

Pioneer Adventure Super
Summer Camp at the University
of Denver's Kennedy Mountain
Campus (KMC)

P.A.S.S. Camp at KMC
Parent Handbook

Dear Parents and Guardians,

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

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

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

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

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

Warm regards,

Monica McCallum, Assistant Director of Summer Camp

P.A.S.S. Camp at KMC

O: 303.871.5351 or email: monica.mccallum@du.edu

P.A.S.S. Camp at KMC is built on the P.A.S.S. Camp traditions since 1997

Mission

The mission of P.A.S.S. Camp at KMC is to provide campers with instructional and foundational outdoor programming. Our programs inspire, engage, and develop our youth in a safe, fun, and age-appropriate way. We embody the University of Denver into everything we do, including offering our programs in the beautiful Rocky Mountains.

Camp Overview

PASS Camp at KMC has been created to build upon the successful traditions of the University of Denver Pioneer Athletic Super Summer (P.A.S.S.) Camp. P.A.S.S. Camp is entering its 29th summer at DU and is a day camp in Denver designed for campers ages 5-11 to focus on fundamentals of sport majors, sportsmanship, and teamwork.

[To learn more about P.A.S.S. Camp click here.](#)

PASS Camp at KMC is a sleep-away summer camp for campers aged 9 – 15. Each year we work closely and have partnered with our P.A.S.S. Camp team at DU to ensure safety, fun, adventure, and fulfilling experiences for every child and their families.

Please view each session for the age, and program plan specific details.

[To find out more and register for a P.A.S.S. Camp at KMC click here.](#)

Camp Philosophy

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

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

Our Staff

Counselors: P.A.S.S. Camp at KMC strives to provide the most qualified and trained staff possible at all times. Staff to camper ratios are targeted at 10:1 exceeding the 10:1 ratio required by State of Colorado Childcare Rules and Regulations. All staff complete training in CPR/First Aid, Mandatory Child Abuse Reporting, Body Safety Rules, Discipline & Behavior Management, and Conflict Resolution. Additionally, staff complete multiple background checks through the state of Colorado.

Ages:

For our summer 2025 season we will serve the age ranges of 9 – 15 years of age for all sessions. In future seasons, we look forward to expanding our programs and P.A.S.S. Camp at KMC offerings to younger campers and having special interest camps.

Registration:

Registration is available online until capacity is reached. An online wait list is available for each camp session. The deadline for registration is the Tuesday prior to camp at 11:59pm. If you miss the deadline, please call 303.871.5355 to speak with our staff.

Session Information

Sessions	Dates
- Session 1 Mini-PASS Camp @ KMC - Climbing Camp 1 @ KMC	Friday, July 18 – Sunday, July 20
- Session 2 Mini-PASS Camp @ KMC	Sunday, July 20 – Tuesday, July 22
- Session 3 Mini-PASS Camp @ KMC - Climbing Camp 2 @ KMC	Friday, July 25 – Sunday, July 27
- Session 4 Mini-PASS Camp @ KMC	Wednesday, July 30 – Friday, Aug 1
- Session 5 Mini-PASS Camp @ KMC - Climbing Camp 3 @ KMC	Friday, Aug 1 – Sunday, Aug 3
- Session 6 Mini-PASS Camp @ KMC - Climbing Camp 4 @ KMC	Friday, Aug 8- Sunday, Aug 10

Refunds/Credits:

Cancellations requested prior to May 1st will be granted with a 100% refund. After May 1st until 3 weeks (21 days) prior to your child’s camp week start date, refunds will be granted less than a 15% administrative fee. Within 3 weeks (21 days) of your program start date refunds will not be granted except in cases of documented medical circumstances that prevent participation. All requests for cancellation must be submitted in writing to kmc@du.edu for (PASS Camp @ KMC), youthgym@du.edu (for Gymnastics Camp), or youthprograms@du.edu (for PASS Camp).

