



**YOUR QUEST FOR FUN
BEGINS HERE.**



Program Participation Manual

Visit fcgov.com/youthprograms for more information

COVID DISCLOSURE

Based on current and future COVID-19 guidance from State, County and local health departments, some policies and procedures (identified with headings in red text) are subject to modification. For the most up to date guidance on childcare facilities that remain open, visit <https://www.larimer.org/health/communicable-disease/coronavirus-covid-19/schools-and-childcare/covid-19-information>.

City of Fort Collins Recreation Department Mission

To foster health and well-being through diverse and inclusive recreation opportunities, sustainable planning, and community partnerships.

Camp Mission

To provide a safe and enjoyable environment for all campers, creating an atmosphere that supports personal enrichment.

Questions and Concerns

Please contact the numbers below to reach staff if your child will be absent or arriving late, in case of emergencies, or if you have concerns or program feedback. For general questions, please contact the front desk of the facility your child is attending or visit Recreation's Youth Programs webpage.

Contact Information

- **Recreation Coordinator, Camp FunQuest Program Director:**
 - Rachel Pollack, (970) 221-6357, rpollack@fcgov.com
- **Recreation Supervisor:** Sarah Gagne, (970) 221-6337, sgagne@fcgov.com

Front Desk

- **Northside Aztlan Community Center:** (970) 221-6256
- **Foothills Activity Center:** (970) 416-4280

Website: <http://www.fcgov.com/recreation/youthprograms>

Camp Communications

Regular camp communications are sent via email including activity schedules and program reminders. All emails are sent to the email address listed for the Primary Guardian in the household account. Additional email addresses can be added to distribution lists by contacting the Camp Director.

Emergency Communications

Occasionally, it is necessary for camp staff to reach ALL parents/guardians of a camp program at one time. These communications primarily take place through ePACT Emergency Network, including automated text and voice messages and that are listed as incoming from an unknown number in British Columbia, Canada. This is because the ePACT Emergency Network organization is based out of that location.

Camper Ages

Camp FunQuest serves children ages 5-15 years.

- Marmot | Age: 5-6 years and completed Kindergarten Spring prior to camp
- Red Fox | Age: 7-8 years
- Big Horn | Age: 9-11 years and entering grade 5 or below in Fall following camp
- Black Bear | Age: 12-15 years and entering grade 6 or above in Fall following camp

Hours of Camp Operation

Camp FunQuest operates Monday through Friday from 7:30am-5:30pm, unless otherwise noted.

[Black Bear Adventure Club operates Monday through Friday from 9:00am-4:00pm, unless otherwise noted.](#)

Capacity and Ratios

Camp capacities are based on the square footage of the licensed facility. The licensed capacity of camp programs at Northside Aztlan Community Center is 164. The licensed capacity of camp programs at Foothills Activity Center is 70. School age childcare facilities are required to follow a 1:15 ratio of staff to campers. Camp FunQuest strives to maintain a ratio of 1:10 while on-site, and 1:8 or fewer when travelling off-site.

Inclusion Support

Interested in participation support related to a disability? Requests must be received at least two weeks prior to program start date and will be processed in order of registration. Visit fcgov.com/aro to complete a [Passport to Recreation Form](#) to begin the support request process. A request does not guarantee an inclusion aid.

Recreation Reduced Fee Program

Qualified participants receive a discount on all recreation programming. A 70% discount is available to families that qualify on licensed childcare programs including Camp FunQuest. Learn more at www.fcgov.com/recreation/reducedfeeprogram.

City of Fort Collins Tax ID #

The City of Fort Collins Federal Tax ID number is **84-6000587**. Camp FunQuest operates as a state-licensed, school age childcare facility. The City cannot advise as to whether our recreation programming is considered “child or dependent care” for tax purposes. Some City programs may not qualify for federal or state tax deductions for child or dependent care expenses. Please consult with your tax professional for further advice before deducting the program fee.

