



P.A.S.S. Camp

at KMC

Parent Handbook



P.A.S.S. Camp at Kennedy Mountain Campus (KMC)

PIONEER ADVENTURE SUPER SUMMER CAMP

Dear Parents and Guardians,

We hope this letter finds you well and filled with excitement for the upcoming summer season. On behalf of the entire team at Kennedy Mountain Campus, I want to express our heartfelt gratitude for choosing our camp and entrusting us with the care and well-being of your children. We are truly honored to have the opportunity to provide a safe, fun, and enriching experience for them.

At P.A.S.S. Camp at KMC, we understand that sending your child away from home is a significant decision. Please know that their safety and well-being are our highest priority. Our staff members are highly trained and dedicated to creating a secure and supportive environment where youth can thrive. From our rigorous safety protocols to the attention we give to each camper's individual needs, we are committed to ensuring that every child has a memorable, fun, and safe experience.

We believe that summer camp is a place where children can grow, learn new skills, make lasting friendships, and create lifelong memories. We take this responsibility seriously and work diligently to maintain an environment where your child can enjoy their time with us with confidence and peace of mind.

We are excited for the adventure that awaits and look forward to seeing your child(ren) grow and have fun this summer. Should you have any questions or concerns, please do not hesitate to reach out to us. Your trust means the world to us, and we are committed to making this summer an unforgettable and safe experience for your family.

Thank you once again for choosing P.A.S.S. Camp at KMC. We can't wait to welcome your family to our camp family!

Warm regards,
Monica McCallum,
Associate Director of Kennedy Mountain Campus
P.A.S.S. Camp at KMC
Phone: 303.871.5351
email: monica.mccallum@du.edu





P.A.S.S. CAMP AT KMC IS BUILT ON P.A.S.S. CAMP TRADITIONS

Since 1997



KMC P.A.S.S. CAMP
OUTDOOR YOUTH
DEVELOPMENT

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.



Built on Tradition



CAMP PHILOSOPHY

P.A.S.S. Camp at KMC offers a holistic, growth-filled experience where campers explore nature, build skills, and form lasting friendships. Each session features outdoor adventures, interactive events, and traditional camp activities.

We prioritize safety by ensuring all activities meet high safety standards, with trained staff fostering a secure and supportive environment. Our goal is to empower campers to take on challenges confidently in a caring, structured setting.

PROGRAM 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 30th 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 sleep-away summer camp for campers aged 9 – 15. Each year we work closely and have partnered with our P.A.S.S. Camp team at DU 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 find out more and register for a P.A.S.S. Camp at KMC click here.](#)

Adventure Awaits

Our Staff

LEADS | AIDES | SUPPORT

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 are targeted at 10:1 exceeding the 10:1 ratio required by State of Colorado Childcare 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.



Operations & Registration

AGES

For our summer season we will serve the age ranges of 9 – 15 years of age for all sessions. In future seasons, we look forward to expanding our programs and P.A.S.S. Camp at KMC offerings to younger campers and having special interest camps

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 for the safety of the camper. Refunds will not be provided if campers cannot participate due to missing documents.

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 11:59 pm. If you miss the deadline, please call 303.871.5355 to speak with our staff.

SESSION INFORMATION

CAMP SESSIONS

SESSION 1

SESSION 2

MINI SESSION 1

SESSION 3

SESSION 4

LITE-PASS CAMP @ KMC DATES

WEDNESDAY, JULY 15 – SATURDAY, JULY 18

THURSDAY, JULY 23 – SUNDAY, JULY 26

SUNDAY, JULY 26 – TUESDAY, JULY 28

THURSDAY, JULY 30 – SUNDAY, AUGUST 2

SATURDAY, AUG 8 – TUESDAY, AUG 11



General Information

CONTACT P.A.S.S. CAMP AT KMC

KMC Welcome Center/Front

Desk: (303) 871-5355

Email: kmc@du.edu

After hours emergency number
during P.A.S.S. Camp at KMC:
(720) 439-0869

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

KMC 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](#)

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

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 all children. The KMC Assistant Director will handle all requests for specific accommodation on a case-by-case basis.