Required Paperwork

A pre-requisite to PASS Camp is completing required waivers, authorized pick-ups, and personal health information about your camper. All information must be uploaded and completed in CampDoc prior to attending camp. Your camper will not be allowed to attend if this information is not complete for the safety of the camper. Refunds will not be provided if campers cannot participate due to missing documents.

Financial Information:

Receipts are available on request. P.A.S.S. Camp at KMC childcare payments may be a tax deduction. KMC Tax ID number is 84-0404231.

Currently, we offer early bird discounts for those who register during the early registration period. We do not offer scholarships; however, we can set up a payment plan to secure a spot at the P.A.S.S. Camp at KMC for your child.

Please send statements and payment plan request to kmc@du.edu

Mini- P.A.S.S Camp at KMC Schedule

Day 1: Arrival Day		
Time	Location	Activity
5:15 – 6:00 PM	Bucksbaum Outdoor Gateway	Parent Drop off at KMC
5: 15 PM – 6:00 PM	Cabins	Move into Cabins and settle in
6:00 PM – 7:00 PM	Dining Hall	KMC Welcome & Dinner
7:00 PM – 8:15 PM	KMC Campus	Tour/ Cabin Meeting/ Rec Time
8:20 PM – 9:40 PM	Johnson Campfire Circle	S'mores, Songs, and Safety
9:45 PM – 10:15 PM	Cabins	Get ready for bed
10:20 PM	Cabins	Lights Outs (Depends on age)

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

Day 3: Departure Day		
Time	Location	Activity
6:30 AM	Bucksbaum Outdoor Gateway	Morning Club
7:30 AM	Cabins	Wake Up
7:45 AM – 8:30 AM	Dining Hall	Breakfast
8:30 AM – 9:00 AM	Cabins	Prepare for the Day
9:00 AM – 11:00 PM	KMC	Activity #2 based on age
11:00 PM – 11:45 PM	Dining Hall	Lunch
11:50 AM- 12:30 AM	Cabins	Pack and Clean
12:45- 2:00 PM	Bucksbaum Outdoor Gateway	Parent Pick-up and tour

General Information

How to contact P.A.S.S. Camp at KMC

- KMC Welcome Center/Front Desk: (303) 871-5355
- Email: kmc@du.edu
- After hours emergency number during P.A.S.S. Camp at KMC: (303) 871-5378

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

Address

17900 West County Road 74E
Red Feather Lakes, CO 80545

Directions

Find all the directions, maps, and parking information you may need on our [Guest Services](#) webpage.
[Google Maps](#)

Special Needs Services

P.A.S.S. Camp at KMC promotes a welcoming, inclusive environment that is open to all children. Our program staff will work to make reasonable accommodations to adequately include and incorporate all children. The KMC Assistant Director will handle all requests for specific accommodation on a case-by-case basis.

Location of Campers

P.A.S.S. Camp at KMC is hosted on the Kennedy Mountain Campus property in Red Feather Lakes, Co. Campers are supervised by our staff at all times during their session. Attendance and head counts are taken at each meal, activity, and throughout the day as groups move from one location to another on the Kennedy Mountain Campus. A staff member will accompany campers whenever restrooms are not located immediately adjacent to the activity space.

Lost and Found

P.A.S.S. Camp at KMC keep a lost and found cart in the KMC Dining Hall area. Items will be displayed in the Dining Hall during camper pick-up to ensure no item gets left behind. If your camper discovers they are missing an item once you are home, please contact us to provide a description of the item. If we find the item, we will contact you and arrange return details. We hold onto all items except socks and undergarments for 30 days from the end of each session.

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

The Kennedy Mountain Campus is located near Red Feather Lakes, CO, at an elevation of 8,000 feet. Most of our summer days are filled with sunshine, average highs in the 70s and lows in the 50s. We do get the occasional afternoon rain showers and thunderstorms. Campers should be prepared for fluctuating temperatures, wind, and rain during their session.

