



ACTIVE | HEALTHY | TOGETHER

# MOUNTAIN RECREATION DAY CAMP PARENT HANDBOOK



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**Gypsum Recreation Center**

52 Lundgren Blvd  
Gypsum, CO 81637  
(970) 777-8888

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**Eagle Pool & Ice Rink**

1700 Bull Pasture Road  
Eagle, CO 81631  
(970) 328-5277

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**Edwards Field House**

450 Miller Ranch Rd  
Edwards, CO 81632  
(970) 766-5555

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# **REC KIDS DAY CAMP PARENT HANDBOOK**

Dear Parents and Guardians,

Mountain Recreation camp staff and management thank you for sending your child / childrento our Full Day Camps. We strive to create a safe and fun experience here at our facilities. You can help us make the time here at camp the best it can be by reading our handbook and following our guidelines.

**Purpose and Philosophy of Camp:** Our vision of our day camp program is to create a safe, nurturing environment that promotes self-esteem, fun, and provide youth opportunities to participate in a variety of developmentally positive life-long leisure activities.

**Camp Core Values:** Courage, Joy, Community, Learning, & Excellence

## **Camp Operations**

Full day camps operate year-round when Eagle County Schools are not in session for children ages 5-12 years old. Camp is not offered on the following Holidays: Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Camps are run out of our three locations, the Gypsum Recreation Center, the Eagle Pool and Rink, and the Edwards FieldHouse. If at any time camps will not be available or open for operation, all participants will be notified in advance.

## **Fee Details**

\$50 Daily

\$35 Half Day Camps

\$215/ weekly Gypsum & Edwards (M-F)

*Payments Accepted: Cash, Credit Cards, Checks*

**EDWARDS FIELD HOUSE LOCATION-** 0450 Miller Ranch Rd, Edwards CO 81632 (970) 766 5555

Program Spaces Include: Anti-Gravity Center, Gymnastics Center, Rock Climbing, Bouldering Wall, Sport Court, Indoor Turf Field, Spray Park, Playground, Grass Sports Fields, Community Rooms, and Paved Trails.

**EAGLE POOL AND ICE RINK LOCATION-** 1700 Bull Pasture Rd, Eagle CO 81631 (970) 328 5277

Program Spaces Include: Outdoor Pool, Ice Rink, BMX Track, Tennis Courts, Sport Court, Brush Creek Park, Eagle Ranch Bike Paths and Outdoor Fields.

**GYPSUM RECREATION CENTER LOCATION-** 52 Lundgren Blvd, Gypsum CO 81637 (970) 777 8888

Program Spaces Include: Rock Climbing Wall, Bouldering Wall, Gymnastics Center, Indoor Swimming Pool, Indoor Track, Grass Fields, Community Room, Gypsum Town Park, Gypsum Public Library, Gypsum Town Stage and Playground.



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## REGISTRATION INFORMATION

All registration forms and immunization forms must be approved prior to registration. All current forms will be kept on file annually and expire on August 31st each year. If the required forms are not received within the proper time limit, the child will be denied admission to the camp until the forms are submitted. *Our Day Camps are Licensed through the State of Colorado, Division of Human Services. State Licensing requires that campers **must turn 5 years old** prior to attending camp\**

State Required Forms are found at any of our three facilities and online at Mountainrec.org. Forms can be submitted to [reckids@mountainrec.org](mailto:reckids@mountainrec.org) or dropped off at any of our three locations. Front desk associates will only receive COMPLETED forms. All lines must be filled out along with a copy of your child's immunization forms. Front desk staff are able to accept forms but are not able to officially approve them within our system.

**Forms may take up to 72 hours for approval. Forms will not be accepted on the same day of the program.**

### Americans with Disabilities Act:

Mountain Recreation is committed to supporting the Americans with Disabilities Act. Please contact us if you require special accommodations for participation.

## Registration Policies

Refund Policy: All refunds must be requested through our online refund request form and must be submitted at least two weeks prior to the start of the program. Once approved, you will receive a credit on your Mountain Rec account minus a \$15 administrative fee to use on future programs.

Sick Days Policy: If your child is sick, please call your camp location before 8:30am. 100% Mountain Recreation Credit will be given for sick days if we receive a doctor's note within 48 hours of the day(s) missed. Otherwise, refunds will not be given for sick days.

Medications: If your child needs to receive medication while at camp, please complete the Medication Administration Form. This form must be signed by both a Parent as well as a Person with Prescriptive Authority (Medical Professional). Please email this to [reckids@mountainrec.org](mailto:reckids@mountainrec.org) at least one week prior to your camp session. All medicine must be kept in its original container and have a legible label stating the child's name, directions for dosage, prescription number, name of medication, date filled and physician's name. All unused medication will be returned to the parent/guardian at the end of each camp day, week or session. Medication must be given to the Camp Director or Camp Supervisor at sign in. All medication, with exception of asthma inhalers and epinephrine pens, will be kept by the Camp Medication Administrator or locked in a secure area. Children with asthma may carry their inhaler and use as prescribed under the supervision of the Medication Administrator.



