



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

**Eagle Pool & Ice Rink**

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

**Edwards Field House**

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

# REC KIDS DAY CAMP PARENT HANDBOOK

Dear Parents and Guardians,

Mountain Recreation camp staff and management thank you for sending your child / children to 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. Camps are run out of our three locations, the Gypsum Recreation Center, the Eagle Pool and Rink and the Edwards Field House. This summer, full day camps will not be available on July 4th, in celebration of Independence Day. If at any time camps will not be available or open for operation, all participants will be notified in advance.

## Fee Details

\$40 Daily

\$25 Half Day & Extended Camps

\$150 Weekly (Summer Only)

\$55 Friday Fun Days (Summer Only)

*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 N 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 turned in before the first day the child starts at camp. All current forms will be kept on file annually. 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.

*Refunds will not be honored if forms are not submitted by the registered camp day.*

*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 **must not exceed 12 years of age\****

State Required Forms are found at any of our three facilities and online at Mountainrec.org. Forms can be submitted to [knolasco@mountainrec.org](mailto:knolasco@mountainrec.org) or dropped off at any of our three location. Front desk associates will only receive COMPLETED forms. All lines must be filled out along with a copy of your child's immunization forms. Incomplete forms will not be saved.

**Forms may take up to 48 hours for approval. We do not recommend submitting forms day of camp.**

### 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:** A 50% refund will be issued when cancelled 48 hours or more prior to the start of the camp. All check and credit card refunds will include a \$5 surcharge. Refunds or credit will not be issued for missed days.

**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.

**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. If purchasing weekly (Mon-Thu) changes need to be made within the week purchased. You will not be able to trade days outside of that week.

**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.



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**Medications:** If your child needs to receive medication while at camp, please complete the Medication Administration Form this is available at any of our facilities. This form must be signed by both a Parent as well as a Person with Prescriptive Authority (Medical Professional). Please return this form to your camp location 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.

**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.

**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*

### What To Bring To Camp

Closed Toed Shoes  
Backpack  
2 Snacks and a Lunch  
Water Bottle

### DO NOT Bring To Camp

Playing Cards / Toys  
Electronics  
Money



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## Drop Off & Pick Up Times

7:30am – 8:30am & 4:30pm – 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.

## Friday Fun Days

During the summer we have Friday Fun Day Trips in which we leave our facility and travel to another area. The drop off times for Friday Fun Days are 7:30am – 8:00am.

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

## 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!

## Child Release Wavier:

If you wish to have your child sign themselves in and out of camp you must complete the Child Release Wavier, this form can be found online or emailed to you upon request. Children signing themselves in and out of camp will be allowed to do so within these time blocks:

7:30AM – 8:30AM & 4:30PM – 5:30PM

When enrolled in Rec Kids Afterschool, all campers will be checked in by the camp instructor and campers must be signed out by an adult listed in the authorized pick up list.



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### **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. Children will be assigned to a specific counselor group for the entire program day 9am – 4pm and will remain with that counselor. Camp Counselors will take attendance several times during the day to ensure that all campers are accounted for. Prior to 9am and after 4pm, all campers will remain with designated counselor(s) during check-in and check-out time. We always provide a 1:15 staff to child ratio.

Rec Kids Camps end at 5:30 pm daily and all staff begin their closing clean up routine ***including checking every area of the building used by the program to ensure all children have been picked up for the day. Staff also check the outdoor play areas and program area to ensure that there are no children unaccounted for.*** If a child has not been picked up by closing time, the child will continue to be cared for by one of our qualified staff, and the parent/guardian will be called to ensure pick up. If the parent/guardian cannot be reached, the emergency contacts listed on the child's enrollment forms will be called. For each minute a child remains in our care after closing, a \$1.00 per minute fee will be charged to the parent/guardian. If a child remains in our care for more than an hour after the center has closed and we have been unable to reach a parent/guardian or emergency contact person, the center Director will contact local child protective services and/or law enforcement.

**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.

**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 at your camp's front desk.

**\*List of symptoms are on the attachments in the back of this packet\***



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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

### 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. Mentoring Techniques: A.) FLIP B.) 1,2,3 C.) Breathe with me D.) Learning through play
4. 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.

Staff are well trained and work hard to identify the social, emotional, and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent/guardian and begin with a parent/guardian-teacher conference. To better accommodate your child, we would like to work with the family to develop a plan of action. During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a discussed period of time. Once the child returns to our program, if the child is still a danger, then we will discuss if we are the best persons to be caring for your child. It is only as a very last resort that we would ask you to remove your child from care. When a situation occurs that make a child's needs difficult for staff and parent(s)/guardian(s) to adequately address the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.



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**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. Children will be taught monthly the procedure for emergency evacuations. In the event of a natural disaster, the children will be cared for until the parents are able to pick them up.

**Transportation:** During field trips, campers will be transported by Eagle County School District Buses. Our day camp follows all ECSD Transportation rules and regulations including all safety protocols. Mountain Recreation camp counselors will continue to follow the 1:15 ratio during all bus rides.

**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.

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

Any concerns regarding the Mountain Recreation facilities or programs can be directed to:  
Colorado Department of Human Services: Division of Child Care Services  
1575 Sherman Street- 1st floor  
Denver, CO 80203-1714  
(303) 866-5958  
(970) 328-7720

Most updated Licensing Inspection, Health Inspection, and Fire Inspection are available upon request.  
Please Contact Day Camps and Senior Supervisor

### CAMP DIRECTOR

Karen Nolasco | [Knolasco@mountainrec.org](mailto:Knolasco@mountainrec.org) | (970) 688 7329



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