



Parent Handbook

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About Avid4 Adventure

Philosophy

The mission of Avid4 Adventure is to inspire life-long active outdoor lifestyles and environmental stewardship through experiences that provide personal development.

To deliver this mission we engage kids in active outdoor pursuits in a safety-oriented, environmentally responsible manner. Avid4 Adventure programs provide age-appropriate outdoor activities that encourage learning, develop self-esteem and build friendships. Given that outdoor activities have inherent risks, we focus on promoting safety through camper awareness and high quality staff. All of our staff are life experienced, proficient and tested in their area of instruction, certified in first aid and CPR, trained in defensive driving, background checked and carefully referenced, as well as being great role models.

Background

Over the past decade, parents have become increasingly concerned as they realize the increasingly sedentary lifestyle their children are leading:

- One in seven kids is clinically obese.
- Two thirds of kids gaze at a TV or computer screen more than two hours a day.
- 60% of kids drop out of team sports by the time they are thirteen years of age.

Schools see these trends, but are challenged to take action as a result of:

- Increased testing and core curriculum emphasis squeezes physical education time to a bare minimum.
- As school budgets are reduced, physical education suffers first. Most elementary schools, for example, provide a maximum of three 30-minute sessions per week.

It was with these concerns in mind that Avid4 Adventure was founded in 2003 by David Secunda, a 20+ year veteran of the outdoor recreation industry. Throughout his career, Secunda made it a priority to recreate and travel extensively with his wife and two daughters. Yet at home, he realized that the schools had few, if any, outdoor recreation opportunities. When looking outside the schools, he found that the local outdoor education options for young kids were limited and not designed for busy parents.

Secunda's background is ideally suited for this endeavor. He obtained his degree in Outdoor Education while working with Outward Bound, then went on to become the Director of Outdoor Education for the University of Colorado, running one of the five largest programs in the country. Following this, he founded the Outdoor Network, still today the definitive professional journal in the industry, before moving on to become the Executive Director of the Outdoor Industry Association, the industry trade association for the United States. He then founded PlanetOutdoors, a leading online retailer of outdoor products.

Program Information

Questions?

Please contact Avid4 Adventure:

Web: www.Avid4.com

Office Phone: 1-800-977-9873

Email: info@Avid4.com

Emergency: 1-800-977-9873x 9

Fax: 720-398-6204

What to Bring to Camp

Personal outdoor equipment: Avid4 Adventure will provide all outdoor equipment, including bikes, helmets, etc. If a child chooses to bring his/her own bike or bike helmet, it will need to be safety checked by a staff member. If it is deemed unsafe, then the participant will be expected to use Avid4 equipment.

While at camp, children will store their personal belongings in their backpack. Space is limited so please limit the number of items brought from home. All items must be clearly labeled with the child's first and last name. Parents are asked to provide their child with the following items everyday while attending camp:

- A backpack, sized to fit your child, that can hold all personal belongings
- Clothing for any weather, including at least one warm layer (fleece jacket, etc.). More specifically, if rain is in the forecast, campers should have an outer waterproof layer (rain jacket or poncho that will not soak through in heavy rain), and a warm layer (not cotton because it gets cold when wet), in addition to the clothes that they wear. If the high for the day is 60 degrees or below, please also include a second warm layer, long pants, and a hat.
- Closed toe shoes appropriate for hiking and outdoor use and water shoes or all terrain sandals (footwear that campers can wear in a stream or lake--not flip flops). Wear hiking shoes each morning.
- A swimsuit and towel on days the child goes kayaking, canoeing or stand up paddleboarding
- A full, non-breakable, non-leaking, one liter water bottle labeled
- Hat and sunscreen (15+ SPF) with child's name clearly labeled
- Rain gear (poncho/jacket)
- Lunch (no refrigeration necessary and creating the minimum amount of trash which the camper will need to carry out on hiking days). We will supply a morning snack each day, so please don't send a snack unless there are food sensitivity issues.
- Extra clothes (full set) in large Ziplock
- Sunglasses & Bandana (optional)

Meeting Locations

Colorado Day Camps

Boulder Day Camp

New Vista High School: 700 20th St., Boulder, CO 80302

Valmont Bike Park

Valmont Bike Park: Valmont Road, Boulder, CO 80301; Turn north into the dirt parking lot on Valmont Road 1/4mile east of Airport Road

Lafayette Day Camp

First United Methodist Church: 1255 Centaur Village Dr., Lafayette, CO 80026

Golden Day Camp

Shelton Elementary School: 420 Crawford St., Golden, CO 80401

Denver Day Camp-Greenwood Village

Lutheran Church of the Holy Spirit: 6400 S. University Blvd, Centennial, CO 80121