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Transferring Camp Days: Each transfer will include a \$5 charge for each child. All changes must be made at least 2 days prior to the day, week or session affected by the change. Transfers can be done with single day or whole weeks. If you have purchased a full-week camp those days are not exchangeable with other weeks.

Authorized Pick-Up List: “Authorized Persons” are those listed in your State Required Form who have been given authorization to pick up your child. All authorized persons must present a photo ID at pick-up. Please remember to bring your photo ID. We will not allow your child to leave with anyone unless previously arranged. If you need to add to your authorized pick-up list, you must drop-off a written permission slip with your signature, at least one day in advance. This is for the safety of your child, and we will strictly adhere to it.

Late Pick-Up Policy: There will be a fee for late pick-up of your camper after 5:30pm. The fee is \$1 per minute per child and is due at the time of late pick-up. Any overdue fees will result in the child(ren) not being accepted into camp until it has been paid. There will be no refunds for days missed due to lack of payment on a late fee. If you have not communicated your late arrival, we will begin calling guardians and emergency contacts at 5:30pm. If we are unable to reach a guardian or emergency contact, we will contact local authorities at 6:00pm. Rec Kids staff will not leave for the day for the day until all children are picked up.

Early Pick-Up: If a child is dropped off late, the group may no longer be on the premises, or moved onto the daily activities. Front desk will assist locating camp, but parents are responsible to get them to their group. Our camp programs will not always be at one location. If you need to pick your child up early, please notify the camp staff morning of to find out where your child will be at the time you want to pick them up. On field trip days, early pick-up will not be possible.

Visitors: Persons coming to visit are welcome. We do, however, ask them to check in and out at the front desk. When signing in, visitors will be asked to show a picture ID for verification, sign the VISITOR SHEET and receive a visitor pass. Visitors under the age of 18 must be accompanied by an adult.

## Camp Policies

### Camp T-Shirts

Campers are required to wear their Rec Kids T-Shirt to camp every day. You get a FREE shirt with your registration. If you would like to purchase additional shirts, you can do so at any of our facilities for \$5. *Summers Only.*

### Drop Off & Pick Up Times

7:30am – 9:00am & 4:00pm – 5:30pm

All parents & guardians are required to sign their child in and out of camp. If you would like your child to sign themselves in and out, then you must complete the Child Release Wavier.



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### What to Bring to Camp

Closed Toed Shoes  
Backpack  
2 Snacks and a Lunch  
Water Bottle  
Swimsuit/ towel (Gypsum and Eagle)

### DO NOT Bring to Camp

Toys/ Stuffed Animals  
Electronics  
Money

*Sorry, we do not have refrigeration or a microwave for camper's food—please plan accordingly.  
Vending Machines and café will also be off limits to campers during camp hours.*

### Television & Media Usage

On rare occasions, campers are given the opportunity to view a video or DVD at camp. Parents must sign a waiver permitting campers to view movies rated G or PG. If no waiver is on file and parents cannot be reached, children will be given an alternate activity in which to participate during the movie. Television is not viewed during camp at any time. We also request that all video game players, cell phones, iPods, iPads & DVD players are left at home or locked up in the camp safe for the day. Electronics are not allowed to be used during the camp day.

### Vending Machines / Refrigerators / Microwaves

Please do not send food that needs the use of a refrigerator or microwave. Refrigerators and Microwaves will not be available to campers. Due to childcare regulations, campers will not be able to purchase food from the vending machines.

### Sunscreen

Mountain Recreation staff will assist with applying sunscreen to bare surfaces including the face, ears, bare shoulders, arms, legs and feet, 15-30 minutes before outdoor activities. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported to a parent. We use Rocky Mountain Sunscreen. Please let us know if your child is not allowed to share or be given sunscreen. If your child required a different sunscreen the bottle must be labeled with your child's name. PLEASE APPLY SUNSCREEN ON YOUR CHILD BEFORE ARRIVING TO CAMP, WE WILL CERTAINLY RE-APPLY THROUGHOUT THE DAY!

### Camp Staff and Supervision

Mountain Recreation strives to hire the very best people to care for your child/children in our full day camps. All our staff have previous experience working with children, have received extensive training (including CPR/1st Aid) and are thoroughly evaluated on a regular basis to ensure continual high performance. We always provide a 1:15 staff to child ratio or less.

Camp Counselors will take attendance before and after we transition to an activity/area as a group to ensure that all campers are accounted for. This happens multiple times per day depending on the activities planned. The daily schedule will be posted each morning for you to see exact times. Prior to 9am and after 4pm, all campers will remain in the camp room during check-in and check-out time. Staff will have the completed sign out sheet and sweep camp areas to ensure all children have been picked up before leaving for the day.



