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L a k e w o o d   R e c r e a t i o n

Camp Paha 2024  
Parent Manual

**Policies and Procedures Updates:** These policies and procedures will be updated as needed and an updated copy or list of said updates will be provided to parents/caregivers. Please speak with the Therapeutic Recreation & Youth Programs Coordinator or Camp Paha Directors if you have any questions.

## **Camp Overview**

### **1) History (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A2)**

- 1) Originally, Camp Paha was founded as a joint effort between the City of Lakewood, several municipalities in Jefferson County and the School District to provide recreational programming for children with disabilities back in the early 1980's. Today, the program is administered by the City of Lakewood's Therapeutic Recreation Program.
- 2) In 2012, the Paha Adults in Transition Program (PAT) was created as a sister program to Camp Paha to uniquely serve young adults age 18-25 with disabilities. This allowed for the focus of Camp Paha to be refined for participants age 6 up to 18. The PAT program expands on the original principals of Camp Paha by mixing in elements of service learning, skill building and self-efficacy in to the typical day camp setting.

### **2) Purpose & Goals, ADA, Time/Dates of Operation/Therapeutic Recreation at Camp (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A1; GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A3; GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A4; GENERAL RULES FOR CHILDCARE FACILITIES 7.701.14)**

- i) The purpose of Camp Paha is to provide recreational, educational and therapeutic opportunities in a safe, quality, and fun outdoor and indoor day camp environment. We operate on a 1:4 staff-to-camper ratio. The program is designed to incorporate quality supervision with an emphasis on the social, intellectual, and emotional growth of each camper and operates in compliance with the American's with Disabilities Act. Together with parents and caregivers, we will work to provide a positive summer experience.
- ii) Camp Paha goals are:
  - 1) To provide access and supported exposure to recreation opportunities and new experiences within camp and the local community.
  - 2) To provide an inclusive experience where campers can be members of a group in a day camp setting.
  - 3) To provide an opportunity to develop awareness about self, others and the environment.
  - 4) To encourage independence.
  - 5) To provide opportunities for fellowship and fun for our campers.
- iii) Camp Paha programming in 2024 will operate Monday through Friday, 9:00 AM - 4:00 PM. There will be no before or after care.
  - Session A: June 10 through June 28, 2024
  - Session B: July 8 through July 26, 2024
- iv) The City of Lakewood's Therapeutic Recreation Program operates Camp Paha during the summer. In keeping with the mission of therapeutic recreation, all campers will have goals to work on each summer and when possible, the therapeutic recreation process (Assessment, Plan, Implement, Evaluate, Document or APIED) will be used with campers to track individual progress. This is to ensure a quality, meaningful, and purposeful camp experience. For more information, speak with a Paha Director. They can be contacted via email at [paha@lakewood.org](mailto:paha@lakewood.org) or phone at 303-987-4867.

## **Registration/Paperwork** (General Rules for Childcare Facilities 7.712.31A6)

- A. Registration:** In 2024 camper registration will open in February through Lakewood Recreation's registration portal, [www.lakewood.org/register](http://www.lakewood.org/register). Families will be required to pay a minimum of \$50.00 per session at time of registration.
- B. Paperwork:** All camper paperwork (the camper profile in ePACT) is requested by May 17<sup>th</sup>, 2024. All paperwork must be completed prior to the start of Camp or the camper will not be eligible to participate until the paperwork is completed.

## **Fees/Pre-Summer Orientation** (General Rules for Childcare Facilities 7.712.31A7)

### **A. Tuition Fees**

- i. Camper Tuition is based on residency status with the City of Lakewood.
- ii. A minimum of \$50 per session for the summer of 2024 for Residents and Nonresidents and are due at the time of registration. This fee must be paid by the parent or caregiver at the time of registration.
- iii. Tuition Fees for 2024 Due to staffing limitations, sessions may not be prorated. A camper may only receive a prorated refund/reduction in fees if they withdraw from camp. See 'withdrawing from camp' below.
  - a. Resident Fees: Session A \$750 Session B: \$750
  - b. Nonresident Fees: Session A \$950 Session B: \$950
- iv. Parents/Guardians are responsible for the payment of Camp Paha fees in a timely manner. Overdue accounts will cause your camper to be unable to attend camp until the account is made current. In the case of overdue accounts, parents will be called and asked not to bring their camper to camp until the account is made current. Payment plans are available for set-up through Lakewood Recreation. Payments must be made through Lakewood Recreation, unless tuition is paid by a 3<sup>rd</sup> party payer. All balances for Session A are expected to be paid by June 1<sup>st</sup>, 2024 and all balances for Session B are expected to be paid by July 1<sup>st</sup>, 2024.
- v. **Waitlist Information**
  - a. We try our best to accommodate all campers into Camp Paha. However, we must maintain the quality of the program and therefore must limit the number of campers we can accept into Camp Paha.
  - b. Individuals who are on the waitlist will be notified by phone or email when they have been promoted off the waitlist. If the camper profile is incomplete and/or intention of attendance are not communicated within 24 hours of our notification phone call or email or you are no longer interested, we will go to the next name on the waiting list. Your prompt communication is appreciated to help ensure your camper's admittance to camp.

