backpack. Please send your child in appropriate clothing (and footwear!) for the day's activities. **Please label ALL of your child's belongings** with first and last name.

Meals/Snack: No meals are served at Camp Vail. We provide a snack each afternoon. **Please send your child with a healthy sack lunch and water bottle every day.**

Child Care Complaint: Camp Vail is licensed by the State of Colorado Division of Child Care. To file a licensing complaint, contact: Colorado Department of Health and Human Services, Division of Child Care; 1575 Sherman Street; Denver, CO 80203-1714; 303-866-5958

Child Protection: Camp Vail adheres to the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code. Any worker "with reasonable cause to know or suspect that a child has been subjected to abuse or neglect" will report or cause a report to Eagle County Human Services. Parents may also report any suspected child abuse to Eagle County Human Services at 970-328-7720.