



# 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, background checked and carefully referenced, as well as being great role models.

### Background

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

- One in five 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.

## **Programming During Covid-19**

Avid4 wants nothing more than to keep our campers and families safe throughout the Covid-19 pandemic. We also recognize the importance of outdoor pursuits and learning, and that camp could be more beneficial than ever before. To keep your family as safe and healthy as possible we have developed three new programs, in addition to providing Expeditions and our Valmont Bike Park Camps to provide all the great programming you love about Avid with new safety measures.

### **Camp at Home**

Avid4 Adventure Camp at Home is a week of customized day camp that comes to our families!! One experienced, first aid and CPR certified, health and background screened staff member comes to a camper's home each day, spending six hours with up to four kids, facilitating Avid4 Adventure activities. Curriculum is highly customized for campers through consultation with the instructor beforehand and may include: Survival Skills, Biking, Outdoor Cooking, Map and Compass, Campsite Planning and Setup, Hiking, and Nature Crafts. Activities are facilitated in outdoor spaces around a camper's home and local green spaces.

### **Small Group Adventures**

Avid4 Small Group Adventures are an incredible, action-packed day of adventure, in a small group (no more than 5 kids) to reduce transmission risk. For all small group adventures, one experienced and health-screened instructor would meet the group at a recreation location to focus on a technical adventure sport for a full six hour day. Instruction could be in stand up paddleboarding, kayaking, mountain biking, or rock climbing. Half day programs are offered for Pre-K to 1st graders for Learn to Bike and Intro to Paddle Camps.

### **Online Camp**

Campers are part of an online group that meets each day with their instructor, as well as experiential educational sessions with our best instructors from across the country. All activities are designed to take place in our campers' homes and backyards and a list of readily accessible supplies are provided in advance. Different virtual camps are offered for different age groups with the intention to provide 2.5 hours of daily engagement with a parent nearby, but not participating directly. Activities include yoga, music, outdoor art projects, games, learning about Leave No Trace, first aid skills, equipment repair, and outdoor adventure planning for family outings.

### **Valmont Bike Park Camps**

Campers in our Valmont Bike Park Summer Camps and girls in our Girls Shred Camp experience a biking adventure like no other, tackling the trails, jumps and features of Boulder's world-renowned Valmont Bike Park. Throughout the week, campers roam the park on two wheels, taking on increasingly challenging activities and exploring exciting new terrain.

### **Expeditions**

Our weeklong Expedition Camps transport 5th-12th graders to some of the most stunning, secluded natural spaces in California, Colorado and Wyoming for an authentic—and transformative—experience. Expedition campers sleep in tents every night and adventure every day, choosing to focus on a multi-sport, mountain biking, rock climbing, paddling or backpacking

experience. In addition to exploring their spectacular surroundings and logging lots of practice in their sport of choice, they learn lasting skills in everything from gear management and cooking outdoors to problem solving and teamwork.

## Addressing Your Concerns About Covid-19

Please reference our website for more information on our Covid-19 protocols.

- [Quick glance protocols](#)
- [More in depth information can be found in our help center.](#)

## Program Information

### Questions?

Please contact Avid4 Adventure:

Web: [www.Avid4.com](http://www.Avid4.com)

Office Phone: 720-249-2412

Email: [info@Avid4.com](mailto:info@Avid4.com)

Emergency: 1-720-249-2412 x 959

Fax: 720-398-6204

### What to Bring to Camp

#### Online Camp:

All days:

- Technical recommendations
  - Computer with webcam or tablet
  - Zoom app installed.
- Timer – can be on a phone, watch, or kitchen timer
- Water bottle
- Sunscreen
- Each day will have a short list of items to bring. That list can be found on our pre-camp guide.

#### Small Group Adventures, Camp at Home & Valmont Bike Park:

Personal outdoor equipment: Avid4 Adventure will provide all outdoor equipment, except for bikes and helmets. When a child brings their own bike and helmet, it will need to be safety checked by a staff member.

While at camp, children will store their personal belongings in their backpack. See “Pre-Camp Guides” online for specific packing lists. 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).
- 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 and biking days).
- Extra clothes (full set) in large Ziplock
- Sunglasses (optional)

Please label all personal belongings. Avid4 Adventure is not responsible for lost, stolen or damaged items.

### Expeditions

Expedition campers will receive a detailed packing list prior to camp.

