

Summer at Zach's Frequently Asked Questions

ABOUT THE CAMP

1. What ages is the camp designed for?

Our camp is for children between the ages of 4 and 18. Campers will be grouped with peers of similar ages. There will be opportunities for the “bigs” to be mentors and leaders to the “littles”.

2. What are the camp dates, hours, and weekly themes?

- Camp runs for 10 weeks from June 1st, 2026 to August 7th, 2026. Each Monday is the start of a new session for camp.
- Camp programming starts at 9:00am and ends at 4:00pm. Extended hours are available for a flat weekly rate. Extended program hours start at 7:00am and end at 6:00pm. For weekly themes, please check our schedule [here](#).
- Drop-off for camp is between 9:00am & 9:30am and pick-up is between 3:30pm & 4:00pm.
 - If your child is dropped off after 9:30am, there is a chance they will miss any scheduled field trips or activities.
 - If your child is picked up after 4:00pm, you will be charged for extended care rates if they stay beyond 4:15 pm.

3. Is camp full-day, half-day, or flexible?

Camp is a full-day program from 9:00am-4:00pm. We encourage campers to spend the full day at program. Those on the CES waiver or half day CCCAP waiver will have the option to attend an abbreviated day from 9:00am-2:00pm. While we encourage campers to attend the full day program, please let us know if an earlier pickup time is needed. There will be no price adjustments if children are picked up before 4:00pm.

4. Can families register for individual weeks?

Yes! Families can register for individual weeks or full summer programming. Families can register for as many individual weeks as they desire. Families interested in a full summer program will receive a 10% price break.

5. What does a typical day at camp look like?

We know that consistency is very important to a lot of our campers! Each activity and field trip will be based on the theme of the week. Campers can anticipate the following daily schedule:

9:00am-9:30am- Snack and Welcome
9:30am-12:00pm- Activity 1 OR Field Trip
12:00pm-12:30pm- Lunch
12:30pm-1:00pm- Relax
1:00pm-2:00pm- Activity 2
2:00pm-3:00pm- Activity 3
3:00pm-3:30pm- Snack
3:30pm-4:00pm- Free Play & Depart

6. What are some examples of the themed weeks?

Some examples of themed weeks are STEM Week, Space Week, Art Week, Sports Week, Under the Sea Week, Superhero Week, Around the World Week, and so much more! Check out our full schedule on our website [here](#).

7. How are campers grouped by age and ability?

Campers are grouped by age. We believe in integrating campers with disabilities and typical campers. We believe that it helps all campers build empathy, communication skills, and a sense of belonging.

8. How many campers are in each group?

Groups are determined based on the level of need per camper. The level of need is based on the results of our intake form. Each week group sizes can fluctuate to ensure that all needs are being met, and campers have access to an engaging, safe, and inclusive experience.

9. Is this an inclusive camp for children with and without special needs?

Yes! We serve both children with special needs and typically developing children in an inclusive, supportive setting. We provide the break and support parents need, while giving children the chance to enjoy fun and challenging activities in a supportive learning environment. Moreover, we believe that an inclusive learning environment allows both special needs and typical children to benefit from shared experiences.

REGISTRATION & FIT

10. How do I know if this camp is a good fit for my child?

Enrollment decisions are made on an individual basis, considering the needs of the child and the program's ability to safely meet those needs within licensing requirements. If you are unsure if this camp will be a good fit for your child, please contact our team for further discussion!

11. Is there an intake process to discuss my child's needs?

Yes! Our application includes a detailed section that helps us determine the level of need for your child. Should we not have the appropriate supports and staff for your child during your week of choice, as our camp is a first come first serve program, we will provide alternative date recommendations if available.

12. What information should families share before camp begins?

- Families will be required to fill out an application that will include demographic information, emergency contact information, and support needs.
- Within two business days, our team will reach out to discuss the next steps. Should there be availability for your desired dates, we will ask for:

- Medical Forms:
 - General Health Appraisal Form (or physical)
 - Immunization Record
 - Medication Administration Form (for each medication, over the counter and prescription- can submit MAR from doctor's) (if needed)
 - Colorado Asthma Care Plan and Medication Order for Schools and Childcare Settings (if needed)
 - Seizure Action Plan (if needed)
 - Anaphylaxis Action Plan (if needed)
 - G-tube feeding orders (if needed)
- Review and Signature of SKSF Consent and Acknowledgement Forms
- Required upfront payment and/or proof of coverage

Only once we have all required documents and required payments will your spot be reserved.

