

*Go West Camps*

# PARENT GUIDE



## FROM THE DIRECTORS

Welcome to Go West Camps. We are excited that you are making Go West part of your family's out of school time plans. We strive to create an environment where children have unique opportunities to develop meaningful relationships, gain independence and take on new adventures. Our "Kids On the Go" philosophy and commitment to creating a positive community offer endless possibilities for exploration and creativity.

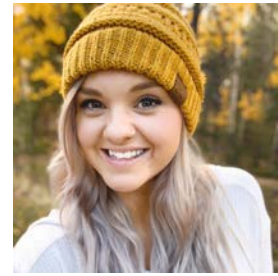
We have created this Parent Guide as a reference for families to best prepare their child to take advantage of all of the opportunities that our out of school time program has to offer. The guide can be used as a quick reference, but we do recommend that you spend some time to familiarize yourself with our policies. And, as always, please do not hesitate to contact us if you have any further questions.



**ANDREW VANDERWEGE**  
OWNER & DIRECTOR



**ARIANNE VANDERWEGE**  
OWNER & DIRECTOR



**KAYLIN LARKIN**  
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**ANGEL TROGI**  
FARM  
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# Contact Us

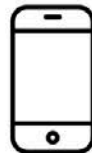


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**CALL**

**719.357.8872**



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# ABOUT GO WEST CAMPS

Go West Camps is family owned and operated. We offer day camp programs, out of school time programs and trip and travel experiences for children ages 5-17 at three locations (Colorado Springs School, Chinook Trail Middle School and Eagleview Middle School) in Colorado Springs.

## PURPOSE AND PHILOSOPHY

The purpose of Go West Camps is to provide a program where children are encouraged to embrace their creativity, explore, and enjoy the outdoors in a safe, structured environment under the guidance of qualified, caring adults. We believe that children thrive in a community that promotes teamwork, embraces physical activity and places value on exploring the outdoors.

## INCLUSION

Go West is an inclusive community that values children and adults of all different backgrounds and abilities. Go West follows DEIJ principles which stands for Diversity, Equity, Inclusion, and Justice. We take these principles and create an intentional space for kids and staff to feel welcomed and valued in our community. In accordance with the Americans with Disabilities Act, we strive to provide accommodations that allow our community members to thrive in our programs. We value and celebrate diversity and inclusion in our camper population and staff team. Please contact us to talk about how we can make a participation plan and how Go West can best be of support to you and your family.

## OUR CAMP COMMUNITY

At Go West, we strive to create a community of caring, respect and support where staff, children and families form meaningful and positive relationships. Our focus on creating one-on-one relationships, open communication with families, and positive facilitation strategies are intended to support children in developing 21st century life skills. We believe that staff, campers and parents working in partnership is essential to a positive experience.

To uphold our community culture, we work together to build guidelines called the Code Of Living. This sets the tone for how kids would like to treat each other during their time in our programs. Code Of Living ties directly to what we call Recognition, which is our way of following through with accountability and positively recognizing campers who exemplify the Code of Living during the day. Recognition is a tangible and collectible representation of your kids' impact in the program that they can bring back year after year. Code of Living and Recognition are core parts of Go West Camps culture and traditions.

## Mission

Through choice and progressive activities, our core values of movement, exploration, innovation, and connection to the Earth are encouraged. We focus on community and connection through positive peer relationships and opportunities to build self-esteem, valuable skills and lasting friendships.





# OUR CORE VALUES

## **SENSE OF PLACE AND SERVICE TO COMMUNITY**

Being part of a supportive and encouraging community of kids and adults provides a sense of belonging and responsibility to contribute positively to the collective.

## **MOVEMENT AND INDEPENDENCE**

Getting moving and using human powered transportation keeps us healthy. Learning to navigate our neighborhood by foot and bike allows kids a sense of independence and familiarizes them with their neighborhood and community.

## **CONNECTION TO THE EARTH AND HEALTHY FOOD**

Maintaining a food garden and learning healthy gardening practices gives kids a sense of accomplishment, helps them make nutritious food choices and inspires an interest in working toward a healthy earth.