## **Meeting Locations**

### **Small Group Adventures:**

For Small Group Adventures, please refer to the Pre Camp Guide to see your child's individual meeting location.

### **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*

### **Overnight Camps:**

#### **CO Expedition Camps-pickup and dropoff location**

*Dawson School: 10455 Dawson Drive Lafayette, CO 80026*

**CA Expedition Camps-pickup and dropoff location: TBD**

## **Ages, Dates, Hours, & Drop-Off Procedures**

Avid4 Adventure Day Camps serve campers ages 4-18 years old. Overnight Camps (Expeditions) serves campers ages 7-17.

Day Camp runs Monday through Friday from June to August. Dates vary based on location and can be found on our website. Colorado, California, Oregon and Washington Day Camp hours are from 9:00 AM – 3:00 PM, Monday through Friday. Valmont Bike Park Extended Care is available from 8:00am-9:00am and 3:00pm-5:30pm.

Expeditions operate Sunday through Friday, in one-week session options during June, July and early August.

When entering the parking lot at your camper's drop off location, 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**

Please refer to our website for fees based on program type and location.

## **Refunds, Transfers and Cancellations:**

*Day & Overnight Camp transfers and cancellations:* Transfer or cancel up to 7 days before the start of the camp session, and we will transfer at no cost or give you 100% of your purchase price as a **credit\*** for any future Avid4 program through the end of the next summer. **\*(This is an account credit, not a refund)**

*Covid-19 Flexible Cancellation Policy:* You can transfer your current purchases and use that credit for alternative Avid4 Adventure options this summer. We will give you 100% credit for any alternative 2020 purchases, including alternative day camp programming, online programming, overnight camp programming, and Avid gear purchase. If you do not find an alternative camp that works for your family or you do not use all of your credit this summer – no worries! Your credit can remain good for any Avid4 program for the next 3 years (through summer 2023).

You can completely cancel your registration(s) for this summer. You will receive 80% of your purchase price back – we will immediately process a 70% refund of your registration fees and apply a 10% credit to your account. Your credit is good for any Avid4 Adventure camp for the next three years.

*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.

*Missed days due to sickness:* **If a camper plans to return to the remainder of their camp session,** we're sorry but no refunds or credits are possible as we're continuing to hold a space for your camper. **If a camper will not be able to return for the remainder of their camp session,** we will offer a prorated account credit for the remainder of the week starting with the day after we were notified of not returning to camp.

## **Parent and Staff Communication**

Due to the nature of a 5-day camp week, formal parent 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 (if applicable), 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**

Due to Covid-19, Avid4 Adventure is not permitting visitors at camps this summer.

### **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](http://www.Avid4.com). Program acceptance is conditional on Avid4's review of forms. For Colorado Expeditions, you must upload your immunization forms prior to 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 on 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, parents are to sign their child in and out daily. 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. During the summer of 2020, Avid4 Adventure is requesting that only ONE parent or guardian physically does camper drop off and pick up.

If someone new is picking up that is not a parent (babysitter, friend's parents, grandparent, etc.), an ID is required and our instructors will verify this person is authorized to pick up the child, before releasing the child to them. If that person is not on the approved pick up list, a phone call to the parents by a Camp Director is required to verify they are approved to pick up the camper.

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 a photo ID. In the event an unauthorized person attempts to pick up a child they will be asked to leave the area. 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.

For Camp at Home programs that are meeting at home, instructors will only leave for the day when the parent or guardian is present and can resume care. The instructor must verbally check in with the parent before leaving. Campers that do not belong to the host parent are allowed to be signed out by the host parent.

Camp at Home instructors are only responsible for Avid4 Adventure campers. They are not responsible for other people in the home.

### **After Hours Pick-Up & Late Arrivals**

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 or can resume care at the child's home (for Camp at Home). When none listed are available, a guardian cannot be reached, and it is past 4:00 p.m. (or an hour after the end of programming) 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.

In the occurrence that a child arrives late and the other campers and instructor are away from the meeting location, parents will need to make arrangements for their child/children to meet up with the group. Parents will have the instructors cell phone number and are expected to notify the instructor in order to make plans to meet up.

### **Transporting Children**

In 2020, the only program that will be transporting campers is Expeditions. For other Day Camp programs, instructors are only allowed to transport children in an emergency situation.

