

# PARENT HANDBOOK



**SUBJECT TO CHANGE; UPDATED FOR SUMMER 2021**

## **YMCA OF THE ROCKIES ESTES PARK CENTER DAY CAMP**

# PHYLOSOPHY & GOALS

## PHILOSOPHY

The Day Camp Program is designed to provide programs that meet the YMCA of the Rockies' mission and vision:

*The YMCA of the Rockies puts Christian principles into practice through programs that build healthy body, mind and spirit for all. We will accomplish this by serving conferences of a religious, educational or recreational nature; provide unifying experiences for families; offer traditional summer camping experiences for boys and girls; serve our staff with leadership opportunities and productive work experiences.*

The Youth Programs Leadership Staff has developed the following Mission Statement:

*We will strengthen the character of campers and staff through our activities, actions, and words by living Christian values in an enriching and fun environment.*

The growth and development of the children who participate in the program is our primary focus. We believe that Day Camp has the unique ability to provide children with activities that are recreational in nature, but that go beyond recreation to give children opportunities to grow in many other ways.

We believe that through trained, qualified leadership, children can have experiences that will enrich their lives. We believe that all Day Camp programs should provide opportunities for play, for learning responsibility for our natural resources, and for growth in self-esteem and social skills.

## GOALS

We will promote:

- CARING for self and others.
- HONESTY in actions and words.
- RESPECT of others, ourselves, and the environment.
- RESPONSIBILITY for actions and duties.
- FAITH in self, others, and belief systems.

**"I hear and I forget, I see and maybe I remember,  
I do and I understand."**

# GENERAL INFORMATION

## HOURS OF OPERATION

Our Day Camp is in operation Monday—Friday from June 1—August 13, 2021. Normal camp hours are 8:00 am—3:30 pm, we do offer extended hours, please see Early Bird/ After Camp Programs.

## ADMISSION & REGISTRATION

We accept children ages 5—17 in our Day Camp Programming. Parents must complete the following before the child's first day in the program:

General registration with Family and Health.

Copy of original immunization record transferred to a State of Colorado Form

Permission slips/waivers

Children will be registered on a first come, first served basis. Same-day registrations are not accepted.  
*Note:* Children's attendance must be confirmed and fees paid by the Friday prior to attendance.

## COVID Policy

Because we welcome children from all over the country, we still have COVID policies in place including the requirement of masks. The policies are outlined in greater detail in our COVID policy form required for all campers. We do not make any exceptions to this policy.

## CANCELLATIONS

You may access your online account at any time to review your registration, make a payment, or add sessions and activities.

Families have until 10:00AM on Friday to pay for the following week or this charge will be automatically processed. If the charge does not go through your camper is not guaranteed their spot.

If you need to CANCEL any Day Camp sessions, please call our office or email [daycampenc@ymcarockies.org](mailto:daycampenc@ymcarockies.org) and we will be happy to make those changes. If you cancel after the Friday before your session, there is no refund.

We do ask you to call 970-586-3341 x1280/1282 by 6:00 p.m. if your child is not coming to camp the next day so we may fill your spot with another camper.

## PAYMENT

We ask that you have completed and submitted all waivers/ immunizations records and are not making any changes to your registration by Friday at 10:00 AM the week before your camper is to attend camp. If you have not processed your own payment at this time, we will process it for you. There are NO REFUNDS after 10AM the FRIDAY before, so be sure of your plans. We accept check or debit/credit card payments. You may pay as far in advance as you like, however, there are no credits for missed days if not removed before 10AM the Friday before. Your payment holds your child's spot in our program.

## PROGRAM FEES

Traditional Camp-\$40 per day

Teen Camp- \$300 a week

Specialty Camp-\$250

CIT Program-\$40 per day

1 hr Horseback ride- \$50

2 hr Horseback ride-\$80 (Mountaineers only; limited capacity)

Hot dog cook-out is included as part of the camper registration this year.

**REFUNDS** In order to serve as many campers as possible, we ask that you call 10AM the Friday before your session to cancel.