### **B. Family Meetings**

- i. **For any new families a pre-camp family meeting is required prior to the start of Camp Paha. The purpose of this meeting is to discuss goals, gain an understanding of what to expect at Camp Paha, participate in a pre-camp assessment, and to answer any pre-camp questions.**

- ii. **Open House:** An open house for all parents and campers is held during Staff Training week Thursday June 6<sup>th</sup> 2024. This is an opportunity for campers and their families to visit the Camp Paha location, meet the staff who will be working with the camper and share any information that may support the camper's success at Camp Paha. Important information including group contact information and group schedules will be available at this time. This will also be your opportunity as a parent/caregiver to speak directly with your camper's counselors.

**iii. Enrollment Criteria/Continued Camp Participation**

- i. Camp Paha is intended to meet the needs of many different individuals with disabilities. We must, at all times, look out for the safety and well-being of all the campers. Camp Paha is a good fit for most campers. We work very hard to ensure the safety of all our campers and staff. However, in some instances, Camp Paha is not an ideal fit.
- ii. We are a summer day camp with recreation and child enrichment as our primary goals. To provide this safe and positive camp experience, our camp is staffed with one staff person supervising every four campers. If your camper typically requires 1:1 assistance in other settings such as school, please reach out to the Camp Directors to set up a meeting.
- iii. Parents/Guardians may choose to withdraw their camper at any time during the summer. . Parents/guardians must notify a Paha Director either by phone or in writing of the withdrawal from camp and their reasons for doing so. Refunds will be handled on a case by case basis. .

- C. Financial Assistance:** The Lakewood Community Resources Division has a scholarship program available to Lakewood Residents. For more information on the Lakewood Possibilities Fund please visit [www.lakewood.org/possibilities](http://www.lakewood.org/possibilities) .

Additionally, **Friends of Paha**, a nonprofit board that supports Camp Paha and Paha Adults in Transition offers Camperships based on need. The Campership application can be found on their website [www.FriendsofPaha.org](http://www.FriendsofPaha.org).

Camp Paha is happy to work with Community Center Boards (DDRC, Developmental Pathways, etc), if your camper has alternative funding that can be used to pay for Camp Paha. However, Camp Paha is not a PASA (program approved service provider) through Medicaid so there are some limitations on the funding we are able to accept through CCB's.

**General Camp Policies**

**A. Abuse (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A23)**

- i. Any form of suspected child abuse (neglect, physical, emotional, or sexual) is immediately reported to a Paha Director and Camp Nurse, and they will discuss further steps, including notification of Child Welfare authorities. Camp Paha Staff are all mandated reporters of suspected abuse.

**iv. Reporting of Child Abuse**

- ii. At Camp Paha, we understand and take very seriously our role "in place of the parent." It is Camp Paha's policy that no staff member, visitor or volunteer may or should abuse any camper for any reason. This includes any form of abuse as listed below. Staff members are

mandatory reporters and required to report any suspected child abuse to a Paha Director or Paha Administration Team and Child Welfare Authorities. Our staff are provided training on what to look for and what to do when abuse is suspected.

- iii. Any parent, guardian, staff or camper suspecting Child Abuse is encouraged to contact the Jefferson County Child Abuse Hotline at 303-271-HELP (303-271-4357). Our Child Care license number is 87619. Please also see, "Filing A Complaint" below.

