



2025/26

# PARENT HANDBOOK

OUT-OF-SCHOOL ADVENTURES



# Table of Contents

00



Welcome & Overview

01

Registration & Medication

02

Camp Policies

03–06

Behavior Expectations

07

Supplemental Information

08–10

Contact & Conclusion

11



# WELCOME



## Purpose & Goals:

Welcome to the Camp ECHO Parent Handbook! Inside, you'll find everything you need to know about our Outdoor Adventure & Experiential Education programs for youth in Summit County, CO. Our camps are all about sparking curiosity, building confidence, and helping kids create a lifelong connection to the outdoors. From safety tips and policies to our values and expectations, this guide is here to make sure every camper has a safe, positive, and unforgettable experience. Thanks for letting us be part of your child's adventure—we can't wait to explore, learn, and make amazing memories together!

**Camp ECHO's Out of School Adventure Camps** turn days off into active, memorable experiences year-round, from fall leaf peeping and holiday projects to spring hikes and exciting field trips. Led by experienced staff and licensed by the state of Colorado, we keep kids engaged, curious, and having fun in a safe, supportive environment.

### Camp Info:

Daily Drop-Off & Pick-Up at

**Frisco Elementary**

800 8<sup>th</sup> Ave

Frisco, CO 80443

**Day-by-Day Enrollment**

8:00am-5:30pm

Ages: 5-13

Local Fee: \$80 Non-Local: \$100

### Shuttle Option Info:

\$5 per day, per child

Add-on available during enrollment.

**Pick-up in Breck at 8:30am**

**Drop-off in Breck from 5-5:15pm**

(exact location for the week will be shared with enrolled families)



## Cancellation Policy:

Cancellations made at least 14 days before the first day receive a full refund minus a \$5 fee. No refunds are given with less than 14 days' notice. Emergencies may be reviewed case-by-case, and approved refunds are issued electronically or as program credit. If ECHO Adventures cancels a program, families receive a full refund. For questions, contact the Camp Director at 720-744-2888 or CForest@ECHOAdventures.org.

# REGISTRATION & MEDICATION

02

To comply with Colorado Child Care State Licensing requirements, Camp ECHO must have a completed enrollment packet for each child before they attend camp.

After registering through the Jumbula system, families can upload required forms directly into their registration account. These forms include:

- Immunization records
- Medication permission documents (if applicable)
- A recent photo of the child
- Any other required documents

All forms must be submitted at least 7 days before your child's first day of camp.

For non-immunized children, or if your child has specific immunization concerns, please notify the Camp Director in advance to ensure appropriate accommodations.

If you have any questions about the registration process or required documents, please contact Camp Director at 720-744-2888 or CForest@ECHOAdventures.org.



## Medication

If your child requires medication while at camp, you must complete the necessary forms through our registration system, Jumbula, prior to arrival. This includes both prescription and over-the-counter medications, as well as emergency medications.

All medication, including over-the-counter, must be accompanied by written authorization from both the camper's healthcare provider and the parent/guardian. The authorization should include the medication name, reason for use, dosage, and the times it should be administered.

Medications must be in the original labeled container with the child's name, unexpired, and include dosage information. Parents are responsible for providing all medications, and children may not bring medications to camp themselves.

Camp staff are trained in medication administration and are supervised by a nurse consultant. Only authorized staff members will administer medications. All medications, except emergency ones, will be kept in a locked area to ensure safety.

Emergency medications will be readily available and easily identifiable by staff but will be kept out of reach of children. Medications that need to be locked or refrigerated will be stored appropriately.

For any special medical needs or health concerns, please contact the Camp Director before your child's first day at camp to set up a Health Care Plan tailored to your child's needs. All procedures comply with the Nurse Practice Act (Section 12-38-132, C.R.S.).

# CAMP POLICIES

03

## Drop-Off & Pick-Up Procedure

For safety and regulatory compliance, Colorado State Licensing requires that children be accompanied by an authorized adult (18 or older) for both drop-off and pick-up. A daily attendance record is kept for all campers. Campers may not check themselves in or out, nor are staff permitted to sign campers in or out. Children will only be released to individuals listed on the authorized pick-up list (submitted during registration). Staff will verify the identity of all pick-up persons by checking their driver's license.