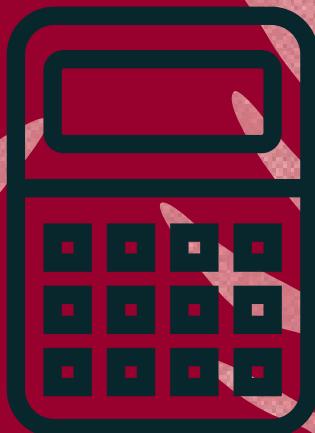
FINANCIAL INFO

Cancellations requested prior to May 1st will be granted with a 100% refund. After May 1st until 3 weeks (21 days) prior to your child's camp week start date, refunds will be granted less than 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 kmc@du.edu for (PASS Camp @ KMC), youthgym@du.edu (for Gymnastics Camp), or youthprograms@du.edu (for PASS Camp).

RECEIPTS & TAX INFORMATION

Receipts are available by request. Camp childcare payments may be a tax deduction. Statements are available upon request (youthprograms@du.edu).

The Tax ID number is 84-0404231.



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

Overview

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

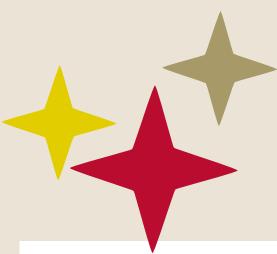
Packing Tips

1. See the PASS Camp at KMC packing list
2. Remember a day bag!
3. Let your camper do most of the packing
4. Do not 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 small to medium-sized overnight bag to be stored under a bunk. We do have laundry onsite in the event of spoiled clothing or bedding.





Packing List

Clothes/ Beddding

- 2-5 T-Shirts
- 1 Long Sleeve
- 2-3 Shorts
- 1 Pair of Pants
- 1 Sweatshirt
- 1 -2 Sweat/Yoga Pants
- 4-5 Pairs of Underwear
- 4-5 Pairs of Socks
- Hiking Boots or Tennis Shoes
- 2 Bras
- 1 Sleepwear Set
- Swimsuit
- Winter Hat
- Sun Hat/Baseball Hat

- Shower Shoes/ Sandals
- Rain Jacket
- Sleeping Bag or Warm Blankets

(We provide a linen set with top sheet, bottom sheet, pillow, pillowcase, towel, and blanket, we suggest bringing a warmer blanket for colder nights)

Toiletries

- Toothbrush + Toothpaste
- Dental Floss
- Face cleanser + moisturizer
- Haircare Products (shampoo, conditioner, brush, bonnet etc.)
- Deodorant
- Contact solution/ contacts or eyeglasses
- Body Wash
- Personal Care (period products etc.)
- Medications



Packing List

Miscellaneous

- Sunscreen
- Bug Spray
- Lip Balm
- Water Bottle
- Daypack
- Headlamp and batteries
- Sunglasses

Extras

- Disposable camera
- Stuffed animals
- Fun hats, wigs etc.





Do NOT Bring 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

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.