**b) Child Abuse is:**

- i) *Neglect*: Failure to provide adequate nutrition, hygiene, clothing, shelter, medical care, or supervision for a child that result in injury or medical complications for that child. Neglect is different from poverty and may occur regardless of family's economic standing.
- ii) *Physical Abuse*: Non-accidental trauma that results in injury or death to a child by any person in a position of trust.
- iii) *Emotional Abuse*: Consists of a pattern of behavior that impairs a child's emotional development and positive sense of self, possibly resulting in psychological damage. Emotional abuse includes: the presence of a pattern of belittlement, criticism, rejection and threats, and the absence of supporting behaviors such as praise, pride in the child, and expressions of love and concern.
- iv) *Sexual Abuse*: Any sexual exploitation involving a child or adolescent who does not fully comprehend the situation and is unable to give informed consent. This includes: any sexual contact between adults and children where the child is less than 15 years old and/or there is a four-year age difference between the suspect and victim.
- v) A list of what to watch for has been given to each camp staff member. Also, staff are provided training on what to look for and what to do when abuse is suspected.
- vi) Staff members are mandatory reporters and required to report any suspected child abuse to a Paha Director or Paha Administration Team and Child Welfare authorities.

**c) No Isolated Moments**

- i) *No Isolated Moments*: In short, this policy states that no staff member or volunteer should ever been alone with one or multiple campers without a second adult present. This is to protect both campers and staff. As such, staff are required to have at least 2 staff actively supervising 1 or more campers at any given time.

You can assist us with this policy by not asking staff to be alone with your camper. Staff are trained to opt out of these situations and will let you know if presented with an Isolated Moment (including refusing to permit the situation). If you have questions about this policy, please speak with a Paha Director or the Paha Administration Team.

**B. Emergency Procedures (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A5; GENERAL RULES FOR CHILDCARE FACILITIES 7.712.32N)**

- i. Emergency procedures have been established for the safety of the campers. Emergencies occurring at the camp facility/school will also follow Jefferson County Public School

- emergency policies. In the event of the presence of parents, families or guests of Camp Paha, they will be requested to follow the same guidelines as campers.
- ii. *FIRE*: Each room is marked with a visible sign which directs persons in that room to the closest and safest exit door. The counseling staff quickly walk their campers to the outdoor meeting point and take attendance. This is reported to the administrator in charge. A Paha Director will make a check of the building and calls the appropriate emergency personnel.
  - iii. *TORNADO*: In the event of a tornado warning, all campers are brought into the building and are to sit against the inside walls away from windows and doors. The staff will keep the campers occupied with activities that can be done quietly in this safe place. An immediate head count will be done. Campers will stay until an, "All Clear" has been announced by a Paha Director or a member of the Camp Administration Team.
  - iv. Camp Paha will utilize the Standard Response Protocol, parents are encouraged to review this document with their child.
  - v. *EVACUATION*: Should campers need to be evacuated off site, with support from our buses students will be transported to Whitlock Recreation Center 1555 Dover St Lakewood, CO 80215.
  - vi. *SEARCH AND RESCUE/MISSING CAMPERS/PARTICIPANTS* (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A11): Immediately upon determining a camper is missing, the staff member reports to the Camp Administration with the camper's name and description. A search is conducted by all available staff of the grounds and school premises. If the camper is not found in 15 minutes, the local police department is notified by a Paha Director. At this time, parents of the missing camper are notified. While waiting for the police, the staff continues their search efforts as trained (during pre-camp Staff Training). When the police arrive, the search and rescue will be turned over to them.
  - vii. *CAMPERS LEAVING/RUNNING AWAY FROM CAMP*: In the event that a camper leaves the camp premises despite instructions from Camp Staff, the Paha Administration Team will be notified immediately. One of the camper's counselors with a Paha Director will pursue the camper from a safe distance. A member of the Administration Team or Bus Driver will follow close by with a Camp Vehicle (chase vehicle or bus) as instructed by a Paha Director. If the camper is at risk for crossing a main road, 911 will be called and utilized. If a camper leaves camp against direct instructions from a member of staff, they may be subject to a written Camp Paha Consequence, potentially a single 'Red Consequence' (which includes immediate dismissal from camp) as explained in our Camp Paha Consequences Policy in this document.
  - viii. *AWAY FROM CAMP PROBLEMS*: Away from camp (such as during field trips or swimming trips) problems are handled by the camp staff in attendance and camp administrators are notified immediately as to what has happened and what actions were taken or need to be taken. Away from camp issues will be handled in compliance with the Camp Paha Consequences Policy
  - ix. *INCLEMENT WEATHER OR EXCESSIVELY HOT/COLD WEATHER/POOR AIR QUALITY*: The City of Lakewood has adopted the following as guidelines for inclement and/or excessively hot weather: Campers will not be allowed to play outside when the temperature exceeds 98 degrees or when the temperature falls below 35 degrees. Camp Administrators will also take into consideration heat indexes, wind chills, smoke concerns, and ozone alerts. Camp Paha will provide alternative indoor activities including but not limited to games and group activities. Counselors will remove campers from inclement weather to a safe location. Staff

