



POLICY APPENDICES

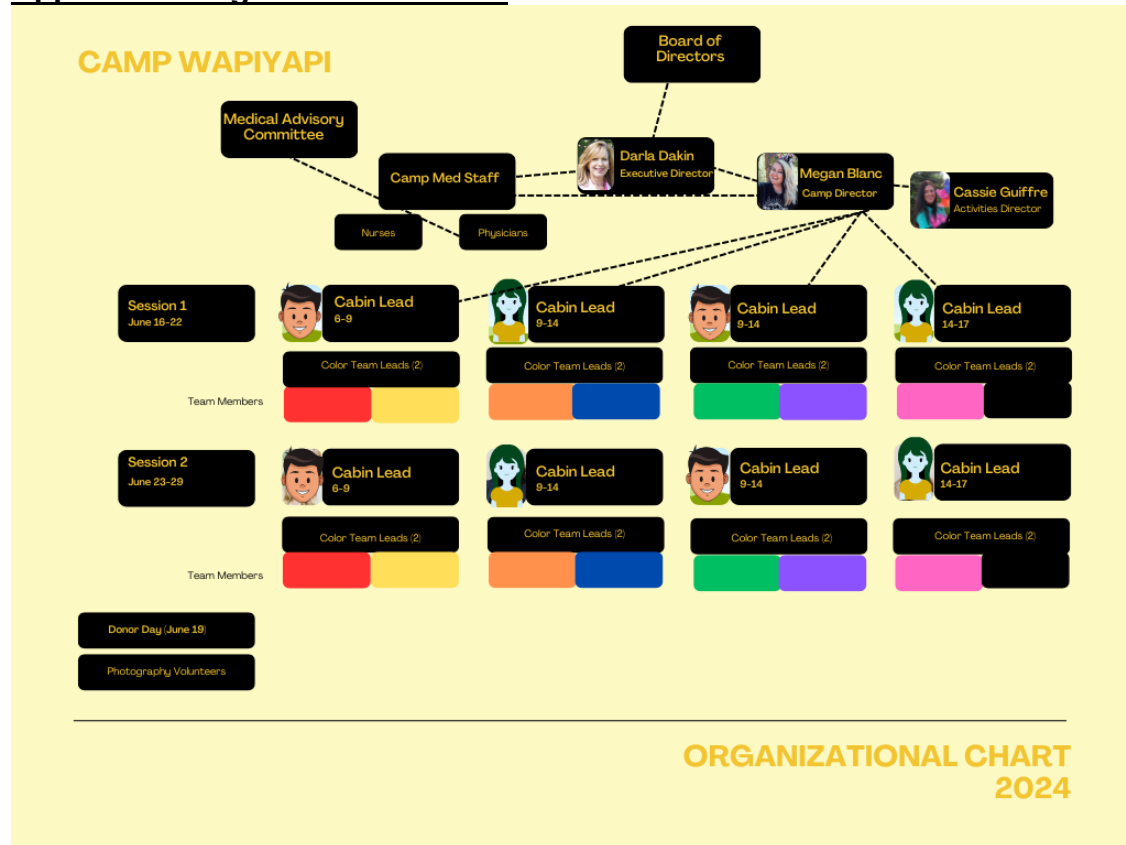
The following appendices detail our policies and procedures in further detail.

Appendix 1 Nondiscrimination Statement

Wapiyapi does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, board of directors, volunteers, subcontractors, vendors, and clients.

Wapiyapi is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Appendix 2 Organizational Chart



Appendix 3 Staff Job Descriptions

For ANY ROLE, each staff member:

- *Will enthusiastically represent Wapiyapi by displaying a positive attitude and maintaining a high level of energy and commitment to quality, while creating a safe and nurturing atmosphere that welcomes and respects all individuals*
- *Must have a sincere and genuine interest in working with youth and should relate well to all age levels and backgrounds of people*
- *Be mentally and visually alert to recognize potential concerns/issues and/or hazards and accidents*
- *Adhere to all policies, procedures, camp rules, and health protocols positively and help build and nurture a sense of community*

For COUNSELING ROLES, each staff member additionally is:

- *Physically able to hike, walk, stand, bend, lift comfortably (50 lbs.), and use stairs over the course of a day at elevation of 8,500 ft.*
- *Will actively participate in all training required:*
 - 1) *OSHA training online (LINK) on your own no later than May 31st,*
 - 2) *SPECIFICS training via Zoom either Sat. Apr 20th or Sat. Jun 1st (1 hour), and*
 - 3) *training at the campsite the day before your session begins. All staff must be onsite by 1:00pm; late arrivals are not allowed as the state requires training to be completed in its entirety.*

MEDICAL STAFF

Reports to the Camp Director with medical oversight by On Call Oncologist

PHYSICIANS AND NURSES MUST BE **PHYSICALLY PRESENT ONSITE AT CAMP AND**

AVAILABLE ON WALKIE AT ALL TIMES, 24/7, to evaluate acute illness or injury and support one another on the medical staff.

CAMP NURSE

***CERTIFICATION REQUIRED; AT LEAST TWO PEDIATRIC ONCOLOGY NURSES REQUIRED OVERNIGHT**

Nurses volunteer for 12 or 24-hour shifts; multiple shifts are available. Collaborating with the other medical staff members, they are committed to any medical related needs of the campers and volunteers. A 24-hour shift at the campsite is from 10am-10am; a 12-hour shift is 10am-10pm. The medical staff provides camp participants' care for injuries and illnesses, and supports the campers with their regular and PRN medications and in completing documentation. Nurses are involved in discussions regarding decisions about needing to send a participant to a hospital or home.