Denver Day Camp-Hilltop

Lowry Elementary School: 8001 E. Cedar Ave., Denver, CO 80230

Denver Day Camp-Washington Park

St. John's Lutheran Church: 700 South Franklin St., Denver, CO 80209

Highlands Ranch Day Camp

Eldorado Elementary School: 1305 W Timbervale Trail, Highlands Ranch, CO 80129

Stapleton Day Camp

Westerly Creek Elementary School: 8800 E. 28th Ave., Denver, CO 80238

Superior Day Camp

Superior South Recreation Center: 3300 Huron Peak Ave., Superior, CO 80027

Castle Rock Day Camp

Soaring Hawk Elementary School: 4665 Tanglevine Dr., Castle Rock, CO 80109

Colorado Springs Day Camp

Woodmen-Roberts Elementary School: 8365 Orchard Path Rd., Colorado Springs, CO 80919

California Day Camps

Mill Valley Day Camp

Mill Valley Middle School: 425 Sycamore Ave., Mill Valley, CA 94941

Palo Alto Day Camp

Herbert Hoover Elementary School: 445 East Charleston Rd., Palo Alto, CA 94306

Oakland Day Camp

Joaquin Miller Elementary School: 5525 Ascot Dr., Oakland, CA 94611

Moraga Day Camp

Donald Rheem Elementary School: 90 Laird Dr., Moraga, CA 94556

Campbell Day Camp

San Jose Christian School: 1300 Sheffield Ave., Campbell, CA 95008

Cupertino Day Camp

St. Joseph of Cupertino School: 10120 N De Anza Blvd., Cupertino, CA 95014

Los Gatos Day Camp

Mulberry School: 220 Belgatos Rd., Los Gatos, CA 95032

Burlingame Day Camp

Franklin Elementary School: 2385 Trousdale Dr., Burlingame, CA 94010

Pleasant Hills Day Camp

Strandwood Elementary School: 416 Gladys Dr., Pleasant Hills, CA 94523

Colorado Mountain Camp:

Windy Peak- Resident Camp

Windy Peak Outdoor Lab: 20973 Wellington Lake Road, Bailey, CO 80421

Mt. Evans- Resident Camp

Mt. Evans Outdoor Lab: 201 Evans Ranch Road, Evergreen, CO 80439

Ages, Hours, & Drop-Off Procedures

Avid4 Adventure Day Camps serve campers ages 3-12 years old. Colorado Mountain Camp (Resident Camp) serves campers ages 6-17.

Day Camp hours are from 9:00 AM – 3:00 PM, Monday through Friday. We offer options for early drop off starting at 8 AM, and extended care until 5:30 PM in Colorado and 6:00 PM in California. Although we make every effort to be timely, arrival times can't be guaranteed. Resident Camp operates Sunday through Friday, in one-week and two-week session options.

When entering the parking lot, please slow to 5 MPH and watch for kids. Park in a designated spot and accompany your camper to sign them in at camp. When picking up, please park in designated spaces then proceed to your child's instructor to sign them out.

Fees

- CO Camp Fee: \$399-\$459 per session for 3-16 year olds in Day Camps; \$199-219 per session for Half-day Camps; \$595 per 4-day Mini Resident Camp session, \$895 per 1-week Backpacking Expedition; \$1245 per 1-week Mountain Biking Expedition; \$1245 per 1-week Resident Camp session, \$2395 per 2-week Resident Camp session; \$1195 per 2-week Staff-In-Training session.
- CA Camp Fee: \$534-\$584 per session for 3-16 year olds in Day Camps; \$274-\$292 per session for Half-day Camps.
- Registration Fee: \$25 per camper per year (CO)
- Early drop-off starting at 8:00 am: \$25 per week
- Late pick-up until 5:30 (CO) 6:00 pm (CA): \$75 per week
- Daily lunch: \$22.50 per week. All meals are included in our Resident Camp programs.

Refunds, Transfers and Cancellations

24-Hour Cancellation Policy: If for any reason you need to cancel, you can do so within 24 hours of registering and will receive a full refund.

Day Camp Transfers: Through April 30th, we are happy to transfer your child into any other available session at no charge. Starting May 1st, we can transfer your participant into any other available session for a \$15 fee per session.

Day Camp Cancellations: Please let us know as soon as possible. Through March 31st - \$25 cancellation fee per session. Starting April 1st – \$50 cancellation fee per session. There will be no refunds issued the Friday before your camp start date.

Day & Overnight Camp Last Minute Medical Cancellation: If you must cancel due to illness or injury, we can transfer you to any other available session this or next summer. Please contact us to discuss your situation.

Overnight Camp Transfers: Through April 30th, we are happy to transfer your participant into any other available session at no charge. Simply drop us an email with your participants name, current session, and requested session. Starting May 1st, we can transfer your participant into any other available session for a \$15 fee per session.

Overnight Camp Cancellations After 24 Hours: Through March 31st - \$100 cancellation fee per session; April 1st to May 15th – \$250 cancellation fee per session; Starting May 15th – no refunds will be issued.