Tips for packing for PASS Camp at KMC

1. See the PASS Camp at KMC packing list
2. Remember a day bag!
3. Let your camper do most of the packing
4. Do not bring new or expensive items
5. Label campers' items and clothing
6. Campers do not need more than what is recommended for each session

Campers spend most of each day outdoors in nature and we recommend packing older more durable clothing. Please do not send campers with brand new or expensive clothing, they may not come back in the same condition. We ask that parents and/or guardians limit campers' belongings to a day bag and small to medium-sized overnight bag to be stored under a bunk. We do have laundry onsite in the event of spoiled clothing or bedding.

WHAT TO BRING

Clothing/Bedding:

We recommend non-cotton, synthetic athletic/active wear for hiking or climbing for all clothing items

- 2-3 T-Shirts
- 1 Long Sleeve Shirts
- 2 Shorts
- 1 Pairs of Pants
- 1 Sweatshirts
- 1 Sweat/Yoga pants
- 3-4 Pairs of Underwear
- 3-4 Pairs of Socks- consider hiking socks if bringing hiking boots
- Pair of hiking boots or tennis shoes
- 2 Bras
- 1 Set of Sleepwear
- Swimsuit
- Wool or Fleece Hat
- Baseball Cap or Sun Hat
- Shower Shoes or Sandals
- Rain jacket (and rain pants if available)/ Poncho
- Sleeping Bag or Warm Blankets

- While we provide a linen set with top sheet, bottom sheet, pillow, pillowcase, towel, and blanket, we suggest bringing a warmer blanket for colder nights.

Toiletries

- Toothbrush
- toothpaste
- dental floss
- body wash
- hair care products (shampoo, conditioner, comb, brush, natural oils, hair mask/creams, silk bonnet/wrap, styling products, etc.)
- deodorant
- face cleanser/moisturizer/wipes
- contact lenses and solution and/or eyeglasses
- Personal Hygiene- (period products, shaving supplies, etc.)
- Medications
 - *See the camper health section for detailed instructions on how to pack medications.*

Misc.

- Sunscreen
- Bug Spray
- Sunglasses
- Lip Balm
- Water bottle
- Day pack
- Headlamp and batteries

Extras to Consider

- Inexpensive or disposable camera
- Stuffed animals
- Costumes, wigs, fun hats, etc.

DO NOT BRING:

Electronics: Cell Phones; iPods and other music/mp3 players; iPads, Surfaces, and other tablets; Kindles and other e-readers; Computers and laptops; Gaming devices (such as Nintendo Switches); Smart watches

Valuables: Expensive watches and jewelry, one-of-a-kind items such as special t-shirts, family heirlooms, and pets

Food items: Including candy, gum, beverage mixes and powders, protein bars, etc. Vitamins must be turned into the KMC Health Center.

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

Camper Arrival and Departure

Camper Drop-Off Procedures at KMC

When you arrive at the KMC campus, you will be greeted at the entrance by PASS Camp at KMC staff. They will direct you to the Andy and Barabara Taylor Upper Campus for check-in. Follow the road and signs for camper check-in and parking. Once you have reached the parking area, a staff member will greet you and your camper and provide you with an Arrival Passport which will guide you through the check-in process.

Day: Arrival Day

Time: 5:15pm – 6:00pm

Location:

- Outdoors: Challenge Course Pavilion (weather dependent)
- Indoors: Bucksbaum Outdoor Gateway (formerly: Activity Center)

PASS Camp at KMC Arrival Passport:

- Step 1: Grab your campers' medications and head to the check-in table
- Step 2: Check in
- Step 3: Meet the nurse
 - Turn in medications
 - Complete a lice check
- Step 4: Complete the PASS Camp at KMC Arrival Passport
 - Meet your counselors
 - Settle into your cabin
 - Stop by the KMC Welcome Center to purchase last minute essentials (or visit with our office staff)
 - Get a family photo taken at the Dining Hall deck

Tips for parents to help their campers settle in:

1. Before arrival, make sure all your CampDoc paperwork is completed!
 - a. Health History
 - b. Medication Authorization
 - c. Trusted Contacts
2. Bring campers' medications packed & prepared accordingly.
 - a. See medication section under camper health
3. Plan ahead with your camper and ask how they would like to manage the drop off.
4. Help your camper settle in but keep your visit short and do not linger at camp. Stay positive, reassure your camper(s), and remind them you are proud of them for going to summer camp.

