



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Camp Chief Ouray

Day Camp Parent Handbook



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WELCOME TO CAMP CHIEF OURAY

Camp Chief Ouray (CCO) Day Camp is operated by Snow Mountain Ranch, a branch of the YMCA of the Rockies. YMCA of the Rockies is a non-profit organization managed by a volunteer Board of Directors.

Mission Statement

YMCA of the Rockies puts Christian principles into practice through programs, staff and facilities in an environment that builds healthy spirit, mind and body for all.

Camp Chief Ouray History

Founded in 1908 by the Denver YMCA, Camp Chief Ouray was originally built on a site located near Lake Granby. In 1979, the camp was incorporated into the YMCA of the Rockies and moved to its present site. The first summer session at our present site was in 1980 and we celebrated 110 years in 2018. Camp Chief Ouray is dedicated to helping youth grow in spirit, mind and body!

Goals of Camp Chief Ouray

Our goal is to offer challenging experiences to build leaders through life-long skill development in a safe, imaginative, natural setting. We instill confidence through independence and interpersonal skills. We challenge our campers to discover their true selves.

YMCA of the Rockies Core Values

CCO programs focus on our core values of Caring, Honesty, Respect, Responsibility, and Faith.

Diversity, Inclusion, and Global Innovation Statement

The YMCA of the Rockies will reach out to and welcome all people and organizations of good will and ensure that the rich gifts of diversity are reflected and respected at all levels.

Accreditation and Licensure

We are licensed by the State of Colorado Department of Social Services and are visited every year by their representative for license renewal.

Staff

Camp Chief Ouray is staffed with a year-round Camp Executive, Summer Camp Director, Leadership & Trips Director, Program Director and Business Manager. They are joined on a seasonal basis by qualified, passionate, and responsible staff with a minimum age of 18.

Camp Chief Ouray understands the importance of positive role models for today's young people. We carefully recruit, select, and maintain staff for their enthusiasm, maturity, skills, and ability to display our core values for our campers.

Staff members are chosen through a detailed application and interview process. All staff backgrounds are checked against the Central Registry for Crimes Against Children and the Colorado or Federal Bureau of Investigation in accordance with Colorado licensing requirements.

Each staff member undergoes an extensive and professional training program together in preparation for our campers' arrival. We emphasize group dynamics, child development, hands-on teaching methods, and safety and health including certification training in First Aid, CPR and Wilderness First Aid.

We also work with our insurance provider to focus in on Child Abuse Prevention training and YMCA of the Rockies is certified through Praesidium, which is an organization that ensures our policies pertaining to child abuse prevention are not only written but practiced daily for the safety of our participants.

Scholarships

In keeping with our Mission Statement, Camp Chief Ouray is open to all children regardless of race, religion, national origin, age, sex, gender identity, handicap or ability to pay.

Camp Chief Ouray's programs strive to create an environment that not only allows children a fun experience in a beautiful mountain setting, but also help children develop important life skills such as confidence, independence, teamwork, perseverance and tolerance. Furthermore, our programs foster an environment where children can succeed in groups by learning the value of getting along with others who are different from themselves. Children are granted this all-important opportunity to unite with peers while experiencing nature at its finest.

Camp Chief Ouray offers scholarships with the hope that no camper will miss the chance to spend a terrific summer building memories, meeting new friends, and learning from new experiences.

These scholarships are made possible through the generous donations of many caring people. We invite you to be a part of spreading camp magic to those who could not otherwise afford it. Your monetary donation, of any size, can really make a difference! Contact the camp office to learn more about donating to our Camp Fire Circle Scholarship Program or to complete an application.

How to get to Day Camp

Four miles west of Tabernash, turn off of Highway 40 into the YMCA Snow Mountain Ranch property. Turn right at the first intersection and look for the Day Camp Building on your left. Follow this [link](#) to see the exact location on Google Maps.

ENROLLMENT/ADMISSION

For the 2023 season, Day Camp enrollment will be done through a lottery system. Applications will be open 12:00pm MST March 1st-13th at 12:00pm MST. You may apply for as many weeks as you would like. After applications close, we will sort families into subgroups of returners (enrolled or waitlisted), YMCA of the Rockies members, new local families, and new non-local families. Each family will be assigned a lottery number and we will process enrollments starting with the returner subgroup. Once enrolled, deposits and registration fees will be charged. Once spots are full, families will automatically be placed on a waitlist. All families who applied will receive an email confirming their registration status by March 31st at the latest. The next chance to sign up will be April 5th, at which point you will be enrolled or placed on the waitlist. For more information about the 2023 lottery system, please follow this [link](#).

