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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CAMP CHIEF OURAY OVERNIGHT CAMP PARENT HANDBOOK



**UPDATED:** December 2024

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## **IMPORTANT HIGHLIGHTS IN THE 2025 OVERNIGHT CAMP PARENT HANDBOOK**

1. **Vaccination Records:** The Colorado Department of Public Health and Environment (CDPHE) has updated their vaccination requirements for school aged children that will apply to **ALL** campers. You can view the list of required vaccines [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](#).
2. **Illness at Camp:** If the camper was already showing symptoms of illness at check-in, no refund will be allotted to the camper if they are sent home early from the session.
3. **Additional Options Cancellation Fee:** Please note our cancellation policy for Additional Activity options:
  - a. CCO reserves the right to cancel or limit the registration for any of the additional activities my camper is registered for. If my camper were to be removed due to over enrollment, I would receive a refund for the activity fee in full. If I were to cancel my camper's registration with more than 2 weeks' notice from the session starting, I would receive a refund in full. If I cancel within 2 weeks' notice from the session starting, I will incur a cancellation fee equal to the cost of the activity fee.
4. **Camper Forms:** Please note we reserve the right to cancel your camper's registration if none of the required forms have been submitted 7 days before the session is scheduled to start and we have not received any communication from the parent or guardian.
5. **Lost and Found:** Due to limited storage, CCO will only keep the items one week after the end of Session 9 at which point all items will be donated. It is your responsibility to contact the CCO office if you believe one of your camper's belongings was lost, even if the item has the camper's name on it.
6. **High Ropes:** The high ropes course will no longer be available as an additional option. The high ropes course will be offered to different programs and groups, including Challenger, but will not be an option to add on.

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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 Colorado Department of Early Childhood and are visited every year by their representatives for license renewal. Both Colorado childcare licensing and ACA accreditations consist of a list of rules and regulations to follow that prioritize child safety including regulations around staffing, supervision, facilities, and activity facilitation. CCO is a designated Gold Standard 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 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.

## **Programs**

Camp Chief Ouray Overnight Camp includes the following programs. In addition to our programs below, CCO also offers Day Camp programming for campers ages 5-14. For more information about each program, please visit [campchiefouray.org](http://campchiefouray.org)

- Traditional Overnight Camp: Ages 7-12
- Two-Week Traditional Camp: Ages 10-14
- Challenger Program: Ages 13-14
- Adventure/Trekker Trips: Ages 13-17
- Leadership Training Programs: Ages 14-18

## **Staff**

CCO is staffed with a year-round Executive Director, Summer Camp Director, Leadership & Trips Director, Business Manager, and Program Director. To learn more about our full-time team, select [here](#). They are joined on a seasonal basis by qualified, passionate, and responsible staff, minimum age of 18, to fill many important roles in cabin counseling and specialist positions.

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 video 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, outdoor living skills, 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 the 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 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:

- iPhones (11 or newer, for media use)
- Yard games
- Musical instruments
- Books (all ages)
- Day backpacks/book bags
- Newer internal frame backpacks
- Costumes & clothing for dress up
- Horseback riding boots
- Hiking boots (adult sizes)
- Western saddles and tack in good condition
- Tools (hammers, saws, pliers, etc.)
- Lightly used sports equipment (balls, soccer goals, etc.)
- Fishing equipment (in good condition)
- Rain jackets (youth sizes)

### **HOW TO GET TO CAMP CHIEF OURAY**

*Please note that using our physical address for GPS locaters or web tools may not give you the most accurate directions.* Camp Chief Ouray is located on the 5,100-acre Snow Mountain Ranch in Granby, CO (elevation 8,750 feet above sea level) approximately 80 miles or 1.5 hours northwest of Denver, Colorado.

### **Directions to Camp Chief Ouray from Denver:**

Take I-70 West to Exit 232 (road signs will read Winter Park, Granby Ranch, Granby, Rocky Mountain National Park). Take exit 232 onto Highway 40 over Berthoud Pass. After Berthoud Pass, continue driving west on Highway 40 through Winter Park, Fraser and Tabernash. Four miles west of Tabernash turn left off Highway 40 into the YMCA Snow Mountain Ranch property. Proceed two miles to the rear of the ranch grounds and turn right at the Camp Chief Ouray sign. This road will lead you to the center of camp!

### **Directions to Camp Chief Ouray from Boulder: (Three options)**

1. Take Highway 36 east from Boulder to I-70 West in Denver and follow the above-mentioned directions.
2. Take Highway 93 from Boulder to Golden. At the stoplight in Golden at Junction 6 turn right onto Highway 6 West; stay on Highway 6 to I-70 West; follow remaining directions from above.
3. **(Summer only)** The scenic way! Go through Estes Park and access Trail Ridge Road (Highway 34) through Rocky Mountain National Park. Please be aware, there are entrance fees and there may be Timed Entry requirements to reserve ahead of time with Rocky Mountain National Park. Stay on Highway 34 when you exit the Park until you reach the Highway 40 junction sign about 18 miles from Park exit. Turn left or east onto Highway 40 through the town of Granby. Proceed approximately eight miles and turn right onto Snow Mountain Ranch

property; follow the remaining instructions from above. Plan on a 2–3-hour drive from the Front Range area taking Trail Ridge Road.