13. Are there needs or behaviors the camp may not be able to support?

We are a licensed childcare center under the Colorado Department of Early Childhood and operate within the scope of our license, staffing, training, and available resources. We strive to support children with a wide range of abilities and needs; however, there are some services that we are not licensed or equipped to provide. At this time, our program is not able to provide care that requires ongoing medical or nursing procedures, including but not limited to:

- Mechanical suctioning
- Tracheostomy tube care
- Gastrojejunostomy (J) tube feeding or management
- Nasogastric tube feeding or management
- Mitrofanoff appendicovesicostomy care
- Blood glucose monitoring or insulin administration

In addition, our program is not equipped to provide clinical mental health services for children who require a higher level of care due to behaviors that present an immediate safety concern to themselves or others.

Enrollment decisions are made on an individual basis, taking into consideration the child's needs and the program's ability to safely meet those needs within Colorado childcare licensing regulations. By responding to the questions in our application, we will be able to determine whether appropriate support and accommodations are available for your desired weeks.

14. Can families tour the camp or meet staff before registering?

Of course! If you wish to meet our staff and see our facilities, please call our team to schedule a tour.

15. Can I add or change weeks after registering?

We cannot guarantee that there will be availability for the weeks you are looking to change to or add on, but please contact our team for further assistance.

STAFFING & SUPERVISION

16. What qualifications and training do counselors have? Are staff trained to support children with special needs?

- Zach's Place is a licensed childcare center through the State of Colorado. License Number : 1502215.
- Our instructors are certified under the training of The Colorado Shines Professional Development Information System. The Colorado Shines PDIS provides a structured system for tracking and improving the professional development of early childhood educators.
- Each staff member responsible for direct care is either certified at a Level 1 or Level 2.
- We run under the leadership of a director who is certified at a minimum of a Level 3.
- All staff are trained in CPR, QMAP, and have ongoing training on supporting individuals with disabilities. Select staff to receive training to support more complex medical needs (g-tube feeding, seizure support, etc).
- Each child with a special need will have protocols written by our nurse to help ensure our staff have the appropriate understanding and training needed to support the protocol.

17. What is the camper-to-staff ratio?

The camper-to-staff ratio will depend upon the level of the need of the child. The higher the average level of need, the smaller the ratios become. We will never exceed a ratio of 1:8 in our summer camp programming.

18. Who supervises campers during field trips and activities?

All campers will have the opportunity to participate in all activities and field trips, and will have supervision by our full-time staff instructors, as well as any seasonal help. Seasonal camp instructors will not be with campers without the support of our full-time staff.

DAILY ACTIVITIES & INCLUSION

19. How are activities adapted for different abilities?

We meet our campers where they are at! Staff are trained to understand how to engage campers with different abilities with hand over hand support, adaptable tools, flexibility in modifying the activity to meet the needs of the camper, etc.

20. How do staff support children who need help with transitions?

We frequently work with children who struggle with transitions. Keeping a consistent schedule helps during transitions. Schedules will be communicated throughout the day with campers as well as being posted throughout the building. Staff are required to take training focused on supporting children through transitions.

21. Are campers allowed to take breaks or opt out of activities?

Absolutely! We will always encourage campers to join in and provide the support or modification they might need to engage with the activity. We encourage campers to practice their

communication skills and identify their needs at the moment- if that means taking a break or opting out, we are here to support that!

22. Are quiet or sensory-friendly spaces available?

Yes! We have quiet spaces available as well as a sensory-friendly gym and outdoor space where clients can engage in their sensory needs.

23. How do you encourage positive peer interactions and friendships?

- We emphasize respectful, responsive relationships, and use positive instruction strategies.
- Staff are trained to promote emotional well-being, pro-social behavior, apply individualized support plans when needed, and assist the children to achieve success around the goals of the children and parents.

24. How will the camp address behaviors such as emotional regulation, challenging behaviors, bullying, etc.

The staff at Zach's Place has gone through extensive training courses that specialize in behaviors for students with disabilities. The director will also be available for any additional support each week to address any other concerns. In the event of an emergency, the staff will contact the parent/guardian.

