



**Ski &
Snowboard
School**

Snow Cubs

Parent Information Handbook

Winter 2023-24

Snow Cubs @ The Treehouse
120 Carriage Way, Snowmass Village, CO 81615

Front Desk: 970.923.0564
cubs@aspensnowmass.com

Snow Cubs is State-licensed childcare facility meeting all safety, health, and programming guidelines set forth by Colorado's Office of Early Childhood Department of Human Services. This program is licensed by the State of Colorado and follows state requirement outlined for Child Care Centers.

Our staff is trained in early childhood development and will work hard to exceed your expectations. Thank you for putting your trust in us!

Sincerely,

Sue Way

*Director of Children's Programs
Aspen Skiing Company
970.923.0572*

Averil Porcaro & Andrea Chacos

*Snow Cubs Coordinators
Aspen Skiing Company
970.923.8765. 970.923.0564*

PURPOSE & PHILOSOPHY

We provide a safe, high-quality child care program based on the developmental needs of children between the ages of 1 year and independently walking – 4 years old. We encourage enriched educational and recreational opportunities in the Snowmass area.

NON-DISCRIMINATION POLICY

Snow Cubs does not discriminate in their enrollment or employment on basis of race, religion, national origin, sex or age. Children with special needs are welcome in our program provided we can meet their needs. Please let us know if your child has any special requirements so that we may review the situation carefully to determine if our program is able to meet these needs.

PROGRAMMING CHANGES DUE TO COVID-19

To keep everyone safe and our doors open, we adapt our programming as necessary to follow all county and state guidelines.

ENROLLMENT PROCEDURES TO BE COMPLETED **PRIOR** TO THE FIRST DAY OF ATTENDANCE

**Click on the forms in blue to complete. These are live links that will open in a new tab.*

[Snow Cubs Registration Form](#)

If your child has health care needs or medication we need to administer during the day, you must complete a [Medication Administration Authorization Form](#) or your child's current health care plan from school must be on file by the first day of enrollment. This form must be signed by your child's health care provider within the past year.

Our nurse consultant will review your child's care plan and contact you, if necessary. Please upload all paperwork to: cubs@aspensnowmass.com with your child's name in the subject line.

Supplemental forms:

[Immunization Record](#) – ONLY required for children enrolled 10 or more days this season or for children enrolled in our contracted care/ employee daycare program. All other children are exempt from completing this form.

[General Health Appraisal Form](#) – ONLY required for children enrolled in our contracted care / employee daycare program. All other children are exempt from completing this form.

DATES & TIMES

November 23, 2023 – April 14, 2024

Child care (1 yr & independently walking – 3 yrs old)	Ski Program (2 ½ - 3 years old)
Full Day 8:30 AM – 3:30 PM Half Day 8:30 AM – 12:30 PM	Full Day 8:30 AM – 3:30 PM Half Day 8:30 AM – 12:30 PM * Ski program includes skis, helmet and boots. * Parent provides eye protection (goggles)

LOCATION & DROP-OFF

Snow Cubs check-in is located on the first floor of the Treehouse in our lobby, [120 Carriage Way, Snowmass Village, CO 81615](#). We offer free 30-minute parking or 5-minute drop-off adjacent to the entrance.

STATE LICENSING GUIDELINES

ROOM	ADULT / CHILD	MAX IN ROOM	AGES	Square Footage
Butterfly 2	1:3	10 toddlers	12 months – 24 months	690
Trout Haven	1:4	12 Toddlers	24-36 months	943
Beaver Lodge	1:4	14 Toddlers	30 – 36 months	792
Fox Den	1:4	14 Toddlers	30 – 36 months	570
TLC	1:5	5 children	30 months to 4 yrs old	218

CANCELLATION AND CHANGE POLICY

All ski and snowboard products cancelled or changed 48 hours or more in advance are fully refundable. To request a refund, please call us at (877) 412-7823 and have your order confirmation number available. You may also email: cubs@aspensnowmass.com or call the Snow Cubs Front Desk at: 970.923.0564

MEALS AND SNACKS

Snow Cubs provides lunch/snacks for all children. Our meals are made on-site and in a commercial kitchen. We comply with all USDA requirements. Weekly menus are posted outside each classroom. If you have a special request, please let us know and send it with your child. The Treehouse is a NUT-FREE facility.