Parent and Staff Communication

Due to the nature of a 5-day camp week, formal parent teacher conferences do not exist. However, Avid4 staff makes all efforts to communicate with parents at drop off and pick up times. This communication to parents includes, but is not limited to, feedback on how their child is adjusting to camp, highlights of their day, approximate time of their rest period, their interactions with their peers, and the child's behavior. If someone other than a parent is the main point of communication (i.e. a babysitter), then an instructor is available via phone to speak with the parent or guardian regarding their child.

Visiting Camp

Parents are encouraged and welcome to visit their child at the program any time during the day. All visitors are required to show identification and must sign in and sign out on the guest register clipboard at the front door or with Avid4 staff if visiting programs in the field. If you wish to visit a field program, please make previous arrangements with the Camp Director. Visitors will not be included in the staff count for ratios.

Registration and Admission Requirements

All campers must have on file a completed registration form, Medical and Health History form, an Acknowledgment & Assumption of Risks, and a Release & Indemnity Agreement. All forms are available on our website at www.Avid4.com. Program acceptance is conditional on Avid4's review of

forms. If your child was registered online and you opted out of providing immunization records, there will be no paperwork to bring on the first day of camp. If you elected to provide the immunization forms please bring them on the first day of camp. If a child needs medication administered throughout the camp day (any medications, inhalers or epi-pens) they will need to provide a form signed by a doctor. If a parent completed a phone registration, forms will be emailed to you before camp and you can bring them with you the first day.

Non-immunized/under-immunized children are invited to enroll in Avid4 Adventure. If there is an outbreak of any kind, non-immunized/under-immunized children would be asked to not attend camp.

Services to Campers with Special Needs

Avid4 will make every effort to provide reasonable accommodations necessary to ensure that the program is accessible and available to persons with disabilities. Avid4 employees will be sensitive to the needs and requirements of an individual's disabilities and will seek assistance if needed. If your child has any special needs, please notify staff in advance so that we can properly accommodate your child. All children will be assessed on a case-by-case basis. Avid4 Adventure complies with the Americans with Disabilities Act and Nurse Practice Act.

Releasing Children

To ensure the safety of each child and compliance with child-care licensing regulations, parents are required to sign their child in and out daily. Please make each person on your child's pick-up list aware of this. Only persons designated by the parent/guardian on the registration form may pick up the children. If anyone other than those listed are to pick the child up, then Avid4 must have written notice from the parent/guardian before the child can be released. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification must be required to assure the adult is authorized to pick up the child. If the person is not listed, the staff member will not release the child to that person. Any person(s) attempting to pick up a child will be asked to provide photo ID. In the event an unauthorized person attempts to pick up a child they will be asked to leave the facility. If the person does not leave the property the local law enforcement will be contacted. At the conclusion of camp, staff will verify that all campers have been signed out and that no one remains in the building.

After Hours Pick-Up & Late Arrivals

Extended care ends at 5:30 PM (CO) or 6:00 PM (CA) daily. The late fee rate is \$1.00/minute for every minute after 5:35 PM or 6:05 PM that the child/children remain at the center. This rate is assessed per child. Extended care options are not available at Resident Camp programs.

In the event a child is not picked up and Avid4 is not contacted by the parent, the Avid4 staff will notify each person on the authorized pick-up list until someone contacted can pick-up the child. When none listed are available, a guardian cannot be reached, and it is past 7:00 p.m. the police department and child protective services must be contacted. It is our hope that the Avid4 staff would be contacted in an emergency situation that prevents a parent/guardian from promptly picking up a child to avoid the last step.

Parents who are consistently late may be asked to withdraw their child/children from the program. The center will close when all children are picked up from after-care. When the after-care staff has officially signed out all children, they will close the facility.

In the occurrence that a child arrives late and the children and camp staff are away from the building, parents will need to make arrangements for their child/children to meet up with the group. All weekly

activities, exact locations, and staff cell phone numbers will be posted on the door of the camp location. Given the nature of our activities, after groups leave the meeting location, Avid4 cannot guarantee that campers can be reunited with their group. Our staff will make efforts to facilitate a meeting with the group, but we will not compromise the experience for the rest of the campers nor sacrifice safety in any way.

Transporting Children

Avid4 takes its transportation procedures very seriously and all drivers, especially those transporting participants, will be held to a very high standard in order to help prevent and reduce the chances of accidents occurring during Avid4 programs. Avid4 15 Passenger Vans will not use roof racks or make any modifications that go against the recommendations of the vehicle manufacturer.

Driver Qualifications

- Drivers must be a minimum of 21 years old to drive participants.
- Drivers must have a valid driver’s license for a minimum of three years.
- Drivers must have an approved Motor Vehicle Record (MVR) on file.
- All field staff and contracted staff must have a driving record free from Driving Under the Influence or Driving While Intoxicated violations or any pattern of moving violations within 3 years of start date.
- Staff must have successfully completed either an external (i.e., government) driving training or Avid4’s Vehicle Orientation and Defensive Driver Training in order to transport Avid4 participants or staff.
- Each van will always have a cellular phone, first aid kit, and emergency equipment aboard.
- Avid4 will meet state regulated ratios at all times in the vehicles.

