



# **STAFF MANUAL**

## OUR MISSION

The mission of Wapiyapi is to foster healing, fun, and friendships for children and their families facing childhood cancer through an exceptional camp experience.

## OUR VISION

Every family affected by childhood cancer has an opportunity to heal through the enriching experience that is Wapiyapi.

## OUR CORE VALUES

Community: *Compassion • Community • Relationships*

*We create a safe place where children can connect in friendship and grow in confidence and hope.*

Excellence: *Leadership • Adaptability • Sustainability*

*We strive to create and deliver the best camp experience possible.*

Integrity: *Integrity • Service • Justice*

*We are transparent, honest, and ethical in all our interactions to serve those in need.*

## OUR STORY

Inspired by a group of University of Colorado medical students, Wapiyapi recognizes that for children facing pediatric cancer, healing doesn't only happen in the hospital. Boys and girls ages 6-17 are able to attend a week of residential summer camp in the mountains where cancer takes a back seat and they can just be kids again. Located on 600 acres in Pike National forest at Quaker Ridge Camp & Conference Center near Colorado Springs, Camp Wapiyapi is free to all – supported entirely by donations.

Medical supervision is available 24/7 with care for children requiring chemotherapy, at risk of bleeding or infection, and with varying abilities. Camp is about having fun, making new friends, and recapturing the natural freedoms of childhood. Whatever cancer has done to their bodies and whatever developmental challenges or disabilities they now face, kids find support amongst others who understand.

Wapiyapi is unique in prioritizing siblings the same as patients. While the kids are safe and having fun at camp, their Parents take respite.

While almost all the camp's Staff members volunteer their time and services, expenses such as facility, food, insurance, activity and supply rentals, and medical supplies are quite substantial. It costs \$1,800 to provide one week of camp for a child. Wapiyapi provides its services free of charge so that Parents, already burdened with extraordinary medical expenses, can still give their children a memorable camp experience. Support is received primarily from individual contributors, special event revenue, and foundations. Wapiyapi is a nonprofit 501(c)(3) public charity and our priority is to reach as many pediatric oncology patients and their siblings as possible.

## GOALS

Camp Wapiyapi's program is designed for children who are open to participating in a group environment. It promotes continued mental healing within a safe, nurturing environment by meeting these primary goals:

- 1) *Engage Campers of all abilities and varying needs*
- 2) *Facilitate friendships and a sense of belonging*
- 3) *Build confidence and renew hope*

The program is carefully developed to provide every child, regardless of ability, with an outstanding, safe, and supportive summer camp experience. Campers have opportunities to enjoy friendships, build

confidence and a sense of independence, and develop a spirit of cooperation and group identity. Siblings too feel special and bond with others with similar challenges, while Parents and caregivers have a chance to reconnect and rest. Every member of the camp Staff is an integral part of this environment.

A high staffing ratio is key in recognizing the broad range of Camper needs. Campers face both physical and mental challenges, including health issues of siblings. Through a creative and playful approach, activities foster team spirit and fun competitions for Campers to develop empathetic connections and increase social skills. Campers can try new things and explore their emerging role as mentors. Despite their struggles, they are accepted and celebrated for who they are.

## STAFFING

To ensure the best Camper experience, we recruit a high quality Staff led by a Camp Director with verified credentials. **Every Staff member must have interest in, respect for, and ability to work with these children.** They must be at least 19 years of age (22 years or older to work with teens) and able to function independently in caring for a child. Many Staff members are medical students, have a background in child development, or direct experience working with children. We adhere to stringent hiring policies and are licensed by the Colorado Department of Human Services.

All Staff members are subject to state and federal criminal and sex offender background checks, as well as personal and professional reference checks. Every Staff member, new and returning, must participate in annual training prior to being allowed to work with Campers. Wapiyapi is an equal opportunity employer.

## Definitions

To differentiate licensing requirements, the organization defines its full-time Staff (“Staff”) as the personnel that supports the campers consistently, every day, throughout the session in a dedicated role. The organization’s chief executive office is the executive director and the lead at camp is the camp director who oversees all camp Staff. Individuals who volunteer to help lead activities at camp, and/or visit as guests or donors, must be pre-approved by the executive director.

## Lines of Authority

Staff members are accountable to their immediate supervisor. They understand that they have the right to present complaints or grievances to their immediate supervisor without fear of retaliation, loss of esteem or loss of their position. All Staff should first go to their immediate supervisor with any concerns, unless the specific concern is with the Staff member’s immediate supervisor. In the event that the problem cannot be resolved at the first level, both the Staff member and supervisor should go to the supervisor’s immediate supervisor.

