



Colorado Youth Outdoors

Adult & Youth

Handbook

Table of Contents

Contact Information	1
Registration & Scholarship Information	2
Procure	3
Camper Age Policy	3
Refunds/Transfers/Cancellations	4
Sign In/Out Policy	4
General Information	5
Electronics Policy	6
Behavior Policy	6
Medical Policy	7
Inclement Weather Policy	8
Activities Description	9-10

Colorado Youth Outdoors Mission

Building relationships through traditional outdoor recreation. 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 our camps. The main point of contact for summer camp is Andy Te Slaa. He will oversee absences, early pick ups 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

Andy Te Slaa, (Camp)Program Manager: ateslaa@coloradoyo.org

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Neighborhood Youth Organization

Colorado Youth Outdoor camps operates under a Neighborhood Youth Organization exemption. CYO is required keep updated files on all children who come through our camps.

Parent/Guardian Requirements

Parents/guardians 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 camp.

Weekly Schedule & Daily Hours

Camp runs Monday and Friday 8:00-3:00. A schedule of the day to day activities is accessible on the Colorado Youth Outdoors website. Early drop off and late pick up will be an option, however, spots are limited and will be awarded on a first come first serve basis. Please be aware when requesting before/after care that some families may need to utilize this service out of necessity rather than convenience.

Family Fridays *Summer Only*****

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

Families are limited to only signing up for one week per child, however, if there are campers spots still unfilled a secondary week may be offered at a later time. Camp fees are due at the time of registration. Once registration is complete, an email will be sent out with required forms and actions that must be completed before your session starts.

Scholarships

Scholarships applications for our camps are accessible for families on the Colorado Youth Outdoors website. Submitting an application does not guarantee a spot for camp. The Program Manager will review applications and contact families via email as of the status of their application. The Program Manager has the right to revoke a scholarship for any misrepresentation of scholarship information or if there is a violation of conduct expressed within this handbook.

ProCare Colorado Youth Outdoor camps are classified as a Neighborhood Youth Organization exemption specified in the Colorado childcare licensing rules and regulations. CYO is required to maintain a complete set of records for youth who attend our programs absent of their caregiver. ProCare is utilized as our safe guarded database for all youth records, authorized pick ups and sign in/sign out. ProCare is also used for communications. Colorado Youth Outdoors is required to have the following on file for all children who are attending 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 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 camps are 10-14 at the time of camp. 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 a week prior to the registered session. Camp week transfers due to schedule changes are dependent on space and availability. Parents/guardians are not allowed to transfer their camp spot to another family or camper without permission from the program team. If parents/guardians 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 present government issued identification at sign in/out. All attendance information will be stored for a maximum of 7 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 be authorized by parents/guardians. All approved persons must be on the families ProCare account prior to the start of their camp week.

Parents, guardians or authorized contacts must sign in/out camper each day. In the case of an emergency pick up, parents/guardians must contact the CYO office to notify another person is picking up or dropping off the camper. Drop off starts at 8:00am and pickup at 3:00pm. Unless camper has been enrolled in early care or late care, all campers must be picked up at 3:00pm. If pick ups occur after this time a monetary penalty may be issued. Continued violation may result in unenrollment from camp.

Late Arrivals

For campers arriving late for drop off, parents/guardians must take their camper to Richardson Hall. Please note that parents/guardians must remain with the youth until camp staff are able to sign them in. 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, however, CYO will not be responsible for lost, stolen or broken items. What you can expect from us is:

- Cold water access, 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 it in any negative way. Staff will hold onto items for entirety of day and return items to parents with an incident report at pick up.

- Back pack
- Sack lunch, two healthy snacks, and a water bottle.
- Sunscreen
- Bug spray
- Towel
- 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.
- Weather appropriate clothing.
- Hat & Sunglasses
- Water days will be communicated in advance with suggestion on attire.
- 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 ProCare 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 staff may pull a camper from any activity if they are not meeting the following expectations:

- Following staff instructions at all times
- Be respectful and kind to all people and property
- Display an encouraging attitude
- Demonstrate a desire to be at camp

Failure to meet basic expectations may result in loss of privileges up to the dismissal from camp. Behaviors will be brought to the attention of the parents/guardians for a discussion about correcting behaviors and being successful at camp. Parents/guardians are also held to these basic expectations. Safety in all of the activities at Colorado Youth Outdoors is our top priority. Any unsafe/harmful behavior may result in loss of privileges up to the dismissal from camp. Parents will be contacted by the Program Manager as to the outcome of possible removal from camp.

Medication Administration

CYO staff are not trained nor legally allowed 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 or prepare the camper to self administer. Any medications/medical devices should always be kept with the camper and clearly labeled. Per the Neighborhood Youth Organization regulations staff are not allowed to carry any medications or medical 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 services personnel to the closest medical facility unless directed by parents/guardians. Emergency medical treatment will be given by trained professionals in accordance with Red Cross/AHA standards. 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. If this occurs during camp, that camper must be picked up by an approved pick up as soon as possible. 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 or 24 hours after the start of medication.

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 ProCare to the new pick up location. 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 loss of power to CYO buildings.

Activities

A description of camp activities 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.

Lure Building

Once campers get the feel for fishing with premade lures, they will get the chance themselves to show Rapala who's boss. They can customize colors, size and bodies to meet the need of our ponds.

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.

Wood Carving

After learning the fundamentals of spin fishing and shooting sports, our instructors take it a step further and teach campers how to whittle their own fishing poles or sling shots. Campers will now have another survival tool on their belt with being able to hunt and fish with out the luxury of store bought equipment.

Canoeing **Summer Only**

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 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.

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.

Archery

Using compound bows and having access to our half 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

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.

Outdoor Cooking

To most, outdoor cooking starts with hot dogs and ends with smores. In this activity campers will learn that anything you can make in a kitchen, you can also make over a fire.