

# CORDILLERA



## Horse Camp

## 2024

## Parent Handbook

## GENERAL INFORMATION

Each parent and/or guardian is responsible for reading this parent handbook. Cordillera Horse Camp will attempt to notify you in writing of significant changes in the services, policies, or procedures listed here. We encourage your suggestions, comments, constructive criticism, and support throughout the camp season.

**Location:** Cordillera Equestrian Center

**Physical Address:** 2331 Squaw Creek Road, Edwards, CO 81632

**Mailing Address:** 408 Carterville Road, Edwards, CO 81632

**Phone:** (970) 926-1923 (Cordillera Metro District)

**Emergency Contacts:** (970) 926-1923 (Cordillera Metro District); (970) 376-7295 (Equestrian Center)  
(928) 963-2066 (Camp Director Cell); (970) 926-2335 (Cordillera Public Safety)

**Camp Days:** Tuesday – Friday

**Camp Hours:** Tuesday – Thursday: **10:00 a.m. (drop-off) – 3:30 p.m. (pickup)**  
Friday: **10:00 a.m. (drop-off) – 1:00 p.m. (pickup)**

**Camp Dates:**

6/11–6/14

6/18–6/21

6/25–6/28

7/9–7/12

7/16–7/19

7/23–7/26

7/30–8/2

8/6–8/9

**Camper Ages:** 7–15 years

**Cost:** \$900 per week, payment due at registration. Space is limited to 9 campers per week.

## Cordillera Horse Camp 2024 Goals and Objectives

At Cordillera Horse Camp, our purpose is to provide the children of our property owners and guests with the opportunity to build new friendships and experience the joy of horses in a fun, safe, and educational atmosphere. We provide experienced staff that are outgoing and open-minded. We treat all our campers as if they are guests in our home and expect campers to respect our staff and facilities in return. We strive to make all children comfortable and to establish lifelong relationships with horses.

We are open to all children who may benefit from our program regardless of race, religion, sex, nationality, or disability. A child with special physical, mental, or emotional requirements will be considered for enrollment individually. Our greatest concern is for the wellbeing of campers and the ability to meet these needs without undue burden upon our staff, facilities, and horses. Cordillera Horse Camp has handicap access and toilet facilities.

**All children must be at least 7 years of age by the first day of camp.** The Cordillera Horse Camp is licensed by the State of Colorado as a children's camp. Our camp follows the standards set by the State pertaining to program, facilities, health and safety, and staff qualifications. Our quality standards follow guidelines set by the Colorado Department of Social Services, Eagle County Department of Health, and the Eagle County Fire Protection District.

### Daily Camp Activities

At Cordillera Horse Camp, we do our best to get campers to experience all our activity offerings during the time spent at the barn. We offer a variety of different activities. We are a "challenge by choice" program, which means that while we encourage campers to try all the activities, they are not pushed to participate in activities that they do not want to do. Interactions and horse-riding involvement will be determined upon age and skill level.

Here is a list of many, but not all, of the activities offered at camp:

- ★ Riding lessons
- ★ Unmounted lessons on horse safety, horsemanship, grooming, anatomy, health, and routine horse care
- ★ Horse-related games, activities, and mixed media art projects
- ★ **Final day horse show on Fridays from 11:00 a.m.–1:00 p.m. Parents, friends, and family can attend!**

## **Horse Camp Registration and Enrollment**

The Horse Camp registration packet and all required forms can be found on our website at [www.cordilleralive.com/equestrian](http://www.cordilleralive.com/equestrian) or by contacting the CMD Admin Office at: (970) 926-1923.

Children ages 7-15 will be admitted to Cordillera Horse Camp as availability permits. Cordillera property owners will have registration priority over non-Cordillera property owners.

**See the Horse Camp Registration Forms Checklist included in the Horse Camp Registration Packet for a summary of items required for registration.** Upon registration, all paperwork including a liability waiver and other forms must be filled out and submitted. Health forms are due before the first day of camp.