SICK CHILD POLICY

We are concerned about the health of all our children and staff. We reserve the right to refuse a child if there are obvious signs of:

- Fever, discolored discharge from nose or eyes
- Cough, sneezing and active wheezing
- Vomiting and/or diarrhea
- Fever over 100.3°

Your child's exposure to or exhibiting any symptoms of any communicable disease (such as chicken pox, measles, mumps, whooping cough, strep throat, pink eye, RSV, etc.) should be reported immediately to our staff. Exposure to communicable diseases will be posted to inform other parents. Outbreaks of certain diseases must be reported to the Center for Disease Control.

If a child develops any illness symptoms during the day, the parent or guardian will be contacted immediately. The child will be quarantined, and the adult will be asked to pick up the child within the hour. It is the parent's responsibility to provide alternative care at this time.

A child is on antibiotics he or she should be kept at home for the length of time recommended by their physician.

Children must be symptom-free for 48 hours before readmission into one of our child care programs.

Further explained, the child needs to be *without* any signs of illness or discomfort or the use of controlled medications (i.e. fever reducer, stomach aids). This includes children with Strep Throat or a bronchial infection.

MEDICATION & ALLERGIES

If your child has health care needs or medication we need to administer during the day, you must complete a [Medication Administration Authorization Form](#) or your child's current health care plan from school must be on file by the first day of enrollment. This form must be signed by your child's health care provider within the past year. *We are not permitted to administer homeopathic remedies.*

Please let us know of any allergies so that we can give your child an allergy tag. Snow Cubs is a nut free zone and the Treehouse is a nut-free facility.

Our nurse consultant will review your child's care plan and contact you, if necessary. Please upload all paperwork to: cubs@aspensnowmass.com with your child's name in the subject line.

Snow Cubs, PO Box 1248, Aspen, CO 81612

cubs@aspensnowmass.com

TAX ID # 84-0994002

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe a child has been abused, you should seek immediate assistance from your county department of social services.

The phone number to report child abuse for the Pitkin County Department of Social Services is (970) 429-2040. You may also call the statewide hotline, 1-844-CO-4-KIDS, to report suspected child abuse or neglect.

Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect. All licensed child care providers are mandated reporters that suspect child abuse or neglect, and follow the law set forth by the state of Colorado. Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, child care staff members are required by law to report any incidents or suspected cases of child abuse or neglect. **As a staff member, we must report any incidents that we observe.** These reports will be filed with the Pitkin County Department of Human Services and/or the Pitkin County Sheriff's Office. Reporting suspicious child abuse is very difficult. It is unlawful to deliberately make a false report of child abuse. ALL staff must complete Recognition and Reporting of Child Abuse and Neglect PRIOR to working with children.

SOME OF THE WARNING SIGNS OF ABUSE AND NEGLECT MAY INCLUDE:

Unexplained injuries

Changes in behavior

Fear of going home

Changes in eating or sleeping patterns

Inappropriate sexual behaviors

WE PROVIDE training and education for staff providing an understanding of child sexual abuse and misconduct and provide tools to prevent it. Below are policy guidelines for staff. These guidelines are important to us because we care and are committed to building a community that is safe for children. All people working with children are required by law to report SUSPECTED child abuse or neglect (including sexual abuse).

ALL staff must complete Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter training) prior to working directly with children. This training must occur yearly.