FINANCIALS

Payment Policy

Your statement can be found on your CampInTouch Account under the Financial Management tab. This will indicate your base camp fee, session number and dates, any appropriate discounts, and deposits. If there are any errors, please contact the office.

Financials (continued)

All payments are required to be in the camp office seven days prior to arriving at camp. Camp Chief Ouray reserves the right to cancel any registration if balance due is not received by seven days prior to the start of the program.

Cancellation Policy

If you need to cancel your camper's registration, please contact us as soon as possible so your camper's spot can be given to another waiting camper.

- Refunds will be made if cancellations are made with at least 24 hours' notice, unless there is a balance due. Payments will be rolled over to other weeks the camper is registered for.
- Cancellations with less than 24 hours' notice will be charged a \$30 cancellation fee. 24 hours is considered 9am the day before the first check in.
- There will be no refunds if a child goes home early in cases of illnesses that happen at camp, disciplinary action, bullying or homesickness.
- Missed days during a session will not be refunded or credited.
- Refunds will be issued for medical reasons only with written verification from a physician.

CAMP FORMS

There are several MANDATORY camp forms you will find in your CampInTouch account. Health information is required for every child attending Day Camp. Without these forms your camper will not be admitted to camp. Please be sure to have the following forms completed as soon as possible and no later than seven days prior to your camper's arrival at the camp.

Immunization Record (upload pdf) Mandatory

Childcare Licensing requires that camper's immunization record be on the provided Colorado Department of Public Health & Environment Certificate of Immunization form. Even for out-of-state campers. Dates may be written on the form provided in your CampInTouch account and a copy of your camper's official record may be uploaded.

Healthcare Authorization (submit electronically) Mandatory

This form would accompany your camper to the medical center, giving permission to treat and insurance information. Please attach a copy of both sides of your insurance card to this form. Make sure you sign and date the bottom. We have a limited coverage camper health insurance policy for campers without insurance. We will file with our carrier to cover any expenses up to the limits of the policy. This policy is of no cost to you.

Health History (submit electronically) Mandatory

This form is required by Childcare Licensing.

Medication Form (if needed)

For all prescription and non-prescription medication (including Epi-Pens and Inhalers), *by law you must bring to camp only the dose needed for the camp day in its original container*, and complete the Medication Form so that it can be administered to your camper. *Please note: a doctor's signature is required for both prescription and non-prescription medications.* Campers cannot medicate themselves. Campers cannot carry medications except for EpiPens and inhalers. All medication must be given to the Day Camp staff at check-in. If this is not followed, your camper may be prohibited from attending camp. In accordance with Colorado State Law, only staff who have been trained

in Medication Administration are allowed to dispense medication such as allergy medicine or antibiotics. EpiPens and inhalers are allowed to be carried with the camper; Treatment Plans with a doctor's signature must be completed for all EpiPens and inhalers. We cannot distribute medication to any camper without the proper documentation and the original container. Please contact us if you will be sending medication with your camper for the necessary paperwork.

Waiver & Permission (submit electronically) Mandatory

Waiver of Liability, Photo & Media Release, Sunscreen Form, and Camp Disciplinary Policy.

Information for Counselors (submit electronically) Mandatory

Please give the counselors as much information as possible to make your camper's experience the best. This is a "fill in the blank and submit" form.

Authorized to Pick-up (submit electronically)

*If someone other than the parents/guardians listed on registration will be picking up your camper please make sure you fill out the "Authorized to Pick-up" form in your [CampInTouch](#) account. They must show a photo ID at check-out.

HEALTH AND SAFETY AT CAMP

Illness

If a camper becomes ill during camp time, they will be made comfortable in the CCO Health Center. Parents/guardians will be contacted as soon as possible. If parents/guardians cannot be contacted, campers will be kept isolated until picked up. In the event of severe illness, campers will be removed from their group and isolated in the CCO Health Center. We reserve the right to contact EMS if necessary. If a child has thrown up or has had diarrhea within 24 hours of their day of camp, they will have to wait a full 24 hours before they will be admitted to camp.

