



## COLAGE Summer Day Camp Policies and Procedures



COLAGE is dedicated to providing the highest quality summer program for your family at Family Week. All COLAGE programs are created by and for youth in LGBTQIA+ families and take into consideration youth developmental stages and a multitude of abilities. Enrollment decisions are made without regard to race, religion, gender, gender expression, sexual orientation, legal status and national origin. COLAGE strives to make programming as accessible as possible and will make accommodations for families as they are requested. ASL interpretation is available at all Family Week events at the courtesy of COLAGE and Family Equality Council and ASL interpreters will coordinate with families on an as-needed basis.

Described below are the basic policies COLAGE uses to manage COLAGE's day camp at Family Week in Provincetown, Massachusetts. Please read the following information and do not hesitate to contact us with any questions. In the event there are any changes to the Policies and Procedures listed in this handbook, parent/caregivers/guardians will be given at least two-week virtual notice.

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## **General Information**

### **Location**

Provincetown Inn  
1 Commercial St  
Provincetown, MA 02657  
Hotel phone number: (508) 487-9500

### **Days and Hours of Operation**

Registration and on site check in will be Saturday, July 28th from 3-6 pm and Sunday, July 29th from 9-12pm in the Porch Cafe room of the Provincetown Inn.

COLAGE's day camp will run from Monday, July 30th to Friday, August 3rd.

Please see COLAGE's 2018 Family Week draft schedule at <https://www.colage.org/family-week/> to review event times per day.

## **Registration, Payment, & Refunds**

### **Pricing**

#### **Early Bird Prices are available Dec 1, 2017 – Jan 31, 2018!**

Adults: Free, Youth 7-18: \$225 + Eventbrite fee, Youth 18+: Free

#### **Regular Prices Feb 1, 2018 – July 19, 2018**

Adults: Free, Youth 7-18: \$275 + Eventbrite fee, Youth 18+: Free

### **Early Bird Tickets**

Early bird tickets will be available from COLAGE via Eventbrite beginning December 1, 2017 at 12:00 am EST and end January 31, 2018 at 11:59 pm EST. Early bird tickets are a \$50 discount per youth ticket. Beginning February 1, 2018 youth tickets will be available at full price \$275 + Eventbrite processing fees.

### **Registration Deadline**

Registration per age group will remain open until July 19, 2018 **or** until the age group is filled. Contact the COLAGE staff for more information if needed at [kaley@colage.org](mailto:kaley@colage.org).

### **Financial Assistance**

COLAGE believes in making our programming and organization accessible to all families regardless of income or financial status. As an organization committed to racial and economic justice, we acknowledge that assistance applications can be invasive and require proof and lots of paperwork. We hope to make the scholarship as easy and un-invasive as possible. We always welcome feedback on this process and form. Information on the form will only be used by COLAGE's scholarship committee and is confidential. We will review your application and reply within two weeks of receiving your completed application. Our scholarships are on a first

come first serve basis so please reply at your earliest convenience to insure funds are still available. COLAGE scholarships take the form in reduced or free admission to COLAGE's events at Family Week. They do not include funds for housing or travel to Provincetown. All scholarship applications are due by June 30, 2018. Scholarship forms will be made available on the first day of registration, December 1st of the year prior, and end either on June 30th or when scholarship subsidies are no longer available. Please visit <https://www.colage.org/family-week/> to check the current status of scholarships.

### **Payment Structure**

Upon registering you will automatically have the option to pay for registration via credit card or check on Eventbrite's secure system. Families who receive scholarships are free to pay the remaining balance on their account any time before Family Week by mailing a check to COLAGE at 3815 S. Othello Street, Suite 100, #310, Seattle, WA 98118 or can pay their remaining balance by check, card, or cash at the COLAGE table at registration on Saturday, July 28th from 3-6 pm and Sunday, July 29th from 9-12pm in the Porch Cafe at the Provincetown Inn.

### **Accepted Forms of Payment**

Credit card charges incur a fee through Eventbrite and will be settled with every transaction. Check or money order can also be used to pay for youth registration for Family Week when users select check when processing their registration. A check or money order can be made payable to COLAGE and sent to: 3815 S. Othello Street, Suite 100, #310, Seattle, WA 98118.

### **Late Pick Up**

Children must be picked up within thirty minutes of the end of daily program times based on age. Please review the different age group pick up times on our draft schedule found here: <https://www.colage.org/family-week/>.

If a child is not picked up within 15 minutes after the 30 minute grace period, COLAGE staff will call parents/guardians and emergency contacts.