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

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

Communication

WITH YOUR CAMPER

Emergency

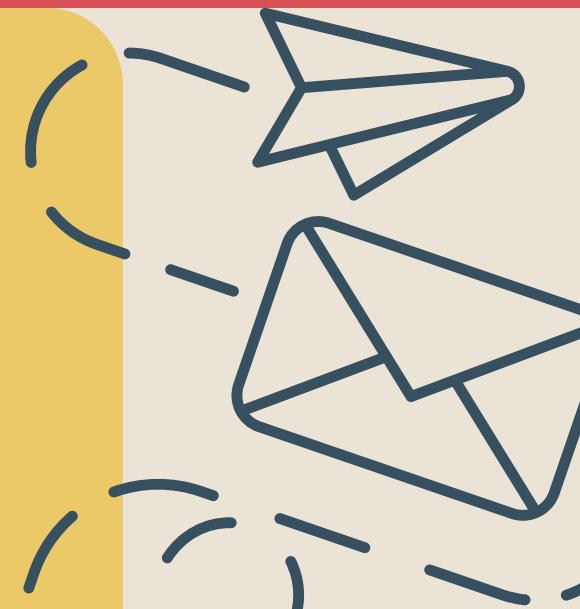
In the event of an emergency:
We do not allow campers to call home or receive calls from home (apart from in the event of an emergency). If you need to get an immediate message from your camper, we ask that you call our office and leave a message for us. We will check with your camper, and we will call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

Packages

We ask that parents do not send care packages to PASS Camp at KMC. Alternative care package ideas are hiding a note or item in your camper's luggage with a note of when to open. 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 silly socks, funny hat, fidget toy, etc.

Email

Send your camper an electronic mail (email)! You are more than welcome to send unlimited email to your campers; however, we suggest no more than one letter 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 physical mail can take a bit longer than usual due to our location and with short sessions we highly recommend not sending physical mail.



Weather Information

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

Policies



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

Families are encouraged to visit during the final day of the camp session. Pick up is around 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.

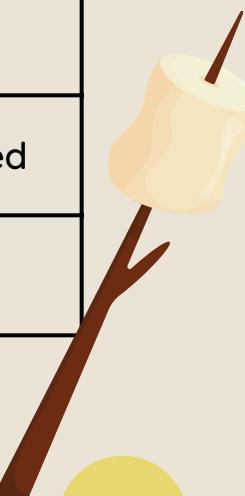
Mini Camp

SAMPLE SCHEDULE

A DAY IN THE LIFE OF A PASS CAMPER

DAY 1: ARRIVAL

Time	Location	Activity
5:15 PM - 6:00 PM	Bucksbaum Outdoor Gateway	Parent Drop off at KMC
5:15 PM - 6:00 PM	Cabins	Move into Cabins and settle in
6:00 PM - 7:00 PM	Dining Hall	KMC Welcome & Dinner
7:00 PM - 8:15 PM	KMC Campus	Tour / Cabin Meeting / Rec Time
8:20 PM - 9:40 PM	Johnson Campfire Circle	S'mores, Songs and Safety
9:45 PM - 10:15 PM	Cabins	Get ready for bed
10:20 PM	Cabins	Lights Out



Mini Camp

SAMPLE SCHEDULE

DAY 2

Time	Location	Activity
7:45 AM	Cabins	Wake Up
8:00 AM - 8:45 AM	Dining Hall	Breakfast
8:45 AM - 9:00 AM	Cabins	Prepare for day
9:00 AM - 12:00 PM	KMC Campus	Adventure #1 (based on age)
12:00 PM - 12:45 PM	Dining Hall	Lunch
12:45 PM - 1:45 PM	Cabins	Rest
1:45 PM - 3:15 PM	KMC	Adventure Choice 1
3:20 PM - 5:00 PM	KMC	Adventure Choice 2
5:00 PM - 5:50 PM	Cabins	Showers & Daily Debrief
6:00 PM - 7:00 PM	Dining Hall	Dinner
7:00 PM - 8:00 PM	Upper Field	Rec Time
8:00 PM - 9:30 PM	Bucksbaum Outdoor Gateway	Evening Activities
9:30 PM - 10:00 PM	Cabins	Get ready for bed
10:15 PM	Cabins	Lights Out

Mini Camp

SAMPLE SCHEDULE

DAY 3: DEPARTURE

Time	Location	Activity
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 - 11:00 AM	KMC	Activity #2
11:00 AM - 11:45 AM	Dining Hall	Lunch
11:50 AM - 12:30 PM	Cabins	Pack & Clean
12:45-2:00 PM	Bucksbaum Outdoor Gateway	Parent Pick-up and tour