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

Camper Pick-Up Procedures at KMC

When you arrive at the KMC campus, you will be greeted at the entrance by PASS Camp at KMC staff. They will direct you to the Andy and Barabara Taylor Upper Campus for parking and check out procedures.

Day: Departure Day

Time: 12:45 pm – 2:00 pm

Parking Location: By the Challenge Course Pavilion

Parents: Please make sure the person picking up your camper is listed as Trusted Contact on your CampDoc account. Your child will be released only to the individuals that you have designated as Trusted Contacts in CampDoc.

Campers and parents will have one hour to visit and explore together. Campers are encouraged to show their parents around the Kennedy Mountain Campus. All families are required to depart the Kennedy Mountain Campus by 2:00pm.

Camper Drop-off and Pick-Up Policies

It is required by the University of Denver's Kennedy Mountain Campus and the Department of Social Services that only authorized persons sign their children in and out of each camp session. Your child will be released only to the individuals that you have designated as Trusted Contacts in CampDoc. If you need to make changes to the list of people authorized to pick up your child, please do so in the CampDoc app.

We will ask for a picture ID and check the authorization for the release of the child. If the person is not authorized to pick up the child, the child will not be released. If an unauthorized adult attempts to take a child without permission, the parents and the police will be called. Licensing requires those designated to pick up and sign your child out, must be at least 16 years of age.

PASS Camp at KMC will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child. These procedures are for the protection and safety of your child and staff, and for your peace of mind.

How to communicate with your camper

We do not allow electronic communication devices, campers to call home, or receive calls from home (apart from in the event of an emergency)

Letters & Electronic Mail:

Send your camper an electronic mail (email)! You are more than welcome to send unlimited email to your campers; however, we suggest no more than one letter per session. Remember to keep it positive, encourage your camper to make the most of their PASS Camp at KMC experience, and avoid writing about how much fun your camper is missing at home. At the Kennedy Mountain Campus our physical mail can take a bit longer than usual due to our location and with short sessions we highly recommend not sending physical mail.

Email Address: kmc@du.edu

Mail calls happen at dinner and letters are printed at 5:00 pm.

Care Packages:

We ask that parents do not send care packages to PASS Camp at KMC. Alternative care package ideas are hiding a note or item in your camper's luggage with a note of when to open. If your camper is celebrating their birthday while at camp, a birthday package clearly indicating the date it should be delivered may be dropped off during check-in. For safety reasons, please review the "what to leave at home" section of the packing list and remember food (including mints, gum, and small candies) are prohibited. Instead of food give them a puzzle, board game, mad lib, book, pair of silly socks, funny hat, fidget toy, etc.

If you need to send something to your camper, please contact our office.

In the event of an emergency:

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

P.A.S.S. Camp at KMC Policies

Inclement Weather

If a program cannot run due to inclement weather, an announcement will be posted on the [P.A.S.S. Camp at KMC](#) website, and participants will be contacted directly by email or telephone. Questions can be directed to the KMC Welcome Center at (303) 871 - 5355.

Excessively Hot Weather

During hot weather, water and shaded space is always available. Some activities may be planned in the shade or indoors when temperatures are high. If the temperature is below 44 degrees (F) or over 100 degrees (F), children will stay indoors.

Sunscreen Policy

Throughout each day PASS Camp at KMC Staff will assist campers in applying sunscreen to his/her exposed skin prior to participation in outdoor activities. Sunscreen will not be applied to any broken skin or if a skin reaction is observed. Sunscreen name of and list of ingredients shall be available upon request.

