



EXPERIENCE THE MAGIC OF

YMCA CAMP SHADY BROOK

YMCA OF THE PIKES PEAK REGION

PARENT HANDBOOK

2019 SUMMER CAMP

YMCA Camp Shady Brook is operated by
YMCA of the Pikes Peak Region
207 North Nevada Avenue
Colorado Springs, CO 80903

YMCA Camp Shady Brook Location
8716 S Y Camp Road
Deckers, CO 80135
303.647.2313
campinfo@ppymca.org

Thank you for choosing YMCA Camp Shady Brook. We are delighted with the opportunity to provide your child with a memorable summer experience. Camp Shady Brook is a place many people have come to know as the 'world as it should be'. At CSB, campers make new friends, build self-esteem, gain independence and learn responsible decision-making skills, while having a fun and memorable Rocky Mountain experience. Campers will enjoy camp in an environment that is designed to foster growth through fun, safe and challenging programs. We look forward to seeing you this summer!

ONLINE ADVANTAGE

Parents can enjoy an easy, entirely online registration process with CampMinder. Upload all required documents directly to the Camp Shady Brook website instead of emailing or sending them by mail. Parents also have the opportunity to break their payment into installments, helping you more easily manage your budget. Once your child is at camp, you can enjoy daily photos, trading post management and one-way emails to your camper, all from your CampMinder account!



CAMP SHADY BROOK MISSION: To effect positive change in our community by creating opportunities in the outdoors for personal growth, leadership development, and the building of relationships through exceptional camping experiences.

CAMP SHADY BROOK STAFF: The quality of our camp staff is of the utmost importance. We select and employ over 40 individuals to be role models to our campers. This ensures a 1:7 staff to camper ratio in the cabin. Staff is selected through a competitive screening process that includes thorough reference and background checks. Upon hiring, all staff complete a rigorous two-week training that includes child abuse prevention, diversity, homesickness, bully prevention and risk management. All staff are CPR and First Aid certified and all waterfront staff are lifeguard certified.

DISCIPLINE: Camp Shady Brook staff have been trained to handle inappropriate behavior in a constructive, safe and non-degrading manner. Campers will be held responsible for their actions fairly and appropriately. Camp Shady Brook reserves the right to send a camper home at the parent's expense if the camper's behavior consistently takes away from the experience of others or endangers the safety of him/her or others. If a camper is sent home, the parent is responsible for transporting the camper from camp and is expected to respond in a timely manner. Refunds will not be awarded for campers sent home for discipline reasons. Additionally, the parent will be held financially responsible for intentional damage to equipment or facilities caused by the camper.

SPECIAL NEEDS: If your child has needs that require specific attention, please notify camp. We will make all reasonable attempts to accommodate those needs; however, our staff and facility cannot handle all medical or psychological needs.

HEALTH SCREENING: Upon arrival at camp, parents will have a discussion with the Camp Nurse regarding the general health of your camper and any potential changes to the health history form or medications. Your honesty with all your answers is important, as the health and well-being of campers is our priority. Anything abnormal will be addressed privately with the camper's family. A camper may be asked to attend a different session if he/she exhibits signs of illness.

During check-in, staff will perform a head lice check. This check considers the health and safety of all campers. If lice are found, the camper will be sent home for treatment. Campers are welcome to return when the lice are treated and removed. Campers will not be readmitted to camp without a note from a physician.



CHECK-IN AND CHECK-OUT DAYS:

Sessions 1, 2, 3, 4, 5, 6 and 7

Sunday Check-in: 2:00 — 2:30 p.m.
 Friday Check-out: 4:00 — 4:30 p.m.

Half Week Mini-Aspen Sessions

Sunday Check-in: 2:00 — 2:30 p.m.
 Tuesday Check-Out: 4:00 — 4:30 p.m.
 Wednesday Check-in: 2:00 — 2:30 p.m.
 Friday Check-out: 4:00 — 4:30 p.m.

Stayover Weekend

Sunday Checkout: 11:00 a.m.