CAMP PHYSICIAN

***CERTIFICATION AND PROOF OF MALPRACTICE INSURANCE REQUIRED; AT LEAST ONE PHYSICIAN ONSITE AT ALL TIMES**

Physicians volunteer for 24-hour shifts; multiple shifts are available. They must be available Collaborating with the other medical staff members, they are committed to any medical related needs of the campers and volunteers. A 24-hour shift at the campsite is from 10am-10am. The medical staff provides camp participants' care for injuries and illnesses, and supports the campers with their regular and PRN medications and in completing documentation. Physicians are involved in discussions regarding decisions about needing to send a participant to a hospital or home.

COUNSELING STAFF

TEAM MEMBER: Report to CABIN LEAD

TEAM MEMBERS are full-time, residential camp counselors in support of a cabin of campers by age group. Members must be at least 19 years of age for the younger age groups and at least 22 years of age for campers ages 14-17 years old. Campers engage in all meals and daily activities together as a cabin and will participate in activities with other campers as well. Each cabin consists of two color teams to encourage some fun challenges. A minimum of one adult is in each sleeping room with campers.

EVERY adult in the cabin shares in the responsibility to keep the group safe and cohesive while fostering child-to-child interactions to promote friendship and confidence. TEAM MEMBERS must be responsible,

willing to put others' needs before their own, and work positively with the other adults in the cabin. Experience collaborating with others in a team approach preferred.

At Camp:

- encourage activity participation with special attention to inclusivity
- assure campers are safe, eating/drinking water, and getting enough rest
- support campers' personal needs (bathing, dressing, toileting, mobility, dietary, behavioral)
- help get campers to receive medications (and medical care)
- adhere to the cabin's daily schedule which includes meals, activities, bathroom times, and respite times
- maintain and clean up cabins, activity areas, and supplies; report any issues promptly
- inform CABIN LEADs promptly in addressing concerns, issues and documentation

LEADERSHIP POSITIONS

REQUIRED QUALITIES & SKILLS FOR ALL LEADERSHIP POSITIONS

- *proven ability to work effectively with youth, diverse individuals, and teams of volunteers*
- *ability to plan, initiate and lead small and large group activities*
- *willingness and ability to redirect both children and adults*
- *strong decision-making with ability to solve problems fairly and kindly*
- *flexibility and composure under stress*

If you are not selected for a leadership position, you may still be considered for another role.

CABIN LEAD & TEAM LEADER ROLES

Each cabin has a CABIN LEAD and two TEAM LEADERS in a fluid structure. Their roles are similar in making sure everyone on the team is supported and issues are handled promptly in the most effective manner.

A CABIN LEAD oversees the cabin and is the 'point' person in communication with the Camp Director (immediate report). Team Leaders are the 'point' persons for their teams to facilitate certain activities and confirm medications (immediate report is CABIN LEAD), but they are not limited to just that group of campers. Every staff member in a cabin works collaboratively with one another in support of ALL campers in their cabin.

TEAM LEADER

Reports to Cabin Lead

There are two TEAM LEADERS per cabin to enhance logistical oversight and promote cabin spirit. These leaders foster the comradery of campers throughout the entire cabin while providing particular attention to a color team to get campers to the Med Room and promote team spirit during cabin challenges. TEAM LEADERS ensure Craft Shack and other areas for Activities are set up/cleaned up within a rotating schedule of support with other cabins.

Before Camp:

- participate in leadership training and orientation
- assist with pre-camp communications to campers and parents
- participate in an afternoon session with directors and cabin leads to review their role
- Support team bonding activities and challenges

At Camp:

- facilitate team activities with special attention to inclusivity
- manage the team's daily medical schedule for campers and adults
- promote camper support including physical and disciplinary
- check in with all team members daily to keep apprised of issues
- inform Cabin Lead promptly in addressing concerns, issues and documentation

CABIN LEAD

Reports to Camp Director

A CABIN LEAD oversees all residents of a cabin. They supervise and help the cabin's Team Leaders and Members to ensure a collaborative unit in support of all campers in the cabin.

The CABIN LEAD will carry out these tasks:

Before Camp:

- assist with pre-camp communications to Cabin Staff (cabin and team) and Camper Parents
- arrive at camp the morning before the rest of the staff arrives for onsite training and camp setup
- review camper rosters to understand camper and team needs
- review the cabin's rooming assignments, confirm activity schedule

The CABIN LEAD will collaborate with Team Leaders/Members on these tasks:

At Camp:

- manage daily operations, including emergency situations, in compliance with the childcare license, insurance policies, and the organization's policies and procedures
- support participant check-in/out
- plan and facilitate bonding activities and team challenges with special attention to inclusivity
- manage the cabin's daily schedule which includes activities, bathroom times, and respite times
- support camper needs including physical and disciplinary
- check in with all cabin members daily to keep apprised of issues
- confirm status of the cabin with a daily check-in with other TEAM LEADERS
- inform directors promptly in addressing concerns, issues and documentation including participation at daily leader meetings
- ensure all cabin members receive their medication (and medical care) on time each day
- address adult discipline issues or other concerns on the team
- support the Camp Director/Staff in completing injury reports and reporting suspected abuse/neglect
- communicate needs and issues with Quaker Ridge Staff to carry out Wapiyapi's program

Appendix 4 Drug Free/Alcohol Free Policy

Wapiyapi has a vital interest in maintaining a safe, healthful and efficient environment for its camp community.

Being under the influence of alcohol, cannabis, illicit drugs and certain legal drugs jeopardizes the welfare and safety of participants including campers, employees, and visitors. Accordingly, possession of OR being under the influence of alcohol, cannabis, illicit drugs and certain legal drugs while at Camp Wapiyapi is strictly prohibited and grounds for immediate termination of employment at Wapiyapi and/or participation as a camper. This prohibition extends to travel to and from camp or participation in any Wapiyapi sanctioned camp excursion or trip. Anyone seen drinking or behaving in a manner consistent with intoxication will be immediately dismissed.

