

# The Colorado Mountain Ranch Parent Handbook

Complete General Information for Children's Summer Day Camp

Welcome to the Summer of 2010!

The Colorado Mountain Ranch \* 10063 Gold Hill Rd. \* Boulder, CO 80302 \* 303-442-4557

## Summer Outdoor Adventure Programs June 7 through August 13, 2008

Boys and Girls - Ages 7-16

Mountain Adventure Camp and Focus Camps:

*Horses! Mountainboarding! Gymnastics! Trail Blazers! Frolf! Earth! Water! CIT's!*

### ***2010 Discounts for full tuition pre-payment:***

With your completed registration, if you choose to pay your tuition in full by:

January 1,	take \$40.00 off per week per child
February 1,	take \$30.00 off per week per child
March 1,	take \$20.00 off per week per child
April 1,	take \$10.00 off per week per child
May 1,	take \$ 5.00 off per week per child

### **Transportation**

All of our busses are regularly maintained and equipped with the proper safety equipment. Every vehicle meets the safety standards set by the Colorado Department of Revenue, Motor Vehicle Division. Our drivers are mountain-trained and certified in accordance with Colorado state law. Each driver and supervisor has a current Department-approved first aid safety certificate that includes CPR.

**Bus Safety:** Please ask your child to: 1) Remain seated, face forward, keep the aisles clear; 2) Not throw any objects; 3) Use inside voices, don't distract the driver; 4) Keep head, arms and trash inside the bus; 5) Be courteous - keep your hands and feet to yourself; 6) Be alert to traffic when leaving the bus; 7) Raise hand for help from a supervisor when needed.

## Bus Schedule

### WHERE...

Pick Ups and Drop Offs are at North Boulder Park (9<sup>th</sup> and Balsam) near the parking lot (7<sup>th</sup> and Dellwood.) **Please leave the park-side of Dellwood open for the busses!**

### WHEN...

**Morning:** Supervising staff arrive at 7:45 AM. Please arrive before 8:10. The bus aims to leave for The Ranch at 8:30 AM after cross-referencing sign-ins and bus check-ons.

**Afternoon:** The bus arrives at North Boulder Park at 4:30 PM. Staff supervises until 5:15 PM each evening. **Please be sure to sign out** and have your child with you when you do. We try to call all parents who don't sign out to be sure that you have your child.

## Park Sign In and Sign Out

**Mornings...**Please sign your child(ren) in, and indicate the time. Bathroom Call and Bus Loading begin at 8:10. Once a child is on the bus, he/she must stay there. Sign-ins before 8:15 are cross referenced. A parent who signs in a child after 8:15 is responsible for being sure the child is on the bus.

**Afternoons...**SIGN YOUR CHILD OUT on the same sheet as the sign-in. Have your child with you when you sign out with our staff. A child may sign him/herself in or out with written permission from the parent. Your child may only be released to those you have indicated on your original application. If there are changes, please let us know in writing. If you have last minute emergency changes in plans, call us before 3:30 so that the office can let your child and the park staff know. Only those authorized to sign out your child may do so.

## North Boulder Park

Concerned folks who live around the North Boulder Park neighborhood have requested that we ask you to:

1. Arrive early to alleviate congestion
2. Carpool - it will bring less traffic to this area.

3. Approach the park from the West if possible.
4. Park in the parking lot rather than the street when you can.
5. Do not park (even for a moment) where there are "No Parking" signs.
6. Drive slowly as you come to pick up and drop off your children.
7. Allow people to get out of their driveways.
8. Please don't drive on sidewalks.
9. **Keep the park-side of Dellwood open for our busses to pull in.**

For the safety of everyone involved, thanks for making this a safer and easier time for all of the kids, the neighborhood, other parents and us.