**GPS Navigation:** [Google Maps](#)

## **FINANCIALS**

### **Payment Policy**

Your financial statement can be found on your [CampInTouch](#) Account under 'Financial Management'. This will indicate your base camp fee, session number and dates, requested transportation, any additional options such as the beginner trail ride and rafting, any appropriate discounts, and deposits. If there are errors, please contact the office.

All payments are required to be in the camp office 30 days prior to arriving at camp. Camp Chief Ouray reserves the right to cancel any registration if the balance due is not received by 30 days prior to the start of the program. All forms and payments can be completed online in your [CampInTouch](#) account. *We strongly suggest that you make a copy of all forms and checks mailed to the Camp Chief Ouray office.*

\*\*\*Please note we do not automatically charge balances for any accounts unless your will pay your balance on May 1<sup>st</sup> and/or June 1<sup>st</sup>.\*\*\*

### **Deposit Policy**

- Deposits are required for registration into programs at Camp Chief Ouray. \$100 per week of the program which secures your spot. If you register for a two-week program, the deposit will be \$200. Deposits are non-refundable at any point after registration under any circumstance.
- Programs which ask for applications are not charged a deposit(s) until all steps are completed and the camper is accepted into the program.
- Campers approved for a scholarship only pay a \$20 deposit per camper, which is non-refundable under any circumstance.

### **Cancelation and Refund**

- If we are required to limit capacities or cancel your camper's session you may donate or be fully refunded all monies paid.
- If a family decides to cancel their registration:
  - 30 days or more prior to your camper's session, you may donate or be fully refunded all monies paid minus the deposit.
  - Less than 30 days prior to your camp session no refund will be issued at all.

### **In Case of Sickness Prior to Camp Session**

- In order to keep other campers and staff safe, we want you to stay at home if your camper is sick or has been exposed to someone who is sick.
- If your camper is showing symptoms of illness, please contact the CCO office to discuss your options.
- If your camper is too ill to attend camp, please acquire a doctor's note regarding the camper's health to receive a refund, minus the deposit.

### **In Case of Sickness During Camp**

- Family or Emergency Contacts will be asked to pick up their camper.



- Fees may be pro-rated for the week in attendance or donated.
  - If the camper was already showing symptoms of illness or was ill within one week before check in, no refund will be allotted to the camper according to the wellness exams administered at check in.

## **CAMP FORMS**

There are several MANDATORY forms you will find in your CampInTouch account (<https://campchiefouray.campintouch.com/v2/login/login.aspx>) Please be sure to have the following forms completed as soon as possible and no later than 30 days prior to your camper's arrival to camp. These forms will be saved electronically and not in hard copy format. \*\*\* Please note we reserve the right to cancel your camper's registration if none of the required forms have been submitted by 7 days before the session is scheduled to start and we have not received any communication from the parent or guardian. \*\*\*

### **Physician's Examination (upload pdf)**

It is essential that this form be completed and returned to the camp office 30 days prior to your camper's session. This form is available on your CampInTouch account. We encourage you to upload it but if that is not possible email or fax it to the office. This information will be saved electronically and not in hard copy format.

The health needs of our campers are diverse, ever-changing, and demanding. Having health forms in hand prior to your camper's arrival for thorough review by our health care staff is critical. **Colorado state law requires each camper to have a physical within 24 months of your camper's last day at camp.** The physical form must be completed, signed and dated by a licensed physician, physician's assistant or nurse practitioner including the examiner's address and telephone number or by state law the camper cannot attend camp.

### **Medications and Homeopathic Treatments**

- Colorado state law stipulates that only medications prescribed by your health care provider may be dispensed at camp. The medication section acts the same as a prescription when completed properly by your provider. This does mean that your physician, physician's assistant, or nurse practitioner must complete this section in the same manner that they would write a prescription. Make certain that the lower Doctor's signature section is entirely completed, signed and dated. Please read further information listed below regarding your camper's medications:
  - a) **Any medications** your camper takes, including but not limited to, any maintenance medications; behavioral disorder medications; antibiotics; herbal/homeopathic medicines; vitamins; eye/ear drops; inhalers; epinephrine "epi" pens, etc. must be listed (including dosage) on the **Medications Form (upload PDF)**. Any prescribed medication or non-prescription, over-the-counter medication **MUST** be noted properly in the Medications Form. Please send all medications to camp in their original container noting the RX number and physician name.
  - b) **Medications added or changed:** For any medication prescribed or changed for your camper, you will need to bring the medication in the original pharmacy container noting the Rx number and physician name. If this is not possible, you or your health care provider will need to provide us with a prescription.
  - c) **Over the counter (OTC)** medications for the common cold, stomach ailments, headaches, cuts and abrasions are stocked in our Health Center and administered

by our Health Center staff according to our camp physician's standing orders and the permissions you indicated on the camper's Health History. Contact the camp office if you need more specific information.

