

Pioneer Adventure Super  
Summer Camp at the University  
of Denver's Kennedy Mountain  
Campus

P.A.S.S. Camp at KMC  
Parent Handbook

## **P.A.S.S. Camp at KMC is built on the P.A.S.S. Camp traditions since 1997**

### **Mission**

The mission of P.A.S.S. Camp at KMC is to provide campers with instructional and foundational outdoor programming. Our programs inspire, engage, and develop our youth in a safe, fun, and age-appropriate way. We embody the University of Denver into everything we do, including offering our programs in the beautiful Rocky Mountains.

### **Camp Overview**

PASS Camp at KMC has been created to build upon the successful traditions of the University of Denver Pioneer Athletic Super Summer (P.A.S.S.) Camp. P.A.S.S. Camp is entering its 28<sup>th</sup> summer at DU and is a day camp in Denver designed for campers ages 5-11 to focus on fundamentals of sport majors, sportsmanship, and teamwork.

[To learn more about P.A.S.S. Camp click here.](#)

PASS Camp at KMC is a weeklong sleep away summer camp for campers ages 12 – 17. Entering our first summer season we have partnered with our P.A.S.S. Camp team to ensure safety, fun, adventure, and fulfilling experiences for every child and their families.

Please view each session for the age, and program plan specific details.

[To register for a P.A.S.S. Camp at KMC session click here.](#)

### **Camp Philosophy**

Whether it is the first day of camp or the last day, a session at P.A.S.S. Camp at KMC is a collective, holistic, fulfilling, and growth experience. Campers will have so much fun exploring the natural environment while building skills and friendships that will last a lifetime. Each camp session will have a variety of different outdoor adventure activities combined with other fun interactive events, and traditional sleep away camp experiences that will leave an everlasting impression and impact.

### **Our Staff**

Counselors: P.A.S.S. Camp at KMC strives to provide the most qualified and trained staff possible at all times. Staff to camper ratios is targeted at 10:1 exceeding the 10:1 ratio required by State of Colorado Child Care Rules and Regulations. All staff complete training in CPR/First Aid, Mandatory Child Abuse Reporting, Body Safety Rules, Discipline & Behavior Management, and Conflict Resolution. Additionally, staff complete multiple background checks through the state of Colorado.

## Registration Information

### Summer 2024 Sessions:

Session 1: Sunday, July 7 – Friday, July 12

Session 2: Sunday, July 14 – Friday, July 19

**Ages:** For our inaugural summer 2024 season we will serve the age ranges of 12 – 14 years of age for both sessions. In future seasons, we look forward to expanding our programs and P.A.S.S. Camp at KMC offerings to campers ages 12 and up.

### Cost:

Early Registration: \$1500

Early registration open January 16-February 16 at 11:59pm

Registration after February 16: \$1650

**Registration:** Registration is available online until capacity is reached. An online wait list is available for each camp session. The deadline for registration is the Tuesday prior to camp at 11:59pm. If you miss the deadline, please call 303.871.5355 to speak with our staff.

**Refunds/Credits:** Cancellations requested prior to May 1st will be granted with 100% refund. After May 1st until 3 weeks (21 days) prior to your child's camp week start date, refunds will be granted less a 15% administrative fee. Within 3 weeks (21 days) of your program start date refunds will not be granted except in cases of documented medical circumstances that prevent participation. All requests for cancellation must be submitted in writing to [youthprograms@du.edu](mailto:youthprograms@du.edu) (for PASS Camp) [youthgym@du.edu](mailto:youthgym@du.edu) (for Gymnastics Camp) or [kmc@du.edu](mailto:kmc@du.edu) for (PASS Camp @ KMC).

### Required Paperwork

A pre-requisite to PASS Camp is completing required waivers, authorized pick-ups, and personal health information about your camper. All information must be uploaded and completed in CampDoc prior to attending camp. Your camper will not be allowed to attend if this information is not complete as it is required by our childcare license. Refunds will not be provided if campers can't participate due to missing documents.

### Financial Information:

Receipts are available on request. P.A.S.S. Camp at KMC childcare payments may be a tax deduction.

KMC Tax ID number is 84-0404231.

Currently, we offer early bird discounts for those who register during the early registration period. We do not offer scholarships; however, we can set up a payment plan to secure a spot at the P.A.S.S. Camp at KMC for your child.