Registration & Fees

Registrations take place based on seasonal dates available through the Recreator, at least one season prior to the program start date. Winter Break camps are available on Fall registration dates, Spring Break camps are available on Winter registration dates, and all summer camp enrollments begin on Spring registration dates.

- For all school day out and school break registrations, full fees are due at the time of enrollment.

- For summer camp programs, a minimum deposit of \$20/week per child is due at the time of enrollment. Remaining fees for camp weeks will be due by monthly designated due dates;
 - June 2022 camp weeks due February 28
 - July 2022 camp weeks due March 31
 - August 2022 camp weeks due April 29

Daily Fees for School Day Out Programs

- Single-day registration fees are set at \$60 per day for all ages.

Weekly Fees for Thanksgiving, Winter, & Spring Breaks and Summer Camps

- M-F, Full-Day Marmot, Red Fox and Big Horn: \$250*
- M-F, Full-Day, Black Bear Adventure Club: \$280*

**NOTE: Camp weeks that are not scheduled for the full 5 days per week will be prorated.. Additionally, camp fees are not prorated for late registrations or partial attendance.*

Withdrawals, Transfers, & Cancellations Policies

In order to ensure appropriate staffing levels in camp programs, it is requested that any transfers or cancellations be made at least 5 calendar days before the start of the scheduled camp programs. Refunds are issued in accordance with Recreation Department policies listed in the [Recreator](#). Cancellation requests should be emailed along with the original purchase receipt to Recreation@FCGov.com, or by call (970) 221-6256 or (970) 416-4280.

Withdrawals

If you are not satisfied with your program, you may withdraw before the second class begins and receive a refund. Refunds are not given once the second class begins (Tuesday of a full camp week). Programs that meet once may receive a refund up to one week prior to the scheduled program start. Refund options include:

- A full credit to your Recreation household account.
- Check or credit refund; a \$5 service charge per program will be applied.

NOTE: For refunds less than \$5, a household credit is offered.

Transfers

Transfer are permitted between programs prior to the second meeting of the class on a space-available basis. There is no charge for transfers, but you are responsible for any additional costs. If the new program costs less than the original program the difference is credited to the household account without an additional program fee. If your child(ren)'s age, grade level, or ability does not meet the minimum program requirements, you will be transferred to a program that better matches their age/developmental level(s).

Cancelations

Recreation may cancel programs at staff's discretion due to low enrollment or other reasons. If Recreation cancels a program for any reason, you will receive a full refund or credit. Recreation staff can assist you in finding another program that meets your needs or interests.

Enrollment Profiles & Immunization Records

Each camper must have emergency contact/authorized pick-up information, health/medical history including REQUIRED immunization records and any necessary medication forms, and all liability/release waivers completed prior to attending camp. This information is submitted online through ePACT Emergency Network. An invitation to complete your camper's "Enrollment Profile" will be emailed upon registration to the primary email address listed in the household account.

Medication Administration

Staff are delegated by a contracted Nurse Consultant to administer emergency or otherwise required medications with approved forms signed by the prescribing physician. All medications must be stored in their original container(s) with the prescription label clearly stating child's name, delivery method, and expiration date. Additionally, all medications must be kept in a labelled, designated space out of children's reach.

Participants requiring medications to be administered during class will need appropriate forms completed and signed by a physician, and then uploaded to the online health profile through ePACT Emergency Network. All medication forms are available for download in the Shared Files section of Camp FunQuest's ePACT form.

Food Sensitivities & Allergies

Parents/guardians are responsible for informing camp staff of any food sensitivities or allergies upon enrollment and documenting this information in the child's ePACT health profile. Staff will review all health profiles prior to the start of each scheduled camp week/program and complete a written chart of all campers with food sensitivities, allergies, emergency medications related to allergies or other conditions. This information will be shared with all instructors during pre-service training and copies will be posted confidentially in each camp room. Pictures of each child will also be posted for staff to refer to when preparing any provided snacks and cooking activities. Staff will provide alternative options to children with food sensitivities or allergies as needed.

