

Camp 7 - S.O.A.R. Parent Handbook Summer 2019



17846 Kimball Creek Rd.
Collbran, CO 81624

Tel: (970)628-5331
Email: info@camp7.us
Website: www.camp7.us

May 24, 2019

Dear Parents/Guardians,

Thank you for choosing Camp 7! Our purpose is to provide an amazing summer camp experience for children of all backgrounds. Camp 7 will encourage the social, mental and physical growth of campers by providing a wide array of outdoor activities and an environment that fosters personal growth with social interaction. These goals will be met by exposing campers to new places, experiences and ideas. We hope that Camp 7 becomes a yearly tradition in your family.

Along with the handbook, two important forms are included in this packet. Please complete these forms and turn them in by the Friday before your child's first day camp session begins. The forms include:

Parent Handbook Agreement
Camper Behavior Agreement

On the following pages, you will find information about your camper's experience at Camp 7 and S.O.A.R. Please read it thoroughly and call or email our office if you have any questions or concerns about your child's session(s) at camp. Contact us at Camp 7 Monday-Friday 8:30am – 4:30pm at **(970) 628-5331** or email at [**info@camp7.us**](mailto:info@camp7.us).

Thank you for your attention to these important details. We look forward to seeing you and your camper(s) this summer!

Sincerely,

Kelsey Sprys & Alexis Archuleta

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I. Introduction

Camp 7 Vision

Camp 7 is dedicated to providing youth with an amazing experience featuring an array of outdoor recreation activities and education. Campers will be encouraged by positive role models to try something new, cultivate healthy, life-long friendships and most importantly be themselves.

How Camp Came to Be

During the summers the owner's mother would enroll him and his brothers in the Jeffco YMCA summer day camp. Each week day they eagerly looked forward to jumping on that bus and heading to Camp George West in Golden, Colorado where the YMCA conducted its camp program. It was here at camp where he would spend the next ten summers being shaped, mentored and inspired in a way that would largely influence the education and career path ahead of him. For his camp experience not only taught him all the extraordinary wonders of nature and learning how to connect, but he was also being mentored by some of the finest role models a kid, teenager and young adult would ever hope to find. It was through this camp experience with many trials, tribulations, successes and failures that shaped him into the person he is today. Ultimately, it became his lifetime goal to start and run his own camp programs.

A History Behind the Name

During the 70's there was a premier outdoor specialty retailer known as Camp 7. They manufactured only the finest, high end equipment known at the time; although no longer in existence, their story lives on! "Camp 7 is a manufacturer of camping, backpacking and mountaineering equipment. The name Camp 7 comes from the quest to climb Mt. Everest – where climbing expeditions work their way up the mountain by going from Basecamp to Camp 1 to Camp 2 and so on. Camp 7 remains traditional as the highest, most demanding camp before the summit, and symbolizes our personal commitment to provide you with the highest quality equipment in the world today."

From this came Camp 7's slogan, "The Highest Camp Before the Summit".

Camp 7 Today

Located on 40 acres with magnificent views of the mesa, Camp 7 is an ideal setting for youth to immerse themselves in nature and the unique Colorado landscape. Activities include, but are not limited to: archery, horseback riding, nature exploration, swimming, water craft, athletics, air rifle, tomahawk, hiking, camp craft, fishing and overnights in authentic Sioux teepees. Camp 7 is referred to as a traditional, nature-based day camp.

Camp 7 is a 501c3 non-profit. All donations are tax deductible. As a non-profit, Camp 7 does not have an owner. However, you will hear us refer to the founders as owners.

Additional Programming

S.O.A.R. (Seeking Out Adventure and Recreation) is a mobile day camp for youth that explores Grand Junction and surrounding communities. Following a planned theme, S.O.A.R. travels to a variety of exciting locations that support youth enrichment and are dedicated to creating fun experiences. S.O.A.R. is an extension of Camp 7 but is considered a separate program.

Camp 7 will offer programs during shoulder season and will eventually offer year-round programming. Camp 7 also offers programming during summer weekends when camp is not in session.

II. Camper Eligibility

Age Requirements

Camp 7 is licensed for children ages 7-14-years-old. Children must be 7-years-old or have completed first grade by the first day of their first camp session.

Campers ages 13-14-years-old are classified as Junior Counselors. They will receive all of the normal benefits of camp and will also be given the opportunity to take on counselor-type responsibilities.

