

2024

Camp

CHALLENGE

ADAPTIVE RECREATION

CHANDLER CAMP CHALLENGE

**PARENT GUIDE**

# Camp CHALLENGE

Dear Parents and Guardians:

Welcome to the City of Chandler's Camp Challenge. We have worked very hard to create educational, enjoyable and memorable programs. To ensure the success of these programs and the safety of our campers, we ask that all parents and/or guardians read through the information provided in this guide. Upon completion sign the Policy Acknowledgment and Emergency Forms in this guide.

If you have any questions please contact the Camp Challenge Program Coordinator. Thank you for your cooperation and we look forward to another fun session of camp!

Sincerely,

*Camp Challenge Staff*

## CAMP CONTACT INFORMATION

📍 Camp Location: Andersen Elementary School  
1350 N. Pennington Dr. | Chandler, AZ 85224

Camp Office: Tumbleweed Recreation Center  
745 E. Germann Road | Chandler, AZ 85286

☎ Recreation Service Counter | 480-782-2727  
Camp Challenge Cell Phone | 480-332-3894

📠 Fax | 480-782-2734

**Ray Kaniut**, Recreation Supervisor  
480-782-2666 | raymond.kaniut@chandleraz.gov

**Sarah Phillips**, Recreation Coordinator  
480-782-2742 | sarah.phillips@chandleraz.gov

**Collette Prather**, Recreation Coordinator  
480-782-2709 | collette.prather@chandleraz.gov

👉 [chandleraz.gov/adaptive](http://chandleraz.gov/adaptive)





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# POLICIES AND PROCEDURES

## REFUNDS

- If the Recreation Division cancels a session, a full refund or transfer will be issued.
- Program fees paid by credit card, check, or cash will be refunded within two to four full business weeks after approval by the Program Coordinator.
- Refunds will be made only to the original payee or credit card holder.
- 100% refunds will only be granted if requested 48 hours, or more, in advance of program start. This policy is enforced so that we can plan supplies and activities properly.

## ABSENCES

Refunds are not available for vacations, special events, short-term illnesses of four days or less, or other personal commitments that prevent attendance. Please call the camp cell phone at 480-332-3894 after 8 a.m. if camper is ill. You may let your counselors know in advance when participant will be gone for vacation.

## HEALTH

If your camper is experiencing a fever, cough, muscle aches, runny nose, or sore throat please keep him/her home until they have no symptoms. If a camper exhibits these symptoms while at camp, they will need to be picked up immediately.

## PRIVACY

Respecting our participants' privacy is always important. All bathrooms on site will have locks on the stall doors.

## INCLUSION AND PARTICIPATION

We welcome the participation of children and adults, including those with disabilities. A reasonable accommodation should be requested two (2) weeks in advance. Contact Collette at 480-782-2709 via voice or AZ Relay at 711. Staff is not able to provide services of a personal nature, such as assistance in eating, toileting or dressing. Participants are welcome to bring a caregiver or aide, if they need assistance with these activities.

## CODE OF CONDUCT

The City of Chandler Community Services Department strives to maintain an atmosphere of camaraderie, courtesy, and respect. To ensure the safety and enjoyment of everyone in our recreational facilities, classes, programs, and activities, participants are expected to conduct themselves in an appropriate manner, at all times.

Appropriate behavior includes the ability and willingness to follow instructions and to interact positively with other individuals. Staff will discuss behaviors of concern with a participant and their parent or guardian, when necessary.

Unsafe or unacceptable behavior will not be tolerated from anyone visiting a facility or participating in any City of Chandler class, program, or activity. Any person acting inappropriately may be subject to Progressive Discipline Action Steps, which may include revocation of the privilege of using department facilities or participating in departmental activities, classes, or programs for a period of time (including a permanent ban), as determined by staff, based on the circumstances of a specific incident.

***Please inquire with Program Coordinator to view the Code of Conduct and Safety in its entirety.***

## SAFETY

- Parents/Guardians are responsible for the welfare of their participants prior to and after the program in which the participant is enrolled.
- Participants should not be dropped off before the program start time nor should the parent/guardian leave the participant past the end of the program hours.

## PERSON-CENTERED SERVICE PLAN (if applicable)

- All service plans are tailored for each participant through DDD. Camp Challenge will incorporate experiences that each participant is interested in. The camp staff will arrange to receive a copy of the service plan to be reviewed and kept on file during the program.
- The Program Coordinator will have regular discussions with participants to ensure direct care staff are meeting their needs.
- The Program Coordinator is invited to attend a Person-Centered Service Plan meeting. If the meeting takes place during the summer, the program will support the participant to be able to attend.