Please send statements and payment plan request to [kmc@du.edu](mailto:kmc@du.edu)

## P.A.S.S Camp at KMC Schedule

<b>Sunday: Arrival Day</b>		
<b>Time</b>	<b>Location</b>	<b>Activity</b>
3:00 PM – 5:00 PM	Challenge Course Pavilion	Arrival & Check In
3:30 PM – 5:30 PM	KMC Cabins	Settle In and Meet other Campers
5:30 PM – 6:00 PM	KMC Upper Campus	Farewell to Parents
6:00 PM – 7:00 PM	Dining Hall	KMC Welcome & Dinner
7:00 PM – 8:00 PM	Johnson Campfire Circle	S'mores, Songs, and Safety
8:00 PM – 8:30 PM	Cabins	Cabin Meeting
8:30 PM – 9:00 PM	Cabins	Get ready for bed
9:00 PM	Cabins	Lights Outs (Depends on age)

<b>Tuesday – Thursday Schedule</b>		
<b>Time</b>	<b>Time</b>	<b>Time</b>
6:30 AM	Bucksbaum Outdoor Gateway	Morning Club
7:30 AM	Cabins	Wake Up
7:45 AM – 8:30 AM	Dining Hall	Breakfast
8:30 AM – 9:00 AM	Cabins	Prepare for the Day
9:00 AM – 12:00 PM	KMC	Adventure #1
12:00 PM – 12:45 PM	Dining Hall	Lunch
12:45 PM – 1:45 PM	Cabins	Rest Time
1:45 PM – 4:45 PM	KMC	Adventure #2
4:45 PM – 6:00 PM	Cabins	Showers & Daily Debrief
6:00 PM – 7:00 PM	Dining Hall	Dinner
7:00 PM – 8:30 PM	Bucksbaum Outdoor Gateway	Evening Activities
8:30 PM – 9:00 PM	Cabins	Get ready for bed
9:00 PM	Cabins	Lights Outs (Depends on age)

<b>Friday: Departure Day</b>		
<b>Time</b>	<b>Location</b>	<b>Activity</b>
6:30 AM	Bucksbaum Outdoor Gateway	Morning Club
7:30 AM	Cabins	Wake Up
7:45 AM – 8:30 AM	Dining Hall	Breakfast
8:30 AM – 9:00 AM	Cabins	Prepare for the Day
9:00 AM – 12:00 PM	KMC	Last Adventure
12:00 PM – 12:45 PM	Dining Hall	Lunch
12:45 PM – 2:00 PM	Cabins	Clean and Pack
2:00 PM	KMC Upper Campus	Parents Arrive for Pick-Up
2:00 PM – 3:00 PM	KMC Upper Campus	Camper/Parent Tours
3:00 PM	Cabins	Camper Check Out & Depart

# General Information

## How to contact P.A.S.S. Camp at KMC

- KMC Welcome Center/Front Desk: (303) 871-5355
- Email: [kmc@du.edu](mailto:kmc@du.edu)
- After hours emergency number during P.A.S.S. Camp at KMC: (303) 871-5378

Please direct questions and immediate needs to the KMC Welcome Center to ensure you are helped as soon as possible.

## Address

17900 West County Road 74E

Red Feather Lakes, CO 80545

## Directions

Find all the directions, maps, and parking information you may need on our [Guest Services](#) webpage.

[Google Maps](#)

## Special Needs Services

P.A.S.S. Camp at KMC promotes a welcoming, inclusive environment that is open to all children. Our program staff will work to make reasonable accommodations to adequately include and incorporate children with special needs. The KMC Director will handle all requests for specific accommodation on a case-by-case basis.

## Location of Campers

P.A.S.S. Camp at KMC is hosted on the Kennedy Mountain Campus property in Red Feather Lakes, Co. Campers are supervised by our staff at all times during their session. Attendance and head counts are taken at each meal, activity, and throughout the day as groups move from one location to another on the Kennedy Mountain Campus. A staff member will accompany campers whenever restrooms are not located immediately adjacent to the activity space.

## Lost and Found

P.A.S.S. Camp at KMC keep a lost and found cart in the KMC Dining Hall area. Items will be displayed in the Dining Hall during camper pick-up to ensure no item gets left behind. If your camper discovers they are missing an item once you are home, please contact us to provide a description of the item. If we find the item, we will contact you and arrange return details. We hold onto all items except socks and undergarments for 30 days from the end of each session.

