



SUMMER 2023

Handbook

Camp Aspen Snowmass at 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 child care 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 and LOCATION

June 5th 2023 – August 25, 2023. Drop off is between 8 – 9 AM and pick up is between 3 – 4 PM in the Treehouse Kids' Adventure Center in Snowmass Village, 120 Carriage Way.

CAMP ASPEN SNOWMASS, PO Box 1248, Aspen, CO 81612
Tax Identification Number: 84-0994002

PURPOSE, PHILOSOPHY and GOALS

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

All forms must be completed **PRIOR** to your child's first day of attendance. Click on the live links in **blue** to open the forms on a new tab.

1. Log into your: [Aspen Snowmass Account](#) and complete the [Camp Aspen Snowmass Registration Form](#)
2. If your child has health care needs or medication we need to administer during the day, your child's health care provider must complete the [Medication Administration Authorization Form](#). Alternatively, you may provide us with a copy of your child's current health care plan signed by your child's health care provider.

Our nurse consultant will review your child's care plan and contact you, if necessary. Please upload all paperwork camp@aspensnowmass.com with your child's name in the subject line.

3. [Immunization Record](#) – This is only required for children attending 10 or more days this season.
4. All children ages 4 and under must also complete a current [General Health Appraisal Form](#).

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** at: 303.866.5948. Their address is: 1575 Sherman St., Denver CO. 80203-1714

CANCELLATION / CHANGE POLICY

All activities must be cancelled or changed 48 hours in advance for a full refund. Camp Season Passholders will be charged \$91/day for all reservations not changed or cancelled 48 hrs in advance. For children enrolled in the 3-day Mtn. Bike Camp, all changes must be made 72 hrs in advance.

Please report all cancellations, illnesses, and 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 have the option to choose another activity for the day if any activity is cancelled.

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

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 a child has been abused, you should seek immediate assistance from your county department of social services. The phone number to report child abuse for the Pitkin County Department of Social Services is (970) 429-2040. You may also call the statewide hotline, 1-844-CO-4-KIDS, to report suspected child abuse or neglect.

All licensed child care providers are mandated reporters that suspect child abuse or neglect, and follow the law set forth by the state of Colorado. Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, all staff members are required by law to report any incidents or suspected cases of child abuse or neglect. Reporting suspicious child abuse is very difficult. It is unlawful to deliberately make a false report of child abuse. These reports will be filed with the Pitkin County Department of Human Services and/or the Pitkin County Sheriff's Office.

To understand child sexual abuse, misconduct, and the tools to prevent it, staff complete Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter training) prior to working directly with children. This training occurs yearly. Additional training and education are given to staff throughout the season. These guidelines are important to us because we care and are committed to building a community that is safe for children.

SOME OF THE WARNING SIGNS OF ABUSE AND NEGLECT MAY INCLUDE:

- Unexplained injuries
- Changes in behavior
- Fear of going home
- Changes in eating or sleeping patterns
- Inappropriate sexual behaviors

DAILY ENROLLMENT ACCOUNTABILITY

- Parents/ Caregivers must sign campers in every morning and sign the child out during afternoon pickup with designated camp staff. This is done using iPads for each activity.
- Parents / Caregivers will provide a daytime contact phone number, end of day pickup location, and let staff know of any special requests.
- Adults must have their Camp Aspen Snowmass issued security pass for pickup or answer security questions.
- Counselors will sign children out when children leave the Treehouse facility using a master whiteboard listing children's names, time, and destination.

COMMUNICATION

Counselors are busy throughout the day and may not have their cellphones readily available. If you have schedule changes, issues, or problems please contact the front desk at: 970.923.8733. If you need to speak to a program coordinator, please get in touch as we are happy to hear from you.

MEALS AND SNACKS

Camp Snowmass provides morning and afternoon snacks for all campers. All campers will need to bring their own lunch. **The Treehouse is a NUT-FREE facility.** We follow all child care health and nutrition regulations set forth by the Colorado Department of Public Health and Environment.

MEDICATION & ALLERGIES

If your child has health care needs or medication we need to administer during the day, your child's health care provider must complete the [Medication Administration Authorization Form](#). Alternatively, you may provide us with a copy of your child's current health care plan signed by your child's health care provider.

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.

Our nurse consultant will review your child's care plan and contact you, if necessary. Please upload all paperwork to: camp@aspensnowmass.com with your child's name in the subject line.

PROGRAMMING CHANGES DUE TO COVID-19

In order to keep everyone safe and our doors open, we adapt our programming as necessary and follow all county and state guidelines.

ILLNESS PROTOCOL

Illnesses that require you to go home:

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

Employees will wear gloves when handling food, changing diapers, cleaning noses, or handling wounds.

SICK POLICY

If a child becomes ill during the day, the counselor will notify the Front Desk and inform the director as needed. They will make the decision to call the parents

Quarantine: Authorized adult on file will be responsible to pick up a child within the hour.

REASONS TO KEEP CHILDREN AT HOME:

- Child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
- 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.
- A child needs more care than teachers and staff can give while still caring for the other children.
- The child or staff member has symptoms or an illness is on the list, and staying home is required.

