



Ascendigo Summer Adventures Policies and Procedures

PREFACE

Ascendigo Autism Services, Inc. is a seasonal 501(c)3 non-profit corporation. In the Summer we offer Day camp services and Residential camp services from June to August. Our staff to camper ratio meets one-to-one. This document describes the policies and procedures as they pertain to our child care license and residential camp program; Our permanent office is in Carbondale, Colorado. We use public and private facilities throughout the Roaring Fork Valley to implement our daily activities.

1. THE CENTERS PURPOSE AND ITS PHILOSOPHY ON PARTICIPANT CARE

Ascendigo's purpose is to provide a positively safe and fun learning environment to teach adventure sports and social and life skills to people with Autism Spectrum Disorder. Our Philosophy on participant care is to use positive behavior support and apply developmental understanding of ASD.

2. THE AGES OF CHILDREN/PARTICIPANTS ACCEPTED

Ascendigo accepts children/participants 7 years old and up.

3. SERVICES OFFERED FOR SPECIAL NEEDS PARTICIPANTS IN COMPLIANCE WITH THE ADA

Services offered: Sports Instruction designed for people with ASD, as well as social growth components.

4. THE HOURS AND DATES WHEN THE CENTER IS IN OPERATION

The Summer Adventures Program runs 24 hours a day, 7 days a week, from June 12th, 2023- August 4th, 2023.

5. THE POLICY REGARDING SEVERE WEATHER

In case of severe weather (as determined by local authorities and/or Ascendigo supervisor staff), we will evacuate from dangerous areas as quickly and safely as possible.

We will use vehicles as shelter when away from our office (if the vehicle is safer than surrounding areas).

We will use lightning drill position whenever more permanent structures are unavailable. At the daily facilities we will follow all posted guidelines on evacuation and emergency weather drills.

6. THE PROCEDURE CONCERNING ADMISSION AND REGISTRATION OF PARTICIPANTS

Parents or guardian fill out a detailed registration form that includes pertinent medical history, behavior questionnaires, insurance waivers, and other necessary information.



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7. AN ITEMIZED FEE SCHEDULE

Fee options for each program are listed at the time of registration on our website:

www.ascendigo.org

8. THE PROCEDURES FOR IDENTIFYING THE LOCATION OF PARTICIPANTS AT ALL TIMES

Each staff has one camper who is always with him/her. Each camper also has a photo stored in a lock box. Additionally, each camper has an emergency nametag in case of this situation. If a staff member does lose sight of the camper, the camper should only have had a very small amount of time to go anywhere. Ascendigo staff have been trained to calmly locate the camper using any necessary resources including but not limited to contacting the Pitkin, Garfield and Eagle County Sheriff's offices.

9. THE POLICY ON DISCIPLINE

Our philosophy is to use positive behavior support, including: positive reinforcements, redirection, rapport building, addressing physical needs, and preventing sensory overload. The most common action is to remove anyone with unwanted behaviors from any external stimuli that is negatively affecting the participant so the participant can regain equilibrium. Thus, keeping the camper, staff, and any third parties safe. Per CDE, Ascendigo will seek support from and provide access to an early childhood mental health consultant to support staff, the camper, and their loved ones for children under 18. In the most extreme cases we reserve the right to contact the parents and ask them to take the participant home for the day or until positive behavior returns.

10. THE PROCEDURES FOR HANDLING ILLNESSES, ACCIDENTS, AND INJURIES

Every staff member at Ascendigo is first aid and CPR certified. Additionally, for circumstances beyond our level of training: we have arrangements with local hospitals for emergency response to any illness, accident, or injury. If it is a lift threatening situation, emergency medical transportation would evacuate to the nearest full-service emergency facility. Minor illnesses are treated with rest and quarantine from the group. All accidents and injuries are reported using an incident report and kept in the child's locked file. Parents are notified immediately under any major circumstances.

Valley View Hospital: 1906 Blake Ave., Glenwood Springs, CO, 81601 (970)945-6535

Grand River Hospital: 501 County Rd 346, Rifle, CO, 81650 (970)625-1100

Aspen Valley Hospital: 0401 Castle Creek Rd., Aspen, CO, 81611 (970)925-1120

Basalt After Hours Clinic: 234 East Cody Lane, Basalt, CO, 81621 (970)544-1250



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11. THE PROCEDURES FOR HANDLING LOST PARTICIPANTS

If a participant is lost, meaning out of the line of sight or voice range for more than 15 minutes, we will contact the local authorities and provide them with a picture of the participant. We also communicate the most accurate description of the participant's current appearance. If necessary, we will contact the Sheriff's Department. All free hands and eyes will be used to locate the participant. The one-on-one nature of our program is designed to prevent this situation.

12. THE PROCEDURE FOR TRANSPORTING PARTICIPANTS

Designated drivers use camp vehicles to transport campers and staff to and from each activity. Seat belts are required for each passenger. All local, state, and federal laws and regulations are followed precisely.