PROCEDURE ON GUIDANCE, POSITIVE INSTRUCTION, BEHAVIOR & CONSEQUENCES

The following discipline and child abuse codes MUST be adhered to:

- We will not permit an employee or child to use corporal or other punishment, including but not limited to pinching, shaking, spanking, punching, rough handling, hair pulling, or any humiliating or frightening method of discipline to control the actions of any child or group of children. Children shall not be subjected to threats.
- Punishment shall not be associated with rest, toileting or food deprivation. Separation, when used as discipline, shall be brief and appropriate for the child's age. The child shall be within sight of an adult in a safe, lighted, well-ventilated area. No child shall be isolated in a locked, closed room, or closet.
- Children shall be given multiple chances to stop inappropriate behavior. Adults should attempt to engage the child in another activity (re-direction). If the inappropriate behavior continues after adults have made many attempts to work with the child, then the director may need to set-up a plan with the parents.
- If a child physically hurts another child repeatedly, then the director may choose not to have the child in the program. This decision may NOT be made by anyone other than the director.
- If a child's attention span or age is such that he/she cannot join group activities (i.e., story time), the adult shall find an alternative activity for that child such as looking at books in the quiet corner.
- Verbal abuse or derogatory remarks about a child, family, race, religion or cultural background shall not be permitted.
- Disregard of any of the foregoing disciplinary rules or any disciplinary measure resulting in physical injury or abuse to any child shall be grounds for immediate dismissal.

FILING A COMPLAINT

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. A child's educational, physical, emotional, and social development will be nurtured in a well-planned and well-run program.

Snow Cubs, PO Box 1248, Aspen, CO 81612

cubs@aspensnowmass.com

TAX ID # 84-0994002

Caregivers are welcome to observe the program, with regard to the children's health, safety, equipment, play materials, and staff. For information about the childcare facilities or complaints contact:

Department of Human Services, Division of Childcare. 1575 Sherman St., Denver CO. 80203-1714.
PHONE: (303) 866-5948

DAILY ENROLLMENT ACCOUNTABILITY

One parent (or authorized guardian) will need to sign their child in/ and out of the specific age-appropriate room with the Lead teacher. *When children leave the facility with instructors and teachers, each will sign out on a master whiteboard listing children, time and destination.*

IN CASE OF EMERGENCY, ACCIDENT OR INJURY

Each day your child attends child care, parents will be asked to provide an emergency telephone number on our sign in sheets. In the event of a medical emergency, the parents will be notified, an EMT will be called, and the child may be transported to Aspen Valley Hospital. Staff members are trained in first aid and CPR. Accident reports will be filled out by a teacher. Evacuation notices are posted in each room of the building in case of fire or other disaster. The fire department schedules fire drills and practices evacuation procedures at least once a year for our building.

IN CASE OF MEDICAL EMERGENCY, a child will be transported to SNOWMASS CLINIC, 77 Wood Road, Suite #N200 Snowmass Village, CO 81615. Phone: (970) 544.1518.

ASPEN SKI COMPANY GENERAL CHILD CARE POLICIES

The following policies need to be followed as a preventative measure.

- No employee is to be alone with a child in an enclosed space. Leave doors open so that you can be seen by others.
- Bathroom policy/potty accidents - If help is needed with a child of the opposite sex, ask for assistance from someone of that gender. If that is not possible, have two adults present. A male instructor may not change a child's diaper under any circumstance.
- Be aware at all times where you place your hands on the child.
- Inform coordinator and parents of any unusual events which occur—always fill out accident/incident report form.
- Children with special needs may be under your care. We will accommodate as needed.
- Coordinators will decide if a child should be asked not to return to Snow Cubs.
- If a parent has a complaint, please refer them to the coordinator.
- Remember to write everything down on the day-sheet, inclusive of their garment top/jacket/shirts color (in the case of Trout, Fox, and Beaver Lodge (in the Notes section of the Daily Room sheets).
- No child should be released without signing out and verified as an authorized individual.
- If the weather is too cold or wet to go outside, please ask the coordinator what you should do. If a child has trouble skiing, because of warm conditions, ask for extra help. See the Weather Policy chart for clarification.
- Lost children should be reported immediately to the Snow Cubs front desk. Refer to the 'Lost Child Protocol' in the Snow Cubs Manual.
- If you still have children after 4 PM notify the office immediately.
- If there is a visitor, make sure that they have signed the Visitors Log and ensure the visitor writes/states the reason for visiting Snow Cubs. Do not let a visitor wander through Snow Cubs without an employee escort.
- All information concerning the children and/or their families is confidential.

