



# **Colorado Youth Outdoors Summer Camp**

**Parent & Youth Manual**

**2025**

Revised January 2025

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## **Colorado Youth Outdoors Mission**

Building relationships through traditional outdoor activity. To accomplish this mission, we integrate the phrases Participate, Appreciate, Communicate, and Dedicate into our recreation curriculum. We call this method of integration the PACD Model and incorporate it within all our activities, including fishing, archery, camping, shooting sports, and nature play.

## **Procedure of Communication**

Please contact our office number between the hours of 8:00 AM- 4:00 PM to reach our staff about questions that pertain to the summer camp. The main point of contact for summer camp is Claire Haenny. She will oversee absences, and later camp arrivals. You may also reach out via email for questions or concerns.

## **Address of Camp**

**4927 E CR 36 Fort Collins 80528**

**Office Phone: (970)663-0800**

**Claire Haenny**, Summer Camp/Program Manager: [chaenny@coloradoyo.org](mailto:chaenny@coloradoyo.org)

**Alexis Smith**, Program Coordinator: [asmith@coloradoyo.org](mailto:asmith@coloradoyo.org)

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## **Neighborhood Youth Organization**

Colorado Youth Outdoor's summer camp operates under a Neighborhood Youth Organization exemption. CYO staff are required to keep updated files on all children who come through our summer camp.

## **Parent Requirements**

Parents must read the following manual with camper, by signing up your child for camp you are agreeing to Colorado Youth Outdoors rules and regulations for summer camp.

## **Weekly Schedule & Daily Hours**

Summer Camp runs Monday and Friday 8:00-3:00. A schedule of the day to day activities is accessible to parents on the Colorado Youth Outdoors website as well as by request through the Program Manager.

Every Friday parents are required to join campers at 11:30 AM for a picnic at Richardson Hall and then campers are free to instruct parents on the skills they learned throughout their week until on an open campus. Schedules of activities can be found on Colorado Youth Outdoors website or by contacting the staff listed above.

## **Family Fridays**

Parents/guardians are required to attend on Fridays for a lunch and open rotation between spin fishing, BB guns, and archery. Food will be hamburgers and hot dogs with sides. CYO cannot guarantee food to be cross contaminated with gluten, nuts, seafood or other common food allergies. If you or your camper has a severe food allergy it is recommended to bring your own food from home on Fridays.

## **Registration**

Registration for camp will open on the Colorado Youth Outdoors website February 5th 2025 at 10 am. Families are limited to only signing up for one week per child from February 5th 2025 until March 5th 2025. After March 5th families are welcome to sign their children for multiple weeks of camp. If parents register for multiple week before March 5th, the Program Manager holds the right to issue a full refund for all weeks registered.

## **Scholarships**

Scholarships applications for summer camp are accessible for families on the Colorado Youth Outdoors website year round. Submitting an application does not guarantee a spot for summer camp. The Program Manager will review applications after registration for summer camp (February 5th 2025) and contact families via email the status of their application and the next steps of registering their child for camp. The Program Manager has the right to revoke a scholarship if the family fails to properly register their child prior to the start of camp. The last day for the parent to register their child for camp is May 16th 2025.

## ProCare

Colorado Youth Outdoors summer camp falls under a Neighborhood Youth Organization exemption under Colorado childcare licensing rules and regulations. CYO staff are required to maintain a complete set of records for youth who attend our programs where parents are not present for the entirety of the program. The database used for the records CYO uses is Procare. After registration has been completed, staff will upload families into the database.

Colorado Youth Outdoors staff are required to have the following on file for all children who are attending summer camp:

- Date of birth
- Primary address
- Known allergies
- Medication
- Parents/Guardians phone numbers, emails and addresses
- Additional authorized pick up persons
- Primary physician
- Primary dentist

All campers files must be complete prior to summer camp starting. Failure to complete the file prior to camp starting will result in the Program Manager canceling the families spot and issuing a refund.

Colorado Youth Outdoors does not require a vaccination record or vaccination exemption to have on file.

Colorado Youth Outdoors is also required to have a record of children being signed in and out of the summer camp by a parent/guardian or authorized pick up person.