When to leave your camper at home: Click [here](#) for guidelines from the CDPH

- *Diarrhea*: Child **MUST** stay home if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting.
- *Fever*: Child **MUST** stay home when the child has a fever of 100 degrees Fahrenheit or above.
- *"Flu-like" symptoms*: Child **MUST** stay home when they have a fever of over 100 degrees Fahrenheit with a cough or sore throat. Other symptoms can include but are not limited to tiredness, body aches, vomiting, and diarrhea. The child **MUST** stay home for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever.
- *Coughing*: Child **MUST** stay home if they are experiencing severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary.
- *Mild Respiratory or cold symptoms*: Child **CAN** attend camp if they are experiencing stuffy nose with clear drainage, sneezing, and mild cough.
- *Rash with fever*: Child **MUST** stay home unless it is a body rash without fever or behavior changes. However, any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated by a doctor.
- *Vomiting*: Child **MUST** stay home if they have thrown up two or more times in the past 24 hours. The child must stay home until the vomiting stops or a doctor says it is not contagious.
- *Chicken pox*: Child **MUST** stay home until blisters have dried and crusted.

- *Conjunctivitis (pink eye)*: Child does NOT have to stay home unless they have a fever or behavioral changes.
- *Fifth's disease*: Child does NOT have to stay home.
- *Head, Foot, and Mouth disease*: Child does NOT have to stay home, unless the child has mouth sores, is drooling and isn't able to take part in usual activities.
- *Head lice*: Child MUST stay home from the end of the day until after first treatment.
- *Hepatitis A*: Child MUST stay home until one week after the start of the illness and when able to take part in usual activities.
- *Herpes*: Child does NOT have to stay home unless the child has open sores that cannot be covered or is drooling uncontrollably.
- *Impetigo*: Child MUST stay home for 24 hours after starting antibiotics.
- *Ringworm*: Child MUST stay home from end the day until after starting treatment.
- *Roseola*: Child MUST stay home if they have a fever and rash.
- *RSV*: Child does NOT have to stay home.
- *Strep throat*: Child MUST stay home for 24 hours after starting antibiotics and the child is able to take part in usual activities.
- *Vaccine preventable diseases*: Child MUST stay home until the doctor says the child is no longer contagious.
- *Yeast infections*: Child does NOT have to stay home; they must just follow good hand washing and hygiene practices.

Infectious Disease Plan

The following are subject to change as we approach summer based on recommendations from state and local health agencies. For the most up to date information regarding Check Out, visit our Infectious Disease information webpage at <https://campchiefouray.org/covid-and-cco/>

Safety is a priority for us at CCO. We are committed to keeping campers and staff safe and will follow guidelines from our local, state, and federal entities. CCO will adjust our protocols along with advice from our health care providers. We will be utilizing and maximizing NPI's (Non-pharmaceutical interventions like; being outdoors, increased and regular rigorous cleaning, hand washing, and masks for individuals showing symptoms) throughout the camp week for maximum safety.

Children with Special Needs

We make every effort to serve all children in our programs. Participation by special needs campers will be evaluated on a case-by-case basis. Parents should contact the CCO office prior to their camper's program to ensure the best possible experience for your camper.

Staff to Camper Ratio

5-year-olds	1:6 one staff member for every six campers
6-8 year olds	1:8 one staff member for every eight campers
9-12-year-olds	1:10 one staff member for every ten campers

No camper will be left alone with a staff member or another camper. Campers will always be with a minimum of two other people (one staff and one other camper **or** two staff).

Transportation

Day Camp Staff may use a YMCA 15 passenger minibus to transport campers to a program activity area on Snow Mountain Ranch property (ex: hiking trails, reservoir, etc.). The drivers

of these buses have motor vehicle background checks, they must pass a written test and a practical driving test by a trained proctor, and must also be cleared by our insurance company to drive. Safety regulations include only fitting the number of people per seats available, wearing seat belts, driving the posted speed limit, and only loading and unloading away from traffic.

Early Pick Ups

If you need to pick your camper up early, please let us know at check-in so we can have your camper ready. You can also call the CCO office if you were not able to notify the staff at check-in. Recommendations from the local Health Department and the CDC is that visitors are not allowed during the camp day.

Visitors

CCO Day Camp does not allow visitors to visit during the day camp program. Exceptions can be arranged a minimum of 24 hours prior to the day of a visitor if the Program Director is informed and they approve the visitor (EXAMPLE: behavioral/mental health observations), and the visitor provides a photo ID upon arrival at the office. That prearranged visitor will need to sign in and provide their current address and reason for visiting the center. Only those approved to sign out a camper by the parent/guardian will be allowed to do so.

Colorado Child Care Services

Licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your camper has been abused, you should seek immediate assistance from the county Department of Social Services. The telephone number to report child abuse in Grand County is 970-725-3331.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your camper's education, physical, emotional, and social development will be nurtured in a well-planned and well-run program.