All personal differences and problems should be dealt with immediately by the Staff member and their supervisor. The supervisor shall resolve the situation in such a manner in accordance with the policies established by the State of Colorado in the State Personnel System Employee Handbook at [www.colorado.gov](http://www.colorado.gov)

## Staff Training

Mandatory training prepares Staff members for their roles including requisite content set forth by the childcare license including state updates and safety protocols including OSHA (Occupational Safety & Health Act) and emergency preparedness. Specific needs of our unique Camper population, behavior modification, and creative leadership are covered including information presented by pediatric oncology and child psychology professionals from the hospitals. An important aspect of training focuses on safety with an emphasis on child welfare and protection. Training is required for ALL counseling Staff each year.

General rules that guide the Staff:

1. The safety and happiness of each child comes first
2. Adults are both guardians and role models. They create and maintain a socially and emotionally respectful care environment
3. All discipline must be constructive and/or educational and guided in a positive manner

4. Peer-to-peer interactions are the priority to foster friendships with other children
5. Confidentiality will be observed at all times
6. Adults take care of themselves so they are able to care for others: eat well, drink plenty of water, rest each night, and work with their supervisor to take breaks
7. No promotion of alternative medicine, experimental cancer therapies, diet modifications, or religious beliefs
8. Remove phone and other distractions to be fully present for the Campers
9. Adults do not provide gifts for any participants. Gifts are provided by the organization so that all Campers are treated equally

## **Accommodation**

Wapiyapi may decline an offer of volunteer services for any reason. An example may be an individual who is associated with an organization that Wapiyapi has determine would negative impact the organization and its programs in any manner. Volunteers are prohibited from promoting their association with any group without the prior approval of Wapiyapi. Promotion may take the form of wearing the name of the organization on any clothing or jewelry, a tattoo or signature color or other marking, distributing literature or claiming affiliation with Wapiyapi.

Volunteering with Wapiyapi and/or participating as a Camper do not guarantee placement on the organization's camp Staff to care for children.

## **FACILITIES**

Quaker Ridge Camp provides an amazing setting for camp with facilities including high and low ropes courses, zip line, swimming pool, an archery range, basketball court, beach Nukem court, a gaga pit, mountain biking, craft shack, and an amphitheater with bench seating. The wheelchair accessible cabins are comfortable with bunk beds, electricity and running water.

The Frying Pan Café seats 150 people in family-style comfort. Quaker Ridge's kitchen is equipped to deliver healthy and balanced meals meeting the State's nutritional requirements. Please inform us if your Camper has any dietary restrictions. While 'no cross contamination' during the food preparation process can be guaranteed nor special arrangements for food storage, the facility can provide for most dietary requests,

## **DAILY SCHEDULE**

Campers follow a daily schedule that is designed to promote interactions with other Campers, including free-time activity choices to promote independence and self-direction. Medications are before breakfast, at lunch, dinner, and bedtime. Campers begin their day at 8:00am with breakfast. Cabin clean-up follows breakfast, after which are morning activities with cabins and teams.

Lunch is served at 12:00pm and is followed by Siesta (a rest period). Campers may spend this time reading or playing cards. After Siesta, Campers enjoy free time and all-camp activities. Dinner follows and is served at 5:00pm. Evenings consist of an all-camp activity such as Songs & S'mores around the campfire or Talent Show. Evening activities include a snack and are followed by games and then lights out no later than 10:00pm.

## **ACTIVITIES**

Camp activities are diverse and supportive of all Campers regardless of their race, color, gender, national origin, religion, creed, disability, sexual orientation, gender identity or gender expression. Because of the nature of camp, there is always a wide variety of creative and unique activities created each season. Pursuant to state licensing requirements, Campers will be given a swim test before being granted full pool access by the certified lifeguard.

Wapiyapi augments Quaker's activities with its own to engage differing interests and abilities, while developing connections. A child who wishes to sit out a particular activity may do so but will remain with their teammates to cheer them on. Campers also explore activities during free choice time which span all age groups.

## **Transportation**

Golf carts are utilized onsite by the medical Staff or a camp director to transport Campers in need to activities, meals, and/or the Med Room. No Campers 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) *except* as authorized by Parents or Guardians. Transporting Campers only occurs as authorized by Parents or Guardians as part of the camp activities or in the case of emergency.

## **ARRIVALS AND DEPARTURES**

Campers will be transported to and from camp by their Parent/Guardian. Please be reminded that a teenage Camper with a driver's license is not considered by the State to be a Parent or Guardian. Arrivals and departures will be staggered between 1:00 and 2:00pm on Monday. Late arrivals may be allowed with prior consent from the Executive Director.