Transportation rules:

- No child will be allowed to ride in the front seat.
- Children will remain seated and wearing a seat belt at all times.
- Children will not be left unattended in the vehicle.
- Children will not be permitted to stand or sit on the floor of a moving vehicle and their arms, legs, and heads will remain inside the vehicle at all times.
- All children required by each state’s respective laws will be transported in the appropriate safety seat (e.g., booster seats).

Notice of Delays

From time to time, a group may be late in returning to the camp after a day in the field. If a group is delayed more than five minutes after the 3:00 end time, a staff member will be available at the camp location or a notice will be posted on the door with information on their estimated time of arrival. If it is known that a group will be delayed more than 30 minutes, parents will be called by an Avid4 staff member as soon as possible.

Identifying Where Children Are At All Times

This weekly schedule is an **example** of how we typically schedule our week. Specific areas and activity order may change due to use by other groups, weather, closures, etc.

	Monday	Tuesday	Wednesday	Thursday	Friday
Group 1	Hiking: Shanahan Ridge	Kayaking: Boulder Reservoir	Canoeing: Boulder Reservoir	Biking: Marshall Mesa	Climbing: Eldorado Canyon
Group 2	Kayaking: Boulder Reservoir	Hiking: Shanahan Ridge	Biking: Marshall Mesa	Canoeing: Boulder Reservoir	Climbing: Eldorado Canyon

If you must pick-up your camper early, please make prior arrangements with the Camp Director. Please note that Pre-K Discovery and ½ day program campers are on-site for the entire week.

If you must reach a camper or arrange for an emergency pick-up during camp, use the main camp number: 1-800-977-9873. If the Camp Director is unavailable, refer to the “Contact” section of our website for the wireless numbers for relevant Directors. If for some reason all above numbers are out of range we will always post the exact locations of all groups that are in the field on the door of our meeting place. While at camp, we utilize active supervision, the buddy system, walkie-talkies, and roll calls to make sure that all participants are accounted for.

Staff-Child Ratios

Our staff-child ratios meet or exceed the relevant Department of Human Services licensing requirements. While in the field, we will have a minimum of one staff person for every 5-7 campers, depending on the age of the campers and the activity pursued.

Field Trips, Television, Video, and Special Activities

Field Trips: Field trips refer to any time that we are not at our base meeting location. Parents/Guardians must sign the Release & Indemnity Agreement (which contains a Field Trip permission) to participate in Avid4 field trips. Whenever the children are not at the base building or the nearby surrounding area a note will be posted on the door that describes the route taken, where the group is, when they left, and return time.

Television and Video Viewing: Children will be engaged in developmentally appropriate activities that will normally exclude the viewing of television and videos. The use of media will be limited to the potential use of short educational videos about the outdoor activities that campers will be participating in. These activities will not contain violence or inappropriate content. All children will be provided an alternative activity if they lose interest in the media activity.

Special Events or Birthdays: If a child will be celebrating his/her birthday during camp, the parent/guardian may arrange celebration activities with the staff.

Discipline

Avid4 staff uses the positive techniques of guidance, including logical or natural consequences applied in problem situations, redirection of children to more acceptable behavior, anticipation of and elimination of potential problems and encouragement of appropriate behavior rather than comparison, competition or criticism. Consistent and clear rules are established. Staff members encourage the children to solve the problems and prefer mediation over imposing a solution. They help children to recognize and respect each other’s feelings. The staff members encourage pro-social behavior such as cooperation, helping, taking turns, and constructive verbal communication to solve problems. The goal is to help children internalize rules and become self-directed in their behavior.

Avid4 will take reasonable steps to work with parents/guardians and Camp Leadership to correct any disciplinary issues as they are identified. If needed, an individualized plan will be developed with input from the camper to help them positively approach situations they may find behaviorally challenging. This plan may include actions such as: safety/code words to communicate with staff, the ability of the camper to remove themselves from activities for brief periods of time while remaining under proper supervision, regular check-ins with the camper and/or parents or guardians and agreed upon consequences. Avid4 reserves the right to dismiss any child due to circumstances that indicate the child’s needs can no longer be met or if it is deemed that their behavior poses a physical or emotional threat to other campers. This will occur only after a parent/staff discussion and a written incident report will be completed.

Avid4 will provide access to an early childhood mental health consultant or other specialist as needed. If additional outside resources are required, staff or parents may contact: Mental Health Partners to request services at (303) 443-8500 in Colorado and the Children's Health Council at (650) 326-5530 in California.