## **Health and Safety**

### **Program Participant Forms**

COLAGE and Cal Insurance & Assoc., Inc. require that program participants liability forms be filled out every year. COLAGE uses Eventbrite to have participants agree to a liability waiver and consent to or against a photo release during the registration process.

### **Accidents and Emergencies**

In the event of an accident, first aid will be administered and an incident report will be completed by COLAGE volunteer staff. Parent/Guardians will be notified as soon as possible after managing the youth's immediate needs. In case of an emergency, COLAGE staff will call 911

and contact the parent/guardian or emergency contacts provided with the youth's registration. Every age group will have at least one certified CPR and first aid responder. Uncertified volunteer staff will also be trained in emergency responsiveness.

### **Medications**

COLAGE volunteer staff will not be in charge of administering any youth medications during the day camp. If a medication needs to be administered to a youth during the day camp program, parents may bring the medication to the youth during programming or coordinate administration with COLAGE staff ahead of time by emailing [kaley@colage.org](mailto:kaley@colage.org) and signing a medication dispense form. Emergency medication such as an Epi-pen can be given to COLAGE staff after a medication dispense form has been completed. Parents/guardians will give COLAGE staff the emergency medication each day their youth is in programming and COLAGE staff will dispense or use the emergency medication in case of emergencies and/or will give it back to an authorized parent/guardian at the end of programming every day.

### **Allergies**

Severe allergies, food allergies, or even dietary needs must be indicated during the registration process. Any camper with known allergies that could lead to severe allergic reactions must bring an appropriate treatment kit to camp, such as an epi-pen. Any camper with asthma must bring medication for treatment. Even if the camper has not needed this medication recently, camp activities/locations, heat, and dust can aggravate symptoms. Youth participants with food restrictions and allergies will be accommodated during lunch with either separate lunches or identified safe foods by COLAGE staff serving lunch.

### **Lice Policy & Procedures**

COLAGE's lice policy states that campers must be bug free in order to attend COLAGE's camp. Therefore, if signs of live bugs are found we will contact parent/guardian to pick the child up from camp. Staff will handle any findings with the utmost discretion and care for confidentiality. In the case that a staff member finds lice on a camper the staff will remove the youth from the age group and notify the age group coordinator or National Program Director who will then inform the camper's parent/guardian immediately. A parent/guardian or authorized adult will need to pick the camper up from camp as soon as possible. Camper may return once hair has been treated and is bug-free. A COLAGE volunteer staff member will confirm this by examining youth's hair upon return.

### **Illegal Substances at COLAGE Events**

Illegal drugs and alcohol are not permitted at COLAGE events. If youth are found with drugs or alcohol at COLAGE events their parents/guardian will be contacted immediately and the items in question will be confiscated. All youth bags and liquid containers will be checked at the Friday youth dance.

## **Parent/Guardian Responsibilities and Expectations**

To account for your child's safety, the most important responsibility for a parent/guardian is to inform COLAGE volunteer staff when their child will not be attending program on a scheduled day. Please talk to your youth's age group coordinator face to face at Family Week if you plan for your child to be absent any days due to family plans or other circumstances. We understand our families have very busy Family Week schedules and we want to best accommodate changing family schedules. We currently do not sell one day camp passes so the price of registration covers all of COLAGE programming at Family Week and families have the choice of attending as much programming as they are able to.

Parents/guardians/caregivers, please also disclose the needs of your youth and strategies to support them including but not limited to food allergy accommodations, physical accessibility needs, and behavioral notes about how they work with themselves, others, or conflict if it will affect their ability to work in a group setting. Information about youth can be sent directly and confidentially to Kaley Fry, COLAGE National Program Director, at [Kaley@colage.org](mailto:Kaley@colage.org)

## **General Check-in, Drop off & Pick Up Policies**

In order to ensure every child's safety the following policies must be adhered to:

- Parents/guardians/caregivers must check-in for Family Week with a COLAGE volunteer staff member on either Saturday, July 28th from 3-6 pm or Sunday, July 29th from 9-12pm in the Porch Cafe at the Provincetown Inn. This will allow parents/guardians/caregivers to confirm their overall attendance, fill out any additional paperwork needed or fulfill any remaining balance for registration.
- Parents/guardians/caregivers must check-in and drop off youth from 9:30 am - 10:00 am Monday through Friday with COLAGE volunteer staff through our youth check-in system, Kidcheck at the Provincetown Inn. COLAGE volunteer staff will set up family profiles in Kidcheck before Family Week to make checking in easy and simple. Upon drop off parents/guardians/caregivers will receive a security code receipt that will align with the youth name tag and will allow parents/guardians/caregivers to pick up youth.
- Parents/guardians/caregivers picking up a camper must have their names on the authorized pick up list in Kidcheck. All parents/guardians/caregivers listed on registration will be automatically added to each youth's kidcheck account. If parents/guardians/caregivers wish to remove another adult from the kidcheck authorized guardian list a written notice must be emailed to COLAGE staff at least two weeks before the beginning of COLAGE's day camp on July 27, 2018 or shared with COLAGE staff verbally at Family Week. All parents/guardians are required to keep the security code receipt received upon drop off to pick up youth easily. If the security code receipt is lost parents/guardians/caregivers will be asked to either present a photo ID (such as a library card, credit card with picture, or driver's license) or answer a series of security questions in order to confirm their identity such as first, last name, youth birthday, and primary phone number.

