

Breckenridge Resort Summer Day Camp Parent Handbook



Dear Parents:

Welcome to the Breckenridge Resort Summer Day Camp!

Each parent and/or guardian is responsible for reading this parent handbook and any supplements which we may give you from time to time. The Breckenridge Summer Day Camp will attempt to notify you in writing of significant changes in services, policies, or procedures listed in this handbook. We encourage you to offer suggestions, comments, and constructive criticism as well as provide your moral support.

Our Purpose Statement:

Breckenridge Resort Day Camp strives to ensure a positive and healthy experience for children, parents, and employees. Our goals are to be courteous, knowledgeable, and efficient in providing a day camp experience. Our facility is a stimulating and secure environment that is well maintained and specifically designed with your children in mind.

We want to provide lots of fun and learning for your children!

The Breckenridge Resort Day Camp program prides itself on its professionalism and invites all parents to contact the appropriate counselor if a problem should arise or if you wish to discuss your child's experience. Communication is vital to a successful operation. Supervisory staff is available at all times.

We hope The Breckenridge Resort Summer Day Camp will be enjoyable for your child, and we are thrilled to be a part of your child's growing years!

Sincerely,

The Breckenridge Resort Summer Day Camp Staff

BRECKENRIDGE RESORT DAY CAMP PHONE NUMBERS

- Breckenridge Information 970-453-5000
- Breckenridge Ski Resort 970-453-5000
- Peak 8 Kids' Castle (Camp HQ) 970-496-7445
- Tessakay Cameron – Director tcameron@vailresorts.com 970-496-7445
- Jennifer Tarrant – Sr.Manager Child Care jtarrant@vailresorts.com 970-496-7445

REGISTRATION PROCEDURES

Admission procedures must be completed prior to the child's attendance at the Child Care Program and must include:

- 1) A completed Breckenridge Resort Summer Day Camp Registration and Authorization form.
- 2) Explanation of the Breckenridge Resort Summer Day Camp policies and procedures. Parents' signatures, indicating that they have read and agree to the Breckenridge Resort Day Camp policies and procedures.

Employee parents must complete all required registration materials for their child's file in accordance with the Colorado State Rules and Regulations. Breckenridge Resort Day Camp must have the following paperwork on file on your child's first day:

- 1) Enrollment Form/Waiver
- 2) Information Sheet
- 3) Co-Authorization
- 4) Sunscreen Permission
- 5) Field Trip/Excursion Form
- 6) Immunization Records (must be brought on first day of attendance) (can also email to jtarrant@vailresorts.com)

******If required paperwork is not complete by the first day of the child's attendance, your child will not be permitted to attend until all required paperwork is completed and returned to the Center******

We appreciate your promptness in completing and returning forms to the Breckenridge Resort Summer Day Camp. These forms are required by the State of Colorado and could jeopardize our license if we are not in compliance.

HOURS OF OPERATION

- June 6, 2019 – August 21, 2019
 - Hours: Monday - Friday 8:00 AM – 5:00 PM
- ** Keep in mind that we close at 5:00. Please respect our employees by picking your child up before closing time.****

AGES

The Breckenridge Resort Summer Day Camp accommodates children ages 5 years to 13 years.

SPECIAL NEEDS

Services will be available for children with special needs in compliance with the Americans Disabilities Act. If a child requires one on one care, advance notice is necessary in order to staff appropriately.

WHAT TO BRING

The following are lists of items you need to bring for your child:

- Backpack
- Hiking Shoes
- Hat
- Sunglasses
- Changes of Clothes
- Waterproof coat/jacket
- Sunscreen
- Water bottle
- Please NO electronics, games, toys, wallets, or money

Please send your child in clothes that can get messy and stained. Also do not send jewelry and/or other items that are of value with your child to Camp.

CLOTHING AND OTHER BELONGINGS

Camp T-Shirt-All children must wear a camp t-shirt while attending camp. The first t-shirt will be provided with initial reservation. Parents may purchase additional t-shirts for \$10.

Cubbies: Each child will have their own cubby to store extra clothing and sunscreen.

The staff is not responsible for any of the children's belongings; therefore you should send only what is necessary. Labeling your child's belongings is highly recommended.

Here are a few suggestions that may be helpful to you:

- Children should wear closed toe shoes in order to participate in both indoor and outdoor activities.
- It is not recommended that children bring any toys or any other personal items to camp.

LOST AND FOUND

Although staff at Breckenridge Resort Summer Day Camp cannot be responsible for lost items, there will be a box in the Kids Castle of items that are not claimed or if an item is lost around the resort it will be turned in to Guest Services located inside Ski Hill Grill. If your child has lost an item, please check in the lost and found.