25. What safety measures are in place throughout the day?

- Children are accounted for throughout the day using attendance logs, name to face logs, transition logs, and staff supervision.
- Emergency Preparedness - We have plans for various emergencies including fire, tornado, active shooter, and lockdowns. Drills are conducted regularly. Emergency procedures include reunification and accommodation for children with disabilities.
- Video Surveillance - Zach's Place uses a 24-hour video surveillance system in classrooms, hallways, outdoor/indoor play areas, and the parking lot. Restrooms, changing areas, and the staff break room are excluded. Cameras promote safety, security, and training, and are positioned appropriately throughout the facility.
- Vehicle Safety Procedures - Children are properly seated and supervised during transport. Children are accounted for upon both pickup and arrival, and it is documented. Emergency procedures are in place for transportation incidents. Staff attend a 4-hour training course to drive vehicles yearly.

HEALTH, MEDICAL & DIETARY NEEDS

26. Can staff administer medication?

- Medication is stored securely and administered by trained staff per physician and parent instructions.
- Staff are trained by a registered nurse and can only administer medication with an authorization form that is signed by both the physician and parent/guardian.

- All medications must be in the original packaging with the label that matches the authorization form. Medication must be handed directly to a staff member and not inside the Childs bag or backpack.
- Over the counter lotions and creams such as bug spray or sunscreen need to have an authorization form signed by the parent before staff can apply.

27. How are allergies and dietary restrictions managed?

- We are a nut-free facility. All allergies must be disclosed during intake, and required medical forms will be used by our nurse to write protocols for your camper.
- All dietary restrictions must be disclosed during intake as well. Our meals and snacks follow the USDA guidelines. However, if your camper has a preference for meals and snacks, please feel free to send them.

28. Does my child need to be potty trained?

- No, your child does not need to be potty-trained. Our staff follow strict sanitary practices during diapering and support toilet training in partnership with families.
- Families will be responsible for supplying any training pants, pull-ups etc. for each child.

29. Is there a nurse or medically trained staff on-site?

There is a part-time registered nurse on-site. Our registered nurse trains select staff on special medical procedures. All full-time instructors are QMAP trained and CPR certified.

30. What happens in case of illness or injury?

- Parents will be notified promptly if a child becomes ill, is injured, or has an accident requiring attention.
- Parents will be notified to pick up their child with the following conditions: fever 100 degrees or higher, Diarrhea: 2 loose stools, vomiting, sore throat, lice, rash or spots on skin, ringworm, infection, severe itching, mouth sores, eye discharge, unusual nasal discharge, significant tiredness with irritability and crying, uncontrolled coughing, difficulty breathing or wheezing.
- In the case of fever, diarrhea, and /or vomiting, your child may not return to Zach's Place until 72 hours after the last symptom.
- In the case of communicable illnesses, such as chicken pox, strep throat, measles and pink eye, a statement from the child's physician indicating that the child can return to program, will be required to return.
- If the child is not fully immunized and there is an outbreak, your child will not be able to attend the program.
- If a child is injured while at Zach's Place, first aid will immediately be provided to the child by the trained staff. If the injury requires medical attention, 911 will be called followed by a call to the parents and the nurse on staff. An injury report will be completed, and the parents will receive a copy. If the parents cannot be reached, the emergency contact for the child will be called.

FIELD TRIPS & SPECIAL EVENTS

31. Are field trips included in tuition?

- Yes! Field trips are included in the tuition. Campers will have a minimum of two opportunities a week for field trips off site.
- We also have opportunities for campers to connect with the community without having to leave the facility if a camper is not up to leaving site for a field trip. We do not offer a difference in pricing for those who attend trips vs those who do not.

32. How are children with special needs supported on field trips?

- On field trips, children will continue to be accounted for throughout the day using attendance logs, name to face logs, transition logs, and staff supervision.
- The staff to camper ratio will never exceed a 1:8 ratio. Ratios are adjusted as needed based on individual needs to ensure children receive the appropriate level of support for safety, comfort, and participation.
- Staff are trained to provide guidance, redirection, and accommodations so all children can engage in field trip activities as successfully and safely as possible.

FOOD, SUPPLIES & PREPARATION

33. Do campers bring their own lunch and snacks?

- Tuition includes a morning snack, lunch, and an afternoon snack for 9am-4pm campers. Additional snacks are provided for campers who attend extended hours.
- Our meals and snacks follow the USDA guidelines
- Campers can bring their own snacks/meals if preferred.