will provide adequate hydration of campers with water or other drink. Campers will continue to go swimming even on cool days as long as the water in the pool is over 80 degrees. If the outside temperature falls below 65 on swimming days, we will not go swimming and alternate activities will be provided. In addition, the cancellation of a field trip or swimming activity is at a Paha Director's discretion. Please check with a Paha Director or Administration Team for more information regarding field trip cancellations.

- x. **REPORTING COMMUNICABLE DISEASES** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.32N): Incidents of communicable diseases at camp will be reported to the Jefferson County Public Health by calling their Emergency Reporting Line at 303-232-6301.

Any incident will be managed by the camp leadership team.

- o All COVID-19 related inquiries and/or outbreak reports to [HealthEPREpiLiaison@co.jefferson.co.us](mailto:HealthEPREpiLiaison@co.jefferson.co.us)
- o All non-COVID disease related inquiries and/or outbreaks to [PublicHealthEHSEpi@co.jefferson.co.us](mailto:PublicHealthEHSEpi@co.jefferson.co.us)

**C. Visitors Procedures/Volunteer Policy** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A21)

- i. We welcome parents to visit the camp at any time. In an effort to protect our campers and parents, all visitors must check-in/sign-in with the office and receive a visitor nametag upon arrival before entering program areas. Proper identification will be required and verified. All visitors will state the reason for the visit in the Visitor Sign In Log. Visitors must wear a visitor badge while at camp and must sign in/out.
- ii. Parents are welcome to visit camp at any time, but should refrain from interfering with duties of Camp Staff (such as toileting/changing) unless requested by the camper or staff member. Remember, camp is a place for your child to grow in independence and to socialize. If you have concerns about how your camper is being treated while at Camp Paha, please share those with a Paha Director immediately (you may also file a complaint with the State of Colorado against our State Childcare License. Please see "Filing a Complaint" below). Parents who wish to visit/volunteer at camp on a regular basis need to enroll as a City of Lakewood volunteer and complete traditional Volunteer paperwork. Contact the Paha Administrative Team for more information.
- iii. Other volunteers are welcome to participate in activities and assist on field trips as appropriate. All volunteers need to enroll as a City of Lakewood volunteer and complete all relevant paperwork prior to the start of camp (including a background check). Please contact the Paha Administrative Team for information about volunteering.

**v. Camp Personnel**

- iv. All staff have gone through City of Lakewood background checks and have been checked on TRAILS, CBI, and FBI registries through fingerprinting. Leadership staff are trained in First Aid and CPR.

**D. Camper Supervision** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A8; 7.712.31A13; 7.712.32O)

- i. Camp Paha Staff will keep track of campers throughout the day by completing face counts. Campers are always actively supervised while at camp and while on field trips in the community. Camp staff will always communicate within their groups the whereabouts of

campers .

- E. Camper Activities** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A13; GENERAL RULES FOR CHILDCARE FACILITIES 7.712.61; GENERAL RULES FOR CHILDCARE FACILITIES 7.712.61D)
- i. Camper Activities vary but generally include Sports and Games, Arts and Crafts, Nature and Science, Music and Sensory, Drama and Theater, Swimming, etc. Generally, activities will fall within those categories.
  - ii. Per State Licensure (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.61.D), movies and television will not be shown at Camp Paha. Short 'web videos' or other media as related to an activity area (such as Drama and Theater) may be shown.
- F. Provision of Services/Cessation of Services** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A24)
- i. Camp Paha agrees to provide services outlined above. If the camp is no longer able to provide camp/care services to campers, all parents will be notified and an appropriate refund will be issued.
- G. Filing A Complaint** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A22)
- i. We hope families will feel comfortable coming to one of our leadership team members on site or contacting the Youth and Therapeutic Recreation Supervisor at 303-987-5448 to share concerns about Camp Paha. To file a formal complaint about our camp facility, please contact:

The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714  
Or Call  
1-800-866-5958 or 1-800-799-5876

- ii. Our Camp Paha Child Care License Number is 87619.
- iii. Any parent, guardian, or camper suspecting Child Abuse is encouraged to contact the Jefferson County Child Abuse Hotline at 303-271-HELP (303-271-4357). Our Child Care license number is 87619.