## **EXPLORATION AND INNOVATION**

Taking part in activities that foster collaboration and inspire the imagination encourages kids to think like innovators, solve problems and embrace their creativity. From setting a bike route and caring for a garden, to working through a team building initiative, kids gain the perseverance and work ethic that will make them successful in their community and their future.



## OUR COMMITMENT TO QUALITY

We know that a great experience in our programs starts with caring, mature staff members. Our staff is made up of adults committed to providing guidance, encouragement and unforgettable fun. At Go West we hire the cream of the crop. Our staff go through a rigorous hiring process and are selected based on their experience, knowledge and skills in specific activity areas, and their ability to create positive relationships with kids and fellow staff members. Every individual contributes to the spirit and culture of camp, and we highly value including staff from diverse backgrounds and experiences. Preparation is everything. We work hard to prepare for our programs, to ensure a great experience.

### TRAINING

All of our staff members complete a thorough training before our programs begin and are evaluated throughout their employment. Training topics include child development, behavior management, child mental health and more. At a minimum all staff are trained in First Aid and CPR. Staff are also trained and certified in specific program activities.

### BACKGROUND CHECKS

Staff members go through state and federal criminal background checks. Go West also uses the Colorado TRAILS system which checks sex offender registries and child abuse and neglect reports.

### RATIO

To ensure the safety of our kids, Go West maintains a 1:10 staff to child ratio. Go West staff are all 18 years of age or older.

### SUPERVISION

Children in Go West programs are constantly supervised by qualified staff members. Attendance is taken several times throughout the day and the Directors are continuously aware of groups' locations and travel routes. To keep track of attendance we use UltraCamp to sign kids in and out.

### ACCREDITATION



Go West Camps is accredited by the American Camp Association (ACA), the nationally recognized accrediting body for the camp industry. The ACA accreditation process requires a camp to undergo a thorough (over 300 standards) review of its operation, from staff qualifications and training to emergency management. ACA collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to ensure that the practices of the camp reflect the most up-to-date, research-based standards in camp operation. Learn more about accreditation at:

<https://www.acacamps.org/campers-families/planning-camp/preparing-camp/fun-safety-aca-accredited-camps-set-standard>

# PROGRAMS

## Out of School Time (OST)

Go West is offering creative and nature based programs for children enrolled in Kindergarten through 5th grade at The Colorado Springs School. Activities are designed to be progressive and serve as the foundation of positive peer relationships and opportunities to build self-esteem. Our programs provide opportunities for skill building and lasting friendships.

### DATES AND RATES

2024-2025 SCHOOL YEAR: Thursday August 15th - Tuesday May 20th

\$200 Registration fee per school year. This fee covers the costs of registering your student for OST, the amount will be applied to the final monthly payment May 1st.

Choice of 1-2 Days per week - \$280 per month or 3-5 Days per week - \$535 per month

### SUMMER CAMP 2025

SESSION 1: June 2nd - June 20th

SESSION 2: June 23rd - July 11th

SESSION 3: July 14th - August 1st

\$1495 (3-week session, Monday through Friday)

### ACTIVITIES

Activities offered will be varied throughout the week, and repeat for eight weeks to allow for student skill progression in the activities they choose. These activities will be referred to as Skill Tracks. Go West created the model of Skill Track programming to focus on youth skill development in specific program areas provided. Students focus on a specific category and progress their skills in one of their interests across 8 weeks, taking our programming beyond childcare and into enrichment. Go West also promotes the power of choice, allowing the students to choose where they would like to build their skills. Students get to build their own schedule with their families for the 8 week Skill Track, choosing a different Skill Track each day of the week.

### HOURS OF OPERATION

Go West operates from 3:15 p.m. to 5:30 p.m., Monday through Friday, Thursday, August 15th 2024 - Tuesday, May 20th 2025.

## REGISTRATION AND SCHEDULE CHANGES

### REGISTRATION

Online registration is available at [www.gowestcamps.com/ost](http://www.gowestcamps.com/ost). All forms must be completed at the time of registration. This includes our online Registration Form, Authorization Form and Health Form. A record of immunization that indicates that your child is up to date on their immunizations must be uploaded to your online account. If a medication will need to be administered to your child by Go West staff during the day, a Medication Form, signed by a licensed health care provider with prescriptive authority, is required. The Medication Form, Immunization Form and links to online authorization and health form are available in your registration confirmation email, your UltraCamp account dashboard or our website.



