

## Camp 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.

Camp Vail is a licensed day camp offered Monday, June 10 through Friday, August 16, 2024. The program is offered to children age 5 and entering Kindergarten fall 2024 through age 12. Drop-off is 7:30 a.m. – 9:00 a.m. unless specified on the activity details. Staff will meet all registered participants at the RSES front doors for sign-in/out. Pick-up is any time 4:00 p.m. - 5:15 p.m. unless specified on the activity details.

### **Registration/Cancellation Policies**

**Registration:** A complete registration form including copies of the child's up-to-date immunization records are required prior to attending. See "2024 Summer Camp Paperwork Application" at [Vail Recreation District - Memberships : 2024 Summer Camp Paperwork Application \(amilia.com\)](#). The cost is \$100/per day. Parents may register through [www.vailrec.com/register-online](http://www.vailrec.com/register-online).

**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 Camp Vail must close the program for any length of time, staff will notify participant families immediately and refund for the days Camp Vail must be closed.

**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. Your child must be clear from any isolation or quarantine requested or required by any public health organization. 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 7:30 a.m.** A day exchange or a refund less a \$5 processing fee is given upon receipt of a doctor's note. 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.

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

**Toys from Home:** Camp Vail encourages children to leave toys at home or in the car.

**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 Camp 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. 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.

**Bathroom Use and Breaks:** Group restroom breaks will be offered during times of transition between activities to help decrease the need for individual bathroom breaks during activity time. If a child needs to use the bathroom during an activity, staff will watch as they walk to the bathroom and back. Children must ask a staff member to use the bathroom before leaving an area of activity.

**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. Camp Vail expectations of school age children are that they can independently accomplish but not limited to the following: using the bathroom, washing hands, getting dressed/undressed, eat their lunch/snack, drink their water, refill their water, apply sunscreen to their body.

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

#### **Emergencies:**

All activities and field trips are subject to change/adjustment due to weather, safety, or other circumstances. Staff are trained to communicate with admin staff on their circumstances and scheduling adjustments made.

**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 THE HANDICAP PARKING" - **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 THE HANDICAP PARKING SPACE (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:** 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.

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

**Release of Children:** Children must be signed in and out of Camp 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 5:15 p.m. from Camp Vail. Please be courteous that Camp Vail staff have personal, academic, and employment obligations outside of Camp Vail. If parents arrive after 5:15 p.m., 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 Camp 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 5:15 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 5:45 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.

- Review the sign-out sheet to make sure every child has a signature releasing them from the program.
- Check Red Sandstone Elementary to ensure that all campers are gone.
- If a child has not been picked up by 5:15 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 Camp Vail 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 or Severe Allergy form signed by the child's physician and parent. Medicine must be in its original container with the prescription label and dosage. 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.

**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, Department of Early Childhood; 710 S. Ash St Denver, CO 80246; Licensing Complaint Line: [\(800\) 799-5876](tel:8007995876)

**Child Protection:** Camp 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.