



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CAMP CHIEF OURAY

## DAY CAMP

## PARENT HANDBOOK



**Revised January 2024**

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## **WELCOME TO CAMP CHIEF OURAY**

Camp Chief Ouray (CCO), established in 1908, has grown to be a premiere overnight camping option for youth from all over the United States and the World. We are committed to developing five core values in everything we do: Caring, Honesty, Respect, Responsibility and Faith. CCO is a part of the YMCA of the Rockies, located at Snow Mountain Ranch in Granby, CO (elevation of 8,750 feet). 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.

### **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.

### **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.

### **Our Commitment to All People**

We will serve a diverse population, inclusive of all people of good will. Reflecting our Christian Mission, we will be inclusive and welcoming of all people of good will. Our activities and facilities will be inclusive, accessible, and available to the diverse worldwide community we serve.

### **YMCA of the Rockies Core Values**

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

### **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.

### **Accreditation and Licensure**

Camp Chief Ouray is accredited by the American Camp Association (ACA) and is visited regularly to assure compliance with the ACA standards. We are also licensed by the State of Colorado Department of Social Services and are visited every year by their representative for license renewal. CCO is an Accredited Youth Program and non-profit partner with Leave No Trace, Inc. (LNT), an organization dedicated to outdoor ethics. By promoting the seven principles of Leave No Trace alongside the Core Values of the YMCA, Camp Chief Ouray can ensure that camp stays beautiful and fun for future generations. We instill Leave No Trace ethics in all parts of camp, from our dining hall to our backcountry trips. We believe that every child deserves a high-quality and nature-filled camp experience.

## **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, color, religion, national origin, age, sex, gender identity, faith, or ability to pay.

Camp Chief Ouray's programs strive to create an environment that not only allows children a fun week in a beautiful mountain setting, but also helps children develop important life skills such as confidence, independence, teamwork, perseverance and empathy. 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 child 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 or visit our [website](#) to learn more about donating to our Campfire Circle Scholarship Program.

We accept scholarship applications on an ongoing basis and there is no deadline to submit an application. Please do not let the cost of summer camp prevent your camper from an experience at CCO. Thanks to the continuous generous support of our donors, we are able to offer a variety of ways to help offset the cost of a week of summer camp for anyone interested. To apply for a Campfire Circle Scholarship, click [here](#). You can also submit the scholarship application online by registering first and then completing the 'Scholarship Application (optional)' under 'Forms and Documents' of your [CampInTouch](#) account.

## **Wish List**

Camp Chief Ouray appreciates donations of any of the following items that could enhance our program or facility:

- Art and Craft Supplies
- Yard Games
- Sports Equipment (balls, soccer goals, etc.)
- Musical Instruments
- Books

## **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 2024 season, Day Camp enrollment will be done through a lottery system. Applications will be open February 19<sup>th</sup> at 9:00am MST. The application will close on March 4<sup>th</sup> 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 9th at the latest. The next chance to sign up will be April 1<sup>st</sup> at 12:00pm MST, at which point you will be enrolled or placed on the waitlist. For more information about the 2024 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, additional options, any appropriate discounts or scholarships, and deposits. If there are any errors, please contact the office.

### **Financials (continued)**

All payments must be in the camp office seven days prior to arriving. Camp Chief Ouray reserves the right to cancel any registration if the 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 seven days' notice, unless there is a balance due. Payments will be rolled over to other weeks the camper is registered for.
- Cancellations with less than seven days' notice will be charged a \$30 cancellation fee. 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**

The Colorado Department of Public Health and Environment (CDPHE) lists all required vaccines you can view [here](#). If your camper is not up to date on all required vaccines, you will be required to submit a medical or non-medical exemption which you can learn more and gather the form [here](#). The update to required vaccines and exemptions applies out of state campers as well.

Childcare Licensing requires 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 or 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. 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 trained in Medication Administration can 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**

### **Health Care on Check-In Day**

Make sure your camper's Health History, Physician's Exam, Immunization Record and Healthcare authorization are completed in your CampInTouch account prior to check-in. All campers will receive a health screening. This consists of, but not necessarily limited to; a lice check, temperature check, and questions regarding your camper's current health condition.