# Packing for P.A.S.S. Camp at KMC

The Kennedy Mountain Campus is located near Red Feather Lakes, CO, at an elevation of 8,000 feet. Most of our summer days are filled with sunshine, average highs in the 70s and lows in the 50s. We do get the occasional afternoon rain showers and thunderstorms. Campers should be prepared for fluctuating temperatures, wind, and rain during their session.

## Tips for packing for PASS Camp at KMC

1. See the PASS Camp at KMC packing list
2. Remember a day bag!
3. Let your camper do most of the packing
4. Don't bring new or expensive items
5. Label campers' items and clothing
6. Campers do not need more than what is recommended for each session

Campers spend most of each day outdoors in nature and we recommend packing older more durable clothing. Please do not send campers with brand new or expensive clothing, they may not come back in the same condition. We ask that parents and/or guardians limit campers' belongings to a day bag and medium-sized overnight bag to be stored under a bunk. We do have laundry onsite in the event of spoiled clothing or bedding.

## What to bring

### Required Equipment

- Day Pack
  - A medium size durable pack with comfortable shoulder straps.
- Rain Gear
  - A good quality rain jacket and pants or a poncho for our mountain rain showers.
- Two Water Bottles
  - Two or three 32oz Nalgene® style-bottles or hydration pack with compatible day pack.
- Sleeping Bag or Warm Blankets
  - While we provide a linen set with top sheet, bottom sheet, pillow, pillowcase, towel, and blanket, we suggest bringing a warmer blanket for colder nights.
- Hiking Boots
  - A sturdy boot with good ankle support.
- Headlamp or flashlight
  - Don't forget the batteries!
- Sunglasses
  - Designed for UV protection as the sun is very powerful at our high mountain elevation.

### Recommended Clothing and Personal Items

- 5-7 T-Shirts
  - At least two shirts should be non-cotton, synthetic athletic shirts (i.e., active wear for hiking or climbing).
- 2-3 Long Sleeve Shirts

- 5-7 Shorts
  - At least two pairs should be athletic and suitable for hiking/backpacking or to be worn with a climbing harness.
- 2-3 Pairs of Pants
  - Comfortable, lightweight, and loose fitting. Polyester or non-cotton fabric is best.
- 2 Sweatshirts
- 2 Sweat/Yoga pants
- 10-12 Pairs of Underwear
- 10-12 Pairs of Socks
  - At least four pairs should be hiking socks.
- 5-7 Bras
  - Sports and regular.
- 2 Sets of Sleepwear
  - Top and bottoms.
- Swimsuit
- Wool or Fleece Hat
- Gloves or Mittens
- Baseball Cap or Sun Hat
- Belt
- Athletic Shoes
  - Sturdy tennis/running/gym shoes for everyday use.
- Sunscreen
- Lip Balm
- Shower Shoes or Sandals
  - Shower shoes are required and the best way to protect your feet while showering at camp!
- Laundry Bag
- Eyeglasses
- Toiletries
  - Toothbrush, toothpaste, dental floss, body wash, hair care products (shampoo, conditioner, comb, brush, natural oils, hair mask/creams, silk bonnet/wrap, styling products, etc.), deodorant, face cleanser/moisturizer/wipes, contact lenses and solution, nail file/clippers, period products, shaving supplies, etc.
- Medications
  - *See the camper health section for detailed instructions on how to pack medications.*

#### Extras to Consider

- Inexpensive or disposable camera
- Stuffed animals
- Photos from home
- Costumes, wigs, fun hats, etc.
- Stationary with preaddressed and stamped envelopes

#### **What to leave at home**

Electronics: Cell Phones; iPods and other music/mp3 players; iPads, Surfaces, and other tablets; Kindles and other e-readers; Computers and laptops; Gaming devices (such as Nintendo Switches); Smart watches

Valuables: Expensive watches and jewelry, one-of-a-kind items such as special t-shirts, family heirlooms, and pets

Food items: Including candy, gum, beverage mixes and powders, protein bars, etc. Vitamins must be turned into the KMC Health Center.

Other Prohibited Items: smellable products that may attract wildlife, weapons, fireworks, hunting knives, vapes, tobacco/cigarettes, tattoo kits, alcohol, drug paraphernalia, and pornography.