Youth participants may not carry sunscreen labeled “keep out of reach of children” in their backpack. If your child requires personal sunscreen caregivers must enter the product into CampDoc as a medication and must upload a medication administration form completed by a healthcare provider and check the product in at the medication table on the first day of camp.

Media Viewing Policy

PASS Camp at KMC is an active experience for your child and utilizes screens minimally. Video content related to health, wellness, and nature education may be shown during "rest" periods or periods of extended inclement weather. Media presented will be rated G or PG and will be limited to 30 minutes or less.

Electronic Device Policy

Campers are not permitted to bring electronics to camp nor use them during their time at camp. Our goal is to create deeper connections with campers, nature, and themselves by intentionally disconnecting from technology. Electronic devices include:

- Cell Phones
- iPods and other music/mp3 players
- iPads, Surfaces, and other tablets
- Kindles and other e-readers
- Computers and laptops
- Gaming devices
- Smartwatches and fitness trackers with cellular or wi-fi capability

Parents and guardians will be asked to collect their campers’ electronics during the check-in process. Watches without cellular or wi-fi capabilities, disposable cameras, digital cameras, and GoPros are allowed, however, campers are responsible for these items and charging outlets in cabins are limited.

Visitors at Camp

Families are encouraged to visit during the **final day** of the camp session. Pick up is **after lunch** and campers will have a short time period to show their families around the Kennedy Mountain Campus and share their experiences before collecting their belongings and checking out. We do not allow families to visit at other times during the summer as it is disruptive to the P.A.S.S. Camp at KMC experience.

Camp Access

When the Kennedy Mountain Campus, Pioneer Adventure Super Summer Camp is in session the gate to the property will be closed. All KMC personnel and contractors will be provided with a gate code for entry and exit. In the event, people from outside our organization are to be present during PASS Camp at KMC operations, they will be met at the gate, required to check in, and escorted by a KMC staff member throughout their entire visit.

Camper Health

During PASS Camp at KMC our Health Center is available 24/7 and staffed by nurses. Located in the bottom floor of the Dining Hall, the Health Center is a shorth walk from our cabins. During each camp session we foster a healthy environment by promoting handwashing, daily cleaning of high touch surfaces, sunscreen checks, hydration checks, and monitoring of camper health. Policies are in place to mitigate illness risks, including measures to limit the spread of communicable diseases such as the flu, Covid-19, respiratory syncytial virus (RSV), and strep throat.

Health Center Communication

Our Health Center staff aims to respond to you as promptly as possible:

For Routine Health Center Visits: For routine checkups such as scrapes, or stomach aches we generally won't contact you (camper's emergency contact) unless there are special considerations.

For Critical Situations: We will contact you (camper's emergency contact) if your camper is taken to the doctor or hospital, requires a prescription, spends a night in the health center, has a temperature of 101 or higher, or takes a day off activities due to illness.

Immunizations

The State of Colorado requires a certificate of immunization signed by the physician for every child, due the day the child starts. Failure to follow this policy will result in dismissal of the child from the program. P.A.S.S. Camp at KMC uses the same immunization documents that are used for school enrollment. You will have an opportunity to upload this information to your CampDoc account.

Allergies

For our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have or have had, for example, food, medication, or other substances. You will have an opportunity to do so in your CampDoc account.

Illness

According to state licensing requirements and for the protection of all children, P.A.S.S. Camp at KMC cannot accept children with the following symptoms: elevated temperature, diarrhea, vomiting, undiagnosed rash, sore or discharging eye or ears, profuse nasal drainage or diagnosed contagious disease such as strep throat or chicken pox. Sick children will be provided with a place to rest comfortably until they go home. Parents will be notified to come and pick up their child within the hour. Please notify the PASS Camp at KMC staff if your child contracts a contagious disease, such as whooping cough, German, or regular measles. It is a licensing requirement that signs be posted to notify families.

Weather and Elevation

The Kennedy Mountain Campus is located at an elevation of about 8,000 feet in the beautiful Rocky Mountains. Most of our summer days are filled with sunshine, average highs in the 70s and lows in the 50s. We do get the occasional afternoon rain shower. Raincoats and preparing your camper to stay hydrated and apply sunscreen often are a must.