No alcoholic beverages or cannabis in any form are allowed on camp property. This includes prescribed medical marijuana and marijuana edibles.

No tobacco products, e cigarettes, vapor products or juul is allowed on camp property.

Possession or use of illegal drugs or substances will not be tolerated and anyone found to be using or possessing such substances will be immediately dismissed. The camp director reserves the right to require drug screening for any staff member.

Campers with prescriptions for opioids or other controlled substances (other than medical marijuana) will be allowed to take these medications if disclosed on health forms signed by prescribing doctor, AND the medication is kept in the infirmary and dispensed by the Camp Nurse or Physician. Companions will not be allowed to use opioids or controlled substances while at camp that may adversely affect their judgement or ability to care for a camper.

"Under the influence" is defined as any physical or mental effect on behavior or capabilities from use of alcohol, cannabis, illicit drugs and legal drugs such as opioids or other controlled substances. It is the responsibility of all staff members to ensure that the camp environment is free of alcohol, cannabis, illicit drugs, or certain legal drugs. Anyone who has knowledge of the violation of this policy shall immediately report the violation to the Camp Director. Failure to report the violation of this policy to the Camp Director

shall be grounds for disciplinary action, up to and including termination of his or her participation at camp and/or employment status.

Reasonable Suspicion. If the Camp Director has reasonable suspicion that a participant is under the influence or otherwise engaging in conduct that violates the policies of Wapiyapi, the participant will be asked to leave camp immediately. Persons asked to leave camp will need to provide a sober ride for their return home, or will be required to stay in the infirmary until they are sober.

Confidentiality. All issues pertaining to this policy shall be treated as confidential by Wapiyapi.

Appendix 5 Transportation Policy

Riding in a Vehicle at Camp

Personal Motor Vehicles

- Personal motor vehicles shall be driven no faster than 10 miles per hour on camp roads.
- All vehicles must be parked in the area reserved for staff parking
- All personal vehicles of Camp Wapiyapi staff members should be backed into the parking spots in case of the need for quick evacuation.
- No campers may sit in or ride as passengers in any personal motor vehicle other than those belonging to their authorized drop-off person(s) or pick-up person(s).
- At no time shall Camp Wapiyapi or Quaker Ridge Camp be liable for accidents involving staff members in their personal motor vehicles.

Facility Vehicles

Only a Quaker Ridge Camp staff member can operate facility vehicles with the exception of a golf cart(2) provided by Wapiyapi. The golf cart(s) may be used by a member of the Camp Wapiyapi medical staff to transport a child, if necessary, and/or by camp directors as needed to support camper needs.

Transporting Campers

Emergency Evacuation

In the case of emergency evacuation, refer to Appendix 7 Emergency Plan Procedures).

Emergency Medical Care

At no time shall staff transport campers in their personal vehicles during camp except in the case of a medical emergency as determined by the medical staff onsite and/or with explicit permission from the parent or guardian. Only a member of the medical or leadership staff with appropriate driving credentials may transport a camper to the emergency center facility.

Excursions

If an excursion/field trip is a part of the camp schedule, plans must be confirmed in advance with the parent or legal guardian. Camp Wapiyapi may provide transportation to the campers within our program who can be safely transported by Quaker Ridge or other vehicles providing we have written permission from the parent or guardian. We will have a specific written permission slip form with transportation arrangements for any field trip that is planned and it is the responsibility of the parent or legal guardian to provide the slip to us. We will not transport any campers if we do not have the signed permission slip.

While transporting campers on field trips, we ensure that Colorado state laws are followed at all times:

- A. **Driver Policy:** A qualified driver will be present in each facility vehicle with each group of campers. Any staff member transporting campers must be 22 years of age or older, approved by Quaker Ridge and Wapiyapi directors, and must possess a valid operator or chauffeurs license appropriate to the vehicle being driven. Each driver will also be instructed in emergency roadside procedures. All drivers of camp vehicles must have their names submitted to the Camp Insurance Carrier prior to the start of camp. At least one adult in the vehicle shall hold a current Community First Aid and Safety certificate or equivalent.
- B. **Vehicle Inspection:** Vehicles used must be facility vehicles with appropriate licenses and insurance. All facility vehicles are equipped with first aid supplies and will have a camp staff

member currently certified in First Aid. Any vehicle that transports nine or more passengers shall carry a fire extinguisher, reflective equipment, and roadside markers.

- C. Passenger Restraints: All vehicles are required by law to have proper passenger safety belts. The driver and all passengers are required to remain seated with their seatbelts fastened appropriately. Children are never left unattended in a vehicle.
- D. Supervision: If a vehicle is transporting more than 9 individuals, there shall be at least one adult supervisor in addition to the driver.
- E. In case of a motor vehicle accident, local law enforcement shall be notified, as well as Quaker Ridge and the Camp Director. Campers shall be accounted for and moved to a safe area. If anyone requires medical attention, the Camp Director or a designee will call Emergency 911.

Appendix 6 Health & Safety at Camp

The most important aspects of staff training focus on the safety of campers. Staff members must be familiar with all safety measures at camp and how to encourage cleanliness, good nutrition, and protection at high elevation.

Medical

Specific training with the medical staff is required to learn special needs of the camper population and how to maximize their health care by the medical staff. Camp Wapiyapi is staffed by at least one physician and two nurses who are available 24 hours a day to help. If you have any concerns or questions about your camper's health (or your own) day or night, please go to the Med Room.

Do not try to treat illnesses or injuries yourself. Even for seemingly small things, the medical staff wants to know how all the campers are doing and prefer that you come get checked out. **HOWEVER**, for very small things like splinters, slightly runny nose, etc. in campers not on therapy, please come to Med Room between 7:30am and 10:00pm. The medical staff also needs their rest.

