



# SUMMER 2024

## Parent / Guardian Handbook

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

Front Desk: 970. 923.TREE (8733)

[camp@aspensnowmass.com](mailto:camp@aspensnowmass.com)

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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*

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**CAMP ASPEN SNOWMASS, PO Box 1248, Aspen, CO 81612**

Tax Identification Number: 84-0994002

## **DATES, TIMES and LOCATION**

Monday through Friday, June 3, 2024 through August 23, 2024.

Drop off is between 8 – 9:30 AM with programming beginning at 9:30 AM. Afternoon pick up is by 4 PM.

Camp Aspen Snowmass is located at the Treehouse Kids' Adventure Center in Snowmass Base Village, 120 Carriage Way.

## **SNOWMASS MORNING DROP OFF AND AFTERNOON PICK UP**

**Snowmass** drop off is between 8–9:30 AM at The Treehouse, 120 Carriage Way, Snowmass Village. Programming begins at 9:30 AM. Pick up is between 3-4 PM. There is free 30 minute parking is available at the drop off location and free all-day parking is available in the nearby parking garage.

## **ASPEN MORNING DROP OFF AND AFTERNOON PICK UP**

Drop off is between 8-8:30 AM at Koch Park, 120 West Cooper Avenue, Aspen. Pick up is at 4 PM. Only children 5 and over are allowed to ride the bus. Reservations are required and space is limited. Please email [camp@aspensnowmass.com](mailto:camp@aspensnowmass.com) for reservations.

Note that children will not be allowed use their cell phones while riding the bus. Counselors reserve the right to take phones for the duration of the ride if a child does not put their phone away when asked.

Last minute schedule changes should be made through the Front Desk at 970.923.8733

## **PURPOSE, PHILOSOPHY and GOALS**

To provide a stimulating, high-quality day camp and child care 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.

## **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

## **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. Please upload all paperwork [camp@aspensnowmass.com](mailto:camp@aspensnowmass.com) with your child's name in the subject line.

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.

3. [Immunization Record](#) – You are required to download and fill out this form if your child is 4 & under and attending camp for any number of days this summer OR 5 & over attending camp for more than 10 days this summer.

4. **All children ages 4 and under must also complete** a current [General Health Appraisal Form](#).

## **CANCELLATION / CHANGE POLICY**

All Camp Aspen Snowmass and Bike School reservations must be cancelled or changed 7 days in advance for a full refund. Camp Season Passholders will be charged \$98/day for all reservations not changed or cancelled 7 days in advance.

Please report all cancellations, illnesses, and requests through the front desk (970.923.8733) or through email [camp@aspensnowmass.com](mailto: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, and follow the law set forth by the state of Colorado if they suspect child abuse or neglect. 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 are required to attend ongoing training. 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

- Enrollment is recorded on iPads for each activity.
- Parents/ Caregivers must sign campers in every morning and sign the child out during afternoon pickup with designated camp staff.
- 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 and/ 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

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 to set up an appointment. We are happy to hear from you.

## MEALS AND SNACKS

Camp Snowmass provides morning and afternoon single-serve snacks for all campers. All campers will need to bring their own lunch and water bottle. **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.

*All staff members have signed a statement indicating that they have read and have been trained on the administration and medication policies and procedures.*

Our nurse consultant will review your child's care plan and contact you, if necessary. Please upload all paperwork to: [camp@aspensnowmass.com](mailto: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. Visit: [Pitkin County Public Health](#) for the most up-to-date 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, Conjunctivitis (pink eye), 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.

## **EMERGENCY AND DISASTER PREPAREDNESS**

**Evacuate.** We leave the Treehouse building, and go to Capitol Peak, The Plaza or Fanny Hill. We 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 are posted 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. We respect all equipment, facilities, and grounds.

### **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 weapons 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/ Guardians 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 accommodate children with special needs that may be enrolled without prior notification from Parents/ Guardians. CAS does not discriminate based on need; however, additional support may be requested.
- The 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 (including iPads), inclusive of garment top/jacket/shirts color in case of emergency.
- Visitors sign a log and state the reason for visiting Camp. A visitor may not 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 support 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.
- Verbal abuse or derogatory remarks about a child, family, race, religion or cultural background will 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 / Guardians may NOT enter any of our "PARENT FREE ZONES."
- Parents / Guardians 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.