ITEMIZED FEE SCHEDULE

Full Day Program: \$95 8:00-5:00

- A. We open our doors to guests beginning at 8:00am and require pick-up by 5:00 pm. Lunch and snack will be included. Reservations will be highly recommended and walk-ups will be accommodated when space is available.

AM Half Day Program: \$65 8:00-12:00

- B. This program begins in the morning, and ends before lunch. Morning snack is included. Add on lunch for an additional charge of \$10.00. With lunch add on then pick up at 1:00.

PM Half Day Program: \$65 1:00-5:00

- C. This program begins after lunch time, and pick-up is at the end of the day. Afternoon snack is included. Add on lunch for an additional charge of \$10.00. With lunch add on then drop off at 12:00.

LATE ARRIVAL POLICY

- Morning Check in time is 8:00am. Afternoon Check-In time is 1:00pm.
- When a child arrives late or after the group has begun their activities the director will contact the appropriate counselor via cell phone or radio. If the group has already left the Castle, the child will not be able to check in until the group returns to the Castle.
This will be handled on a case-by-case basis.

LATE PICK UP POLICY

- Please make note of our closing times. We appreciate your promptness in picking up your child at the end of the day. Please call the Breckenridge Resort Day Camp at 970-453-5000/970-496-7445 if you are going to be late. There is a **\$1/minute charge for late pick-ups**.
- According to state regulations, the police will be notified at 6:00pm if there has not been any contact with parents and a child remains in our care.

SIGN IN & SIGN OUT

It is necessary that all children be signed in and out each day that they are in attendance.

- The sign in/out clipboards are located in the lobby by the registration desk. Please fill out information accurately.

DISCIPLINE POLICY

Breckenridge Resort Summer Day Camp strives to provide a positive environment for the children. Any disciplinary procedure is handled calmly, positively, and on an individual basis. We want to work with you, the parents. We welcome your suggestions. Our philosophy on discipline is based on the following:

- A child with a disciplinary problem should be removed from the other children if at all possible. Redirection or a quiet alone time will be used rather than “time-out”. We immediately try to direct them to an alternative activity and discuss the behavior that was inappropriate.
 1. The child and counselor will discuss the situation.

2. Parents are informed of discipline problems that can endanger their child or other children, such as the following:
 - Hurting others by biting, hitting, scratching, etc.
 - Leaving the group or room
 - Excessive use of inappropriate language or actions
- **Under no circumstances** shall a caregiver physically punish a child. Under no circumstance, shall any child be disciplined with physical punishment or ridicule. Furthermore, food and outside time privileges cannot be used as a punishment, reward, or for coercion at camp. Under no circumstances shall a counselor threaten to take away a child's lovey (comfort item); a child should have access to these items as needed.

TV/VIDEO POLICY

At Breckenridge Resort Summer Day Camp our goal is to have our campers out in nature exploring, learning, and having fun; therefore TV will only be used to show educational videos pertaining to the theme of the week.

VISITOR POLICY

In an effort to provide the best camp experience possible, in the safest environment possible, Breckenridge Resort Summer Day Camp has a **No Visitor Policy**. All of us need to remember that camp ultimately is for and all about our campers. As a result, visiting time is restricted and we do not allow parents, relatives, or friends to visit our campers during camp. This allows time for the campers to develop the independence, camp friendship, and life skills that are so essential to a great camp experience and their futures.

FIELD TRIPS

We do go for hikes, excursions, and/or gondola rides; we have included a general release for these off site excursions in your enrollment packet. If the center plans a field trip to town, parents will be given written notification of the excursion as well as a release for that special event. There will be an additional fee added for any special activities that are planned. That fee is subject to change depending on the activity.

INCLEMENT WEATHER POLICY

- Breckenridge Resort Day Camp will remain open unless the State of Colorado declares a state of emergency.
- In excessively hot weather, we will limit our outdoor time to no more than 10 minutes at a time.
- In excessively cold weather, we will not be going outdoors.
- In case of severe thunderstorms children will remain indoors or taken to the nearest resort property if out on a hike or riding the chair lift.

ILLNESS, ACCIDENTS & INJURIES

In case of illness, we will make an immediate attempt to contact a parent. We ask that you return our call in a prompt manner while we make your child feel as comfortable as possible.

For accidents that require more attention than the common bump or bruise, you will be notified immediately, and an accident log will be completed. We require your initials on the log.

In the event of a serious accident ski/bike patrol will be called to The Breckenridge Resort Day Camp immediately and the parents will be notified. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers and other pertinent information.

CHILDREN'S WHEREABOUTS

Whenever a group is out of the facility on a hike, excursion, or to lunch, a list of students assigned to each counselor will be kept at the Kids Castle. Each counselor will carry a list of students assigned to them at all times. Each counselor will carry a radio/cell phone to allow for immediate contact with the Breckenridge Resort Day Camp.