Camp Corral

Drop-off & pick-up times will be communicated via email.



- Only authorized persons will be allowed to pick up a camper. A person is authorized if his/her name is listed on the Pick-Up Authorization Form.
- All persons authorized to pick up a camper must show photo ID at the time of pick-up. Campers will not be released to anyone failing to show identification.

Please note: There will be a \$25 late pick-up fee charged in the event that you have not picked up your camper by 5:00 p.m. In the event that you need special accommodations regarding drop-off/pick-up, please contact the camp office no later than one week prior to the beginning of your camp session.

DIRECTIONS TO CAMP:

From Colorado Springs:

(Approximately 70 minutes)

Take highway 24 west to Woodland Park, at Woodland Park, take a right on Highway 67 North towards Deckers. Stay on Highway 67 for approximately 23 miles, at Deckers, take a hard left onto Y Camp Road (dirt road). The road dead-ends at the camp parking lot.

From Denver:

(Approximately 90 minutes)

Take Highway 285 West to Route 126 at Pine Junction, Turn south (left) onto Highway 126/S. Pine Valley Road towards Deckers. Stay on Highway 126 for approximately 25 miles, in Deckers, take a hard right onto Y Camp Road (dirt road). The road dead-ends at the camp parking lot.

LOST AND FOUND: We will make every effort to return lost and found items while your camper is at camp. Please encourage your camper to be responsible with his/her belongings at camp. **Please mark all items with a permanent marker or label for easy identification.** Lost and Found items will be displayed near Bennett Lodge Dining Hall during check-out. Please check these items before leaving camp. If you discover that something is missing upon your return home, please call immediately. Lost and Found items will be held for two weeks after the session ends. At that time, items will be donated.

Camp Shady Brook is not responsible for lost, stolen or damaged items. Please do not send valuables to camp.

BILLING AND PAYMENT: At the time of registration, a non-refundable deposit of \$100 is required to secure each camper session. The balance due can be paid in full or in monthly installments. All camp balances must be paid two weeks before the camp session begins to ensure the camper's placement. Balances not paid by the deadline risk cancellation of the reserved session(s). If you have any questions about your balance, please contact our business office at 303.647.2313.

SESSION CHANGES: Should it be necessary to change your child's session, you must contact YMCA Camp Shady Brook prior to the session start date. Camp sessions can be changed only if other sessions are available during the requested week. There is a \$20 charge for all session changes.

PAPERWORK: All paperwork and forms must be completed and returned to Camp Shady Brook no later than two weeks prior to your camper's session start date. Failure to return paperwork in time may result in your child being unable to attend camp.

Please complete and upload all paperwork within the "forms and documents" section of your CampIntouch account. If you need help uploading or have any questions, please call our business office at 303.647.2313.



CANCELLATION POLICY:

Please note: The \$100 deposit per session is non-refundable.

Cancellations prior to May 15

- Will result in a refund of payments less the \$100 deposit or a credit to camper’s account.

Cancellations after May 15

- All payments will be forfeited or may be held over as vouchers for one year. (If you choose to reschedule for 2020, a \$20 change fee will apply)
- If cancellation is necessary due to illness, a refund will be issued less the \$100 deposit with a doctor’s notice stating the child is unable to attend Camp Shady Brook.

Mid-Session Cancellation

- Campers who must leave for medical reasons or family emergencies may request a pro-rated refund.
- No refunds will be given to campers choosing to attend late, depart early, or those sent home for behavioral or away from home adjustment challenges.



TELEPHONE CALLS AND VISITS: At Camp Shady Brook, we strive for campers to develop independence. An integral part of this growing process is the extended experience away from home. In keeping with this practice, we do not permit campers to call home. In addition, we ask that families wait until check-out to visit camp so that campers and staff may focus on the programs we run. In the case that a family needs to speak to or visit a camper, please arrange this with the Associate Executive Director and/or Executive Director ahead of time. Parents are welcome to call the camp office during their child’s stay, and care packages and letters/ cards are well received in substitution of a family’s visit.

