



## Mountain Kids Summer Day Camp Parent Handbook

### What is Mountain Kids Summer Day Camp?

Since 1986 Mountain Kids has been providing fun in the sun summer camp opportunities to their local communities. Mountain Kids Summer Day Camp is designed to provide high quality care and activities for children ages 5 to 12 during the summer months when school is not in session. Mountain's highest priority is to make a positive difference in the lives of our campers by providing the opportunity to learn new skills, make new friends, and have fun during the summer. It is our hope that every child leaves at the end of the summer happier, healthier, and more confident than when they began. Mountain strives to maintain a low camper/counselor ratio of 10 to 1. Families can attend a full week (4-5 days) or a partial week (2-3 days). Activities are centered in Boulder County and include a broad range of sport skills, art/music activities, learning opportunities, group picnics, and games and on site gymnastics and swimming classes. We may drive a short distance to specific field trips as specified on our weekly calendars.

### Hours, Holidays, Fees

Mountain Kids Camp activities take place between the hours of 9:00am to 4:15pm with before and aftercare available from 7:30 to 5:45pm. The Mountain Kids Summer Day Camp runs from nine to thirteen full weeks throughout the summer depending on the current public school schedules. The day camp will close for the Fourth of July if that holiday happens to be on a week day.

### Payment Policies:

Space Reservation: To reserve space in camp a camper registration fee of \$75 per camper, a non-refundable \$50 deposit for each week reserved PLUS your first week's tuition is due at the time of registration. Tuition minus the \$50 deposit is due and automatically debited to the credit card placed on file for your account each Monday, seven days prior to each week reserved. Tuition must remain current for your camper to attend camp.

### Changes & Cancellations

1. Schedule changes and cancellations must be made by the Monday one full week prior to the week you wish to cancel/change and submitted via email to [camp@mountainkidsloouisville.com](mailto:camp@mountainkidsloouisville.com). Changes will be accepted as space allows.
2. \$50 weekly deposit is non-refundable at anytime, however it is transferable for changes/cancellations made prior to May 1<sup>st</sup>.
3. \$50 weekly deposit is non-transferable after May 1<sup>st</sup>.
4. Make-ups are not offered for absences, and no part of the camp fee is refundable/transferable for absences.

### Admission and Registration

Children entering Kindergarten thru age 12 may be admitted to camp. Parents are informed of camp hours, activities, fees and schedule through written information, on our website at [www.mountainkidsloouisville.com](http://www.mountainkidsloouisville.com), over the phone and in person. To reserve a place in camp a parent must pay a deposit and complete a registration packet in full which includes all registration forms, medical and consent forms and a schedule of the weeks they wish to reserve.

### Children with Special Needs

Special needs children are welcome at Mountain Kids based on interviews with interested parents and mutual agreement that Mountain Kids could meet and maintain the needs and requirements of the child and his/her parents. Please inform Mountain Kids of any special needs or considerations that your child has before attending camp in order to ensure your child's safety and the best possible camp experience for your child.

## What to Bring

Please bring to camp lunch, lots of snacks, a water bottle, swim suit, towel, sunscreen, plastic grocery or zip lock bag for wet suits, and any other items that may be required for our detailed activity schedule. Children are encouraged to put sunscreen on before they come to camp and to bring extra sunscreen with them along with a hat, suit and towel, lunch, snacks, water bottle and a bag to keep their belongings together.

Valuables, money\*, toys, and games from home are not allowed. All personal belongings must be labeled and kept in an individual cubby while on site at Mountain Kids. Mountain Kids will not be held responsible for any loss or stolen article. Please keep valuables, including money at home. \*Money may be sent to purchase an after camp snack at Mountain Kids. Money must be kept in the camper's backpack and must not be used for any items off campus.

## Meals and Snacks

Children provide their own sack lunch, two snacks, and a drink each day. All children are required to wash their hands thoroughly before eating and any time they use the restroom. We do not provide cooling or heating of any meals throughout the week. Mountain Kids does provide pizza, fruit/veggies and cookies every Friday.

## Special Activities

All field trips, movies and other activities held off the Mountain Kids grounds will be supervised in the same manner all activities at Mountain Kids are supervised. A counselor for every 10 campers will be actively working with and supervising their camp group. Counselors are responsible to make sure their camp group understands all rules of safety and behavior for each specific activity. TV is not watched at camp (with the possible exception of a video movie during a rainy day). Movies are selected occasionally based on interest and appropriateness. Parents are notified when movies are scheduled.

## Arrivals and Departures

All children must be signed in/out by their parents in their designated camp room when they arrive and when they leave camp. If a child is late arriving and the camp has already left the center for an activity, the parent is responsible for transporting their child to the location of the activity and checking in with the day camp director. Late arrivals check in as usual when campers are still at the center.

Children who are not picked up on time will wait in the front office under the supervision of the office staff until they are picked up. An attempt will be made to contact by phone any parent more than 10 minutes late. If contact with the parents cannot be made, or the children are not picked up at all, emergency or next of kin as authorized by the parents will be contacted. If still the child is not picked up, the staff will call human services or police to notify them of the situation.

