



Packing List:

Please see website for packing list

Purpose and Philosophy:

- Ensure the safety of all campers
- Facilitate the most fun and adventurous summer of campers' lives
- Teach campers new skills and knowledge that will last a lifetime
- Promote interaction between positive role models and diverse group of campers
- Ensure no campers' actions hinder the experience of others.

Ages Accepted:

Boys and Girls ages 8-13

Services for Special Needs Children:

We examine on a case-by-case basis.

Dates of Operation:

See website for current session dates

Hours of Operation:

Overnight camp

Severe Weather Policy:

Take shelter in one of the bunk areas, eating porches, Tipis or other structures

Policy for Admission and Registration of Children:

Registration is done online or by phone. Staff will sign children in at the beginning of each session and make sure that we have a complete digital file for each child on site.

The camp will maintain a session-by-session digital sign-in/sign-out sheet for parents and guardians. It will include, for each child in care, the date, the child's name, the time when the child arrived at and left the center, and the parent or guardian's signature or other identifier.

Itemized Fee Schedule:



Visit the website for up to date pricing.

Procedure for Identifying Where Children Are at All Times

Bunks will ensure campers are there during bunk times. Activities will check out with each camper and ensure they have the proper numbers during the activity.

Policy on Discipline:

Children will not be subjected to physical or emotional harm or humiliation.

The director will not use, or permit a staff person or child to use, corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.

Discipline will not be associated with food, rest, or toileting. No child will be punished for toileting accidents. Food will not be denied to or forced upon a child as a disciplinary measure.

Separation, when used as discipline, will be brief and appropriate for the child's age. The child will be in a safe, lighted, well-ventilated area and be within sight and hearing of an adult. The child will not be isolated in a locked, closed room or closet.

Verbal abuse and derogatory remarks about the child are not permitted.

If a counselor is needed please contact Compass Counseling and Evaluation at: 970.945.9841

Policy on Suspension and/or Expulsion

Suspension and/or expulsion may be considered in the following circumstances:

Physical abuse/bullying of another camper- There is a zero tolerance policy for any form of physical bullying. If such an event occurs, parents of both parties will be notified and the camper will be expelled for the remainder of the summer.

Verbal bullying: If a camper demonstrates a pattern of verbally abusing other campers, parents will be notified and suspension and/or expulsion will be considered as a way to keep other campers safe.

Theft- if a camper is found to be stealing the personal property of other campers or of the camp, suspension will be considered.

Inability to follow instruction- if a camper is unable to follow counselor instructions to the point that they endanger themselves or other campers, a conversation will be had with the parents. If the dangerous behavior persists, suspension or expulsion will be considered in order to keep all campers and staff at Ajax Sleepaway safe.



Policy on Knives and other potentially 'dangerous' tools:

Knives are not permitted at camp for any reason. If an activity requires a knife, (such as a campout, or whittling activity) camp will provide knives and training on safe usage.

Policy for Illness and Injuries - Including Parent Notification:

Illness: If a child is too ill to participate in camp activities or if there is a risk that he/she might infect other children, he/she will be returned to the main house and will remain under the care of the director on duty at the office. If the illness requires departure from camp, the director will in turn contact the parent/legal guardians of the child requesting that the child be picked up. If the parent/legal guardians cannot be reached the emergency contact listed on the child's health form will be called. If the contacts are unable to pick up the child, he/she will remain under the supervision of the director on duty at the base house until the normal pickup time. If the child requires immediate medical attention, the director will transport the child to the Aspen Hospital.

Injury: If a child is injured while at camp, the staff members supervising the child, trained in CPR/First Aid and Wilderness First Aid, will do their best to stabilize the child. The staff members will contact the director who is assigned to the office that day. The director will advise on the situation and if the injury is serious ask the counselors to transport the injured camper to the base at the aspen middle school. If the injured camper requires medical attention the director will immediately transport the child to the Aspen Hospital. If the camper requires emergency medical attention while away from the base camp, the appropriate authorities, such as the paramedics or Search and Rescue, will be contacted depending on the situation. The parent/legal guardians will be contacted immediately to alert them of the situation. If they cannot be contacted the emergency contact listed on the child's health form will be contacted.

Procedure for Handling Lost Children:

If a child is lost, the group in which the child was a part of will immediately be called together. The counselors will immediately call the director on duty at the office and do a brief search of the nearby area while all other campers participating in that activity remain in one designated space. The director will in turn contact all other available staff members and directors to alert them of the situation and ask if they have seen the child. All resources will be put into locating the lost child. The appropriate authorities will be contacted ranging from the municipal police to Search and Rescue. The parents/legal guardians will be contacted to alert them of the situation.

Procedure for Handling Other Emergencies:

If the emergency occurs on a trip away from the base camp, counselors will keep the entire group together, assess the situation, and make all efforts to return to base camp. They will contact the director on duty in the office and report the situation. The director will provide all necessary support and will contact the authorities or parents if appropriate.