- d) **Homeopathic Treatments:** per Colorado State Law regarding Resident Camps, homeopathic treatments must come with parental and physician consent in the original container.
- e) **All medications and homeopathic treatments are required to be turned into the Health Center staff during check-in. The Health Center Staff or other delegated staff with medication administration training will administer all medications.** The only exceptions are inhalers and epi pens which require an additional form. All emergency medications must be checked in with the Health Center Staff at check in and will then be placed in the camper's backpack with the pocket labeled.

### **Immunization Record (upload pdf)**

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. **Campers who are missing required vaccines and do not have a medical or non-medical immunization record, will not be able to attend under any circumstance.**

Childcare Licensing requires camper's immunization record be on the provided [Colorado Department of Public Health & Environment \(CDPHE\) Certificate of Immunization](#) or \*approved certificate\* 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.

\*States/cities with CDPHE-approved Certificates of Immunization or official school documents\*

- Alabama
- Arkansas
- California
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Illinois
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maryland
- Massachusetts
- Minnesota
- Mississippi
- Missouri
- Montana
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York City
- North Dakota
- Ohio
- Oklahoma
- Pennsylvania
- Philadelphia
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Utah
- Virginia
- Washington
- West Virginia
- Wyoming

### **Healthcare Authorization (submit electronically)**

This form would accompany your camper to the medical center, giving permission. 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)**

This form is required by Childcare Licensing.

### **Camper Code of Conduct and Behavior Policy Acknowledgement (submit electronically)**

This form must be completed by campers and parents/guardians. This establishes expectations of conduct while participating in our programs

### **Information for Counselors (submit electronically)**

This is a "fill in the blank and submit" form that is given to your camper's counselors before they arrive. Please give the counselors as much information as possible to make your camper's experience the best it can be.

### **Rafting Waivers (upload PDF)**

Campers participating in the one-day rafting trip on Thursday **MUST** have the Mad Adventures Rafting Agreement completed and signed by both the participant and a parent/guardian. This includes Counselor-in-Training and Adventure Odyssey participants.

### **Additional Waivers**

Campers participating in Adventure, Trekker or Leadership Training Programs may be required to submit additional activity waivers according to the camper's 'Forms and Documents' section of the [CampInTouch](#) account.

### **HEALTH AND SAFETY AT CAMP**

Our program is designed with camper health and safety in mind. We have a well-equipped Health Center at camp with two registered nurses and two Health Center assistants in charge of medications and first-aid needs.

### **Health Care Facilities and Staff**

Our health care staff are seasonal and reside in the Health Center during each camp season between the last week in May through Labor Day (until the overnight camp season ends). They may be contacted during this time. The year-round administrative staff can make notations regarding specific health needs for your camper's records during the remainder of the year. Parents/guardians are contacted by our health care staff if a camper's illness, accident, or injury requires treatment by the camp's clinic physicians or the camper is retained in our Health Center for a period of 24 hours. Our overnight camp nurses will be in communication with both the clinic and parents regarding the diagnosis, any necessary medications, and after care treatment. Camp staff will communicate with parents/guardians if other issues arise during the session.

Middle Park Medical Center is a 15-minute drive away and utilized for emergency services. It offers 24-hour care and consultation. The Middle Park Medical Center is fully staffed 24 hours a day. Transportation to and from the clinic is provided by our camp staff for non-emergency trips. Ambulance service is provided by Grand County EMS for emergencies. A staff member will be with your camper at all times during their transport and throughout their entire clinic visit.

- Your camper usually is seen through the emergency room portion of Middle Park Medical Center. The clinic portion cannot always schedule appointments for our campers. The only exception is for any type of maintenance injections such as allergy shots. If your camper

requires this type of medical treatment, please contact the camp office.

### **Emergency or Health Care Clinic Billing Procedures**

The following are the clinic billing procedures should your camper need emergency services provided outside of the CCO health care team:

- Your insurance company will be directly billed by the clinic. As the primary provider, you will receive statements. It is **your responsibility** to get payment to the clinic according to their terms. If your camper is seen in the emergency room, you will receive a physician's fee statement and an emergency room fee statement separately. If seen in the clinic portion, all procedures are on one statement. If ambulance transportation was provided, a separate fee statement for the Grand County EMS will be mailed to you.
- Fees charged will vary depending upon the medical services provided. **Emergency room fees are substantially higher than the clinic fees.**
- In non-emergency cases, you may wish to take your camper home. You are welcome to discuss this option with our camp nurse.
- Pharmacy services will be provided by the local City Market Pharmacy. If your camper requires prescribed medication, the pharmacy staff will bill your insurance directly whenever possible. If the pharmacy cannot bill your insurance company, the prescription cost for your camper will be charged to the Camp Chief Ouray account. The prescription receipts for individual charges will be mailed to you. We request re-imbursement payment upon receipt (checks payable to Camp Chief Ouray).

### **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 into 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 still need to be checked in with the Health Center Staff. The nurse will determine based on the information shared in the accompanying form if the camper can self-carry these emergency medications.

### **Health Care During Camp**

Camp Chief Ouray will supply all necessary over-the-counter medications for common ailments and illnesses per standing orders from our camp physician. Medications and homeopathic treatments are dispensed by our Health Center nursing staff or specially trained staff at the Health Center daily after breakfast, lunch, dinner, and before bedtime.