## **The End of the Day**

The Colorado Mountain Ranch must have a signed authorization for your child to be left unsupervised at the park after 5:15 PM. We will try to phone parents of any children who have not been picked up by 5:15 PM who do not have a signed authorization on file. Since our staff members need to return to The Ranch for evening meetings and workshops, if we still have your child, he/she will be taken back to The Ranch for supervision at the Camp Office until a parent or authorized person picks them up. A late charge will be assessed at the rate of \$10 per 15 minute interval or part thereof and should be paid as you pick your child up. If no contact is made, the police will be notified at dark.

## **Arrival or Pickup at The Ranch**

**For those providing their own transport to and/or from The Ranch regularly:** Park in the lot across the road. **Arrival: 9:15 am.** And **Departure 4:00 pm.** Sign in and out at The Office.

**Late Arrival at The Ranch:** Call us if your child will be arriving late. Park in the lot across the road, walk back across the road into Main Camp and go left to The Office to sign in. Include your name, your child's name and the time you are arriving at The Ranch, and we will take your child to his/her current activity.

**Early Pickup at The Ranch:** Call us if you would like to pick your child up at The Ranch so we can try to have your child at the Office when you arrive to sign out for the day. Transition times are on the hour each hour. Call before 8:00 am if you plan to pick up your child at The Ranch the day after an overnight or campout.

## Personal Belongings and Lost & Found

**What To Bring: Every Day** your child needs to bring: Long pants, socks and shoes (no sandals, please) a light jacket or sweatshirt (no matter how hot it is in Boulder!), water bottle, sunblock and lunch. If you choose to send insect repellent for campouts, send only liquid or stick, no sprays. Day packs help children keep their things together. Don't forget that days are cooler at this altitude and the weather can change quickly, so please pack accordingly.

**Horse Focus Riders** should bring all of the above with a rain jacket and pants (not a poncho) and a water bottle that attaches around the waist, along with long pants, shoes that tie, and socks.

**Mountainboarders** need everything listed above. For riding, they need to wear long pants, shoes that tie, and socks.

**Water Focus Campers** need everything listed above plus a bathing suit and towel.

**Hikers** also need a rain jacket or poncho, long pants, comfortable walking shoes.

Children keep all **personal belongings** in cubbies that are not lockable. While teaching respect for others' property, you and your child must take responsibility for deciding whether to bring expensive items such as cell phones, Gameboys or personal music players (all of which may be used only on the bus or in the park). We are not responsible or liable for lost or stolen items. Please label everything that comes to The Ranch.

**Lost and Found** from each week is taken to the Park on Friday of that week. You may come to The Ranch at any time to view the total accumulated Lost and Found.

## Lunches and Snacks

Please provide a nutritious, non-perishable lunch for your child. Include a frozen juice or freezer pack. If your child needs regular snacks, pack a fanny pack (separate from the lunch) for snacking throughout the day. We provide a light snack on the bus in the afternoon. Water is always available at The Ranch. Please send a water bottle with your child to make water intake easy.

## Rates and Refunds 2010

### *Discounts for full tuition pre-payment:*

With your completed registration, if you choose to pay your tuition in full by:

January 1,	take \$40.00 off per week per child
February 1,	take \$30.00 off per week per child
March 1,	take \$20.00 off per week per child
April 1,	take \$10.00 off per week per child

**Mountain Adventures - Ages 7-13.....** \$425 per week

### **Focus Camps**

*Horses!* - Ages 10-15..... \$525 per week

*Mountainboarding!* - Ages 10-15..... \$475 per week

*Trail Blazers!* - Ages 10-15..... \$475 per week

*Gymnastics!* - Ages 10-15..... \$475 per week

*Frolf!* - Ages 10-15..... \$475 per week

*Water!* - Ages 7-15..... \$475 per week

*Earth!* - Ages 10-15..... \$475 per week

*CIT's!* - (*Counselors-in-Training*) - Ages 13+

Age 13 - \$475; Ages 14&15 - \$400; Age 16 - \$300; Age 17 - Tuition Free

**Please pre-register!** Children may enroll for a week or more (no daily rates or make up days.) There is a non-refundable registration fee paid once per summer, once per family. A non-refundable deposit is required for each week you indicate and will be credited to the weekly rate. Note name of child(ren) and week(s) you are paying for on every check. All fees are due in full (except for the overnight and campout fees) 10 days before your child attends. Checks, cash, Visa and Mastercard are accepted. Refer to the Acknowledgement we send for current rates and balance or please call the Office. If you are already registered and would like to add another week, give us a call! We can make changes by phone!