PLEASE NOTE: Our program is not staffed or licensed to care for ill children. Please do not bring a child to camp who is exhibiting symptoms of a cold, sore throat, rash, diarrhea, fever, or who has vomited in the past 24 hours. If your child develops any of these symptoms during the day, you will be contacted immediately and asked to pick up your child within the hour. It is the parent's responsibility to provide alternative care at this time. Your child's exposure to, or exhibiting any symptoms of any communicable disease (such as chicken pox, measles, mumps, whooping cough, strep throat, pink eye, RSV, Covid-19, etc.) should be reported immediately to our staff. Exposure to communicable diseases will be posted to inform other parents. Outbreaks of certain diseases must be reported to the Center for Disease Control.

Staff

- Do not enter the building or come to work if you are sick.
- Call the director and the Front Desk if you are sick or exhibiting symptoms listed above in the Illness Protocol.
- Always carry a Ziplock bag with latex gloves, wipes, band-aids and tissues.
- Report all sick children to staff immediately.

IN CASE OF EMERGENCY, ACCIDENT OR INJURY

Each day your child attends camp, Parents/ Caregivers will be asked to provide an emergency telephone number on our sign in sheets. In the event of a medical emergency, you will be notified, an EMT will be called, and the child may be transported to Aspen Valley Hospital or the Snowmass Clinic. All 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 Treehouse building, go to Capitol Peak, The Plaza or Fanny Hill: 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.

Reunification: Parents/ Guardian will be called at the registered number provided on the sign-in sheet. If parents cannot be reached at that number, we will call the emergency contact on file. Reunification protocol will be sent by camp staff. Specific protocols and updates can be found at all check-in areas.

CAMPER CODE OF CONDUCT

Our goal at CAS is to provide a healthy, safe, and secure environment for all campers. Children who attend camp are expected to follow the Code of Conduct below and to interact appropriately in a group setting.

1. We are responsible for our actions.
2. We respect each other and our environment.
3. We will care for ourselves and those around us.

4. Listening and paying attention are mandatory for a safe and fun camp.
5. Respect for all equipment, facilities, and grounds is expected.

Therefore, will not tolerate:

- ⊗ Offensive language, name-calling, and profanity.
- ⊗ Hitting, biting, kicking, pulling, fighting, and spitting.
- ⊗ Physical harassment and bullying.
- ⊗ Inappropriate touching.

DISCIPLINARY PROCEDURES

When a camper does not follow the Code of Conduct, we may take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and camp rules, and a discussion will take place.
3. The Camp Director will be notified of the problem and will meet with the child.
4. If the behavior persists, a parent / guardian will be notified of the problem.
5. If the problem persists and a child continues to disrupt the camp program, CAS reserves the right to suspend or remove the child from camp. If this were to happen, CAS will not grant a credit or refund for any camp payments.

The following behaviors are not acceptable and may result in the immediate and indefinite suspension of a camp participant.

- ⊗ Behaviors that endanger the health and safety of children and/ or staff
- ⊗ Stealing or damaging CAS property or the personal property of others
- ⊗ Leaving the camp program without permission
- ⊗ Bringing to camp or threatening to use weapons (this includes pocket knives)
- ⊗ Inappropriate behaviors or actions towards others.

CELL PHONE AND ELECTRONIC POLICY

Cell phones and other electronic devices have become a way of life, a technological convenience that has impacted all of our lives in one way or another. At CAS, the safety, program quality, and fostering positive social interactions are our highest priorities. For camper safety, privacy and overall well-being, we ask that our camp families support our cell phone/technology policy, so we can promote a healthy camp environment.

*CHILDREN WITH CELL PHONES WILL ASSUME ALL LIABILITY AND MAY ONLY BE in possession of their cell phone during daily supervised 'device time', which includes only communication to parents / guardians, no video games nor inappropriate device use. All other electronic devices are prohibited at camp.

*We ask that you do not call your child during the day. If you have an urgent message for your child, please call the camp office at: 970.923.8733.

If a camper brings a cell phone on their adventure, he/she will be asked to put their phone in their backpack with it powered off or it may be collected by a counselor.

The unacceptable use of personal electronic devices includes, but is not limited to, the following, which are prohibited:

- Using a personal electronic device to harass, bully, abuse, threaten, or defame the character of another.
- Using a personal electronic device to engage in, support, or promote harassment or discrimination of an individual in violation of any CAS or Aspen Skiing Company policies.

- Using a personal electronic device to send messages, images, website postings, or other content of another
- Sending or forwarding sexually explicit messages, photographs, or images.
- The making, attempting to make, sharing, or distribution of an audio or visual recording, or photographing of, any person(s) without the knowledge and consent of all such person(s)
- Disrupting or disengaging from any CAS activity by using a personal electronic device

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.

In order to provide a safe and secure facility, parents / guardians are asked to follow:

- Parents / Guardians will sign in and out from the outside back doors to each classroom. Parents may NOT enter any of our "PARENT FREE ZONES." We will limit the Treehouse entrance/ exit as needed.
- 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.
- Parents / Guardians are allowed in and out of the daycare area at drop off and pick up ONLY! These zones may change as needed. No additional visitors are allowed in the Treehouse at this time.

LOST and FOUND CHILD PROTOCOL

- Upon noticing a child who has separated from a counselor, staff will immediately call the CAS front desk at: 970.923.8733. Give a clear description of the child and color of their jacket/shirt. The Front Desk will radio all counselors and give information to mountain patrol. Staff will be instructed to hold the child if found and call the Front Desk.
- If a child is found and not with their class: Keep the child with your class and call the Front Desk.

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								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	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)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	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. WE USE SUPERGOOP. The ingredient list is posted outside every check-in station.

DROP OFF AND PICK UP

Snowmass

Aspen