COMMUNICATION FROM CAMP: We will contact parents in case of the following:

- An emergency or illness
- Behavioral problems that may result in the camper being sent home
- Camper involvement in a social situation that is affecting his/her stay at camp
- Severe cases of homesickness

Parents are welcome to call the Associate Executive Director and/or Executive Director at 303.647.2313 with concerns or emergencies.

CAMP TRADING POST: The Trading Post is open for campers to purchase drinks, snacks and camp merchandise. All drinks sold are caffeine free. You can deposit money into your camper’s account and view balances at any time by logging into your CampIntouch account and clicking on the “View Accounts (camp store)” tab. Your camper will not be permitted to spend over his/her credit, so please leave enough money for his/her needs. On average, campers deposit between \$20 -\$50 in their account. Prices range from \$1 for a snack to \$15 for a T-shirt, or more for a sweatshirt or sweatpants. The Trading Post is often a child’s first experience with buying items on credit. Please discuss this responsibility with your child.

Refunds to the Trading Post can only be issued for amounts over \$10. Remaining funds can be spent at the Trading Post or donated to the Camp Shady Brook Annual Campaign – helping less fortunate children experience our program. Refunds must be requested no later than two weeks following your child’s departure from camp. Refunds will not be given at check-out but will be mailed at a later date.

CAMP MAIL: We also offer the Camper Mail system during check-in. Families can bring pre-written letters or packages with their camper’s name on them and drop them in the receptacle that corresponds with the day they would like them to be delivered. This service is at no charge to our parents and guarantees a timely delivery to each camper.



Mail is a treasured item at camp. Parents, friends and family are encouraged to write letters to their campers. It is a good idea to send letters in advance to camp so that they are there on the first day. Likewise, campers are encouraged to send mail to their family and friends. Packing pre-addressed and pre-stamped envelopes is a good idea. Please address all mail to the following address:

Camper Name/Cabin Name (you will be told this at check-in)
 YMCA Camp Shady Brook
 Session Name
 8716 South Y Camp Road
 Sedalia, CO 80135

MEDICATIONS: All medications (including over-the-counter medicines and “as-needed” medications) must be turned in to the Camp Health Manager upon arrival at camp. **Please do not pack medication in luggage.** We encourage families to include only enough medication for the child’s stay. Medications are distributed during mealtimes and bedtime.

Please be sure:

- Medication is in original container and labeled with the child’s name and address as well as the phone number of the pharmacy with the practitioner’s name*
- Current and correct dosage is listed*
- Medication is listed on the child’s “Physical Exam Form”
- Medication is from a licensed pharmacy
- Medication is not expired.

*We cannot dispense medication that is not in its original container, and we can only dispense the dosage in the manner prescribed. If the medication needs to be dispensed differently than how it was prescribed on the bottle, you must bring a letter signed by your doctor stating the new dosage.



EMERGENCY MEDICATION: It is our policy to keep campers’ emergency medications during camp. Inhalers can be obtained at a moment’s notice, no matter what time, day or night; however, if a parent requests, in writing, that the emergency medication is kept with the camper, we will honor that request, provided the camper can demonstrate responsibility for the use and possession of the inhaler. Any misuse or misplacement of the inhaler during the camp session will be cause for the inhaler to be kept at the Health Center.

INSURANCE: CAMP SHADY BROOK DOES NOT CARRY ACCIDENT OR SICKNESS INSURANCE ON SUMMER YOUTH CAMPERS. In the event of serious illness or accident, the parents will be notified at once. Parents/guardians are responsible for prescriptions and charges incurred for outside medical treatment of their child, should services be required while in attendance at camp. Services rendered by the camp medical staff are at no additional charge. Families are highly encouraged to have insurance for their children while they are at camp. If you do not have insurance for your child, short term or student insurance can be purchased through any independent insurance agent. For families in financial need, you can contact CHP Plus (Colorado Health Plan) at 800.359.1991 or 719.630.6440 ext. 6279 or the Department of Human Services and inquire about Medicaid at 719.444.5340. Your local school system can usually help in obtaining insurance for your child as well.