## Camper Arrival and Departure

### Camper Drop-Off Procedures

When you arrive at the KMC campus, you will be greeted at the entrance by PASS Camp at KMC staff. They will check you in and send you to the Andy and Barabara Taylor Upper Campus for check in. Follow the road and signs for camper check-in and parking. Once you have reached the parking area, a staff member will greet you and your camper and provide you with an Arrival Passport which will guide you through the check-in process.

Day: Sunday

Time: 3:00 pm – 5:00 pm

Location:

- Outdoors: Challenge Course Pavilion (weather dependent)
- Indoors: Bucksbaum Outdoor Gateway (formerly: Activity Center)

PASS Camp at KMC Arrival Passport:

- Step 1: Grab your campers' medications and head to the check-in table
- Step 2: Check in
- Step 3: Meet the nurse
  - Turn in medications
  - Complete a lice check
- Step 4: Complete the PASS Camp at KMC Arrival Passport
  - Meet your counselors
  - Settle into your cabin
  - Stop by the KMC Welcome Center to purchase last minute essentials (or visit with our office staff)
  - Get a family photo taken at the Dining Hall deck
  - Write a fun at the letter writing station (Parents)



- If time allows, pick up a KMC Scavenger Hunt Bingo Card and complete as many squares as possible!

Tips for parents to help their campers settle in:

1. Before arrival, make sure all your CampDoc paperwork is completed!
  - a. Health History
  - b. Medication Authorization
  - c. Trusted Contacts
2. Bring campers' medications packed & prepared accordingly.
  - a. See medication section under camper health
3. Plan ahead with your camper and ask how they would like to manage the drop off.
4. Help your camper settle in but keep your visit short and do not linger at camp. Stay positive, reassure your camper(s), and remind them you are proud of them for going to summer camp.
5. Our PASS Camp at KMC Counselors and Staff are here to assist you along the way.

### **Camper Pick-Up Procedures**

When you arrive at the KMC campus, you will be greeted at the entrance by PASS Camp at KMC staff. They will direct you to the Andy and Barabara Taylor Upper Campus for parking and check out procedures.

Day: Friday

Time: 2:00 pm

Parking Location: By the Challenge Course Pavilion

Parents: Please make sure the person picking up your camper is listed as Trusted Contact on your CampDoc account. Your child will be released only to the individuals that you have designated as Trusted Contacts in CampDoc.

Campers and parents will have one hour to visit and explore together. Campers are encouraged to show their parents around the Kennedy Mountain Campus. All families are required to depart the Kennedy Mountain Campus by 3:00pm.

### **Camper Drop-off and Pick-Up Policies**

It is required by the University of Denver's Kennedy Mountain Campus and the Department of Social Services that only authorized persons sign their children in and out of each camp session. Your child will be released only to the individuals that you have designated as Trusted Contacts in CampDoc. If you need to make changes to the list of people authorized to pick up your child, please do so in the CampDoc app.

We will ask for a picture ID and check the authorization for the release of the child. If the person is not authorized to pick up the child, the child will not be released. If an unauthorized adult attempts to take a child without permission, the parents and the police will be called. Licensing requires those designated to pick up and sign your child out, must be at least 16 years of age.

PASS Camp at KMC will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child. These procedures are for the protection and safety of your child and staff, and for your peace of mind.

## **How to communicate with your camper**

We do not allow electronic communication devices, campers to call home, or receive calls from home (apart from in the event of an emergency)

### **Letters & Electronic Mail:**

Send your camper a letter or electronic mail (email)! You are more than welcome to send unlimited letters to your campers; however, we suggest no more than three letters per session. Remember to keep it positive, encourage your camper to make the most of their PASS Camp at KMC experience, and avoid writing about how much fun your camper is missing at home. At the Kennedy Mountain Campus our mail can take a bit longer than usual due to our location. We suggest pre-writing letters and turning them in during camper drop off, sending the letters in advance and indicating the day of delivery on them, and providing your camper with a pre-stamped envelope. Do not worry, if you run out of time, we provide a letter writing station at KMC during the check-in process or you can send us an email letter to your camper!

Email Address: [kmc@du.edu](mailto:kmc@du.edu)

Mail calls happen at dinner and letters are printed at 5:00 pm each day.

### **Care Packages:**

We ask that parents do not send care packages to PASS Camp at KMC. Care package alternative ideas are hiding a note or item in your camper's luggage with a note of when to open. You may drop off a package for your camper during check-in. If your camper is celebrating their birthday while at camp, a birthday package clearly indicating the date it should be delivered may be dropped off during check-in. For safety reasons, please review the "what to leave at home" section of the packing list and remember food (including mints, gum, and small candies) are prohibited. Instead of food give them a puzzle, board game, mad lib, book, pair of sill socks, funny hat, fidget toy, etc.