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## Supporting Positive Behavior Through Guidance & Positive Instruction

It is our goal to preserve and develop the dignity and self-worth of each child. Disruptive behavior will be addressed without humiliation or physical punishment. We understand that each camper is unique with individual needs. Camp counselors encourage positive interactions with each child through demonstration. Modeling respectful behavior and allowing children to learn how to treat others in a positive way. Each counselor has been trained on positive teaching practices that ensure children's behavior is guided in a positive manner. The first step we take to manage behavior is to offer praise and reinforce desired behavior in alignment with our core expectations.

### Our Camp Expectations:

1. Think Safe
2. Be Kind
3. Have Fun

Additionally, we are happy to suggest support services for access an early childhood mental health consultant or other specialist as your camper to best support them.

### Staff Follow These Steps:

1. Redirection: Point out the inappropriate behavior and offer suggestions about what behavior is appropriate.
2. Cozy Corner: If the behavior continues after redirection, the child will be directed to self-reflective space to calm and center through a soothing activity, identify the emotions, and discuss/review desired behavior with a councilor
3. Parent Communication and Collaboration: If a pattern of inappropriate behavior persists, the camp director will meet with the child and parent to negotiate an agreement to redirect the inappropriate behavior. We continuously incorporate our families through daily communications regarding their child(ren) and encourage family involvement to ensure their child(ren) is/are being guided in a positive direction. We will discuss possible resources to best suit the child.

While keeping campers in our program is a strong priority, we do not tolerate camper behavior that put themselves or others in danger. If these types of behaviors arise our staff will communicate with you directly to create a plan to best prevent this behavior. If your camper's behavior puts themselves or others in danger you will be asked to pick them up immediately with no refund. Before your child can return to our program, there must be a meeting with our Day Camp Supervisor to outline a plan for future success. Campers will be made a part of this planning process and will be made aware of potential consequences. If your camper is not able to keep themselves and others safe in our program, they will be formally suspended for a 3-month period of time. Return to the program will again involve a meeting with the Day Camp Supervisor before the camper may return.

Lost Child Procedures: In case of a lost camper, parents and the Eagle County Sherriff's Department will be notified. A search will immediately proceed. If on a field trip, parents and local authorities will be contacted.



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## Illness and Injuries

Your child should not attend camp if they are displaying any of these symptoms: fever, respiratory problems, diarrhea, vomiting, sore throat, rash or contagious illness or doesn't feel well enough to participate in normal activities. Rec Kids is not designed to manage sick children.

Should your child become sick at camp, your child will be separated from the other campers to lie down while we call you to pick up. If every attempt has been made to get a hold of parents, emergency contacts will be called. If your child receives a minor injury, staff will provide basic first aid. If your child receives a more serious injury, we will take whatever steps necessary to obtain emergency medical care. These steps will include contacting parents or emergency contacts to bring your child to a physician, if we cannot contact you, or your child needs immediate attention, we will call 911. Please keep all phone numbers and emergency contacts up to date in your account.

How Sick is Too Sick? Please be sure to follow the Colorado Department of Public Health and Environment's guidelines for staying at home when your child is sick.

## Bathroom Breaks and Use

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.

Inclement Weather / Emergency Evacuations: In the case of inclement or excessively hot weather, children and staff will seek shelter inside their camp facility. If on a field trip, the staff will seek refuge in a safe environment suited for supervision of the campers. If an incident occurs within the camp facility which requires evacuation, the children will be moved to a safe distance from the emergency. We practice monthly emergency drills to ensure campers and staff are prepared for an emergency evacuation. In the event of a natural disaster, the children will be cared for until the parents are able to pick them up.

Special Activities: Special activities taking place outside of the facilities may include walking to the library, school playgrounds, local parks and/or other local destinations. Staff will not be transporting campers in vehicles during camp. Staff will follow the same camp supervision guidelines listed above and follow the 1:15 ratio of staff to children. If you do not wish for your child to participate in these activities, please be sure to specify your request on the waiver when filling out your state forms.

Child Abuse Policy: When child abuse is suspected, Mountain Recreation Staff are required to write a detailed account of the conversation or findings regarding any suspected abuse on the Child Abuse Reporting Form and report suspected abuse immediately by contacting the Eagle County Child Protective Services.



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Any suspected child abuse or child neglect should be reported to the Eagle County Child Protection Services at (970) 328-7720 or 1-800-CO4KIDS

## REPORTING CONCERNS & COMPLAINTS

**The Colorado Department of Early Childhood**  
Division of Early Learning Licensing and Administration  
710 S. Ash St.  
Denver, CO 80246  
Or Call  
303-866-5958 or 1-800-799-5876

Most recent Fire, Health, Licensing Inspections and report of inspection are available upon request.

### CAMP DIRECTOR

Miriah Clarke-Postle | [mclarkepostle@mountainrec.org](mailto:mclarkepostle@mountainrec.org) | (970) 688-7329



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