Health & Wellness

Meals and Snacks

Avid4 believes in providing nutritious, well-balanced snacks for its participants. The staff asks that children bring a nutritious sack-lunch to the program every day for their own personal consumption. In compliance with state regulations, the Summer Day Camp will provide one healthy snack a day at no extra charge. Snacks will be served at around 10:00 a.m. Children in extended care will also receive a snack at about 3:15. The children will be provided time to eat their sack lunches around 11:30. We request that gum, candy and soda be left at home. If a child does not bring a lunch or a nutritious lunch from home the staff will arrange for a well-balanced lunch to be provided for the child. In the event that a lunch is provided by the camp the parent(s)/guardian(s) will incur a lunch fee of \$10 unless alternative arrangements have been made prior to the child's lunch time. Resident Camp provides three nutritious meals per day while the child is enrolled in a current session.

Special dietary request: Children with food allergies or needing special diets must have a signed note from the child's physician. Special diets may require that snack foods come from home.

Sunscreen

Parents are asked to apply sunscreen to their children before they arrive each day and/or send children with other forms of sun protection such as long sleeves and a hat. Staff will assist and supervise children to reapply sunscreen to children's exposed skin prior to outdoor activities. If sunscreen is needed and a child has not provided their own, the camp will provide sunscreen to be applied. Children in the program may apply sunscreen to themselves under direct supervision of a staff member. Sunscreen must be labeled with the child's first and last name. Avid4 Adventure uses "Rocky Mountain" sunscreen. For more information, please see www.rmsunscreen.com.

Notification of Illnesses, Accidents and/or Injuries

Avid4 staff is present at all times and hold First Aid and CPR certifications. For Avid4 programs, staff will maintain copies of camper medical information and authorizations, and duplicate copies will remain at the program base. For serious accidents, incidents and emergencies, all camp staff activates the emergency procedures outlined below:

- For accidents that are not life threatening, but require medical attention, the Avid4 staff will immediately notify a parent/guardian. If the parent/guardian(s) cannot be reached, designated persons on the injured child's emergency notification card will be notified. If the staff cannot reach any of the emergency sources, the injured child's physician will be contacted and appropriate actions taken.
- Should a life-threatening accident occur, Avid4 staff will immediately contact 911. After emergency assistance has been requested, the parent/guardian will be notified of the situation. If necessary, the child will be transported by ambulance to the nearest hospital or other medical center specified by parent. Avid4 maintains a parental consent form that gives permission for medical care in an emergency situation.
- An incident/accident report will be completed and filed.

For Minor Injuries:

- Avid4 staff will handle the everyday bumps and bruises that occur. Parents are notified when they pick up their child of any minor incidents.

Notification of Illness:

- A child with any of the following symptoms: a fever of 101 degrees or higher, diarrhea, vomiting, or has symptoms of a contagious disease must be sent home. The ill child may return to the Avid4 Adventure program 24 hours after the last episode of fever, vomiting or diarrhea.
- If a child becomes ill during the day, he/she is immediately separated from the other children and a parent or other authorized person is notified. Items used by the child will be disinfected before use by another child. It is expected that the ill child will be picked up as soon as possible. If the ill child is not picked up within one hour of notification, staff will begin to notify the emergency contact list.
- When communicable illnesses occur, parents will be advised by Avid4 staff what protective measures are available and the county health officer will be notified.
- If a child is exposed to a communicable illness outside of camp, parents should report the exposure to Avid4. The child should be excluded from camp for the period of time prescribed by the child's health care provider or by the local health department.

Absences Due to Illness:

- Avid4 should be notified by phone (1-800-977-9873) or email (info@Avid4.com) if a child is ill, especially if the illness is communicable. The Avid4 staff will post a notice of communicable illness (confidentiality is respected) to notify the parents of all children that may have been exposed. Parents are still responsible for paying tuition for the day of the absence.

Administering Medications

If possible, we encourage parents to administer medications to their children outside of camp time.

- ✓ If your child requires the administration of routine medication(s), either prescription or non-prescription, during camp, you must provide a signed Medication Administration Permission form available from our website. This form requires a Physician's Signature.
- ✓ In order for your camper to carry emergency medications (such as an inhaler or Epi-Pen), we require a Respiratory Issues Health Care Plan or Severe Allergic Reaction Health Care Plan to be submitted instead of the Medication Administration Permission form. These forms require both a physician and parent signature. We would like to have the forms faxed to our office at 720-398-6204 as soon as you have them completed so that we have time to review them before the program. Please bring the original with you the first day of camp. These forms can be found on our website in the Forms section.
- ✓ Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label that lists:
 - Child's name
 - Prescribing practitioner's name
 - Pharmacy name and telephone number
 - Date prescription was filled
 - Expiration date of the medication
 - Name of the medication
 - Dosage
 - How often to give the medication
 - Length of time the medication is to be given
- ✓ Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.

- ✓ Staff will carry camper medications in the field unless otherwise specified in writing on a Health Care Plan, signed by a health care provider, in the case of inhalers or EpiPens. In the event of self-carry, staff will maintain the Health Care Plan on their person at all times. These medications will be either returned to the parents/guardians each day at the end of camp or clearly labeled and stored in a locked and secure manner that only Avid4 staff can access.
- ✓ All medication administration is undertaken in compliance with the Nurse Practice Act.