Our Nurse will call home if there is a fever of over 100 degrees, vomiting associated with other symptoms, more than two episodes of diarrhea, head or spinal cord injuries, or a stay in the health center for more than 24 hours. For additional infectious disease related protocols, visit our website.

If a camper confides in our staff the intent to do self-harm, our protocols require staff to consult with the nurse who may elevate concerns to mental health services in the county to get professional support, which may result in a trip to the Emergency Room. Per our protocols, camp staff are not allowed to transport in these situations, it would either be the Grand County

Emergency Medical Services, or the Grand County Sheriff and camp staff would accompany the camper in both situations. Any calls home in this situation would come from Mental Health Services and the licensed provider.

Health and safety procedures for Adventure, Trekker and Leadership Training Programs:

- Staff members are trained in Wilderness First Aid or Wilderness First Responder and carry a first aid kit on all trips.
- Staff are trained in evacuation procedures and equipped with maps that identify the closest ranger stations.
- Staff members carry a GPS Garmin InReach device with messaging capabilities to contact the camp office and emergency personnel.
- If staff members are unable to tend to an emergency, 911 is called.

For our wilderness evacuation procedures, please contact the Camp Chief Ouray office.

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

Medications your camper brought will be at the Medication Room for pick up when you present your Golden Ticket. Campers traveling home by bus will have medications returned to the authorized adult at check out by a staff member. Campers traveling by airplane will have their medications returned to them for their trip home.

### **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. 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.

### **Staff to Camper Ratio**

Per Child Care Licensing, CCO follows the ratios below, though works to maintain a 1:5 staff to camper ratio:

5-7 year-olds	1:6 (one staff member for every six campers)
8-10 year-olds	1:8 (one staff member for every eight campers)
11-13 year-olds	1:10 (one staff member for every ten campers)
14+ year-olds	1:12 (one staff member for every twelve campers)

Our staff and campers are instructed to follow "the rule of three or more" at all times; meaning 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 another camper or two staff).

### **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/guardians should contact the CCO office prior to their camper's program to ensure the best possible experience for your camper.

### **Communication on Trips**

Staff who lead Adventure, Trekker, and Leadership Training Programs are trained in backcountry safety procedures, including how to use a Garmin InReach satellite communication device. Staff

check in with the Leadership and Trips Director daily and can communicate with the CCO office and Health Center Team as needed. The satellite device also has an emergency function that allows for communication with local emergency response teams in the event of an emergency.

### **Transportation**

CCO Staff may use a YMCA 15 passenger minibus to transport campers in the event of inclement weather or 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 does not allow visitors unless pre-arranged with one of the Directors. 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 pre-arranged 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**

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. We require all campers and families to sign off on a behavior expectation agreement before attending camp, which can be found in your forms on your [CampInTouch](#) account under 'Forms and Documents'.

Most 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.

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.

All CCO staff and volunteers 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.

### **Contact with Summer Camp Staff Outside of CCO**

We encourage and believe camp fosters lifelong friendships. As a safety measure for both campers and staff, communication outside of camp is prohibited. Please monitor your camper social media activity and mail to ensure we are keeping campers and staff safe.

### **Emergency Management**

All CCO staff are trained in emergency procedures and guidelines to follow in the event they are

needed. Counselors carry whistles and cell phones/radios at all times in case of an emergency. They are trained to get campers to safety, account for all individuals, ensure the most effective and safe means of first aid and/or response, and communicate with the camp office as soon as possible.

### **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 to the designated evacuation center and parents/guardians will be contacted. Reunification instructions will be shared with information on how to pick up campers if needed. Campers will only be released to individuals with a valid ID and on the authorized pick-up list for the camper.

### **Lost Child**

All CCO staff are trained in our lost child emergency procedures during staff training. In the event of a lost camper, staff will immediately conduct a hasty search of the area and contact the camp office. A complete search of the grounds will be conducted if the camper is not found during the hasty search. Snow Mountain Ranch staff and law enforcement will be contacted for support if needed. The Camp Executive and/or designated Emergency Manager will make the decision as to when to call the camper's parents to inform them of the situation.

### **Natural Disaster**

In the case of flood, tornado, or other severe weather, the most conservative action possible will be taken. Staff will move children to the most protected location possible until help can be summoned. If danger is imminent, campers and staff will be evacuated to the designated evacuation center and parents/guardians will be contacted. Reunification instructions will be shared with information on how to pick up campers if needed. Campers will only be released to individuals with a valid ID and on the authorized pick-up list for the camper.

### **Threat to Security or Armed Intruder**

In the rare chance that there is a threat to CCO security or an armed intruder, camp staff will use radios and/or cell phones to contact the camp office to call 911. Staff are trained to follow emergency procedures of "run, hide, fight" in that order and remain in a safe location until law enforcement arrives and gives an all clear in person. Parents/guardians will be contacted immediately once it is safe to do so.

### **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.

Staff for Leadership and Training Programs are properly trained on safety procedures for inclement weather when in the backcountry and will educate campers on these procedures prior



to departing for their trip.

### **PACKING FOR CAMP**

For the most up to date **packing lists**, visit our Packing Lists [webpage](#).