It is a **requirement for all parents/guardians** to be able access Procare prior, during and post their family's camp week(s).

## Camper Age Policy

The age requirement for Colorado Youth Outdoors summer camp is currently enrolled 4th-8th graders for the 2024-2025 school year.

If a child is enrolled in camp with a falsified birthday, or the parent/guardian has lied about the current grade, the program manager will issue a refund to the family and they child will be unenrolled in camp.

## **Transfers/Cancellations/Refunds**

Full payment is due at registration of camp. All transfers, cancellations and refunds are due in writing to the program team prior to camp starting. Full refunds will only be available before May 30th 2025.

Camp week transfers due to schedule changes are dependent on space and availability. Parents are not allowed to transfer their camp spot to another family or camper without permission from the program team. If parents sell a camp spot privately, they forfeit their spot at camp and all future camps.

## **Camper Sign-In Sign-Out Policy**

Parents/guardians/authorized personal will be required to sign in/out campers on a daily basis through the third party database Procure. All sign in information will be stored for a maximum of 3 years.

- Parents/guardians must be with camper at the time of sign in/out.
- Campers are not allowed to sign themselves in/out of camp.
- All approved pick up personal must have written authorization from parents/guardians. All approved persons must be on the families Procure account prior to the start of their camp week.

Parents, guardians or authorized contacts must sign in/out camper each day. Parents/guardians must have a written note if another person is picking up or dropping off the camper. Drop off starts at 8:00 AM and pickup at 3:00. If a camper is arriving/leaving earlier/ later the parent is required to notify the office by either email, phone call or note.

## **Late Arrivals**

For campers arriving late for drop off, it will be the parent's responsibility to transport them to the location on campus to meet the group. It is also the parents' responsibility to communicate with the staff members and follow the sign-in procedure.

## **What We Provide**

Colorado Youth Outdoors will provide the proper equipment for campers to be successful in all ventures. Campers do not need to bring any personal equipment to camp. If campers want to bring their own spin and fly rods they are able to at their own discretion. What you can expect from us is:

- Cold bottled water, sunscreen and bug spray at all stations.
- First aid kits at all stations.
- Bathrooms and hand sanitizing at each station.
- Protective eye equipment at BB guns, spin fishing, and fly fishing.
- Equipment for archery, canoeing, fly tying, fly fishing, spin fishing, BB guns, and survival.

## **What to Bring to Camp**

Campers are allowed to bring personal items from home. Staff have the right to remove personal items from campers if they are using, or abusing it in any negative way. Staff will hold onto item for entirety of day and return to parents with an incident report at pick up.

- Back pack
- Sack lunch, two healthy snacks, and a water bottle that does not require refrigeration.
- Sunscreen
- Bug spray
- Towel on Tuesday
- Positive attitude

## **What to Wear to Camp**

The majority of camp activities will be outside. Please be aware of sun exposure, terrain on our campus and changing weather conditions when sending your camper.

- Closed toe shoes are REQUIRED for our camp. Failure to provide appropriate footwear will result in the camper missing activities.
- Loose comfortable clothing.
- Hat
- Sunglasses
- Canoeing and swimming are every Tuesday. Campers should bring a water shoe (or older pair of sneakers) and extra set of clothes.
- Camp t shirt on Friday.

## **What Not to Bring to Camp**

- Negative attitude
- Poor sportsmanship
- Electronics

## **Electronics Policy**

CYO staff encourage all campers to leave their electronics at home during their week of camp. CYO staff reserve the right to take away electronics prior to the start of any activity during camp. If parents need to get in contact with their child they can contact the office either through messaging on the Procure app, calling the office or emailing the Program Manager.

## **Behavior Expectations**

CYO's staff provide campers with guidelines for appropriate behavior and rules to follow while at camp. Our main goal is to keep campers safe in all our activities, so inappropriate behaviors are limited.

CYO will not tolerate the following behaviors:

- A child threatens or injures themselves, or another individual.
- A child displays violent, uncontrollable behavior that may put themselves or others at risk.
- A child purposely damages personal or CYO property.

Any behavior above will result in the camper being pulled from the camp immediately with a conversation with the parents/guardians above about permanent removal from the camp.

