



# ASPEN DAY CAMPS » POLICIES & DOCUMENTS

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## ABOUT ASPEN CITY DAY CAMPS

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Within the Aspen Parks and Recreation Department, we offer many different camps to keep kids busy and having fun. We're always on top of current and fun activities to keep things exciting and new. As well as camps, we offer resources for different childcare programs to help parents feel secure and informed about who is caring for their children. Stop by The Red Brick Recreation Center or call us at (970) 920-5140 if you have further questions.

Youth will participate in a state-licensed program with qualified counselors. City of Aspen Day Camp is a State of Colorado licensed program and follows all State Regulations. For rules and regulations, please visit: [cdhs.state.co.us](http://cdhs.state.co.us)

## ASPEN CITY DAY CAMP AGES

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The City of Aspen Recreation Department welcomes children ages 5 through 10 years of age.

## ASPEN CITY DAY CAMP HOURS

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### After School Camp Hours:

3:15-5:30pm M, T, TH, F

1:55-5:30pm W

### Full Day Fun Camp/Summer Camp Hours:

Drop-off: 7:30-9:30am

Pick-up: 3:30-5:30pm

## ASPEN CITY DAY CAMP REGISTRATION

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Registration forms must be completed in full, annually, for all children prior to enrollment. Registration can be completed online at [aspenrecreation.com](http://aspenrecreation.com), over the phone by calling the Recreation Department at (970) 920-5140 or the Aspen Recreation Center (ARC) at (970) 544-4100 or by stopping by one of our facilities. Incomplete forms may delay the start date of your child.

**\*\*\* Registration must be completed online or at either location 24 hours before attending. Space is limited so sign up early to avoid disappointment\*\*\***

Once your child is registered, you will receive an email from ePACT, our online health information system. Follow the link to submit all health records for your child. All health records must be submitted before your child can participate in camp. These only have to be completed once per year.

## **ASPEN CITY DAY CAMP FEE SCHEDULE**

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Afterschool Club- \$15.00

Afterschool Club Wednesday- \$20.00

Full Day Camp/Summer Camp RFV Residents- \$44.00 online or \$48.00 in house/over the phone

Full Day Camp/Summer Camp Non RFV Residents- \$66.00 online or \$70.00 in house/over the phone

\*\*Other fees for special activities and field trips\*\*

## **PROOF OF RESIDENCY REQUIREMENT**

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To receive the resident rate, one of the following must be presented from the primary caretaker of the child you are registering! This must be sent in with Registration forms one business day before attending.

1. Tax Assessment

2. Drivers License from Pitkin, Garfield, and Eagle County Zip Codes:

81611, 81612, 81650, 81652, 81649, 81620, 81615, 81621, 81601, 81647, 81655, 81637, 81623, 81642, 81623, 81602, 81632, 80423, 81654, 81656, 81636, 81635, 81621, 81645, 81631, 80463, 80426, 81658, 81657

3. Vehicle Registration from Pitkin, Garfield and Eagle Counties

4. Pay stub from business operation in Pitkin County

## **OTHER EXPENSES**

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The tuition fee covers most expenses for activities, trips, tours and special events. However, for certain field trips and activities we may require an additional fee. If so, we will provide you with adequate notice on the schedule. There is no opportunity for children to purchase lunch, snacks or drinks and they should always bring food to camp for the entire day.

# REFUND & CANCELLATION POLICY

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Refunds are given for summer camp and full day camp only if you cancel **48 hours** before scheduled date. Refunds are given for Afterschool Club only if you cancel by 2pm that same day. All refunds will be credited to your household account with the Recreation Department.

Refund requests should be e-mailed to [julie.kline@cityofaspen.com](mailto:julie.kline@cityofaspen.com) or by leaving a voicemail on (970) 319-4242.

Please keep in mind, we plan our activities and set limits as to how many children can attend. Cancelling in this manner will help us keep your children safe and happy.

## CAMPER SUPPLIES

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### Afterschool Club Supplies

All Afterschool Club participants need the following supplies every day!

- Snacks
- Homework
- Proper Attire for Daily Activities (Swimsuit, towel, warm clothes..etc.)

Afterschool Club program includes homework help and lots of fun recreational activities!

All participants will meet in the cafeteria of the Aspen Elementary School after school.

Participants must have current health forms turned into Aspen Recreation before they can participate in Afterschool Club.

### Full Day/Summer Camp Supplies

Parents/Guardians are required to provide the child with the following supplies for camp *everyday*.