## **Camper Policies**

- A. Grouping/Program Schedule/Field Trips** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A13)
- i. Campers are assigned to groups by age, (social and cognitive functioning levels are also considered) providing each group with individuals from all ability levels. The groups consist of 8 to 12 campers depending on staffing availability. Camper groupings are supervised with a 1:4 staff-to-camper ratio. Groups are designed for campers to be with peers with similar cognitive, social and emotional abilities so as to allow the best opportunity for friendships to develop. Due to the amount of planning required for group placement, group assignment changes will be considered and handled on a case by case basis as necessary. If you have a specific concern, please speak with the Paha Administrative Team.

- ii. Each group has a schedule that they follow each week. They participate in Arts/Crafts, Nature/Outdoors, Science, Life skills/Sensory Play, Music and Drama, and/, & Sports/Games. Additionally Paha will be swimming at a Lakewood swimming pools.
- iii. When campers will be leaving camp for an off-site destination, each group must check out in the office, giving departure/return times and destination. Each group carries an emergency first aid pack and work cell phones and radios so that they can communicate immediately in the event of an emergency. All field trips are approved by the camp administration team for safety and appropriateness for the group of campers.
- iv. Campers arriving late or being picked up early are encouraged to meet their group even if they are off site. In the event that this not possible, campers will be temporarily moved to a different group. Please let us know if your camper is being picked up early; especially on field trip days as this will impact your camper's schedule.
- v. Swimming Program:
  - a. Campers attend swim days (weather permitting) one to two times a week throughout the summer. At these pool sites, campers have the option to swim in a supervised setting.
  - b. Upon the first day of swimming, campers' swimming abilities will be assessed by a member of Camp Administration Team. Campers are typically assessed on their ability to tread water, swim a 'self-saving' stroke, and manage themselves in deep water. Campers not passing the swim evaluation will be required to wear assistive flotation devices (lifejacket) whenever in a pool or open water setting.
  - c. Campers who are actively prone to seizures or have ever had a seizure in the past will be required to wear an assistive flotation device (lifejacket). Campers will also wear a bracelet identifying their seizure risk to staff and lifeguards.
  - d. Please ensure that your camper has a change of clothes, a towel and undergarments (swim diapers as required) for swim days. Camp Paha provides Rocky Mountain Sunscreen brand sunscreen for campers or parents may choose to provide their own. Sunscreen will be applied by campers (with supervision) or by staff each day, including swim days.

**B. Release of Camper** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A15; GENERAL RULES FOR CHILDCARE FACILITIES 7.712.32L, M)

- i. Per state licensure rules, campers may only be released to adults with whom the Camp has written authorization for pick up (parents, guardian, emergency contacts, or other authorized individuals listed on ePACT profile). If the parent designates another individual to pick up their camper, this must be confirmed by telephone as well as in writing to the camp office, (and subsequently added to the camper's ePACT profile list of individuals authorized for pickup). Camp personnel have the right to request a valid driver's license or identification card to release a camper to anyone other than a parent or guardian. After the first day of camp, if you wish to add an individual to list of persons authorized to pick up your camper, please see a member of the Administration team well in advance.
- ii. If a person arrives at the camp who is not authorized to pick-up the child, the legal parent or guardian will be contacted immediately. If the child is in danger due to an unauthorized person at the location, staff will contact the authorities immediately. Any issues regarding

camper pick up will be handled by the Camp's Administration team and a final decision will be made by a Paha Director. Please bring any potential pick-up issues to the Camp Administration Team as soon as possible.

- iii. Any parent or authorized adult arriving to camp to pick up their camper under the influence of drugs or alcohol, (either suspected or disclosed) will be requested by camp staff to not take their camper or to have another able adult come pick up the camper. If a parent in this situation does leave with a camper, a call will be made to Lakewood Police Department and/or Child Protective Services to report the situation.