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 pick up point. If a group is delayed more than ten minutes after the 3:00 end time parents will be called by an Avid4 staff member as soon as possible.

### **Staff-Child Ratios**

Our staff-child ratios meet or exceed the relevant Department of Human Services licensing and American Camp Association requirements. While in the field, we will have a minimum of one staff person for every 4-7 campers, depending on the age of the campers and the activity pursued. Campers must be under active supervision by staff at all times.

### **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.

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 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 behaviourally 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 the following organizations:

CO: Mental Health Partners to request services at (303) 443-8500

CA: Children's Health Council at (650) 326-5530

OR: Trillium Family Services at (888) 295-6996

WA: Washington Association for Infant and Early Childhood Mental Health (206) 729-5111

## Health & Wellness

### Meals and Snacks

The staff asks that children bring a nutritious sack-lunch to the program every day for their own personal consumption. Snacks time will occur at around 10:00 a.m. 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.

Expeditions 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. Campers who require special diets should bring all food 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](http://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 a 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. In 2020, Covid-19 policies will dictate when or if a camper can return to camp.
- 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 (1-720-249-2412) or email (info@Avid4.com) if a child is ill, especially if the illness is communicable.
- Parents will be notified if their children were exposed to a suspected or confirmed case of Covid-19.

### **Administering Medications**

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

For DAY CAMP programs, Instructors will not have the training to deliver routine medications. Therefore, if a child requires the administration of routine medications, either a prescription or non-prescription, during camp, parents must administer the medication themselves.

For EXPEDITIONS, 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.

For ALL PROGRAMS, 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. Forms should be uploaded to Active 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 healthcare 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 Learn to Bike and Intro to Paddle Camps 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.

## **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. Avid4 staff, on a day-to-day basis, will make decisions on whether or not activities can take place due to weather. If camp needs to be delayed or canceled due to severe weather, we will have a recorded message indicating such at 1-720-249-2412 and/or posted on our website at [www.Avid4.com](http://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, California and Wyoming 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 themselves 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.

### **Lost or Runaway Participant**

Avid4 staff will initiate these procedures immediately:

1. Ensure the scene is secure and note the time.
2. Gather information:

- Find out who is missing.
  - Get a description of what they were wearing and carrying.
  - Ask other participants about their whereabouts.
  - Where & when they were last seen?
  - What direction were they headed?
  - Hypothesize about where they are likely to be.
3. Give a shout:
- Have everyone stand in a circle facing outward.
  - Have them create a megaphone with hands & shout “[Participant name] where are you?”
  - Stop and listen for at least 30 seconds. Repeat 4 more times.
4. Start the Avid4 Emergency Communication System.
5. Conduct a Hasty Search:
- If shouting does not generate response, conduct a hasty search
  - Campers must remain with the instructor at all times.
  - If there are members of the public in your vicinity, ask for help in the search.
  - The group will spend twenty minutes checking all obvious places around camp & in the immediate area looking for signs of the missing student (footprints, trash, clothing fibers, etc.).
  - Periodically shout participant’s name(s) and listen for a response.
  - They will then check nearby roads, trails, streams and lakes, lookout points, etc.
  - DO NOT SEARCH LONGER THAN 20 MINUTES.
  - After 20 minutes, hasty teams stop and gather to share information found. *If participant(s) is still not found, or if there are not enough adults to conduct a hasty search, staff should initiate the Emergency Communication System in this manual to alert administrators, family and to dispatch a professional search and rescue team to find the lost, missing, or runaway participants.*

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. Avid 4 will release campers only to the adult(s) for whom written authorization has been given. Authorized pick up individuals are denoted on the Medical & Health History form. 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 that the adult is authorized to pick up the child.

- 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, all will assume the protective position. As many people as possible will shelter against a wall, or under heavy furniture. 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 earthquake: During an earthquake, campers will be instructed to move away from windows and large objects that could tilt over. They will then be instructed to drop, cover and hold on. This means that each camper should crouch low to the ground and curl into a ball under a sturdy desk or other strong structure that is not likely to collapse. The campers stay there until the earthquake ceases, then use the buddy system to exit the building.