[Weather for Red Feather Lakes, CO can be found here.](#)

Head Lice

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

Tick Checks

To mitigate the risk of ticks we provide and encourage the use of bug spray and wearing appropriate clothing for each activity. Our counselors are trained to coach campers on how to conduct a tick check on themselves and campers are encouraged to do during the daily shower time. Parents, you can help prepare your camper by teaching them to do tick checks at home.

Dental and Orthodontic Care

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

Homesickness

Parents and Guardians, if you or your camper are concerned about homesickness, please remember to reassure your camper, stay positive, and do not promise phone calls or early pick-ups. Homesickness is a natural feeling at the beginning of camp, and we have diligently designed our schedule and prepared our staff to help your camper. Typically, homesickness fades after a day or two. For campers experiencing prolonged homesickness we will communicate with you and determine the best course of action together.

Medication

All campers requiring medication during camp must accurately fill out and upload a "medication administration form" to their CampDoc account and printed and given with the medication on the first day of camp. Prescription and nonprescription medication will be administered to children with a signed medication release agreement only. The following procedures must be followed:

- Camp employees will administer medication to campers only if given a written request by the camper's parent or legal guardian.
- All medications will be stored in a locked cabinet in the KMC Health Center.
- Campers will not be allowed to keep medication in their possession while in camp. The exception would be for inhalers and epi pens which are allowed to be carried by campers and/or counselors for easy access in case of emergency.
- An adult should bring medication to camp, and the camper should not carry medication.
- Prescription medication will be counted upon receipt and returned to the parent at the end of the camp session.

- A physician’s order is required for all prescribed medications administered 30 days or more including “as needed” prescription medications. Orders for prescription medications will be accepted from those persons legally authorized to write prescriptions in the United States. Out of state prescription medication not accompanied by a physician order will be considered on an individual basis. Medication must be in the original container and properly labeled with the name of the camper, the prescribing doctor, the name of the medication, the date the medication was prescribed and the instructions for administration.
- Prescription medication will be administered only to the person named on the prescription label, and in the dosages, intervals and for the duration period prescribed.
- Modifications of a prescription will be accepted only upon receipt of written instructions from the prescribing doctor.
- Non-prescription ("over the counter") medication will be administered according to the instructions on the original container and must have a Medication Request Release Agreement filled out and signed by your physician. If the camp nurse believes that continued administration of the medication is not beneficial to the camper, the nurse will notify the camper's parent or legal guardian.
- If the period of administering the medication expires, it must be picked up by the camper's parent or legal guardian. Medication, whether prescription or nonprescription, will not be returned home by delivering it to campers.
- Medication will be discarded if it is not picked up within thirty calendar days after the period for administering it has expired.

How to Pack Medication

All medications sent to camp must be in original packaging with a prescription label for your camper. This includes over-the-counter medications that are taken daily and other non-prescribed medication. Place all medication in its original packaging into a Ziplock bag. Label the Ziplock bag with your camper’s full name in permanent marker. Double check that all medication in the bag is on your campers the Medication Form in CampDoc. What we need to see on the prescription label:

- Camper’s OWN name (not parent or sibling)
- Name of the medication
- Dosage
- Time for administering
- Name of medical provider and pharmacy
- Current date
- Expiration date (not expired medication)
- Quantity (enough for the session)

Food at KMC

The kitchen and catering service at the James C. Kennedy Mountain Campus is operated by Mountain Berry Culinary. The mission of Mountain Berry Culinary is to provide healthy, great tasting food to

campers, clients, guests, and staff. We believe that all individuals, regardless of dietary need, can have a great time at any event.

[Learn more about Mountain Berry Culinary and how we accommodate the dietary needs for each camper here.](#)

Each day campers are provided with breakfast, lunch, dinner, morning snack, afternoon snack, and dessert. Parents, please help us to keep our cabins critter free and do not allow your camper to pack any food items.