Counselors in Training (CITs) are 15-17-year-olds who have volunteered to be a part of the Camp 7 summer staff and take on beginning counselor tasks. If interested, please contact our office for a CIT application.

Special Needs

Camp 7 will make accommodations to the best of our abilities in order to allow children with special needs to attend camp. If your child may require special accommodations to participate in camp, please contact the Program Director.

Diapering/Toilet Training

All attending campers must be toilet trained. Staff will not change diapers. Bathrooms are located near the Camp 7 pond and near the Camp Craft area. S.O.A.R. will have access to bathrooms at most field trip sites. Bathroom breaks will be planned before arrival to field trips sites that may not have bathrooms readily available.

Registration

Registration can be done on our website www.camp7.us

At the top of our homepage you can click “Parent Dashboard” for returning campers or “New Registration” for new campers.

Camp 7 Capacity – 65 campers per two-week session

S.O.A.R. Capacity – 26 campers per one-week session

Campers may be added to a waitlist after the capacity has been reached. Parents will be notified as soon as spots open up. If a spot opens, payment must be paid in full and all paperwork must be complete as soon as possible. Campers may not attend camp without full payment and completed paperwork.

Check payments can be mailed to: 2695 Patterson Rd. #2-282
Grand Junction, CO 81506

III. Summer 2019 Schedule

Daily Operations

Camp 7 and S.O.A.R. are open Monday-Friday 6:30am-6:00pm, with planned activities from 9:00am-4:00pm. Campers will be transported to and from their program in 15-passenger vans driven by our trained counselors.

Extended Care

Campers will depart from the four extended care locations below. Extended care is provided before camp from 6:30am-8:00am and after camp from 5:00-6:00pm. The vans will depart for camp promptly at 8:00am. Keep in mind that times may vary at our Plateau Valley and Parachute locations; the Program Director will contact families to discuss those specific times. Fees may be applied to late pick-ups.

Las Colonias Park – 925 Struthers Ave.
Grand Junction, CO 81501

Peach Bowl Park – 571 West 5th Street #1
Palisade, CO 81526

Plateau Valley School – 56600 CO-330
Collbran, CO 81624

Parachute-Battlement Mesa – 273 Sipprelle Drive
Community Park Battlement Mesa, CO 81635

Camp 7 – Nature-Based Day Camp

Camp 7 sessions and themes are as follows:

- Session 1: June 3rd – June 14th
Adventure is Out There!
- Session 2: June 17th – June 28th
Say “Yes” to the Mess
- Session 3: July 1st – July 12th
Team Spirit
- Session 4: July 15th – July 26th
Water Works
- Session 5: July 29th – August 9th
Where the Wild Things Are

Camp 7 will not be held on Thursday, July 4th.

Seeking Out Adventure & Recreation (S.O.A.R.) – Mobile Day Camp

S.O.A.R. sessions and themes are as follows:

- | | |
|--|--|
| Week 1: June 3 rd – June 7 th
Colorado Rocks | Week 7: July 15 th – July 19 th
Mystery Week |
| Week 2: June 10 th – June 14 th
Animal Planet | Week 8: July 22 nd – July 26 th
Mission Impossible |
| Week 3: June 17 th – June 21 st
Urban Adventures | Week 9: July 29 th – August 2 nd
Colorado State of Mind |
| Week 4: June 24 th – June 28 th
Lab Rats | Week 10: August 5 th – August 9 th
Time Travelers |
| Week 5: July 1 st – July 5 th
Party in the U.S.A. | Week 11: August 12 th – August 16 th
Anything Goes |
| Week 6: July 8 th – July 12 th
H2Oh Yeah! | |

S.O.A.R. will not be held on Thursday, July 4th.

S.O.A.R. Extended Care will NOT be available at Parachute-Battlement Mesa Community Park until Week 11. The Extended Care schedule may change drastically during Week 11 depending on registration numbers.

S.O.A.R. Extended Care will NOT be available at Plateau Valley School.

Overnight Dates

The Overnight dates at Camp 7 are as follows:

- Session 1: June 13th
Adventure is Out There!
- Session 2: June 27th
Say "Yes" to the Mess
- Session 3: July 11th
Team Spirit
- Session 4: July 25th
Water Works
- Session 5: August 8th
Where the Wild Things Are

Overnights do not apply to S.O.A.R.

