

Pre Kamp Vail 2024 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 10 through Friday, August 16 (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 "**2024 Summer Camp Application**" at: [Vail Recreation District - Memberships : 2024 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 is required.

No-Show: Due to the 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 before May 1: If you notify staff prior to May 1, you will receive a full refund to your payment method used to register through the reservation system, Amilia.

Cancellations after May 1: If you notify Camp at least **14-days** prior to a cancelled day, you will receive a refund less a \$20 per day processing fee. If you are not going to attend camp, but cannot provide 14 days' notice, we would 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 14-days in advance** will be granted (if space allows).

Waitlist: Staff use the waitlist to fill spaces that become available. You must be on this list to get into camp on a full capacity day. When space becomes available: staff will add the child to camp for that day and the Amilia system will automatically email the account holder with an invoice to pay. Families will have 24hrs to accept the offer AND pay for this day. If it goes unpaid past 24hrs, staff will offer the space to the next child on the waitlist.

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 the staff has no notice of your child's late arrival, the space may be forfeited.

Arriving Unprepared: In the event a child arrives at camp unprepared for that day's activities, staff will contact the parents to bring the appropriate clothing or supplies needed. If parents are not available to supply these items, staff will make every attempt to make the child comfortable and able to participate appropriately by using the camp's extra supplies and/or lost and found items. This child may not be able to participate in that day's activities.

Program Closure: In the event that any unforeseen circumstances arise, and Pre Kamp Vail must close the program for any length of time, staff will notify participant families immediately and refund for the days Pre Kamp Vail must be closed.

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 \$10 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. If your child becomes sick, unwell, or unsafe during Pre Kamp Vail program, the child will be removed, and parents will be called to pick up within 60 minutes.

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.

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.**

Toys from Home: Pre Kamp Vail encourages children to leave toys at home or in the car. Exceptions are made for one "lovey" needed for nap or toys that contribute to the daily curriculum. Speak to Pre Kamp Vail staff for other exceptions.

Personal Belongings: Camp staff are 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 for the day's activities and weather. **Please label ALL of your child's belongings** with the child's first and last name.

Meals/Snack: No meals are served at Pre Kamp Vail. We provide a snack each afternoon. Please send your child to camp with a healthy sack lunch, morning snack and water bottle every day.

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.

Toileting/Toilet Training/Hand Washing: Pre Kamp Vail wishes to partner with families as children learn to use the bathroom. All participants are welcome in PKV programming regardless of whether or not they are potty trained. Each classroom is equipped with diaper changing facilities and all staff are trained in appropriate diaper changing techniques. Children arriving at Pre Kamp Vail are offered the opportunity to use the bathroom once their personal items are put away. Staff observe all children for visual cues of needing to use the bathroom. Staff have all children use the bathroom before departing for the daily adventure, before and after eating lunch, before and after nap/rest time, and any other time there's a bathroom available before going somewhere there isn't a bathroom. At drop off all children must wash their hands before engaging in activities. Staff and children wash their hands as needed throughout the day as well as after using the bathroom and before eating snacks and lunch.

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 rainstorms, counselors seek immediate shade or shelter from weather conditions. Pre Kamp always seeks shelter from lightning.

Emergencies:

All activities and field trips are subject to change/adjustment due to weather, safety, or other circumstances.

LOCKOUT - "SECURE THE PERIMETER" - **Students** are trained to: Return to inside of building; Do business as usual; **Teachers** are trained to: Recover students and staff from outside building; Increase situational awareness; Take roll, account for students; Do business as usual; Nobody in, nobody out; Contact law enforcement to control entry/exit.

LOCKDOWN - "LOCKS, LIGHTS, OUT OF SIGHT" - **Students** are trained to: Move away from sight; Maintain silence; This may be protocol for active shooter situation; **Teachers** are trained to: Decide on appropriate protocol in active shooter situation (Evacuate or Lockdown); Lock classroom door; Lights out; Move away from sight; Maintain silence; Do not open the door; Take roll, account for students; Contact off-campus counselors to notify of reunification location; Children with disabilities or special needs will be given assistance by the nearest staff person (and possibly by other students). All staff will cooperate to accommodate special needs; Use Standard Reunification Method if necessary.