What to Bring to Camp

All personal items should have the campers name written on them in permanent ink. Items to bring daily include a water bottle, comfortable clothing that is appropriate for the weather and allows for freedom of movement, socks and closed toed shoes. Flip flops or sandals are not recommended as they can easily pose a safety concern, and may prevent campers from participating in walking, running or active games. Camp itineraries will designate field trip or other days when campers will be swimming. It is the parent/guardian's responsibility to note these dates and to send their camper with a bathing suit and towel, and a dry change of clothing.

Campers will spend significant time outside daily unless the temperature is below 20 degrees Fahrenheit or in excess of 100 degrees Fahrenheit. During summer months, campers should come to camp equipped with a hat and other protective clothing. During winter months, please make sure your child has clothing appropriate for the weather including a hat, mittens/gloves, warm coat, and boots. Parents/guardians are required to provide a sack lunch and two healthy snacks that do not require refrigeration daily. Lunches cannot be refrigerated or heated. If a child's lunch does not meet current USDA child food program meal pattern requirements, supplemental foods will be offered to children.

Personal Belongings

Campers are not to bring toys, money, electronics or other personal belongings to camp. Personal cell phones or other mobile devices should not be used during camp. The City of Fort Collins is not responsible if items become broken or misplaced. Campers are not permitted to bring money for snacks on field trips. Snacks will be provided.

Photography Policy

The City of Fort Collins Recreation Department reserves the right to use images and/or photographs of anyone participating in an activity and/or at a park or public place. Images may be used in present and/or future publications, online, or for other promotional purposes, unless told otherwise at the time image or photo is taken.

Television and Video Viewing

Access to television and video/movie watching is limited at Camp FunQuest, and parents/guardians will be made aware of any scheduled media showings in camp itineraries. On occasion, in the event of inclement weather or other unplanned cancellation of planned activities, a movie may be shown to replace scheduled activities. Any movies viewed will have a G or PG rating. Maximum allowable media viewing will be three hours per week.

Sunscreen

It is the responsibility of parents/guardians to apply sunscreen to their child(ren) each day before arriving at camp, and to provide an alternative sunscreen if the camp's brand does not meet a camper's needs. All provided sunscreen must be clearly labelled with the child's first and last name and handed directly to a camp staff member upon arrival to camp. Sunscreen must not be kept or stored in camper's belongings in order to prevent sharing and potential allergic reactions. Aerosol spray sunscreen is not permitted for use in Camp FunQuest activities.

Camp FunQuest provides Rocky Mountain Sunscreen KIDS SPF50 Broad Spectrum for daily use at camp, and all campers will be asked to reapply said sunscreen to themselves after lunch and swim times, and additionally as necessary under the direct supervision of a camp staff member. Any skin reaction observed by staff will be documented and promptly reported to parent/guardian.

Attendance: Sign-In & Sign-Out

Parents/guardians or authorized contacts must check children in and out of camp each day. Children are not permitted to check themselves in or out of camp. Only persons listed as a Legal Guardian, Emergency Contact or Approved Pick-up Person in the camper's ePACT Enrollment Profile are allowed to sign children out of camp. A verbal or written notification from a parent/guardian is allowed in the event of an emergency. NOTE: Any person picking up a child may be asked for their driver's license for proof of identity if photos are not uploaded into the electronic Enrollment Profile.

Attendance is verified throughout the day whether on property or on a field trip. If the camp group is leaving the Recreation facility for an activity, staff will take attendance prior to departure, frequently and at designated times during the activity, and upon arrival back at Recreation Center.

If you need to pick-up your child earlier than the normal dismissal time, note that the pick-up location may be different than the normal site. Please confirm with staff on the day of the early pick-up where the camp will be at the specific time of pick-up.

Please help your child/children collect all belongings at the end of each day. It is recommended to label your child(ren)'s belongings. A lost and found may be available to locate missing items.

