



# Mountain Kids Summer Day Camp Parent Handbook





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## What is Mountain Kids Summer Day Camp?

Since 2004 Mountain Kids Louisville has been providing fun summer camp opportunities to their local community. Mountain Kids Summer Day Camp is designed to provide high quality care and activities to children ages 5 to 12 during the summer months when school is not in session. Mountain Kids Louisville'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. Mountain Kids Louisville 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 (3 days). Activities are centered in Boulder County and surrounding areas and include a broad range of sport skills, art/music activities, learning opportunities, group picnics, and on site gymnastics and Ninja Zone classes. We also drive to field trips as specified on our weekly calendars.

### Sample Camp Schedule:

		Monday 6/26		Tuesday 6/27		Wednesday 6/28		Thursday 6/29		Friday 6/30	
		Bobcats	Bears	Bobcats	Bears	Bobcats	Bears	Bobcats	Bears	Bobcats	Bears
		Drop Off 7:30-8:45		Drop Off 7:30-8:45		Drop Off 7:30-8:45		Drop Off 7:30-8:45		Drop Off 7:30-8:45	
		Circle Time	Adventure Planning	Circle Time	Adventure Planning	Circle Time	Adventure Planning	Circle Time	Adventure Planning	Circle Time	Adventure Planning
9:00 AM		Snack Time	Travel time	Snack Time	Snack & Outside Play @ MK	Snack Time	Snack Time	Snack Time	Snack Time	 Gymnastics/Arts & Crafts/Outside Play 9-11:15am (3 groups)	
		Storytime @ MK		Travel Time	Travel Time	Outside Play @ MK	Outside Play @ MK	Outside Play @ MK	Outside Play @ MK		
		Travel Time				Travel Time	Travel Time	Travel Time	Travel Time		
10:00 AM		Free Play @ Erie Community Park	Swimming @ Pirates Cove Water Park - begin @ 10am	Kidspace 9-11:30am <b>**Waiver Required**</b> Check email for link	NCAR 10-12	 Fiske Planetarium "We Are Stars & Laser Galactic Odyssey" 10-11am		Boulder Library Storytime & Library Playground	Games @ East Boulder Park		
11:00 AM		Erie Library Storytime								Travel Time	Travel Time
12:00 PM		Lunch @ Park	Lunch @ Water Park	Lunch @ Kidspace	Lunch @ NCAR	Lunch @ Planetarium	Lunch @ Planetarium	Lunch @ MK	Lunch on Campus	Pizza Lunch @ MK	
			Swimming continued	Travel Time	Travel time	Travel Time	Travel Time			Travel Time	Travel Time
1:00 PM		Library Outdoor Reading Space		Roller Skating @ Skate City 12-2	Storytime @ MK	Free Play @ Memory Square Park	Free Play @ Scott Carpenter Park	Games in the Gym	12 pm Tour of CU Aerospace / Astrophysics Lab	Free Play @ Erie Community Park	
		Travel Time								 Swimming @ Erie Rec 1-3:30	
2:00 PM		Ninja Zone/Outside Play 2-3:30pm		Travel Time	Gymnastics / Arts & Crafts 1:30-3:30pm	Louisville Library 2-3pm	Ninja Zone/Outside Play 2-3:30pm	Gymnastics / Arts & Crafts 1:30-3:30pm	Galaxy Milk Science Experiment @ MK		
3:00 PM			Travel Time	Water Balloons @ MK		Travel Time					
		Sweet Cow Moo Mobile 3:00 - 4:15		Snack Time	Snack Time	Snack Time	Snack Time	Snack Time	Snack Time	Travel Time	
4:00 PM				Closing Circle	Closing Circle	Closing Circle	Closing Circle	Closing Circle	Closing Circle	Closing Circle	Closing Circle
		Pick-up 4:15-5:30pm		Pick-up 4:15-5:30pm		Pick-up 4:15-5:30pm		Pick-up 4:15-5:30pm		Pick-up 4:15-5:30pm	

CRAZY HAIR DAY

### Hours & Holidays

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 Memorial Day and the Fourth of July if that holiday falls on a weekday.

Mountain Kids Camp activities take place during core camp hours with complimentary before and aftercare available. Core camp hours are specified on this year's Registration Form. To maintain the integrity and safety of our campers we are unable to accommodate late drop offs or early pick-ups while offsite. There are however, certain days that the camp is usually onsite and those days we are happy to accommodate late drop offs/early pickups with notice. Please email [camp@mountainkidsloouisville.com](mailto:camp@mountainkidsloouisville.com) if you have questions about pick ups outside of the core camp hours.

## Fees & Payment Policies

Camp weekly fees can be found on this year's Registration Form. We offer a full time (4-5 day) option, and a part time (2-3 day) option. While you may choose for your camper to attend 1 day, you will still be required to pay the part time rate. Tuition is weekly and it is not permitted to split days over multiple weeks.

Weekly tuition 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. All schedule changes and cancellations after your initial online enrollment must be made **by Sunday 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. **Weekly deposits are non-refundable at any time**, however are transferable for changes/cancellations made prior to the date noted in this year's Registration Form.
3. **Weekly deposits are non-transferable after the date noted in this year's Registration Form.**
4. Make-ups are not offered for absences, and no part of the camp fee is refundable/transferable for absences.