If you need to send something to your camper, please contact our office.

### **In the event of an emergency:**

We do not allow campers to call home or receive calls from home (apart from in the event of an emergency). If you need to get an immediate message from your camper, we ask that you call our office and leave a message for us. We will check with your camper, and we will call you back with your camper's response.

### **Mid-week check in:**

For our first-year families, our staff will call parents to provide you with an update on your camper mid-week, typically on Tuesday and Wednesday. If we miss you, we will follow up with an email.

# P.A.S.S. Camp at KMC Policies

## **Inclement Weather**

If a program cannot run due to inclement weather, an announcement will be posted on the [P.A.S.S. Camp at KMC](#) website, and participants will be contacted directly by email or telephone. Questions can be directed to the KMC Welcome Center at (303) 871 - 5355.

## **Excessively Hot Weather**

During hot weather, water and shaded space is always available. Some activities may be planned in the shade or indoors when temperatures are high. If the temperature is below 44 degrees (F) or over 100 degrees (F), children will stay indoors.

## **Sunscreen Policy**

Throughout each day PASS Camp at KMC Staff will assist campers in applying sunscreen to his/her exposed skin prior to participation in outdoor activities. Sunscreen will not be applied to any broken skin or if a skin reaction is observed. Sunscreen name of and list of ingredients shall be available upon request.

Youth participants may not carry sunscreen labeled “keep out of reach of children” in their backpack. If your child requires personal sunscreen caregivers must enter the product into CampDoc as a medication and must upload a medication administration form completed by a healthcare provider and check the product in at the medication table on the first day of camp.

## **Media Viewing Policy**

PASS Camp at KMC is an active experience for your child and utilizes screens minimally. Video content related to health, wellness, and nature education may be shown during "rest" periods or periods of extended inclement weather. Media presented will be rated G or PG and will be limited to 30 minutes or less.

## **Electronic Device Policy**

Campers are not permitted to bring electronics to camp nor use them during their time at camp. Our goal is to create deeper connections with campers, nature and themselves by intentionally disconnecting from technology. Electronic devices include:

- Cell Phones
- iPods and other music/mp3 players
- iPads, Surfaces, and other tablets
- Kindles and other e-readers
- Computers and laptops
- Gaming devices
- Smartwatches and fitness trackers with cellular or wi-fi capability

Parents and guardians will be asked to collect their campers' electronics during the check-in process. Watches without cellular or wi-fi capabilities, disposable cameras, digital cameras, and GoPros are allowed, however, campers are responsible for these items and charging outlets in cabins are limited.

### **Visitors at Camp**

Families are encouraged to visit during the **final day** of the camp session. Pick up is **after lunch** and campers will have a short time period to show their families around the Kennedy Mountain Campus and share their experiences before collecting their belongings and checking out. We do not allow families to visit at other times during the summer as it is disruptive to the P.A.S.S. Camp at KMC experience.

## **Camper Health**

During PASS Camp at KMC our Health Center is available 24/7 and staffed by nurses. Located in the bottom floor of the Dining Hall, the Health Center is a short walk from our cabins. During each camp session we foster a healthy environment by promoting handwashing, daily cleaning of high touch surfaces, sunscreen checks, hydration checks, and monitoring of camper health. Policies are in place to mitigate illness risks, including measures to limit the spread of communicable diseases such as the flu, Covid-19, respiratory syncytial virus (RSV), and strep throat.

### **Health Center Communication**

Our Health Center staff aims to respond to you as promptly as possible:

For Routine Health Center Visits: For routine checkups such as scrapes, or stomach aches we generally won't contact you (camper's emergency contact) unless there are special considerations.

For Critical Situations: We will contact the contact you (camper's emergency contact) if your camper is taken to the doctor or hospital, requires a prescription, spends a night in the health center, or takes a day off activities due to illness.

### **Immunizations**

The State of Colorado requires a certificate of immunization signed by the physician for every child, due the day the child starts. Failure to follow this policy will result in dismissal of the child from the program. P.A.S.S. Camp at KMC uses the same immunization documents that are used for school enrollment. You will have an opportunity to upload this information to your CampDoc account.