At the end of each day a designated staff member will verify with each camp group that all children have been signed out and all rooms are emptied of campers before locking the rooms and departing for the night.

COVID-19 Considerations

Camp FunQuest follows all up to date local and state health guidelines. Since this information is always changing please visit this website for more information:

<https://www.larimer.org/health/communicable-disease/coronavirus-covid-19/schools-and-childcare/covid-19-information>.

Drop-off and Pick-up

Drop-off and pick-up will occur outside the facility whenever possible. Parents/guardians are not permitted to enter the camp rooms. Camp staff will greet families for non-contact sign-in/out procedures and daily health screens. Hand washing will take place immediately upon camper's entry to the facility.

Daily Health Screens for COVID-19 Symptoms

A series of questions must be answered each day prior to (through ePACT) or upon arrival at camp. Questions will include presence of symptoms, potential exposure to anyone with a positive COVID-19 diagnosis, and if awaiting test results. If a child arrives at camp and is exhibiting symptoms related to COVID-19, they will not be permitted to attend camp that day.

Mask Mandate

The City of Fort Collins Recreation Department follows all state and local health guidelines. Masks are recommended but not required.

COVID-19 Symptoms and Procedures

Any symptoms of COVID-19, including a dry cough, shortness of breath, fever of 100.4 or higher, or new loss of smell & taste will require that a camper be sent home immediately. Should a camper or staff member test positive for COVID-19, the camp will follow local guidance on closures. If a camp closes due to a positive case a notice will be sent to parents/guardians immediately notifying them. Upon receipt of such a notification, parents/guardians, emergency contacts and/or approved pick-up persons must come to retrieve all campers within 1 hour's time. After 1 hour from release of notification, if campers have not been retrieved, the Police Department or Social Services may be called to care for the camper.

Camper Illness

Please keep your child home if they have any of the following symptoms:

- Vomiting or diarrhea in the last 24 hours

- A fever of 100.4 degrees or more in the last 24 hours
- Excessive coughing or nasal discharge
- Draining sore or open rash
- Strep throat or itchy matter in eyes that has not been treated for 24 hours with antibiotics
- Untreated head lice or scabies
- Symptoms of a possible communicable disease (these usually include sniffles, reddened eyes, sore throat, headache, and abdominal pain with fever)

If a child arrives at camp with the above conditions, or develops any symptoms during the camp day, camp staff will call parents/guardians, emergency contacts and/or approved pick-up contacts to come pick the child up. Until the child is picked up, they will be removed from the camp environment and isolated to rest comfortably in a designated area with a supervisory camp staff. Children will not be allowed back to camp until they have been symptom free for 24 hours. Parents/guardians should notify camp staff immediately if a child has been diagnosed with a communicable disease.

Camp staff will keep children and staff inside if any air quality alerts are in effect according to the National Weather Service. If your child is too sick to be outside under these types of conditions, they are also too sick to be brought to camp.

Visitation Policy

Parents/guardians are welcome to visit camp at any time. All visitors must show a photo ID and sign a Visitor's Log (includes name, address & purpose of visit).

Late Arrivals and Non-Participation

For campers arriving late for drop-off and/or when the camp group is away from the drop-off location, it is the responsibility of the parent/guardian to transport their child to meet the group. A weekly schedule of activities and their locations will be made available to parents/guardians prior to each week of camp. When meeting up with the group, it is the parent's responsibility to communicate with the counselor and complete the check-in process with their child.

If a camper does not attend an off-site field trip or any other scheduled all-camp activity, alternative childcare will not be available. Parents/guardians are responsible for making other childcare arrangements for the day.

Unauthorized Pick-up Attempt of Child

Any adult picking up a child from camp will be asked by staff for their name and a valid ID. Staff will also explain that law and facility regulations prevent release of child to unauthorized persons.

If an adult arrives to pick up a child that is not authorized on ePACT to do so by the parent/guardian, staff will immediately call the parent/guardian to inform him/her about the pick-up situation and confirm pick-up. In an emergency situation, a parent/guardian may provide verbal authorization for pick-up. For all other times, written notification signed by the parent/guardian is required for camper release.