## Admission & 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 and/or on our website at [www.mountainkidsloouisville.com](http://www.mountainkidsloouisville.com).

To reserve a place in camp a parent must 1) enroll online, 2) pay an initial deposit, and 3) submit all necessary health forms (Statement of Health, Colorado Certificate of Immunization, and Asthma/Allergy/Medication Administration forms as needed).

## Children with Special Needs

Neuro and physical diversity is welcome at Mountain Kids Summer Day Camp to the extent to which a mutual agreement can be made that Mountain Kids can meet and maintain the needs and requirements of the child and their parents. Safety is our number one priority and extended one on one attention is not a service that we are able to offer, therefore campers must have safety awareness, be able to remain within a group setting and be amiable to multiple transitions in activities and locations.

We kindly request that you discuss in advance with Mountain Kids staff if your child has any special needs (including, but not limited to, behavioral support in the school setting) so that we can provide the safest and best possible camp experience for your child.

## Drop Off & Pick Up

### **Drop Off:**

All children must be signed in upon arrival. Core camp activities begin at 9am sharp and we request all campers be dropped off to camp by 8:45am.

### **Pick Up:**

Pick up time is as specified in this year's Registration Form. All parents/guardians must sign children out upon departure.

To maintain the integrity and safety of our campers we are unable to accommodate late drop offs or early pick-ups while offsite. There are however, certain days that the camp is usually onsite and those days we are happy to accommodate late drop offs/early pickups if necessary. Please email [camp@mountainkidsloouisville.com](mailto:camp@mountainkidsloouisville.com) if you have questions about pick ups outside of the core camp hours.

Children will not be released to any unauthorized person. Any parent/guardian listed on file will be allowed to pick up unless otherwise noted. Photo ID may be requested at time of pick-up until our counselors are familiar with our campers' adults. There must be written authorization by the child's parent or guardian for any other adult to pick up their child, which may be done when filling out the daily check in or via email to [camp@mountainkidsloouisville.com](mailto:camp@mountainkidsloouisville.com) (Photo ID will be requested).

No child will be left at the center after closing hours. In the afternoon, 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 and local police to make them aware of the situation.

## What to Bring

Backpack

BIG Lunch

Plenty of snacks

Water Bottle

Hat

Swim Suit (ziplock for wet items)

Towel

Sunscreen

We recommend wearing closed toed shoes and wearing or packing socks

Please apply sunscreen to your child before dropping them off at camp. We will reapply liberally through the day.

Valuables such as money\*, toys & games (pokemon cards, etc.), iphones, apple watches, etc. 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 lost or stolen items.** \*\*\*Please keep valuables at home.\*\*\*

\*Money may be sent to purchase an after camp popsicle or snack at Mountain Kids. Money must be kept in the camper's backpack and campers will not be permitted to use money for any off site purchases.

## Meals & Snacks

Children provide their own sack lunch, two snacks, and a drink each day. Children are not permitted to share food. 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 at lunchtime 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.

The use of media is limited at camp. On occasion we will use programs for audio books and or rainy day activities such as Go Noodle or age appropriate movies. Parents are notified when movies are scheduled and an alternative activity will be available if requested.

## Swimming

We maintain a ratio: 6:1 or smaller for open swims.

Each camper will have at least one "buddy" within their swim group that they must stay with at all times. Counselors will actively supervise and participate in swimming with campers. A mix of counselors will be in the pool swimming with the campers and others on deck supervising.

All campers who are not confident swimmers must stay in the kiddie pool area at all times. Competent swimmers are eligible for swim tests at most pools. Swimmers who successfully pass the swim test may swim in other areas of the pool. Though we keep a record of campers who have passed swim tests, campers may be asked to redo swim tests at pools. We utilize colored silicone bracelets to help distinguish campers who are permitted into deeper water areas from those who must remain in the kiddie pool area.

Sunscreen will be applied before swimming and throughout our swim time as needed. We highly encourage campers to wear swim shirts on outdoor swim days.

## 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.

## Keeping Track of the Children

Roll is taken every day at drop off and throughout the day campers are counted and roll is 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 areas that allow them to see their counselor at all times and counselors are required to stay active and mobile with the campers to account for them at all times. Children must ask permission and take a buddy to use public restrooms. Counselors will respect privacy, but remain within supervision distance during public restroom use. No counselor is permitted to be one on one with a single camper.

## Behavior Management & Discipline Philosophy

Our behavior management philosophy includes the use of positive language, narration, feedback, and rewards, as well as collaboration with the camper(s) and parents to resolve issues when they arise.

Discipline levels:

- 1) One-on-one conversation with the child & opportunity to redirect the behavior.
- 2) Time in with a counselor or time away from the activity.
- 3) When a child is needing time in/time away multiple times a day and/or safety of self/other campers is an issue - A parent email and/or phone call and follow up conversation will happen as soon as possible. A behavior management plan may be made to help meet the child's needs. A child may be asked to leave camp for the day.
- 4) If the child is still struggling to meet expectations after implementing the behavior management plan, we may suggest removal from camp.