Please allow extra time on Monday during check-in and drop off as COLAGE volunteer staff must confirm the following:

- Verification of program participant information and authorized guardian list
- Review of pick-up & drop off procedures such as age group times and security code receipt
- Confirmation of program details for the day

### **Check in and Drop off Procedures for Youth Programming**

Use the main Provincetown Inn entrance to enter the building and head to the right of the lobby towards the Trawler Room for youth check-in on Monday. There will be tables to the left of the entrance of the Trawler room with four check-in stations set up with at least one COLAGE volunteer staff member per station.

Upon drop off each morning, expect the following procedure:

- Wait in line for an open check-in station
- Check in your youth at a check-in station using Kidcheck
- Upon checking in the Kidcheck system will print off one name tag per youth with a unique security code every time and a parent receipt with the same security code
- The COLAGE volunteer staff member at the check-in station will tell you where to drop off your youth for the day of programming
- Parents/guardians/caregivers will save the unique parent receipt with security code, apply the name tag to youth and walk the youth to their assigned room
- Upon arrival at the drop off room parent/guardian/caregiver will let age group staff know of any special news, pick up changes, or considerations that will help the youth be supported that day at camp.

### **Pick up Procedures**

Youth pick up times vary. Youth ages 7-10 will be picked up after lunch and youth ages 11-18 will be invited to stay for afternoon programming after lunch. Programming varies day by day so please stay up to date with pick up times and events on our schedule found here:

<https://www.colage.org/family-week/>.

Upon pick up each afternoon, expect the following procedure:

- Everyday (even when you are picking up your youth early) when you are ready to pick up your youth from COLAGE programming you should head directly to the COLAGE Check in/out table in the Provincetown Inn Lobby. At that table we will process your youth check out and virtually notify the age group volunteers that you are ready to pick up your youth. After you complete checking out with the COLAGE staff at the checkout table, please go to your youth's age group room and let the check out volunteer at the room know who you are picking up. **Do not enter the room.** Please wait at the door for a COLAGE volunteer to confirm your pick up code and to connect you with your youth. If you arrive early to check out your youth, a COLAGE staff member from the checkout

table will escort you to your youth's room to notify the COLAGE volunteer staff in the room.

- COLAGE volunteer staff member at the age group room will check for security code receipt from parent/guardian/caregiver in order to release youth to adults on authorized pick-up list. If parent/guardian/caregiver have lost the security code receipt then they will be asked to provide a photo ID or answer a series of security questions to verify their identity.
- Parent/guardian/caregiver please notify any expected changes to following day drop-off or pick up time.

#### **We also ask that Parent/Guardians:**

- Fill out a self check out form for youth ages 11-18 if you want them to be able to check themselves out. You can contact Sammie Groom to set this up by emailing [sammie@colage.org](mailto:sammie@colage.org) or talk to Sammie at Family Week registration or check-in.
- If you want an older sibling to be able to check out a younger youth please contact [sammie@colage.org](mailto:sammie@colage.org) or fill out a self check out form with Sammie Groom at registration or check-in.
- Email [sammie@colage.org](mailto:sammie@colage.org) if they wish to add another adult to the authorized parent/guardian/caregiver list for their youth.
- Follow rules regarding payment and financial aid.
- Notify COLAGE camp volunteer staff regarding any change to youth records, including emails, authorized people, allergies, etc.
- Read all materials sent via email or mail or posted at camp.
- Listen to and share concerns with COLAGE camp staff and board members.

#### **Authorized Child Release**

Children will only be released to parent/guardian/caregiver or those authorized by the parent/guardian/caregiver in advance in writing or through verbal consent at Family Week. The COLAGE volunteer staff will ask to see a valid picture ID or ask a series of security questions to identify authorized person/s if a security code receipt is not presented at pick up. If the COLAGE volunteer staff member does not recognize the parent/guardian/caregiver, they may ask security questions to confirm the person's identity. This is for the protection and safety of your child.