## Release of Children

Children will be released only to their parent or guardian. There must be written authorization by the child's parent or guardian for any other adult to pick up their child. All parents/ guardians must sign children in on arrival and sign them out on departure as well as checking in and out with the Camp Director or counselor in charge. **Children will not be released to any unauthorized person.** No child will be left at the center after closing hours. If a child is not picked up during normal camp hours and after all emergency numbers are contacted and still the child is not picked up, the staff will call human services or police to notify them of the situation.

## Keeping Track of the Children

Roll is taken every day at 9:00am and throughout the day campers are counted and roll taken anytime a group changes location. Before any excursion off of the Mountain Kids grounds, children are asked to find a buddy. This buddy will be their partner any time the day camp group moves from one location to another or is transported. Counselors are required to count and account for their group at all times. Any time campers change locations roll is taken and campers are counted (this includes getting on and off the bus and any activity that leaves the campus of Mountain Kids). Roll is taken and children are counted before leaving, when arriving at their destination, before leaving to return to Mountain Kids and upon arrival back at Mountain Kids.

During field trips children are counted periodically and buddies asked to be together so that all children can be accounted for on a regular basis. Children are required to stay in play areas where they can see their counselor at all times and counselors are required to be moving and active with the children and able to account for them at all times. Children must ask permission and take a buddy to use public restrooms.

### Discipline

Acceptable behavior, which includes consideration of fellow campers, good manners, respect for others and their property and helpfulness, is encouraged and discussed at the beginning of camp with everyone as a group. Polite, helpful, courteous behavior is praised and encouraged by the staff.

In order for everyone at camp to have a safe and fun summer the rules of safety and conduct must be followed. It is important that the staff makes sure all campers and their parents understand what these are and has had an opportunity to read and discuss them.

**Misbehavior -** If a child does misbehave the following procedure will be taken.

X The staff member or members observing the behavior will visit with the child, explain why the behavior was not acceptable and what the acceptable behavior is. If appropriate the child may be asked to make a choice of a different activity.

X If the behavior is not corrected and it's clear a verbal correction will not solve the situation, a time out will be given.

X If the behavior continues or reoccurs on a regular basis, the camp director will visit with the parents and together attempt to find a solution.

The staff will not use abusive, neglectful, corporal, humiliating or frightening correction under any circumstances. Punishment, especially physical, is an unacceptable form of discipline and will not be allowed. It is imperative that the home and staff members cooperate with mutual goals for the good of each individual child.

### Removal of Children

If it becomes necessary to suggest the removal of a child from Day Camp, the parents or guardians will be called in for a conference with the Day Camp Director and at least two other staff members. If appropriate the child will be included. If the parents and day camp staff can work out a satisfactory solution to allow the child to stay, an effort will be made by the entire staff to make the situation work for everyone involved. If it becomes clear that there is no other solution or if after the first suggested solution does not work the Day Camp Director will notify the parents and ask that the child not return to camp.

### Visitors

Any visitors to Day Camp must sign the visitors sign in sheet and indicate why they are visiting and who they are visiting. They must also show a photo ID.

### Illness

No child who arrives noticeably ill, with a rash, or with a fever will be admitted for that day. Should a child become ill during the day, he/she will be separated and supervised by our staff until a parent or authorized person arrives to take the child home. In the case of a communicable disease (such as chicken pox) any child with the disease will not be allowed to attend until they are well and all parents will be notified in the form of a note. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The sick child will not be allowed to return to camp until the period of contagion has passed.

### Medications

Medications are kept in a locked cupboard out of the reach of the children. If medication is needed when away from the center the appointed medical administrator for each camp will carry and administer the medication. Any nonprescription medication to be administered as school, such as aspirin or cough syrup, must be accompanied by both the parent's and doctor's written permission and instructions for use. Any prescription medication to be administered by a staff member must be in its original container and be labeled with a written ok from the parent and the doctor. The label is to contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date and expiration date if applicable. This information is checked when receiving the medication from the parent. An Individual Child's Record of Medication Given is signed by the parent/ guardian authorizing its administration.

A staff member shall triple check the label before administering the medication - once before opening, once after opening, and once after closing the container. A schedule of medications is posted on the drug cabinet. This schedule is filled out and signed by the staff member giving the medication each time medication is given. The parent must be informed each time medication is given. Medication is given only as a necessity as requested by a child's doctor and parent because it has to be administered during day camp hours.

All medication administration procedures and forms are included in our medication packet. Ask for one if you will need us to administer medication to your camper.

## Safety

### **Prevention**

The staff is informed of safety rules, special hazards, and commonly occurring accidents. They receive detailed instruction on evacuation procedures, use of fire extinguishers and how to report an accident. There is one staff member on duty at all times who has a current first aid certificate. A CPR and First Aid course is offered for free every spring before camp begins and every effort is made to certify all counselors. A certified health consultant/instructor conducts such staff training and also inspects the facility for hazards each year.

All poisonous substances are stored in a locked cupboard out of the reach of children. Medications are not stored in the same cupboard as poisonous materials. Every effort is made to eliminate the need to store poisonous materials.