### **Allergies**

In order for our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have or had, for example, food, medication, or other substances. You will have an opportunity to do so in your CampDoc account.

### **Illness**

According to state licensing requirements and for the protection of all children, P.A.S.S. Camp at KMC cannot accept children with the following symptoms: elevated temperature, diarrhea, vomiting,

undiagnosed rash, sore or discharging eye or ears, profuse nasal drainage or diagnosed contagious disease such as strep throat or chicken pox. Sick children will be provided with a place to rest comfortably until they go home. Parents will be notified to come and pick up their child within the hour. Please notify the PASS Camp at KMC staff if your child contracts a contagious disease, such as whooping cough, German or regular measles. It is a licensing requirement that signs be posted to notify families.

### **Weather and Elevation**

The Kennedy Mountain Campus is located at an elevation of about 8,000 feet in the beautiful Rocky Mountains. Most of our summer days are filled with sunshine, average highs in the 70s and lows in the 50s. We do get the occasional afternoon rain shower. Raincoats and preparing your camper to stay hydrated and apply sunscreen often are a must.

[Weather for Red Feather Lakes, CO can be found here.](#)

### **Head Lice**

As part of the check-in process all campers are checked for lice. Parents, please check your camper before and after their camp session.

### **Tick Checks**

To mitigate the risk of ticks we provide and encourage the use of bug spray and wearing appropriate clothing for each activity. Our counselors are trained to coach campers on how to conduct a tick check on themselves and campers are encouraged to do during the daily shower time. Parents, you can help prepare your camper by teaching them to do tick checks at home.

### **Dental and Orthodontic Care**

We will do our best to help your camper keep track of their retainers and any special oral hygiene routine they may have. Parents, please relay any special instructions to us in your campers CampDoc forms.

### **Homesickness**

Parents and Guardians, if you or your camper are concerned about homesickness, please remember to reassure your camper, stay positive, and do not promise phone calls or early pick-ups. Homesickness is a natural feeling at the beginning of camp, and we have diligently designed our schedule and prepared our staff to help your camper. Typically, homesickness fades after a day or two. For campers experiencing prolonged homesickness we will communicate with you and determine a best course of action together.

### **Medication**

All campers requiring medication during camp must accurately fill out and upload a "medication administration form" to their CampDoc account and printed and given with the medication on the first day of camp. Prescription and nonprescription medication will be administered to children with a signed medication release agreement only. The following procedures must be followed:

- Camp employees will administer medication to campers only if given a written request by the camper's parent or legal guardian.
- All medications will be stored in a locked cabinet in the KMC Health Center.
- Campers will not be allowed to keep medication in their possession while in camp.
- An adult should bring medication to camp, and the camper should not carry medication.
- Prescription medication will be counted upon receipt and returned to the parent at the end of the camp session.
- A physician's order is required for all prescribed medications administered 30 days or more including "as needed" prescription medications. Orders for prescription medications will be accepted from those persons legally authorized to write prescriptions in the United States. Out of state prescription medication not accompanied by a physician order will be considered on an individual basis. Medication must be in the original container and properly labeled with the name of the camper, the prescribing doctor, the name of the medication, the date the medication was prescribed and the instructions for administration.
- Prescription medication will be administered only to the person named on the prescription label, and in the dosages, intervals and for the duration period prescribed.
- Modifications of a prescription will be accepted only upon receipt of written instructions from the prescribing doctor.
- Non-prescription ("over-the-counter") medication will be administered according to the instructions on the original container and must have a Medication Request Release Agreement filled out and signed by your physician. If the camp nurse believes that continued administration of the medication is not beneficial to the camper, the nurse will notify the camper's parent or legal guardian.
- If the period of administering the medication expires, it must be picked up by the camper's parent or legal guardian. Medication, whether prescription or nonprescription, will not be returned home by delivering it to campers.
- Medication will be discarded if it is not picked up within thirty calendar days after the period for administering it has expired.

### **How to Pack Medication**

All medications sent to camp must be in original packaging with a prescription label for your camper. This includes over-the-counter medications that are taken daily and other non-prescribed medication. Place all medication in its original packaging into a Ziplock bag. Label the Ziplock bag with your camper's full name in permanent marker. Double check that all medication in the bag is on your campers the Medication Form in CampDoc. What we need to see on the prescription label:

- Camper's OWN name (not parent or sibling)
- Name of the medication
- Dosage
- Time for administering
- Name of medical provider and pharmacy
- Current date
- Expiration date (not expired medication)
- Quantity (enough for the session)

## Food at KMC

The kitchen and catering service at the James C. Kennedy Mountain Campus is operated by Mountain Berry Culinary. The mission of Mountain Berry Culinary is to provide healthy, great tasting food to campers, clients, guests, and staff. We believe that all individuals, regardless of dietary need, can have a great time at any event.