Diapering and Toilet Training

Children eligible for the Pre-K Discovery Camp must be toilet trained unless there is a medical or developmental reason as to why training has not been completed. If the child is not completely toilet trained, the parents must disclose this information to the director prior to the first day of camp. Diapers are checked regularly and will be changed when soiled or wet. Diapering would be done in a designated diapering area, which will be cleaned before and after each change with a bleach solution.

Naptime Procedures for Pre-K Camps

- Nap mats/cots must be easily cleanable.
- If the mats/cots are stored in a manner that they touch, they will need to be washed, rinsed and sanitized after each use.
- If the mats/cots can be stored not touching at all, they will need to be labeled for a specific child and washed, rinsed and sanitized weekly.
- Mats/cots must be stored in a sanitary manner. They may not be stored in the restroom.
- If children bring sheets, blankets, pillows, lovies, etc., these items must be stored individually and may not touch.

Managing Risks

Inclement Weather and/or Excessively Hot Weather

We will make every effort to conduct camp even in inclement weather. Weather is a very real part of every outdoor experience and thus can provide great learning opportunities. We have activity modifications and even tents and other shelters available for group activities, as well as the option of returning to our base for indoor activities. Avid4 staff, on a day-to-day basis, will make decisions on whether or not activities will take place outside. If camp needs to be delayed or canceled due to severe weather, we will have a recorded message indicating such at 1-800-977-9873 and/or posted on our website at www.Avid4.com, beginning at 6:30 AM. Parents are still responsible for paying tuition when Avid4 is closed due to severe weather.

Risks Involved in Outdoor Activities

The following describes some, but not all of the inherent and other risks, hazards and dangers associated with engaging in Avid4 activities.

- Risks involved in physical activity: Activities vary, but can include hiking, bicycling, climbing (including top-roping, ascending, lowering and belaying) and kayaking and sustained use of a participant's arms and legs, in variable weather.
- Risks present in outdoor environments: These risks include travel on and off trail in mountainous terrain, potentially at high altitude in remote areas which could require significant evacuation time to get to medical care in the event of illness or injury. Travel may be subject to lightning, cold, strong winds, extremely cold water, rain, snow and other adverse weather conditions, falling or fallen timber, stinging or disease-carrying insects, wild animals and other natural or man-made hazards. Hazards may not be marked and weather is unpredictable.
- Paddle Sports risks: Kayaking, canoeing, and/or stand-up paddle boarding will take place at Reservoirs or similar locations. Risks include: slipping while entering or exiting the water,

- getting caught under a boat, or impacting the reservoir bottom or other underwater hazard. Participants must exercise caution in entering and exiting boats.
- Bicycling risks: Bicycling will take place on public and private lands. Risks of bicycling include losing control or balance and falling from the bike.
 - Rock Climbing risks: Climbing activities will take place on natural rock on public and private lands. Climbing includes risks such as the possibility of slipping and falling, rope burns, impact from falling rocks, pinches, jolts and injury from pulling off a hand or foothold on the rock.
 - Camping activity risks: Camping activities take place on public and private lands in and around the State of Colorado and include setting up tents, and instruction on minimizing impacts, equipment, precautions, preparations and meals. Participants may cook over a camp stove and are subject to the risk of scalding.
 - Risks in decision making: There are risks involved in decision making and conduct, including, without limitation, the risk that an Avid4 representative, co-participant or contractor may misjudge a participant's capabilities, health or physical condition, or misjudge some aspect of instruction or medical treatment.
 - Personal health and participation risks: The risk that participant's mental, physical or emotional condition or limitation (known or unknown, disclosed or undisclosed) combined with participation in these activities could result in injury, damage, death or other loss.
 - Equipment risks: Although equipment is inspected regularly, there is the risk that equipment used in an activity may be misused or may break, fail or malfunction.
 - Risks regarding conduct: Risks include the potential that the participant, or other participants or third parties may act carelessly or recklessly.
 - Risks regarding free time: Participants may have free time before and after the start of the program and at various other times while they are with Avid4. During both supervised and unsupervised activities, all participants share in the responsibility for their own safety.
 - Other risks, hazards and dangers: In addition to those mentioned above, there are other risks that are generally associated with instructional or adventure activities.

These and other risks, hazards and dangers may result in participants: falling partway or falling to the ground; impacting objects, the rock face, people or the bottom of a reservoir or other underwater hazard; capsizing a boat; reacting negatively to weather conditions or increased exertion or experiencing other problems. These and other circumstances may cause dehydration, sunburn, broken bones, paralysis, drowning, heart or lung complications, mental or emotional trauma, concussions, abrasions, wounds or other injury, damage, death or loss.

Avid4 reserves the right to dismiss any participant from the program that staff believes, in their discretion, presents a safety concern or medical risk, is unduly disruptive, or otherwise conducts him/herself in a manner detrimental to the program. Examples include but are not limited to: fighting, bullying, drug-use, etc.

