



SUMMER 2022

Handbook

Camp Aspen Snowmass @ The Treehouse
120 Carriage Way, Snowmass Village, CO 81615

Front Desk: 970.923.TREE (8733)
camp@aspensnowmass.com

This program is licensed by the State of Colorado and follows State requirements outlined for Childcare Centers from the Colorado Office of Early Childhood: Department of Human Services. Our staff is a team of professional, fun-loving staff working hard to exceed your expectations. Thank you for putting your trust in us!

Sincerely,

Sue Way

*Director of Children's Programs
Aspen Skiing Company
970.923.0572*

Andrea Chacos

*Camp Aspen Snowmass Coordinator
Aspen Skiing Company
970.923.8765*

DATES & TIMES

June 6th 2022 – August 26, 2022. Drop off is from 8 – 9 AM and pick up is between 3 – 4 PM.

PURPOSE & PHILOSOPHY

To provide a stimulating, high-quality Day Camp and Child care Program based on the developmental needs of children. To establish a safe environment that provides opportunities for children ages 1 year through teens to explore the great outdoors through enriched educational and recreational activities.

NON-DISCRIMINATION POLICY

Camp Aspen Snowmass does not discriminate in their enrollment or employment on basis of race, religion, national origin, sex or age. Children with special needs are welcome in our program provided we can meet their needs. Please let us know if your child has any special requirements so that we may review the situation carefully to determine if our program is able to meet these needs.

ENROLLMENT PROCEDURES for ALL CAS CAMPERS by the first day of camp

**Click on the forms in [blue](#) to complete. These are live links that will open in a new tab.*

1. Registration and Medical Release Form: [Aspen Snowmass Account](#)
 - If you answered YES to QUESTIONS #22-24 ON THE REGISTRATION AND MEDICAL RELEASE FORM, you must have a health care provider complete the [Medication Administration Authorization Form](#)
2. All children must provide a copy of their Immunization records:
[Colorado Certificate of Immunization](#) or [Notice of Exclusion](#) or [Medical Exemption Form](#)
3. All children ages 4 and under must also complete a [General Health Appraisal Form](#) completed within the past year.

ADDITIONAL ENROLLMENT PROCEDURES (for CONTRACTED 1–2-year-olds ONLY)

**Click on the forms in [blue](#) to complete. These are live links that will open in a new tab.*

- A. Complete the [Summer 2022 Camp Aspen Snowmass Seasonal Contract](#)

CANCELLATION / CHANGE POLICY

All Camp days and specialty camps must be cancelled or changed 48 hours in advance for a full refund. Camp Season Passholders will be charged \$78/day for all reservations not changed or cancelled 48 hours in advance. In addition, we understand there is a lot of uncertainty around this summer. Please know we are available to talk through refund options on a case-by-case basis.

Please report all cancellations, illnesses, or requests through the front desk (970.923.8733) or through email camp@aspensnowmass.com

Weather Cancellations: Camp activities that are cancelled due to weather by Camp Aspen Snowmass will be rescheduled and/or refunded. Campers will choose another activity for the day if any activity is cancelled.

MEALS AND SNACKS

Camp Snowmass provides AM and PM snacks for all campers. All campers will need to bring their own lunch. **The Treehouse is a NUT-FREE facility.**

DAILY ENROLLMENT ACCOUNTABILITY

- Parents/ Caregivers must sign campers in and out with camp staff and provide a daytime contact phone number, end of day pickup location, and any special requests. Adults must have their Camp Aspen Snowmass issued security pass for pickup.
- Parents must sign-in for their child upon arrival and again sign them out at the end of the day. This is done using iPads for each activity.
- In addition, a parent (or authorized guardian) will need to sign their child in/ and out of the specific age-appropriate room using paper sign in/ and out sheets.
- *When children leave the facility with instructors and teachers, each will sign out on a master whiteboard listing children, time and destination.*

ILLNESS POLICY FOR STAFF & CHILDREN

1. FOLLOW HEALTHY BEST PRACTICES. *Masks are required on public transportation until further notice.

2. GET TESTED IF YOU'RE FEELING SICK or EXPOSED Go to: [Aspen Covid Testing](#) or [Sameday Testing](#) to access locations and availability. Call Aspen Valley Hospital 970.279.4111 if you need to be tested over the weekend.

3. ISOLATE IF YOU ARE SICK OR TEST POSITIVE FOR COVID-19 Everyone *regardless of vaccination status* must stay home for 5 days.