For additional information regarding licensing or if you have concerns about a childcare facility, please consult the Colorado Division of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714, 303-866-5858. Child Abuse Reporting

Counselors are mandated reporters and are trained to recognize and prevent child abuse. We will report any suspected child abuse to the Department of Human Services.

Emergency Management

Fire

In the event of a fire, all campers will be accounted for and brought to a designated location on property. Parents/guardians will be notified by phone. If danger is imminent, campers and staff will be evacuated by bus to the designated evacuation center and parents/guardians will be asked to meet the Day Camp staff at that location. You must present an ID during any check out procedure.

Lost Child

A complete search of the grounds will be conducted following our emergency procedure. The parents/guardians will be notified either during the search or, if the camper is found quickly, they will be informed when they pick up their camper.

Injury of a Child

The child will be treated according to standards of one of the nationally recognized providers of First Aid/CPR. If emergency transport is needed, the parents/guardians will be called. Medical emergencies will be taken to the Middle Park Medical Center. Medical emergencies cannot be transported in a YMCA of the Rockies vehicle. Ambulance service is provided by Grand County Emergency Medical Service.

Natural Disaster

In the case of hail, flood or other severe weather, the most conservative action possible will be taken. Counselors and staff will keep children in the most protected situation possible until help can be summoned. If we evacuate campers, parents/guardians will be called.

WEATHER

Inclement Weather

Our programs are primarily outdoors. Outdoor programs will continue whenever possible. Campers should be prepared for rainy, windy, or cloudy days.

When lightning or hailstorms approach, groups take cover at the nearest shelter and use rain gear. If lightning is near and groups are in the open, counselors are trained to teach children to spread out, squat with feet together on the ground, and cover their heads with their hands. Counselors are also trained to teach children to cover their heads with their backpacks in hailstorms and to take shelter in windstorms. Groups will take shelter inside on extremely cold days for which children are not prepared.

Sunscreen

We ask that you apply sunscreen to your camper before camp. Please send sunscreen with your camper, it must be labeled with their first and last name. The camp carries a supply of sunscreen to be used when needed, it is [Rocky Mountain Sunscreen SPF 50](#).

PACKING

What to Bring

Be prepared for changing weather; clothes that will layer—T-shirt, sweatshirt, jacket, shorts under sweat pants—are great. Campers will need the following daily:

- A backpack to carry everything (campers travel around the property throughout the day)
- Water bottle (labeled with name)
- Closed toed shoes
- Rain gear
- Sunscreen (must have child's name on it)
- Hat
- Sunglasses
- Lip balm
- Hand sanitizer (must have child's name on it)
- Face mask (disposable or washable, must be at least a two-layer face mask that covers the nose, mouth, and chin) *Why? This is in line with our infectious disease protocol*

It is strongly suggested that all camper items are labeled and carried in their backpack.

What Not to Bring

The following items are prohibited to be brought by campers: alcohol, tobacco, drugs, weapons, pocket knives, expensive items, money, sports equipment, pets, or electronics.

We strive to offer children a unique outdoor experience. Please help support us in this mission by *not allowing campers to bring* cell phones, digital cameras, iPads, smart watches or electronic games as they detract from the experience.

Camp Chief Ouray is not responsible for lost, stolen or damaged items.

Lost and Found

Please mark all of your camper's belongings. Lost and found items are stored at the Day Camp building. While we will attempt to locate all missing items, all personal items are the responsibility of campers.

CAMP CHECK-IN/OUT

Parents/guardians must sign their campers in before they may participate in the Day Camp programs for the day. All campers will have their temperature taken on Monday and then as needed if a camper shows symptoms of illness.

You are required to sign out your camper(s). If someone other than the parents/guardians listed on registration will be picking up your camper, please make sure you fill out the "Authorized to Pick-up" form in your CampInTouch account. A child will only be released to their parents/guardians or other authorized adult with a photo identification (i.e.: driver's license, passport, etc.).

Late Arrival/Pick-Up

Please make every effort to be on time in the morning so your campers can participate in the full program. We will make every attempt to join a late arrival with their group. This may not be possible if a group is hiking or away from main camp.

Pick-up time is between 4:00-4:30pm at the Day Camp building. If the camper is not picked up by the designated time, we will wait 15 minutes and then begin to contact parents/guardians. If the camper is not picked up by 4:30pm, the parents may be charged \$1.00 per minute they are late. If we are unable to contact an authorized person to pick-up the camper, we will continue to hold the camper until such a person is reached. *We reserve the right to contact social services if a camper has not been picked up within 15 minutes after the scheduled pick-up time.*

Our staff will keep a list of authorized pick-up information for each camper.