**If your schedule changes** - If you need to drop or change to a different week, please call us. There is a \$10 "switch fee" charged for changes in weeks of registration (per child per week and subject to availability) and a \$10 office fee for other registration adjustments. If you have paid in full and you need to cancel, we will refund everything except the non-refundable deposit and the registration fee.

## Health

**Absences and Illness:** Programs are in session Monday through Friday. If you need to keep your child home for any reason during the time of enrollment, it is important to call the office to let us know.

If your child is ill, please do not send him/her to The Ranch. If your child becomes ill while at The Ranch, we will call you. A parent or authorized adult should always be available in case an emergency arises. Emergency contacts **must** be listed. If your contacts are unavailable, the Police Department and/or Child Protective Services may be notified in the event of an emergency. There are no refunds or make up days for those missed due to illness or any other absence.

**Sunscreen:** Please apply sunscreen before your child gets on the bus in the morning. Also, send sunscreen for another application during the day, marked with your child's first and last name. We do our best, but please keep in mind that studies show that even reapplying sunblock does not necessarily work all of the time. If your child is fair, include a hat (please instruct your child to WEAR IT) and a dark colored t-shirt for swimming. If your child does not bring personal sunscreen, we may apply a 30 SPF Hypo-Allergenic (non-paba) sunscreen.

### Medications and Medical Forms

Prescription and non-prescription (over-the-counter) medications for eyes, ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only at The Office and only with the written order of a person with prescriptive authority **and** with written parental consent.

**Immunization Record.** The State of Colorado requires us to have a Certificate of Immunization for your child. This form needs to be in our office before your child's attendance in our programs. It does not need to be included right away with your original registration.

**Medication Consent I:** Administration of Medication provided by The Colorado Mountain Ranch. This form authorizes over-the-counter medication which is **not** provided by a parent in the event that a health issue may arise while your child is at The Ranch. Your child may come to the Office with an upset stomach, an allergic reaction, receive a cut or scrape, a splinter or could even be in pain from constipation. Without the **Medication Consent I, initialed and signed by both a parent and doctor**, we can only offer rest and a damp cloth.

**Medication Consent II:** Administration of Personally-provided Medication at The Colorado Mountain Ranch. This form applies to both prescription and over-the-counter medications sent from home. For prescription medications, please request an "extended dose" from your doctor so that you can give the medication before the child arrives in the morning and after the child gets home in the afternoon. If it is absolutely necessary for you to send prescription or over-the-counter medications for your child, these must be sent in the original container and may be dispensed by The Colorado Mountain Ranch office staff only if accompanied by the **Medication Consent II, which has been signed by both a parent and doctor.**

## **Behavior Expectations and Discipline**

Discipline is gentle, starting with clear understandings of rules and expectations in regard to safety and cooperation. The Colorado Mountain Ranch models, teaches and encourages good communication skills, mutual respect, problem-solving skills and positive social interactions between peers and staff. We believe that this creates an atmosphere which decreases behavioral concerns and provides a strong support system for children who are having difficulties. We also find positive reinforcement, conflict resolution or a brief recovery period to be effective. If more serious problems arise, we problem-solve directly with the children who are involved regarding the situation. We will call the parents if we feel it is a situation that would benefit from parental support. Our goal is to provide a safe and happy environment for everyone.