## CHILD SIGN IN/OUT

Parents must sign their children in and out in order for their children to participate in the day camp programs for the day. A photo ID is required for pick up and must match a name on the authorized pick-up list.

We can only release children to the ADULTS for whom written authorization has been given. Siblings CANNOT sign out other siblings. However, a school-age child (13+ years) may sign themselves out with written permission from the parents/guardians (provided during the registration process). We will not let a child under 13 years of age leave our care without an approved individual from the authorized list.

We do REQUIRE that a parent, guardian, or authorized person sign in campers in the morning. CAMPERS

CANNOT SIGN THEMSELVES INTO CAMP.

Sign in/out sheets, along with building checks, are used to account for all children.

## **INCLUSION PROGRAM**

We make every effort to welcome all campers into our programs. We will evaluate whether we can do so on a case-by-case basis. We have a very limited amount of Inclusion counselors for summer 2021. If your child needs an Inclusion counselor, please reach out to us as soon as possible to ensure your campers spot in our program. If we are able to accommodate your camper, the Inclusion Coordinator will then begin to work closely with you and the counselors to ensure a successful summer camp experience.

This ratio 1:1 will be upheld for all activities including field trips.

## **EARLY BIRD/AFTER CAMP PROGRAM**

We provide the opportunity for your child to be cared for before and after camp through our Early Bird and After Camp programs. These programs take place in the Jellison building. You may register for these programs when doing on-site check-in if space permits. The fee is \$3 for Early Birds, 7:00 a.m. – 8:00 a.m. and \$5 for After Camp, 3:30–5:30 pm. Early bird/After Camp is not guaranteed to you just because your child is enrolled for the day. We have a limited capacity.

## **LATE ARRIVAL AND/OR PICK-UP**

Please make every effort to be on time in the morning in order to not disrupt the program. We will make every attempt to join a late arrival with his/her group. This may not be possible if a group is hiking, or away from the building. If a satisfactory arrangement cannot be made, the camper may not stay at camp.

If you are late to pick up your child at 5:30PM, a late charge of \$15 for minutes 1–5 will be applied. After the first five minutes, \$2 per minute will be applied to cover the cost of staff. If a parent is later than 3:30 for the full day program and their child is not signed up for after camp, a cost of \$32 will be applied to cover the cost of extra staff.

Sign-out sheets and building checks ensure that campers have departed. Parents with campers in the After Camp Program will be charged starting at 5:30p.m. We will contact those on the authorized pick-up list and if after 30 minutes are not able to contact anyone authorities will be contacted.

Those that are on the authorized pick-up list will be allowed to pick-up campers, if a person is not on the authorized pick-up list, we will need written authorization from the parent or legal guardian to pick up that camper. Give our office a call or write in pick up names on the sheet in the morning, after informing your child's counselor of this information.

## **LEAVING CAMP EARLY**

All school-age K–8th programs are full-day. We take great pride in providing your child with a cohesive, growing Day Camp experience from start to finish. A child leaving our program will hurt not only that child's experience, but the experience of the children that are in his/her group. Safety is another concern brought up when parents request that children be taken out of a program early. We want to be sure that we only let your child leave with the right person, and so we must follow our typical "procedure" to ensure your child's safety. Please only ask to pick up early if it is really important! We do not prorate our costs if you choose to pick up your child early.

## **LOST & FOUND**

It is very helpful for you to clearly mark all of your child's belongings. When items have names, we can generally track down the owners. Please talk to your child about being RESPONSIBLE for their belongings. Counselors try to make sure campers have all their items, but ultimately campers are responsible.

If your child is missing something after camp, please check with the staff at the appropriate building Monday through Thursday. On Friday, Saturday, and Sunday check with the Housekeeping Department.

## **SPECIAL RESPONSIBILITIES OF ESTES VALLEY AREA PARENTS**

We have a common goal, the safety and well-being of your children. In order for us to better serve your

needs, please comply with the following guidelines:

Inform Youth Program staff of changes in your child's life you feel we need to know.  
Call in advance of any changes in your child's schedules.