If the parent/guardian denies authorization for the child to be released over the phone, or if staff is unable to reach a parent/guardian, Emergency Contacts listed in ePACT may be notified, and staff

will refuse to release the child to the adult attempting pick-up. Security or Police will be contacted if the attempting adult continues to demand the child's release.

Late Pick-Up Fee and Failure to Pick-up Procedure

Pick-up must occur by the end of camp, at 5:30pm. After that time, late fees will be charged at the rate of \$5 for every 10 minutes late/per child. All charges are added to your household account. Future household registrations will not be permitted until the account balance has been paid in full.

Staff will take the following steps in the event a child has not been picked up from a camp program:

- Staff will wait 15 mins after the scheduled time of camp to before making a call to parent/guardian.
- If parent/guardian cannot be reached, staff will make calls to emergency contacts in the authorized ePACT form.
- Staff will call the supervisor if parent/guardian cannot be reached and continue making calls every 5 minutes.
- 30 minutes after the end of camp, Security or Police may be notified, and the child may be released into the custody of a police officer.
- Staff shall remain with children until all children are picked up.
- In the event that a staff member cannot stay until a child is picked up the child will be put in care of the center's front desk staff.

Behavior Expectations

Recreation staff and administration provide children with guidelines for appropriate behavior and rules to follow while at camp. We encourage positive actions through positive reinforcement and close supervision. Our main goal is to keep children safely involved in activities, so inappropriate behaviors are limited. Staff follows City of Fort Collins City Manager approved guidelines with escalating sanctions. Current procedures can be found at any Recreation facility or at www.fcgov.com/recreation. The steps outlined below will be followed if inappropriate behavior occurs. **NOTE:** *Disability related support needs can be provided. Two-week advance notice is requested. See page 11 for more information on our Inclusion Support Policy.*

1. Staff will redirect the camper to more appropriate behavior.
2. If inappropriate behavior continues, the child is spoken to privately in a firm but gentle manner regarding the unacceptable behavior.
3. If the said behavior continues, the child is removed from the activity for a cool down until both the counselor and the child feel the child is ready to return.
4. If the said behavior continues, the child's parent will be spoken with before departing for the day.
 - a. If behavior is affecting other camper's experience and safety, the child's parents will be called to come pick up the child.
5. A behavior notice will be filed any time a child receives a cool down. Three behavior notices during your child's time at camp will result in a behavior report filled out. A parent meeting about your child's actions and how we can support them to succeed will be set up.
6. When there is evidence of property destruction, injury to an individual, physically touching an individual, accrual of multiple behavior notices and other inappropriate behaviors we will complete a behavior report.

Grounds for Immediate Dismissal (but not limited to)

- A child threatens or injures themselves or another individual
- A child displays violent, uncontrollable behavior that may put themselves or others in the program at risk

- A child purposely damages property; personal or public

Behavior incidents will never be dealt with in a demoralizing, humiliating, or abusive manner. No child shall be subject to abuses of neglect, cruel, unusual severe, or corporal punishment including punishment with subject of a child to verbal abuse, ridicule, humiliation, denial of food, use of bathroom facilities, punishment for soiling, wetting, or not using the toilet.

Staff members shall not be subject to verbal or physical abuse by a child enrolled in camp, or by their parent, including but not limited to cruelty, humiliation, foul language, and ridicule. Refunds will not be granted if a participant is dismissed from a City of Fort Collins Recreation Program.

A child dismissed from a session will not be able to participate in camp for the remainder of the year.

Inclusion Support

Interested in participation support related to a disability? Requests must be received at least two weeks prior to program start date and will be processed in order of registration. Visit fcgov.com/aro to complete a [Passport to Recreation Form](#) to begin the support request process. A request does not guarantee an inclusion aid.