## Authorized Pick-Up Individuals

To authorize additional pick-up individuals:

- Add them directly to the child's registration file, or
- Provide written consent, including the person's full name, relationship to the camper, phone number, your signature, and the date(s) they are authorized to pick up.

If an unauthorized person arrives to pick up a camper, the camper will not be released, and the primary contacts will be notified.

Verbal consent from an unauthorized individual will only be accepted in emergency situations.



## Late Arrival & Pick-Up Policy

If your child will arrive late, please notify camp in writing at least one day in advance or immediately by phone the morning of. Staff will either wait for the camper or arrange an alternate meeting point on field trip days.

**Drop-Off Timeframe:** 8am-9am (8-8:30am on Field Trip days)

**Pick-Up Timeframe:** 4pm-5:30pm (5-5:30pm on Field Trip days).

We ask that you arrive on time for pick-up to avoid unnecessary stress for both staff and children. Late pick-ups are stressful, and campers often feel anxious about being the last to leave.

### Late Fees:

- First late pick-up: \$10
- Second late pick-up: \$20
- Third or more late pick-ups: Removal from Program

If you are running late, please call, though this does not exempt you from the late fee.

Note: After attempting to reach parents and emergency contacts, if no one can be reached within 15 minutes, law enforcement will be contacted for the safety of the child.

Staff will never leave a child unattended and will ensure every camper is picked up before leaving for the day.



## Injuries & Illness

All camp staff are certified in CPR, First Aid, and AED. For minor injuries that occur during camp, certified staff will provide immediate care, and an injury/accident form will be completed to document the incident and treatment provided. In the event of a serious injury, the Camp Director will notify parents/guardians immediately, and appropriate medical action will be taken. Please note that any medical expenses incurred due to injuries will be the responsibility of the parent/guardian.

To ensure the well-being of all campers, please do not send your child to camp if they are feeling unwell. Campers should be symptom-free for 24 hours before returning. If a camper becomes ill during camp, staff will make every effort to contact the parent/guardian or an authorized adult. If we are unable to reach anyone, the Camp Director will determine the next steps. In the event of a communicable disease, parents will be notified promptly, and recommended protective measures will be communicated. Summit County Department of Health will also be informed of any confirmed cases.



## Attendance and Camper Tracking

At ECHO Adventures, ensuring the safety and well-being of each camper is our top priority. Campers are supervised at all times by trained staff members, whether they're participating in activities, transitioning between locations, or enjoying free play. Our attendance and child accounting procedures are designed to ensure every camper is constantly accounted for throughout the day.

### Attendance Tracking:

- Attendance is taken at the start and end of each activity block by camp staff to ensure campers are present and accounted for.
- Leaders perform regular face-to-face roll calls to confirm attendance during transitions between activities. This process includes visually confirming each camper's presence to maintain a high level of accuracy.

### Check-In & Check-Out:

- Campers must be signed in at the start of the day and signed out at the end of the day by a parent, guardian, or authorized pick-up person.
- Campers are not allowed to sign themselves in or out unless special arrangements have been made and approved in advance by the Camp Director.
- Only individuals listed on the camper's authorized pick-up list will be permitted to sign a camper out.
- At the end of each camp day, staff will conduct a full facility sweep — checking all indoor and outdoor areas — to ensure that every camper has been picked up safely and no child is left behind.

### Lost Child Procedure:

- In the event that a camper is missing, all available camp staff will immediately initiate a search to determine where the child was last seen.
- The last known activity and location will be reviewed to quickly locate the camper.
- If the camper is not found within 15 minutes, the local police department will be contacted, and the parent or guardian will be notified.
- When law enforcement arrives, the search will be handed over to them for further action.

These procedures ensure campers are always accounted for and that prompt, effective action is taken if necessary.

