



Get Ready for Camp!



Parent Handbook

Camp for Ages 5-11

www.avonrec.org



Avon Recreation Summer Camp and After School Program Contact Information

**Avon Recreation
Center:**
970-748-4060

Camp Cell Phones:
970-331-5684
970-376-3660

Camp Director:
Josh Auten
970-748-4059
jauten@avon.org

Avon Recreation Summer Camp and After School Program Parent Information Handbook

Purpose and Goals

The purpose of the Town of Avon camp is to get children involved in activities and to improve their physical and social skills in a fun and safe environment. Our camp offers a wide variety of activities, that will provide your child(ren) with memories that will last them a lifetime.

Staff will provide a variety of well-rounded activities for kids through playing games and a combination of other sports activities throughout the day. Most importantly, our staff wants your child(ren) to have fun, be safe, and enjoy their time at camp.

Registration and Cancellation Process

The Avon Recreation Department has a new reservation system with SmartRec, an electronic health record and registration system, to help us consolidate and integrate camper health information into a centralized and secure location. The system will give the Youth Programs Staff instant access to required emergency forms and information regarding allergies, medications, authorized pick-up persons, etc. The security, confidentiality and privacy of your child's personal information will always be protected. Only the Avon Recreation Department staff will have access to camper information.

Any cancellations and all questions should be directed to the Camp Director @ 970-748-4059 or jauten@avon.org.

The registration link to create an account & sign up is: [Sign-up | Amilia](#)

Camp registrations require payment at the time of registration. If you are interested in applying for financial assistance, you can look into Eagle County's Child Care Assistance Program (CCCAP). The Avon Recreation Center does not have any part in the CCCAP application process, we solely provide childcare and summer camp to those that qualify and have been approved by the County.

Notification When a Camper's Registration is Cancelled

You may at any point withdraw your child from camp. If the decision is made to withdraw the following steps will need to occur:

Call/Email: Camp Director @ 970-748-4059 or jauten@avon.org

If for any reason the program becomes cancelled, you will receive a 100% refund.

The Avon Recreation Center's Camp Cancellation Policy states:

Summer Camp and School's Out Camp Cancellation Policy:

Four days prior to start of the day(s) registered: No Refund

More than four days prior to the day(s) registered: Full Refund, minus a 5% processing fee

CCCAP Families, Two days prior to start of the day(s) registered: \$5 fee

CCCAP Families, More than two days prior to the day(s) registered: No action

After School Cancellation Policy:

After 12:00pm the day of the program: No Refund

Prior to 12:00pm the day of the program: Full Refund, minus a 5% processing fee

CCCAP Families, After 12:00pm the day of the program: \$5 fee

CCCAP Families, Prior to 12:00pm the day of the program: No action

In the event a patron or their dependent falls ill, becomes injured, or does not possess necessary skills, inhibiting their ability to participate in or continue participation in a program a refund may be given based upon the date of the refund request. Documentation (i.e. doctor's note) is requested for illnesses and injury claims.

In the event a patron requests a full refund due to level of service or other legitimate factors, they are asked to submit this request in writing, citing their reason for a full refund.

If a refund is authorized, the appropriate amount will be refunded electronically or in the form of credit towards a household balance. No exceptions.

Infectious disease guidance provided by CDPHE's *Infectious Disease in Child Care and School Settings* will be referenced when making decisions on excluding children and with disease reporting.

Youth Activity Waiver

Completed camper participant forms are a vital part of our ability to get camp started off on the right foot. Campers will not be permitted to attend camp until all information is obtained. If contact information or information regarding camper behavior changes, please ensure to ask the Camp Counselor to update camper forms or you can update in your account online. **All required forms need to be completed and on file prior to the first day of camp for your child(ren) to participate.**

Avon Recreation Center and Locker Room Usage

During camp, we will regularly be spending time at the Avon Recreation Center to use the pool. Campers will be changing in public locker rooms, and our counselors will do their best to keep them away from other gym patrons. Children are permitted to change in the restrooms if the children/parents want them to stay in a private area while changing. Per our license, counselors must be in the locker room with the campers for supervision purposes.

If you have any questions or concerns about this policy, you may email or call director Josh Auten at jauten@avon.org or 970-748-4059.