13. THE WRITTEN POLICY ON FIELD TRIPS, TELEVISION AND VIDEO VIEWING, SPECIAL ACTIVITIES, AND THE STAFF'S RESPONSIBILITY FOR THE SUPERVISION OF PARTICIPANTS

Participants are directly supervised while viewing television or videos. They are to ensure that participants are only viewing age appropriate materials and that they have parent consent to do so.

14. THE POLICY FOR PARTICIPANT'S SAFETY RELATED TO RIDING IN A VEHICLE, SEATING, SUPERVISION, AND EMERGENCY PROCEDURES ON THE ROAD

Campers ride in the back seats of the vehicle next to a staff member. Seatbelts are always worn, and all local, state, and federal laws and regulations are followed precisely. If emergency shall arise, the vehicle will be pulled over immediately once a safe area is determined. Radio and telephone communication will proceed immediately to inform the rest of the staff of the situation. Each participant is under the direct supervision of his or her trained counselor.

15. THE PROCEDURE FOR RELEASING PARTICIPANTS ONLY TO PERSONS FOR WHOM THE CENTER HAS WRITTEN AUTHORIZATION

The registration packet has space for up to 4 designated people for transferring care of the participant at the beginning and end of each day. Each staff member has the parent's contact information and will remain in close communication with the parents when in service. If anyone other than the camper's parents attempts to pick up the participant, our staff will know prior to the transfer of care and will ensure that the person has been designated on the registration authorization. We will not release any camper without explicit consent from the participant's parents or legal caregiver.



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16. THE PROCEDURE FOLLOWED WHEN A PARTICIPANT IS PICKED UP AFTER CLOSING HOURS, OR NOT PICKED UP AT ALL; AND THE PROCEDURES TO ENSURE ALL PARTICIPANTS ARE PICKED UP BEFORE STAFF LEAVES FOR THE DAY

Each staff member has the contact information of every parent. The parents know specifically when and where to meet the staff to pick up the camper. The staff supervisor will remain on-site until each camper has been picked up and transfer of care has taken place. If parents have failed to make the transfer of care and failed to contact Ascendigo staff, we will notify local law enforcement and CDHS two hours after the designated time of transfer, and the child will be transferred to local law enforcement and the Colorado Department of Human Services.

17. THE PROCEDURES FOR CARING FOR PARTICIPANTS WHO ARRIVE LATE TO THE CENTER AND THEIR CLASS/GROUP ARE ALREADY AWAY

During summer camp programming, all campers have a staff member assigned to them. If a child is late, the staff member will contact the parents to determine when and where the transfer of care will take place. The staff member will be solely focused on determining where the child is and what the situation is. We do not leave the center until we have all the participants or have coordinated a pickup on the way to the daily activities.

18. THE PROCEDURES FOR ADMINISTERING PARTICIPANT'S MEDICINES AND DELEGATION OF MEDICATION ADMINISTRATION IN COMPLIANCE WITH THE "NURSE PRACTICE ACT"

Ascendigo has a Nurse on staff who is responsible for administering medications. When the camp nurse is not present, administration will be delegated to a certified staff member. All medicine administration will be done by trained professionals and will be recorded and filed according to state regulations. No medication shall be administered without written consent from the parent/guardians and physician - which is all found in the registration packet. Camper medicine must be brought to camp in its original bottles. Medicine is stored in Ascendigo's locked nurses' office or in a locked medication box while in transit. Medicine is to be inaccessible to campers unless an emergency medication, such as an inhaler, is approved by the camp nurse to be carried outside of the locked box.

19. THE PROCEDURES CONCERNING PARTICIPANT'S PERSONAL BELONGINGS AND MONEY

Every precaution will be made to ensure participants go home with all the items they came with. Personal money is handled directly between the parents and the assigned Ascendigo staff members. Every precaution is also made to ensure participant belongings are legal and appropriate for them to possess. A packing list is provided to parents to ensure participants are only bringing the necessary belongings.



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20. THE POLICY CONCERNING MEALS AND SNACKS

Residential participants consume breakfast and dinner before and after day time activities at the Colorado Mountain College Dining Hall. If the participant is not a residential camper breakfast and dinner will be consumed before and after the participant is in our care. Lunch is provided for each Residential participant, while Day Camp participants will be required to pack their own lunch each day. We have nutritious snacks on hand to ensure participants receive all the nutrients they need for an exerting day of physical activities. Ascendigo is also very diligent about ensuring that campers are only eating food that follows the participant's specific nutrition plan.

21. THE POLICY REGARDING VISITORS

The Summer program does not allow for any visitors outside of the parent/guardian/aide team that was determined in the registration packet. For the sake of a more effective learning environment we encourage parents to leave their participant in our capable hands during the duration of their camp session.

22. THE PROCEDURES FOR FILING A COMPLAINT ABOUT CHILD CARE

Any complaints involving Ascendigo should be reported to:

Colorado Division of Early Childhood (CDE): 303-866-5958, S. Ash St., Denver, CO 80246

23. THE POLICY REGARDING THE REPORTING OF CHILD ABUSE

Please be aware that all staff members of Ascendigo are Mandated Reporters. If we suspect any level of child abuse we are required by law to report it to the authorities. Child abuse should be reported to CDE as well.