Pick-up times are between 10:45 and 11:30am on Saturday. Please be on time as Quaker Ridge starts a full camp cleaning at Noon. Confirm you have all Camper medications and other belongings before leaving the campsite. Belongings typically left behind are tie-dye shirts, art work, and supplies in the showers. Campers may be picked up by another person only with prior written permission from Parent/Guardian. There can be no exceptions to this procedure.

## **SECURITY**

Camp Wapiyapi has a unique staffing ratio well above licensing requirements to ensure the safety and well-being of every Camper. Campers are supervised by our Staff at every activity including those led by visiting facilitators. No Staff member may be alone with a Camper. We comply with the Rule of 3 safety rule with at least 3 people in a group at all times.

All Participants wear name tags provided by the camp. Visitors must be pre-approved, sign in/out, and wear their visitor's pass kept visible at all times. Any unidentified persons must be immediately reported to the Camp Director.

All exterior doors must be kept locked at all times. All cleaning supplies and toxic substances are stored in locked cabinets or locked rooms. Campers are forbidden to be in any area of the campsite beyond designated boundaries. They cannot leave camp property unless prior written arrangements have been made by their Parent/Guardian through the medical Staff and/or Camp Director.

## **Privileged and Proprietary Information**

Participant information shall be kept confidential except when disclosure of such information is expressly authorized and directed by the executive director including medical and other health information. Using email addresses and/or phone numbers to professionally solicit families and/or volunteers or for any other benefit is strictly prohibited and will be cause for dismissal. Staff members shall make no statements or release any information about Camp Wapiyapi to the media unless specifically authorized by the executive director. The virtual website for camp is considered privileged and proprietary information of Camp Wapiyapi.

## **HEALTH AND SAFETY**

Each child's safety and well-being are our top priority. Safety protocols are based upon currently available information and recommendations of our Medical Advisory Committee (MAC), the CDC and other sources.

If a Participant has a confirmed transmittable diagnosis of any type or a high fever, they are unable to attend. The medical camp Staff is assigned by MAC with all levels of health care under the supervision of an appointed oncology physician and a lead nurse. A member of the medical Staff will notify you by phone in case of a serious illness or injury. You will be notified immediately if a Camper must be transported or receive medication beyond previously prescribed treatments.

## Emergencies

**Parents/Guardians are asked to keep current the alternate contact name, address and number in the camp records in case we need to alert you of a situation immediately.**

## Required Health Forms

All patients and siblings are required to have a health exam prior to arriving at camp which has been performed within twelve months of confirmed session. Campers on active treatment will also have clinic notes submitted.

## Vaccination Policy

Wapiyapi is dedicated to providing a safe environment for all Participants, especially those who are currently undergoing and/or have undergone cancer therapy as these Campers are at a higher risk for suffering communicable disease. Therefore, age-appropriate vaccinations are required for camp attendance including being up-to-date on Measles, Mumps, Rubella (MMR), Diphtheria, Tetanus, and Pertussis (DTap or Tdap), Hepatitis B, Inactivated Poliovirus (IPV), Haemophilus influenza type b (Hib), Varicella, and Meningococcal vaccination (11 yrs. or older). The COVID vaccine is no longer required, but it is highly recommended.

Proof of vaccination, and/or proof of positive titers, is required for camp attendance. Medical exemption for Campers with a cancer diagnosis will be reviewed by the Medical Advisory Committee; no exemptions are granted without their authorization.

## CELL PHONES AND ELECTRONIC DEVICES

Cell phone usage is counter-productive to personal development at camp. It bypasses the development of confidence in a community setting, removes the opportunity to resolve conflicts, and undermines the Staff's ability to provide guidance. Wapiyapi allows phones for taking photos only. We will remove any cell phone in a Camper's possession that is being used other than as a camera and return it at the end of camp.

We recognize that a Camper away from home might take comfort in being able to listen to music at bedtime. An iPod or MP3 player may be used as a music listening device, but if connected to the internet, it will be removed and returned at the end of camp. Additionally, the camp cannot guarantee the safety or security of ANY device that is brought to camp. They are solely the responsibility of the Camper.

## COMMUNICATION

The camp director is available in the case of emergency. Parents are encouraged to call or email with any questions or concerns. Social media is a fun way to stay in touch during camp. You can view photos, videos, or send us a message.



