



Policies and Procedures

Updated May 9th, 2019

WHO WE ARE

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

Ages Served:

The 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 4th-August 24^h. Monday-Friday 9-3pm.
- After-care will run 3-5:30 pm during the summer.
- We will offer school break camps throughout the year 9-5:30pm.

Severe Weather:

If a school or city government offices are closed due to inclement weather, the shop will also be closed. 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 our secure website.



All required paperwork provided in the camp forms portal, including immunizations records are due prior to your child attending camp.

Refunds/Credits

Camp registrations are non-refundable except in the case of a waitlisted participant willing to take the reserved spot. Registration fees may be credited to your account to be used towards future programming up to 30 days prior to a program start.

Fees

Effective for the 2019-2020 school year

Summer Camps:

- \$435/week
- \$100/week aftercare 3-5:30pm
- \$22/day aftercare 3-5:30pm
- 10% sibling discount

School Break Days:

- \$85/day
- \$22/day aftercare 3-5:30pm

Late Pickup Charge

Please call if you are going to be late (five minutes after the scheduled end of programming). A fine of \$1.00/minute will 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 upon request.

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.



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Lost Child

We count and count again to make sure your child is with us at all times. We talk with campers about the importance of staying with the group. Please reinforce safe group behaviors with your child. In the event that 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 in a pro-social, peaceful manner. We will model problem-solving and conferencing strategies to resolve conflict and/or disruptive behaviors. The 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 typical expected range, parents will be notified immediately. In extreme cases, a child may be removed from program participation without 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 chicken pox

Sick children will be provided a comfortable place to rest until parents are able to pick up.

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

Allergies

We are a peanut free space. It is extremely important that parents notify us of any allergies to food, medication or other substances.



Sunscreen

Each family must provide sunscreen for their child. Children are required to apply their own sunscreen. All bottles must be labeled with the child's name.

Accidents and Emergencies

The staff of The Craftsman & Apprentice are First Aid and CPR certified and have been trained in emergency procedures. Emergency plans for fire, flood, and 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 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. It is vital that all contact information is 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 prior to 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 prior to any video viewing.

Pick-Up & Drop-Off

- Children may be dropped off no more than 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 that you have listed in their records. If you need to make changes, please do so in writing as soon as possible. If there is an emergency, please call.
- Picture ID is 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



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If a child is late and the group has left for an excursion, it is the responsibility of the parent to locate the group based on the schedule of activities. Please call and let us know if you will be running 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 designated pick-up charge will be charged the full aftercare drop-in rate of \$22.

Medication

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

- 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 will document when it is given.

Staff approved to administer medication will have completed the 4-Hour Department- approved medication administration training and have first aid training. We are compliant with the Nurse Practice Act.

LOGISTICS

Prepare for the Weather

We want children to have as much outdoor playtime as possible. Please check the weather on before camp each day and pack clothing that will support outdoor play including; rain jackets, winter coats, hats, gloves, boots, etc. If the temperature is below 32 degrees in the winter or hotter than 100 degrees in the summer, children will stay indoors.

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

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, electronics, or weapons of any kind (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 for their child. We follow the federal food program guidelines. You are required to make sure that your child's packed lunch is well-balanced and nutritious.

A morning and optional afternoon snack will be provided on all camp days. We will have gluten and dairy free snack options as well. Please let us know if your child has any food allergies. We will work with you to minimize any risk to your child.

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 cohesion of the group, 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 required childcare providers report all know 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 The 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 you can in that your child will not be attending a program. We reserve the right to withdraw a child from any programming due to repeated or extreme safety violations.



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

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