Child Abuse and Neglect Hotline: 844-264-5437 710

Pitkin County: (970)927-1611 **Garfield County:** (970)945-9191 And in the case of emergencies dial **911**

24. THE POLICY REGARDING THE CHILD CARE FACILITIES' RESPONSIBILITY TO NOTIFY PARENTS WHEN THE PROGRAM WILL NO LONGER BE AVAILABLE TO SERVE CHILDREN

Ascendigo will take all measure to notify parents as soon as possible regarding a cancellation of a program session. In most circumstances, Ascendigo will reschedule events indoors if unable to participate outdoors. Due to unforeseen circumstances if any given camp day is cancelled, parents will be notified via phone from Ascendigo staff and will receive a refund.



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25. THE POLICY REGARDING PARENT'S OR GUARDIAN'S RESPONSIBILITY TO NOTIFY CHILD CARE PROGRAM WHEN THE PARENT'S OR GUARDIAN'S WITHDRAW THEIR PARTICIPANT FROM THE PROGRAM

Cancellations made less than 24 hours before start date of the program (unless for medical reasons) are not eligible for a refund. Cancellations made for a proven medical reason are eligible to be rescheduled for the next applicable program date.

Parent/Guardian Signature:

Parent/Guardian Print Name:

Date: _____



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Updated Policies for 2025 Compliance

Annual Review and Communication of Policy Updates (2.505.B)

Ascendigo Summer Adventures will review and update its policies and procedures at least annually. Any changes or additions to policies will be formally incorporated into this document and communicated in writing to all parents/guardians. Parents/guardians will receive revised policy documents or addenda whenever updates occur, and Ascendigo will obtain written acknowledgment from families that they have received and accept any updated policies. This annual review ensures our program stays compliant with the most current licensing rules and best practices.

Air Quality Index (AQI) Policy (2.505.C.5)

Air Quality: Ascendigo has added an Air Quality Index (AQI) safety protocol to its weather policy. We actively monitor daily air quality reports. If the AQI reaches the “Unhealthy for Sensitive Groups” level or higher, indicating poor air quality (e.g. due to wildfire smoke or other pollution), we will modify or cancel outdoor activities as needed to protect participants.

Media and Internet Usage; Online Safety Education (2.505.C.15)

Ascendigo Summer Adventures has a Media and Internet Usage Policy that outlines how and when media or electronic devices may be used during camp. Screen time is minimal. We do not permit recreational television, movies, or video games during camp activities unless it is a normal activity used for regulation of a child with disabilities. Parents are informed through pre-camp interviews and the parent handbook.

Attendance Verification During Transitions (2.506.A.1)

Ascendigo staff verify attendance before and after every group transition from one physical space or activity to another. Assigned staff perform a roll-call or headcount of their camper. These attendance checks are documented in writing or electronically and records are kept on file for at least 12 months.

Staff Training Acknowledgment of Policies (2.507.K, 2.531.A.6)

Prior to working with children, each staff member is required to read and be instructed on all of the center’s policies and procedures. They must sign a statement affirming that they have read, understand, and will abide by these policies. Within 30 days of hire, every staff member signs a statement confirming that they have been trained on the Colorado child care regulations.

Staff Departure and Experience Verification (2.507.M)

When a staff member’s employment ends, we provide a written experience verification letter within 30 days. This letter includes employment dates, total hours worked, and Ascendigo program details. The letter is signed by the Camp Director or authorized manager.



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Required Staff and Director Trainings within 90 Days (2.508.G–J)

All staff and directors complete mandatory training courses within 90 days of employment. These include Injury Prevention, Playground Safety, Working with an Early Childhood Mental Health Consultant, and Introduction to Child Care Health Consultation. Documentation of training completion is maintained.

Posting Routine Short Excursion Details (2.518.D)

For routine short excursions, Ascendigo posts activity and location details at the center each day. The posting includes where the children are going and approximate times. For special outings, advance notice and written permission are provided.

Annual and Emergency Operational Status Updates (2.529.C, 2.529.C.1)

Each year between April and October, Ascendigo registers or updates its operational status information in the provider status portal. If there is a declared state emergency and our status changes, we update the status in the portal accordingly.

Incident Records and Reporting (2.530.A.12)

If a participant is ever separated from the group or local authorities are contacted, staff will create a written incident report. This report is kept in the child's file and provided to the parent. Serious incidents are reported to the state within 24 hours.

Retention of Health and Mental Health Consultation Records (2.532.E)

All health and mental health consultation records are kept for a minimum of three years from the date of consultation. These records are treated as confidential.

Developmentally Appropriate Materials for Mobile Day Camps (2.535.B.3.c, 2.535.D.1)

Ascendigo maintains a variety of developmentally appropriate materials for all campers. This includes arts and crafts supplies, manipulatives and games, gross motor equipment, literature, and adaptive materials for those with special needs. These materials are portable and available at all sites.