Procedure for Handling Natural Disasters:



If a natural disaster occurs such as a fire, the staff will follow protocol for dealing with such emergencies. If there is a natural disaster while at base camp, all campers and staff will follow the direction of the director on duty and the natural disaster plan for that building. If the natural disaster occurs away from the base camp, all staff members will immediately keep the group together. They will make all efforts to return to base camp and contact the director on duty who will make the necessary phone calls to authorities and parents/legal guardians. The director will provide the necessary support to the group.

Procedure for Transporting Children:

All vehicles will abide by the rules and regulations stipulated by the Colorado Health and Human Services. Drivers will all be senior staff with valid driver licenses and clean driving records.

All drivers of vehicles transporting children will comply with applicable laws of the Colorado Department of Revenue, Motor Vehicle Division, and ordinances of the municipality in which the center operates.

All drivers of vehicles owned or leased by the center in which children are transported will have a current department- approved first aid and safety certificate that includes CPR for all ages of children.

In each vehicle used to transport children, drivers will have access to a first aid kit.

Policy for Children's Safety While Riding in Vehicles

Seating: Children will be required to wear seatbelts and keep all limbs inside the vehicle. Only children of appropriate height, weight and age will sit in the front passenger seat.

Supervision: Staff to child ratio will never exceed maximum allowable staff ratios.

Emergency Procedures: Drivers will be trained for the appropriate responses in the event of an emergency. Children will be told the order in which they exit in case of an emergency and will know the location of the exit.

Children will be loaded and unloaded out of the path of moving vehicles.

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.

Children will not be left unattended in the vehicle.

Any vehicle used for the transportation of children to and from the center or during center activities will meet the following requirements:

- a. The vehicle will be enclosed and have door locks.
- b. The seats of the vehicle will be constructed and installed according to the vehicle manufacturer's specifications.



c. The vehicle will be kept in satisfactory condition to assure the safety of occupants. Vehicle tires, brakes, and lights will meet safety standards set by the Colorado Department of Revenue, Motor Vehicle Division.

d. Seating will be comfortable with a seat of at least 10 inches wide for each child.

In passenger vehicles, which include automobiles, station wagons, and vans with a manufacturer's established capacity of 16 or fewer passengers and less than 10,000 pounds, the following is required:

a. Each child will be restrained in an individual seat belt.

b. Two or more children will never be restrained in 1 seat belt.

c. Lap belts will be secured low and tight across the upper thighs and under the belly.

d. Children will be instructed and encouraged to keep the seat belt properly fastened and adjusted.

The driver will ensure that all doors are secured at all times when the vehicle is moving.

The driver will make a good faith effort to ensure that each child is properly belted throughout the trip.

Policy Regarding Television and Video Viewing, Including Staff Responsibility of Children:

If media is ever watched, it will always be age appropriate and will be supervised by a staff member at all times.

Procedure for Releasing Children from Center Only to Persons Who Center Has Authorization:

Children will only be released to parents, legal guardians or individuals who have written permission to pick them up. If a parent has given written permission for the child to leave via bicycle, foot, or public transport, the child may do so only if he/she signs out with a director.

The center will release the child only to the adult(s) for whom written authorization has been given and is maintained in the child's record.

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 will be required to assure that the adult is authorized to pick up the child.

Procedure for When a Child is Picked Up After Closing Hours or Not At All:

A child cannot remain at the pickup/drop-off locations without a staff or director's supervision. If after waiting for the child's pickup and after contacting the parents/legal guardians to no avail,



if absolutely necessary, a staff member or director will transport the child home and release them to a parent or legal guardian or if that is not possible to local authorities.

Procedure for Children Who Arrive Late:

Children who arrive late will be shuttled to camp via a director waiting for them.

Procedure for Administering Children's Medicines:

During the staff-orientation, the Nurse Consultant will train select staff in medication administration. Only those staff members who have been trained will be allowed to administer medication, including in an emergency situation.

Procedure Concerning Child's Personal Belonging and Money:

Children will keep their personal belongings either with them or in their bunk. Children's names will be on their gear. There is no reason for children to bring money to camp.

Policy Concerning Meals and Snacks:

Meals are provided by Ajax Sleepaway and will adhere to the nutritional considerations of the Colorado Department of Health and Human Services. Allergies will be considered and appropriate food will be served to children. Water will always be available to children.

Meals and nutritious snacks will be served at suitable intervals. Children who are at the center for more than 4 hours, day or evening, will be offered a meal that meets at least one-third of the child's daily nutritional needs.

The size of servings will be suitable for the child's age and appetite, and sufficient time will be allowed so that meals are unhurried.

Staff members will sit with the children and encourage them to try a variety of food served. During meals, children should be encouraged to engage in conversation and to express their independence.

All food prepared by the center will be from sources approved by the local health department or the State Department of Public Health and Environment. All food will be prepared, served, and stored in such a manner as to be clean, wholesome, free from spoilage, and safe for human consumption. Home-canned vegetables, fruits, and meats cannot be served.