IMMUNIZATION: There may be campers enrolled in camp that are not immunized. The following is a notice that the Colorado Division of Child Care requires all child care facilities to post for parents/guardians.



Dear Parents,
 Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the requirement standards for the operation of a child care facility. If you have not done so, please ask to see the license. 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 child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is listed below.

Douglas County Human Services Department
 101 Third Street
 Castle Rock, CO 80104
 303.688.4825

Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect. Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child’s educational, physical, emotional and social development will be nurtured in a well planned and run program. Remember to observe the program regularly, especially with regard to children’s health and safety, equipment, play materials and staff. For additional information regarding licensing or if you have any concerns about a child care facility, please consult the Colorado Division of Child Care at 1575 Sherman Street, Denver, CO 80203-1714 or by phone at 303.866.5958.

PACKING LIST: Please send appropriate clothing with your child, taking into consideration the weather forecast and camp activities.

- Water bottle
- Raincoat/Poncho
- Sleeping bag
- Pillow and cover
- Pajamas
- Underwear (6-8 pair)
- Socks (8-10 pair)
- 1-2 long pants
- 3-4 pairs of shorts
- 1-2 long sleeved shirts
- 4- 6 short sleeved shirts
- Light jacket or heavy sweater
- 1 swimsuit
- 1 beach towel
- Sunscreen (SPF 30 min.)
- Hat with visor
- 1 pair of closed-toe shoes
- 1 pair of sandals with ankle strap or water shoes (to be used in the water, must stay on)
- 1 towel and washcloth for bathing
- Soap and shampoo
- Comb/Brush
- Toothbrush and toothpaste
- Feminine products if necessary
- Mosquito repellent (non-aerosol)
- Flashlight/batteries
- A small backpack
- Stamps/cards for writing home
- Disposable camera with name on it (optional)
- Favorite camp-appropriate costume (optional)
- A great attitude

If you will be participating in any horseback riding activity:

- Jeans
- Required: Western boots or sturdy shoes with a defined heel are required. (campers are welcome to loan boots from the camp boot library)

*Two-Week Campers—please remember to bring enough clothes to last 13 days.

**CITs attending more than two weeks will have the opportunity to wash clothing after their first two weeks at camp.

For ideas on where to find appropriate items, or with any questions, please contact us at 303.647.2313 or at campinfo@ppymca.org.



PACKING POINTERS:

- Send old clothing to camp as your child will be camping out, participating in rugged sports, climbing and hiking through the woods.
- Label all of your children’s belongings; first initial and last name works well.
- Please review with your child the things you are sending with him/her so he/she knows what clothing and personal items are his/hers.
- Please pack items in luggage, backpacks, or duffels—no plastic bags! They do not hold up for a week.
- Luggage should be compact and easy to carry uphill. Please do not bring expensive luggage!
- Swimwear should be packed at the top of the camper’s luggage because campers will be checked for their swimming ability shortly after arrival at camp.

LEAVE IT AT HOME: Camp is a natural setting to unplug from electronics and to get more in touch with people. The items that are listed below (or other items deemed dangerous or inappropriate) will be confiscated until the end of the session.

Please leave the following items at home:

- Radios, iPods, MP3 players and any personal music device
- Electronic games
- Cellular phones
- Hair dryers or curling irons
- Firearms or knives (including Swiss armys)
- Weapons
- Alcohol/tobacco/marijuana/illegal substances
- Personal sports equipment
- Expensive items/money (store money is deposited at check-in)
- Aerosol sprays (including insect repellent and hairspray*)
- Matches/lighters
- Animals/pets
- Personal foods (unless pre-arranged for dietary needs)

*Canned repellent is not allowed at camp. Insect repellent must be in the form of lotion, wipes, or non-aerosol bottles. Aerosol cans become a safety hazard around other children and around the campfire.