



## **Parent/Caregiver Handbook for Day Camps 2020**

**Congratulations! Your camper has been accepted to attend one of the Easterseals Colorado (ESC) Day Camps! He/she is in for a fantastic Summer! Here is some information that we find helpful to pass along to parents and caregivers to prepare everyone for a safe and fun experience. For children aged 7 to 18.**

**Mission Statement: Helping people with disabilities live with equality, dignity and independently.**

### **Goals of Camp Program:**

- Our adaptive recreational programs are designed to help campers expand their boundaries and their conceptions of their own abilities.
- Campers will build positive self-esteem by participating in activities with opportunities for self-direction and decision-making. The group decision-making process encourages openness and respect for others.
- Campers will develop their social skills through cooperating with other campers in our program areas and through building new friendships throughout the week.
- Campers will be given opportunities to enjoy the outdoors and participate in a variety of recreational activities.
- For children ages 7 to 18 years old.
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### **Television/ Video Viewing Policy:**

- ESC Day camps will only display television/ videos with a “G” rating.

### **Pick-up and Drop-Off Information/ Child withdrawing policy:**

- Your camper’s drop-off time will be at 8:30 am and pick up will be by 4:30pm. Special drop off/ pick up times must be arranged prior to the camp day and will require an additional fee. Special times are between 7:30am and 5:30 pm.
- In the event that a camper arrives after the rest of the campers and staff has left on an excursion, parents are welcome to call the Camp Director (number provided at the end of this handbook) and bring camper to that day’s activity location.
- Staff members are assigned campers at a 2:1 ratio and are to keep track of their campers at all times. In the event that parents or caregivers are late for pick up, the assigned staff member will call the parent or caregiver 15 minutes after the scheduled pick up time. If the parent has not arrived after one hour, the authorities will be called.
- Parents are required to contact Easterseals Colorado by phone if child is to be withdrawn from program.
- ESC will contact parents/caregiver by mail and phone if they plan to discontinue program.

## Medical Information:

- We request that medications be given prior to and after the camp program whenever possible. If medication is required to be given during the day please read the following guidelines.
- All medication, vitamins, and supplements must be pre-packaged in a medication cassette and brought to camp along with **the original pharmaceutical packaging and/or bottles with at least one pill still in the bottle.** Liquid medications must be kept in original bottles.
- No medications, vitamins, dietary supplements, etc. will be administered without a doctor's prescription and the original bottles.
- All changes to current prescriptions must be in writing with a doctor's signature. No medications will be administered without a doctor's prescription.

### Examples of Medication Cassettes to be filled at home



### We will call you while your camper is at camp if:

- He/she has a seizure that is unusual for him/her or lasting more than five minutes in length
- He/she is vomiting or nauseous
- He/she exhibits cold or flu symptoms
- He/she experiences a change in mental status
- He/she has a temperature higher than 100 degrees
- He/she falls or sustains a physical trauma
- He/she acquires a sunburn with blistering
- There is a medication error involving your camper
- Any issue arises related to your camper's physical wellbeing that requires consultation with a parent or physician.

### Scope of Care Protocol for Day camp

It is the policy of Easterseals Colorado to take campers to the hospital or urgent care center via ambulance or other means (depending on the parent's wishes and severity of incident) for the following illnesses or injuries:

- Seizures lasting more than five minutes (unless otherwise specified by parents); or for any seizure experienced by a camper with no seizure history.
- Anytime a camper loses consciousness.
- Anytime there is a suspected broken bone or other orthopedic damage that the nurses, physician advisor or EMS deems appropriate.
- Anytime a wound is sustained and bleeding cannot be stopped or significantly slowed in one minute or which may require stitches.
- When there is a suspected head, neck or back injury.

- Anytime the camper's mental state has changed and he/she might endanger him/herself or others.
- Any other time the nurses or medical clinic on call deems necessary.

**Severe Weather policy:**

- Director will monitor weather during camp days for excessively hot or cold weather and plan activities accordingly.
- All campers will be moved in-doors in case of inclement weather, or into tornado safe room in case of tornado warning.