# CAMP POLICIES

05

## What to Pack for Camp ECHO

Please pack your child with the essentials for a fun and safe day at camp!

- **Lunch and snacks:** A nutritional lunch, morning snack, afternoon snack
- **Water bottle:** A refillable bottle to stay hydrated throughout the day
- **Sun protection:** Sunscreen, Sunglasses, a hat, and/or SPF swim shirt for extra sun protection
- **Backpack:** A labeled backpack to carry everything
- **Light rain jacket:** For unpredictable weather, a light jacket or raincoat is a great idea
- **Swimsuit and towel:** For swim days, please pack a swimsuit and towel for water activities

Campers are responsible for their belongings, and we recommend **labeling everything** to prevent mix-ups.

Please do NOT send items such as:

- **Electronics:** No cell phones, handheld game systems, or other electronics
- **Trading cards or valuables:** Please leave items that could be lost or damaged at home
- **Money:** If you choose to send money with your child, they will be solely responsible for it

Camp staff will not be responsible for lost, stolen, or damaged items.

A "Lost and Found" station is available for any misplaced belongings.



## Weather

### Inclement/Severe Weather

Camp ECHO will operate as scheduled unless weather conditions are extreme. Staff may adjust outdoor activities during extreme heat, cold, or poor air quality. If necessary, the schedule may be modified to include more indoor or gym activities for safety and comfort.

### Tornado/Severe Weather

Monthly fire and tornado drills ensure staff and campers are familiar with emergency procedures. In the event of a tornado warning, campers will be moved to designated safety zones, attendance will be taken, and activities will resume once the all-clear is given by the Camp Director.

### Natural Disasters

In the event of a natural disaster such as a tornado, fire, or flood, the safety of our campers and staff is our number one priority. Camp staff will follow emergency response procedures and move campers to safety. A list of attendees, emergency information, and the weekly agenda will remain on-site in case authorities or camp personnel need to contact parents or guardians. Drills for emergencies, including lightning procedures, are held regularly. Campers will remain in a safe area for 30 minutes after the last lightning strike before resuming outdoor activities. Emergency transportation will be provided if needed.

# CAMP POLICIES

06

## Sun Protection

Due to the higher altitude and stronger sun in Breckenridge, it's important to take extra precautions. Please apply sunscreen before drop-off and send extra for reapplication during the day. Staff will encourage campers to reapply with a peer buddy system but will not apply sunscreen themselves. Lotion sunscreen is preferred, and we recommend an SPF swim shirt and hat for additional sun protection.

## Snacks & Meals

Send a morning snack, lunch, beverage, and afternoon snack for full-day campers. All items must be clearly labeled with your child's name. We cannot accommodate perishable or heated items. A refillable water bottle is highly encouraged.

## Visitors & Volunteers

Visitors must check in with the Camp Director, sign the Visitor Log, and show photo ID if required. Volunteers must complete an application, pass a background check, and sign in and out each day. For volunteer opportunities or to arrange a visit, contact the Camp Director.



## Screen Time

At ECHO Adventures, we don't show movies, but we do occasionally incorporate screens as interactive tools to enhance the campers' learning experiences. We use technology to explore nature through virtual tours, live animal videos, and educational resources like plant identification guides, animal track recognition, mountain finders, and rock identification tools. Additionally, we may use kid-friendly workout or dance videos to keep campers active and engaged. These screen-based activities are designed to complement our outdoor adventures, offering campers unique opportunities to learn and explore in new ways. Campers will never use technology unsupervised or independently—screen use is always guided by staff and integrated into group activities.

## Dress Code

Dress your child appropriately for the weather and activities. On field trips, campers must wear the bright neon shirts provided by camp for visibility. Sturdy, closed-toe shoes are required (except at the pool, where water shoes or sandals are allowed). Clothing with inappropriate language or images is not permitted. For swim days, a swimsuit with sun protection and a hat are recommended for added safety.