## **PAYMENT**

The program fee for our out of school time program is \$280 for 1-2 days of programming and \$535 for 3-5 days of programming . There is also a non-refundable registration fee per student per school year of \$200, due at the time of registration. This fee covers the costs of registering your student for OST, the amount will be applied to the final monthly payment May 1st.

Payment will be debited on the first of the month, monthly (August-May). We accept Visa, MasterCard, American Express, and Discover. We also accept ACH Payments.



## **CANCELATION**

A \$200 non-refundable registration fee will be charged per student. This fee covers the costs of registering your family for our OST programs, which are not recoverable if your registration is canceled for any reason, the amount will be applied to the final monthly payment May 1st. The monthly program fees are non-refundable, but changes to the number of days your student plans to attend or cancellation can be made month to month. We ask that changes occur no later than 7 days prior to the 1st of the month.

Go West reserves the right to terminate a child's registration due to nonpayment, continuous late pick up, or due to parents or children not abiding by rules and policies. At termination, no refund will be given.

## **GETTING READY FOR GO WEST**

Attending our out of school time programs can be a challenging transition for some kids, especially if it is their first time in an extended day program. As a parent you can help your child adjust and prepare for the “OST” environment and enjoy their experience.

### **TIPS FOR SUCCESS**

- Emphasize to your child that it is an opportunity rather than being “sent” to child care.
- Speak positively and share your own stories of participating in these types of programs.
- Talk about what the schedule will be like.
- Let your child know that it is okay to be nervous.
- Pack appropriately and make sure paperwork is complete.

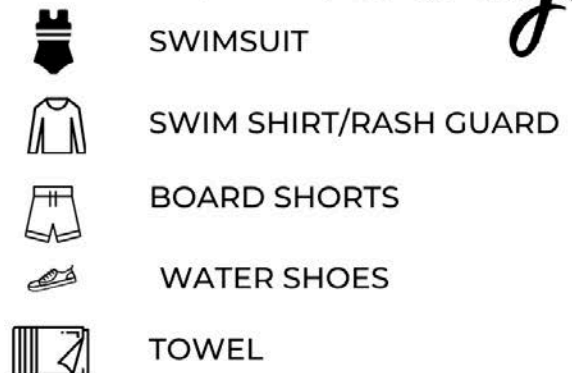
## WHAT TO BRING

Packing the proper items for our programs helps to ensure that kids are comfortable and ready for a great experience. Kids will carry their belongings with them throughout the day. A backpack with comfortable straps is ideal. In this program we will experience all that Colorado has to offer sunny, hot days in the fall and spring, cold and snow in the winter. Please send your child with appropriate clothing for the weather, rain jackets, hat and sunglasses, winter coats will help us stay comfortable. Sunscreen with a minimum SPF of 30 is also a must.

Kids must not bring motor vehicles, animals, weapons, drugs or alcohol. Kids also should leave toys, games or money at home. Kids should not use cell phones during our programs and we ask that cell phones brought to the program be stored in their backpack. Personal sports equipment, including bikes, may be stored in a secure location.



## *Paddle Board Days*





## **CHECK IN AND CHECK OUT**

Check-in/Check-out will be in person at our parent area in the school cafeteria. This will allow parents to come inside and see the space and talk with staff members about their child's experience in the program. Authorized adults must sign participants out of the program each day.

Kids will be checked in at 3:15pm once they arrive to the program.

Check Out is from 4:45-5:30 p.m.. Kids will be engaged in their Skill Track until 4:45. Anyone checking a child out of OST must be age 18 or older, be indicated as an authorized pick up person in their account, and must be prepared to provide a picture I.D.. Children may not be released to unauthorized individuals.

### **ABSENCES**

Please notify Go West staff if your child will be absent by 12pm the day of the absence. Call 719-357-8813.

### **EARLY ARRIVAL**

Based on the way our skill track programming is planned we ask that you let us know if you will need to pick up your child prior to 4:45pm.

## **TRANSPORTATION**

Transportation to and from school is the responsibility of parents. Go West does not provide transportation to or from school at the beginning or end of the day. Staff are not permitted to transport children in their personal vehicles at any time.