[Learn more about Mountain Berry Culinary and how we accommodate the dietary needs for each camper here.](#)

Each day campers are provided with breakfast, lunch, dinner, morning snack, afternoon snack, and dessert. Parents, please help us to keep our cabins critter free and do not allow your camper to pack any food items.

## Emergency Procedures

The Kennedy Mountain Campus has created an Emergency Management Plan to address various types of emergencies such as a fire, dangerous weather, assaults, or criminal activity that both P.A.S.S. Camp at KMC and all other events strictly follow.

Fire Drill: Campers, staff, and visitors exit the building through the nearest emergency exit. All camp groups meet at the Flagpole where head counts and attendance are taken and groups stay until the building is deemed safe.

Lockdown: Campers, staff, and visitors are kept inside the buildings or brought inside, exterior doors are locked, no one is allowed in or out of the building, campers, staff and visitors stay in locked spaces or other areas and sit down against an interior wall and away from exit doors, camp activities cease. This occurs when a dangerous event has happened near campus, or a dangerous intruder may be on the campus.

Modified Lockdown: All campers, staff and visitors are kept inside the buildings or brought inside, exterior doors are locked, no one is allowed in or out of the building, camp activities continue. This occurs when some danger may still exist in the area, but the building is deemed secure.

Shelter in Place: Campers, staff and visitors move to the closest building and sit along an interior wall. Everyone kneels or crouches with their heads between their knees and clasps their hands on the back of their heads. This occurs during severe weather such as a tornado.

Our staff practice one drill per month to address the above situations.

We try to conduct fire drills during decent weather conditions. However, fire alarms do go off unexpectedly occasionally. When that occurs the first priority is to evacuate the buildings as quickly as possible. Since it is unknown whether the alarm is real or not, regulations stipulate that no special effort be made to collect jackets or other clothing if there is unpleasant or cold weather. We will make every effort to inform you of an alarm situation that may cause concern for your children. We want you to be aware of the circumstances from an informed source. We will also inform you when we have drills for the different scenarios.

In the event of an emergency during PASS Camp at KMC, the KMC Director will immediately contact our families describing what emergency is taking place and what action is needed (if possible).

#### Parent Reunification Procedures:

In the event of a campus evacuation parents will be notified by email and phone call with the time and location to pick up your camper(s). Parents should refrain from calling the KMC Welcome Center and instead wait for notice from the camp staff. Our staff will be controlling the flow of traffic to make sure all campers get home safely. In the event the building or campus is not safe due to fire or other emergency, parent reunification will happen at specified location provided in the emergency notice.

Identification is required for all parents/guardians to pick-up their camper(s).

Anyone not listed on a camper's emergency pick-up authorization will not, under ANY circumstances, be given permission for pick-up. Parents must check-in with the PASS Camp staff Director to make sure they are cleared for pick up before retrieving your child.

#### **Accident**

PASS Camp Staff are First Aid and CPR certified and have been trained in emergency procedures. Emergency numbers are available to all staff at all times. Plans for handling fire, floods, tornadoes, severe weather, lost or missing children, injuries and illnesses are on file at each site. We will call you or your emergency contact person to notify of a minor accident or injury. When there is no question that your child must be taken to the doctor or the hospital, we will call you to inform you of our course of action as soon as possible. It is vital that you keep our staff updated in case of changes in your phone number at work and at home.

In the event of an accident at camp a report will be filled out by the staff responsible for your child or who was present when the accident happened. The report will be given to you at pick up or emailed to you for review and signature, then kept on file at camp. If you would like a copy of any report involving your child, please ask the KMC Welcome Center and one will be made for you.

#### **Lost Child**

Every effort is made to keep all children safe. In the event that a child is missing, a search will be started immediately. If necessary, the parents and the authorities will be called to assist in his search. Parents, please assist us in educating your child of the importance of staying with the camp staff.

## **Behavior Management**

#### **Our Philosophy**

PASS Camp at KMC operates with the goal of campers having as much fun as possible during their time with us. Our objective is to have campers take responsibility for their actions and behavior and to help them develop the skills necessary to handle conflict and disagreement effectively and appropriately.