# BEHAVIOR EXPECTATIONS

07

At **ECHO Adventures**, we foster a positive, respectful, and supportive environment by promoting self-control, responsibility, and cooperative behavior. Our staff follows clear, age-appropriate guidelines to help campers develop social skills and interact respectfully with peers and staff. We encourage open communication about feelings, recognize positive behavior, and model respectful interactions. When needed, we provide brief breaks to help campers regain composure.

Unacceptable behaviors that disrupt the group, threaten safety, or involve bullying, aggression, or emotional taunting are not tolerated. Immediate intervention and consequences will be implemented for:

- Physical harm or aggression toward others
- Destruction of property
- Severe or ongoing disruptive behavior
- Bullying, teasing, or emotional harassment
- Inability to regain self-control after intervention

In cases of persistent behavior challenges, we work with parents/guardians to create a supportive plan. If the behavior continues despite interventions, the camper may be asked to leave the program.

## Behavior Intervention Steps:

- First Warning: Verbal warning, redirection, and documentation. Parent/guardian notification and possible meeting to discuss solutions.
- Second Warning: Meeting with the Camp Director, incident report completed and reviewed with parents, and documented in the camper's file.
- Third Warning: Formal discussion with the Camp Director, suspension for the day and two additional days, and documentation of incident.
- Fourth Warning: Immediate suspension from the program. Meeting with the Camp Director and parent/guardian within 24-48 hours to discuss next steps, potentially leading to permanent removal from all future Camp ECHO programs.

ECHO Adventures also provides access to a mental health consultant for additional support, ensuring that both campers and families receive the guidance needed to address emotional or behavioral challenges. Our goal is to work together with families to help each child have a positive, rewarding experience at camp.



# SUPPLEMENTAL INFORMATION

08

## Transportation & Field Trips

CCamper safety is our top priority during all off-site adventures. When conditions allow, we use our 15-passenger van to visit a variety of local destinations in Summit County along with occasional big-ticket excursions to Denver and other parts of Colorado. Parents must provide signed permission during registration for any camper to join off-site trips or activities.

**Transportation Policies:** Campers must,

- Stay seated with seat belts fastened at all times.
- Follow the driver's instructions.
- No eating, drinking, or chewing gum during transport.
- Keep personal belongings in backpacks, and nothing should be thrown in or from the van.
- Keep hands, arms, and heads inside the van.

**Safety Procedures:**

- Our drivers are professionally trained, and vans are equipped with seat belts and booster seats when needed.
- Campers are actively supervised during transport, with staff seated throughout the vehicle to monitor behavior and ensure safety.
- Attendance is taken before departure to ensure all campers are accounted for.
- For long trips, including those on I-70, staff maintain communication with the driver and regularly check on campers during the ride.
- A first aid kit is available in the vehicle, and staff are trained to respond to emergencies.

**Emergency Procedures:**

- In the event of an emergency, staff will follow our safety protocol and notify parents and local authorities as needed.
- If a camper is injured, the Camp Director will coordinate medical assistance and contact emergency services.
- A cell phone is available for emergencies, and campers are supervised at all times.

**Drop-Off and Pick-Up:**

Drop-off on Field Trip days is from 8:00-8:30 AM, and pick-up is from 5:00-5:30 PM. Please ensure your child is on time to avoid missing the trip.

**Field Trip Expectations for Campers:**

Campers will wear neon ECHO Adventures shirts for visibility and safety. We expect campers to follow instructions, demonstrate good behavior, and participate with a positive attitude to ensure a safe and enjoyable experience.



# SUPPLEMENTAL INFORMATION

09

## ADA Compliance & Accommodations

ECHO Adventures is dedicated to creating an inclusive environment where every child can thrive. In compliance with the Americans with Disabilities Act, we provide accommodations to meet the needs of children with disabilities. If your child requires any specific accommodations for participation, please notify the Camp Director at least two weeks prior to the camp start date to ensure we can make the necessary arrangements. We value diversity and strive to ensure that all campers have an equal opportunity to enjoy their time with us.