All completed forms can be emailed to: [forms@cordillerametro.org](mailto:forms@cordillerametro.org). All current forms will be kept on file and will be treated as confidential. If the required forms are not received within the proper time limit, the child will be denied admission to the camp until the forms are submitted.

All children must submit a Universal Child Health Record form signed by an approved health care professional. This form must include a statement by a physician concerning any special needs of the child. Additionally, a Colorado Certificate of Immunization, including the dates immunizations were administered, is required. These health forms must be turned in before your camper's first day at Cordillera Horse Camp and must remain in the child's file at camp. If a family claims an exemption to immunizations, we must notify all parents within the camp of the exemption.

Should Cordillera Horse Camp have a communicable disease outbreak, the exempted child must stay home from camp during the contagious period. The Camp Director may require an additional examination whenever there is reason to suspect that a child in the program may have a condition potentially hazardous to others or finds that the child's general condition indicates the need for such examination.

### **DEPOSIT AND CANCELLATION POLICY**

When we reserve your space for the summer, we oftentimes turn other families away and are unable to fill that space later. Therefore, there are no daily cancellations or changes. If canceling for the week, \$100 of the \$900 payment per program is non-refundable and non-transferable.

## **CANCELLATION DEADLINES FOR 2024**

**On or before 5/14/24:** Forfeit \$100 per week of camp registered for. Cancellation must be made for exact schedule chosen. We cannot accept any switches for other days or weeks. Cancellations must be made in writing and emailed to: [info@cordillerametro.org](mailto:info@cordillerametro.org).

**After 5/14/24:** No refunds or changes available.

## **WITHDRAWAL OF CAMP SERVICES**

If, at any time, Cordillera Horse Camp must suspend day camp services, parents will be notified immediately via e-mail, text and/or US Mail. Notification will occur in the way that best suits the situation and depends on the closure timeframe.

## **What to Wear & Bring to Camp**

Your child should come to camp comfortably dressed for indoor and outdoor activities. Busy children do get dirty. Please consider our changeable weather, and dress your child accordingly. Please always have a light jacket or sweater available for your child at camp. We encourage all children to wear sunglasses and sun hats. **Each child should bring a sack lunch, snacks, a plastic water bottle, and sunscreen to camp every day.** Please provide your child with proper clothing, helmet, and footwear, as outlined below. Label everything!

## **SAFETY AND DRESS REQUIREMENTS**

- ATSM/SEI-certified horseback riding helmet
- Paddock boots, tall boots, or cowboy boots – no tennis shoes
- Jodhpurs, breeches, running leggings, or slim-fit, stretchy jeans – no shorts
- T-shirts, long-sleeved shirts, or polos – no tank tops

## **SUNSCREEN**

We request that you apply sunscreen at home, before your child comes to camp, and camp staff will remind campers to reapply sunscreen as needed. Camp staff are not allowed to apply sunscreen to kids without medical authorization.

## LUNCHES & NUTRITION

Please send a nutritious lunch for your child. Lunches are recommended to contain: 1) **Beverage:** milk, juice, water – do not send soda 2) **Protein:** meat, cheese, yogurt, beans, tofu 3) **Fruit or vegetable** 4) **A second fruit or vegetable** 5) **Grains:** bread, pizza, mac & cheese, tortillas, crackers, etc.

All lunches should not be less than one-third of your child's daily food needs. The serving size should be suitable for the child's age and appetite. Please restrain from sending sweets/candy with lunch. We can chill lunches in the refrigerator. If a child forgets his/her lunch, parents will be called to bring one to camp before 11:00 a.m.

**Due to the potential for severe allergies, Cordillera Horse Camp does not allow peanut butter or nuts at our camp.** Please be aware of this, and do not pack these items in your child's lunch. These prohibited items are subject to change as needs change, and additional items may be added to the list of nonallowable food.