## **SUNSCREEN & SUN PROTECTION**

Parents are responsible for providing sunscreen, labeled with their child's first and last name, with an SPF of at least 30, as well as a swim shirt/rash guard for stand up paddle board days. In the case that a child does not have their sunscreen, Rocky Mountain Sunscreen brand lotion will be provided to them. Staff may assist in applying sunscreen to children. Kids spend much of their day outdoors. We encourage you to discuss the importance of sunscreen with your child prior to participation in our program, and teach younger children how to apply it themselves. We encourage kids to wear a hat and sunglasses and tops that provide full coverage of the back and shoulders.

## INCLEMENT WEATHER

Colorado experiences a range of inclement weather situations, including high temperatures and thunderstorms. During bouts of rainy weather daily, we do try to continue our activities outdoors when conditions permit. In the case of excessively rainy weather or thunderstorms, activities like biking, paddle boarding and other outdoor activities may be canceled. Our staff have planned a variety of fun and engaging indoor activities for such occasions.

## SNACKS

Afternoon snacks are provided. If your child has a food allergy or dietary restriction, please indicate that on the online health form. It is our priority to accommodate dietary needs.

## FIELD TRIPS

We transport kids to and from trip destinations using only qualified, licensed drivers in accordance with Colorado State Law. Children wear seatbelts and are expected to behave in a non-disruptive manner. Staff are not permitted to transport children in personal vehicles.

While we follow this schedule as closely as possible, please note that return times may occasionally be delayed.

## SCHEDULES AND GO WEST APP

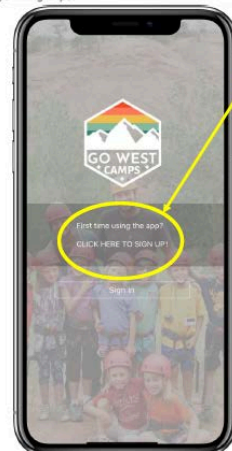
Families will receive a schedule for each 8 week skill track rotation. Day(s) of the week and Skill Track choices will be selected through our UltraCamp system. These do come on a first come, first served basis.



### APP QUICK START GUIDE

We are so excited to introduce our mobile app for Go West Camps!

Login to view camp news, photos, announcements, contact info and more. Everything you need is easily and readily accessible in one single place, right at your fingertips.



### 4 SIMPLE STEPS

- 1- Download app from App Store or Google Play. Search for "Go West Camps".
- 2- Tap "Sign Up", enter your email address (use the same one we have on file) & set your password.
- 3- Login the app with your email address and password
- 4- Enjoy!



Check back often for news, photos & videos!

Questions? Please contact [kaylin@gowestcamps.com](mailto:kaylin@gowestcamps.com)  
Technical difficulties? Please contact [support@1218team.com](mailto:support@1218team.com)

We have created an app for our registered families! Stay connected with us with real-time updates. You will have access to our calendar of activities with a save-to-calendar option so you'll always know what to expect. No more forgotten swimsuits or bikes! Photo albums allow you to see all the fun kids are having. You can even save and share images directly in the app. Contact our staff easily via phone or email and even follow the news feed for updates. We love collaborating with our families to create the best possible experience. Stay connected with us by downloading the app, just search Go West Camps in the App Store.

# HEALTH

## INJURY & MEDICAL EMERGENCY

All Go West staff members are certified in First Aid, CPR, Standard Precautions and Emergency Medication Administration. If a child sustains a minor injury while in our program, our staff will provide First Aid, monitor the child, and contact parents as needed. In case of a medical emergency, we may need to contact Emergency Medical Services - 911 and have the child transported to the hospital. Registration with Go West includes an authorization for consent to secure emergency medical care for your child at the expense of the parent. In the event that we must initiate emergency medical assistance, we will make every effort to contact you and your emergency contacts prior to obtaining medical treatment. For your child's safety, please keep your child's health information and emergency contact information up to date.

## SAFETY

At Go West it is our goal to provide children with a community supported by trustworthy adults who make their physical and emotional health and safety a priority. If a child attempts, or discusses, self-injury or makes threats of suicide, or we are concerned about their physical or emotional health, we will follow up with parents regarding those concerns.