IV. A Day at Camp

What to Bring

Campers will be spending a majority of their time outside. It's important to prepare for all possible weather conditions. Keep in mind that camp is a place to wear out old clothes. Campers should wear clothes that you don't mind getting messy or dirty.

Please encourage campers to bring only what is needed for the day. Be sure to label all belongings. Camp 7 is not responsible for any lost or stolen items. We will keep items in Lost and Found for one week after a session has ended. If not claimed, items will be thrown away or donated.

Campers should pack a backpack with:

- Sack Lunch
- Water Bottle
- Swimsuit
- Towel
- Sunscreen
- Hat
- Close-toed Shoes/Sandals/Water shoes
- Sunglasses
- Change of clothes

Campers should NOT bring:

- Cell phones
- Ipods, I pads, CD players, video games, etc.
- Valuables
- Fireworks
- Money
- Knives, firearms, weapons
- Alcohol, drugs

Camp 7 reserves the right to search any/all possessions at any time.

Types of Programming

Interest Areas are activities that are chosen by each camper. During each 2-week session, campers will participate in their chosen interest area 4-6 times. The goal is for campers to learn the basics and become proficient at their interest area. Many of these activities are taught by a certified staff member. Campers will be recognized for their experiences at the Overnight Program. Interest Areas include: archery, air rifle, horseback riding, swimming and watercraft, athletics, campcraft and nature exploration.

Open Period is a time when campers can choose from a variety of activities that will change on a daily basis. Many of these activities are theme-based and may feature Interest Areas. Open period gives staff the opportunity to become very creative in their offerings

Group Activities give counselors an opportunity to plan a group activity for their assigned campers. Activities can include interest areas, team building, overnight program planning, games or something brand new.

All Camp Activities are designed to engage the entire camp family. This may include Slip n' Slide, Capture the Flag, Crazy Days Olympics, or a Camp 7 pond party.

Lunch and Snack

Campers **MUST** bring a sack lunch to camp on a daily basis. **DO NOT** send food items that need heating or refrigeration. Water will be readily available to all campers; however, each camper should have a personal water bottle. Camp 7 and S.O.A.R. will provide an afternoon snack.

Please be aware that we often have campers with food allergies. Please be considerate of other campers and **DO NOT PACK FOOD ITEMS CONTAINING NUTS.**

Overnight Program – DOES NOT APPLY TO S.O.A.R.

On the second Thursday of each Camp 7 session, campers will have the opportunity to join the Overnight Program. On the evening of the program, camper families are invited to bring a picnic dinner and join their child(ren) at Camp 7 for themed programming. Activities may include songs, skits, stories, an award ceremony and more.

Families are asked to arrive at 6:00pm with their picnic dinner. If a family member is unable to attend and bring dinner to their child(ren), Camp 7 will provide dinner for an additional cost. The evening program will run from 7:00pm-8:00pm. After families depart, campers will gather around the campfire for more activities and then spend the night in authentic Sioux teepees. Hot breakfast and a sack lunch will be provided the following day. Normal transportation will be offered on Thursday and Friday for those not attending the overnight.

Field Trips

Camp 7 field trips will be scheduled on occasion. Parents/guardians will be provided with permission slips describing the trip and other required documentation. Depending on the type of field trip, campers may bring a small amount of money; Camp 7 is not responsible for monitoring the child's spending choices or loss/theft of money.

S.O.A.R. parents/guardians will receive the same information regarding their daily field trips.

V. Parent/Camper Expectations

Behavior Policy

Camper Behavior Management is implemented with care and respect by the Camp 7 staff. There are times when a camper's behavior detracts from the overall experience of the group by requiring excessive one-on-one attention from the staff. As a commitment to the success and enjoyment of camp by each camper, we have listed the usual steps for redirecting challenging behavior.

Verbal Warning/Removal from Activity: Staff will use positive reinforcement and will communicate with camper to problem solve. If positive reinforcement/communication is not effective and discipline is necessary, staff will first give a verbal warning and then observe camper's subsequent behavior. If camper's behavior does not improve after a verbal warning, camper may be temporarily removed from the activity. Camp 7 and S.O.A.R. does not use any form of restraints. Camper will be allowed to return to the activity once they exhibit acceptable behavior and have discussed the situation with staff.