Share any information with us that we need to know, including address or phone number changes, or additions to your authorized pick-up persons.

Pick up a schedule of activities.

Complaints or suggestions may be made at any time, should be in writing, and turned into the director.

# IMPORTANT NOTES

## EXCURSIONS AWAY FROM DESIGNATED BUILDINGS

Children will be transported in a YMCA vehicle only in cases of emergency, except for off-site field trips. On a daily basis, the children will go exploring on the YMCA grounds, and will not need to utilize transportation. Adventurers programs such as climbing and backpacking may utilize the use of a YMCA vehicle at certain points throughout the summer.

## FOOD ALLERGIES

Children with food allergies should have this noted in their registration information. Life-threatening allergies must have a Treatment Plan completed. This plan must be completed and signed by the child's physician. We are NOT a peanut free environment.

## HEALTH INFORMATION & IMMUNIZATIONS

Health information is required for every child attending YMCA of the Rockies Day Camp programs. This information is completed during the online registration process. All waivers and information must be completed by the Parent or Legal Guardian. Colorado State law requires a complete record of immunizations be on file with the camp in order for a child to attend. Proof of Immunization must be submitted and signed by your Doctor on the State of Colorado Immunization form. We cannot accept other states Immunization forms.

## MEALS AND SNACKS

For children attending a full day, we recommend that you bring a non-perishable lunch. Lunches CANNOT be refrigerated. We also ask that you include plenty of snacks for your camper to eat throughout the day. We have two designated snack times a day. Each traditional day camp group has a designated day during the week where they will participate in a hot dog cook-out. This typically includes a hotdog, orange slices, chips, and Oreos. If your child cannot eat these items provided, please send them with their own lunch for the day.

## MEDICATIONS

For all PRESCRIPTION and NON-PRESCRIPTION medication, by law you must bring to camp only the dose needed for the camp day in its original container, and complete a Medication form so that it can be administered to your child.

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 EPI-PENS AND INHALERS.

All medication must be turned in to the camp nurse, who will keep it under lock and dispense medication to the child or to staff qualified to dispense medication.

If this is not followed, your child may be prohibited from attending camp.

In accordance with Colorado State Law, only staff who have been trained in Medication Administration are allowed to dispense medication.

Epi-pens and inhalers are allowed to be carried with the camper, Treatment Plans with a doctor's signature must be completed for epi-pens and inhalers. Both the camp Nurse and the counselors will have a copy of this plan during your camper's time with us.

## **TRANSPORTATION & VAN SAFETY**

The YMCA uses mini-vans/ mini-buses to transport participants. In order to provide a safe experience please review these rules with your child:

Stay quiet when the van driver is speaking.

Always have a seat belt buckled while the van is on.

Keep hands and feet and personal items to oneself.

Never hang anything outside the windows.

Use quiet, inside voices while in the van.

No food or drink allowed in van with the exception of water.

Radio and CD use will be determined by staff.

In case of emergency on the road, the staff member who accompanies the trip is trained in providing and securing help for injured campers and staff, supervising the uninjured, identifying witnesses and obtaining appropriate accident and emergency information.

Injured campers and staff will be cared for using standard first aid procedures.

Help will be solicited by a nearby phone, calling 911 first, and then calling the Camp 970 586-3341, x1282 or x1280.

Uninjured campers and staff will be cared for away from the scene. Witnesses of the accident will be asked to write down their report of the incident.

## **VISITORS**

All visitors must check-in at the Registrar's Office to complete the Visitor Log and get a visitor tag. A Day Camp staff member will be assigned to show the visitor our programs and answer any questions. The Visitor must stay in the company of a Day Camp staff member. At this time, we are not accepting visitors because of Covid-19 protocol.

## **WAIVERS**

In addition to registration and health information, some activities require specific waivers. If your child is participating in horseback riding, mountain biking, axe-throwing, or climbing be sure you have completed the appropriate waivers. We cannot allow a child to participate in the activity without the correct waiver.