**C. Camper Check-In/Check-out Procedures/Hours of Operation/Pick up and Drop Off/ No Shows**  
(GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A16; 7.712.31A17)

- i. *Signing Campers In and Out:* Camp staff will greet you and your camper outside the camp building, campers need to be signed in electronically with our ePACT system. Please sign out your camper each evening. If your camper is to be released to walk home, ride the bus, or ride with another family, please make sure there is a written release on file in the camp office. Please note that if your camper is arriving or departing via a transportation company, the transportation company must also sign your child in and out. Please see the section above on "Release of Camper."
- ii. *Hours of Operation:* The hours of camp are 9:00 AM - 4:00 PM, Monday-Friday.
- iii. *Pick Up and Drop Off / Access-A-Ride:* Campers should be dropped off at 9:00 AM. Campers should be picked up in the afternoon at 4pm. For campers using Access-A-Ride, the drop off window should be scheduled for 9:00 AM. The afternoon pickup window should be scheduled at 4:00pm. Changes to pick up schedule should be shared with your camper's Head Counselor. The Access-A-Ride Complaint Number is 303-299-6000 (Choose your language then press 0).
- iv. *Early Drop-Off/Late Pickup:* This will not be offered in 2024
- v. *Pickup after 4pm:* After 4:15p.m., a late charge is assessed at the rate of \$1.00 per camper, per minute. Any camper not picked up by 5:00 p.m. will be turned over to the Child Protective Agents of the City of Lakewood Police Department.
- vi. *No Shows:* Campers who are registered for camp but do not show on the first day of camp will be contacted by phone to determine if they are still attending camp. If that camper is not attending camp, the next person on the waitlist for that age group will be contacted to attend camp. If you decide to withdrawal your camper prior to the start of Camp, please contact the Paha Administrative Team at [paha@lakewood.org](mailto:paha@lakewood.org) or 303-987-4867.

**D. Campers Personal Belongings/What to Bring to Camp** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A19; 7.712.31A20; 7.712.54D)

- i. All personal belongings, including clothing worn by the camper, should be clearly marked with a name/identification. The City of Lakewood, the Therapeutic Recreation program and Camp Paha are not responsible for lost/stolen items. The items your camper will need to bring to camp with him/her are:
  - a. Swim suit and swim towel (Swim Diapers are required at the pools for campers who are incontinent)
  - b. A change of clothes or two – extra shirts, pants, underpants, shoes, socks
  - c. A light jacket if chilly

- d. Gym shoes are recommended. Please refrain from sending your camper in open-toed shoes as this may hinder your camper's participation in an activity.
- e. Hat or head cover, Sunscreen SPF30 or higher (if you are choosing not to use the sunscreen provided by Camp Paha) and bug spray
- f. Other personal hygiene items as needed (disposable undergarments, wipes, etc.) at minimum a week worth of supplies
- g. Any necessary adaptive equipment
- h. Nutritious lunch, snacks, water bottle
- ii. Campers are strongly discouraged from bringing personal belongings to camp including: money, cell phones, toys, mp3 players, etc. The City of Lakewood and its representatives cannot guarantee that personal belongings will not be destroyed or lost.
- iii. *Camper Cell phones:* We realize that many campers have cell phones to keep in touch with their parents. Cell phones may be brought to camp but should be turned off during camp hours (9:00 AM – 4:00 PM). Campers will have access to a Paha cell phone if needed. Campers using their cell phones to call friends/text message/access the internet/play games during camp activities will have their phones taken away and returned to them at the end of the day. Campers are not permitted to take photos or videos on their personal devices – staff do carry camp-approved devices and are able to take photos and videos that will be shared at the end of summer.
- iv. Items that should NOT come to camp: CDs, tape or CD player, iPods, MP3 players, personal gaming systems, ipads, laptops, gum, candy, carbonated drinks, matches, cigarettes, lighters, weapons, radios, toys, money, books or magazines of any sexual nature, illegal drugs, alcohol or any paraphernalia that references those items.
- v. Personal sports equipment should not come to camp unless permission is received from the Paha Staff for a special event or activity.
- vi. Only Service animals are allowed to attend camp and individual camper must be able to independently attend to that service animal.
- vii. Due to the sensitive health of our Campers, family pets are NOT allowed in Camp Paha for any reason. This includes: larger and smaller or 'portable' pets such as hamsters, gerbils, small dogs, cats, spiders, snakes, etc. Please DO NOT bring your family pet into Camp Paha.
- viii. Per Jefferson County Public School Use Policy, smoking is prohibited on camp property.
- ix. **All medications**, including ibuprofen/acetaminophen, cough drops, creams, and inhalers are to be given to the camp nurse in their original prescription container and form that states the camper's name, dosage and times. Please do not send any over the counter medications with your child without written authorization from your doctor. You must have written permission from the physician for each medication, (both prescription & over the counter) to be dispensed at camp. Medication Authorization forms are included in the Paha Camper Paperwork (as part of registration).
- x. The camp will provide water for hydration throughout the day, participants should bring their own water bottle.
- xi. *Camper Birthdays:* We understand and value the need to celebrate birthdays with friends. Parents are not permitted to bring/send birthday treats to the camp. We encourage non-food birthday celebrations.