Behavior Contract: If camper's behavior becomes consistent and staff are repeatedly removing camper from activities, camper will be asked to meet with a camp director, brainstorm solutions and fill out a behavior contract. A behavior contract states the expectations of camper, as well as camper's expectations of the counselors/camp. Parent/guardian will be notified if a behavior contract is completed.

Parent Conference: If camper's behavior continues after completing behavior contract, a camp director will schedule a parent/guardian conference to discuss solutions and how to ensure a positive camp experience for both camper and his/her fellow campers. In some cases, it may be in the best interest of camper to miss a day of camp.

Suspension: If the above solutions have proved to be unsuccessful and behavior continues, camper may be suspended from camp for the remainder of their session or for the remainder of the summer. **Refunds will NOT be given for days missed due to camper's behavior.**

Immediate Dismissal: There are some behaviors that may result in immediate dismissal from Camp 7. These include, but are not limited to: physical violence, possessing alcohol, tobacco, or drugs, damage of theft of property, sexual misconduct and bullying. Threats to other campers or staff safety or mental well-being will result in an immediate call home to parents/guardians of all campers involved. This includes verbal harassment: anything that inappropriately states or alludes to another camper or staff member's religion, sexual orientation, political stance, race and socioeconomic status and threats to physical safety: verbal threats or actions which put other campers or staff at risk. Severe misconduct which puts your camper, others, or property in danger will result in the camper being picked up from camp immediately.

Anti-Bullying Policy: Camp 7 is committed to providing a safe and trusting environment for all campers and staff, free from harassment, bullying and intimidation. Staff will be trained to recognize and diffuse bullying in its variety of forms. Camp 7 believes in problem-solving and guiding campers in resolving issues and behaviors. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience. If a camper has difficulty meeting this expectation, parents may be called upon to assist.

Extended Care

Parents/guardians must sign their camper in and out of extended care each day. The Extended Care Attendant will have the sign-in/out binder and will ask for a picture ID upon first time meeting parent/guardian/authorized individual. The Extended Care Attendant will ask for an Attendance PIN number at daily pick-up. A PIN will have been assigned at time of registration for each parent/guardian and authorized individual.

Late Arrivals

Camp 7 - Vans leave extended care locations promptly at 8:00am. Campers who arrive late will not be allowed to participate in Camp 7 for the day. All campers must arrive at Camp 7 via organized transportation. Camp 7 is a large property and it can be difficult to connect your camper with the correct staff member. With this in mind we ask, please DO NOT bring your camper to Collbran if you miss the organized transportation.

S.O.A.R. - Vans leave extended care locations promptly at 8:00am. Campers who arrive late will not be allowed to participate in camp for the day. All campers must arrive at field trip sites via organized transportation. S.O.A.R. travels to a variety of locations and may not always be in town. It may be difficult to connect with the staff and find a meeting place. This can cause interruptions to the schedule and other campers' experiences. With this in mind we ask, please DO NOT bring your camper to field trip sites if you miss the organized transportation.

Early Release

A camper will only be released to adults who have received written authorization from the parent/guardian on the Early Release form. The camper will need to be signed out with a designated staff prior to the camper leaving. Authorized adults must bring a picture ID.

Illness/Accident

If you suspect that your camper may be coming down with an illness, please be considerate of other campers and keep your camper home.

If a camper becomes ill while at camp, parents/guardians will be notified. Emergency contacts will be notified if a parent/guardian cannot be reached.

Camp 7 follows Center for Disease Control Guidelines (CDPHE). By CDPHE rules, children who exhibit symptoms of fever, diarrhea, or vomiting may not stay at camp. Campers with fever may not return to camp until 24 hours after there are no longer signs of fever.

If a camper is injured, first aid will be administered, and, if necessary, 911 may be called. The parent/guardian will be notified if the camper needs to be picked up or if the camper was transported by emergency services to a nearby hospital.

Staff are CPR/First Aid certified. Activities and field trips away from Camp 7 will require designated staff to carry a first aid kit, emergency medications and a cell phone at all times to contact a Camp Director in the unlikely event of an emergency. S.O.A.R. staff will follow the same protocol.

All illnesses and accidents will be recorded and reported to Child Care Licensing within 24 hours of the camper's return to camp.

Camp 7 utilizes Plateau Valley Medical Clinic as needed.

Plateau Valley Medical Clinic – Urgent Care
58128 CO 330
Collbran, CO 81624

970-248-0222

S.O.A.R. will utilize emergency services and refer to the camper health history form for preferred hospitals if the closest is not recommended by services.