**It is the policy of Easterseals Colorado to send campers home for the following illnesses or injuries:**

- Gastrointestinal illness including vomiting and/or diarrhea that cannot be treated with over-the-counter (OTC) medications.
- Fever lasting more than one day that is not brought down by a fever reducer or that returns.
- Any skin rash or markings that the nurses or physician advisor deems to be contagious, and that cannot be treated with an OTC cream or medicine.
- Any other illness (headache, cough, cold, etc.) that is causing a camper to miss activities for more than one day, is not made better by OTC medications for more than one day, and that the nurses or physician advisor deem necessary.
- Anytime the camper's mental state has changed and he/she might endanger him/herself or someone else, and this cannot be altered by behavior management or medications.

**It is the policy of Easterseals Colorado to allow campers to stay at camp with treatment for the following illnesses or injuries:**

- Any illness that is being treated with antibiotics and that is no longer contagious.
- Any illness or injury that has been looked at by a doctor off camp who determines that it is safe for that camper to return to camp.
- Any superficial cuts, scrapes, or abrasions that can be treated with first aid on camp.

**Parents will be called if any of the following behavior issues occur:**

- Camper becomes a safety threat to him/herself, staff, or other campers.
  - Slapping, punching, biting, scratching, kicking or throwing items.
  - If a bite breaks the skin, camp may request a blood test from the camper to provide to the bite victim.
- Camper destroys camp or personal property.
- Camper continuously runs away, creating a dangerous situation.

**Policy if Day Camp Program is discontinued:**

- Easterseals Colorado will contact parents by phone if program will be discontinued.

**Transportation and Field Trip Policies and Procedures:**

- Campers accompanied by camp staff will regularly be transported to nearby locations for educational or recreational field trips and excursions in the community and outdoors.
- While riding in vehicles operated or leased by Easterseals Colorado, campers will remain in their seats with their seatbelts fastened.
- Campers will be supervised by trained staff members to prevent injuries or accidents while in transit.
- In the event of a transportation related emergency, staff will implement the emergency plan described in the Day Camp Emergency Plans included in the parent packet.

**Camp Visitors**

- Camp visitors to day camp are to report immediately to the Camp Director for identification.

## **Trained Guide Dogs.**

- Pets are not allowed on the Day Camp facilities and grounds. Guide or companion animals are only permitted with advance notice to Easterseals Colorado and the Lessee shall be responsible for ensuring that all guide or companion animals have appropriate certification. The Lessee assumes all risks of injury or damage to property or persons wherever located, resulting from a guide or companion animal, and shall indemnify, defend and hold Easterseals Colorado harmless against all claims on account of any such damage or injury to the fullest extent permitted by law. Easterseals Colorado shall have the right, in its complete discretion, to have a guide or companion animal removed from Easterseals Colorado premises if it determines the guide or companion animal poses health and safety risks. Upon the request of Easter Seals Colorado, the Lessee shall contact and inform the family/caregiver that the guide or companion animal must be removed the Easterseals Colorado premises in a timely manner.

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## **Things to remember:**

- There are no drugs, alcohol or weapons allowed on camp at any time.
- Please leave cell phones at home, if a camper needs to make a phone call, he/she may use the camp phone.
- If a camper has a guide or assistance dog, please call the camp for more information at 303-233-1666 x 222.

**\*Camp Director has final authority as to whether a camper must be sent home for behavioral issues and whether or not the camper may return to any future camp program.**

## **How to reach Staff :**

### **Yay! Camp Douglas County**

**Debbie Barr - Director**

**(303) 319-9591**

**djbarr@dcsdk12.org**

### **Main Office:**

**During office hours (Monday- Thursday, 8:30 am to 4:00 pm):**

**Krasimir Koev**

**VP of Programs**

**303-233-1666 X 222**

**kkoev@eastersealscolorado.org**

### **Weekend Phone Calls:**

All phone messages received after 3pm on Thursday will be returned Monday morning after 11:00 am.

## **Things to bring with you for check-in:**

- Packing list, filled out ready to give to counselor.
- Any doctor's prescriptions that may have changed since medical form was turned in.
- Any missing documents that were listed on your confirmation form.
- Emergency contact information for the time your camper is at camp.
- Original bottles of medications with at least one pill in them for identification.**
- Pre-sorted pills in medication cassettes prepared by you or a pharmacist .**

**Thank you for letting your camper spend time with us at  
Easterseals Colorado!**

We are looking forward to a great week with your camper! Please feel free to call us with any questions at 303-233-1666 x 222 or email us at [kkoev@eastersealscolorado.org](mailto:kkoev@eastersealscolorado.org)