LITE CAMP

SAMPLE SCHEDULE

A DAY IN THE LIFE OF A PASS CAMPER

DAY 1: ARRIVAL

Time	Location	Activity
12:30 -1:30 PM	Bucksbaum Outdoor Gateway	Parent Drop off at KMC
1:30 - 2:15 PM	Cabins	Move into Cabins and settle in
2:30 PM - 3:00 PM	Cabin	Cabin Chat and Welcome
3:00 PM - 5:15 PM	KMC Campus	Adventure Choice 1
5:15 PM - 5:45 PM	KMC	Prep for evening
6:00 PM - 7:00 PM	Dining Hall	Dinner
7:30 PM - 8:15 PM	Upper Field	Rec Time
8:20 PM - 10:00 PM	Bucksbaum Outdoor Gateway	Camp-a-Palooza
10:00 PM - 10:15 PM	Cabins	Get ready for bed
10:20 PM	Cabins	Lights out

LITE CAMP

SAMPLE SCHEDULE

DAY 2

Time	Location	Activity
7:45 AM	Cabins	Wake Up
8:00 AM - 8:45 AM	Dining Hall	Breakfast
8:45 AM - 9:00 AM	Cabins	Prepare for day
9:00 AM - 12:00 PM	KMC Campus	Adventure choice 2
12:00 PM - 12:45 PM	Dining Hall	Lunch
12:45 PM - 1:45 PM	Cabins	Rest
1:45 PM - 3:15 PM	KMC	Adventure Choice 3
3:20 PM - 5:00 PM	KMC	Adventure Choice 4
5:00 PM - 5:50 PM	Cabins	Showers & Daily Debrief
6:00 PM - 7:00 PM	Dining Hall	Dinner
7:00 PM - 8:00 PM	Upper Field	Rec Time
8:00 PM - 9:30 PM	Bucksbaum Outdoor Gateway	Kareoke / Dance Party
9:30 PM - 10:00 PM	Cabins	Get ready for bed
10:15 PM	Cabins	Lights Out

LITE CAMP

SAMPLE SCHEDULE

DAY 3

Time	Location	Activity
7:45 AM	Cabins	Wake Up
8:00 AM - 8:45 AM	Dining Hall	Breakfast
8:45 AM - 9:00 AM	Cabins	Prepare for day
9:00 AM - 12:00 PM	KMC Campus	Adventure choice 5
12:00 PM - 12:45 PM	Dining Hall	Lunch
12:45 PM - 1:45 PM	Cabins	Rest
1:45 PM - 3:15 PM	KMC	Adventure Choice 6
3:20 PM - 5:00 PM	KMC	Adventure Choice 7
5:00 PM - 5:50 PM	Cabins	Showers & Daily Debrief
6:00 PM - 7:00 PM	Dining Hall	Dinner
7:00 PM - 8:00 PM	Upper Field	Rec Time
8:00 PM - 9:30 PM	Bucksbaum Outdoor Gateway	S'mores and Songs
9:30 PM - 10:00 PM	Cabins	Get ready for bed
10:15 PM	Cabins	Lights Out

LITE CAMP

SAMPLE SCHEDULE

DAY 4: DEPARTURE

Time	Location	Activity
6:30 AM	Bucksbaum Outdoor Gateway	Morning Club
8:00 AM	Cabins	Wake Up
8:30 AM - 9:15 AM	Dining Hall	Breakfast
9:15 AM - 10:00 AM	Dining Hall	Awards
10:15 AM - 11:00 AM	Cabins	Pack & Clean
11:00 AM - 12:00 PM	Bucksbaum Outdoor Gateway	Parent Pick-up and tour



ARRIVAL AT *Kennedy Mountain Campus*



LOCATION (WEATHER DEPENDENT)

Outdoors:
Challenge Course
Pavillion

Indoors:
Bucksbaum
Outdoor Gateway

Camper Drop-Off Procedures at KMC



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 Barbara 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.