- Lunch
- 2 Snacks
- Filled Water bottle with closable cap
- Close toed shoes
- Proper Clothing (raincoat or jacket maybe necessary)
- Backpack
- Sunscreen
- Swimsuit
- Towel
- Warm Clothes

Children will be responsible for their own belongings. Items that are easily lost or of significant sentimental or monetary value should not be brought to camp. Aspen City Day Camp and the counselors are in no way responsible for lost, misplaced or stolen items. Toys, money, or anything of value should not be brought to camp unless it is noted otherwise on the schedule.

## SIGN-IN AND SIGN-OUT PROCEDURES

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Every morning and afternoon, the parent or guardian of the child will sign them in and out. Children will not be allowed to leave with another individual unless the individual is authorized and listed on the "Sign In/Out" waiver. Children may sign themselves out to go to another extracurricular activity with written permission from the parent or guardian. Please contact the camp coordinator with such allowances.

**\* These rules are in accordance with State Regulations.**

#### Drop-Off:

Drop off anytime between 7:30am and 9:30am at the campers' meeting place and must be signed in everyday. Campers may NOT be dropped off before 7:30 am as there will not be a supervisor available. Children MUST be dropped off on time (no later than 9:30am), as often the group will have a scheduled activity at another location. If you are late, you will be responsible for locating the group.

#### Pick-Up:

Pick up anytime between 3:30pm and 5:30pm at their camp, unless it is indicated on the weekly schedule that we will be arriving late from an activity. Children MUST be picked up by 5:30pm. If you are late in picking up your child, you will be charged a fee of \$10.00 cash for every five minutes you are late. The late fee is due at the time you pick up your child. Camp counselors are advised to stay on site until all children are picked up. The police will be contacted by 6:30pm if parents/guardians do not come for his/her children and staff are not able to get in touch with the parent/guardian.

## **CHILD / STAFF RATIO**

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As accordance to the Colorado State Dept. of Health & Human Services our camp can accommodate 110 children daily. A ratio of 1:9 will be kept when only one counselor is on staff. Once the 10th child shows up, a second counselor must be on duty. Once 2 counselors are on site a 1:15 ratio is required. However, many times our day camp has a 1:10 ratio. The day camp director is responsible for planning staff ratios. All staff members counted in the ratio hold a current First Aid/CPR Certification.

## **FIELD TRIPS, VIDEOS, AND SPECIAL ACTIVITIES**

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The Aspen City Day Camp will be taking field trips throughout the year. If parent/guardians do not agree with or have a concern with the field trip, please contact the Day Camp Coordinator (970) 920-5140.

Children will occasionally watch movies that are rated PG or G. No television will be watched. Any movies which are of a different rating will require a signed permission slip from the parent or guardian.

## **TRANSPORTATION**

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The City of Aspen will be transporting children in and around Aspen and down valley for some field trips. We will be utilizing RFTA (the public bus system) as well as City of Aspen Vans with drivers who have completed a training course provided by the city. Please be sure to sign transportation permission slip with registration packet.

While traveling in City of Aspen Vans, all children will wear seat belts and remain seated. In the event of a roadside emergency, children will be transported back to camp locations by another City vehicle.

## **VISITOR POLICY**

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Visitors must check in at camp with a counselor. Visitors must sign in on the visitor sign in sheet and present one form of identification. Visitors may not check out any children without sign in/out permission slip signed by parent or guardian. Staff must be informed by parent/guardian before visitor's arrival.

## **CHILDREN WITH SPECIAL NEEDS**

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In accordance with state licensing and the American Disabilities Act, we offer services to children with special needs. WE work in partnership with local non-profits in order to offer excellent care to children who have special needs. A meeting with parents is required prior to enrollment to determine special accommodations needed.

## **INJURED CHILDREN**

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All camp staff are trained in first aid and CPR. If your child becomes ill or injured during camp hours, you will be asked to come pick them up. Injury reports will be reported immediately.

If, at any time throughout the year, your child develops a medical condition, please notify us so that we can be aware of the situation.

In any event of illness, injury and accidents parents will be contacted immediately.

## **SICK CHILDREN RULES & REGULATIONS**

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Camp policy requires all children who have a fever, diarrhea, are vomiting, or are taking anti-biotics must not attend camp for 24 hours.

Children who come to camp sick, will be sent home with no refunds available.

## **MEDICATIONS**

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Some of our staff has been certified in Medication Administration. Medication cannot be administered without parental permission and doctor's orders for each medication prescribed.

Permissions must be renewed annually.