## CEC Horse Camp Rules

Horse Camp has specific rules that we expect every child to follow. Review the rules with your child prior to attending day camp so that your child is aware of what will be expected of him/her while at camp. Please contact us with any questions.

1. Proper riding attire is required. This includes boots with heels, an ASTM/SEI-certified horseback riding helmet, and long pants. CEC helmets are available to borrow on a limited basis. If you have questions about equipment, we're happy to advise. Email Equestrian Center Manager Annie Morris prior to camp: [amorris@cordillerametro.org](mailto:amorris@cordillerametro.org).
2. If unable to borrow an ASTM/SEI-certified horseback riding helmet, campers will need to purchase one by the first day of camp.
3. All students **MUST WEAR A HELMET WHEN RIDING OR ON THE GROUND AROUND HORSES.**
4. Drinks must be in a plastic bottle; no glass bottles at the facility.
5. Do not touch or feed any horse without your instructor's consent.
6. Do not enter any stall or paddock without your instructor present.
7. Do not run up to or walk closely behind a horse. Keep at least 15 feet back to avoid potential injury.
8. No dogs or other pets allowed at the barn.
9. Parents / Guardians are responsible for children who are on the property and not in camp. To avoid potential accidents, no loose or unattended small children are allowed.
10. Upon registration, all paperwork including a liability waiver must be filled out and submitted. Health forms are due before the first day of camp.
11. Please make sure children are prepared to focus, listen, and learn. Horses are large animals that can unintentionally cause great harm. **Safety is the priority.** If an individual is unable to listen and follow instructions, then they are not ready for camp and will be sent home.

## **POLICIES AND PROCEDURES**

### **LATE DROP-OFF**

Daily drop-off takes place from 9:45–10:00 a.m. Drop-off after 10:00 a.m. is not permitted without the Camp Director's consent. If a child arrives and his/her group has already left the area, a counselor will ensure that the late child is placed in the appropriate group.

### **LATE PICK-UP**

Pick-up takes place daily between 3:15–3:30 pm, unless otherwise posted. Continued late pick-up will result in the camper not being permitted to attend camp.

If a parent or authorized pick-up person doesn't show up by 3:45 p.m., repeated phone calls are made to all the phone numbers on file. At no time will a child be left at camp alone. If the parent or authorized person fails to show up, the Camp Director will remain with the child until a parent / guardian or the emergency contact arrives to pick up the child. If no contact can be made whatsoever, the Department of Social Services will be called to pick up the child.

### **ARRIVAL AND DEPARTURE**

It is the responsibility of the parent / guardian to sign your camper in and out each day on the enrollment sheet. Signing your child in and out is required by Colorado State Law and is crucial to our head counts in the event of an emergency.

Cordillera Horse Camp will not assume responsibility for a child who has not been signed in when they arrive for the day. Once a child has been picked up by an authorized person, that child is no longer the camp's responsibility.

### **RELEASE OF CHILDREN**

Only those listed on your authorization for pick-up form can sign-in and sign-out your child from our camp. Please make sure that the information on your registration form is current, especially regarding authorized **and** unauthorized pick-up persons. YOU MUST give prior, written notification to the CMD office at [info@cordillerametro.org](mailto:info@cordillerametro.org) if you wish to add a person to your authorized pick-up list.

In the case of an emergency, you may call the CMD office at (970) 926-1923 and give a verbal authorization. You must give the child's name and birthdate as well as the emergency pick-up person's full name and a description. Notify the pick-up person that he/she will be required to show proper I.D. before the child can be released to them. We will notify the Eagle County Police or Public Safety if we have problems with an unauthorized person attempting to pick up a child.

If you should arrive at the camp to pick up your child and it appears that you are physically, mentally, or emotionally impaired, Cordillera Horse Camp reserves the right to call your spouse or child's other guardian, Cordillera Public Safety, and/or Eagle County Police Department to ensure your child's safety.