**Disruptive Behavior:** We reserve the right to discontinue a child's enrollment for unacceptable behavior, which could include, but is not limited to verbal or physical abuse, destruction of property, ignoring safety rules, and disrespecting or ignoring staff.

## **Special Needs**

The Colorado Mountain Ranch offers programs that are outdoors, extremely busy and physically demanding. Many children with special needs successfully participate. We request that you call to talk with one of the directors and plan to observe our program to see if it feels like a good fit before enrolling your special needs child.

The Mapleton Pediatric Rehabilitation Center offers summer programs for special needs children. Please contact Karen Morroni at 303-441-0526 for further information.

## **Parent Communication**

If you ever have a concern or would like to chat about your child's progress, don't hesitate to call us at any time and speak with one of the directors. We strive for honest and direct communication with the children and their parents and we always welcome your input. If you use email or fax, please call to confirm that we received it.

## **Visitors**

You and your family may observe our program at any time, but plan to provide your own transportation. When you arrive, park in the lot across the road, go to The Office and sign in on the Visitor Log. We require all visitors to show identification and sign in and out with your full name, date, time and reason for visit. We will give you a "Visitor" button and let you know what activity your child is participating in. All dogs must be on a leash and cleaned up after, or left in your car.

## **Emergency Procedures**

**Disaster Procedures:** In the case of an emergency evacuation, CMR staff will transport campers and personnel to the Boulder Reservoir for the day and return to North Boulder Park at the usual time. If an evacuation must occur during an overnight, CMR staff will transport campers and personnel to Carter Lake Reservoir campground west of Loveland, a Colorado State and Larimer County Park. Return to North Boulder Park will be at the usual time.

Information will be available by telephone through the Camp Office and/or on the Camp Office phone voice greeting.

**Fire:** All staff are well-trained in emergency procedures. A continuous ringing of the bell, or blasts from the air horn, signal fire. All staff and children will move in an orderly fashion to the center flagpole for further directions.

**Excessively Hot Weather:** We will provide indoor activities or gather in shaded areas outdoors. Children have access to water at all times, and they are encouraged to drink fluids throughout the day. Everyone is expected to bring a water bottle, keep it full and carry it at all times. *Horse Focus Riders* need a water bottle that attaches to the body or a "camelbak."

**Severe Weather Conditions/Lightning:** All groups will seek shelter immediately and remain sheltered until the weather clears.

**Medical Emergency:** We will administer first aid and make every effort to contact the parent or guardian. If emergency medical treatment is required, we will contact a doctor or hospital, provide transport or call an ambulance or Flight for Life, depending on the First Aid assessment of the severity of the injury or illness. The Colorado Mountain Ranch does not provide health insurance. Any medical expenses incurred will be the responsibility of the parent or guardian.

**Communicable Illness:** Please call us if you know that your child has been exposed to any communicable illness. If your child is currently being treated with antibiotics, he/she must have been on the medication for at least 24 hours before coming to The Ranch.

**Vehicle Mechanical Failure:** Driver will park vehicle away from traffic if possible. Staff entertain campers on the vehicle until a back-up vehicle arrives. Closely supervised, campers will walk single file to board the alternative vehicle as directed.

**Vehicular Accident:** All of our vehicles are supplied with first aid kits and staffed by people certified in First Aid and CPR. We will administer first aid as needed and notify the authorities.

**If a Child Becomes Lost:** We will make every effort to notify the parent immediately. Our staff will begin searching for the child and/or may contact the police department if necessary.

**Locating Your Child at The Ranch:** The Office keeps group lists and daily schedules identifying where your child is at all times.

**Reporting Child Abuse:** Colorado requires that child care providers report all known or suspected cases of child abuse or neglect. A report should be seen as a cause for concern, but an accusation. You also have the right to report any suspicions or incidents. You may seek assistance from the Boulder County Department of Social Services at 3400 Broadway, Boulder, CO 80304 303-441-1240.

***We're looking forward to seeing you this summer!***