If your camper has medications, please help us by knowing your camper's medication schedule and bringing them to the Med Room for meds on time so the med staff doesn't have to hunt you down.

The Med Room Hours:

7:30am to 10:00pm (all meds - campers and adults - must be picked up between these times).

Some examples of reasons to go to the Med Room include:

- 1) Fevers
- 2) Vomiting and diarrhea
- 3) Difficulty breathing or worsening cough
- 4) Dizziness/lightheadedness
- 5) Injuries (cuts, scrapes, pain)
- 6) Rashes
- 7) Sunburns
- 8) Dehydration
- 9) Headaches
- 10) Allergic reactions
- 11) Allergies
- 12) Cold symptoms
- 13) Fatigue
- 14) Confusion
- 15) Abdominal pain
- 16) Threatens to harm self/others
- 17) Sore throat
- 18) Eye drainage or redness
- 19) Eye pain/injury

- 20) Bleeding
- 21) Nosebleeds

Issues specific to campers with cancer:

- 1) Sun sensitivity: With the high altitude, all campers at camp are at risk of sunburns. Certain treatments make kids even more sensitive to the sun. All campers should apply sunscreen several times a day. All campers should also be encouraged to wear hats/scarves to protect them from the sun.
- 2) Central lines: If a camper has a central line (broviac, mediport), please come to the Med Room to get specific instructions and precautions.
- 3) Dehydration: All campers need plenty of water and are at risk of dehydration, but this is even more important for campers undergoing treatment. Campers need to be encouraged (and reminded) to carry a water bottle and to drink water at all meals.
- 4) Low blood counts and fevers: All campers with a fever should be taken to the Med Room, but this is especially important for campers on treatment. These campers are at risk of serious infections and need to be seen right away.
- 5) Poor appetite: If a camper is not eating, please let the med staff know.
- 6) Bleeding and nosebleeds: Campers undergoing treatment may have a low platelet count, which makes them more at risk of bleeding and also makes it harder to stop bleeding. Campers who have bleeding or nosebleeds need to be brought to the Med Room right away.

Universal Precautions must be observed prior to coming into contact with blood, secretions, stool, vomit, urine, or other bodily fluids. Observance of universal precautions protects against exposures to blood- and secretion-borne pathogens such as HIV, hepatitis, and other viruses and bacteria that cause infections.

- A. If it becomes necessary to come into contact with a camper's or staff member's blood, secretions, stool, vomit, urine, or other bodily fluids, make sure to first wear gloves found in the first aid kits. For example, if someone has a bloody nose, place gloves on your hands before touching the person. If no gloves are available, use a dry cloth to help the person and avoid contact with his/her blood. If possible, ask the person to hold the cloth themselves.
- B. Place all soiled clothing or bed sheets in a plastic bag and bring it to the Med Room. Bed sheets and clothing may then be washed.
- C. Disposable items (paper towels, etc.) should be placed in a separate plastic bag and brought to the Med Room for disposal.

Personal Safety and Healthy Boundaries

Safety and protection must be covered in depth during staff training. The best safeguard is the use of a buddy system to assure no child is left alone should an adult need to seek help. Staff members must respect and model healthy boundaries to assure the safety of all children, as well as protect themselves from any false accusations.

Appropriate Physical Contact

Hugging and touching can be important aspects of human interactions, but they must stay at a level that is comfortable and safe for campers. Do not touch campers anywhere that their swim suit would cover. Be aware of campers' level of comfort with their personal space. For example, if a camper initiates a hug, it is appropriate to hug them back. However, campers should never be forced to hug anyone. When in doubt, ask someone if it is okay to hug or touch them prior to doing so.

Appropriate places to touch a camper as a form of encouragement are on the shoulder, the arm, or the upper back. If any intrusive, inappropriate, or unwanted physical contact is observed between staff, campers, or a staff member and camper, it should be reported to the Camp Director immediately. Even if it seems benign or minor at the time, it is important to report. Children are at different points in the process of learning impulse control, and it is a skill that we are helping them develop. Adults who do not have impulse control are not safe for themselves, campers, or fellow staff members, and they should not be at camp.

Protect yourself from false accusations

1. Do not help a child in the shower or bathroom without another adult present to witness.
2. Do not let campers hang all over you or each other.
3. Do not sit in campers' laps.
4. Do not hold campers in your lap.
5. Do not let campers kiss or pat you or each other.
6. Do not touch campers on the bottom, lower back, thigh, or chest.
7. Be careful about what aspects of your personal life you divulge to campers, especially with regards to personal relationships.
8. Do not invite campers into private staff areas.
9. Do not tuck campers into bed alone.

Fire Safety

Campfires must be approved by Quaker Ridge Camp and supervised by the Camp Director. Two fire extinguishers and a rake or shovel must be present at campfires. Campfires must be at least 10 feet from tents and cabins and must be within designated fire circles. Fire circles must be kept free of debris.

If a fire occurs in a cabin or program area, the staff's first responsibility is to get campers out of harm's way. The next step is to attempt to put out the fire with a fire extinguisher, but only if this can be accomplished without risking anyone's safety. Do not attempt to extinguish a fire if there is any danger to the staff's safety. Follow the evacuation and fire procedures included in the staff manual.

Fire extinguishers are located in all cabins and public buildings.

To operate a fire extinguisher:

PULL out the pin.

AIM at the base of the flame from about 8 feet away.

SQUEEZE the handle with a steady pressure.

SWEEP the extinguisher from side to side to cover the flame.