#### **Absence Policy**

If your youth will not be attending programming on a scheduled day due to family circumstance, **please confirm with the youth's age group coordinator in person at Family Week.**

#### **Late or Early Pick Up Policy**

If you and your youth will be late checking into COLAGE's day camp please inform your youth's age group coordinator face to face the day before so they can inform the check in team. If you will arrive early to pick up your youth, please inform your age group coordinator the day of so they can inform the check out team.

## **Personal Belongings**

Youth will participate in active indoor and outdoor activities and are encouraged to wear breathable and comfortable clothes that also affirm their gender identity. All items (water bottles, snack bag, etc.) should be marked with the youth's first and last name. COLAGE is not responsible for lost or damaged personal items. Toys, games, or music players are not allowed unless otherwise stated by an age group coordinator. Youth are allowed to carry cell phones in case of an emergency.

## **Lost & Found**

Please label all items that could be left behind with your youth's first and last name. Labeled items can easily be returned to families throughout the week. If you have missing items, please alert a COLAGE volunteer staff member to assist you. Unclaimed items will be stored at the Provincetown Inn with COLAGE volunteer staff in a lost and found box until the last day of camp. At that time items will be turned over to the Provincetown Inn if unclaimed.

## **Program Components**

### **Sample Daily Schedule:**

<b>9:30 - 10:00</b>	<b>Youth Drop off at Ptown Inn</b>
<b>10:00 - 12:00</b>	<b>Morning Youth Workshops</b>
<b>12:00 - 1:00</b>	<b>Lunch</b>
<b>1:00 - 1:30</b>	<b>7-10 year old youth pick up</b>
<b>1:00 - 3:00</b>	<b>Afternoon Youth Workshop for ages 11-18</b>
<b>3:00 - 3:30</b>	<b>11-18 year old youth pick up</b>

### **Lunch**

All youth allergies are expected to be recorded during registration prior to camp. If you would like to add or edit information in regards to youth allergies please contact Courtney Faria at [courtney@colage.org](mailto:courtney@colage.org) as soon as possible. Catering for lunch will be finalized a month before the beginning of camp but last minute accommodations can be met. All food allergies will be accommodated for and either served in individual bags or in a separate section from the rest of the food to prevent cross contamination with an allergen. A menu for lunch will be available at Family Week.

### **AM and Afternoon Games, Activities, and Down Time**

From 9:30 - 10:00 am during youth check-in and drop off, youth will participate in AM games and activities until programming begins for all age groups at 10:00 am. Youth will be given down time during lunch from 12:00 - 1:00 pm and will be able to move from the lunch buffet to their

age group room and then use the bathroom and water station freely under the supervision of COLAGE volunteer staff.

### **Age Groups**

Every day campers will meet in their age-group unit. Activities within their age-group unit will be workshops created by the COLAGE volunteer staff team and consist of get-to-know-you games, community builders, announcements, social justice workshops, and planning skits and arts and craft presentations for the end of week variety show.

### **Age Groups Ratios**

COLAGE has a set number of volunteer staff for Family Week and a set number of youth ratios to foster a great connection between adult COLAGE mentors and youth. The ratios for each age group are as follows: Sprouts (7 year olds and first time 8 year olds) 5:1, Camp (8-10 year olds) 6:1, Middle School (11-13) 7:1, and High School (14-18) 8:1. COLAGE sticks to these ratios to best respect and support our youth and volunteers. Thus, we have a max capacity per age group because of a set number of volunteer staff.

### **All COLAGE Youth Workshops**

Every COLAGE workshop is created by and for people with one or more LGBTQ+ parent/guardian/caregiver. COLAGE programs are thoughtfully developed for each age group balancing creativity with recreation, providing a nurturing environment to talk with other youth about challenges they face and ways to become empowered, while focusing on connecting your youth to a network of peers that will be lifelong friends and members of their support system.

### **Life Skills Within A Social Justice Framework**

COLAGE programming is committed to youth-led exploration of subject matter that is centered around celebrating our families, exploring our identities, and building leadership and community skills to help youth become healthy and active members in our collective communities. This means that conversations about a variety of identity-related topics emerge, such as discussions about race, gender, sex and sexuality, privilege etc. COLAGE staff are trained and prepared to facilitate these conversations in a developmentally appropriate manner. We find that most of the youth leave the conversations feeling validated and empowered, but we are keenly aware that children have varying degrees of exposure to these topic areas. All discussion are opt-in, and youth are able to share or listen as they feel most comfortable. We encourage youth to talk with their families and ask questions about the topics covered in programming. We find that COLAGE programming is often the start or continuation of important conversations between youth and their parents/guardians. If you are interested in the framing or discussion around any particular topic, please feel free to reach out to your youth's age group coordinator, COLAGE National Program Director Kaley Fry, or one of the COLAGE Board members present at registration.

