



P.O. BOX 164  
CARBONDALE, CO 81623  
(970) 704-2267

**Location:** Crystal River Elementary School 160 Snowmass Drive, Carbondale, CO

## **STATEMENT OF POLICIES AND PROCEDURES**

### **CENTER'S PURPOSE AND PHILOSOPHY ON CHILDCARE**

The purpose of **Camp Run-a-Muk** is to provide a safe environment to children in out of school times, emphasizing dramatic play, games and arts and crafts. It is our philosophy to enhance each child's individuality by process not product.

### **AGES OF CHILDREN TO BE ENROLLED**

**Camp Run-a-Muk** accepts children Entering Kinder through 12. Children must be enrolled in elementary school.

### **HOURS OF OPERATION**

**Camp Run-a-Muk** will operate a summer program. The hours are from 7:30am to 6:00pm Monday thru Friday. The camp will be closed most major holidays. After-school program begins immediately after school and ends at 6:00pm.

### **POLICY FOR INCLEMENT WEATHER**

**Camp Run-a-Muk** will coincide with RE-1 School District on school closures due to inclement weather. In the event that school is cancelled throughout RE-1 due to dangerous conditions, **Camp Run-a-Muk** will also close for the day.

### **POLICY FOR ADMISSION AND REGISTRATION**

Children enrolled in program will have required forms filled out by parents prior to attending camp. We require that any changes of address, phone numbers, emergency contacts etc, be addressed in writing. These changes will be added to the child's folder.

### **ITEMIZED FEE SCHEDULE**

Summer program fees are as follows:

- **\$1000.00 for a 22 day punch pass.**
- **\$750.00 for a 15 day punch pass.**
- **\$275.00 for a 5 day punch pass.**
- **\$14.00 per after-school day 24 hour advanced notice required to absences.**
- **A registration fee of \$100.00 (non-refundable) annually per child required to cover snacks and supplies.**  
Parents will be notified 30 days prior to any fee changes.

### **OVERDUE BILLS**

**Anyone carrying a balance due after 30 days will be subjected to a finance charge of 24% per annum. If outstanding balance is \$300.00 than child will no longer be able to attend camp until said balance is paid. Children will be re-instated into the program with the contingency that bill be kept current for each billing period.**

### **PROCEDURE FOR IDENTIFICATION OF CHILDREN'S WHEREABOUTS AT ALL TIMES**

- Enrollment book to be accessible to staff members at all times.
- A daily sign in/sign out sheet must be signed by parents or guardians everyday upon arrival and pick up at the end of the day.
- Notification of absent children is required by **Camp Run-a-Muk** by phone or in writing. If child is not present of a scheduled day, phone contact will be made to verify absence.
- A monthly calendar will detail our itinerary for the summer program.
- A message board at the front entrance will be available as to our whereabouts.
- Cellular phones and radios will be utilized to ensure communication at all times
- Sign-in sheet has additional space for emergency contact and phone numbers.

### **DISCIPLINE POLICY**

The philosophy at **Camp Run-a-Muk** on appropriate behavior is simple. Treat other people and things the way you want to be treated at all times. At no time is harming yourself, others or property acceptable. Our approach to discipline is positive in nature and involves conflict resolution and allowing children to "talk-out" their problems with adult supervision. Discipline to be age appropriate and constructive and educational in nature and may include such measures as diversion, separation of the child from the problem and may include mediation and problem solving. Children will at no time be subjected to physical or emotional harm or humiliation. Staff and

children may not use corporal or other harsh punishment including but not limited to any physical contact or verbal abuse. Discipline will not be associated with food, rest or toileting. No punishment accepted for toileting accidents. Food will not be denied or forced upon any child for any circumstances. Separation of a child when used as discipline will be brief and appropriate to the child's age and circumstances. The child will be in a safe, well-lighted, well-ventilated area and to be within hearing and sight of staff members. Child will not be isolated in a locked room, bathroom, closet or pantry. Verbal abuse and derogatory remarks about the child will not be permitted. Authority on discipline will not be delegated to other children at any time. **Camp Run-a-Muk** will not sanction one child punishing another.

#### **NOTIFICATION OF PARENTS DUE TO ILLNESS/ACCIDENTS OR EMERGENCIES**

Parent or guardian will be notified of illness or in case of accident and emergencies by staff by telephone. Each child has emergency numbers on file and said emergency information will be taken on all trips away from the facility. Each group leader will have emergency telephone number list with them at all times. Emergency transportation will be made available during times of operation. A separate area will be used if child is vomiting, has a fever or determined ill by a staff member until child's parent or guardian has been contacted and is able to pick the child up.

#### **TRANSPORTATION PROCEEDURE**

All children being transported at any time from the facility will have a signed permission slip on file. All rules and regulations provided by the State of Colorado including seat belts, staff to student ratio will be enforced at all times.