## COMMUNICATION WITH PARENTS/GUARDIANS

- Camp staff is committed to providing exceptional communication about their campers positive and/or negative behaviors.
- If ever a question or problem arises, please feel free to contact the Program Coordinator, or any of the program staff.

## PHOTOGRAPHY

- Photographing and videotaping of participants in the program is discouraged due to the confidentiality of the participants.
- Photographs and video footage taken of your camper as a result of participation in activities of the program may be used in promotional materials. Please inform program staff before your camper attends if you do not want their photo or video to be taken.

## MEDICATION ADMINISTRATION

- Recreation staff are not trained or permitted to provide medication administration services to program participants.
- If medication administration is required during participation in one of our programs, you will need to complete the **Parental Consent and Directions for Self-Administration of Prescription and Non-Prescription Medication at City of Chandler Recreation Programs Form**.
- Medications must be dropped off by an adult and given directly to the Program Coordinator.
- Medications covered by this policy include, but are not limited to, all prescription and over-the-counter drugs, inhalers, and epinephrine auto-injectors (e.g., EpiPens).
- ***Any questions regarding the administration of medications should be directed to your site's Program Coordinator.***

## BEHAVIOR POLICY

- Our goal is to provide recreation for participants of all ages and abilities. Since we're here to have fun, we take problems seriously.
- We log all behavior incidents, and if incidents are serious and/or frequent, we will talk to the parent/guardian, either on the phone or in person.
- After each incident that warrants parent/guardian contact, we will consider it a "strike." After a first strike, a Behavior Contract will be established and/or reviewed. After three strikes, participants will be asked to leave the program and will not be given a refund. At the discretion of the Program Coordinator, campers who are asked to leave the program may not be permitted to enroll in future sessions.
- Incident Report of Child Abuse-Arizona State Law/Code Section 13-3620, 8-201 states mandatory reporting required by a physician, resident, dentist, chiropractor, medical examiner, nurse, psychologist, social worker, school personnel, peace officer, parent, counselor, clergy/priest. The Recreation Division will notify the Chandler Police Department Victim Services Unit at 480-782-4535 of all issues relating to the Arizona State Law of Child Abuse.
- This policy is set in place in order to ensure safety and to prevent behavior problems for all participants and staff members. If you have any questions, please speak to camp staff.

## STAFF TRAINING

- Staff will be trained to ensure compliance with state requirements. Trainings will include preventing abuse, neglect, and exploitation.

## INDIVIDUAL RIGHTS

- Each participant is entitled to the same rights as anyone else. As the City of Chandler, it is our responsibility to not violate those rights and allow each participant the chance to live their lives as they please. The City will discuss any questions with the ISP team and follow ISP restrictions if a participant has them.
- The City will post rights, in plain language, for staff and participants to understand more easily. If a participant ever has questions about their rights, the City will provide them with an explanation or resources if desired. Emergency numbers including managers and supervisors are listed which can be utilized by staff and participants for complaints and concerns.

## CAMPER RATIOS

- All rooms will provide staff in a 1:4 staff to participant ratio. Staff are not able to provide 1:1 or 1:2 ratios in our program.
- Participants should feel free to change their daily plans by choosing from our multiple activities. Support will be provided for each participant if needed in coming up with a daily plan while maintaining a 1:4 ratio.

## LOST AND FOUND

- Lost and found is located outside the cafeteria. Two weeks after the program ends, unclaimed lost and found items will be given to charity. The program is not responsible for any items lost during the program or while on field trips.

## ELECTRONICS

- Electronics and cell phones are allowed at the program. However, they should only be used during scheduled breaks throughout the day.

## PROGRAM DRESS CODE

- Participants should wear comfortable clothing such as a t-shirt and shorts. We play active games and explore the outdoors. Your child will get dirty, wet, and/or messy. Do not send them in their best clothes.
- Athletic or soft soled shoes (NON-MARKING with CLOSED TOED, LACED, BUCKLED OR VELCRO CLOSED) are required for all program activities. NO sandals, flip flops, or Crocs.
- To reduce the amount of lost and found, please have your campers clothing marked with their name on it.

## PARTICIPANT DROP-OFF & PICK-UP

- Please note, campers may come and go under their own volition.

### DROP-OFF/PICK-UP

- Staff will ask parents/guardians to sign in/out each day. Please sign each camper in and out properly.