# **POLOCIES & PROCEDURE**

## **CHILDREN'S ILLNESS OR INJURY**

If a child becomes ill during camp time, they will be made comfortable, and the child's parents will be

contacted. If a child is experiencing fever, diarrhea, or vomiting, the camper is not allowed to attend camp for at least 24 hours. For 2021, if a camper is sent home with a fever, they also need to return a negative COVID test before returning to our program.

If a child is injured during camp time, the child will be treated according to standards of one of the nationally recognized providers of First Aid/CPR. Incident reports are completed on all injuries and parents should be notified at pick up time.

If emergency transport is needed, the parents will be called if time permits; if the need is urgent, an ambulance from town will be called. Medical Emergencies will be taken to the Estes Park Medical Center. Medical emergencies cannot be transported in a YMCA of the Rockies vehicle.

## **COUNSELOR TO CHILD RATIO**

Traditional Camp- Our ratio is 1:5 for five-year-old's; 1:8 for six- nine, and Mountaineers group is 1-10.

Explorers: Group size of 10 with two counselors

Pathfinders-Pioneers: Group size of 16 with two counselors

Mountaineers: Group size of 20 with two counselors

Outpost: Group size of 10 with two counselors

Adventurers: Group size of 5-12 with two counselors

## **COMPLAINT**

Please contact the Youth Programs Director at (970) 586-3341 ext. 1282 to see any of the following:

Fire Inspection

Health Inspection

Licensing Inspection

If you have a complaint concerning suspected licensing violations, please contact the Youth Programs Director. If you are not satisfied with the response, you may contact the Colorado Department of Human Services, Division of Early Care and Learning at: Division of Early Care and Learning, 1575 Sherman Street, 1st Floor, Denver, CO 80203 Phone: (303) 866-5958.

## **DISCIPLINE POLICY/BEHAVIOR MANAGEMENT**

It is the policy of the YMCA to manage the behavior of children in such a way to encourage the child to learn self-control and responsibility for one's actions. Coercive and corporal punishment are not permitted. We encourage counselors to establish clear, well-defined boundaries of behavior, as well as allowing the campers input into their boundaries.

We encourage counselors to use 4 tools in managing the behavior of children:

Encouragement and Acknowledgement

Giving Choices

Asking What and How Questions

Using Core Values and Safety Rules.

We will keep parents informed of their child's behavior and encourage parental suggestions in working with their child

When a severe discipline problem becomes evident, staff will set up a meeting with the parent(s) to discuss the situation.

If a child's behavior jeopardizes the safety and well-being of the children, the staff, or the continuation of the program, it may be necessary to remove the child from the program.

The Camp Director reserves the right at any point to evaluate and terminate a child from programming at any point and have a zero-tolerance policy for physical violence at the discretion of the camp director.

## **CAMPER – COUNSELOR CONTACT OUTSIDE OF CAMP**

YMCA Staff members may not have contact with campers, program participants, members or guests under the age of 18 when “off-duty” and during the “off-season” until the individual is at least 18 years of age, e.g. non-summer months for camp participants.

## **CELL PHONES & ELECTRONICS**

Cell phones & Electronic devices (ie. iPads, iPods, Nintendo DS, etc.) are not allowed during camp hours. Not only can they be easily damaged in our camp setting, but they also distract the campers from fully participating in our programming. If these items come with a camper to camp, they will be taken and be in the Youth Programs Director’s Office to be picked up by a parent or guardian.

## **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. If you suspect that abuse is present in our program, you may call 970-498-6990. Any other concerns about our program should be reported to the Office of Child Care Services at 303-866-5958.

## **DIVORCE & SEPARATION**

It is the mission of the YMCA Program to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce or separation. In order to provide the best possible care for your child, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in his/her life. We need to be very clear in regard to the following:

- What the custody arrangements are;
- Which parent to contact first for general questions and in an emergency;
- Whether duplicate program information needs to be given to both parents;
- Who is responsible for payments to the program;
- Who will or will not be authorized to pick up the children;
- Which parent will pick up the child on which days;
- Who the other significant adults are in the child’s life.