Emergency Procedures

All children are under direct supervision at all times. However, if a child is lost from the group, Avid4 will notify the local authorities and the child's parent/ guardian. Within 24 hours Avid4 will submit a written report to the relevant Department of Human Services.

In the event of a natural disaster the Avid4 staff will adhere to the following procedures:

- In all cases Avid4 staff will take the sign-in sheet and attendance in order to make sure that all children are accounted for. Parents will be notified as to the location of campers and staff will stay with campers until they can be picked-up.
- In case of building fire: Staff members will evacuate children to an area well away from the building by recognizing the evacuation procedures posted by the doors. Avid4 staff will take

- the sign-in sheet and attendance will be taken in order to make sure that all children are accounted for.
- In case of flood: Staff members need to evacuate children to a high area well away from the flood area. Avid4 staff will take the sign-in sheet and attendance in order to make sure that all children are accounted for. Parents will be notified by telephone as to the location of campers and Avid4 staff will stay with campers until they can be picked-up.
 - In case of extreme weather: If extreme weather conditions exist to the degree that parents cannot pick up their children, Avid4 staff will continue to provide services and program operation until conditions make pick up possible.
 - In case of tornado: Staff will ensure that all campers are escorted to the designated tornado area. In the designated area, as much as possible against a wall, or under heavy furniture, all will assume the protective position. Once the tornado has passed, staff will inspect the building for downed power lines and other hazards, and injuries. At least one staff member must stay in the designated area with participants until the “All Clear” is given. Parents will be notified.
 - In case of wildfire: If there is wildfire or smoke is smelled, staff members will lead their groups away from the potentially dangerous area. Staff members will contact the Camp Director to communicate any change of plans and help assess the situation. If necessary, parents will be contacted.
 - In case of lockdown, shelter in place or active shooter on premises: These are temporary sheltering techniques utilized to limit civilian exposure to imminent threat of violence. A lockdown, shelter in place or active shooter on premises procedure will be implemented only if there is a serious risk of danger to staff, parents and campers. The decision to initiate these procedures may be at the discretion of the Camp Director, building administration or in response to a request by local law enforcement officials. Parents will be notified as soon as possible with info.
 - If the camp location is deemed unsafe: If it is safe to get to camp but camp is deemed unsafe, then all groups will proceed to a second meeting location. Parents will be notified of the alternative drop off and/or pick-up location.
 - In the event that a camper has been identified as having a functional or ambulatory disability, the staff, Camp Director, and if necessary, the parents, will determine what additional assistance or considerations would be required in the event of an emergency. Due to the varied needs that any person with a disability may have, an individualized plan will be agreed upon to best serve the unique circumstances of each camper for whom this would be required. This will be completed prior to the start of camp so long as notice is provided to Avid4 Adventure in advance.
 - During an emergency event determined by local law enforcement, fire department, or other emergency management agency, Avid4 will release children to parents and legal guardians of children in care or their designee when directed to do so by local authorities

Discontinuation of Services

If, for some unforeseen reason, the services from Avid4 Adventure are discontinued or withdrawn, all participants will be given written notice. In addition, it is your responsibility to notify the Camp Director if you would like to withdraw your child from the program for any reason.

Filing a Complaint

If a parent has a complaint about an action taken by a staff member, or about an incident observed, you are invited to talk to:

The CO Regional Managers:

- **Heather Mrozek Novak** at 1-800-977-9873 x105 (Washington Park, Stapleton, Hilltop & Superior locations).
- **Ryne Willis** at 1-800-977-9873 x119 (Boulder, Valmont & Lafayette locations).

- **Cynthia Podrouzek** at 1-800-977-9873 x109 (Golden, Greenwood Village, Highlands Ranch, Castle Rock & Colorado Springs locations).

The CA Regional Managers:

- **Vanessa Teater** at 1-800-977-9873 x135 (Moraga, Pleasant Hills, Mill Valley & Oakland locations)
- **Katrina Ricca** at 1-800-977-9873 x106 (Burlingame, Cupertino, Los Gatos, Palo Alto, & Campbell locations)

Colorado Mountain Camp Directors:

- **Eric Rightor** at 1-800-977-9873 x123 (Mt. Evans)
- **Heather Cardneau** at 1-800-977-9873 x122 (Windy Peak)

Or the Chief Operating Officer, Kyle Littman at 1-800-977-9873 x110. Additional information regarding contacting the Department of Social Services is located at the end of the handbook.