We expect the parent / guardian to behave appropriately when on the Cordillera Equestrian Center premises. We will not permit excessive discipline of your child by you on Cordillera Horse Camp property. "Excessive" includes any physical discipline, loud or disruptive verbal reprimands, or threats. Additionally, we will not tolerate inappropriate behavior toward our staff, other parents, or other children. You may be asked to leave the camp and/or your child may be disenrolled based on your actions.

Each counselor must check that all children under their care have signed out before leaving for the day. If an unauthorized person attempts to pick-up a child at any time, they will be denied permission, and an authorized parent / guardian will be called immediately. If the unauthorized visitor refuses to leave the premises, Cordillera Public Safety and the Eagle County Sheriff will be called to escort the unauthorized person off the property.

If there is a custody battle over a child and a parent is denied access to that child, a court order must be on file with the Camp Director. Cordillera Horse Camp's staff is not permitted to deny access of a parent to a child without a court order on file.

## **VISITORS**

Cordillera Horse Camp requests that parents/guests/friends refrain from visiting camp other than dropping off and picking up your child. However, if a visit is requested, camp staff will ensure the child is available based on a pre-determined timeframe. Visitors must have written permission from a parent (verbal notification is also appreciated) before coming to camp. Drop-in visitors will not be turned away if they have proper consent. On Fridays for the horse show, we allow visitors between 11:00–1:00 p.m. Visitors must sign in upon arrival to the camp.



## DISCIPLINE

The staff at Cordillera Horse Camp believes young children need our help in developing the skills needed to make good choices and accepting the consequences of their decisions. Our staff will create an environment that supports self-discipline. Children are given space and encouragement to function within their environment. The staff will treat each child with dignity, allowing children to learn mutual respect for individual differences.

Cordillera Horse Camp's discipline policy directs the staff as follows:

- Redirect children to an acceptable activity by suggesting appropriate alternatives.
- Talk on the child's level.
- Speak softly and slowly.
- Be positive, patient, and friendly, but firm.
- Guide children to resolve their own problems and explain acceptable behavior.
- Remind children of rules and the consequences; encourage children to think about the impact their behavior has on people, objects, and events.
- Positively reinforce appropriate and adjacent behavior.
- Reassign camper to an alternative activity or group of children to prevent the negative incident from reoccurring.
- Use "sit and watch" or "time out" techniques as reinforcement. The child will be taken to the Camp Director's office to sit in a chair and explain to the Director what he/she did wrong and why they did it.
- **Never** use physical abuse, verbal abuse, or corporal punishment.
- Punishment shall not be associated with rest period, toileting, or food.

If the inappropriate behavior occurs again that day, the child is brought into the Camp Director's office and instructed to call his/her parents to come pick-up him/her for the day. If parents are called repeatedly, the child will no longer be welcome to the camp and will be disenrolled.

## HEALTH ISSUES

Our goal at Cordillera Horse Camp is to maintain a healthy environment. Please follow these rules and keep your child home if he or she:

- Has a fever or has had one within the previous 24 hours.
- Has been taking antibiotics for less than 24 hours.
- Has a cold, accompanied by sneezing and coughing.

- Has a noticeable sore throat. If a strep throat culture is given, he/she may not return to the camp until the test results are negative.
- Is unusually fussy, cranky, and not him/herself.
- Has symptoms of a communicable disease (strep throat or chicken pox, etc.) such as the following symptoms listed by the Health Department:

\*Abdominal Pain

\*Diarrhea

\*Impetigo (until MD releases)

\*Lice (Pediculosis)

\*Malaise (general listlessness)

\*Pink Eye / Conjunctivitis

\*Rash

\*Ringworm

\*Upper Respiratory Infection

\*Vomiting

**Cordillera Horse Camp reserves the right to request a note from your doctor stating your child can return to camp, regardless of how long your child has been absent.** Any time your child has seen a physician or physician's assistant for an illness or accident, Cordillera Horse Camp requires that you get a note stating your child's illness and the date they are cleared to return to camp.