Emergency Procedures

The Kennedy Mountain Campus has created an Emergency Management Plan to address various types of emergencies such as a fire, dangerous weather, assaults, or criminal activity that both P.A.S.S. Camp at KMC and all other events strictly follow.

Fire Drill: Campers, staff, and visitors exit the building through the nearest emergency exit. All camp groups meet at the Flagpole where head counts, and attendance are taken, and groups stay until the building is deemed safe.

Lockdown: Campers, staff, and visitors are kept inside the buildings or brought inside, exterior doors are locked, no one is allowed in or out of the building, campers, staff, and visitors stay in locked spaces or other areas and sit down against an interior wall and away from exit doors, camp activities cease. This occurs when a dangerous event has happened near campus, or a dangerous intruder may be on the campus.

Modified Lockdown: All campers, staff and visitors are kept inside the buildings or brought inside, exterior doors are locked, no one is allowed in or out of the building, camp activities continue. This occurs when some danger may still exist in the area, but the building is deemed secure.

Shelter in Place: Campers, staff and visitors move to the closest building and sit along an interior wall. Everyone kneels or crouches with their heads between their knees and clasps their hands on the back of their heads. This occurs during severe weather such as a tornado.

Our staff practice one drill per month to address the above situations.

We try to conduct fire drills during decent weather conditions. However, fire alarms do go off unexpectedly occasionally. When that occurs the priority is to evacuate the buildings as quickly as possible. Since it is unknown whether the alarm is real or not, regulations stipulate that no special effort be made to collect jackets or other clothing if there is unpleasant or cold weather. We will make every effort to inform you of an alarm activated situation that may cause concern for your children. We want you to be aware of the circumstances from an informed source. We will also inform you when we have drills for the different scenarios.

In the event of an emergency during PASS Camp at KMC, the KMC Assistant Director will immediately contact our families describing what emergency is taking place and what action is needed (if possible).

Parent Reunification Procedures:

In the event of a campus evacuation parents will be notified by email and phone call with the time and location to pick up your camper(s). Parents should refrain from calling the KMC Welcome Center and instead wait for notice from the camp staff. Our staff will be controlling the flow of traffic to make sure all campers get home safely. In the event the building or campus is not safe due to fire or other emergency, parent reunification will happen at the specified locations provided below.

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

Identification is required for all parents/guardians to pick up their camper(s).

Anyone not listed on a camper's emergency pick-up authorization will not, under ANY circumstances, be given permission for pick-up. Parents must check-in with the PASS Camp staff to make sure they are cleared for pick up before retrieving your child.

Accident

PASS Camp Staff are First Aid and CPR certified and have been trained in emergency procedures. Emergency numbers are available to all staff at all times. Plans for handling fire, floods, tornadoes, severe weather, lost or missing children, injuries and illnesses are on file at each site. We will call you or your emergency contact person to notify them of a minor accident or injury. When there is no question that your child must be taken to the doctor or the hospital, we will call you to inform you of our course of action as soon as possible. It is vital that you keep our staff updated in case of changes in your phone number at work and at home.

In the event of an accident at camp a report will be filled out by the staff responsible for your child or who was present when the accident happened. The report will be given to you at pick up or emailed to you for review and signature, then kept on file at camp. If you would like a copy of any report involving your child, please ask the KMC Welcome Center and one will be made for you.

Lost Child

Every effort is made to keep all children safe. If a child is missing, a search will be started immediately. If necessary, the parents and the authorities will be called to assist in his search. Parents, please assist us in educating your child of the importance of staying with the camp staff.

Behavior Management

Our Philosophy

PASS Camp at KMC operates with the goal of campers having as much fun as possible during their time with us. Our objective is to have campers take responsibility for their actions and behavior and to help them develop the skills necessary to handle conflict and disagreement effectively and appropriately. CAMPERS ARE EXPECTED TO SHOW RESPECT FOR THEIR FELLOW CAMPERS, COUNSELORS, FACILITIES AND THEMSELVES.