Appendix 7 Emergency Policies & Procedures

Staff members shall be trained in all emergency/disaster preparedness and implementation procedures for evacuation, severe weather, fire, natural disaster, and emergency drills. These procedures include:

Evacuations

1. to remove camp participants (children and adults) from a dangerous situation to safety or protection, e.g. during a fire drill
2. to move camp participants out of the entire area to a pre-designated shelter, e.g. gas leak in the neighboring area.
3. to direct camp participants to an off-site location in the event of a threat to location, e.g. wild fire or flash flood.

Shelter-in-Place to keep camp participants in place inside a building and securing the facility for an immediate threat or emergency, e.g. tornado warning or poor air quality due to smoke from a wild fire.

Lock Down to protect camp participants inside a facility from a dangerous external threat, e.g. active shooter.

Written copies of all emergency procedures will be in each cabin, at the Nurses Station, with the Physician, at all activity sites, and with each member of the leadership staff.

Resources

1. Quaker Ridge (QRC) has a partnership with a nearby church, Durham School Bus Services (719-687-4411), that currently maintains buses to transport all camp participants to the evacuation point designated by the local authorities when applicable.
2. The North Teller County Fire Protection District along with coordination with the Teller County Sheriff's Departments will determine the need, time and direction of evacuation.

3. The evacuation route and destination staging area for parents to pick up their children shall be: If the emergency necessitates evacuation to the North, all participants will proceed out the QRC North Gate to the Girl Scout Camp for further instruction. If to the East, all shall proceed up the Trail of Silence to Rampart Range Road for further instruction. If to the South, all shall proceed out the South Gate through the National Forest land to the private land in the valley beyond for further instruction. If to the West, all shall assemble on the basketball court for embarkation on the Durham busses or other appropriate transportation.
4. Family Communication and Reunification
 - A. Each camper participant will have on file an updated (at least annually) at least one local emergency contact. Their contact information will include name, home address, home or work phone number and cell phone number.
 - B. Each emergency contact will know the locations/alternate locations for reunifying with the camper after an evacuation.
 - C. Notification of an emergency will be made as quickly as possible to inform emergency contacts that a procedure is underway and when reunification will occur.
 - D. Release of children will be in accordance with our camp policies and procedures with parent/guardian authorizations outlined.
5. Children with special needs:
 - A. Participants with mobility issues, blindness, deafness, or other special needs will be attended to first when loading buses.
 - B. The medical staff shall be responsible for carrying all of the children's files that contain the important information that doctors or emergency personnel need to know.
 - C. An emergency 'Go To' kit should be carried by Cabin Captains that contains a laminated personal communication board, whistle, battery charger for motorized wheelchairs, flashlight and batteries, extra batteries for devices, and items that will calm or entertain the children. The kit can include any additional items as identified with families in the registration process, and by the medical staff, in support of special needs.

Procedures

Policy for Shelter-in-Place

When it is unsafe to evacuate camp participants outside the facility

1. Shelter will be sought using the interior wall of a room on the opposite side of the building from where the storm is approaching
2. If a tornado warning, the safe area(s) is on the lowest level of the building, in interior rooms, away from doors or windows and if possible in smaller rooms with small ceiling space.
3. Furniture and items mounted on walls will be secured so they do not fall on the occupants of the room.
4. If shelter is needed due to poor air quality from smoke or other toxins, all windows, doors and air intake will be closed. If possible, windows, doors and vents will be covered with thick plastic.

Policy for Lock Down

If there is an active shooter, violent intruder, or other dangerous external emergency inside or immediately outside, staff should follow the "ALICE" principles:

Alert

- Call 911 and report the incident
- Inform senior leadership and all activity areas
- Provide as much information as possible (location/direction, gender, clothing description, activity)

Inform

- Give instructions to lockdown or move to a safe location
- A safe location will be a location on camp away from and in the opposite direction of the movement of the shooter/intruder

Lockdown

- If instructed to lockdown in place, use heavy objects to block doors and windows and do not open until instructed by uniformed law enforcement officers
- Keep children away from doors and windows. Try to move them to an internal room, if possible.
- Entertain children with quiet activities and keep them calm

Counter

- If an encounter with an active shooter occurs, as a last resort, take steps to counter by distracting the individuals by throwing objects at them and attempt to disarm

Evacuate

- All attempts should be made to evacuate the area. Camp staff must maintain control and accountability of campers
- Initial evacuation should be in any direction away from the active shooter to a safe distance

Policy for Evacuation

Depending on the threat, camp participants may need to be moved to a different situation or a pre-designated shelter. When a hazard is more widespread, it may be necessary to evacuate camp participants to a pre-determined location in a safe area.

1. An evacuation away from the facility shall be determined to be a "Code Yellow" or a "Code Red."
 - A. Code Yellow evacuation shall be defined as pre-notification by Fire Control Authority with information that provides for sufficient time to gather campers' personal luggage and then board bus transportation.
 - B. Code Red evacuation shall be defined as notification of imminent danger and rapid evacuation is required.
2. Upon notification of possible evacuation, the Quaker Ridge director will determine if it is to be a Code Yellow or Code Red evacuation and will notify the Camp Director.
3. Campers shall gather in teams with their companions and a head count by name will be conducted by team leaders. Team Leaders will report anyone missing to their Cabin Captain.
4. A bell shall be sounded until all campers and staff have been gathered at the camp basketball court and accounted for. The Camp Director is responsible for initiating a search for a missing child.
5. As each team is accounted for, they shall be directed to either directly board the buses or gather their belongings and then board the buses.
6. Companions will assure those campers with disabilities and/or those with access and functional needs are safely moved during this procedure under the supervision of their Cabin Captains.
7. A staff person shall call by phone or be dispatched to any areas of off-site program activity. If time permits, they shall be instructed to return to camp for evacuation. If an immediate evacuation is required, instructions will be given on route of travel and destination staging area.
8. While camp is preparing to evacuate, the Quaker Ridge director will coordinate with local fire control authorities or the Teller County Sheriff's Department to determine the safest route of evacuation.
9. The Quaker Ridge director shall designate a staff person to prepare a recorded message on the camp telephone of the intention to evacuate, the projected time of evacuation and the destination staging area.
10. The priority of assigned seating on the camp evacuation buses shall be the campers and their assigned companions, the Nurses, the Physician, the Camp Director, the Quaker Ridge director or his/her representative, and then other staff as space is available. All remaining staff shall pool into remaining camp vehicles and personal vehicles and evacuate the grounds following the departure of the buses.
11. Prior to evacuation, the Quaker Ridge director shall notify the Teller County Sheriff's Office of time of departure.
12. All camper health records shall be carried out by the Nurses.
13. Prior to departure, a final head count by name and cabin group shall be conducted by the Camp Director to ensure all staff and campers are accounted for.
14. Upon arrival at the destination staging area, cell phone notification shall be made to parents by the Camp Director and designated leadership staff instructing them to pick up their children.