Reporting Child Abuse

Child care providers are required by law to report suspected child abuse. If child abuse is suspected, the Camp Director and Avid4 Program Director will be notified and will report to the appropriate authorities:

- Boulder County Social Services (303) 441-3131
- Clear Creek County Social Services (303) 679-2365
- Denver County Social Services (720) 944-2960
- Jefferson County Social Services (303) 271-4357
- Douglas County Social Services (303) 688-4825
- Park County Social Services (303) 816-5939
- El Paso County Child Protective Services (719) 444-5700
- Arapahoe County Child Protective Services (303) 636-1750
- Marin County Child Protective Services (415) 473-7153
- Alameda County Child Protective Services (510) 259-1800
- Santa Clara County Child Protective Services - Palo Alto (650) 493-1186
- Santa Clara County Child Protective Services (408) 299-2071
- San Mateo County Child Protective Services (650) 599-3826
- Contra Costa County Child Protective Services (887) 881-1116

If at any time a parent/guardian suspects child abuse they have the right to report this with the appropriate authorities.

Other Policies

One of the goals of our summer camp is to provide a program free from video games, cell phones, and i-products. Please don't allow any of these distractions into camp. We promise that your camper will be busy enough without them. Furthermore, please do not send money, toys or other personal items (with the exception that Pre-K campers can bring a sleep aid for rest time), or pets to camp.

The following rules are ones which, when broken, carry the possibility that the camper will be suspended from camp, either temporarily or permanently.

- Due to the acknowledged hazards of tobacco smoke, especially to children, it is the policy of the Avid4 Adventure to provide a smoke free environment for all children and staff. Please do not dispose of cigarettes at any of the Avid4 program locations.
- No weapons of any kind, either actual or likenesses thereof, are allowed at camp.
- No alcohol or illegal drugs allowed at camp.
- No sexual behavior is allowed at camp.
- No physical violence.

Notice from the CO Dept. of Human Services, Child Care Division:

Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so please ask to see the license and the last facility inspection.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

Boulder County Department of Social Services
3400 Broadway
Boulder, CO 80304
303-441-1240

Park County Human Services
824 Castello Avenue
Fairplay, CO 80440
303-816-5939

Denver Human Services
1200 Federal Boulevard
Denver, CO 80204
720-944-3000

El Paso County Human Services
1675 West Garden of the Gods Road
Colorado Springs, CO 80907
719-636-0000

Jefferson County Human Services
900 Jefferson County Parkway
Golden, CO 80401
303-271-1388

Arapahoe County Human Services
14980 E Alameda Dr.,
Aurora, CO 80012
(303) 636-1750

Douglas County Human Services
4400Castleton Court
Castle Rock, CO 80109
303-688-4825

Colorado Law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regards to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult:

Colorado Department of Social or Human Services
Division of Early Care and Learning
1575 Sherman Street
Denver, Colorado 80203-1714
303-866-5958

Parent Immunization Letter from the State of Colorado:



COLORADO

Department of Public
Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

To: Colorado Health Care Providers
From: Colorado Department of Public Health and Environment, Immunization Branch
RE: 2017-18 Colorado School Required Immunizations
Date: July 17, 2017

Dear Health Care Provider,

We are sending this letter to Colorado health care providers to highlight Colorado school immunization requirements as we approach the new school year.

Colorado legislation 6 CCR 1009-2^(a) requires students attending Colorado Schools to be immunized or to have an exemption on file. The Colorado Board of Health determines immunization requirements for child cares and schools to protect school environments and the health of student populations.

The Colorado Board of Health has incorporated by reference the Advisory Committee on Immunization Practices (ACIP) schedule for specific vaccines.^(b) ACIP recommends that physicians and other health-care providers also comply with state vaccination requirements for school when scheduling and administering vaccines. The following vaccines are required for school attendance and must follow the ACIP minimum intervals and ages. These recommendations have not changed from last year.

- Children in child care and preschool are required to receive DTaP, IPV, Hepatitis B, MMR, Varicella, Hib and PCV13 at the recommended ages.
- Kindergarten entry requirements include final doses of DTaP, IPV, MMR and Varicella.
- Students entering 6th grade are required to receive Tdap vaccine.
 - For students who may not have turned 11 years of age when entering 6th grade, the health care provider can administer Tdap vaccine or may choose to wait until adolescent vaccine visit at 11 years of age. If the Tdap is not received before school starts, the student will be considered “in-process”. An appointment is made for the student, and the parent should provide written documentation to the school verifying the scheduled appointment date.

^a 6 CCR 1009-2: <https://tinyurl.com/y8unqx7y>

^b ACIP: <https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>



Parents unable or unwilling to obtain the required immunizations for their child will be required to submit a medical or non-medical exemption in order for their student to attend a Colorado child care or school: www.colorado.gov/vaccineexemption.

If you have questions regarding the ACIP schedule, please call the Colorado Immunization Branch at 303-692-2700 and ask for the immunization nurse on-call. If you have questions regarding the school immunization law or the Colorado Board of Health immunization rules, please contact Jamie D'Amico, RN, MSN, CNS at 303-692-2957 or jamie.damico@state.co.us.

Thank you,

Lynn Trefren, RN, MSN
Colorado Immunization Branch
303-692-6342
lynn.trefren@state.co.us