EMERGENCIES

- In the event of a lost child, all mountain authorities as well as all local authorities will be notified.
- In the event of a fire, children will be taken to the nearest safe building. (SSV Rental & Retail structure, One Ski Hill Place, or Administration Building)

SAFETY/RELEASE

- When you register your child at the Breckenridge Resort Summer Day Camp, you authorize specific individuals to pick up your child. We expect you, the parent or guardian, to pick your child up each day. Please speak to a supervisor and to your child's counselor directly if someone else will be picking up your child. Persons designated for pick up must be at least 18 years of age. Please inform whoever is picking up your child that photo identification/security code will be required to release your child to them. A security code is a four digit number that the parent or guardian creates at time of check-in. Anyone over 18 years of age with the security code can then pick-up the camper.
- Releasing a child into a potentially hazardous situation would constitute endangerment. It is our policy, therefore, that we will detain any person picking up a child whom we deem too impaired or unauthorized to safely transport and/or care for that child. We will make every effort to locate an alternate person to pick up the child from the emergency numbers provided by the parents. If any angry or hostile situation occurs we reserve the right to contact the Breckenridge Police Department to ensure the well-being of our staff and the children. We also reserve the right to contact Child Protective Services, if necessary.

MEDICATION

If your child should need medication, the following state guidelines must be followed:

- The use of prescriptive or non-prescriptive medication shall be provided only on a written order or a prescription from a physician to the parents. Copies of the required forms are provided in the enrollment packet. Please ask a supervisor if you need additional copies for your physician.

- Medication prescribed for an individual child shall be kept in the **original** container bearing the original pharmacy label which shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage.
- "As needed" is not an acceptable directive for any medication administered at the center. Your child's written order must state a specific time for medication to be administered.
- Colorado law prohibits us from administering medication to any child who does not have a written medication treatment plan in place.
- All children's medications are stored in the dry kitchen or dry kitchen refrigerator.

TRANSPORTATION

- Children will not be transported off the resort property without your permission except in the case of a fire or resort/city emergency.

LUNCH/SNACK

Lunches and snacks are provided for children who are capable of eating items from our regular menu. We try to provide balanced meals and encourage children to try everything on their plates. Weekly menus are posted in each classroom. All classrooms at the Breckenridge Resort Day Camp are NUT FREE – please do not send your child with any food containing nuts, etc. If your child has food allergies please provide your child's food for the day.

PARENT/COUSELOR COMMUNICATON

- We encourage parents to talk to their child's counselor(s) on a daily basis.

WITHDRAWAL NOTIFICATION

- If you need to withdraw your child from the Breckenridge Resort Summer Day Camp, we require advance notice. Children must be checked out with a counselor and adhere to our check out procedures.

PARENTAL NOTIFICATION

- Breckenridge Resort Summer Day Camp will notify parents/guardians if the program is no longer able to serve children. Breckenridge Resort Summer Day Camp will notify parents or guardians in writing of significant changes in its services, policies, or procedures so that they can decide whether the center continues to meet the needs of the child.
- If a child is withdrawn from a Breckenridge Resort Day Camp program for any reason, the parent/guardian is responsible for notifying the Director.

COMPLAINTS

- To report any complaints about the childcare see 7.701.5 General Rules for Childcare Facilities, which are on file at the Breckenridge Resort Day Camp. The information must include the complete name, mailing address, and telephone number of the Breckenridge Resort Day Camp.

REPORTING CHILD ABUSE AND NEGLECT

- Each staff member of the Breckenridge Resort Summer Day Camp is required to read and sign a statement clearly defining the child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to Colorado State Law.
- To report any cases of child abuse and/or complaints that pertain to the Breckenridge Resort Day Camp Programs, please contact the Social Service Department in Denver at (303) 866-5958. Colorado Division of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714. For additional information, see 7.701.5 General Rules for Childcare Facilities, which are on file at Breckenridge Resort Day Camp.
- Reporting suspected child abuse is a sensitive and difficult issue. The law is designed to protect children because they are unable to protect themselves. **It is essential that parents understand that educators have a legal obligation to report any suspected child abuse or neglect.** The staff of Breckenridge Resort day Camp program is mandated by law to report any incidents of suspected child abuse or neglect to the Department of Human Services.
- Releasing a child into a potentially hazardous situation would constitute endangerment. It is our policy, therefore, that **we will detain any person picking up a child whom we deem too impaired to safely transport and/or care for that child.** We will make every effort to locate an alternate person to pick up the child from the emergency numbers provided by the parents. If any angry or hostile situation occurs we reserve the right to contact the Breckenridge Police Department to ensure the well-being of our staff and the children. We also reserve the right to contact Child Protective Services, if necessary.