You are required to show your ID and sign out your camper(s)

CAMP LIFE

A Day Camp Session is Monday-Friday

Camper drop-off: 8:00am-9:00am

Day Camp programming: 9:00am-4:00pm

Camper pick-up: 4:00pm-4:30pm

Groups

Our Child Care License is for children ages **5** to **14** only. Your camper must be at least five years old on their first day of camp. Providing fraudulent information about your camper will result in immediate, non-refundable dismissal of the child from camp. We try our best to put campers in

an age group where everyone is within a year apart in age. Any requests to be with a camper can be submitted in your CampInTouch portal under Forms and Documents.

Activity Information

We will have a wide range of activities scheduled for your campers throughout the week that may include; archery, riflery, hiking, outdoor cooking, shelter building, bouldering, sports & games, crafts, nature studies, exploring one of our two historic homesteads, outdoor survival, and rock throwing in a controlled setting.

We strive to offer campers a unique outdoor experience without excessive technology so they can reconnect with nature and themselves. In the rare instance that media/television is included in programming, it will be limited to a short time period.

Meals and Snacks

You will need to provide your camper's lunch, snacks and drinks for the day. We ask that you pack nutritious lunches, snacks and drinks for your camper each day. If we are told of severe allergies, we will notify each family a week ahead to prepare properly.

Food Allergies

Life-threatening allergies must have a Treatment Plan completed. This plan MUST be completed and *signed by the child's physician*.

POSSIBLE DAY CAMP ACTIVITIES

- Archery
- Hiking
- Rock climbing
- Swimming
- Campfire Creations
- Outdoor Survival
- Nature Walks
- Sports and Games
- Board and Card Games
- Arts and Crafts
- Mini-Golf
- Playgrounds
- Talent Show
- Mad Science
- Library
- Roller Skating
- Team Building Activities

DISCIPLINE

It is the responsibility of the YMCA to insure each person's right to achieve our goals within the camp setting. In order to do so, the YMCA requests the understanding and application of this proactive disciplinary policy.

1. Every person has the right to be safe and healthy within their environment, including freedom from verbal, physical and mental abuse and bullying.
2. Every person has the right to an opinion, and to be heard in a constructive and positive manner.
3. Every person has the right to be respected and treated fairly in a civilized manner.
4. The YMCA staff will do their best to redirect any negative behavior and resolve any issues to achieve a positive outcome for all involved. Parents/guardians will be notified immediately if issues arise regarding camper behavior. If positive outcomes cannot be achieved, the YMCA reserves the right to suspend or terminate the camper from our program. Camp fees will not be refunded nor credited for behavioral dismissal.

Discipline Action Progression/Consequences

We have high but reasonable expectations about our camper's behavior. If a child's behavior becomes disruptive enough to disturb the experience of other campers and staff, a decision may be made to remove the camper from our program. In keeping with our 'for all' focus and ensuring the physical, emotional and psychological safety of all our campers and staff, racism or any use of derogatory terms against any person will not be tolerated.

Every situation is handled as a unique situation. We believe in utilizing restorative justice practices and building empathy in our community. Should a camper choose to repeatedly disrupt the experience of other campers and staff, the following action steps may be taken.

1. Conversation between camper and counselor with administrative staff, verbal warning
2. Natural consequences of behavior are put in place, such as supervised space and time away from other campers
3. If behaviors continue, we will contact parents to get insight on the situation. We believe parents know their camper best, so having your help to identify language you use at home, or how you help with behavior development, will help your camper stay at camp.
4. Conversation between camper, counselor, administrative staff and camp director. Using the insight from a parent call, we use this information to help create a behavior contract outlining acceptable/unacceptable behavior, alternative positive behaviors, and consequences.
5. Parents will work with camper and camp director to revise and address behavior contract
6. Meeting with camper, counselor, camp director, parent/guardian: camper dismissed from camp for the remainder of the camp session
7. Suspension from camp (time frame indefinite; TBD based on safety of other children and positive behavior changes)

Those who do not comply will be sent home at parents/guardians' expense and with no refund.

Parent/Guardian Conferences

A request for a conference concerning your camper may be directed to the Day Camp Director. We welcome your feedback.

Withdrawal from the Program

Camp Chief Ouray reserves the right to remove a camper from the program for reasons of delinquency in payment of fees, or an inability of camper or parent/guardian to adjust to the activity program or discipline/behavior management policies. Such removals are to be determined by the staff and the Camp Executive Director. Please notify the CCO office as soon as possible if you need to withdraw your camper from the program.

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