



Miami Fitness Connection  
9716 NE 5<sup>th</sup> Avenue Road  
Miami Shores, Fl. 33138  
Phone: 305.757.2218 Fax: 786.558.4769

## Statement of Policies and Procedures

1. Miami Fitness Connection's Philosophy on Child Care.
  - Aspen Kids Connection Camp Mission Statement:
    - To provide a well supervised and balanced recreation program in a safe and secure environment that provides the campers a relaxed atmosphere through wholesome, positive, and age appropriate play activities.
  - Miami Fitness Connection Mission Statement:
    - Miami Fitness Connection is committed to strengthening the community through the education of the whole person. It is our goal to provide experiences that will enhance each individual on a physical, mental, social, emotional, and spiritual level, as well as provide the individual with the knowledge to make healthy lifestyle choices for achieving their maximum potential in the community. We will strive to touch the lives of everyone we serve remembering the characteristics Miami Fitness Connection was founded on; faith, hope and love.
2. Ages of Children Accepted.
  - Aspen Kids Connection Camp is a day camp program designed to entertain and enrich our young campers. The summer camp program is divided into three camps:
    - Regular Camp is for campers ages 5 – 12
    - Sports Camp is designed for ages 7-12.
    - This allows each camper to fully benefit the camp experience by participating in events that pertain to their own age group. Our camp program offers a variety of supervised interactive activities such as arts & crafts, fitness games, sports, special events, field trips and swimming.
3. Services Offered for Special Needs Children in Compliance with the Americans with Disabilities Act.
  - Aspen Kids Connection does not provide trained staff or have extra personnel available for children with special needs. Parents will be encouraged to contact the Camp Owner before registering their special needs child to discuss any concerns and to see if Aspen Kids Connection Camp is an appropriate environment for their child.
  - Persons with disabilities requiring accommodations, in order to participate must contact the Miami Fitness Connection (305-757-2218) (305-776-0885) at least 72 hours in advance. Campers with special needs might be asked to provide their own aid while attending camp.
4. Hours of Operation, and Holidays when the Center is Closed.
  - **Camp dates:** June 29<sup>th</sup> – August 30<sup>th</sup>, **No Camp July 4**
  - **Camp times (Regular Camp):** 9:00 AM – 3:00 PM
  - **Sports Camp:** 9:00 AM – 12:00 PM
5. Policy Regarding Inclement and Excessively Hot Weather.
  - Aspen Kid Connection Camp is based on outdoor fun! While participating in our camp, children will be outside for the majority of the day. Majority of the time participants will eat lunch outside as well, unless on an indoor fieldtrip. Some arts and crafts activities are done indoors, but this is not a daily occurrence. We have plenty of shade throughout our facility and seek those locations periodically each day. We strive to ensure the safety and well-being of each participant and will make arrangements in cases of extreme heat and inclement weather. We will encourage parents to make sure their child wears and brings plenty of sunscreen and has a sturdy water bottle each day that can be refilled at our water stations throughout our facility. Our staff is trained to encourage campers to drink plenty of water and take scheduled breaks to apply sunscreen



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regularly.

- If there is a code red (extreme heat) and high temperature warnings are issued, program activities may be modified. Scheduled events may be substituted with alternative activities such as less active games, water play, and indoor activities. Air-conditioning is not guaranteed.
- If there is inclement weather campers will be transported to our indoor location at Cross Roads Church where they will play indoor games until it is safe to go back outside.

6. The procedure concerning admission and registration of children.

- Registration may be completed via email or in-person. Please see registration fee chart below.
- If registering via email, all required paperwork must be completed and returned prior to the start of the program including the Registration Packet.
- All payments for youth programs must be paid in full at the time of registration. Acceptable forms of payment include: checks, cash, Visa, or MasterCard. Miami Fitness Connection cannot hold any weeks or availability without appropriate payment.
- All required registration forms must be completed and submitted at the time of registration.

