



Policies and Procedures  
Updated Jan 1st., 2024

**WHO WE ARE**

Craftsman & Apprentice is a makerspace and craft workshop for children. Children learn best in a beautiful environment surrounded by kind people. Children come here to explore, create, and learn to navigate their world through hands-on maker experiences.

**Ages Served**

Craftsman & Apprentice offers school break and summer programming for children ages 5-11.

**Special Needs**

Our workshop is an inclusive environment. We will work with each family to make reasonable accommodations for all of our programs to meet the needs of all children and program staff. Please let us know how we can help to accommodate special needs.

**LOGISTICS**

**Hours of Operation**

- Summer Camps will run June 10th-August 16th. Monday-Friday 9-3 pm
- We will have after-care available 3-5pm June 15th-August 2nd.
- Closed July 4th & 5th
- We will offer school break camps throughout the year 9-3pm.

**Severe Weather**

The shop will also be closed if a school or city government offices are closed due to inclement weather. Outdoor trips and activities may also be canceled. Families will be notified as soon as possible in the case of a bad weather cancellation.

**REGISTRATION**

Full payment is due at the time of registration. All registrations are made through the Sawyer registration system.

All required information on your child's Sawyer profile is due before your child attends camp.

**Refunds/Credits**

Camp registrations are non-refundable except for a waitlisted participant willing to take the reserved spot.

**Fees**

Effective for 2024

Summer Camps:

- \$550/week
- 10% multi-camp discount

School Break Days:

- \$112/day

**Late Pickup Charge**

Please call/text if you are going to be late (five minutes after the scheduled end of programming). A fine of \$1.00/minute may be charged to you. After-care charges will be applied to your account if you are more than 15 minutes late for a camp pick-up.

**Receipts and Tax info**

Receipts are sent electronically upon registration. Please keep these for your records/ Statements are available via Sawyer.

**TAX ID # 47-1394177**

**HEALTH & SAFETY**

**Location of Children**

Staff members will supervise children at all times. Attendance is taken every day, and staff will make phone calls to account for all children. Staff members will count children against the roster throughout the day. Anytime programming occurs offsite, parents will be given written information with the location and schedule of activities.

**Lost Child**

We count and count again to ensure your child is always with us. We talk with campers about the importance of staying with the group. Please reinforce safe group behaviors with your child. If a child is missing, a search will begin immediately. If necessary, parents and policy will be called to assist in locating your child.

### **Discipline**

We love kids. We want them to be safe, have fun, and be kind to one another. Our staff is trained to model these behaviors with every interaction. We will work with children to resolve any difficult behaviors and/or choices peacefully and pro-socially. We will model problem-solving and conferencing strategies to resolve conflict and/or disruptive behaviors. Craftsman & Apprentice will never allow or tolerate any physical or emotional abuse towards a child in our shop.

If behaviors arise that are unsafe and/or above and beyond the typical expected range, parents will be notified immediately. In extreme cases, a child may be removed from program participation without a refund. We will work with families to support safe behaviors from all campers.

### **Illness**

Children will not be allowed to attend or stay at camps if they have one or more of the following:

- An elevated temperature
- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge
- Diagnosed contagious diseases such as strep or chickenpox
- COVID symptoms

Sick children will be provided a comfortable place to rest until their parents can pick up.

Please let us know if your child is diagnosed with a contagious disease.

### **Allergies**

We are a peanut-free space. Parents must notify us of any food, medication, or other substance allergies.

### **Sunscreen**

Each family must provide sunscreen for their child. Children are required to apply their sunscreen. All bottles must be labeled with the child's name. WE DO NOT PROVIDE SUNSCREEN.

## **Accidents and Emergencies**

The staff of Craftsman & Apprentice are First Aid and CPR certified and have been trained in emergency procedures. Emergency plans for fire, flood, severe weather, lost or missing children, injuries, and illness are kept on-site and with staff if they are with children off-site. We will notify parents or emergency contacts in the case of a minor accident or injury. In the case of an emergency, we will take your child to the hospital or call 911 and then contact parents immediately. All contact information must be current and up to date.

## **Field Trips and Transportation**

Children may walk to surrounding parks and area resources. Parents will be given information regarding the schedule and location of off-site excursions. Parent permission will be obtained before off-site activities. Two staff members will always be with children on off-site excursions.

## **Television and Video Viewing**

Occasionally, we will show a short video for educational purposes. Parents will grant permission before viewing any videos.