### **Youth Autonomy**

At COLAGE's day camp, we do not force youth to participate in activities if they choose not to. We believe in honoring youth's autonomy and their choice to say no. If youth choose to not participate in an activity, at least two COLAGE staff will support an alternative activity such as drawing or journaling while the other workshop is happening. The alternative activity will take place in the same area as the main activity so youth will be able to hear what is being discussed and have the option to return to the main group if they choose. If at the end of the day, the youth listened to the main activity but participated in an alternative activity for the majority of the day, that is the youth's decision and COLAGE staff will honor that choice.

### **Community Building**

Youth participants will have many opportunities to work together in groups to further develop social skills and get to know other participants. A minimum of one activity or ice breaker per day will be dedicated to team building.

## **Creating our COLAGE Community**

### **Community Member Expectations**

At COLAGE we expect behavior that is communally **respectful and responsible**. Our goal at camp is to teach young people to engage and maintain relationships within our community by modeling qualities such as tolerance, inclusiveness, respect, integrity, empathy, accountability, and forgiveness or closure. At COLAGE camp we strive to create a community where we are all encouraged to grow and thrive. COLAGE volunteer staff and campers are asked to follow these basic guidelines in addition to each age groups' agreements. Each age group will come up with group agreements at the beginning of the week and are expected to follow those throughout the week in order to create our ideal COLAGE community.

### **Restorative Practices at Camp**

COLAGE staff will follow a Restorative Justice model at camp to teach young people to build, engage and maintain relationships within our community. COLAGE staff support non-violent and non-punitive conflict-resolution strategies so we teach youth how to utilize restorative practices in their interpersonal relationships. We believe these skills will build more just leaders within our community and work towards creating a compassionate and supportive COLAGE community at Family Week. By implementing restorative practices we focus on harmful behaviors and actions that erode a community and do not ostracize youth or use punitive measures to reprimand them. Instead we call them in to become accountable for their actions by engaging in dialogue and asking them to use a reflexive lense to develop emotional literacy for themselves and understand their impact on the community and those affected.

### **How We Handle Conflict**

It is the intent of COLAGE to provide a nurturing environment that is as safe and brave as possible for all of our campers with a deep understanding of the intersecting systems of privilege and oppression that our campers exist within and the trauma they carry with them. COLAGE acknowledges the range of ability and autonomy our campers have and we aim to provide an environment that meets all of our campers where they are at emotionally, psychologically, spiritually, and physically. Our COLAGE volunteer staff take a restorative justice approach when working through conflict. We view conflict as an opportunity to help young people learn more effective strategies for conflict-resolution, communication, recognizing community impact, and emotional literacy. If a participant is disrupting the program, creating an unsafe environment, or harming another COLAGEr or COLAGE volunteer staff member, the participant will be brought into a conversation about their behavior and actions with the people impacted by their actions. The discussion will be lead by a COLAGE volunteer staff member and will use these restorative practice questions: What happened? Who was affected? How can it be made right? Youth will be given a model for accountability and conflict-resolution to use in these types of discussions: Share what happened. Listen to the people affected. Acknowledge and share how you hurt someone and accept responsibility, honor the other person's feelings, share specific things you intend to change to do better in the future, ask what needs to be done to make things right to move forward or have closure.

## **COLAGE Family Week Staff Contact Information**

### **General Family Week Inquiries and Concerns**

Kaley Fry

[kaley@colage.org](mailto:kaley@colage.org)

828-782-1938

### **Billing & Registration Support**

Kaley Fry

[kaley@colage.org](mailto:kaley@colage.org)

828-782-1938

### **Attendance, Program & On-site Support**

Kaley Fry

[kaley@colage.org](mailto:kaley@colage.org)

828-782-1938

Courtney Faria

[Courtney@colage.org](mailto:Courtney@colage.org)

### **Youth Check-in System Maintenance & Support**

Sammie Groom

[Sammie@colage.org](mailto:Sammie@colage.org)

Hannah Crowe-Cumella

[Hannahc@colage.org](mailto:Hannahc@colage.org)

### **Catering Organizer**

Courtney Faria

[Courtney@colage.org](mailto:Courtney@colage.org)

### **Development and Communications Manager**

Christian Baer

[christian@colage.org](mailto:christian@colage.org)