7. An itemized fee schedule.

Regular Camp Fee	Sports Camp Fee (half-day)	Sports Camp with Full Day
\$95.00/Day	\$75.00/Day	\$120.00/Day
\$475/Week	\$375/Week	\$600/Week

8. The procedure for identifying where children are at all times.

- Safety is our main priority for all children. Campers are not permitted to leave their assigned group without a staff member and must only be checked out by person(s) on their authorized pick up list.
- Campers will be under staff supervision at all times, including to and from the restrooms.
- Counselors are to follow the daily activity schedule provided to them by the Camp Director.
- No changes will be made to the schedule without the Camp Director's approval.
- Counselors will be trained to perform periodic head counts throughout the day especially during transition periods.

9. The policy on discipline.

- Campers are expected to display appropriate behavior and respect towards others at all times. If inappropriate behavior is observed, preventive, corrective or disciplinary action will be taken. Disciplinary actions range from a verbal warning to expulsion. Parents will be notified of all developments regarding their child's behavior and of any actions that are taken. The Camp Director will determine all cases of suspension and expulsion.
  - 1st offense: Child will be redirected and given a warning
  - 2nd offense: Child will be asked to take a personal time-out.
  - The period of time given for the time-out will be based on the camper's age.
  - 3rd offense: Parent will be called and asked to pick up camper and a parent conference will be scheduled within the following 48 hours.
  - 4th offense: Child may be suspended for additional days of camp or removed from camp completely.
- Some offenses are considered serious and will be treated as such. Serious offenses are grounds for immediate removal from camp for the remainder of the current day and additional days if deemed necessary. It is at the complete discretion of camp staff to determine what offenses are serious. All actions are done on a case-by-case basis. Examples of these offenses are:
  - The use of foul, harsh, aggressive, discriminatory or callous language including gestures or actions toward others, including but not limited to campers and staff.



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- Harassment or bullying towards another camper or physically striking or injuring another person whether or not the action was accidental.
- Inappropriate touching of other campers.
- Vandalism or graffiti.
- Inflicting physical harm or injuries to themselves.
- Careless use of items that belong to MFC or items belonging to another person that could result in damage to property.
- Stealing, under any circumstances, is not tolerated.
- Repeated violations of camp rules or directions from staff.
- Weapons of any kind are not permitted, and will result in immediate expulsion.
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Any camper displaying any of the behavior listed above will be removed from camp, no refunds will be given. This includes field trip fees if it is on a field trip day.
- If an issue arises at camp, Miami Fitness Connection reserves the right to speak to the alleged camper(s) first and notify parents after.
- A Disciplinary Report will be filled out for any camper, starting on the second offense of inappropriate behavior.
- All Disciplinary Reports will be kept in MFC files.
- Parents/Guardians will be notified of all disciplinary actions taken towards said camper.
- Multiple offenses will result in suspension from camp.
- Inappropriate behavior will not be tolerated. Please see the Camper Code of Conduct for further information.

10. The procedure, including notification of parents or guardians, for handling children's illnesses, accidents, and injuries.

- If a child has any of the following signs or symptoms of illness, he or she shall be immediately isolated and discharged to his or her parent/guardian:
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Pink or runny eyes	Severe coughing	Temperature of 100° F over	Vomiting
Difficulty breathing	Diarrhea	Severe stomach or head pain	Untreated skin patches
Sore throat or difficulty swallowing	Evidence of lice, scabies, or other parasitic infestations	Yellowish skin or eyes	○

- The child will be separated from the group and the parents will be called immediately and asked to promptly pick up their child. If a child has a communicable disease, a return note from a physician may be requested. Upon departure from the camp, parents/guardians will be notified verbally or by a written statement that a child has exhibited signs or symptoms of illness or has been exposed to a communicable disease.
- Not all injuries require full emergency response measures. Proper training will be given to educate staff so they understand the scope of care they can safely provide for routine injuries. Staff members are expected to adhere to training guidelines.
- Accident Reports will be filled out for all injuries.
  - In the event a child needs medical attention, the Aspen Police Department should be called (911). Staff will be trained to not move the victim unless he/she is in more potential danger. Staff will keep the camper safe and out of the way. Staff on duty will explain to the operator what happened (be brief) and whether an ambulance is needed.