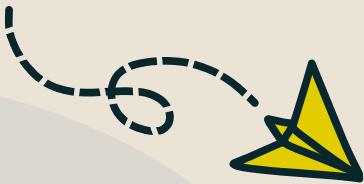


ARRIVAL AT Kennedy Mountain Campus

PASS CAMP AT KMC ARRIVAL PASSPORT

- Step 1 Find the KMC Staff at the entrance to Taylor Upper Campus and Check in
- Step 2 Grab your campers' medications and head to the nurse table to meet the nurse!
 - o Turn in medications
 - o Complete a lice check
- Step 3 Complete the PASS Camp at KMC Arrival Passport
 - o Meet your counselors
 - o Settle into your cabin
 - o Stop by the KMC Welcome Center to purchase last minute essentials (or visit with our office staff)
 - o Get a family photo taken at the Dining Hall deck

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.**
3. **See medication section under camper health**
4. **Plan ahead with your camper and ask how they would like to manage the drop off.**
5. **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.**

Our PASS Camp @ KMC Counselors and Staff and will be here to assist you along the way.

CHECK OUT

Camper Pick-Up Procedures at KMC:

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 Barbara Taylor Upper Campus for parking and check out procedures.

Day: Departure Day

Time: 12:45 pm - 2:00 pm for Mini-PASS Camp at KMC or 11:00am- 12:00pm for LITE-PASS Camp

Parking Location: By the Challenge Course Pavilion/ Bucksbaum Outdoor Gateway

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.

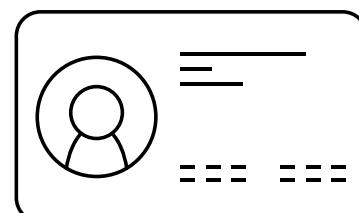
Campers and parents will have one hour to visit and explore together. Campers are encouraged to show their parents around the Kennedy Mountain Campus. All families are required to depart from the Kennedy Mountain Campus by the end of their designated pick-up time.

Trusted Contact

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.

CAMPDOC

DU Youth Programs utilizes CampDoc software which will house all camper records and allow you to update your trusted contacts in minutes!



Drop off and Pick Up Policy

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.

Food at Camp



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.



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.



If you have questions or concerns about your child's dietary needs, please reach out to our camp director so that she can answer any questions.

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. The exception would be for inhalers and epi pens which are allowed to be carried by campers and/or counselors for easy access in case of emergency.
- 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.

Packing 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)

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.

Communication

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 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, has a temperature of 101 or higher, or takes a day off activities due to illness.



Health

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 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 Youth Activities 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.

OTHER INFO

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.

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 the best course of action together.



Lice & Ticks

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

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 & Orthodontic Care

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

CampDoc forms.



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 and participants practice drills to address the above situations.

EMERGENCY PROCEDURES CONTINUED

We try to conduct fire drills during decent weather conditions. However, fire alarms do go off unexpectedly occasionally. When that occurs the 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 activated 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 Assistant 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 the specified locations provided below.

1. Red Feather Lakes Fire Department
a. 44 Fire House Ln, Red Feather Lakes, CO 80545
b. (970) 881-2565
2. Blue FCU Area
a. 5290 Arena Cir, Loveland, CO 80538
b. (970) 619-4111

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 to make sure they are cleared for pick up before retrieving your child.

ACCIDENTS

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 them 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. If 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



PHILOSOPHY

Our 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 Assistant 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 teenager) 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 OF CHILD ABUSE

P.A.S.S. Camp at KMC is a part of the University of Denver system, and deals directly with youth. We follow the same procedures as a licensed program in the State of Colorado and PASS Camp at KMC is mandated that we report any suspicion of child abuse to Social Services. Seasonal and full-time staff are all trained on identifying abuse and how to best report it.