Visitors

Visitors are allowed at Camp 7 during the Overnight Program, which occurs on the 2nd Thursday of each Camp 7 session. Parents are invited to join for evening of activities, skits, awards and other camp fun. Aside from the Overnight Program, visitors are not allowed unless they are an authorized individual picking up a camper early. All visitors must sign-in/out with a designated staff member.

Parent/Director Meetings

A camp director may ask to meet with parents/guardians to discuss a camper's behavior, progress, social and/or physical needs. We ask that parents/guardians cooperate with camp staff to provide the best camp experience possible for each camper. In some cases, a parent/staff meeting may be required before a camper can return to camp. Meetings are likely to take place our Palisade office or at a location that is convenient for both parents/guardians and camp director. All meetings and notes will be recorded in campers' files.

Palisade Office: 532 Iowa Ave.
Palisade, CO 81526

If parents/guardians would like to set up a meeting, they can call our office at 970-628-5331. During the camp season, calls will be forwarded to the Program Director's mobile phone.

Tips and Gifts

Staff are not permitted to accept tips from parents and tips are certainly not expected. If a parent wishes to give a monetary gift to camp, we will gratefully accept it. Camp 7 is a non-profit organization; gifts are tax deductible.

VI. Health & Safety Procedures

Attendance

Staff members must be with their campers at all times and be aware of each camper's location. During lunch, restroom and any appropriate attire changes, staff must keep a watchful eye on all campers. Attendance will be recorded on the van before departing for camp, during lunch, and on the van before returning to extended care locations. Head count will also be taken multiple times a day.

S.O.A.R. staff members will follow the same procedures as above in addition to taking attendance when moving between field trip sites.

Missing Child Procedure

In the event a camp goes missing, the following procedure will be followed.

- A staff member will be sent immediately to the camper's group meeting place to see if the camper has returned.
- Staff will notify a Camp Director immediately.
- After speaking with the staff, the Camp Directors will call for a camp-wide assembly after 30 minutes if the camper has not returned.
- The Camp Directors will direct the search and will notify the police, the camper's parents, Camp 7's Child Care Licensing Specialist and Child Protective Services.
- The Camp Directors will instruct staff in searching areas where the missing camper was last seen and other logical areas.
- If the area is unknown or the camper is not found, staff members will search the following areas:
 - o Pond
 - o Archery Range
 - o Teepee Sites
 - o Campcraft Area
 - o Athletic fields
 - o All designated trails

- BLM property adjacent to Camp 7 property
- All areas will be searched by calling out the camper's name. All staff will cover their designated area and report back to the Camp Directors within 30 minutes.
- The Camp Directors will work with police and authorities on how to continue the search.

Reporting of Child Abuse

Camp 7 is required by law to report any suspected abuse or neglect. If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made immediately upon receiving such information to the **Mesa County Child Protection Hotline 970-242-1211** or the **Colorado Child Abuse and Neglect Hotline 1-844-CO-4-KIDS (1-844-264-5437)** or the local police/sheriff's department. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

Inclement Weather

Camp 7 - In case of inclement weather, activities will be moved to Plateau Valley School in Collbran. In cases of extreme weather, Camp 7 may decide for the safety of campers and staff to suspend transportation of campers to and/or from camp until weather is suitable for driving. In this case, parents will be notified by telephone/e-mail of the delay. Please keep contact information up to date. If Camp 7 is forced to close due to weather or any other reason, parents will be notified via telephone/e-mail. In cases of high heat, activity time will be shortened, and all children will be required to have a water bottle with them at all times. In cases of extreme heat, outdoor activities will be suspended or moved indoors.

S.O.A.R. - In case of inclement weather, outdoor activities will be postponed, and shelter will be found in 15-passenger van or the nearest accessible building. In cases of extreme weather, S.O.A.R. may decide for the safety of campers and staff to suspend transportation to and/or from field trip sites until weather is suitable for driving. In this case, parents will be notified by telephone/e-mail of the delay. Please keep contact information up to date. If S.O.A.R. is forced to close due to weather or any other reason, parents will be notified via telephone/e-mail. In cases of high heat, outdoor activity time will be shortened, and all children will be required to have a water bottle with them at all times. In cases of extreme heat, outdoor activities will be suspended or moved indoors.