## **NOTIFYING PARENTS**

If the Day Camp is no longer able to serve children in programming for whatever reason all parents or guardians will be notified via email of these changes.

## **PARENT CONFERENCES**

A need for a conference concerning your child may be directed to the Youth Programs Director.

Ashley Heelein

(970) 586-3341 X1282

[aheelein@vmcarockies.org](mailto:aheelein@vmcarockies.org)

## **WITHDRAWAL FROM CAMP**

The YMCA Program reserves the right to remove a child from the program for reasons of delinquency in payment of fees, or an inability of child or parent to adjust to the activity program or discipline policies/behavior management. Such removals are to be determined by the Youth Programs Director. The Youth Programs Director Reserves the right to withdrawal a camper from programming at any time without prior notice.

If a parent withdraws their child from the program, they must follow the cancellation policy.

If you have a complaint concerning suspected licensing violations, please contact the Youth Programs Director at ext. 1182. If you are not satisfied with the response, you may contact the Colorado Department of Human Services, Division of Child Care at 1575 Sherman St, Denver, CO 80203-1714, or call 303-866-5958.

## YMCA of the USA's Child Abuse Prevention Code of Conduct

In order to protect YMCA staff, volunteers and program participants, at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them. Do not allow children into private staff areas.

Staff shall never leave a child unsupervised.

Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with the child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip or in public restrooms of the YMCA of the Rockies. Always send children with staff. Be sure there is only one child per stall.

Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others. Younger children should be encouraged to change their own as much as possible.

Staff shall not abuse children or allow children to abuse each other including:

- Physical abuse—strike, spank, shake, slap;

- Verbal abuse—humiliate, degrade, threaten, haze;

- Sexual abuse—inappropriate touch or verbal exchange;

- Mental abuse—shaming, withholding love, cruelty, hazing;

- Neglect—withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.

Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.

Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.

Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion and culture.

Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. Give children side hugs and ask before you give them. If a child runs up to you and initiates a front hug, hug the child, and initiate the release soon after. Counselors will not give backrubs to children or other YMCA staff, and they will not receive backrubs from children or YMCA staff. Counselors are not to kiss children.

Watch your interaction with the children so as not to over stimulate them. For example, tickling, pillow fights and wrestling matches are unacceptable because they can cause a child to become over stimulated and or hurt.

## YMCA Code of Conduct

Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Counselors sleeping together on camper overnights is prohibited and grounds for dismissal.

While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.

Staff must appear clean, neat and appropriately attired.

Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.

Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.

Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited. It is prohibited to ask children about their dating relationships and other intimate things in their lives. Staff will be aware that children can develop crushes. Be aware of your words and actions; teasing can be construed as flirtatious. You want to discourage crushes.

Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.

Staff are not to transport children in their own vehicles.

Staff may not date program participants under the age of 18 years of age.

Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. Written parent authorization must be on file with the YMCA.

Staff are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend trainings on the subject as instructed by the YMCA of the Rockies

# DAY-TO-DAY

## DAILY PROGRAM & IDENTIFYING WHERE CHILDREN ARE DURING PROGRAM TIME

Counselors plan a weekly schedule, and we make every effort to "stick to the plan" of programming. However, sometimes because of weather or other circumstances, we are unable to do so. Counselors will then notify the camp of any change. Feel free to ask the counselors at check-in on Mondays to see what activities they have planned for the week.

## INCLEMENT WEATHER

Our programs spend most times outdoors. When lightning storms or hailstorms approach groups take cover at the nearest shelter. If there is a light rainstorm with no lightning, groups may explore outside in the rain. Groups on hikes take shelter when possible and use raingear for cover. 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 behind large rocks in windstorms. Groups will take shelter inside on extremely hot or cold days for which children are not prepared.

## SUNSCREEN

We ask that you apply sunscreen to your child before camp. If you send sunscreen with your child, it must be labeled with his/her name. The camp carries a limited supply of sunscreen to be used with signed permission. Please provide sunscreen for your child or make sure to check yes on the sunscreen permission box. Campers are not allowed to share sunscreen with other campers, and we must have your permission to give your child sunscreen.

