

Pre Kamp Vail 2023 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.

Pre Kamp Vail is a CO state licensed day camp offered Monday, June 12 through Friday August 11 (HOURS: 8:00am-5:00pm) for children ages **30 months to 5 years**.

Registration: Before a child attends Pre Kamp Vail, a complete registration form including copies of the child's up-to-date immunization records, copy of birth certificate, and a doctor's letter of good health must be received. See "**2023 Summer Camp Application**" at [Vail Recreation District - Memberships : 2023 Summer Camp Paperwork Application \(amilia.com\)](#). We share immunization information with Eagle County Public Health and Environment and the Colorado Immunization Information System.

Reservations: Advanced reservation and registration required.

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 **7-days** prior to a cancelled day, you will receive a credit for future reserved days less a \$5 per day processing fee. If you are not going to attend camp, but cannot provide 7-day notice, we still appreciate notification at your earliest convenience so we do not attempt to contact you when you no-show.

Reservation Changes: All reservation changes received **at least 7-days in advance** will be granted (if space allows).

Late Children: Camp activities begin at 9am. If a child arrives after 9am, staff makes every attempt to incorporate the camper into daily activities – IF activities are available at your late arrival. If staff has no notice of your child's late arrival, the space may be forfeited.

Sick Policy: Your child must remain home from Pre Kamp 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 Pre Kamp Vail. Please refer to the [CO DPHE Infectious Disease Guide](#). Your child must be clear from any isolation or quarantine requested or required by any public health organization. If your child is registered but cannot attend Pre Kamp Vail due to illness, **please notify camp by 8:00 a.m.** 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.

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. Pre Kamp 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. Pre Kamp 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: Refer to "[What to Bring to Pre Kamp Vail](#)" for a complete list. **Please label all belongings with your child's first and last name. No spending money is necessary at Pre Kamp Vail.**

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. Do NOT send money Please send your child in appropriate clothing for the day's activities and weather. **Please label ALL of your child's belongings** with child's first and last name. **No spending money is necessary at Pre Kamp Vail.**

Meals/Snack: No meals are served at Pre Kamp Vail. We provide a snack each afternoon.

Please send your child with a healthy sack lunch, morning snack and water bottle every day.

Accessibility: Children with special physical, mental, or emotional requirements are considered for enrollment on an individual basis. Pre Kamp Vail makes every effort to meet the special needs of each child within the scope of its abilities and resources. Pre Kamp 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. Pre Kamp 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. Pre Kamp Vail has an Emergency Preparedness Plan including Lockdown, Lockout, 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: Each day campers are transported using the Town of Vail in-town and outlying public bus system. Parents acknowledge their understanding of transportation arrangements on the Pre Kamp Vail registration form; car seats are not required, nor used, when children are on public transportation.

Television Viewing: Television and video 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 Pre Kamp Vail. **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 5:00 p.m. Please be courteous that Pre Kamp Vail staff have personal, academic, and employment obligations outside of camp. A late fee of \$1 per minute is assessed starting at 5:01 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 5:00 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 5:30 p.m., Pre Kamp 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 Golden Peak Children's Center to ensure that all campers are gone.
- (3) If a child has not been picked up by 5:00 p.m., staff will call the parents immediately.

Parents are charged a late fee of \$1 per minute per child past 5:00 p.m.

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.

Medication: Children's medicine is administered only when accompanied by a Medication Administration, Severe Allergy or Asthma Care Plan form signed by the child's physician and parent. **Medicine must be in its original container with a current (non-expired) prescription label.** Please see the Pre Kamp 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 when children are away from the classroom.

Child Care Complaint: Pre Kamp 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: Pre Kamp 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.