Staff members shall not be subject to verbal or physical abuse by a child enrolled in camp, or by their parents.

Safety in all of the activities at Colorado Youth Outdoors is our top priority. Safety rules and procedures vary at individual activities and will be explained at the beginning of each activity and reiterated throughout each activity. Staff reserve the right to pull campers out of the activity if a safety risk is shown. Parents will be contacted by the Program Manager with the consequences of possible permanent removal from camp.



## **Medication Administration**

CYO staff are not trained or required to administer any medication to campers. If a camper needs medication, the parent will be contacted to come and administer the medication at the camp.

Any medical devices should always be kept with the camper and clearly labeled in their backpack. It is not the staff's responsibility to hold or keep any medication or devices for campers.

## **Medical Emergencies**

For serious medical emergencies, EMS will be contacted immediately, followed by contacting parents/guardians. Children will be transported by emergency ambulance personnel to the closest medical facility unless directed by parents/guardians. Emergency medical treatment will be given by professionals only with parent/guardian consent.

All medical incidents will be documented and given to parents either if the child needs to be picked up early or at pick up at the end of the day. The office will have all documented medical incidents on file.

## **Illness**

We ask parents to keep campers home from camp when the child is showing obvious signs of illness or with a fever of over 100 degrees will not be permitted to stay at the camp. Parents will be contacted immediately and required to pick up their child. Campers are permitted to return to camp after they show 24 hours of no illness symptoms.

## **Inclement Weather**

If during camp activities inclement weather is present CYO staff will bring all campers into Richardson Hall for indoor activities. Parents/Guardians will be contacted via Procure to the new pick up location.

CYO will never cancel camp due to inclement weather. Camp will only be cancelled in the event of a natural disaster or a failure in campus safety and security.

A natural disaster event is a tornado, flood or extreme weather (temperatures over 100 degrees).

Campus safety and security is defined as failure in infrastructure due to a natural disaster (ex: road collapse from flooding of the ponds), fire, or lose of power to CYO buildings.

## **Activities**

A description of each activities our camp provides can be found below. In all of the activities that CYO offers, safety is always our top priority. All equipment used is maintained to provide a safe and successful experience for all participants who enter our campus.

### **Spin Fishing**

All campers will start with the fundamentals of fishing during the spin fishing rotation. Campers will learn proper casting technique, reeling in different baits and safety. Campers are welcome to bring their own equipment but not required.

### **BB Guns**

On our BB gun range campers will be introduced to firearm and range safety. Proper form, sight, aim and shooting techniques are taught with some friendly competition mixed in as well.

### **Survival 101**

To start the week campers will be able to create their own trail, learn what they need to pack to survive and be able to start a fire in case of an emergency.

### **Sawyer Poles**

After learning the fundamentals of spin fishing our instructors take it a step further and teach campers how to whittle their own fishing poles. Campers will whittle, and find their own bait in order to fish with their new survival tool.

### **Canoeing**

Our most popular activity, campers will be given an oar, life jacket, canoe and a new friend for a fun time on the water. Campers may(!) get wet with games and an opportunity to jump into the pond if it's a particularly hot day.

### **Fly Tying**

Campers will get to show off to you after camp with their new fishing creation. Instructors will guide campers through the art of fly tying teaching them the fundamentals and giving the advanced groups a bit of a challenge.

### **Fly Fishing**

CYO is the largest facility in the state that teaches youth the fundamentals of fly fishing. Campers will have the opportunity to learn how to string up their own rod, tie on their own fly, and learning the basic casting techniques. Campers are welcome to bring their own equipment but not required.

### **Archery**

Using compound bows and having access to our two mile 3-D target archery range campers are sure to become a master archer by the end of the week.

### **Map and Compass**

Furthering their survival skills, campers will learn the process of orienteering, being able to read a map with a compass. Instructors will then guide campers around campus helping them map their points

### **Survival Game**

Campers will put their new survival skills to the test. Teams will compete to complete a survival scenario using only with what they can find on campus, with a sweet surprise at the end.

### **Paracord Bracelets**

Campers will learn how to make their own survival bracelet for their upcoming outdoor adventures. All supplies will be provided for campers to make their own paracord bracelet.