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They will be trained to give the location and address of our location. Staff will stay on the line until the operator asks them to hang up. Staff will not leave the child, knowing this this is scary for them and that they will need someone they know close by. Staff will make sure they have camper's emergency information on hand for EMS report.

11. The procedures for responding to emergencies such as lost children, tornadoes, and fires.
  - Here at Aspen Kids Connection Camp safety is our number one concern and we take many precautions to prevent losing a child. If a child should become separated from their group we have a protocol in place, known as a Code Amber.
    - When a child is lost, all camp staff is alerted by cell phone about the child's name, age, ethnicity and clothing.
    - The rest of the camp will be brought together to verify there are no other missing campers and will remain together until deemed necessary by the Camp Director.
    - If the missing camper cannot be found after 10 minutes, the authorities will be contacted immediately followed by contact of the parents/guardians.
    - Depending on location counselors will be instructed to take the rest of the camp to a designated area and keep them engaged in a group activity.
    - The Camp Director, Assistant Camp Director, MFC Owner, and other available staff should be used to help scan the area and provide support as needed until other help arrives.
    - The search continues until rescue authorities arrive and take over and direct the staff on their duties.
    - If on a field trip, staff will notify the person in charge of the location and ask that all entrances and exits be closed off so no one is permitted to exit the area until the child is found. Again, if the child is not found within 10 minutes by staff then the police will be notified and will join the search.
    - If there is a tornado warning campers will be transported to our underground/indoor location at Cross Roads Church where they will stay put until it is safe to go back outside.
    - If the campers are at our Crossroads location counselors will be trained on the fire evacuation plan and drills will be done throughout the summer so the campers are comfortable with the plan also.
12. The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities.
  - Aspen Kids Connection offers field trips and/or special events to add excitement to the activities.
  - Upon registration parents will sign a waiver in order for a child to participate or travel with us, and in some cases, an additional fee will be requested. The Aspen Kids Connection bus will transport campers to interesting activities in and around the Aspen area.
  - Campers must be at the camp location when the bus leaves for a field trip. Campers may not be dropped off or picked up from field trips. All campers must go on the bus and return in the bus from field trips. This is to insure the safety of the campers and others.
13. The written policy and procedure governing field trips, television and video viewing, and special activities, including the staff's responsibility for the supervision of children.
  - Fieldtrips
    - Field trip locations will be selected based on the group's age.
    - A senior staff will be present on all field trips.
    - Counselors will be trained to perform constant head counts, especially during/after transitioning.



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- Prior to the start of camp, parents will sign the field trip permission slip for each of their children.
- Television
  - N/A
- Video Viewing
  - In the event that a movie is shown, ages 5-8 will only be shown “G” rated movies and ages 9-12 will only be shown “G” or “PG” rated movies.
  - Prior to the start of camp, parents will sign the video viewing permission for each of their children.
  - Camp Director must approve any/all movies before they can be shown to campers.
- Special Activities
  - All special events will be coordinated by the Camp Director and Assistant Camp Director and carried out by the staff.
  - If there is any food involved, parents will be notified ahead of time to avoid any issues with food allergies.
  - Counselors will be well aware of all their campers’ allergies.

14. The policy on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road.

- Transportation safety is an important component of the Summer Camp's overall risk management plan. The following standards help AKCC consider the critical aspects of traffic control, vehicular safety, driver qualifications and training, and camper education concerning vehicle safety.
- Emergency Equipment/Forms
  - Every vehicle used to transport campers and staff should be equipped with a first aid kit and emergency accessories such as fire extinguisher, motion sickness bag, cell phone and charger, flashlight, and container of fresh drinking water. For trips over 10 miles from camp, the staff member accompanying the group must carry health forms for all passengers and a cell phone for emergency communication. A rental agreement or vehicle registration, vehicle mileage sheet, insurance information, vehicle safety maintenance checklist, and this sheet should be in the vehicle at all times.
- Vehicle Type/Capacity
  - Campers and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks except in an extreme emergency and when directed by appropriate staff (i.e. fire evacuation.) Vehicles should carry only the number of passengers specified by the vehicle manufacturer. A staff member (adult) must be present in each vehicle. If traveling by bus, this is in addition to the driver.
- Vehicle Safety Checks
  - Prior to transporting campers, the following must be checked and recorded in the vehicle log book:

___ Lights	___ Tires	___ Horn	___ Windshield & Wiper Condition
___ Brakes	___ Mirrors	___ Fluid Levels	___ Emergency Warning System

- Passenger Orientation
  - Passengers will be instructed in the following safety procedures prior to transporting: Passengers should remain seated at all times with hands and arms inside vehicle. Seatbelts should be fastened – one person per seatbelt. Noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive



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- behavior.
- Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.
- Driver Requirements
  - To transport campers or drive camp vehicles off the site, drivers must be 21 years of age and hold valid vehicle operator's license for the size and type of camp vehicle, have no moving violations for previous 18 months, verified by a background check through DMV.
- Travel Procedures
  - Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy. All drivers should have complete directions to destination, and appropriate telephone numbers. One driver should be appointed lead driver. On any trip, stops should be made only at acceptable rest stops. All traffic laws of the state are to be strictly obeyed when transporting campers and staff.
- Behind-the-Wheel Training
  - If a staff member is driving a vehicle that they normally do not drive, the camp director will evaluate and determine when additional behind-the-wheel training is required before transporting persons or equipment. (Includes training in vans and buses.)
- Camper Behavior
  - In larger vehicles, behavior problems should always be the responsibility of adults or staff members other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal corrections are not successful, he/she should pull off the road in a safe area. Follow established camp discipline procedures (see staff manual).
- Backing Up
  - Because one cannot see everything behind the vehicle, backing up is always dangerous. The driver will avoid backing up whenever he/she can. When the driver parks, they will try to park so they will be able to pull forward when they leave. When the driver has to back up, here are a few simple safety rules they will follow:
    - Look at their path.
    - Back up slowly using their mirrors
    - Back up and turn toward the driver's side whenever possible.
    - Use an adult helper whenever possible.
- Loading and Unloading Passengers
  - Load and unload in areas that are free from vehicular traffic unless an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from a senior staff member. Campers should be directed where to assemble after unloading and kept under supervision of an adult.
- Fuel
  - Driver will always refuel before getting down to a quarter of a tank. The engine must be turned off to refuel. If transporting campers, they are to remain in the vehicle. Do not allow unsupervised campers to leave the vehicle for any reason.
- Dealing with Passenger Illness
  - Adult staff (besides the driver) will:
    - Administer first aid as needed.
    - Keep the camper comfortable.
    - If the adult staff feels they need to stop, they will try to do so in an authorized or designated area.
    - Contact camp about the camper or return to camp as soon as possible and call the camper's parent/guardians.



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- Accident Procedures
    - Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.
    - Place reflectors or emergency flashers as appropriate.
    - Instruct passengers to exit vehicle, when appropriate, using the buddy system.
    - Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Campers must be supervised by an adult at all times.
    - Contact Camp Director or designated emergency contacts.
    - Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.
  - Dealing with Vehicular Breakdown
    - Move off the road as far as possible.
    - Place the transmission in low or park. Turn off ignition and remove key.
    - Set the emergency brake.
    - Set emergency blinkers.
    - Driver will try to avoid stopping on hills, curves, or other obstructions that prevents other drivers from seeing the vehicle within 500 feet.
    - If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by an adult. If evacuation from a bus is necessary, follow established procedures and directions of the senior staff member.
    - Contact camp with information about nature of the breakdown and your exact location. Additional help may be requested if needed. One staff member must stay with the vehicle and campers at all times.
15. The procedure for releasing children from the center only to persons for whom the center has written authorization.
- Prior to the first day of the program, parents must complete a Participant Information Form. This form authorizes individuals to pick up your child from a program. Only those individuals authorized on the form will be permitted to pick up your child. All parents, guardians and authorized individuals **MUST** show a photo ID when signing out a camper. There are no exceptions!
  - If parents would like to add or delete any authorized individuals on the Participant Information Form, Aspen Kids Connection requires that all changes be completed in writing with a senior staff member. We will not accept verbal, e-mailed, or faxed pick-up authorizations.
  - The parent/guardian will sign-out for all camp programs at the Tot Lot Park beginning at 12:00 PM and again at 3:00 PM
  - **Sign-Out Before 3:00 PM**
    - If a parent needs to sign their child out prior to 3:00 PM, they will need to check in with the Camp Director or Assistant Camp Director for their camper's group location. Remember, campers are not in the park at all times, so sign- out will take a little longer. Please plan accordingly.
16. The procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day.
- Starting 15 minutes after the program has concluded, a \$10.00 late fee will be charged for every 30 minute increment the child stays past the scheduled pick-up time.
  - Late fees are due at the time of pick-up.
  - If your child is not picked up within one hour after the program ends, or if we are unable to contact you or one of your emergency contacts, your child will be transferred to the custody of