## CHILD ABUSE REPORTING

Anyone who works with children is required, by Colorado State Law, to report any suspected signs of child abuse or neglect. Examples include, but are not limited to, suspected verbal abuse, physical abuse, sexual abuse, lack of basic care in the areas of personal hygiene or nutrition, or leaving a child in the care of another child under the age of 12.

To report suspected child abuse or child neglect in the case of an emergency, call 911. If it is not an emergency, call your local child abuse hotline, county social services department or local law enforcement agency. If possible, reports of suspected abuse or neglect in Colorado should be made to the county in which the activity is taking place. Please report abuse or neglect to the local county department of social services.

## ILLNESS

If a child becomes ill while in our program, we will notify parents and care for them away from the group until the parent arrives. If a parent cannot be reached, we will call the emergency contacts listed on the child's account. In case of illness, parents must be prepared to make pick up arrangements as soon as possible, and in a timely manner.

As a licensed child care program through the state of Colorado, Go West Camps is regulated by the Colorado Department of Public Health & Environment. Go West adheres to the CDPHE guidance regarding illness, included in the following, ***How Sick is Too Sick?*** Document.





**COLORADO**  
Department of Public  
Health & Environment

# How Sick is Too Sick?

## When Children and Staff Should Stay Home from School or Child Care

During Colorado's response to the COVID-19 pandemic, children and staff who have been exposed to a positive case or who have symptoms consistent with COVID-19 listed below, must follow the [Guidance for Cases and Outbreaks in Child Care and Schools](https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools). Testing for COVID-19 is strongly recommended for anyone with symptoms or a known exposure. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, this guidance may be used to determine when children and staff may return to school or child care.

### MAJOR SYMPTOMS of COVID-19

- Feeling feverish, having chills or temperature of 100.4°F or greater
- Loss of taste or smell
- New or worsening cough
- Shortness of breath or difficulty breathing

### MINOR SYMPTOMS of COVID-19

- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- Nausea, vomiting
- Diarrhea

### There are four main reasons to keep children and adults at home:

1. Someone who the child or staff lives with or has had close contact with who has been diagnosed with COVID-19 or has symptoms of COVID-19.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is staying home when sick and good hand washing.

Symptoms	Child or staff must stay home?
Coughing	<p>Yes - Is the cough new and unrelated to an existing chronic condition? If the cough is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care as long as the cough has been resolved for 24 hours unless the cough is caused by an illness that requires them to stay home longer. If the cough is explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 [www.colorado.gov/cdphe](http://www.colorado.gov/cdphe)  
Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director



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**COLORADO**Department of Public  
Health & Environment

Symptoms	Child or staff must stay home?
<b>Diarrhea</b> Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	<p><b>Yes</b> - Is the diarrhea new and unrelated to an existing chronic condition? If the diarrhea is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<b>Fever</b> Fever is a temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.	<p><b>Yes</b> - Follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<b>Minor Symptoms of COVID-19</b> Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue	<p><b>Yes</b> - Follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care as long as the symptoms have been resolved for 24 hours unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness other than COVID-19, then follow the exclusion guidelines for that illness.</p>
<b>New Loss of Taste or Smell</b>	<p><b>Yes</b> - Is the loss of taste and smell unrelated to severe congestion? If yes, follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p>
<b>Vomiting/Throwing Up</b>	<p><b>Yes</b> - Is the vomiting new and unrelated to an existing chronic condition? If the vomiting is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return 24 hours after their last episode of vomiting unless the vomiting is caused by an illness that requires them to stay home longer. If the vomiting can be explained by a specific illness other than COVID-19, then follow the exclusion guidelines for that illness.</p> <p><b>If a child with a recent head injury vomits, seek medical attention.</b></p>

