

2025

Camp

CHALLENGE

ADAPTIVE RECREATION

CHANDLER | SIGNATURE CAMPS
PARENT GUIDE

Camp CHALLENGE

Dear Parents and Guardians:

Welcome to the City of Chandler's Camp Challenge. We have worked very hard to create fun, 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 Acknowledgement and Emergency Forms.

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

Sincerely,

Camp Challenge Staff

CAMP CONTACT INFORMATION

- 📍 Camp Location: **Sanborn Elementary**
700 N. Superstition Blvd, Chandler 85225
 - ✉ Mail Stop 500, P.O. Box 4008
Chandler, AZ 85244-4008
 - ☎ Customer Service Counter | 480-782-2727
Camp Challenge Cell Phone | 480-332-3894
 - 📠 Fax | 480-782-2734
- 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





TABLE OF CONTENTS

Introduction

- Welcome Letter
- Location and Contact Information

City of Chandler Policies and Procedures

Absences	1
Behavior Policy	1
Code of Conduct	1
Communication with Parents	1
Electronics	1
Field Trips	1
Health	1
Inclusion and Participation	1
Lost and Found	1
Lunch/Snack	2
Medication Administration	2
Participant Drop-off and Pick-up	
Drop-off	2
Late Drop-off/Early Pick-up	2
Alternate Pick-ups	2
Photographing	2
Program Dress Code	2
Refunds	2
Safety	2
Sunscreen	2
Transportation	2
Water Days	2
What to Bring	2

DDD Policies and Procedures

Accessibility	3
Camper Ratios	3
Choices	3
Employee/Volunteerism	3
Individual Rights	3
Staff Training	3
Person Centered Service Plan	3
Privacy	3
Staff Training	3
Telephone and Computer Use	3
Visitors	3

CITY OF CHANDLER POLICIES AND PROCEDURES

Camp Challenge is a drop-in program and participants may come and go at their own volition during the session for which they are registered.

ABSENCES

- Please let staff know in advance when a participant will be gone on vacation. Camp Challenge is for the month of June, and we want our campers to receive full benefits of the program. We request campers to not miss more than 4 days of camp.
- 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 480-332-3894 after 8 a.m. if participant is ill.

BEHAVIOR POLICY

- Our purpose is to provide recreation for participants of various ages. 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.
- 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.

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 his/her family, 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.

COMMUNICATION WITH PARENTS

- Camp staff is committed to communicating with parents about their child's positive and/or negative behaviors.
- If ever a question or problem arises, please feel free to contact the program coordinator of your site, or any of the program staff.

ELECTRONICS

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

EPACT

ePACT Network is a health and safety software to better support our participants and make it easier for you to submit critical data securely. After acceptance into Camp Challenge, you'll be sent a request link for each child. You will need to complete prior to first day of camp.

FIELD TRIPS

- Staff is not responsible for each child's personal belongings.
- If you elect to not send your child 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.
- Please send your child to camp with their Camp Challenge shirt on for all field trips.
- 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.

HEALTH

If your child is experiencing a fever, cough, muscle aches, runny nose, or sore throat please keep him/her home until they have no symptoms. If a child comes to camp with any of these symptoms, a parent will be contacted and required to pick up the child immediately.

INCLUSION AND PARTICIPATION

The Department welcomes 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.

LOST AND FOUND

Lost and found is located in the camp office. 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.

LUNCH/SNACK

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

MEDICATION ADMINISTRATION

- Recreation staff are not trained or permitted to provide medication administration services to program participants.
- If you require medication administration 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 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.**

PARTICIPANT DROP-OFF & PICK-UP

- Our camp is a drop-in program. Campers may come and go under their own volition.
- Staff will ask parents or guardians to sign in/out each day. Please sign each child in and out with accurate times.

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 child until the group returns or arrangements can be made to meet up with the group.

ALTERNATE PICK-UPS

- If someone who is not a parent or legal guardian will be picking up your participant, 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.

PHOTOGRAPHING

- Photographing and videotaping of participants in the program is prohibited by parents/guardians, and/or visitors due to the confidentiality of the participants.
- Photographs and video footage taken of your child(ren) as a result of participation in activities of the program may be used in promotional materials. Please inform program staff before your child attends if you do not want your child's photo or video to be taken.

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 may get dirty, wet, and/or messy. Do not send them in their best clothes.
- Athletic or soft soled closed-toed shoes are required for all program activities. NO sandals, flip flops, or Crocs, except on swim days.
- To reduce the amount of lost and found, please have your child(ren)'s clothing marked with their name on it.

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.

SAFETY

- Parents/Guardians are responsible for the welfare of their child(ren) prior to and after the program in which the child 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.

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.

TRANSPORTATION

- City of Chandler 14-passenger buses are used to transport participants. On some field trips, school buses are also used.
- All 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.

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.

DDD POLICIES AND PROCEDURES

ACCESSIBILITY

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

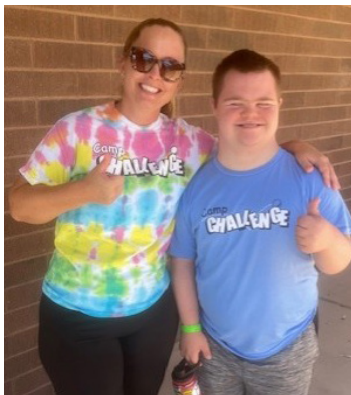
CAMPER RATIOS

- 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.

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.
- All participants will have equal opportunity to participate in all outings, amenities, and services offered if they choose to participate.

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.

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 and can be utilized by staff and participants for complaints and concerns.

PERSON-CENTERED SERVICE PLAN

- 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 City of Chandler Coordinator will have regular discussions with participants to ensure direct care staff are meeting their needs.
- The City of Chandler 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.

PRIVACY

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

STAFF TRAINING

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

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.

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 contacting camp coordinator.