If an emergency epi pen or inhaler is needed, we ask parents to provide one for us to keep and treated as we do with all other medication. The emergency medication will be taken with us for all field trips. If parent would like child to carry on them an emergency carry form must be filled out and keep with dr. instructions in a secure place in backpack.

All medications must be kept in the original container AND a "Permission for Medication" form must be filled out and on file.

Please contact the camp director if you have a child who requires medication at camp: (970) 379-7178

*Sunscreen* - Sunscreen is considered "medication" by the state; please mark "yes" on the Camper Health Registration Form for counselors to apply your child's' sunscreen.

Please contact the camp coordinator if you have a child who requires medication at camp. (970) 319-4242

## **INCLEMENT WEATHER POLICY & PROCEDURE**

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In the case of inclement or excessively hot weather, children and staff will seek shelter inside their camp facility and will participate in gross motor activities. If on a field trip, the staff will seek refuge in a safe environment suited for supervision of the campers until campers can safely return to the camp facility.

## **NATURAL DISASTER / EMERGENCY PLAN**

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If an incident occurs within the camp facility which requires evacuation, the children will be moved a safe distance away from the emergency. If an immediate evacuation from the camp facility is necessary, the children will be moved to the Red Brick Recreation Center, parents will be notified and asked to show ID at pick up. Random practice drills will take place, so children and staff know what to do in case of an emergency. In the event of a natural disaster, the children will be cared for until the parents are able to pick them up.

All children and staff will participate in training drills. If there is a child with special needs, additional assistance will be provided as necessary.

## **LOST CHILD PROCEDURE**

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The City of Aspen Day Camp staff ensures the safety of your child at all times. Each day and for each activity counselors will take roll call. In the event of a missing or lost child, counselors will stay at the site until the child is found. Parents will be notified if the child is missing for more than 15 minutes.

## **POLICY FOR REPORTING CHILD ABUSE**

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As required by Colorado State Department of Social Services, staff are required to read and sign a statement defining 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 state law. If abuse or neglect is suspected, it must immediately be reported to Pitkin County Adult & Family Services, 0405 Castle Creek Rd, Aspen, CO (844) 264-5437 or local law enforcement.

## **DISCIPLINE POLICIES & PROCEDURES**

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Discipline is the guidance, encouragement and support that we use to influence children as they learn and grow.

Our staff is trained to identify the social, emotional, and developmental needs of each child and work hard to do so. In order to provide our campers with a safe, supervised environment, we must adhere to certain guidelines and expectations for appropriate behavior. The framework for these guidelines will foster responsibility, self-discipline, growth and judgment within our campers. If we feel that your child's behavior endangers the safety of the other children, parents/guardians will be notified. A meeting with the parent/guardian will be set up to work with the family to develop a plan of action or *Better Behavior Plan*. We work closely with the elementary school counselors and can refer children to them with parent permission. If behavior persists and we determine that the child is a danger to themselves or other children, we may choose to suspend your child for a predetermined amount of time. When the child returns to the program, if your child is still a danger, we will then discuss if we are the best program to be caring for your child. A removal of your child would be our very last resort.

We encourage parents or guardians to communicate with the camp coordinator and staff as often as possible regarding concerns, to ask questions or simply to inquire about their child's day.

## **COMMENTS, CONCERNS OR COMPLAINTS**

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Aspen City Day Camp is enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards of the operation of a childcare facility. If you have not done so, please ask to see the license. We want to hear from you if you have questions or concerns about your child's care. We will make every effort to resolve any issues or concerns you have about the program.

### **Complaints regarding suspected licensing violations must be reported to:**

Colorado Department of Human Services, Division of Child Care

1575 Sherman Street, Denver, CO 80203-1714

303-866-5958

### **Complaints regarding the actual program should be reported to the Camp Director or Recreation Supervisor.**

Camp Coordinator:

Julie Kline

Cell: 970-319-4242

Office: 970-920-5140

Operations Manager:

Desiree Whitehead

Cell: 970-379-7178

Office: 970-920-5140

[aspenrecreation.com](http://aspenrecreation.com)

## COVENANT NOT TO SUE AND ASSUMPTION OF RISK

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**Please read carefully before signing. This is a legally binding agreement.**

Through your purchase of the activities and use of the facilities as referenced herein, you agree to all the terms and conditions contained herein and give up your right to bring a course of action to recover compensation or obtaining any remedy for any injury to yourself or your property or for your death, however caused, arising out of your participation in the activities referenced herein or in use of City of Aspen facilities, now or anytime in the future.