All medications and homeopathic treatments brought to camp must be turned in to the Health Center staff in the original container at check-in. The only exceptions allowed by Colorado state law are an inhaler and an epinephrine "epi" pen, which will be decided on by the camp nurse.

### **When to leave your camper at home**

Camp Chief Ouray follows the guidelines set by the Colorado Department of Public Health. The "How Sick Is Too Sick" public guidance document can be found [here](#).

### **Illness**

If a camper becomes ill during camp time, they will be made as comfortable as possible in the CCO Day Camp Office or 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 case of severe illness, the camp nurse may be called to evaluate the camper. Campers may 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.

### **Injury of a Child**

The child will be treated according to the standards of one of the nationally recognized providers of First Aid/CPR. The camp nurse may also be asked to evaluate injuries and provide guidance. Parents/Guardians will be notified at check-out or by phone if appropriate. 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.

### **Infectious Disease Plan**

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 attending physician and other health care providers.

### **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 at least 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 (if equipped), driving the posted speed limit, and only loading and unloading away from traffic.

### **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 Childcare 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 Childcare 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 case 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.

## **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 sweatpants) 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)
- A lunch and snacks (please avoid packing nut products)
- Closed toed shoes
- Rain gear
- Sunscreen (must have child's name on it)
- Hat
- Sunglasses
- Lip balm (preferably with sunscreen)
- Hand sanitizer (optional, 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, nicotine products, drugs, weapons, pocketknives, 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. We realize in this age of instant connectivity that it may be uncomfortable if your camper does not have their cell phone with them. If you need to contact your camper, please call the camp office, and we will discuss the best way to connect you with them. We strive to have campers disconnect electronically so they can not only reconnect with nature but also with themselves. Check out this [Ted Talk](#) on the value of disconnecting while at camp.

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

### **Lost and Found**

Please mark all your camper's belongings. Lost and found items are stored at the Day Camp building or the Programs building of Snow Mountain Ranch depending on where they were found. While we will attempt to locate all missing items, all personal items are the responsibility of campers. It is highly encouraged that all camper items are labeled with their name.

### **CAMP CHECK-IN/OUT**

Parents/guardians must sign their camper(s) 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 camper(s) 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 the main camp.

Pick-up time is between 4:00-4:30pm at the Day Camp building. If you need to pick your camper(s) up early, please let us know at check-in so we can have your camper(s) ready. You can also call the CCO office if you cannot notify the staff at check-in.

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 if 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 or have contacted the CCO office.*

Our staff will keep a list of authorized pick-up information for each camper. **You are required to show your ID to 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 Childcare 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.

Campers enrolled in Day Camp will be split into groups by age. Each of the nine groups will have ten campers and two counselors. You will receive your camper's group assignment when you check-in on the first day of the camper's session. We try our best to put campers in an age group where everyone is within a year apart in age.

You may make a group request for up to **one** other camper within the Forms and Documents section of your CampInTouch account. Requests should be mutual between campers and should not be more than twelve (12) months apart in age. Requests must be submitted seven days before your camper's session starts. We do not guarantee placement for group requests. Please note that group assignments are not made until the week before your camper's session begins.

## **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. Please avoid sending your child(ren) with nut products as we have many campers/staff with severe nut allergies.

## **Food Allergies**

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

## **Optional Trail Rides**

Horseback trail rides will be offered on a limited basis for campers ages 8+ for an additional \$85 fee. Spots will fill on a first come first serve basis. You can indicate your interest in a trail ride in your application as an additional option. Trail Rides will be approximately one hour long and provided by [Rocky Mountain Stables](#), which is located on the Snow Mountain Ranch property. Please contact the office if you would like to add a trail ride to your camper's session.

## **POSSIBLE DAY CAMP ACTIVITIES**

- Archery
- Hiking
- Rock climbing
- Swimming
- Campfire Creations
- Outdoor Survival/Education
- 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.