### LATE DROP-OFF/EARLY PICK-UP

- Please notify the Program Coordinator when you will be dropping off your camper after the start time or picking up prior to the established pick-up hours.
- For late drop-offs you will be asked to remain with your camper until the group returns or arrangements can be made to meet up with the group. For early pick-ups there may be a delay.

### ALTERNATE PICK-UPS

- If someone who is not a parent or legal guardian will be picking up your camper(s), please list that person as an "alternate pick-up" on the Emergency Contact Form.
- Employees will ask for identification and refuse a pick-up to unauthorized individuals. Please let caregivers know to carry their ID.

## LUNCH/SNACK

- Please make sure your camper eats a well-balanced meal before camp. The program does not provide breakfast.
- Please pack a non-perishable lunch each day. Refrigerator and microwave use is NOT available for individual lunches.
- Please notify staff of **any food allergies** your camper(s) may have.
- Parent/Guardians are welcome to have lunch with their camper.
- The program will have options for our participants when it comes to snacks. We have scheduled times that snack time happens, but they can choose to eat or not and with whom they would like to sit. Participants will always have access to water.
- Parents/guardians of each camper may volunteer to provide a non-perishable snack. A sign-up list will be posted in your camper's classroom. Please bring snacks that are store-bought and unopened. We are a nut-free program.



## EMPLOYMENT/ VOLUNTEERISM

- The City of Chandler will support our participants and encourage them to seek employment and volunteer opportunities in the community.
- If a participant has the desire to pursue employment, career exploration opportunities, or volunteer, the City will provide support by connecting them with their Support Coordinator.

## VISITORS

The City will allow visitors on site approved by DDD or acting as a therapist for services. Parents, friends, and family visitors are allowed by contacting the camp phone or the coordinator at [adaptive.recreation@chandleraz.gov](mailto:adaptive.recreation@chandleraz.gov)

## TELEPHONE AND COMPUTER USE

Participants are allowed to use the City provided cell phone or personal cell phone in a private space upon request. A computer can be made available as well as needed.

## FIELD TRIPS

- Staff is not responsible for the each campers personal belongings.
- If you elect to not send your camper on a field trip, you must make arrangements to have them picked up prior to departure of the field trip. NO STAFF will be left behind to watch campers who are not attending the field trip.
- Campers should wear their Camp Challenge t-shirt on all field trip days.
- The City of Chandler will promote community opportunities for our participants by incorporating community-based activities in our calendars and group discussion.
- Camp Challenge staff will assist participants in managing their personal resources and practicing life skills on outings in the community. This includes choosing the staff member to assist them.
- All participants will have equal opportunity to participate in all outings, amenities, and services offered if they choose to participate.

## ACCESSIBILITY

Campers should feel free to navigate around the site as long as they stay within their age appropriate spaces. Each room will be modified to meet the needs of each participant if Planning Document states that modifications need to be made.

## TRANSPORTATION

- City of Chandler 14-passenger buses are used to transport campers. On some field trips, school, or charter buses are used.
- All City staff drivers have completed defensive driver training with the City of Chandler.
- The City buses have lap seat-belts that must be worn by all passengers.
- These buses do not require booster seats for children who would typically require one in a smaller vehicle.

## WATER DAYS

- Come to camp with a swimsuit on.
- All participants should bring a change of clothes, towel, and sunscreen.

## SUNSCREEN

- Please send your child to the program with waterproof sunscreen (25 SPF or higher), with their name clearly marked on it. The program does not dispense sunscreen due to different needs and allergies.
- **Helpful suggestion:** Try applying all day waterproof sunscreen on your child(ren) before they leave for the program.
- Staff will help participants that cannot apply sunscreen by themselves with a signed approval form.

## DONATIONS ALWAYS WELCOME

- Items needed include: bottles of water, lemonade mix, small cups, popcorn, paper towels, garbage bags, flushable wipes, disinfectant wipes, paper plates, napkins.

## WHAT TO BRING

- Please bring a box, crate, or basket that can stay at camp to store lunch and personal belongings.
- Each week there will be signage posted about specific items needed for field trips and other events at camp.

## CHOICES

Participants should be encouraged to speak up and make choices in their life. This may be anything from the food they eat, to the staff that assist them. A participant always has a choice on which staff will assist them. If an alternate staff is desired, the City will accommodate with the resources that are available to meet the needs of the participants while still being able to safely serve other participants.