## **Pick-Up & Drop-Off**

- Children may be dropped off up to five minutes before the start time of any program.
- Children must be signed in and out every day.
- Children will only be released to an adult you have listed in their records. If you need to make changes, please write as soon as possible. If there is an emergency, please call.
- Picture ID may be required.
- If an unauthorized person attempts to pick up a child, parents and police will be notified.
- Those designated for pick-up must be at least 16 years old.
- We will not release a child to anyone who appears to be under the influence of drugs or alcohol.

## **Late Drop-Off**

If a child is late and the group has left for an excursion, it is the parent's responsibility to locate the group based on the schedule of activities. Please call and let us know if you will be late. .

## **Late Pick-Up**

If a child is still present after the scheduled pick-up time, we will attempt to contact parents first, then emergency contacts and authorized pick-ups. In the event that no one can be reached 30

minutes after closing, Social Services will be contacted, and the child(ren) will be released to the police.

As stated above, a \$1/minute charge may be assessed if you are more than 5 minutes late for pick-up. Any child remaining more than 15 minutes after the designated pick-up charge will be charged the full aftercare drop-in rate of \$30.

### **Medication**

Prescription and non-prescription medication will be administered under the following guidelines:

- The parent completes and signs the Parent Release for Administering Medication form.
- A parent brings medication to the site Director; children may not deliver medications.
- The prescription label or Dr.'s statement includes the date, name of the drug, name of the child, name of Dr., dosage, and administration procedure.
- Staff will store medications in a closed, locked container and document when they are given.

## **LOGISTICS**

### **Prepare for the Weather**

We want children to have as much outdoor playtime as possible. Please check the weather before camp each day and pack clothing supporting outdoor play, including rain jackets, winter coats, hats, gloves, boots, etc. Children will stay indoors if the temperature is below 22 degrees in the winter or hotter than 100 degrees in the summer.

### **Personal Belongings**

Children are responsible for their belongings. Labeling all of your child's items helps!

### **What to Bring**

To make your child's experience the best one possible, please bring the following:

- A healthy, peanut-free lunch and snacks in a lunch container
- Well-fitting backpack
- Full water bottle
- Sunscreen (a hat and/or sunglasses is also a good idea)
- Closed-toe shoes are required (no crocs or sandals of any kind)

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- Long hair should be tied back
- Clothes that can get messy and/or stained. Camp is much more fun when kids aren't worried about ruining their favorite outfits.

## **What Not to Bring**

We are not responsible for lost or stolen items. Please do not allow your child to bring toys, money, cell phones (if needed, must be stored in a backpack or checked in with an instructor), electronics, or weapons (including pocket knives).

## **Lost and Found**

We will keep forgotten items in our lost and found for 30 days. If items are left for more than 30 days, items will be donated to charity.

## **Meals & Snacks**

**We are a nut-free space.** Please follow this rule for the safety of our staff and campers.

Parents provide a sack lunch and snacks for their children. We follow the federal food program guidelines. You must ensure that your child's packed lunch is well-balanced and nutritious.

## **Visitors**

Parents and Guardians are welcome to visit at any time. All visitors during camps must sign in and out and show ID. However, for the group's cohesion, visitors should limit their visits. Helping kids to develop independence is a core practice in our camps.

## **Filing a Complaint**

If, for any reason, you are dissatisfied or concerned about the care your child has received, please contact our program director directly.

If you suspect a licensing violation, you may contact:

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman St.  
Denver, CO 80203  
(303) 866-5948

### **Child Abuse Reporting**

We are mandated to report any suspicion of child abuse to Social Services. Colorado law requires childcare providers to report all known or suspected cases of abuse or neglect.

If you believe that your child has been abused, you should seek immediate assistance from your Department of Social Services.

- Denver County: 720-944-3000
- Jefferson County: 303-271-4357
- Arapahoe County: 303-636-1750
- Adams County: 303-412-5212
- Douglas County: 303-688-4825

### **Facility Closing**

If, for some reason, Craftsman & Apprentice is no longer able to serve children, parents will be notified immediately via email and telephone. Program fees paid for future programming will be refunded.

### **Withdrawal Policy**

All of our programs are short-term and pre-paid. Please let us know as soon as possible that your child will not attend a program. We reserve the right to withdraw a child from programming due to repeated or extreme safety violations.

Please contact us with any questions or concerns. Our goal is to provide a safe and fun experience for every family.

Delanie Holton-Fessler  
Founder  
303-718-3012  
delanie@craftsmanandapprentice.com