SUNSCREEN & SUN PROTECTION

Children will need sunscreen applied prior to drop-off in the morning. Staff will reapply every 60 minutes of continuous time outdoors and again after lunch and when going outside. WE USE SUPERGOOP. The ingredient list is posted outside every check-in station.

COMMUNICATION

Staff are busy throughout the day and may not have their cellphones readily available. If you would like to discuss anything with a program coordinator, please make an appointment. We are happy to hear from you! Please call the front desk at: 970.923.0564 to connect with your child and make any schedule changes.

SNOW CUBS LOST/FOUND CHILD PROTOCOL

Upon noticing a child who has separated from an instructor, the following steps must be taken:

When there is a **lost child**, immediately call HQ and Snow Cubs desk.

- a. Give a clear description of the child and color of their jacket/shirt. If you cannot remember garment color, ask the Snow Cubs front desk to check garment description in the Notes section of Daily Room Sheets.
- b. HQ will notify the top and bottom of all possible lifts that the child could have skied to. HQ will give the lift operator all information. Lift operators will be instructed to hold the child if found and call HQ.

If a child is found and not with their class: Keep the child with your class and call the Snow Cubs Front Desk.

EMERGENCY AND DISASTER PREPAREDNESS

Evacuate. We leave the building, go to Capitol Peak: take attendance, call parents/ guardian at the number registered on sign-in sheet and relay information for reuniting the family.

Lockdown, Shelter in Place, Active Shooter and/or Lockout. The Staff in the building secure perimeter and seek shelter in a secure location within our building. We lock classroom doors, turn out the lights, move away from sight, do not open the door, maintain silence and take attendance. Parents/ Guardian will be called at the registered number on the sign-in sheet and given information for reuniting the family.

SNOW CUBS' SECURITY POLICY

- Parents need to sign their child IN and OUT of the facility through the main Snow Cubs lobby.
- Staff may not release a child to a parent unless the parent has signed out at the front office or with the iPad.
- NEVER release a child to a parent while on the plaza!! If you question the identity of the adult picking up a child or they are not authorized, call the front desk to receive verification.
- Parents may NOT enter any of our "PARENT FREE ZONES"
- Parents are welcome to call the front desk as often as they like to check on their child and/or stop in at the front desk.
- Please question ANYONE you see wandering around the facility, escort them out to the front desk.
- The back exit doors of each room need to remain CLOSED. Entry doors, kitchen and diaper area doors need to remain closed.
- When on the playground, all gates need to be shut and locked. NO ONE is allowed through when children are outside. Direct other personnel to use the Main Treehouse entrance.
- While on the plaza, children need to be strapped into a buggy or wear an orange vest if walking with their teacher.
- NEVER leave any children unattended.
- Children need to be accompanied by an adult in the bathrooms.
- No one may photograph children in our program without a signed model release from the child's parents.
- Communication: Staff is not authorized to talk to any media people.

PROCEDURES FOR TRANSPORTATION

Children will take walks on the plaza, take a ride on the gondola or go on a buggy ride as weather permits. We do not transport children in a vehicle at any time.

WEATHER POLICY

Sometimes we will not be able to offer your child an outside snow experience when the temperature is below 20 F. For excessively hot weather, children will stay inside.

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71	

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
	110	136												