### **Attire & Hygiene While at CCO**

Campers should wear clothing appropriate for an active lifestyle at summer camp, including closed-toed, closed-back shoes. Flip flops/sandals are permitted only for showering and water-based activities. All clothing, hair, and accessories should not become a safety hazard for participants. For safety reasons, we do not allow the wearing of tank tops at CCO, all shirts must have sleeves to protect against sunburn.

CCO is a community focused on uplifting the core values of caring, respect, responsibility, and faith. To help maintain an inclusive and welcoming community, clothing or attire with inappropriate language, offensive graphics and/or logos, references to alcohol, drugs and/or tobacco are absolutely forbidden. Some program areas or activities may have additional dress code requirements, for example wearing long pants while riding a horse. If clothing does not reflect the principles and values of CCO or presents a safety hazard for you as a participant, you will be asked to change. Campers are also expected to maintain their personal hygiene throughout their time at CCO.

### **Tips for packing:**

- Clearly mark everything with your camper's first and last name, not just initials.
- Our temperatures usually reach 75°F to 80°F in the daytime all summer and drop to 25°F to 40°F at night.
- Space is limited in the cabins, please do not overpack.
- CCO can help provide certain supplies on the packing list, please contact the office to discuss this option.

### **Essential Items:**

- Sleeping bag (lightweight but warm with a rating of *15-20 degrees*; filled with synthetic fibers or down, **cotton is not advised**).
- Toiletries
- Pillow
- Sleeping pad (thin roll-up pad for campout night)
- Day pack (book/school pack size) with:
  - 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*
  - Two water bottles (screw top lids that don't leak-such as Nalgene brand)
    - CCO water bottles available for purchase at Check-in
  - Rain gear (poncho or coat/pants combination)
  - Sweatpants or wind pants
  - Medium weight jacket (warm-long sleeved fleece works well)
  - Warm hat and gloves
  - Sunscreen (with camper's name written on it)

### **Do NOT Bring These Items to Camp**

We strive to offer children a unique outdoor experience, unplugged from electronics as much as



possible. Please help support us in this mission by *not allowing campers to bring* cell phones, smart watches, tablets, iPads or electronic games as they detract from the experience.

The following items are prohibited to be brought by campers: alcohol, tobacco, nicotine products, vaporized pens, drugs, weapons, snacks, candy, soda, expensive items, money, sports equipment, or pets. Campers are not allowed to have food in their cabin, we don't want to attract animals and wildlife.

We realize in this age of instant connectivity that it may be uncomfortable if your camper does not have their cell phone with them. We ask that if you need to contact your camper to please contact the camp office and we will discuss the best way to connect you with your camper. 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.

### Laundry

There is no laundry for one or two-week campers except in cases where an item is needed. For those campers who are staying more than two weeks laundry service will be offered and we supply laundry detergent. Each camper's clothing is placed in an individual mesh bag (indicated on packing list) and washed in cold water and dried. Sometimes these bags break open; make certain ALL of your camper's clothing is well marked so we may return all items to your camper should this occur. **Camp Chief Ouray is not responsible for lost or damaged items.**

### Camp store

The camp store is only open during check-in and check-out. Items such as Nalgene water bottles, hats, and apparel will be available for purchase. **We do not have a store or snack shop open during camp.** Camp fees include all meals, daily snacks and a camp T-shirt.

### CAMP CHECK-IN PROCEDURES

**Check-in Sunday:** returning "alumni" campers check-in between 2:00 and 3:00 p.m. (MDT) New campers check-in between 3:00 and 4:00 p.m. PLEASE DO NOT ARRIVE ANY EARLIER THAN 2:00 p.m. We need the time prior to 2:00 p.m. to properly prepare for your camper's arrival. We ask that you arrive no later than 4:00 p.m. and ask you contact the camp office if you will be late. The first meal served to all campers is dinner at 6:00 p.m.

**ALL campers are required to check-in:** Upon arrival at the Schlessman Family Camper Hub entrance, you will go through a series of stations, including a temperature check, health screening, and lice check (we will need to access each camper's scalp in order to conduct the lice check properly). Any campers arriving with medications or homeopathic treatments need to be prepared to hand them over to the Health Center staff in their original containers. Both the parent/guardian and camper must talk with the nurses when turning in medication. Counselors will be in cabins for our Traditional camp programs, to greet campers. Counselors will be at the Pavilion for our Adventure, Trekker and Leadership Training programs.

We make every effort to make this check-in as efficient as possible, but you should plan on spending approximately 30-60 minutes at check-in.

We do ask that you plan to say goodbye by 4:00 p.m., as most children will be at camp by that

time, and the cabin groups will begin their camp tours and relationship building activities.

### **CABIN ASSIGNMENTS & CAMP LIFE**

All campers will be living in cabin groups with campers of their same age or grade and gender identity. The youngest campers will live in dormitory-style lodges, with bathrooms in these buildings. The youngest age depends on the campers registered for that session of camp. Because registration is first come first served, there is no guarantee of being placed in either a lodge or a cabin.