Bathroom Policy

Campers are required to be able to use restrooms without assistance unless accommodations are requested at the time of registration and as required by ADA guidelines. If a child has a toileting accident, parents/guardians will be contacted to bring another set of clothes to camp.

Field Trips and Transportation of Children

Transportation to off-site field trips occurs in City of Fort Collins vehicles. All driving staff undergo a motor vehicle background check and receive at least 4 hours of defensive driver and hands-on van training to ensure the safety of your child while driving City vehicles. Children and staff are expected to observe all safety precautions as dictated by the Department of Transportation. When children are transported by van, all children must wear a safety belt and are to remain seated while the vehicle is in motion. Children under the age of 7 will be required to sit in a booster seat, which will be provided by the camp. Everyone's arms, legs, and head must remain inside the vehicle at all times. If children are being transported by school bus, the driver is a licensed driver with a CDL and a passenger endorsement. Children must follow the same rules that apply when riding in the van when riding in the bus. Public transportation may be utilized in camp. Parents/guardians will be notified in advance if utilization of public transportation is to be scheduled during the camp day.

All field trips are listed on weekly camp schedules that are emailed along with any needed trip waivers prior to each camp week. Paper waivers are provided in the camp room on the day of the field trip as needed. Parents/guardians are required to sign an approval for all off-site activities. All field trip fees are included in weekly camp price unless noted otherwise. Families may opt out of field trips and/or planned activities, however alternative care will not be provided and no discount will be given.

Attendance is taken upon departure from the facility, frequently throughout the field trip and again upon arrival back at the facility. Children are under direct supervision of camp staff at all times when attending a field trip.

If arrival back at camp is substantially delayed, camp staff will contact Recreation facility front desk staff with an update. Parents/guardians may also be contacted through the ePACT Emergency Notification System (text, voice, and email messages).

Recreation does its best to carry out trips as advertised, however there are times when field trips may be changed due to weather and other unforeseen circumstances. When possible, alternative camp experiences are provided.

Vehicle Breakdown

In an event that a vehicle breaks down during a trip, staff will pull over and secure the perimeter of the vehicle. They will contact the Program Director or Recreation Supervisor for assistance or to retrieve a new vehicle. Staff will keep children safe and entertained, at least 100 ft. away from roadways. The Camp Director or Recreation Coordinator will contact parents regarding any delays in pick-up/drop-off times.

Use of Helmets

Campers are required to provide their own and to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, skateboards and horses if these activities are provided as a camp activity. Campers who do not have a helmet may participate in alternative activities on that day.

Accidents, Injuries, Sudden Illness & Emergency Policy

In the event a child is injured while attending City programs, staff and director will take appropriate steps to ensure the health and safety of the injured child. Camp staff are required to maintain current CPR and First Aid training certifications, and are required to carry a first aid kit, cell phone for emergency purposes, and any authorized campers' medications at all times. Any child complaining of persistent or unusual pain is treated as a serious issue until it is determined that EMS does not need to be called. Parents/guardians are notified immediately of any serious accident, injury, or sudden illness.

The following procedures are followed by camp personnel

1. If a child has an injury staff administers first aid, if applicable.
2. If a child is exhibiting signs of illness or injury severe enough that they are not participating fully in the program or staff suspects the child may be contagious, the child is moved to an designated area and parents are called.
3. If a child has any injury during the day that does not involve a parent's immediate attention, staff informs parents at the end of the day about the incident.
4. If the injury or illness is serious, 911 is called. If 911 is called, staff attempts to notify the parent immediately after the call.
5. In any event in which the parent/guardian cannot be reached, the emergency contact person is notified.
6. Children are transported by emergency ambulance personnel to the closest medical facility.
7. Emergency medical treatment (by professionals) is given when all efforts to reach parents or guardian have failed.
8. The parent/guardian is responsible for all costs involved with the EMS services.

Missing Child Procedure

Staff regularly take a head count throughout each day of camp. Prior to leaving any location, staff members take roll call and take a head count of the group. In the event that a child should ever come up missing from day camp, the steps outlined below will be taken.