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the Aspen Police Department.

17. The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion.
  - Drop-off times for all camp programs are 9 AM at the Tot Lot Park. For safety reasons, campers are not to be dropped off before 8:45 AM.
  - All parents/guardians must sign their child into camp each day at the Tot Lot Park. Once the child is signed in, they will join their group and participate in scheduled activities.
  - All parents will receive a weekly schedule with departure times of all field trips to help avoid any camper's being left behind. In the event that a group has already left. The camper being dropped off can stay with any of the groups still at the park and join their group upon return. If the entire camp is off site the parent of the camper must stay with their child until the camp returns.
18. The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act".
  - If a camper must take medication, the parents should try to administer medication prior to and after program hours. If a camper must take medication during program hours the parent/guardian will need to complete the Administration of Prescription Medication Form to allow Miami Fitness Connection Staff to administer medication to the camper when needed. Parents/guardians are also welcome to administer medication to their child during program hours.
  - The Epi-Pen is a form of medication used for severe allergic reactions and requires a prescription for use. If a child is required to carry an Epi-pen, a copy of the prescription will need to be shown.
  - Camper will be responsible to bring and take home their Epi-pen daily.
  - All parents must be made aware that Aspen Kids Connection does not have Epi-pens for participants.
19. The procedure concerning children's personal belongings and money.
  - If your child has lost any of his/her belongings, please check with the camp staff to see if those items have been found. The lost and found box is located at the registration desk. To prevent lost items, please make sure your child's name is clearly printed on all belongings.
  - Campers will be asked to not bring cell phones, iPods, personal toys, balls, electronic games, etc. to camp.
  - Aspen Kids Connection is not responsible for any lost items.
20. The policy concerning meals and snacks.
  - Meals are not provided for campers. Parents will be required to pack a nutritional and non-perishable lunch and snack for their child. We do not refrigerate or microwave any foods. Ice packs are required if necessary. If parents have more than one child in camp, they will be asked to send each lunch in a separate bag. In addition, there are no soda or snack vending machines on the premises.
  - In the event that a meal is being provided for a special event, advance notice will be given regarding the menu. If for any reason a camper does not like what is on the menu, parent/guardian will be asked to send their child with lunch.
21. The policy on diapering and toilet training.
  - Prior to entering camp all campers must be potty trained.
22. The policy regarding visitors to the center.
  - If parents/guardians wish to visit, they must sign in at the front desk and show ID. Parents and guardians will be encouraged to limit their visits to camp. This allows time for the campers to





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develop the independence, camp friendships, and life skills that are so essential to a great camp experience and their futures.

23. The policy on parent and staff conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs.
  - If a behavior concern is identified, a parent conference will be scheduled and attendance at this conference is mandatory before any child can return to camp. No credit or refund will be given when a camper is suspended or if expelled.
  - Camp Director and Assistant Camp Director will schedule parent conferences as needed to inform parent on their child's behavior.
  