EVACUATE - "TO BACK YARD" - **Students** are trained to: Leave stuff behind; Bring their phone; Form a single file line; This may be protocol for active shooter situation; **Teachers** are trained to: Decide on appropriate protocol in active shooter situation (Evacuate or Lockdown); Grab roll sheet if possible; Lead students to back yard (then further if necessary); Take roll, account for students; Contact off-campus counselors to notify of reunification location (if necessary); Children with disabilities or special needs will be given assistance by the nearest staff person (and possibly by other students). All staff will cooperate to accommodate special needs; Use Standard Reunification Method if necessary.

SHELTER - "FOR HAZARD USING A SAFETY STRATEGY" - Hazards might include: • Tornado • Hazmat • Earthquake • Lightning • Flood • Wildfire; Safety Strategies might include: • Evacuate to shelter area • Seal the room • Drop, cover and hold • Get to high ground; **Students** are trained in: Hazards and Appropriate Safety Strategies; **Teachers** are trained in: Hazards and Appropriate Safety Strategies: Specifically, take shelter from lightning, tornado strategy is to get into an interior, low level, well-built space (e.g. bathrooms or storage rooms), then stay low and cover head; Take roll, account for students; Report injuries or problems, at the Evacuation Assembly, to first responders; Children with disabilities or special needs will be given assistance by the nearest staff person (and possibly by other students). All staff will cooperate to accommodate special needs; Use Standard Reunification Method if necessary.

STANDARD REUNIFICATION METHOD

- Once children arrive at off-site reunification location (if needed), notify parents of location
- Establish a parent check-in location, OUT OF SIGHT of children (outside preferred)
- Gather children in the child staging area, OUT OF SIGHT of parents/guardians
- Greeters direct parents/guardians to check in location - they should gather, not line up
- Reunifier brings child from student staging area to the parent - use regular sign-in/out sheet

- If a child is not present, a crisis counselor removes the parent/guardian from the group and takes him/her to a private location
- Anticipate notification issues (child not present or not accounted for), medical issues and/or investigative contingencies
- Anticipate the possibility of multiple pick-up sites, families with children in multiple sites, carpools with children in multiple sites
- Children with disabilities or special needs will be given assistance by the nearest staff person (and possibly by other students). All staff will cooperate to accommodate special needs.
- Each Counselor's daily bag includes phone, first aid, student info, necessary medications
- Camp "Go Bag" includes phone, counselor info, any necessary medications, student info

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 the 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 people 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. from Pre Kamp Vail. Please be courteous that Pre Kamp Vail staff have personal, academic, and employment obligations outside of Pre Kamp Vail. If parents arrive after 5:00pm, a late fee of \$1 per minute per child (1st offense), \$2 per minute per child (2nd offense), \$3 per minute per child (3rd offense) will apply. After a 3rd offense the child(ren) will be suspended from Pre Kamp Vail. All late fees are paid immediately to the counselor/staff member who remains with your child(ren) or the late fee will be added to your Amilia account. We will attempt to contact you beginning at 5:00p.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 follow the above procedures listed under "Pick-up and Late Fees."

Visitors: All visitors are required to sign-in with staff. Any visitors to the 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, Department of Early Childhood; 710 S. Ash St Denver, CO 80246; Licensing Complaint Line: (800) 799-5876

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. If at any time a child care worker reasonably suspects child abuse, it is the responsibility of that child care worker to report or to cause a report to be made immediately upon receiving such information to the local county department or social or human services at 1-844-CO-4-KIDS (1-844-264-5437) or the police/sheriff's department. Parents may also report any suspected child abuse to this number.