#### **Cabin Assignments & Camp Life – Traditional Camp**

The older campers will live in eighteen rustic cabins (nine for those who identify as male, nine for those who identify as female). There are two centrally located toilet/shower facilities, one designated for those who identify as male; one designated for those who identify as female.

The younger campers live in bunkhouses, which contain three sleeping areas for each cabin group and a built-in bathhouse for each cabin group.

Our newest set of cabins is set for our middle-aged female-identifying campers. It contains five cabins, a covered area for various activities and a shared stand-alone bathhouse.

Each camper will have a bunk and a designated space for storing their personal belongings. Responsibility for the cleanliness and basic up-keep of the cabins and bathroom facilities is divided between the cabins. The cabin unit is our basic and most important group at camp; they play, work and eat together the whole week. Here your camper will learn about the “give and take” of group living, understanding others and making new friends.

It is our belief that each camper will have a significantly better camp experience by **not** requesting a cabinmate. Our counselors are trained to build cabin unity and make each camper feel welcome from the moment the session begins. This encourages our campers to expand their comfort zone and make new friends while at camp. However, we do recognize that going to camp with a friend may make the adjustment process easier for some campers. You can request a cabinmate in the “Bunk Request” Form on your [CampInTouch](#) account. Note that cabin assignments are not made until the week before your camper’s session starts.

- Campers in the Two-week traditional program are not allowed to request campers in the One-week traditional program due to the different length of stays at camp.
- Challenger campers are automatically put together in the larger Challenger cabins
- Traditional campers ages 7-12 may make **one** cabin-mate request.
  1. Cabin-mates must be no more than 12 months apart in age
  2. Also, the cabin-mate request must be mutual between campers
  3. Requesting more than one cabin-mate may void any request
  4. We do not guarantee placement
  5. If your request does not meet one of these requirements, please email the CCO office including the other camper’s parent/guardian.

#### **Cabin Assignments & Camp Life – Adventure, Trekker, and Leadership Training Programs**

Adventure and Trekker campers will campout in tents the night before leaving and upon returning to camp after their offsite trips. They will be sleeping in their sleeping bags inside a basic camping tent. Tents will be between 3-person and 5-person capacity and occupied by

other campers with the same gender identity.

- Any extra gear, clothes, toiletries, etc. these campers bring will be stored together and labeled by program name in our trip's only storage room we call the 'trail department'.

Leadership Training Program campers will be living in large canvas tents out in an area we refer to as 'Wilderness Village'. This sleeping space is just a short walk away from "main camp" where the younger, traditional campers are located. Campers will sleep in their sleeping bags on cots in these tents. Tents will either have a capacity between five to eight cots and will be occupied by other campers with the same gender identity.

- Counselor-in-Training campers will be living in Wilderness Village before they are assigned to specific cabins for the shadowing portion of their program. During the shadowing weeks they will sleep on cots inside assigned cabins.
- Any extra gear, clothes, etc. these campers bring will be stored together and labeled by program name in the gear shed in Wilderness Village. Toiletries will be stored in a bear-proof bin in Wilderness Village.
- Leadership Training Program campers will also have access to store any larger items like bicycles or suitcases in the 'trail department' storage room if needed.

Bunkmate requests are not submitted for Adventure, Trekker, or Leadership Training Program campers.

These campers will use one of our two centrally located toilet/shower facilities, one designated for those who identify as male; one designated for those who identify as female. The cabin unit is our basic and most important group at camp; they play, work and eat together the whole week. Here your camper will learn about the "give and take" of group living, understanding others and making new friends.

## Meals

All meals are served family-style at the Camper Hub. A well-balanced, varied menu is served to accommodate the majority of food preferences and restrictions. **Dietary needs and restrictions (i.e. vegetarian, gluten free, vegan, etc.) should be documented in the camper's online Health History.** We do not cook with any nut oils or sesame oil, nor do we offer anything with peanut butter, we have separate utensils/cookware/areas to handle gluten free diets and do everything we can to educate the campers when they have questions. Our Food Service Team is managed by a full-time kitchen manager and is overseen by the Snow Mountain Ranch food service director. Menus are prepared by the kitchen manager to ensure a variety of choices meeting dietary needs. Sample menus are available on our website.

Cabin groups sit at tables together with their counselors. Our service is family style meaning we bring out food for the table and all campers/staff share what is being served (with the exception of those with dietary needs). Counselors will pick up food for campers with dietary restrictions directly from the kitchen and serve it to campers at the table. Campers will share in the responsibility for setting the table for their cabin and for post-meal clean-up. Counselors are responsible for serving food, ensuring campers have enough to eat, and general supervision during mealtimes. A snack is served every afternoon.

If you have a question on food, please reach out to the office for further conversation.

## Possible Camp Activities

Archery	Climbing Wall & Rocks	Ceramics
Creative Writing	Gaga Ball & Carpet Ball	Dance
Outdoor Survival	Campfire Cooking	Drama
Birding	Ukuleles	Sports & Games
Mad Science	Fishing	Arts & Crafts
Low Ropes Course	Swimming	Dinner over a Fire
Canoeing	Camp-out Night	Hiking
Camp Dance	Talent Show	Campfire

We strive to offer campers a unique outdoor experience without technology so they can reconnect with nature and themselves. In the rare instance that media is included in programming to provide instruction and/or visual guidance, it will be limited to no more than a few minutes.