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Illness	Child or staff must stay home?
<b>Chicken Pox</b>	<b>Yes</b> - until the blisters have dried and crusted (usually 6 days).
<b>Conjunctivitis</b> (pink eye) Pink color of eye and thick yellow/green discharge	<b>No</b> - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
<b>COVID-19 symptoms may include any of the following:</b> New loss of taste or smell Fever or chills Fatigue New or unexplained persistent cough Shortness of breath or difficulty breathing Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue Nausea or vomiting Diarrhea	<b>Yes</b> - children and staff who have been diagnosed with COVID-19 must be excluded until: <ol style="list-style-type: none"> <li>1. The child or staff member has not had a fever for 24 hours, <b>AND</b></li> <li>2. Other symptoms have improved (example, the cough or shortness of breath has improved), <b>AND</b></li> <li>3. At least <b>10 days</b> have passed since the symptoms first appeared.</li> </ol> <p>Prior to diagnosis, children and staff with symptoms or known exposure to COVID-19 should follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>Testing is strongly recommended for anyone with symptoms of or known exposure to COVID-19.</p>
<b>Fifth's Disease</b>	<b>No</b> - the illness is no longer contagious once the rash appears.
<b>Hand Foot and Mouth Disease</b> (Coxsackie virus)	<b>No</b> - unless the child or adult has mouth sores, is drooling and is not able to take part in usual activities.
<b>Head Lice or Scabies</b>	<b>Yes</b> - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
<b>Hepatitis A</b>	<b>Yes</b> - children and staff may return to school or child care when cleared by the health department. <b>Children and staff should not go to another facility during the period of exclusion.</b>
<b>Herpes</b>	<b>No</b> - unless there are open sores that cannot be covered or there is nonstop drooling.
<b>Impetigo</b>	<b>Yes</b> - children and adults need to stay home until antibiotic treatment has started.
<b>Ringworm</b>	<b>Yes</b> - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in sports with person to person contact.
<b>Roseola</b>	<b>No</b> - unless there is a fever or behavior changes.
<b>RSV</b> (Respiratory Syncytial Virus)	<b>Yes</b> - For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a> .





## MEDICATIONS

All medications, both prescription and over the counter, must be accompanied by a Medication Form, signed by a licensed health care provider with prescriptive authority. Medication Forms must be uploaded to your account **PRIOR TO ATTENDANCE**. Medications may only be submitted to Go West staff with complete Medication Forms. Medications without forms, including emergency medications such as inhalers and epi-pens, can not be administered by Go West staff and **WILL NOT** be accepted. Medications in our program are dispensed only by staff who have completed a Medication Administration training course and have been delegated by our Nurse Consultant.

### PRESCRIPTION MEDICATIONS

Prescription medications must be in the original container with a pharmacy label that includes the child's name, the physician's name, the pharmacy's name and phone number, the date filled, the expiration date, the name of the medication, how often and the length of time given.

### OVER THE COUNTER MEDICATIONS

Over the counter medications must be in the original container, labeled with the child's first and last name.

### MEDICATION FORM

All prescription and non-prescription over the counter medications require a licensed healthcare provider's written authorization in order to be dispensed by staff. The Medication Form must be complete, including: child's first and last name, physician's name, physician's phone number, physician's signature with date, name of the medication, start and end dates, dosage, time of day to be given, route, length of time to be given, reason, side effects and special instructions.

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ALL medications require a form signed by a doctor!  
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*Medication Forms*



PRESCRIPTION + OVER THE COUNTER

# EMERGENCY PLANS

## SEVERE WEATHER

Staff and kids will take shelter until 20 minutes after severe weather has cleared.

## EXCESSIVE HOT WEATHER

Activities will be provided indoors or in well shaded areas as appropriate for hot weather that poses a health risk. Children should carry water bottles and are encouraged to stay hydrated throughout the day. Drinking water is available to staff and kids at all times.

## LOST CHILD

If a child becomes lost, parents will be notified immediately. Staff will search for the child immediately and will contact the police department in a timely manner. Any incident of a lost child will be reported to the Colorado Department of Early Childhood within 24 hours.

## MEDICAL EMERGENCY

If a medical emergency arises, staff will provide emergency care and call 911.

## VEHICLE MECHANICAL FAILURE OR ACCIDENT

In case of vehicle mechanical failure or accident, staff will provide First Aid care and contact the authorities. All vehicles are equipped with First Aid supplies, and emergency contact information for children and staff is taken on all trips. Parents will be notified as appropriate.

