



Camp Regulations, Policies, and Procedures

Colorado Licensed Camp

Crow Canyon is a licensed camp in the state of Colorado (license number 46348) and follows the Regulations for Children's Camps issued by the Division of Child Care, Colorado Department of Human Services. A copy of these regulations is available in the human resources office at Crow Canyon.

Behavior and Disciplinary Action

To provide the best-possible learning environment, Crow Canyon expects all camp participants to follow rules of conduct that respect the rights of others and promote the safety of everyone on campus and in Crow Canyon programs. We have found that behavior problems rarely occur when children know what is expected of them ahead of time. Please be sure you and your child read "Campus Rules."

Should it be necessary, disciplinary action will be constructive or educational in nature and may include such measures as diversion, separation from problem situations, talking with the child about the situation, providing alternative activities, and praise for appropriate behavior. Serious violations (see "Campus Rules") will result in **immediate expulsion** from the Crow Canyon program. Camp participants will be sent home at their parent's or guardian's expense, the parent or guardian will be responsible for any other resulting costs, and no refund will be made for any unused portion of the program.

Suspected Child Abuse or Neglect

In compliance with Colorado Revised Statutes, Crow Canyon requires all employees to report any suspected child abuse or neglect.

Property Damage

You will be billed for any damages to the facilities or equipment caused by your child (exclusive of normal wear and tear).

Procedure for Handling Complaints

Complaints will be investigated by Crow Canyon's vice president of operations and human resources as promptly as possible. The investigation may include, but not be limited to, discussions with the complainant, the offending party, and witnesses. The vice president of operations and human resources will determine the appropriate course of action and notify all parties of the decision.

Grievance Procedure

If a child, parent, teacher, or chaperon involved with Crow Canyon has a concern or grievance related to the operation of Crow Canyon's program, staff, or policies, he or she should bring that concern to the vice president of operations and human resources. Any grievance involving an alleged violation of state or federal law will be reported to, and investigated by, the proper authorities.

To report suspected child abuse or child neglect, parents may contact the statewide hotline:

844.CO.4.KIDS

844.264.5437

To report suspected privacy or licensing violations, parents may contact the following:

Colorado Office of Early Childhood (OEC)

1575 Sherman Street, First Floor

Denver, CO 80203

800.799.5876

www.coloradoofficeofearlychildhood.com