## ADDITIONAL OPTIONS

These Additional Options fill up quickly, it is best to add them months prior to check-in day. Please note these additional options do conflict, so we do not recommend registering for more than one Additional Option. There is an additional fee for the following options.

### **Rafting (ages 9 and older) \$95.00**

Those children going on the one-day rafting trip will be on the Gore Canyon stretch of the Colorado River near Kremmling, Colorado. This trip is offered through an experienced and licensed guide-outfitter though Mad Adventures. Their staff members are certified in First Aid and CPR and are skilled in whitewater rescue techniques. Their rafts are manned with a licensed guide and camp staff member along with campers. U.S. Coast Guard approved life vests, and a paddle are provided for campers and staff, along with a safety orientation. A waiver is required and can be found in your [CampInTouch](#) account.

### **High Ropes Course & Zip Line**

The high ropes course will no longer be available as an additional option. The high ropes course will be offered to different programs and groups, including Challenger, but will not be an option to add on.

### **Horseback Riding Instruction (ages 9 and older) \$295.00**

Within each camp session of Horseback Riding Instruction there are five different levels according to ability and experience. When registering for camp, if you do not know what level to sign your camper up for, please visit our [website](#).

Campers will spend two hours out of their day at the stables and rotate through traditional camp programs with their cabin mates the rest of the day. Please note that if you have registered for both horseback riding instruction and rafting, your camper will miss a full session at the barn because they will be on the river all day Thursday.

Those campers invited to participate in the High Rider level (\$395) will be in their riding class for all activity periods and will not rotate into other daytime activities. We anticipate to offer three to five days at the barn for our riders but will make modifications to offer less days at the barn

in the event our herd of horses' health must be prioritized. In the event there is inclement weather, we make every attempt to continue lessons if it is safe for our horses and riders, otherwise we will continue with ground lessons inside the barn.

### **Beginner Trail Ride (Traditional, Two-Week, Challenger) \$60.00**

This is a one-time, 30-minute horseback trail ride perfectly suited for the camper who has not been in riding instruction but would like a simple trail ride. Rides will be canceled for safety reasons such as heavy rain and/or lightning.

### **Weekend Stayover – Between One-Week Sessions (ages 13 & older) \$125.00**

Teens registered for more than one session are welcome to stay at camp between certain sessions. We offer Weekend Stayover between Session 1-2, Session 3-4, Session 5-6 and Session 7-8. This is recommended for Challenger campers who are looking to create an extended time at CCO.

### **Cancelation Policy**

CCO reserves the right to cancel or limit the registration for any of the additional activities my camper is registered for. If my camper were to be removed due to over enrollment by CCO I will receive a refund for the activity fee in full.

- If I were to cancel my camper's registration with more than 2 week's notice from the session starting, I would receive a refund in full.
- If I cancel within 2 week's notice from the session starting, I will incur a cancelation fee equal to the cost of the canceled activity fee.

### **CAMPER COMMUNICATION**

To reduce touch points and due to lack of storage, please **do not mail or bring packages to camp**. Instead, you can send a one-way email to your camper, and they will receive a printed copy in their mail. We print camper emails at 11:00 a.m. and campers receive them right after lunch. (So, don't send in any emails after 11:00 a.m. MDT on Friday if your camper is checking out the following day). This is found on your [CampInTouch](#) account under "Email". **If you have any questions on one-way emails, please contact the CampMinder helpline at 303-444-2267.** There is a nominal fee for this service.

Another option to keep in contact with your camper is to pre-write them letters for the days of the week and pack them into their luggage. For a seamless opportunity for your camper to mail you letters from camp, please pack in your camper's luggage pre-addressed and stamped envelopes. If you do bring a package, you will be asked to keep it until the end of the week or give it to your camper at check in. Please do not pack food/snacks in a camper package as it can attract unwanted wildlife into the cabins.

If you are mailing something to your camper, please add 2-3 business days to the expected date of delivery as the mail system is slower in Grand County and we do not collect mail on Saturdays and Sundays unless there is a special request.

The Camp Chief Ouray Office number is 970-887-2648. In an emergency after hours, dial 970-887-2152 and press "0" for the 24-hour operator. The Snow Mountain Ranch front desk will contact CCO staff to connect with you after hours.

## **Missing Home**

Please help us with our request that your camper not bring their cell phone to camp. Additionally, please do not tell your camper to call you if they are homesick! We understand that for many parents/guardians (if not all), it is an expectation to have instant access to communicate with their camper. We ask that you help us help your camper develop the independence that comes with a session of camp. Our staff are trained to help build relationships and overcome homesickness. We will contact you if we need support on any camper concerns. You may contact the office any time if you need to speak with your camper and we will work with you on the best way to connect with your camper. For campers traveling before and after camp, please allow us to store their cell phones in the camp office safe during their stay.

## **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.

### **LOST AND FOUND**

Camp Chief Ouray is not responsible for lost or damaged items. We will do all that we can to ensure that your camper returns with all of the items brought to camp. **Please be sure to mark ALL of your camper's belongings with their full name (not just initials)**. Be sure to send older, non-valuable items with your camper. Due to limited storage, CCO will only keep the items one week after the end of Session 9 at which point all items will be donated.