COVID-19 symptoms which must be fully resolved before a child or staff member can return:	COVID-19 symptoms which must be improving before a child or staff member can return:
<ul style="list-style-type: none"> ◆ Feeling feverish: Having chills or fever of 100.4° or greater ◆ Shortness of breath or difficulty breathing ◆ Nausea, vomiting, throwing up ◆ Diarrhea or Cough 	<ul style="list-style-type: none"> ◆ Sore throat ◆ Runny nose or congestion ◆ Muscle or body aches ◆ Headache or Fatigue ◆ New loss of taste or smell

4. REASONS TO KEEP CHILDREN AT HOME

1. Child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness is on the list, and staying home is required.

5. OTHER ILLNESSES

Illnesses that require you to go home:	When individuals may return:
☹ Diarrhea, Vomiting or Throwing up	☺ 24 hours after last episode
☹ Fever of 100.4°F or higher (100°F or higher for babies 4 months or younger)	☺ 24 hours without fever-reducing medication and when symptoms improve
☹ Flu or Flu-like symptoms: Fever, sore throat, runny nose or congestion	
☹ Croup, RSV, Strep Throat	
☹ Chicken Pox	☺ When blisters have dried without lesions for 24 hours
☹ COVID-19	☺ After isolating for 5 days, without fever and only mild symptoms
☹ Head Lice, Ringworm, Impetigo	☺ 24 hours after the first treatment has started
☹ MMR, Whooping Cough	☺ Once no longer contagious

MEDICATION & ALLERGIES

Please fill out the [Medication Administration Authorization Form](#) if your child requires **ANY medication while in our care**. ALL medication must have a doctor's prescription (over the counter drugs included in original packaging) in order for staff to administer it. Medicine containers must bear the original pharmacy label showing the prescription number, name of medication, date filled, physician's name, child's name, and direction for dosage; and include a written order from a health care provider. *We are not permitted to administer homeopathic remedies.*

Parents / Caregivers should check-in with counselors daily to make sure children are wearing an "allergy tag" and have all correct information required for your child.

WEATHER POLICY

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Wind Speed in mph										
Air Temperature	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)														
Relative Humidity (Percent)														
Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100	
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
110	136													

SUNSCREEN and SUN PROTECTION

Children will need sunscreen applied prior to drop-off in the morning. Staff will reapply every 60 minutes of continuous time outdoors and again after lunch and when going outside.

COMMUNICATION

Counselors are busy throughout the day and may not have their cellphones readily available. If you would like to discuss anything with a program coordinator, please make an appointment. We are happy to hear from you!

IN CASE OF EMERGENCY, ACCIDENT OR INJURY

Each day your child attends camp, parents/guardians will be asked to provide an emergency telephone number on our sign in sheets. In the event of a medical emergency, the parents will be notified, an EMT will be called and the child may be transported to Aspen Valley Hospital or the Snowmass Clinic. Staff members are trained in First Aid and CPR. Accident reports will be filled out by a teacher. Evacuation notices are posted in each room of the building in case of fire or other disaster. The fire department schedules fire drills and practices evacuation procedures once a month for our building.

IN CASE OF MEDICAL EMERGENCY, a child will be transported to SNOWMASS CLINIC, 77 Wood Road, Suite #N200 Snowmass Village, CO 81615. Phone: (970) 544.1518. Below, provide your child's Physician and Dentist name, address and phone number.

EMERGENCY AND DISASTER PREPAREDNESS

Evacuate. We leave the building, go to Capitol Peak: take attendance, call parents/ guardian at the number registered on sign-in sheet and relay information for reuniting the family.

Lockdown, Shelter in Place, Active Shooter and/or Lockout. The Staff in the building secure perimeter and seek shelter in a secure location within our building. We lock classroom doors, turn out the lights, move away from sight, do not open the door, maintain silence and take attendance. Parents/ Guardian will be called at the registered number on the sign-in sheet and given information for reuniting the family.

LOST/FOUND CHILD PROTOCOL

Upon noticing a child who has separated from a teacher/counselor, the following steps must be taken:

1. When there is a **lost child**, staff will immediately call CAS front desk at: 970.923.8733
 - a. Give a clear description of the child and color of their jacket/shirt. HQ / Front Desk will radio all counselors and information to mountain patrol. Staff will be instructed to hold the child if found and call HQ.
2. If a child is found and not with their class: Keep the child with your class and call the Front Desk.

KIDS AGREEMENT

Remember to always:

- Use nice words and actions.
- Share things that belong to Camp.
- Take only the things that belong to you.
- Treat all games, equipment and Camp property with respect.
- Be nice to all kids and counselors at Camp.
- Not bring anything to Camp that could hurt anyone else.
- Have a really awesome time at camp every day!

If you break the Agreement, you may be asked not to come back to Camp ... and that would make us very sad.

CAMPER CODE OF CONDUCT

Campers need to respect each other and the staff. No cursing, hitting, punching, biting, spitting or bullying. Camp maintains an age-appropriate environment. We do not tolerate inappropriate language and actions.

Camp will not tolerate the presence of any type of weapon; this includes pocket knives.