<https://www.facebook.com/Wapiyapi>



<https://www.instagram.com/campwapiyapi/>



<https://twitter.com/WeAreWapiyapi>

## Homesickness

Homesickness is a normal and healthy response to being away from home. Parents of younger Campers and first-time Campers should expect it. Our Staff members are trained in techniques that help Campers develop coping skills for overcoming the challenges of separation from home and family. These skills often

lead to more confidence and independence, a key outcome of the camping experience. If the problem persists, we will call you and involve you in developing useful strategies for your child's success. Remember that what was a crisis on day one might be forgotten by day three.

## DISCIPLINE

We believe in using positive discipline to guide, encourage, and support children. Positive discipline helps children learn how to interact with others and develop self-control. Children will be made aware of the rules and guidelines for behavior at camp and the consequences for disobeying them. There may be times when Campers may need additional care that our Staff is not able to provide. If we feel that your Camper's behavior endangers the safety and enjoyment of other Campers, we will discuss with you.

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

## 2024 SESSIONS

Theme: "The Best Magical, Mythical Week of the Year!"

Session 1: June 14-22

Session 2: June 24-29

Location: Quaker Ridge Camp, 30150 State Highway 67, Woodland Park, CO 80863

<https://quakerridgecamp.org/>

## WHAT TO BRING

Camp is 8,500 feet above sea level (think layers of clothing), is messy (the perfect place to wear out old clothes) and is with a lot of people (pack modest clothes). There are beds, but not bedding, so bring your own and also bath towels and pool towels. Do NOT bring electronic devices or anything expensive.

## Medications

All medications that the Camper will need orally, by injection, or intravenously must be sent to camp with the Camper. **Medications MUST be in their original containers.** Be sure to pack enough for your Camper's entire stay.

## Packing List (Required)

Water Bottle  
Suitcase or Duffle Bag  
Sleeping Bag & Pillow(s)  
7-8 Pairs of Socks  
1 Warm Jacket  
7-8 Pair of Underwear  
2 Sweatshirts or Sweaters  
1-2 Swimsuits  
7-8 Shirts (2 Long-Sleeve)  
Sunglasses  
1 Hat/Camp  
1-2 Beach Towels or Robe  
2 Pair Shoes (closed-toed shoes required for many activities)  
1 Pair Flip-Flops/Sandals (Pool Use)  
2-3 Pairs of Jeans  
Towels, Soap, Toiletries  
7-8 Pairs of Shorts/Pants (2 Long Pants)

Laundry Bag or Big Plastic Garbage Bag  
2-3 Pair Medium Weight Pajamas  
Sunscreen 30 SPF or higher  
Raincoat or Poncho with Hat

## Desirable But Not Required

Bug Spray  
Flashlight or Headlamp (extra batteries)  
Reading Material  
Hiking Boots  
Camera  
100% cotton white t-shirt for Color Wars

## Do Not Bring

Weapons of any kind  
Pocket Knives  
Matches or Lighters  
Candy or Gum\*  
Any Food or Drinks:

Firearms, Tobacco, Alcohol, Cannabis Products,  
Illegal drugs or Paraphernalia  
Expensive Items  
Any Device that can record, store, or play video  
Any Device that can connect to the Internet

\*There is no food permitted in cabins. **Many Campers have allergies to common ingredients in food. Food attracts animals.** Any food brought into cabins will be removed to be consumed at appropriate activities and locations.

## LICENSE

Pursuant to the rules set forth in the Child Care Facility License ("License") as enforced by the Department of Human Services of the State of Colorado, our organization is subject to the General Rules for Child Care Facilities, Rules Regulating Children's Resident Camps, and the Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado. The license is available to view at <https://www.sos.state.co.us>.

## Complaints

The procedures for filing a complaint concerning suspected licensing violations are provided to Parents and Guardians and all camp Staff. To file a complaint, please contact:

Office of Early Childhood, Division of Early Care and Licensing  
1575 Sherman Street, Denver, CO 80203  
(303) 866-5948

## Reporting of Child Abuse

Definitions:

"Child Abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment. "Child Neglect" means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

If child abuse is witnessed or suspected, the local county Child Protective Services Department must be contacted. All details of such a report are strictly confidential.

## Appendices

The following appendices detail our policies and procedures in further detail. They are available in the Document Center.

**Appendix 1 Nondiscrimination Statement**  
**Appendix 2 Organizational Chart**  
**Appendix 3 Staff Job Descriptions**  
**Appendix 4 Drug Free/Alcohol Free Policy**  
**Appendix 5 Transportation Policy**  
**Appendix 6 Health & Safety at Camp**  
**Appendix 7 Emergency Policies & Procedures**  
**Appendix 8 Activities Policies & Procedures**  
**Appendix 9a Discipline Policy for Children**  
**Appendix 9b Discipline Policy for Adults**  
**Appendix 10 Reporting Child Abuse**