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.



COLORADO
Office of Early Childhood
Department of Human Services

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.

1. 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.

2. Talk to the Associate Director of 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 Summer Program, Monica McCallum at monica.mccallum@du.edu or (303) 871-5351

3. Talk to the Vice Chancellor of the Kennedy Mountain Campus Wellness and Recreation: If you feel that neither Monica nor the counselors have met your needs you may also contact our Vice Chancellor, Matt Jensen at matt.jensen@du.edu or (303) 871-3950



HOW WE COMMUNICATE



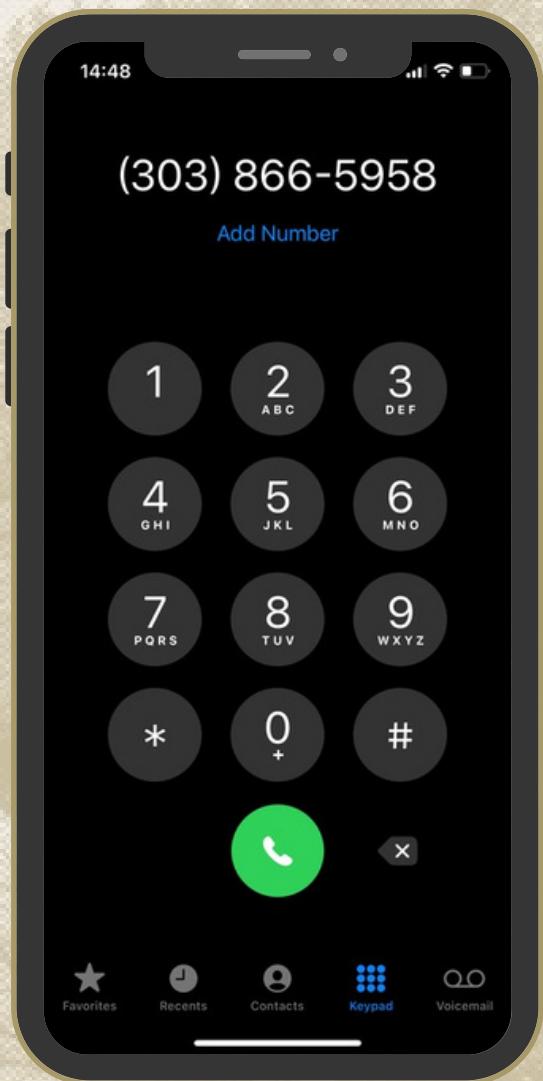
- **KMC Website:** General information and for all KMC Programs and Events, including Camp, are posted here.
- **Emails to Camp Families:** For each session, families will receive periodic emails prior to the first day of camp with reminders to complete CampDoc profiles and paperwork. Two weeks prior 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 COMPLAINTS

If you need to lodge a formal complaint to DU you may do so through our [DU Report It webpage](#) which you can find by clicking the link. Through this website you may Report an incident online or call 303-871-3000. The University's Department of Campus Safety is staffed 24 hours a day year-round by trained professionals employed to serve the University community. Any University-Related Individual who knows, suspects, or receives information that a minor on campus has been Abused or Neglected, or who has other concerns about the safety of a minor on campus (including a missing minor), must inform one or more of the following, available 24 hours a day year-round:

Department of Campus Safety at 303-871-3000
DU Anonymous Hotline at 303-871-7439

This reporting requirement applies regardless of whether an affected minor is participating in a University Program. Questions about reporting obligations or handling a situation involving a minor on campus can be directed to the Department of Campus Safety or Enterprise Risk Management.



COLORADO
Office of Early Childhood
Department of Human Services

WELCOME TO THE FAMILY



Daniel L. Ritchie Center
for Sports & Wellness
UNIVERSITY OF DENVER