## SUPERVISION

Children must be actively supervised at all times. Children are never to be left alone or left one-on-one with a counselor without being in view of others. Our counselors expected to follow the Rule of three at all times.

## WHAT TO BRING

Be prepared for changing weather; clothes that will layer - T-shirt, sweatshirt, jacket, shorts under sweatpants - are great. Long pants **MUST** be worn for horseback riding, as well as sturdy shoes. Closed toed shoes are also required for all adventure programs such as: Archery, Axe throwing, mountain biking, and climbing. A swimsuit is needed on your camper's swim day; towels are provided. Your child will also need a backpack, water bottle, rain gear, sunscreen, tennis shoes or hiking boots - **NO SANDALS**. A hat and sunglasses are also useful. Don't forget your campers' lunch and snacks. It is suggested that all camper's items be labeled and carried in their backpack. Please label items with your child's name!

## WHAT NOT TO BRING

Pets are prohibited at camp. Personal property, such as hand-held electronic games, walkie talkies, cell phones, toys, knives, other weapons, money, etc. is also prohibited. The YMCA is not held liable for any items lost, broken, or stolen items when at Day Camp.

## INTERNET AND SOCIAL NETWORKING

The Internet can be a very useful tool when used wisely. We strongly recommend that you monitor your children on the web and with other technological devices. Cyberbullying is a reality. Cyberbullying involves

the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Please monitor your children's technology use and communication for their safety.

YMCA Staff members may not have contact with campers, program participants, members or guests under the age of 18 when "off-duty" and during the "off-season" until the individual is at least 18 years of age, e.g. non-summer months for camp participants.

# EMERGENCY INFORMATION

## EMERGENCY MANAGEMENT

**Shelter in Place, Lockdown, Active Shooter**—The YMCA of the Rockies is dedicated to a culture of response. We recognize emergency situations are fluid and require adaptations in order to maintain the safety of our participants and guests. The YMCA of the Rockies has adopted the A.L.I.C.E. program. This program stands for ALERT, LOCKDOWN, INFORM, COUNTER, AND EVACUATE. We commit to training all of our staff and volunteers in this program in order to give them the resources to react to unfortunate and unforeseen situations.

**Evacuation**—In the event of an evacuation, the homepage of [ymcarockies.org](http://ymcarockies.org) will be updated periodically with information specific to the Estes Park Center.

**Lost Child**—If a child cannot be found, a complete description of the lost child will be called into the YMCA of the Rockies Security and the Program Director, and a search will be conducted. If the child is not found within 10 minutes, the child's parents will be called. If the child is not found within 30 minutes law enforcement will be called.

## NATURAL DISASTERS

In the case of hail, flood, tornado or other severe weather, teachers will keep children protected until help can be summoned. If necessary, children will be evacuated to another building. Parents can call the switchboard at 970-586-3341 for information on their child.

**Tornado**—In the event of a tornado we will evacuate children and staff to the tornado shelter. **Fire**—Fire extinguishers and smoke alarms are located in all Day Camp Buildings; they are checked and charged on a regular basis. A record of this is available upon request. If a small fire occurs a staff member will attempt to put it out. The fire will be reported to the Estes Park Center Emergency number 911. Campers will be evacuated and accounted for from the Attendance Sheet. In case of forest fire, all camper groups will meet at the Administration Field of the YMCA and evacuation will take place according to the YMCA of the Rockies Evacuation Plan. In the case that there is a forest fire that requires the YMCA to evacuate, we will go to the Administration Field and be directed by the YMCA of the Rockies Incident Commander. Children will be evacuated in the emergency vehicles made available to us and brought to a designated area.

**Flood**—In the event of a flood we will evacuate the campers to the Administration Field and follow directions of the YMCA of the Rockies Incident Commander. Children will be evacuated in the emergency vehicles made available to us and brought to a designated area.