34. What should my child bring to camp each day?

- Campers should be dressed and ready for outdoor fun! We encourage campers to come with an additional change of clothes for the day. We will communicate if any water gear is needed for the day.
- We provide Banana Boat Kids Sensitive (Sunscreen) and “Off” Bug Spray that will be applied to prevent sunburn and insect bites, pending families consent. If there is a preferred sunscreen and/or bug spray we use instead, please hand it directly to staff with a note providing your consent for preventative care.
- Should a camper need toileting support, families will be responsible for supplying diaper and/or toileting supplies.

35. Are comfort items, fidgets, or assistive tools allowed?

Absolutely! Please make sure items are labeled. Zach's Place is not responsible for any items brought to the center from home.

36. How does the camp communicate with parents during the week?

Each child will have a daily attendance sheet that will include:

- Arrival time
- Departure time

- Food eaten
- Activities participated
- Behaviors both positive and negative
- Any additional notes the staff deems necessary

POLICIES & LOGISTICS

37. Who is the main point of contact for questions or concerns?

For questions or concerns, please contact Bill Carroll at Bcarroll@sksfcolorado.org or call our mainline at 719-447-8983

38. What is the refund or cancellation policy?

Private Pay- Cancellation & Refund Policy

- Because staffing and program planning are based on enrollment, the following cancellation policy applies to all private pay registrations.
- Weekly Registrations
 - Cancellations made **more than 14 days before** the start of a registered camp week will receive a **full refund** for that week.
 - Cancellations made **within 14 days** of the start of a registered camp week are **non-refundable**, even if the child does not attend.
 - Cancellations made **after a camp week has begun** are **non-refundable**.
- Full Summer Enrollment
 - Before Summer Begins
 - The full summer deposit is non-refundable under all circumstances.
 - Cancellations made more than 14 days before the first scheduled camp week will receive a refund of any payments made beyond the deposit.
 - Cancellations made within 14 days of the first scheduled camp week are non-refundable for the full summer tuition, even if the child does not attend.
 - After Summer Begins
 - The deposit remains non-refundable.
 - No refunds are provided for weeks already attended or currently in progress.
 - If the child has been attending camp, future weeks may be refunded **only if cancellation is submitted more than 14 days before the start of the affected week**.
 - Cancellations submitted within 14 days of a scheduled week are **non-refundable for that week**.

CCCAP Cancellation Policy

- Families utilizing CCCAP may be absent occasionally without affecting tuition, as CCCAP will cover scheduled hours.
- Full-week cancellations must follow the 14-day notice policy
 - Cancellation **more than 14 days before the week**: no private pay charges apply.

- Cancellation **less than 14 days before the week**: families are responsible for **the private-pay portion of the week**, which includes:
 - Any private-pay charges known at registration (e.g., additional hours selected beyond CCCAP coverage)
 - A \$50 dollar cancellation fee

CES Waiver Cancellation Policy

- Families using a CES Waiver are expected to notify Zach's Place as soon as possible if a child will be absent or if scheduled care is cancelled.
- **Daily Absences**
 - Daily absences are not covered under the CES Waiver. Families **will still be billed** for the private-pay portion for any day their child does not attend, which includes:
 - Any private pay charges known at registration (e.g., additional hours selected beyond CES Waiver coverage).
 - A \$10 cancellation fee per absence after the first two absences.
- **Full-week cancellations** follow the 14-day notice policy:
 - Cancellation **more than 14 days before the week**: no private-pay charges apply.
 - Cancellation **less than 14 days before the week**: families **will still be billed** the private-pay portion of the week, which includes:
 - Any private-pay charges known at registration (e.g., additional hours selected beyond CES Waiver coverage)
 - A \$50 cancellation fee
- **Illness or Absences**

No refunds or credits are provided for missed days due to illness, vacations, or other absences once a camp week has started.
- **Emergency Consideration**

In rare cases involving medical emergencies or unforeseen circumstances, families may submit documentation for review. Any exceptions are made at the discretion of program administration and are not guaranteed.
- **Camp Cancellation by Program**

If a camp week is canceled by the program due to low enrollment or unforeseen circumstances, families will not be charged for that week.

39. What happens if my child misses a day or becomes sick?

No refunds or credits are provided for missed days due to illness, vacations, or other absences once a camp week has started.

40. What are drop-off and pick-up procedures?

Campers will be dropped off and picked up in our lobby and require families to electronically check them in and out. CCCAP families may require a second electronic check in and out.

41. Can someone else pick up my child with permission?

Only people listed on the authorization form may pick up children. Identification is required. Emergency pick-ups must be verified via written documentation either through an e-mail or a text message.