HEALTH GUIDELINES

One of the goals of the Breckenridge Resort Summer Day Camp is to provide a healthy environment for your child. In order to achieve this goal, we need your cooperation. The following are the guidelines that have been developed with the assistance of the Summit County Medical Center and the Colorado Department of Health. As a licensed child care facility, we are required to follow the guidelines to ensure the health and safety of all children enrolled. It is important for parents to note that just because a child is not able to attend child care based on the following guidelines; this does not automatically merit a visit to the physician.

HEALTH GUIDELINES FOR EXCLUDING CHILDREN FROM CHILDCARE

Additional health guideline or changes to the standard guidelines may be suggested by our public health nurse at any time. Any changes will be communicated to parents via e-mail.

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities, (such as; extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide because of the group environment. This also impacts the health and safety of the other children if a teacher's time is consumed by one child.
3. The illness or symptom is on the following list and exclusion is recommended.

| ILLNESS | CHILD EXCLUSION? |
|---------|------------------|
|---------|------------------|

| | |
|---|---|
| DIARRHEA - frequent, loose watery stools compared to the child's normal pattern; not caused by diet or medication | YES - if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or in the toilet. |
| FEVER with behavior changes or illness. *Note: an unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and required immediate medical attention. | YES - when fever is accompanied by behavior changes or other symptoms of illness such as rash, sore throat, vomiting, etc. |
| FLU SYMPTOMS - Fever over 100°F with a cough or sore throat. Other symptoms of flu can include fatigue, body aches, vomiting, and diarrhea. | YES - for at least 24 hours after there is no longer a fever, without the use of fever reducing medicine. |
| COUGHING - severe, uncontrolled coughing or wheezing, rapid or difficulty breathing. *Note: children with asthma can be cared for in school with a written health care plan and authorization for medication/ treatment. | YES - medical attention is necessary. |
| Mild RESPIRATORY OR COLD SYMPTOMS - stuffy nose with clear drainage, sneezing, mild cough. | NO - may attend if able to participate in school activities |
| RASH with FEVER - *Note: Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice. | YES - seek medical advice. Any rash that spreads quickly, has open, weeping wounds, and/ or is not healing should be evaluated. |
| VOMITING - 2 or more episodes of vomiting in the past 24 hours | YES - until vomiting resolves or a health care provider decides it is not contagious. Observe other signs of illness or dehydration |
| CHICKEN POX | YES - until blisters have dried and crusted (usually 6 days) If blisters occur after vaccination refer to Health Dept. guidelines. |
| CONJUNCTIVITIS (PINK EYE) OR- pink color of eye and thick yellow/green discharge | YES - until 24 hours after treatment. If your health care provider decides not to treat your child, a note is needed. |
| CROUP (see coughing) - *Note: May not need to be excluded unless child is not well enough to participate in usual activities. | Seek medical advice |
| FIFTH'S DISEASE | NO - child is no longer contagious once rash appears |
| HAND FOOT AND MOUTH DISEASE (coxsackie virus) | NO - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling |
| HEADLICE OR SCABIES | May return after treatment starts |
| HEPATITIS A | YES - until 1 week after onset of illness or jaundice and when able to participate in normal activities |
| HERPES | YES - if area is oozing and cannot be covered, such as mouth sores |
| IMPETIGO | YES - for 24 hours after treatment starts |
| RINGWORM | May return after treatment starts. Keep area covered for the first 48 hours of treatment |
| ROSEOLA - *Note: a child with rash and no fever may return to school | YES - seek medical advice |
| RSV - (Respiratory Syncytial Virus) *Note: a child does not always need to be excluded unless he/she is not able to participate in usual activities | Seek medical advice. Once a child in the group has been infected, spread of illness is rapid. |
| STREP THROAT | YES - for 24 hours after treatment and the child is able to participate in usual activities |
| VACCINE PREVENTABLE DISEASES - Measles, Mumps, Rubella (German Measles), Pertussis (whooping cough) | YES - until determined not infectious by the health care provider |
| YEAST INFECTIONS -including thrush or candida diaper rash | NO - may attend if able to participate in school activities, follow good hand washing and hygiene practices. |

Breckenridge Resort Day Camp Daily Schedule

The Breckenridge Resort Day Camp offers a fun, interactive learning experience through nature hikes, games and activities. As day camp guides we will provide a similar time schedule for all kids, ages 5-13. Actual lesson plans

***Activities may vary depending on ages, interests, resources, and weather and health restrictions.**

| Breck Resort Day Camp Daily Schedule @Peak 8 | |
|---|--------------|
| Full Day & AM Check-in | 8:00 |
| AM Activities | 8:00 – 12:00 |
| Lunch (Full Day Reservations ONLY) | 12:00 – 1:00 |
| PM Check-in | 1:00 |
| PM Activities | 1:00 – 5:00 |
| Full Day & PM Check-out | 5:00 |