**Plan for Children with Disabilities and Those with Access and Functional Needs**—It is important to know and understand the needs of each child in our program. Please schedule a meeting with the Youth Programs Director or Preschool Director in order for us to know how to accommodate certain special needs and/or disabilities. This will help us adapt our emergency response plan.

**Wildlife**—Due to the location of our Day Camp wildlife is seen daily. We have deer, elk, bears, bobcats, and mountain lions on our property. Very rarely do we see bears, bobcats, or mountain lions, but in the event these animals are in sight the children remain indoors. In the event we are outside walking around and these animals are spotted we follow the wildlife rules and avoid the path and find a safe building to enter. Often times, we do see deer and elk while outdoors either while playing on the playground or walking around property. Again, the campers and counselors follow a different path away from the deer and elk to respect the animal's space and to stay safe. Deer and elk are calm passive animals and rarely pose a threat to humans except during mating season when provoked. The Camp Staff all carry a hand-held radio on their person when away from Bennett. When threatening wildlife such as bears, bobcats, or mountain lions are in sight a radio call is made making all staff aware and respond appropriately.

**Reuniting Families after an Emergency or Disaster**—The YMCA Youth Programs Director or Preschool Director will follow the directive of the appropriate Incident Command member to determine a reunification point. Parents will be notified of this location by the Youth Programs Staff. Life safety is our primary objective in every adverse situation, and we will communicate with the families of the children as soon as possible.

## DAY CAMP PROGRAMS

Day Camp 2021 Dates	
Week 1	June 1-4
Week 2	June 7-11
Week 3	June 14-18
Week 4	June 21-25
Week 5	June 28-July 2
Week 6	July 5-9
Week 7	July 12-16
Week 8	July 19-23
Week 9	July 26-30
Week 10	August 2-6
Week 11	August 9-13

## PHONE NUMBERS

Estes Park Center: 970-586-3341

Jellison Building: x1138

Legett: x1280

All other inquiries: x1280 (Registrar)

Day Camp Nurse: x1131

Youth Programs Director x1282

## **Traditional Camp Groups**

**(Based on the grade your camper is entering)**

Specialty Camp	2 <sup>nd</sup> -4 <sup>th</sup> Grade	
Explorers	Kindergarten	
Pathfinders	1 <sup>st</sup> Grade	
Buckaroos	2 <sup>nd</sup> Grade	
Rangers	3 <sup>rd</sup> Grade	
Trailblazers	4 <sup>th</sup> Grade	
Pioneers	5 <sup>th</sup> Grade	
Mountaineers	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Grade	Ages 12 and under
Outpost	8 <sup>th</sup> , 9 <sup>th</sup> , and 10 <sup>th</sup>	Ages 13-15
Adventurers	10 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup>	Ages 15-17

### **AGES OF CHILDREN ACCEPTED**

Children who will be in Kindergarten (must be 5 yrs old when in camp) through 12th grade entering the Fall of 2021 school year, may attend the Traditional Camp Programming.

### **DATES OF OPERATION**

The Day Camp Program operates Monday-Friday, June 1<sup>st</sup>- August 13<sup>th</sup>, 2021. Normal camp hours are 8am-3:30. Early Bird drop off begins at 7:00am and the After Camp Program runs from 3:30-5:30pm.

June 1-August 13, 2021.

### **HOURS OF OPERATION**

8:00 a.m. - 3:30 p.m.

Camp Arrival: between 8:00 and 8:30 a.m.

Camp Pick-up: between 3:00 and 3:30 p.m.

### **PROGRAM FEES**

Traditional Camp-\$40 per day

CIT Program-\$40 per day

Specialty Camps-\$250 per week

Teen Camp-\$300 per week

Early Birds-\$3 per day

After Camp-\$5 per day

Horseback riding is \$50 for 1st-5th grades. (1 hour ride)

(Must be at least 6 years old.)

Horseback riding (2hr ride)-\$80 for Mountaineers Group

Hot dog cook-out: No extra fee, included in the cost of camp