### **Acknowledgement of Risk**

I hereby acknowledge and agree that the activities referenced herein and the use of associated City facilities for those activities has inherent risks, including the risk of serious injury, paralysis and death. I have full knowledge of the nature and extent of all risks associated with my use and participation of the activities referenced herein and the use of City owned facilities.

### **Release/Indemnification**

In consideration of my participation in the activities referenced herein and the use of City owned facilities, I, the subscribing user and participant, agree to release and on behalf of myself, my heirs, representatives, executors, administrators and assigns HEREBY DO RELEASE, the City of Aspen, its officers, agents, sponsors and employees from cause of action, claims, or demands of any nature whatsoever, including, but not limited to, a claim of negligence, which I, my heirs, representatives, executors, administrators and assigns may now have, or have in the future on account of personal injury, property damage, illness, death or accident of any kind, arising out of or in any way related to my participation in the activities referenced herein or in the use of City owned facilities, whether that participation or use is supervised or unsupervised, however the injury or damage caused, including, but not limited to, the negligence of the City of Aspen, its officers, agents and employees. In consideration of my participation and use of City owned facilities, I, the subscribing user and participant, agree to indemnify and hold harmless the City of Aspen, its officers, agents and employees from any and all causes of action, claims, demands, losses or costs of any nature whatever arising out of or in any way related to my participation or use of City owned facilities. The terms of this Agreement shall be in full force and effect on the date hereof, the date(s) upon which I participate in the activities referenced herein, and on any other occasion when I may participate or use City owned facilities to participate in the activities referenced herein.



# DEPARTMENT VISION & PHILOSOPHY

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## Vision

To preserve, enhance and provide access to our recreational facilities, parks, open space and trails.

## Philosophy

Scenic views of the natural environment are one of the community's greatest assets and the reason many people choose to visit or make the Aspen area their home. Maintaining and improving easy access to public lands throughout the UGB is equally important.

The City and County have made great strides in the acquisition of open space during the last 40 years. The further acquisition of open space parcels should focus on wildlife habitat, the protection of scenic resources, trail connectivity and recreational uses.

The City and County have dramatically expanded the regional trails network in recent decades. Further trail development should focus on connections between existing trails to further improve this outstanding network for the purpose of supporting an outdoor lifestyle, easy access to outlying public lands and to provide increased opportunities for the use of trails by commuters in both summer and winter.

The City's recreation programs and facilities have become a valuable asset for year-round residents as well as building on the community's reputation as a center for high quality recreation. These programs and facilities must be constantly reassessed and revitalized in order to maintain one of the most valued features of the Aspen area.

# PARENTAL ACKNOWLEDGEMENT AND CONSENT

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## Parental Acknowledgement and Consent

In the event that the User of said activities and the associated City facilities is under 18 years of age, I hereby represent that I am legally appointed or natural guardian of the participant as herein subscribed and that he or she is participating thusly with my full knowledge and consent; and that I join in the execution of the above Acknowledgements of Risk and Releases and Indemnifications and agree to the terms thereof and do hereby bind myself, my heirs, executors, personal representatives and assigns.

## Hospital and Medical Release

As parent or legal guardian of the minor participant, I DO HEREBY CONSENT to the giving of emergency medical care or treatment of my son or daughter by any professional medical nursing staff of the Aspen Valley Hospital, or any other hospital, or any licensed physician, which in their judgment is required in case of accident or medical emergency incurred during said minor's participation of use of City owned facilities.

# PRIVACY AND COOKIES POLICY

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Collecting your personal information helps the Aspen Parks & Recreation Department (APR) to better understand what you need from us. We use your information to:

- Manage and improve the Website.
- Personalize our services to you.
- Administer and operate your account.
- Process your orders.
- Tell you about important changes to the Website and our services.
- Understand your shopping behaviour to develop and improve our products and services.
- Manage promotions, competitions, customer surveys and questionnaires.
- Check and verify your identity, and prevent or detect crime.

We may share your personal information across the Aspen Parks & Recreation Department (APR) so we can provide you with relevant products and services.

Your personal information is safe with us and will never be released to companies or organizations outside of APR.

We may use and share anonymised information outside of APR. However, we would like to reassure you that this never includes your personal information.

AspenRecreation.com ("the Website"), and AspenParks.com, AspenGolf.com, AspenIce.org, and/or AspenParksandRec.com, etc. ("the Portals") are owned and operated by The Aspen Parks & Recreation Department (APR) of the City of Aspen, located in Aspen, Colorado. This policy, together with our Terms and Conditions, explain how APR may use information we collect about you, as well as your rights over any personal information we hold about you. Please read this policy and our Terms and Conditions carefully; by accessing the Website you confirm to have understood and agreed to them.