## NATURAL DISASTER / EMERGENCY EVACUATION

In the event we must be evacuated, everyone will be transported to an off-site evacuation area and parents will be contacted. Kids will be released only to parents and emergency contacts listed in the registration paperwork.

## EMERGENCY COMMUNICATION

In the event of an emergency, parents will be contacted by phone. Please ensure that the contact information listed in your child's registration paperwork is kept up to date.

If a parent has an emergency and needs to locate his/her child, or needs to communicate with the Program Director they can call: 719-357-8813

## CLOSURE

If Go West must close for any reason, parents will be notified as soon as possible by email and phone. Please make sure that the contact information in your child's file is kept up to date.

## **LICENSING**

Go West Camps is licensed through the Colorado Department of Early Childhood. To file a complaint contact the Colorado Department of Early Childhood - Division of Childcare at 303-866-5958, 1575 Sherman Street, Denver, CO 80203.

## **TELEVISION/VIDEO VIEWING**

Television and video viewing is not a routine part of programming. However, on occasion, videos may be shown for educational purposes, or to enhance programming. In the case that videos are shown, staff are present to ensure appropriate content.

## **PHOTOS AND VIDEO**

Go West may take photos or record video of your child while participating in our programs for promotional use.

## **STAFF CONTACT OUTSIDE OF OUR PROGRAM**

We strive to put your children in the company of the most trustworthy and appropriate young adults we can hire and put a lot of effort into screening and selecting our staff. However, we are not in a position to recommend them as babysitters or nannies. We work with your child in the context of a visible, well scrutinized community with checks and balances. Staff are supervised and are guided by clear, firm policies regarding behavior. We discourage staff from having contact with your children outside of our program since we cannot supervise it.

## **SOCIAL MEDIA**

Kids and staff develop close, trusting relationships. We are aware that many kids may naturally want to keep in touch with staff outside of our program. However, we discourage the exchange of personal contact information between kids and our staff. Our recommendation is for you, as a parent, to be aware of your child's online activities and supervise them. If you wish for your child to exchange such information with a staff member that is, of course, your right. However, by doing so, you accept full responsibility for overseeing whatever contact occurs as a result.

## **VISITORS**

All visitors must first check in with the staff, provide photo identification and sign in in the Visitor Log. Anyone visiting for any significant portion of time must have pre-approval from our Director. Parents may visit the program for the purposes of interacting with their own child, but may not visit for the purpose of interacting with other children.



## PARTICIPANT CODE OF CONDUCT

We are excited to have you join us for what promises to be a great school year. In order to provide the best experience for everyone, there are certain policies and rules of our program that you and your child need to know. Our overall goal is to provide a safe environment for each participant. Please read over the following policies and share them with your child.

We strive to offer a well-rounded program with a wide variety of activities. We promote and encourage communication, problem solving skills, and positive social interactions between peers and staff. We believe that this helps to create an atmosphere which decreases the amount of behavior concerns that arise. When concerns arise which are beyond the normal range of issues with a child, staff will communicate those concerns to parents. Steps for serious behavior problems may involve a behavior plan, including methods for redirection and reinforcement of positive behaviors. If behavior problems continue, permanent dis-enrollment may result. A child will not be allowed to remain in the program if they are potentially dangerous to other children, staff, him/herself, or who continually disrupt the positive experience of other kids..

The following are grounds for immediate termination from our program without a refund or credit:

1. Anything that endangers the health and safety of kids and/or staff
2. Possession or use of drugs, alcohol, cigarettes, vapes
3. Possession or use of fireworks or weapons
4. Destruction of property
5. Leaving program boundaries or property without permission or refusing to travel with the group
6. Continued inappropriate behavior, i.e. threatening, profane language, not following directions, bullying, improper behavior in a vehicle and inappropriate sexual behavior.

The following items must not be brought to school: games, toys, money, expensive or valuable items, fireworks, lighters or matches, weapons, drugs, tobacco, vapes or alcohol.

There are occasions when undesirable behaviors and situations arise, and we see these times as opportunities for learning, growth and collaboration. Alongside parents and kids, the staff at Go West have the goal of creating plans to help children thrive and be successful in our programs. To ensure that all staff and children are safe in our programs, Go West has a Nurse and Mental Health professional who consults to provide both physical and mental health guidance.