15. Campers shall only be released to parents, legal guardians, or designated family or friend in accordance with the existing camper release policy and procedures.
16. No staff or campers shall be allowed to return to camp site facilities until approval is granted by local fire control authorities.
17. Parents shall be provided with a letter upon camp registration that outline these procedures with follow-up instructions.

Policy for Severe Weather

The signal to notify campers and staff is a continuous siren. This signal means for campers and staff to seek immediate indoor safety. Staff will be on hand to assist campers and visitors. At the sight or warning of severe weather, the following procedures shall be followed:

- The siren will be sounded
- All campers and staff will immediately seek indoor shelter.
- Team leaders will take a head count and report missing campers to their Cabin Captain.
- As soon as the weather has passed, normal activities will resume.

Policy for Fire

A sounded bell is a signal for campers to gather at the basketball court. Each staff member is given instructions as to camp fire policy. Quaker Ridge also conforms to the fire prevention and protection requirements of the local fire department. An inspection and approval by the local fire department has been obtained. A fire extinguisher is available in every building and structure, including the kitchen. Fires are also prohibited within 10 feet of any tent. The following procedures apply to drills and real fire emergencies.

- A fire drill will be practiced on the day that the campers arrive.
- A bell shall be rung continuously as soon as a fire is detected.
- A call is placed to 911 immediately.
- All campers and staff report IMMEDIATELY to the basketball courts. In case of a fire in this area, report to the recreation field.
- Team leaders will assemble their teams and report head count to their Camp Director. A report will be made of any missing campers.
- All other staff not involved directly with campers will search all buildings to make sure they are clear of campers. No staff person is to risk their life by entering a burning building or attempting to douse a fire.
- All campers and staff will remain in the assembly area and only resume activities when the fire department has issued an all-clear.
- Evacuation procedures will follow if they are required.

Policy for a Lost Camper

1. In the case of a lost, missing, or runaway camper, the following procedures must be followed. All available staff will conduct a search for camp grounds.
 - A. Buildings and cabins will be checked thoroughly.
 - B. Wooded areas will be swept with a team of staff searchers.
 - C. The Camp Director will radio the team leaders to have their campers and companions congregate at the basketball courts and will then sound an air horn, signaling all campers and companions to assemble at the basketball courts. The Camp Director, via the team leaders, will account for all other campers, now standing at the basketball courts. Once all campers have been accounted for, they will be taken to the Chapel to be supervised by remaining staff.
2. If a thorough search of camp grounds fails to locate the camper, the Camp Director or designee shall call Emergency 911 number and request assistance
3. Searching will continue in all areas of camp, surrounding roads and trails.
4. The camper's parents will be notified if the initial step (#1) fails to locate the child, they will be asked to help by:
 - A. Offering any possible clues as to where the camper may have gone.
 - B. Phoning friends and relatives to determine if the individual has been found.

5. If a camper is missing from an Off-Grounds Activity, the same procedures apply. The nearest police department should be notified. The person in charge of the activity will be responsible for making all calls.
6. A written report shall be submitted to the Colorado Department of Human Services within 24 hours.

Policy for Illness or Injury

All illnesses and injuries must be reported to the Nurses and Physician immediately, who will report the illness to the Camp Director. Please radio the Med Room with any medical emergency.

If a child becomes ill or injured during camp

They should be taken to the Med Room if possible or the Nurses, Physician, and Camp Director should be radioed and told to come to the location of the camper. The Nurses and Physician will evaluate the child and decide what further intervention is necessary. The child's parents will be notified of the incident.

If the Nurses and Physician determine that emergency intervention is required

The Camp Director or designee will then call the Emergency 911 number. The Camp Director will radio the Team Leaders to have their campers and counselors congregate at the basketball court and will then sound a bell, signaling all campers and counselors to assemble at the basketball court. The team leaders will account for their campers. Once all other campers have been accounted for, they will be brought to the Chapel and will be supervised by remaining staff. The Nurses and Physician will stay with the ill or injured camper and provide care until EMS arrives. The child's parents will be notified immediately after 911 is called. Colorado Department of Human Services will be notified of the incident within 12 hours and a written report shall be submitted to the Colorado Department of Human Services within 24 hours.

Appendix 8 Activities Policies & Procedures

Parents will be provided with a list of all activities. Camp Wapiyapi must be informed at the time of application of any activities a camper cannot participate in. Campers participate with their respective Camp Wapiyapi counselors. For special activities, a parental permission slip will need to be signed. A First Aid kit is available at each activity site.

Quaker Ridge Camp Activities

Each of the following activities is run by a certified staff member(s) of Quaker Ridge. All activities are approved in advance to assure availability of staff and the requisite staffing ratios.