**It is your responsibility to contact the CCO office if you believe one of your camper's belongings was lost, even if the item has the camper's name on it.**

### **CAMP CHECK-OUT PROCEDURES**

All sessions end on **Saturday morning; you are required to show your photo ID and sign out your camper(s)**. We will **open the gates at 10:00 a.m.** If someone other than the parents/guardians listed on registration will be picking up your camper, please make sure you listed their legal name on the "Allowed to pick up" form in your CampInTouch account under 'Forms and Documents'. They will also need to show a photo ID in order to pick up your camper(s). Campers will not be released to individuals without valid ID and/or who are not listed on the "allowed to pick up" form.

We can accept a digital ID from the myColorado app, but we cannot accept a photo or screenshot of the photo ID.

Early pick-ups must be done before 7:00 p.m. Friday night. **Please call the office (970-887-2648) to arrange early pick-ups!** If your camper is leaving camp by alternate transportation, please see the "Bus Transportation" and "Airport Transportation" sections below for detailed information. Camp provided transportation is very limited, so be sure to add transportation as soon as possible under "Additional Options" in your 'Forms and Documents'.

**If you forgot to pick up your camper's medications from the camp nurse, please contact the CCO office.**

### **BUS TRANSPORTATION (\$50 each way)**

Bus transportation is offered on the opening and closing day of each session at the **Jefferson County Government Center – Golden Station**. This bus stop is a change to our previous location as we work to create a more accessible bus stop via the RTD train.

Jeffco Government Center - Golden Station  
605 Johnson Rd,  
Golden, CO 80401  
GPS Navigation to Bus Stop.

On opening day, **SUNDAY**, check-in for the bus begins at 11:30 a.m. MDT and the bus leaves the RTD Stop at 12:00 p.m. (noon).

On closing day, **SATURDAY**, the bus arrives at the RTD Stop between 12:15 and 12:30 p.m. MDT. A staff member always accompanies the campers on the bus. The camp office will contact you if any changes to bus transportation times and location occur. Please call the office within 10 days of your camper's arrival with changes, additions, or cancellations of bus services.

*If you do plan to use the RTD system to transport to the CCO bus stop, please plan ahead as the bus will not wait for late arrivals.*

### **AIRPORT TRANSPORTATION (\$100 each way)**

After selecting this additional option, you should complete the Transportation Form found in your [CampInTouch](#) account. Detailed flight information for your camper(s) must be into the office 10-days prior to your camper's arrival. It is a requirement that all parents/guardians of campers arriving and or departing through Denver International Airport (DIA) communicate with the camp office one week prior to your camper's flights to confirm flight information, any changes and final instructions. Someone from the camp office will reach out via phone and email to provide you with the CCO staff member name who will be picking up or dropping off your camper(s). We will also provide the camp cell phone number that they will carry during airport pickup and drop off.

### **Airport Transportation**

- Campers MUST have a photo I.D and a ticket (MUST carry copy of e-ticket if not a paper ticket).
- Campers are to use their "Day Pack" as described on the Packing List as their carry on. Any money, identification, tickets, cell phone, medications, or paperwork must be in this carry on. Limit checked luggage to only one piece and your sleeping bag/gear as a second piece.
- Time spent in Denver International Airport (DIA) will vary widely depending upon flight changes and delays. DIA is a 2 ½ hour drive to/from camp. Expect a long day!
- If your camper has a cell phone, they can contact the CCO staff picking them up at the number provided to you during the pre-trip confirmation.
- Your camper is to give their cell phone to our staff upon arrival at camp to be stored in the office safe. Medications will be turned into the camp nurse.

### **Airport Arrivals**

**Campers arriving at Denver International Airport (DIA) should arrive between 10:00 a.m. & 2:00 p.m. MDT on the day your session begins.** CCO Staff are only allowed to meet campers at the top of the escalator on LEVEL 5 (Baggage Claim Level). **Directions are as follows:** Upon leaving the plane at the gate in DIA, follow the electronic signs overhead to "Baggage Claim/Terminal" along Concourse A, B or C to the escalator going down to the Train Level. The train will take you to the baggage claim and main terminal. De-board the train at the prompt, "Baggage Claim / Terminal". Proceed up the escalator to Level 5. Remain here (**do not proceed alone to luggage carousels**) and our staff member with staff shirt, nametag, and I.D. will be at the designated pick-up location at the top of the escalator, greet your camper and proceed to baggage claim.



## Airport Departures

All campers departing by plane will leave camp on Saturday morning. **All departure flights should be between 12:00 p.m. & 3:00 p.m. MDT on Saturday.** Our staff will accompany your camper(s) to the check-in counter and remain with them until they proceed to the main security area. Campers will proceed through the main security area and down the escalator to the train and board at the prompt. They will de-board the train on the appropriate concourse by following the train's voice prompt and continue to their departure gate. Departure gates are clearly marked. There are arrival/departure screens on each concourse that your camper(s) should check and make certain that their gate assignment and departure time received at their airline check-in counter is still correct.