## Filing a Complaint

We value communication and encourage you to share any feedback regarding your child's experience at ECHO Adventures. Should you have any concerns, we are committed to addressing them promptly and professionally. If you suspect licensing violations at our camp or any other licensed child care program, you have the right to report your concerns to the Colorado Department of Early Childhood at 710 S. Ash Street, Denver, CO, 80246, or by calling (303) 866-5958.

## Reporting Child Abuse

The safety and well-being of every child at ECHO Adventures is our top priority. By law, all camp staff are mandated reporters of child abuse or neglect and are trained to respond accordingly. Any suspected abuse or neglect will be reported immediately to the appropriate authorities, including the Breckenridge Police Department and Summit County Social Services for further investigation. If you suspect child abuse or neglect, either at our camp or elsewhere, please report it to Summit County Social Services at (970) 668-9161, Breckenridge Police Department at (970) 453-2941, or the Child Abuse/Neglect Hotline at 844-264-5437. We take all concerns seriously and are committed to the safety of every camper.



# SUPPLEMENTAL INFORMATION

10

## Emergency Preparedness Overview

ECHO Adventures follows an emergency plan that meets the Colorado Department of Early Childhood's General Rules for Child Care Facilities (Sections 2.133-2.138). Staff are trained annually in emergency response, and children participate in regular drills so everyone knows what to do in the event of an actual emergency.

### Types of Emergencies We Prepare For

Our plan addresses a variety of situations, including fire, severe weather (such as winter storms), environmental hazards, medical emergencies, utility failures, intruders or active threats, missing children, and natural disasters.

### Evacuation Procedures

If it is unsafe to remain in the building, we will evacuate to a designated safe outdoor area on the Frisco Elementary campus. If an off-site evacuation is needed, we will walk or transport children to Summit County Library in Frisco. Staff will bring emergency contact forms, medications, and a first aid kit. Attendance is taken before leaving, during transit, and upon arrival.

### Shelter-in-Place

For situations like poor air quality, nearby police activity, or chemical exposure, we will remain indoors with doors and windows secured. Children will be moved to a designated interior space until it is safe to resume normal activities.

### Lockdown & Active Threat Response

In the event of an intruder or threat near or on campus, we will follow lockdown procedures. Children and staff will remain silent and hidden in secured rooms with lights off and windows covered. Law enforcement will be contacted immediately, and families will be notified as soon as it is safe.

### Family Reunification After an Emergency

Families will be contacted via phone or text using the emergency information provided at registration. Reunification will take place at Frisco Elementary if possible. If not, our primary reunification site will be Summit County Library (Frisco). Children will only be released to authorized individuals with photo ID.

### Children with Disabilities or Access Needs

Individual emergency plans are created for children who require additional support. Assigned staff will ensure necessary medical devices, mobility supports, or communication tools accompany each child during an evacuation or shelter-in-place.

### Continuity of Operations

If Frisco Elementary becomes unusable, we will resume operations at the nearest safe alternate site, most often another Summit School District facility. Families will be notified promptly of any location changes, modified schedules, or available services via phone, text, and/or email.

### Drills & Staff Training

Fire, Lockdown, and shelter-in-place drills are held monthly. All staff complete annual training in emergency procedures, CPR, first aid, and evacuating children with special needs.

### Parent Responsibilities

Please ensure that your child's emergency contact and medical information is always current. If your child has specific needs in an emergency, contact the Camp Director so we can create an individualized plan.



# Contact Us

Phone:

(720) 744-2888

E-Mail:

[CForest@ECHOAdventures.org](mailto:CForest@ECHOAdventures.org)

→  
Website:

[www.ECHOAdventures.org](http://www.ECHOAdventures.org)

→ Out-of-School Programs are closed on major holidays, including Labor Day, Thanksgiving, December 25, January 1, and Memorial Day. Additional closure days may occur directly before or after holidays for staff training or preparation. Families are provided with all closure dates at registration and reminded seasonally.

At ECHO Adventures, our mission is to connect our community with the natural world through Exploration, Education, and Recreation. We aim to create a safe, fun, and enriching environment where campers can grow, learn, and make lasting memories.

Thank you for being part of the adventure