## **ILLNESS DURING CAMP**

Your child may be sent home if any of the above listed conditions appear while at camp. In such cases, your child may be isolated from other children in a supervised area. You will be contacted and expected to arrange for your child to be picked up within one hour. If we are unable to reach you, we will call the emergency contacts listed on your child's registration form.

The State of Colorado requires you to notify the camp if your child has been exposed to a communicable illness such as mumps, chicken pox, or strep. We reserve the right to exclude the child from the camp upon the recommendation of the child's physician, local health department, or our nurse consultant. We must report if a child has been diagnosed with a communicable illness. This report will be made to the State Department of Public Health, all staff members, and all parents.

## FALLS & INJURY

Falls can happen while riding horses. Parent / guardian permission is required for any minor to remount after a fall that occurs at the Cordillera Equestrian Center. Remounting is recommended unless the child is injured, and the parent / guardian is the one to decide if the child healthy enough to get back on.

In case of injury, we will comfort your child and make immediate attempt(s) to contact you. We will call an ambulance or paramedics, when necessary. As directed in the Cordillera Horse Camp's liability release, you have authorized the Director or head counselor present to make all emergency care decisions involving your child in your absence. If the child needs to be transported for emergency care and you are not here, a staff member will always accompany the child. Any injury or illness involving medical treatment will be reported to the Colorado Department of Human Services within 24 hours.

## MEDICATION

You are welcome to come administer medication to your child. We will document what you have given your child and when so we know what to look for if there is a problem or complication. Only authorized medication compliance staff are authorized to administer medication to your child during camp hours. In order for camp staff to administer medication, you must submit a Medication Administration Permission form (available in the Horse Camp registration packet) and have it signed by a health care provider with prescriptive authority.

If applicable, it is necessary that:

- We have the Medication Administration Permission form filled out for ALL medication from the authorizing health care provider with his/her signature, **PRIOR** to administering medication at camp.
- The form lists permission to administer over-the-counter medication (example: Tylenol / Motrin). This permission needs to list the brand name and dosage.
- The child's health status form must be current and have the authorizing health care provider's signature.
- Prescription medication must bear the original pharmacy label, showing the name of medication, physician's name, child's name, directions for dosage, and expiration date.
- All medication must be in the original container and have the child's name on it. You must provide a medicine dispenser (example: spoon, dropper).
- The medication must be given to the designated staff person for storage that is inaccessible to children and is in accordance with pharmacy instructions.
- We are NOT allowed to administer vitamins, supplements, or homeopathic remedies.
- No medication, vitamins, or homeopathic medicines are added to your child's drink or food.

- No medications are stored in your child's pack or lunch box; please give them directly to the designated staff.
- The designated staff person will keep a written record of medication administration.
- Due to our child/counselor ratios, we may not be able to accommodate your child if they are undergoing allergy treatments. Please schedule these treatments on the weekend or consider keeping the child home for the duration so your child doesn't eat or come in contact with something they were not supposed to.
- We are required to return all expired medication to parents for disposal.

## EMERGENCY PROCEDURES

We are required to list these procedures in the event of the following emergencies:

- **INCLEMENT WEATHER:** In case of inclement weather, appropriate indoor games will be arranged by the staff. Inclement weather includes but not limited to: excessively hot or cold weather, lightning strikes, and rain/snow showers.
- **FOREST FIRE:** Due to the location of Cordillera Horse Camp, a forest fire evacuation plan has been set up with Cordillera Public Safety to ensure that all children are removed from an area of danger. The Divide Gatehouse must call the Camp Director at the first sign of a forest fire in the area. If the Camp is in the fire zone, campers will be loaded into vans and removed from the area. The Camp Director is responsible for ensuring that all children enrolled in the Camp for the day are safely secured in the vans before the evacuation. The parking lot at the bottom of Squaw Creek Road (St. Clare's parking area) will be used as a meeting area for campers and their parents. Parents will be notified via cell phone that they need to pick up their children immediately. Camp staff will stay in that location until all remaining campers have been picked up.
- **FIRE:** Fire evacuation procedures are posted in each room.
- **TORNADOES:** Children will be moved to the inside corridors of the barn, away from exterior windows.
- **LOST CHILD:** Each staff person is assigned a small number of children for which he/she is responsible at different times during the day. It is the counselor's responsibility to do head counts on a regular basis and to follow up with any campers who may have stepped into the restroom or moved on to another activity with the permission of his/her counselor. Each counselor who leaves the building carries a walkie-talkie and is in direct contact with the other counselors and the Camp Director always. If a child goes missing while at camp, the remaining campers are collected into one small room or area. The Camp Director or head counselor stays with that group of children while the other counselors perform a search. If necessary, the local authorities will be brought in to help conduct the search. If the camper is lost at camp, a search of the barn, paddocks, and local trails will be conducted. If necessary, Cordillera Public Safety will be notified to help with the search. The child's parent(s) will also be called

at this point, and local authorities will be brought in to assist. The Colorado State Department of Human Services Division of Childcare will be notified within 24 hours of a lost child.

- **LOCK DOWN:** We have a policy in effect but due to security protocols cannot publicize our procedure. You will be notified as to what to do when the time is right. You will not be permitted into the building or allowed to leave with or without your child if you are already in the camp during a lockdown.

## **CHILD ABUSE**

All employees of Cordillera Horse Camp are required to 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.

Staff are mandated reporters on suspected child abuse. If a staff member suspects any form of child abuse, it will be reported immediately.

## **REPORTING OF LICENSING COMPLAINTS**

If you have any complaints about Cordillera Horse Camp, we ask that you first discuss them with the Camp Director or the Cordillera Metropolitan District General Manager by calling (970) 926-1923. If these concerns are not resolved, you should contact the Eagle County Department of Health & Human Services at (970) 328-8840 or the Colorado Department of Human Services at (303) 866-5958.

## **PAYMENT POLICY**

All fees must be prepaid. **Payment is required at the time of registration.** We accept credit cards (Visa/MC/Amex) and checks as methods for payment. The cost of camp is \$900 per child per week of camp.

## **SICK DAYS & FAMILY EMERGENCIES**

- Please notify the camp before 9:00 a.m. if your child will be absent.
- There will be no makeup days or credit for missed days at camp.
- Special adjustments may be made for extended hospitalization on a case-by-case basis. Cordillera Horse Camp reserves the right to require a note from your doctor or appropriate representative stating your child was sick and/or stating the nature of the emergency.

## **TELEVISION OR MEDIA VIEWING**

The Horse Camp curriculum may include viewing equestrian educational materials in a variety of formats. Parents must sign a waiver permitting campers to view media content rated G or PG. If no waiver is on file and parents cannot be reached, children will be given an alternate participation activity. Television is not viewed during Cordillera Horse Camp at any time. We also request that all video game players, CD, DVD, and MP3 players are left at home.

## **CHILDREN'S BELONGINGS**

Label ALL child's belongings with their name. A space is provided for each child to store his or her belongings. All children are asked to bring an extra change of clothes (labeled). Your child's lunch box should be labeled with his/her name. Please label the top and bottom of each container used for food storage. We try our best to keep track of each child's personal belongings, but we are not responsible for misplaced items. Money and other valuables are not recommended at camp. If a child must bring valuables, it is recommended that they be turned over to the Camp Director to be stored safely.

## **TOYS FROM HOME**

Please **do not bring toys from home**. It is your responsibility as a parent to explain to your child that things brought to camp could become broken or lost. Cordillera Horse Camp is not responsible for items brought from home.