Mountain Kids makes every effort to involve parents as early as possible when behavior issues arise so that solutions can be found as soon as possible. Parents may be made aware of issues at pick up, via email, or via phone call.

### **Removal of Children:**

Our number one priority is the safety and well being of our campers. Mountain Kids has a zero tolerance policy for physical harm. Any physical harm done to another camper will result in a minimum one day suspension from camp. Three suspensions will lead to a camper being removed from camp. Should an incident occur in which physical harm is significant, Mountain Kids reserves the right to remove a camper from camp immediately.

In addition, any child who is showing the inability to keep themselves and others safe and/or requiring intervention multiple times a day (see discipline levels above) may be asked to leave camp.

## 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 symptom free without the aid of medicine for 24hrs. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be emailed to the appropriate cohort. The sick child will not be allowed to return to camp until the period of contagion has passed.

## Medications

Medications are kept 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.

Accurate and up to date medication administration forms are required to leave your child's prescription medication at camp. Any prescription medication to be administered by a staff member must be in its original container with the original label. 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.

A staff member will triple check the label before administering the medication - once before opening, once after opening, and once after closing the container. The parent will be notified each time medication is given, or notified as requested.

Any nonprescription medication to be administered at camp, such as aspirin or cough syrup, must be accompanied by both the parent's and doctor's written permission and instructions for use.

All medication forms can be found on our website. If you have questions, please contact us.

## 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 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.

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

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 Incident Report will be completed for each incident. The report is to be made immediately and filed in the Incident 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.

### **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. 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. Exit signs are lighted and working at all times.

## **Child Abuse**

All day camp staff completes training upon hire pertaining to the prevention of child sexual abuse. How we as an organization can create an environment that is free from abuse is something that is discussed each year during training. My body safety rules are a core standard at our camp and these are posted throughout the facility (see image on next page).

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

## **Complaints**

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.

# My Body Safety Rules

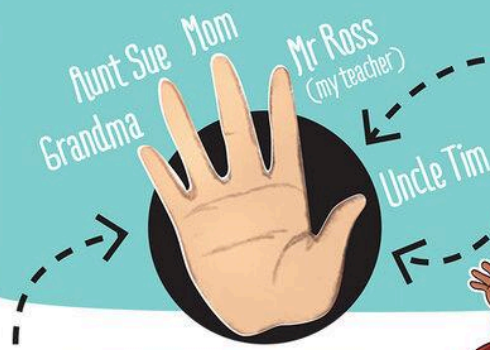
**My body is my body and it belongs to me!**

I can say, 'No!' if I don't want to kiss or hug someone.  
I can give them a high five, shake their hand or blow them a kiss.  
I am the boss of my body and what I say goes!



**I have a Safety Network**

These are five adults I trust. I can tell these people anything and they will believe me.  
If I feel worried, scared or unsure, I can tell someone on my Safety Network how I am feeling and why I feel this way.



**Early Warning Signs**

If I feel frightened or unsafe  
I may sweat a lot, get a sick tummy,  
become shaky and my heart might  
beat really fast.

These feelings are called my Early Warning Signs. If I feel this way about anything, I must tell an adult on my Safety Network straightaway.



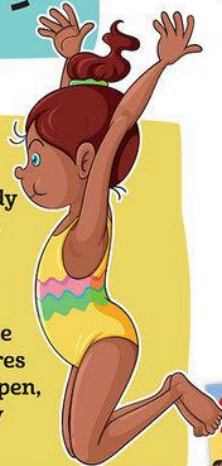
**Secrets**

I should never keep secrets that make me feel bad or uncomfortable. If someone asks me to keep a secret that makes me feel bad or unsafe, I must tell an adult on my Safety Network straightaway!



**Private Parts**

My private parts are the parts of my body under my bathing suit. (My mouth is a private part too.) I always call my private parts by their correct names.  
No one can touch my private parts.  
No one can ask me to touch their private parts. And no one should show me pictures of private parts. If any of these things happen, I must tell a trusted adult on my Safety Network straightaway.



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## FAQs:

- **How will I know the schedule each week?**

You will receive a weekly camp email for each week your child is signed up on the Friday prior which will include the schedule for the week, any waivers required, etc.

- **Which camp group will my camper be in?**

BOBCATS are incoming K-2nd graders

BEARS are incoming 3rd graders and up

\*this is based off the BVSD cut off date of 10/1\*

\*camp groups and ages may be adjusted based on demand\*

- **How does before and after care work?**

Our core camp hours are as specified on this years' registration form, and campers will be out and on the move during these hours.

Before and after care is COMPLIMENTARY! You can drop off anytime during beforecare. We will ask you to select a pick up time frame each morning during check in, and we will group campers by pickup group for aftercare and have them ready for you when you arrive. If you arrive earlier than your selected time frame, it may take us a few minutes to have your camper brought to the pick up tent. Please do not go inside looking for your child - we want to ensure that the counselor assigned to pick up duty visually sees each camper leave with their designated pick up adult. We appreciate your patience and understanding.