High Ropes/Zip Line

The purpose of the *High Ropes/Zip Line* is to provide a safe environment for participants at least 4' tall to challenge their comfort zones and explore new challenges while 20-30 feet off the ground. The course varies in height and the zip line may go up to 45 feet. The activity is led by certified instructors who are at least 18 years old. Each instructor must also complete at least 10 hours of instruction experience. The instructors must be supervised by the challenge course supervisor who is at least 20 years of age with at least 10 hours of instruction experience. Both the supervisor and the instructors must be trained in the type of ropes course being used and must hold a current Community First Aid and Safety certificate or equivalent.

The supervisor is responsible for the care and inspection of the *challenge course*, logging hours of use of ropes, caring for harnesses, and maintaining a safe environment for participants. A "*Challenge By Choice*" policy applies stating that each participant is encouraged to participate, however no participant will be forced on the *course*. The ropes course is off limits when proper supervision is not available. Access to the ropes course is controlled by education, signs, and whatever other means are necessary to control unsupervised access. Climbers must wear a helmet at all times while in the ropes course.

All equipment must be checked by the supervisor or instructor immediately prior to use. All equipment shall meet industry standards and shall be maintained, visually and physically inspected and replaced on a timely basis.

Swimming

Swimming is allowed for all ages in the swimming pool as monitored by lifeguards. Pursuant to state licensing requirements, campers will be given a swim test before being granted full pool access.

Archery

The purpose of archery is to expose campers to a lifetime sport. There are no restrictions by age. Campers have the opportunity to shoot at targets and improve their skills. The following policies will guide the archery program.

1. The supervisor must be a certified archer. The supervisor or staff trained by the supervisor must be present at all times while the range is in operation.
2. The range must be clear of hazards and well-marked. There must be a clear path to the target which is not obstructed by rocks, trees, or branches. Traffic, trails, and other camp activities are not to be placed in the direction of flight of the arrows.
3. Equipment must be maintained in a safe condition, and must be inspected before each use for fractures, cracks, or splinters. Damaged equipment will not be used.
4. Equipment must be stored under lock and key when not in use. Bows and arrows are only used at the firing line.
5. All archers shall use the same firing line. Arrows shall be issued only at the firing line.
6. Arrows shall be knocked to bow strings after shooters are on the firing line and after the signal has been given.
7. Shooters must have a designated target.
8. Movement must be controlled by a supervising staff member. All persons must stay behind the shooting line until all shooters have released their arrows. Once the signal is given, the shooters may retrieve their arrows.

Low Ropes Course

The purpose of the low ropes course is to provide campers of all ages with a fun and safe activity while strengthening their team building skills. Safety shall remain the priority at all times. Certified staff members have experience with all of the elements of the low ropes course. Campers should be encouraged to participate in the elements but should not be forced or pressured into doing anything that makes them feel uncomfortable or that they do not wish to do. There must be adequate spotting by adults at all times.

Wapiyapi Activities

Each of the following activities are run by a member of the Wapiyapi staff or an approved guest accompanied by Wapiyapi staff. Each activity site must have at least one staff member present at all times who holds current First Aid certification.

Craft Shack

The purpose of arts and crafts at the Craft Shack is to provide a fun activity and a creative outlet for campers of all ages. All projects must be approved by the Activities Director and supervised by the child's counselors. Requests for materials at camp should be coordinated through the Activities Director.

Basketball and Volleyball

The purpose of basketball and volleyball is to provide campers of all ages with the opportunity to have fun and participate in a team sport. Campers must always be supervised by staff members while playing. Games should remain friendly and encouraging. All campers who wish to play must be included. Adults should participate with the campers if they are able.

Miniature Golf

The purpose of miniature golf is to provide campers of all ages with a fun activity. Campers must always be supervised by staff members while playing. Games should remain friendly and encouraging. All campers who wish to play must be included. Adults should participate with the campers if they are able.

Water Fights

The purpose of water fights is to provide a fun activity for campers of all ages who wish to participate. Water fights must be pre-approved by the Activities Director on the camp schedule. They must remain controlled and well supervised. Only campers and staff wishing to participate will be involved in the water fight while staying with their cabin to cheer their cabinmates on. Water fights must remain outside and may only occur in good, warm weather with temperatures of at least 75 degrees F. Water may not be sprayed on people's faces. Staff must keep close supervision over all campers participating and ensure that they do not become too cold or stressed. After the water fight, campers and staff will change into dry, warm clothes.

Other Activities

Campers will have the opportunity to choose other Wapiyapi-supervised activities as offered by camp staff members and community members. For example, the children might choose between a martial arts class, Caribbean dance, or therapy dogs. Choices vary according to individuals and/or groups who volunteer their expertise.

Field Trips

The purpose of an off-site field trip, if chosen, is to provide campers with a rewarding activity outside of the regular camp schedule. Off-site excursions must be approved by medical advisors. All campers must have permission forms from their parents/guardians prior to participating in this activity. Adults maintain constant supervision of the campers while away from the campsite.

At least one of the Nurses or the Physician must attend the field trip and bring all of the campers' health and information forms as well as a first aid kit and any medications that campers will need to have administered prior to returning to camp. At least one staff member on each vehicle must be certified in First Aid with current certification on file.

Appendix 9a Discipline Policy for Children

Training

Camp staff members are trained in appropriate techniques including how the camp will:

1. Cultivate positive interaction
Each camp staff member is trained in positive practices that ensure that children's behavior is guided in a positive manner.
2. Create and maintain a socially and emotionally respectful summer camp environment.
Camp staff members encourage positive interactions with each child through demonstration and encouragement that allow children to learn and be capable of respecting others
3. Implement strategies supporting positive behavior and promote social peer interaction.
Each camp staff member is able to effectively reinforce camper's positive behavior and re-direct any behavior that is harmful.
4. Provide individualized social and emotional intervention support for children who need them within the constraints of staff resources, adopting and implementing a team-based approach for positive intervention. *When a situation occurs that make a camper's needs difficult for staff to adequately address, the family will be notified.*

Appropriate Disciplinary Actions

All discipline shall be constructive and/or educational in nature. The following are appropriate disciplinary actions: separation from the problem, diversion, discussing the situation with the camper, and praising appropriate behavior. When separation is used as a form of discipline, it shall be brief and appropriate to the child's age and the circumstances of the problem. The child shall remain in hearing distance of an adult and in a safe, lighted, and well-ventilated place. No child shall be isolated in a locked room or closet.