**E. Camp Paha Discipline/Rules for Participation/Behavior Support (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A9; 7.715.55)**

- i. Corporal punishment or verbal abuse is not allowed at Camp Paha. Discipline will be conducted so as to educate and redirect, rather than punish. The techniques used will include: talks, mild reprimands, time away from the activity, positive behavior reinforcement, etc. Time away from the activity will be conducted by a staff member and will occur away from the activity, in the hallway or in the Administration Office. Camper will be supervised during this away time. In lieu of calling it a 'Time Out,' our staff strive to emphasize this time as a time for the camper to 'take a break, calm themselves down, have quiet time or think about their actions and what they'll do differently next time.' Discipline will not be related to food, toileting, physical or emotional abuse.
- ii. In the cases of extreme behavior concerns in which participants are not responding to the above listed techniques, a member of the Administration team will be utilized. If a camper shows consistent behaviors that require intervention, a meeting to discuss a behavior contract will occur between relevant staff, a Paha Director, the camper and the camper's parent/caregiver. Camper and parents will also sign the behavior contract. The camper will be required to follow the behavior contract, supported by the camp staff, Paha Director and the parents. If the camper is still unable to successfully participate within the camp setting under the guidelines of this contract, disciplinary actions will be pursued based on the Camp Paha Consequences Policy discussed below.
- iii. **Camp Paha Behavior Management Policy:** Camp Paha implements a Camper Behavior Management Policy to protect campers and staff and to ensure a positive and quality camp experience. The Behavior Management Policy is intended to redirect negative behavior and promote positive behaviors. This policy primarily serves as a deterrent but also acts a systematic process for handling negative/inappropriate behaviors. If a camper's behavior is degrading towards the need for intervention, a warning may be issued by the Administration Team (if appropriate). If a camper's behavior is persistent and unwavering, a formal Consequence may be issued. Formal Consequences are handled by the Administration Team. In the event of a Consequence, the camper's parents will be notified and may need to come to meet with the Administrative Team. Formal Consequence Forms will be kept with the camper's file. Although camp staff work diligently to redirect any negative behavior, behaviors that most concern us are violent and aggressive behaviors towards other campers and staff, behaviors that would cause a camper to be a threat to themselves or others and behaviors that result in the continuous destruction of property. We consider each camper on an individual basis and look to parents and caregivers for behavior support techniques that are successful with your camper.
- iv. Examples of behavior that can lead to consequences
  - a. Disruptive/aggressive behaviors that are not able to be redirected
  - b. Active and or consistent safety concern to staff and/or other campers
  - c. Violation of Camp Policies
  - d. Camper bringing inappropriate, illegal, or unsafe items to camp
- v. **Levels of Consequences**
  1. **Yellow (First Warning):** Camper must be picked up from camp for the remainder of the day or miss half of the camp day the following day (whichever is greater).
  2. **Orange (Second Warning or More Severe Behaviors):** Camper must be picked up from camp for the remainder of the day and must miss at least one full camp day (number of days to be determined by Paha Staff based on severity of actions).

3. **Red (Severe Behaviors; May be reoccurring or first-time offense):** Camper will be removed from camp for the remainder of the summer.

**Transportation** (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A12; GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A14)

- A. Campers are transported to swimming and field trips in vehicles leased by the Recreation Division of the City of Lakewood. Buses will be leased from Jefferson County Public Schools. All hired bus drivers have a current Commercial Driver's License and are required by law to adhere to that standard. All transportation guidelines established by the City of Lakewood are adhered to. Vehicle Safety education is required and provided to all Camp Staff as part of their pre summer training. Vehicle Safety education is reviewed with the campers by the counseling staff and again by the driver prior to each departure.
- B. Seating on any vehicle may not exceed limits set forth by Colorado State Law. Campers who use wheelchairs are transported therein and the wheelchair is locked in place on the vehicle with securements required by law. Campers who use wheelchairs but are able to transfer may be transferred into a bus seat. Seatbelts and harnesses for campers who need them while on the bus are available and an authorization for use must be signed by parents or caregivers prior to use.
- C. Permission to Transport campers is included in the Camper Paperwork, additional field trip permissions need to be signed the morning of each field trip.