Physical violence or acts of harassment will not be tolerated.

Violation of the above rules may result in removal from the program.

GENERAL CHILD CARE POLICIES

The following policies are used as a preventative measure ensuring the safety of children in our care.

- No employee is to be alone with a child in an enclosed space. Doors will be left open so an adult can be seen by others.
- Bathroom policy/potty accidents - If help is needed with a child of the opposite sex, the staff member will ask for assistance from someone of that gender. If that is not possible, two adults will be present. A male instructor may not change a child's diaper under any circumstance.
- Staff will inform the Director and parents/caregivers of any unusual events which occur—falls, bumps, scrapes, etc. Staff will note the daily report and will fill out Accident/Incident report form.
- Staff will accommodate children with special needs and may be enrolled without prior notification from parents/caregivers. CAS does not discriminate based on need; however, additional support may be requested.
- The CAS Director will decide if a child should be asked not to return to camp.
- If a parent has a complaint or concern, the Director shall be notified.
- Everything will be written on the day-sheet, inclusive of garment top/jacket/shirts color in case of emergency.
- If there is a visitor, make sure that they have signed the Visitors Log and ensure the visitor writes/states the reason for visiting Camp. Do not let a visitor wander through Camp without an employee escort.
- All information concerning the children and/or their families is confidential.

GUIDANCE, POSITIVE INSTRUCTION, BEHAVIOR & CONSEQUENCES

The following discipline and child abuse codes MUST be adhered to:

- We will not permit an employee or child to use corporal or other punishment, including but not limited to; pinching, shaking, spanking, punching, rough handling, hair pulling, or any humiliating or frightening method of discipline to control the actions of any child or group of children.
- Children shall not be subjected to threats.
- Punishment shall not be associated with rest, toileting or food deprivation.
- Separation, when used as guidance (used to be called "discipline"), shall be brief and appropriate for the child's age. The child shall be within sight of an adult in a safe, lighted, well-ventilated area.
- No child shall be isolated in a locked, closed room, or closet.
- Children shall be given multiple chances to stop inappropriate behavior.
 - Adults should attempt to engage the child in another activity (re-direction).
 - If the inappropriate behavior continues after adults have made many attempts to work with the child, then the director may need to set-up a plan with the parents.
- If a child physically hurts another child repeatedly, the director may choose not to have the child in the program. This decision may NOT be made by anyone other than the Director.
- If a child's attention span or age is such that he/she cannot join group activities (i.e., story time), the adult shall find an alternative activity for that child such as looking at books in the quiet corner.
- **Staff will adapt general programming and activities, within reason, to help children succeed in our program.**
- **Children that require more support and accommodation will need to discuss alternative care with the Director of Camp Aspen Snowmass.**
- Verbal abuse or derogatory remarks about a child, family, race, religion or cultural background shall not be permitted.
- Disregard of any of the foregoing disciplinary rules or any disciplinary measure resulting in physical injury or abuse to any child shall be grounds for immediate dismissal.

SECURITY POLICY

- Parents/ Guardians need to sign their child IN and OUT of the facility daily.
- NEVER release a child to a parent while outside!! If you question the identity of the adult picking up a child, **call the front desk for verification.**
- Parents may NOT enter any of our "PARENT FREE ZONES" and are allowed in our areas at drop off & pickup only.
- Parents / Guardians are welcome to call the front desk as often as they like to check on their child and/or stop in at the front desk. 970.923.8733
- Please question ANYONE you see wandering around the facility, escort them out to the front desk.
- The back exit doors of each room need to remain CLOSED. Entry doors, kitchen and diaper area doors need to remain closed at all times. The Treehouse is a monitored facility, and adults will be asked to have escorts throughout the building at the discretion of CAS staff.
- When on the playground, all gates need to be shut and locked. NO ONE is allowed through the playground when children are outside. Direct other personnel to use the Main Treehouse entrance.
- While on the plaza, children need to be strapped into a buggy. Older children shall have staff members within sight at all times.
- NEVER leave any children unattended.
- Children need to be accompanied by an adult in the bathrooms. Main bathroom doors of the Treehouse will remain open from 8 AM – 4 PM and when children are present.
- No one may photograph children in our program without a signed model release from the child's parents.
- Communication: Staff are not authorized to talk to any media people or allow children to be photographed without parental consent.

CHILD ABUSE REPORTING

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for the Pitkin County Department of Social Services is (970) 429-2040. Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect.

FILING A COMPLAINT

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. A child's educational, physical, emotional, and social development will be nurtured in a well-planned and well-run program. Caregivers are welcome to observe the program, with regard to the children's health, safety, equipment, play materials, and staff. For information about the childcare facilities or complaints contact:

Department of Human Services, Division of Childcare. 1575 Sherman St., Denver CO. 80203-1714.
PHONE: (303) 866-5948