Meal menus will be planned at least 1 week in advance and dated. After use, menus will be filed and retained for 3 months. Records will be available for periodic review and evaluation.

A policy regarding visitors:

Visitors will check in with the director on duty. Their purpose will be stated and staff will monitor their visit at all times.



A written policy regarding visitors to the center will be posted and a record maintained daily by the center that includes at a minimum the visitor's name and address and the purpose of the visit. At least one piece of identification will be inspected for individuals who are strangers to personnel at the center.

Procedure for Filing a Complaint About Child Care (to Child Care Center in Denver):

Please submit any complaints regarding child care to the:
Colorado Department of Human Services, Division of Childcare
1575 Sherman St., Denver, CO 80203
Tel: 303.866.5700
Fax: 303.866.4047

Policy Regarding Reporting Child Abuse:

If child abuse is ever seen by staff, it will be immediately reported to directors, who will then notify the appropriate authorities and parents. A director will complete a written report.

Each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

Any caregiver or staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect will immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

If the suspected child abuse occurred at camp, the report of suspected child abuse will be made to the county department of social services, police department, or other law enforcement agency in the community or Eagle County.

If the suspected child abuse did not occur at the camp, the report of suspected child abuse will be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.

At the time of admission the camp will give the child's parent or guardian information that explains how to report suspected child abuse or child neglect.

Staff members of the county department of social services or a law enforcement agency that investigates an allegation of child abuse will be given the right to interview staff and children in care and to obtain names, addresses, and telephone numbers of parents of children enrolled at the child care facility.



Any report made to the law enforcement authorities or a county department of social services of an allegation of abuse of any child at the child care facility will result in the temporary suspension or reassignment of duties of the alleged perpetrator to remove the risk of harm to the child/children if there is reasonable cause to believe that the life or health of the victim or other children at the facility is in imminent danger due to continued contact between the alleged perpetrator and the child/children at the facility. Such suspension or reassignment of duties will remain in effect pending the outcome of the investigation by the appropriate authorities.

Locations of all programs will be recorded. The office to report child abuse shall be:

To file a report in Eagle County:

551 Broadway
P.O. Box 660
Eagle, CO 81631
Phone: 970-328-8840
Fax: 970-328-8829

Policy for Parents to Notify Child Care Program when Parents Withdraw Child From a Program:

The director on duty will be notified and will make sure that the child's name is appropriately updated on the sign-out sheets. Parents must call or email Ajax Sleepaway if they decide to completely withdraw their child from the program without arriving at camp.

Communication, Emergency, and Security Procedures:

Procedure for Dealing with Someone not Authorized to Pick Up Child:

If someone attempts to pick up a child and has not been authorized by the parents/legal guardians, the child will not be released to that person. The director will attempt to call the parent/legal guardian. If contact cannot be made, the child cannot be released to the person until the parent/legal guardian has granted authorization and normal pick up protocols apply.

Emergency Procedures Regarding Fire or Disaster Evacuation and Communicable Illnesses:

Children will be evacuated to a safe zone dictated by the fire department in the event of a fire or natural disaster at the base camp.

The gong will continuously ring for 1 minute. This signals an emergency and for all to gather in the base camp area. Children will gather in bunks and bunk counselors will take roll.

All communicable diseases will be reported to the local health department and the child will be brought to the necessary medical authorities.

Each staff member of the center will be trained in fire safety.



Fire exit drills will be held often enough that all occupants are familiar with the drill procedure and their conduct during a drill is a matter of established routine. Fire drills will be consistent with local fire department procedures. A record of fire drills held over the past 12 months, including date and time of drill, number of adults and children participating, and the amount of time taken to evacuate, will be maintained by the center.

Drills will be held at unexpected times and under varying conditions to simulate the conditions of an actual fire.

Drills will emphasize orderly evacuation under proper discipline rather than speed. No running or horseplay should be permitted.

Drills will include suitable procedures for ensuring that all persons in the building, or all persons subject to the drill, actually participate.

Fire alarm equipment will be used regularly in the conduct of fire exit drills.

Evacuation Routes:

Depending on the location of a natural disaster (i.e. a fire), the following evacuation routes will be used in order of preference, with #1 being the primary route, #2 being the secondary backup, and #3 being the third backup.

1. To Basalt via Fryingpan Road. Gathering point is the Basalt Library
2. To Eagle via Eagle-Thomasville Road. Gathering point is the Eagle Pool and Ice Rink
3. To Leadville via Hagerman Pass. Gathering point is Leadville City Market.

Procedure for Closing the Center at End of Session:

The director on duty will double check his/her sign-out form and make sure all campers have been checked out. If, for some reason, one or more campers are not checked out, the director will verify that those campers have left the facility in the hands of those approved to pick them up by calling the campers parents/guardians. The same director will make sure all lights and energy sources are off before finally checking to make sure all appropriate doors and vehicles are locked.

Sunscreen Used of Child Does Not Bring His/Her Own: Costco