**Camper Illness Policy:** Nurse/Health Policies/Illness/Accidents/Injury (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A10; GENERAL RULES FOR CHILDCARE FACILITIES 7.712.52B)

**A. In Case of Illness/Injury**

- i. The parent or guardian will be called should any camper become ill/injured at camp or arrive ill at camp. The camper will need to be picked up immediately. The staff member or camp nurse will determine the symptoms and begin relief measures/first aid. The camper's parent or guardian will be contacted and the symptoms or description of the illness/injury will be relayed. Children too ill to remain with a group will be comfortably cared for and supervised until they go home. If a parent cannot be reached, Camp Staff will try the emergency contacts provided on registration paperwork. These individuals will be contacted according to the emergency form signed by the parents. If no parties can be reached, a Paha Director and the Camp Nurse will decide the course of action to be taken. Life threatening emergencies will result in emergency care by calling 911.
- B. Excluding** (defined as keeping a child from attending the child care or school setting) a child who has an infectious disease from attending child care or school may decrease the spread of illness to others. The decision to exclude is typically based on the disease, and should be made in conjunction with the camp nurse or the child care health consultant, the state or local public health agency, health care professionals, and/or parents/guardians. Exclusion recommendations are included for each disease or condition addressed in these guidelines.
- i. In situations in which a child does not have a diagnosed disease/condition, but has signs or symptoms indicative of a potentially infectious disease, exclusion may also be warranted. Generally, if any of the following conditions apply, exclusion from child care or school should be considered:
    - a. The child has a fever of 100.4 F or higher

- b. The child does not feel well enough to participate comfortably in usual activities.
  - c. The child requires more care than the camp staff are able to provide.
  - d. The child is ill with a potentially contagious illness, and exclusion is recommended by a health care provider, the state or local public health agency, or these guidelines.
  - e. The child has signs or symptoms of a possible severe illness.
- ii. GI/Norovirus like illness
  - a. Children and/or staff that are experiencing diarrhea and/or vomiting are not permitted to return to Camp until 48 hours after the symptoms have resolved.
  - b. Infected students or staff who handle food must not prepare food for others until they have been symptom-free for at least 48 hours.
  - c. During an outbreak, exclusion may be extended to 72 hours after symptoms resolve.
- iii. In cases in which unvaccinated children are exposed to a vaccine preventable disease (such as measles, mumps, rubella, and pertussis), the state or local public health agency should be consulted in order to determine if exclusion of unvaccinated children is necessary.
- iv. Camp Paha is required by the Health Department to keep an Illness Surveillance Form onsite. This form includes: camper name, age, group, onset of illness symptoms, symptoms experienced, symptom duration, treatment/action by the camp and the date and time the camper was returned to their group.
- v. In the case of communicable disease, parents will be informed and advised as to the necessary protective measures. The Jefferson County Department of Public Health and Environment will be notified as needed by calling their Emergency Reporting Line at 303-232-6301

**C. Medication Administration and Delegations (GENERAL RULES FOR CHILDCARE FACILITIES 7.712.31A18)**

- i. It is the policy of Camp Paha that leadership staff attend Medication Administration Training so as to be trained and educated on the proper policies and procedures for administering camper medications. Upon completion of this training, these staff members are considered Nurse Delegates and may complete tasks as delegated by the Camp Nurse in compliance with the Nurse Practice Act, Section 12-38-132 GENERAL RULES FOR CHILDCARE FACILITIES. This delegation typically only includes the dispensation of Camper Medications. However, other tasks may be delegated by the Camp Nurse in compliance with the Nurse Practice Act, Section 12-38-132 C.R.S.
- ii. In compliance with the Nurse Practice Act, medications for campers must arrive in clearly and originally labeled containers (with the camper's name on them). Camper medications are stored in a locked cabinet for safety. Nurse Delegates deliver medications as directed by the Camp Nurse and the Medication Administration sheet completed by the camper's doctor.

**D. Hands on Personal Camper Care:** On a daily basis, we provide hands on personal care for campers. This will include feeding, changing, assisting using the restroom, etc. We take pride in training our staff on providing dignified and thorough personal care for campers. We will pursue the utmost respect and dignity in these situations. Please note that it is our policy that boy and girl campers are changed in separate rooms/areas of privacy whenever possible.

**E. Pandemic:** In Case of a pandemic, Camp Paha will follow all State and Local health guidelines

**F.** Please review the following document "How Sick is too Sick" from CDPHE.