Preparing for Camp

#1 Complete Youth Activity Waiver Please ensure all required forms are uploaded to SmartRec prior to the first day of camp. If the forms are not complete or handed in by the first day of camp, your child cannot participate. Immunization Documentation must be completed on the original immunization forms provided by the state.

#2 Clothing and Shoes

Please ensure your child is dressed in comfortable play clothes and shoes. We recommend children wear closed toed sneakers (no sandals or hard-soled shoes). Weather in Colorado is never predictable; please make sure your children have appropriate clothing for any inclement weather that could arise. On non-field trip days, PLEASE MAKE SURE YOUR CAMPER BRINGS A SWIMSUIT AND TOWEL. We traditionally bring the camp to the pool when we are local.

#3 Sunscreen and Hat

It is recommended that your child arrives to camp with sunscreen (waterproof and at least 30 SPF) already applied. According to the department of Human Services, regarding Sun Protection, it states:

1. The center must supervise that sunscreen is applied to children prior to outside play or outside activities unless parents provide written notice that they have applied the sunscreen themselves. Sunscreen will be applied multiply times per day, throughout the day when outside. A doctor's permission is not needed to use sunscreen at the center.
 2. When supplied for an individual child, the sunscreen must be labeled with the child's first and last name.
 3. Rocky Mountain, Coppertone, or Equate Sunscreen will be provided by the center.
 4. Children may apply sunscreen to themselves under the direct supervision of a staff member.
- A hat is highly recommended.

Items Not to Bring to Camp

The following are items are not appropriate for camp:

- Money.
- Toys from home. Unfortunately, they often cause problems among the campers.
- Valuables of any type, including, but not limited to MP3 Players, iPhones, iPods, expensive sunglasses, jewelry, excess clothing. Inline skates, skateboards, and scooters should not be brought to camp unless they are used as modes of transportation.
- No weapons of any type: pocketknives, toy weapons, matches or fireworks.

Note: The Avon Recreation Center and its Staff are not responsible for any items brought from home.

Communication

The best way to communicate with camp staff is in person, at the beginning or end of camp hours. If you need to get in touch with a Camp Counselor and cannot do so in person, you can call the camp cell phone numbers or call/email the Camp Director. Messages are checked often, and information will be relayed to camp staff. You can also call the front desk staff at the Avon Recreation Center in case of an emergency, 970-748-4060.

Arriving at Camp

Summer Camp and School's Out Camp begins each day at 7:30am, while the After School Program begins immediately after school, at 2:50pm (time subject to change in accordance to the school schedule). For Summer Camp and School's Out Camp, we ask that you drop your child off between 7:30am and 9:15am. Please ensure your child is dropped off during these designated times. There will not be supervision before camps are scheduled to start.

It is a Department of Human Services regulation that all children in a licensed program must be signed in and out daily with a full signature by an authorized adult at least 18 years of age (unless authorized to sign themselves in/out).

Late Arrivals

In the event of a late arrival, you will need to call the Camp Counselors on the camp cell phones and coordinate an alternate drop off. This may involve dropping them off at a different location than the original drop off location. The best way to avoid this is by arriving during the 7:30am to 9:15am window!

Children's Belongings

Children will be provided with an area to store their personal belongings while participating in the Town of Avon Recreation Center's Camps. Storage of camper's personal belongings can consist of cubbies, baskets, or hooks. Children's belongings are not kept in a locked area. Assistance will be provided to children to keep track of belongings; however, the Town of Avon and Camp Staff are not responsible for lost, stolen, or damaged personal belongings.

Who May Pick up a Camper?

Campers will be released to authorized personnel only; parents, guardians, or individuals listed on your account. Anyone picking up should be prepared to show a valid form of identification. Children will not, under any circumstances, be released from camp without an authorized pick-up person showing proper identification.

Please ensure to sign your camper out and notify camp staff before leaving with your child. It is important for our staff to know that the child is no longer in our care and that the person picking up is authorized.

If a person arrives at camp, who is not authorized to pick up the individual, the legal parent or guardian will be contacted immediately. If the individual is in danger due to an unauthorized person at the location, staff will contact the authorities.