#### **POLICY ON RELEASING CHILDREN**

**Camp Run-a-Muk** will release children only to persons authorized in writing on enrollment forms. Identification measures will be taken to ensure proper releasing of children. All authorized persons will be required to show picture identification before child will be released. Parents must sign children out before leaving the facility. Staff procedures for closing the operating day are to ensure that all children are picked up before leaving for the day. In the event that children may leave on their own accord, they must sign themselves out and a proper release form must be on file signed by parents.

#### **CHILDREN'S MEDICATION POLICY**

No medicine will be administered without a prescription signed by a doctor. Only medicine in its original container will be given. Parents must notify staff, in writing if child is required to take medication while attending camp. A locked box will be utilized to keep medicine safely out of reach. In the event that a child requires additional medical procedures, a Registered Nurse will be consulted and will oversee the training of staff with respect to the specific medical procedures. Fees for the additional services of the Registered Nurse will be the responsibility of the parents. Staff will have required training in universal precautions.

### **CHILDREN'S PERSONAL BELONGINGS POLICY**

We encourage children to leave their belongings at home and any personal items should be kept in their backpacks. In the event that something is lost or stolen, **Camp Run-a-Muk** is not responsible. We ask that all property belonging to Camp, school and others be respected.

### **SNACK POLICY**

**Camp Run-a-Muk** will provide snacks in the morning and afternoon. Food will be from reliable food source and all procedures for safe food handling will be followed by staff. Hand washing before all food preparation and eating will be mandatory. Food allergies will be posted and an optional food choice will be offered. If a child's lunch is forgotten, **Camp Run-a-Muk** will provide one for them. It will meet a minimum of the 1/3 of the daily nutritional requirements. Parents are encouraged to pack an additional snack along with lunch. We ask that they be nutritional in nature and packaged properly. No soda.

### **VISITOR POLICY**

All visitors are required to sign-in, show valid picture identification and state the nature of the visit. Director will establish communication with all visitors and follow procedure as outlined in State Rules and Regulations, ensuring safety to all staff and children. All student and staff files will be kept confidential.

### **PROCEDURES FOR FILING COMPLAINTS AND REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT**

- Under Colorado State law, all staff in day care centers are required to report all suspected child abuse and neglect to the Colorado Dept of Human Services.
- Policy for reporting child abuse procedures will be posted for staff and parents with proper department agencies and phone numbers.
- Parents have the ability to file complaints to the Dept of Social Services and compliance to procedures will be followed.
- If the incident happens at the facility the report will be made in the county in which the child resides.
- All reports will be filed according to state rules and regulations and copies will be made and kept on permanent file.
- In the event of a parent/guardian arriving to pick up child showing any signs of being under the influence of drugs and/or alcohol; **Camp Run-a-Muk** staff reserves the right to notify police and keep the child at camp until a “safe” adult can be notified to attend to the child.

#### **PROCEDURE FOR WITHDRAWING FROM THE PROGRAM**

Two week written notice is required to withdraw from the program. Parents will be held financially responsible for any additional days. Registration fee is non-refundable. Parents or guardians may be asked to withdraw their child from the program if:

- a. Account is delinquent and no attempt to reconcile has been made.
- b. In our judgment, we lack the special resources to serve any additional need of your child properly.
- c. If we determine that your cooperation regarding a problem is absent. We will do our best to evaluate a problem and discuss possible solutions.

**IF NO WRITTEN NOTICE IS GIVEN FOR EARLY WITHDRAWAL FROM THE PROGRAM YOU WILL BE FINANCIALLY RESPONSIBLE FOR THE TWO WEEK PERIOD AFTER SAID WITHDRAWAL**

#### **EMERGENCY EVACUATION PROCEDURES**

In the event of natural disasters and emergencies or in case of a need to evacuate the facility, we will utilize the schools cafeteria and or the Church facility located nearby. Emergency phone numbers will be taken to location and parents will be notified as to the whereabouts of our evacuation facility. Confirmation as to necessary safety procedures will be made through contact with our local law enforcement. Fire drills will be scheduled quarterly and children and staff will be clear on evacuation procedures.

## **STAFF REQUIREMENT PROCEDURES**

All staff members will be required to read policies and procedure handbook and will be required to register with the Central Registry. Fingerprint forms and employment application will be required prior to working at **Camp Run-a-Muk**. All staff will have an interest in working with children and be of good character. Director will verify all professional, personal and educational references prior to hiring. Job descriptions will be given to employees and a signed statement of health and well being will be kept on file. Staff members are required to obtain 6 credit hours of additional training of education courses each year and files will be updated quarterly. Policy of reporting any suspected child abuse or neglect will be understood and followed by all staff members. All employees will follow policies as outlined in parent handbook to ensure the safety of all children in the program.