1. The children are gathered and attendance is taken to determine who might be missing.
2. All staff and children are asked if they know where the child is or was last seen.
3. One staff member is assigned to supervise the group and the other staff members search for the child in areas not easily seen at a quick glance (such as bathrooms, locker rooms, playground equipment, etc.). Day camp staff request the assistance of other staff to help with the search when possible. No more than five minutes is taken for a search.
4. If the child is not found, one of the staff members makes the following telephone calls:
 - a. 911 to report a missing child.
 - b. The parents of the missing child to let them know that the child is missing and to have parents meet staff at the present location.
 - c. Recreation Coordinator and/or Supervisor is informed and assists in the search process.
5. A staff member stays with police to assist and aide in the search for the missing child.

Heat Index and Air Quality

The City of Fort Collins follows the National Weather Service Heat Index guidelines. Information on the heat index can be found at www.nws.noaa.gov/om/heat/heat_index.shtml. Alternative programming may be offered in the case of heat related events.

In cases of air quality concerns, Recreation staff will take Air Quality Index (AQI) levels into consideration as they affect camper and staff health concerns to make a final decision on the participation in City programs and outdoor activities.

In Case of Natural Disaster/Inclement Weather

The City of Fort Collins Recreation Department has a written plan of action on file in case of a natural disaster. Staff has been trained to follow appropriate measures depending on the type of natural disaster/inclement weather. When a natural disaster may affect camp operations, full-time Recreation staff will work with camp staff to designate the course of action. Camp staff receive direction from the appropriate full-time staff as deemed necessary.

In case of a field trip away from the facility, emergency plans accompany staff members.

Disaster and Emergency Preparedness

All camp staff are trained in emergencies and disaster preparedness prior to working with campers, use of AED devices. Protocols for shelter-in-place, lockdown and active shooter scenarios are determined amongst staff prior to start of camp. While staff are trained on procedures in the event of these scenarios, drills are not conducted with campers.

Evacuation

Evacuation, in case of fire or other disaster, will take place immediately. Each staff member will take their camp group outside to a designated location, at least 100 yards away from the facility.

Attendance will be taken immediately upon arrival at designated spot. Camp staff will maintain direct

supervision of all campers until authorities have cleared the facility for safety, and will then escort campers back into the camp room where attendance will be taken again.

Serving Children with Disabilities and those with Access & Functional Needs

Each child with special needs will be attended to during the evacuation and relocation by a pre-designated staff member, the Program Director, Therapeutic Recreation Coordinator, or a Recreation Coordinator/Supervisor. This includes but is not limited to: ensuring all medications leave the site with the camper in the event of the emergency relocation and creating an individualized plan (with the camper and their family) for assisting campers with physical disabilities during and after the emergency relocation.

Reuniting Families

In the event of any emergency or natural disaster, camp staff will remain with the group until all parents/guardians have been contacted and campers have been picked up and signed out by an authorized person. Notification to parents/guardians will be made once authorities have cleared the facility or area for safety.

To File a Complaint About a Facility

Camp FunQuest is licensed by the State of Colorado as a school age childcare facility. If you have any complaints about our program, facility or staff as it relates to our license, please contact:
The Colorado Department of Human Services, Division of Child Care
1575 Sherman Street
Denver, Colorado 80203-1714
1-303-866-5958 or 1-800-799-5876

Northside Aztlan Community Center Provider ID: 1737253

Foothills Activity Center Provider ID: 1743864

Reporting of Child Abuse/Neglect

If at any time a staff member reasonably suspects child abuse or neglect, it is in the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services. Upon suspected abuse or neglect, he or she will immediately contact his or her supervisor and that supervisor will contact the Department of Social Services in Larimer County (information listed below).

Child Protective Services

**205 E. 6th St.
Loveland, CO 80537
(970) 498-6990**

Colorado Department of Human Services Statewide Child Abuse and Neglect Hotline:
1-844-CO-4-KIDS