CAMPERS ARE EXPECTED TO SHOW RESPECT FOR THEIR FELLOW CAMPERS, COUNSELORS, FACILITIES AND THEMSELVES.



## **Our Process**

- Actively work with campers so that they understand our expectations and if necessary, how their behavior does not align with those expectations.
- Respond consistently to children's behavior - logically, thoughtfully and non-punitively.
- Provide children with ample opportunity to repair and to move on from incidents.
- Communicate and collaborate with parents and children about incidents.

## **Suspension/Expulsion**

PASS Camp at KMC administrative staff reserve the right to suspend any camper from camp. The physical safety and emotional well-being of participants and staff are paramount. Extreme behaviors that compromise these priorities will be addressed immediately, in collaboration with participants' families and may include suspension from camp. Before a suspended child can return to camp, a meeting to discuss the behavior that resulted in the child's removal from camp and the policies, procedures, and expectations going forward must take place. The parent or legal guardian, child, KMC Director, and any other involved staff must all attend this meeting.

## **Body Safety**

P.A.S.S. Camp at KMC will intentionally review the following rules with all campers on a regular basis and will immediately contact the camper's parents and/or guardian if any of the below rules are not followed explicitly.

- No one is allowed to touch your private body parts (including siblings), except to help you clean them or to examine them in a medical office. You are not allowed to touch someone else's private body parts.
- No one (adult or youth) is allowed to take pictures of your private parts or show you pictures of naked people.
- When playing with friends, play with your clothes on.
- You and all your family members are allowed to have privacy when bathing, dressing, and using the toilet.
- You are allowed to choose who you kiss and touch, and when you kiss and touch people.
- You have permission to say "NO" and get away if anyone tries to touch your private body parts or breaks any of your body safety rules.
- If someone tries to or does touch your private body parts, try to get away and then go tell!
- If someone tells you to keep a secret about touching private body parts, tell a trusted adult.

## **Reporting Child Abuse**

P.A.S.S. Camp at KMC is in the process of becoming a licensed program in the State of Colorado. As a licensed childcare facility, PASS Camp at KMC is mandated that we report any suspicion of child abuse to Social Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license.

If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

The telephone numbers to report abuse is: 1-800- CO-4-KIDS

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and well-run program. Feel free to observe the program, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, please consult the Colorado Department of Human Services, Childcare Licensing, at 303-866-5958.

## Communication

### Questions or concerns?

When parents and/or campers have concerns regarding an aspect of the Camp, please follow this basic communication process. We recommend talking to the person most directly involved first.

Talk to the Counselors: If you have questions/concerns about your child's needs, instruction, activities, progress, or behavior. This conversation can be initiated by calling the KMC Welcome Center or discussing with your campers Counselors at check-in.

Talk to the Director of Operations, Events, and Outreach at the KMC: If you feel your needs have still not been met by the above avenues of communication, please contact our Director of the Kennedy Mountain Campus, Katie Hecker at [katie.hecker@du.edu](mailto:katie.hecker@du.edu) or (303) 871-5377

### How PASS Camp at KMC communicates with our families:

KMC Website: General information and for all KMC Programs and Events, including Camp, are posted here.

Emails to Camp Families: For each session, families will receive emails periodic emails prior to the first day of camp with reminders to complete CampDoc profiles and paperwork. Two weeks prior families will receive an email outlining daily schedule, themes, parking/directions, and any other pertinent information for families to know prior to camp. Last-minute programming changes may be communicated via email as well.

## Reporting Licensing Complaints:

If at any time there is concern that P.A.S.S. Camp at KMC have violated Colorado State Licensing, you may file a formal complaint with the Colorado Department of Human Services, Division of Child Care.

To make a complaint, call 303-866-5958 Monday through Friday between 8 a.m. and 5 p.m. If calling outside of business hours, you may leave a message. Provide your name, telephone number and mailing address. This information is required for the following reasons:

- To call you back if the investigator needs more specific information about the complaint,
- To call you back if the investigator received contradictory or unclear information during the investigation, and
- To call you to let you know the results of the investigation.

A witness or someone who has first-hand knowledge of the abuse must make the complaint. An anonymous complaint can be made only if the complaint is about an unlicensed childcare provider.

All information is kept confidential about parents and children in care. The program/facility will never know who made the complaint.