No toys or equipment with easily removable small parts are allowed. No suckers or hard candies are allowed. All sharp objects are stored out of reach of the children. Such objects as scissors are used only under direct supervision. The classroom equipment is observed continually for stability, smoothness of wooden objects and safe corners.

All shelving is securely fastened to the walls. The water heater and other gas appliances are bolted down to the floor.

The play yard is fenced, and no child is allowed outside to play unless there is a staff member present.

All electric outlets are capped. The furnace room door is locked, and that room is off limits except to staff. Flammable materials are stored in a separate cupboard. The hot water temperature does not exceed 120 degrees.

The locations of the fuse box, the main electrical power switch, the gas and water main valves and the fire alarm control box are known to each staff member. The electricity shall be cut off at the main switch in the event of electrical fire, earthquake, or tornado warning. Following an earthquake, gas, electrical and water lines are checked carefully for breaks or leaks.

One staff member for every 30 campers has current first aid and infant/child CPR training. An attempt is made to have every counselor first aid and CPR certified.

Exit signs and all doorways are pointed out to day campers during regular reviews of safety and rules. Evacuation of the building is practiced during the course of the summer.

**Lost Children-** Should a child be missing, staff shall search the building and grounds completely. If the child is still not found, the police and parent/guardian shall be notified while staff begins searching the immediate surrounding area.

### Emergencies

**Authorization** - Every child has emergency care authorization, located on our registration form, signed by a parent or guardian. Emergency numbers for reaching the parent or guardian and another authorized person is also on file.

**Emergency Procedures** - At least one staff member on duty at all times has first aid training through an accredited course. All other staff members are trained in emergency procedures through annual in-service training.

In the event of a serious accident or illness requiring emergency care the child's parent or guardian or authorized person will be notified immediately. First aid will be administered by a qualified staff member. The local rescue squad or ambulance service will provide emergency transportation; the local hospital will provide emergency care.

In the event that a child is transported to the hospital, his/her health summary and signed Permission for Health Care will be sent along. A staff member will accompany the child until the arrival of the parents.

An Accident Report will be completed for each accident. The report is to be made immediately and filed in the Accident Log as well as a copy in the child's file. Parents will always be notified when there has been an accident. The rest of the staff will also be notified and prevention will be reviewed and discussed.

### Volunteers

The Mountain Kids Summer Day Camp does not use volunteers. Our hiring and training process is very rigorous and detailed. We do not allow anyone who has not been through this process extended contact with the Mountain Kids camp.

### Transportation - Safety/Education

Transportation is provided on a school bus with an experienced driver holding a current CDL license. The children are instructed and reminded periodically about safety rules and expected behavior on the bus.

Exit drills are practiced in compliance with current rules, regulations and recommendations. What to do in the case of an accident is practiced as well. 15 passenger vans are also used on a regular basis for our senior camp and campers who do not require a booster seat. Waivers, and permission forms are included in our registration materials outlining our transportation policies. Parent's signatures provide us legal permission to transport their camper.

### Natural Disasters

**Fire** - Mountain Kids follows all safety codes and is inspected yearly by the fire department. Mountain Kids has a sprinkler system that is activated by hand or in the event of smoke it will automatically be set off and notify the fire department. This system is inspected twice a year.

Fire drills are held several times during the summer and a record is kept of each practice. All instructors know how to use the fire extinguishers. The fire extinguishers are checked yearly for proper function.

In the event of a fire, the building will be immediately evacuated. If the fire alarm has not gone off the director will activate the alarm on the way out of the building. If needed the, director will call the fire department from a phone away from the building. A designated staff member may attempt to extinguish the fire while the building is being evacuated. All other staff members are to remain with the children and see them safely to the designated emergency shelter.

**Tornado** - Tornado drills are held several times during the summer. A battery-operated radio is easily accessible and kept in good repair. In case of an emergency, staff will tune to the local radio station for tornado information. In the event of a tornado warning, the children shall be evacuated to the designated area (the restrooms at the center of the building away from windows) and remain there until the threat has passed.

**Excessively hot weather** - In the case of severe hot weather, campers will participate in indoor activities where indoor temperature is reasonably cool.

**Blizzard, excessive rain, and flood** - In the event of severe weather when parents are not able to pick up their children, the staff will house the children at the facility until the parents or guardians can pick them up.

**Power Failure** - Two flashlights in working order are kept in an accessible place. The emergency phone is stored where it is easily plugged in. The Staff knows where the flashlights are and where the phone is. Exit signs are lighted and working at all times.

### Child Abuse

Should staff suspect possible child abuse or neglect, observations and dates must be documented on the Observation of Child Problem form. The staff member must notify the local family services agency. Any suspicion of abuse by staff must be documented and reported immediately to the local family services agency. Procedures outlined by family services must be followed. Boulder County Child Abuse Hotline: 303-441-1309

### Complaint

In the event a complaint against the camp occurs – clients may file a complaint with CDHS – Division of Child Care at 1575 Sherman St. Denver, CO 80203 303-833-5958 – either in writing or contacting the phone number provided.