**If campers are outdoors at the time of an earthquake:** If campers and staff are outside in an earthquake, all should stay outside. Find an open area away from buildings, trees, streetlights, and power lines. Campers and staff should crouch down and cover their heads. Many injuries occur within 10 feet of the entrance to buildings. Bricks, roofing, and other materials can fall from buildings, injuring persons nearby. Trees, streetlights, and power lines may also fall, causing damage or injury.

- In case of tsunami: Tsunami protection starts with being aware of warning signs: There is an earthquake or the ground rumbles a lot. The sea suddenly pulls back and leaves bare sand, making the beach seem a lot larger. Animals may behave strangely - they may suddenly leave, gather in groups, or try to get into places they normally would not go. Warnings from the media if a tsunami warning system is in place in your country.

**If staff or campers notice any of these warning signs, the group will leave the beach or low-lying areas and go to higher ground.** *Keep away from the beach.* Avid staff and participants will be instructed not to go anywhere near the beach or into buildings near the beach. Leave the area immediately, even if just a small tsunami is observed. Tsunami waves grow bigger and continue to hit, so the next giant wave may be on the way. *Go to higher ground.* In event of Tsunami, staff will lead groups up a hill or to a higher area. *Leave all gear and personal items.* Life is more important than any equipment or supplies. Instructors should leave gear behind and get to safety in the event of true emergency

- In case of animal encounter: Report the sighting of any atypical wildlife to the local Animal Control in your location. As soon as an animal is sighted, gather your campers together and encourage them to: stay together, stay calm, and back away from the animal slowly.
- In case of lightning: If struck by lightning, call 911 immediately & activate the Emergency Communication System. There is no truly safe place outdoors during a lightning storm. Lightning is as unpredictable as it is powerful, but we can manage the risk by reducing our exposure. Most injuries from lightning occur from a “splash,” whereby a lightning strikes an object and splashes to nearby objects, and “ground current,” whereby electrical current dissipates from the hit object. Some tips:
  - Observe local weather patterns
    - Pick campsites with prevention in mind – uniform tree cover and/or low hills
  - Know when to seek safe location
    - Monitor approaching storms – lightning can strike well ahead/behind storm fronts. Approx. 1 mile per 5 seconds.
    - Time visits to high risk areas with weather patterns
  - Avoid dangerous locations

- o E.g. places higher than surrounding terrain: peaks, ridges, isolated hills, isolated tall objects, open terrain, large bodies of water and saturated ground, shallow overhangs and caves, previous strike site, and conductors (pipes, wires, fences, wet rope, etc.)
- Seek uniform cover for approaching fronts where there is perceived risk
  - o Uniform height trees and/or rolling hills
  - o Insulate yourself from ground current & assume lightening position
  - o Disperse a group by spacing several body lengths apart to reduce chances of multiple injuries.
- 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.
- Within 24 hours Avid4 will submit a report to the relevant Department of Human Services as needed for the above emergency situations.

### **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:

Program Managers

- **Cynthia Podrouzek** at 1-720-249-2412 x109 (Colorado Small Group Adventures)
- **Ryne Willis** at 1-720-249-2412 x119 (Camp at Home, Valmont Bike Park).
- **Vanessa Olivieri** at 1-720-249-2412 x135 (Online Camp, CA, OR, WA Small Group Adventures)
- **Heather Cardneau** at 1-720-249-2412 x122 (Expeditions)



**Sarah Pekala** at 1-720-249-2412 x108 (VP of Day Camps)

**Kyle Littman** at 1-720-249-2412 x110 (COO)

To file a complaint in Colorado with the Division of Early Care in Learning call 303-866-5948.

### **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:

- Main Colorado Child Abuse Hotline: 1-844-CO4-KIDS
- 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
- San Mateo County Child Protective Services (650) 599-3826
- Contra Costa County Child Protective Services (887) 881-1116
- Multnomah County Child Protective Services (503)731-3100
- Deschutes County Family Support (541)388-6526
- King County Child Protective Services (800)609-8764

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. If you choose to send a phone with your camper for emergency communication purposes, please support our camp policy in advance by informing your child that the device will not be allowed out during camp hours. Additionally, Avid4 Adventure does not assume responsibility for any damage or loss of electronic devices. Avid4 Adventure also does not assume responsibility for lost, stolen or damaged personal equipment or belongings. Furthermore, please do not send money, toys or other personal items 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:**

In 2020, Avid4 Adventure Expeditions are the only licensed program in operation.

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  
4400 Castleton 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