Our Process

- Actively work with campers so that they understand our expectations and if necessary, how their behavior does not align with those expectations.
- Respond consistently to children's behavior - logically, thoughtfully, and non-punitively.
- Provide children with ample opportunity to repair and to move on from incidents.
- Communicate and collaborate with parents and children about incidents.

Suspension/Expulsion

PASS Camp at KMC administrative staff reserve the right to suspend any camper from camp. The physical safety and emotional well-being of participants and staff are paramount. Extreme behaviors that compromise these priorities will be addressed immediately, in collaboration with participants' families and may include suspension from camp. Before a suspended child can return to camp, a meeting to discuss the behavior that resulted in the child's removal from camp and the policies, procedures, and expectations going forward must take place. The parent or legal guardian, child, KMC Assistant Director, and any other involved staff must all attend this meeting.

Body Safety

P.A.S.S. Camp at KMC will intentionally review the following rules with all campers on a regular basis and will immediately contact the camper's parents and/or guardian if any of the below rules are not followed explicitly.

- No one is allowed to touch your private body parts (including siblings), except to help you clean them or to examine them in a medical office. You are not allowed to touch someone else's private body parts.
- No one (adult or youth) is allowed to take pictures of your private parts or show you pictures of naked people.
- When playing with friends, play with your clothes on.
- You and all your family members are allowed to have privacy when bathing, dressing, and using the toilet.
- You are allowed to choose who you kiss and touch, and when you kiss and touch people.
- You have permission to say "NO" and get away if anyone tries to touch your private body parts or breaks any of your body safety rules.
- If someone tries to or does touch your private body parts, try to get away and then go tell!
- If someone tells you to keep a secret about touching private body parts, tell a trusted adult.

Reporting Child Abuse

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

If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

The telephone numbers to report abuse is: 1-800- CO-4-KIDS

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and well-run program. Feel free to observe the program, especially with regard to children's health and safety, equipment and play materials, and staff.

Communication

Questions or concerns?

When parents and/or campers have concerns regarding an aspect of the Camp, please follow this basic communication process. We recommend talking to the person most directly involved first.

Talk to the Counselors: If you have questions/concerns about your child's needs, instruction, activities, progress, or behavior. This conversation can be initiated by calling the KMC Welcome Center or discussing with your campers Counselors at check-in.

Talk to the Assistant Director of Operations, Events, and Summer at the KMC: If you feel your needs have still not been met by the above avenues of communication, please contact our Assistant Director of the Kennedy Mountain Summer Program, Monica McCallum at monica.mccallum@du.edu or (303) 871-5351

Talk to the Director of Operations, Events, and Outreach at the Kennedy Mountain Campus: If you feel that neither Monica nor the counselors have met your needs you may also contact our Director of Operations, Katie Hecker at katie.hecker@du.edu or (303) 871-5377

How PASS Camp at KMC communicates with our families:

KMC Website: General information and for all KMC Programs and Events, including Camp, are posted here.

Emails to Camp Families: For each session, families will receive periodic emails prior to the first day of camp with reminders to complete CampDoc profiles and paperwork. Two weeks prior families will receive an email outlining daily schedule, themes, parking/directions, and any other pertinent information for families to know prior to camp. Last-minute programming changes may be communicated via email as well.

Reporting Complaints To DU

If you need to lodge a formal complaint to DU you may do so through our [DU Report It webpage](#) which you can find by clicking the link. Through this website you may Report an incident online or call 303-871-

3000. The University's Department of Campus Safety is staffed 24 hours a day year-round by trained professionals employed to serve the University community. Any University-Related Individual who knows, suspects, or receives information that a minor on campus has been Abused or Neglected, or who has other concerns about the safety of a minor on campus (including a missing minor), must inform one or more of the following, available 24 hours a day year-round:

Department of Campus Safety at 303-871-3000

DU Anonymous Hotline at 303-871-7439

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