Late Pick up Procedure/Penalties

Campers should be picked up no later than 5:30 pm for all programs. After that designated time, a \$2 per minute late fee will apply. *The internal clock on camp cell phones will be used.* If you know ahead of time you will be late, please contact the Camp Counselors. If the parent/guardian continues to pick up late from camp, their designated camper will no longer be authorized to attend camp and the parent/guardian will not be issued a refund.

If the camper is not picked up within 5 minutes of the designated pick-up time, the Camp Counselors will contact everyone on the emergency list and notify the Camp Director. If the Director has not received a return call within 30 minutes after the camp has ended, an additional attempt will be made to contact everyone on the emergency list. If by 45 minutes after the program has ended, we have not been able to contact anyone to pick the child up, they will be left with the Camp Director or another qualified member of staff.

If a child is not picked up within one hour of the designated pick-up time, the Camp Director will contact the Town of Avon Police Department and ask for a social worker on duty to report an abandoned child. The police can check accident reports throughout Eagle County to ensure the parent has not been involved in an accident. If we still cannot reach any contacts, we will ask for the social worker from Child Protection to come get the child.

Before leaving for the day, staff will ensure all campers have been picked up by checking the sign in/out log, the camp building, and bathroom.

Child Tracking

Specific child tracking tools vary by camp and include head counting, face to name checks, roll calls, camper information cards, and use of cell phones. If you need to locate your child, you may contact the camp cell phones.

Movies

During inclement weather or excessively hot weather, we will provide alternative indoor activities including but not limited to crafts, games, and movies. Staff will remove campers from inclement

weather to a safe location. Staff will also encourage and provide adequate hydration each day of camp. Viewing of movies is limited to “PG” rated programs.

Transportation

We will be transporting children in Town of Avon vehicles, traditionally 15 passenger vans. Masks are currently optional inside the vans.

Visitor Policies

Parents and guardians are welcome to visit the camp at any time. If you are interested in visiting, you will need to contact the Camp Director. Anyone not listed as a parent/guardian or emergency contact is considered a visitor.

All visitors will be required to sign in our visitor log with the following information and proper identification: Name, address, phone number, reason for visit, and identification.

Emergency Procedures

In the event of an emergency, camp staff will attempt to reach each guardian listed on the camper’s emergency form. If they cannot reach a guardian, camp staff will then call each emergency contact listed. Please ensure all information on the required forms is up to date and that there are multiple alternate contacts.

Lost Child Onsite

If a camper is missing, all available camp staff will begin a search to determine where the child was last seen. If the child is not found within 15 minutes, additional staff at the camp location will be notified to help search. If the camper is not found within 30 minutes, the local police department will be notified, as will the parent or guardian. When the police arrive, the search and rescue will be entirely turned over to them.

Natural Disasters

In the event of a natural disaster such as a tornado, fire, or flood, the safety of our campers and staff is our number one priority. If the local authorities or camp personnel need to notify parents or guardians, a copy of all emergency information on campers and staff will be left on site as well as the weekly agenda and a list of participants and staff who are in attendance for that day.

Camp staff are also trained on the Town’s lightning procedures. Campers will remain in a safe area for 30 minutes after the last lightning strike has been detected (seen or heard) before resuming outdoor activities.

Medication

All prescription and non-prescription medication given in a childcare or school setting requires a written authorization from the camper's health care provider, as well as parent written consent. This is a childcare licensing requirement. The medication authorization forms can be found [here](#). Camp Staff who are involved in medication administration receive special training and are supervised by a nurse consultant.

The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration and the frequency of medication needs to be given. **All medication must be unexpired, brought in the original labeled container with the child's name on it, and with the proper dosage information.**

Parents are responsible for providing all medications and supplies to camp. Children may not transport medications to and from the program. All medications will be safely stored out of child reach. Emergency medications will be readily available and easily obtainable and identified by staff but be kept out of child reach. Medications which are required to be stored behind a locked door or refrigerated will be handled properly, as well.

Injuries and Illness

Each Town of Avon Recreation Center Summer Camp staff member is certified in CPR and First Aid/AED. Minor injuries that occur at camp will be treated by certified camp staff. An injury/accident form will be completed to document the injury and the care given to the individual. In the case of a serious injury, the Camp Director will notify the parents immediately and appropriate action will be taken. Please be aware that any medical expenses incurred will be the responsibility of the parent/guardian.