## Information we collect about you

We collect information about you when you:

- Visit the Website, and other sites accessible from the Website.
- Register with and/or buy any passes, classes, events, products or services on the Website.
- Take part in promotions, competitions, customer surveys and questionnaires.
- Contact us eg in writing, call customer services.

We may supplement the information we collect about you with information we receive from other sources eg public registers such as the electoral roll. This allows us to assess the accuracy of the information we hold about you in order to send you relevant offers and information.

## Using your information

Collecting your personal information helps APR to better understand what you need from us. We use your information to:

- Manage and improve the Website.
- Personalize our services to you.
- Administer and operate your account.
- Process your orders.
- Tell you about important changes to the Website and our services.
- Understand your shopping behaviour to develop and improve our products and services.
- Manage promotions, competitions, customer surveys and questionnaires.

We may share your personal information across the APR Department so that we can provide you with relevant products and services. Your personal information is safe with us and will never be released to companies outside of APR.

We may use and share anonymised information outside of APR. However, we would like to reassure you that this never includes your personal information.

## Fun Pass (Membership Card) information

We access the information recorded through the use of your Fun Pass (Membership Card) to help us improve our service to you and to make our communications more relevant.

## Marketing and research

If you agree, we may contact you:

- With offers and information about APR products or services
- With offers and information about APR partners' products or services
- For customer research eg to help improve our services

Of course, the choice is entirely yours, but if you say you do not want to receive marketing information from us this will prevent you from receiving great offers or promotions that may be of interest to you.

When you register online you can access a "Contact Preferences" page that allows you to tailor our communications to your preferences. To change your contact preferences simply click "Your Account" in the top frame and click "Your Contact Preferences". If you do not want to receive communications from us, select your choices by using the boxes available on that page.

We like to hear your views to help us improve our service. From time to time, we may contact you to ask your opinions. Again, if you do not want to be contacted for this purpose, make your choice on the "Contact Preferences" page.

## Cookies

In order to comply with new rules, we use a system of classifying the different types of cookies which we use on the Website. The classification explains more about which cookies we use, why we use them, and the functionality you will lose if you decide you don't want to have them on your device. Please be reassured that we are always working on privacy and cookie-related improvements to the Website.

### What is a cookie?

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognizes that cookie. Cookies are useful because they allow a website to recognize a user's device.

**Persistent Cookies** - These cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

**Session Cookies** - these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience. They can also help to ensure that adverts you see online are more relevant to you and your interests.

You can find more information about cookies at [allaboutcookies.org](http://allaboutcookies.org)

## Cookies used on the Website

A list of all the cookies used on the Website by category is set out below.

### Strictly necessary cookies

*These cookies enable services you have specifically asked for. For those types of cookies that are strictly necessary, no consent is required.*

These cookies are essential in order to enable you to move around the Website and use its features, such as accessing secure areas of the Website. Without these cookies services you have asked for, like online purchases via our shopping cart, cannot be provided.

### Functionality cookies

*These cookies remember choices you make to improve your experience. By using the Website, you agree that we can place these types of cookies on your device.*

These cookies allow the Website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

### Targeting cookies

*These cookies collect information about your browsing habits in order for us to make offers that are relevant to you and your interests.*

These cookies are used to determine information relevant to you and your interests. They are also used to limit the number of times you see any of our offers, as well as help measure the effectiveness of an offering campaign.

## Using browser settings to manage cookies

The Help menu on the menu bar of most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie and how to disable cookies altogether. You can also disable or delete similar data used by browser add-ons, such as Flash cookies, by changing the add-on's settings or visiting the website of its manufacturer.

However, because cookies allow you to take advantage of some of the Website's essential features, we recommend you leave them turned on. For example, if you block or otherwise reject cookies you will not be able to add items to your Shopping Cart, proceed to Checkout, or use any of our products and services that require you to Sign in. If you leave cookies turned on, remember to sign off when you finish using a shared computer.

## Disclosing your information

We will never disclose your information to anyone outside APR except where we have your consent

or where we are required or permitted to do so by law.

## Other websites

The Website may contain links to other sites which are outside our control and not covered by this policy. The operators of these sites may collect information from you that will be used by them in accordance with their policy, which may differ from ours.

## Changes to our policy

This policy replaces all previous versions and is correct as of November 2014. We reserve the right to change the policy at any time.

## Contacting us

If you have any questions, please contact us at [parksandrec@aspenrecreation.net](mailto:parksandrec@aspenrecreation.net)

Last update: 11/11/2014

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