Campers shall not be subjected to fear, humiliation, or physical harm. They shall not be spanked, slapped, punched, shaken, bitten, roughly handled, pinched, or subjected to any physical punishment or

verbal humiliation. Verbal abuse or derogatory remarks about a child or his/her family, religion, race, culture, or other are not permitted.

No child shall be punished for toileting accidents.

Meals may not be denied to a camper as a form of discipline.

Authority to discipline a child may not be delegated to other children. One camper may not discipline another.

Any violations of this discipline policy shall be immediately reported to the Camp Director.

Actions Taken

The following outlines a list of consequences which camp staff is permitted to use when dealing with inappropriate behavior of a child. Staff will use their own discretion and common sense when disciplining a child. Discipline measures must be fair and correspond to the misbehavior.

1. First Incident – Verbal Warning
Child has explained to them what they did wrong and the appropriate behavior expected.
2. Second Incident – 10 Minutes Time Out
Staff removes a participant from the activity
3. Third Incident – Parents/Guardians Notified

Staff will keep a log of discipline incidents. Children who threaten the safety of themselves or others will need to be picked up immediately. Disrespect towards others or property, camp policies, programs, facilities, or the organization may result in a participant's dismissal from camp. In the interest of providing our campers with a safe and enjoyable experience, Wapiyapi reserves the right to dismiss any participant from camp at any time at their sole discretion even if the child's siblings are in attendance and can remain.

Appendix 9b Discipline Policy for Adults

Should actions by a staff member require discipline, the following procedure will be followed:

1. A verbal warning will be issued at a meeting between the staff member and his/her immediate supervisor. A signed copy of this report will be made available to the Camp Director. Any identified problems are to be corrected immediately.
2. If any further problems occur, the Camp Director will be informed and further action discussed. A final warning will be issued, documented and signed by all involved.
3. Continued misconduct will result in dismissal.

Disrespect towards others or property, camp policies, programs, facilities, or the organization may result in a participant's dismissal from camp. In the interest of providing our campers with a safe and enjoyable experience, Wapiyapi reserves the right to dismiss any participant from camp at any time at their sole discretion.

Appendix 10 Reporting Child Abuse

Camp staff members are trained in clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

Camp Wapiyapi operates under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code which requires childcare center workers to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances

or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency."

A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and may be punished as provided in section 18-1-106, C.R.S. The staff person could also be liable for damages "proximately caused thereby."

- A. A staff member who has reasonable cause to suspect child abuse or neglect is required to report it immediately to the Camp Director, who will in turn call the Teller County Department of Human Services or appropriate law enforcement agency.
- B. The reporting staff member will file a written report within 48 hours. That report shall be made available to the Department of Human Services, the appropriate law enforcement agency, and the Quaker Ridge Camp Executive Director. A staff member will not be subject to retaliation for making a report of suspected child abuse or neglect.
- C. The Camp Director shall prepare a written report which shall be forwarded to the Department of Human Services and/or appropriate law enforcement agency and shall include the following:
 1. Name of child
 2. Description of the abuse
 3. Names of child's parents, guardians and those he/she resides with
 4. Age of child
 5. Information which might establish the cause of the abuse or neglect.
- D. Any report made to a law enforcement authority or the county department of human services of an allegation of abuse of any child will result in the immediate suspension of the alleged offender. This suspension remains in effect pending the outcome of the investigation by the appropriate authorities.
- E. If the suspected child abuse occurred at camp, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which Camp Wapiyapi is located.
- F. If the suspected abuse did not occur at camp, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.

At the time of admission we provide the child's parent or guardian information that explains how to report suspected child abuse or child neglect.

The Camp Director will be responsible for contacting the parents/guardians of any camper who is allegedly subjected to or accused of abuse.

If a Staff Member Becomes Aware of an Incident or Abuse

Companions become a person that campers can trust. If a camper confides in his/her companion or another staff member that he/she has experienced or is experiencing abuse, the following are appropriate steps for addressing the situation.

1. Listen to the camper compassionately, and take what he/she is telling you seriously. Children usually do not make up these stories.
2. Tell the child that you believe what he/she has told you and that you understand the importance of keeping it confidential. Explain that you need to tell the Camp Director and other special people who can help him/her. Take the child and go immediately to the Camp Director or Nurses.
3. You do not have to make judgments about the information you have heard or the people involved. You are just required to report the information.

4. You cannot be held liable for reporting suspected abuse even if it turns out that no abuse occurred. You can be held liable for not reporting suspected abuse.

If a Staff Member Witnesses an Incident or Abuse

1. Remove the person being abused from the situation if you can do so without risking personal harm. If you think you will be unsafe, get help immediately.
2. Take the person to the Nurses Station and notify the Camp Director immediately.
3. Write down exactly what you saw as soon as you can. Avoid judgmental statements.
4. If you notice any suspicious bruises or injuries on a camper, notify the Camp Director. It is better to report your concerns than to risk a child's safety. The Camp Director will consult with the Physician and Nurses and/or notify the Department of Human Services.

If a Staff Member is Accused of Abuse

1. Go to the Camp Director immediately
2. The Camp Director will get you appropriate counsel or advice and get the accuser appropriate help.