Please, **DO NOT** send sick individuals to camp, your child should be symptom free for 24 hours before they should be sent to camp. If a camper becomes ill at camp, staff will try to reach the parent/guardian or authorized adult to for your child immediately. If no parties can be reached, the Camp Director will decide the course of action to be taken. In the case of communicable disease, parents will be informed and advised as to the necessary protective measures. Eagle County Department of Health will be notified of any cases.

About Our Camp Staff

Our camp staff members are trained professional role models. Each member of our staff goes through an interview process and must meet our licensing qualifications for their position through the Colorado Department of Health and Human Services. All staff are required to be fingerprinted, which provides us with an extensive background check. The Colorado Bureau of Registry of Child Protection would notify us of any criminal offenses and/or criminal record for any prospective staff member.

Child To Staff Ratio

The Town of Avon will adhere to a ratio of one counselor to fifteen children maximum.

Behavior Interventions

Our camp staff has the knowledge to help children solve problems for themselves. Staff will be aware of concerns for each individual and staff are committed to using a positive reward system. If a child displays a negative behavior, staff will redirect the child to learn from each experience and encourage the child to make a different choice next time. Several lower-level interventions will be used when a child becomes agitated. Some examples would be letting the child take-space (time away from the group that is used so a child can calm themselves and gather their thoughts), ignoring the negative behavior (as long as no child or staff are in any danger), redirecting the child to other options for what is acceptable, give compliments regarding child's strengths and positive behavior, sit calmly with the child until they are ready to talk to staff or join the group. Staff realizes that every child is unique and will have different needs during camp. What works for one child may not work for another, and staff will work with you and your child to determine what works, what the needs are, and how to have a successful camp experience. Staff reserves the right to suspend or remove a child from camp at any time for serious and/or continual problems.

The Town of Avon Recreation Center may terminate a child's enrollment and ask that the child be immediately picked up from camp for any of the following reasons:

- I. Failure to adhere to camp policies.
- II. Behavior by a child that poses a threat to the safety of him/herself or others.
- III. Hitting/fighting and other forms of physical abuse.
- IV. Inappropriate touching.
- V. Failure to respond to staff direction.
- VI. Behavior by a child that is continually disruptive to the program for any reason.
- VII. Behavior by a child which is destructive to property.
- VIII. Leaving the direct supervision of staff without permission.
- IX. Parent behavior which is disrespectful to staff, children, community, or property.
- X. Non-payment, late payment, or return payments by a financial institution for any fees.

Accommodations

In compliance with the Americans with Disabilities Act, considerations and/or accommodations will be made for the children with disabilities. To arrange proper accommodation, please notify the Camp Director two weeks prior to camp starting date.

Lunch/Special Treats

Campers need to bring a morning snack, packed lunch, and water bottle daily. Water fountains are accessible throughout the day, and the camp has emergency water. A water bottle with their name on it is strongly recommended for your camper. Please do not pack easily spoiled foods. Camp does not

provide refrigeration or microwaves for camper lunches. Please mark the camper's name on the lunch pack/lunchbox to avoid confusion. There are times during the course when treats may be provided. **Please let us know of any dietary allergies or restrictions.** If you wish to send treats for special occasions, remember, **they must be store bought.** We will be having two snack times during the day, **only afternoon snack will be provided.** Children are asked never to share food with any other camper.

Lost and Found

A lost and found box will be maintained at the school near the entrance. *We encourage you to mark all personal belongings with the camper's names for easy identification. You must come in person to the camp to identify and retrieve the item.* Any items left at the camp will be donated after two weeks.

Issuing A Complaint or Reporting Potential Child Abuse

If you would like to file a complaint about this center, please find the contact below:

The Colorado Department of Early Childhood
Division of Early Learning Licensing and Administration
710 S. Ash St
Denver, CO 80246
303-866-5958 or 1-800-799-5876

As licensed childcare providers, we are mandated child abuse reporters and will have to report suspected child abuse or neglect. If you have any concerns over potential child abuse or neglect, please voice your concern to the contact below:

Child Abuse/Neglect Hotline Number
844-264-5437