24. The procedure for filing a complaint about child care (see 7.701.5, General Rules for Child Care Facilities).
  - Any parent who has a complaint about a counselor, or another camper shall bring the complaint to the Camp Director. If the Camp Director is the object of their complaint, they can speak to the Camp Owner.
  - All complaints will be documented and kept in the Aspen Kids Connection files.
  - To file a complaint regarding, this licensed facility contact:
    - Division of Early Child Care
    - 1575 Sherman Street
    - Denver, CO 80203
    - 1.303.866.5958
  
25. The policy regarding the reporting of child abuse (see 7.701.5, General Rules for Child Care Facilities).
  - If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at (970) 920-5235 (911 after hours) or the local police department. It is not staff's role to investigate suspected abuse – only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.
  - A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in section 19-1-103(1)(A), C.R.S. The staff person could also be liable for damages "proximately caused thereby."
  
26. The policy regarding notification when child care service is withdrawn and when parents or guardians withdraw their children from the center.
  - Aspen Kids Connection Camp is a drop-in program, meaning parents are free to come and go as they please, so they do not need to inform us when they withdraw their child from the program.



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## Communication, Emergency, and Security Procedures

1. Procedure for dealing with individuals not authorized by the parent or guardian of a child who attempts to have the child released to them.
  - Prior to the first day of the program, parents must complete a Participant Information Form. This form authorizes certain individuals to pick up said child from a program. Only those individuals authorized on the form will be permitted to pick up said child. All parents, guardians and authorized individuals MUST show a photo ID when signing out a camper. If a person is not on the list to pick up the child, the child will not be released to them. The parents will be notified by the supervisor on duty of the situation and reminded that all pick up authorization changes must be made in person.
2. Emergency Procedure for evacuation in case of a fire or other disaster requiring evacuation, how to function during a tornado alert, and the reporting of reportable communicable illnesses to the local health department pursuant to regulations of the State Department of Public Health and Environment.
  - As a safety precaution, an emergency evacuation drill must be conducted on the first day of camp and on the counselor training day as follows:
    - Staff will have children line up at the fence, at the front of the park
    - Staff will escort the campers out of the building/park in an orderly fashion, and proceed to the corner of Cemetery Lane and Alta Vista
    - All camp staff must remain with their camp group and take attendance. If all campers and staff are accounted for, the Camp Director will maintain order and follow the instructions of emergency personnel.
    - If a camper or staff person is missing when the attendance is taken, the emergency personnel must be informed immediately, and staff must follow their instructions.
    - Parents will be contacted and asked to pick up their children.
  - When emergency weather bulletins are issued that warn of high winds, thunderstorms or tornado alerts, the Camp Director will be notified by the Camp Office. The Camp Director, with the help of Camp staff, will move campers to safety. Attendance must be taken to ensure that all campers have been accounted for. Those camps that are outside should immediately move to shelter, and if necessary, a camp vehicle will be provided.
  - A sick child with a temperature of 101 degrees or higher or symptoms such as diarrhea, sore throat etc. should not be sent to camp. It is the responsibility of the parent to inform the camp staff of a child's communicable disease. The Day Camp will then report any suspected communicable disease to the health department. Any child with a communicable disease may not remain in camp. They may only return with a physician's note stating that they are not contagious.
3. The center must have a written procedure for closing the center at the end of the day to ensure that all children are picked up.
  - Parents are expected to pick up their children on time, and this expectation is clearly stated in the parent letter. When a parent is late, one staff person must stay with the camper (i.e., generally the Camp Director or Assistant Director), and follow the procedures below:
    - **After 10 Minutes**
      - Call the parent or guardian and/or the emergency contact number to request an immediate pick-up. Continue to call every 5 minutes if necessary.
    - **After 30 Minutes**
      - Call the Camp Owner and/or Camp Director for instructions. Then call the parent and/or emergency contact again to insist on an immediate pick-up.



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- **After 60 Minutes**

- At this point, a message as to the whereabouts of the child should be left on the parent/guardian's phone. The Asst. Camp Director or the Camp Director will pick up the camper and transport him/her in a camp vehicle to the Aspen Police Department for safekeeping.