Unauthorized Pick-ups

Campers will only be released to individuals who have been authorized by the parent/guardian at time of registration or through the Early Release Form. If an unauthorized person attempts to pick up a camper, staff will attempt to contact parent/guardian and notify them of the situation.

If the parent/guardian is aware of the unauthorized person attempting to pick up the camper, staff will work with parent/guardian to get appropriate paperwork filled out. Staff may also ask parent/guardian to add the person online in which a PIN number will assigned. Staff can then confirm the PIN with the unauthorized person.

If parent/guardian is NOT aware of the unauthorized person, staff will attempt to secure the child in a safe area.

If the unauthorized person leaves with the child, staff will call 911 and attempt to gather as many details about the person as possible (license plate, car make/model, name, description, etc.).

If anyone appears to be unwell/intoxicated and attempts to pick up a camper, staff will attempt to persuade the person to not drive away with the child and to find a safe ride. Staff can make phone calls to ensure a safe ride for both the child and the intoxicated person, whether that be a family member, friend or taxi service. If the person drives away with the child, staff will call the police at (970) 242-6707 and will document the incident including time, staff present, behavior of the suspected intoxicated person and their name.

Emergency Procedures

Staff will complete a fire drill and an active shooter drill with campers within 24 hours of the first day of each session. You will find a list of procedures in the likelihood of an emergency at Camp 7/S.O.A.R below.

In the event of an **active shooter**:

- Staff will identify the general location of the threat and calm campers.
- They will seek shelter or lockdown in a safe place and hide.
- If indoors, staff will remain with campers, lock doors or blockade with furniture, turn lights off, lead campers to hide behind furniture and call 911 if safety won't be at risk.
- If outdoors, staff will seek shelter in any safe building nearby. If not practical to do so, staff will run with campers toward opposite/safe direction, spread out in small groups, run between trees/objects.
- Upon arriving at safe location, staff and campers will remain and call 911 if safe and able to do so.
- Staff and campers should prepare to remain at location for hours.

- Staff will encourage and reassure campers.
- S.O.A.R. will follow same procedures at their respective field trip sites and will use the van as shelter if a safer location is not available.

In the event of a **fire/forest fire**:

- Staff will notify everyone in the area of danger.
- A Camp Director or staff will notify the fire department and forest service.
- Staff will sound the emergency signal (air horn), account for all campers, and await instructions from the Camp Director or authorities.
- The Camp Director will direct staff in fighting the fire, if at all.
- Firefighting equipment will be kept in a central location.
- The Plateau Valley Fire Department is within 5 miles of Camp 7 and will be used in the event of a fire.
- A designated staff member will meet the fire department at the camp gate.
- If evacuation of camp is required, staff will use the vans to transport campers to Plateau Valley School. The Camp Director will be responsible for tracking campers as they leave to ensure that all campers are accounted for.
- Emergency services will determine when all is clear.
- In the case of a prolonged forest fire, programming will be held in Grand Junction.
- S.O.A.R. staff will account for all campers and transport to a safe location. Fire extinguishers are located in each of the vans and staff will fight fire if able to do so safely.

In the event of a **flood**:

- Staff will follow guidance of first responders as they are most informed about affected areas and most knowledgeable about areas to avoid.
- Staff will move campers to higher ground avoiding standing, flowing and rising water.
- Staff will keep campers away from hazardous sites and floodwater as it is likely to be dirty, carry bacteria and vulnerable to electric shock.
- Campers should bathe after being exposed to flood waters or flood-damaged areas.

In the event of a **landslide**:

- Staff will move campers to an area opposite of the landslide, following guidance from local authorities.
- Staff and campers will hold firmly onto an object that is solidly anchored until all movement has stopped.
- Staff will quickly move campers away from the probable path of the landslide and stay away from riverbanks and trees.

In the event of a **tornado**:

- When inside, staff will direct campers to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows.
- Staff and campers will crouch as low as possible to the floor, facing down, covering heads with hands.
- Elevators and large open rooms will be avoided.
- If outside, staff and campers will seek shelter in a sturdy building. If not possible, staff and campers will lie flat and face-down on low ground, protecting back of head with arms.
- Lying down near trees and cars will be avoided.
- If in a van, staff will drive away from the tornado at right angles if the tornado is far away and traffic is light.
- If the tornado is close and/or traffic is heavy, staff will park the van as quickly and safely as possible. Staff and campers will seek shelter in a sturdy building if possible. If in an open area, staff and campers will follow the outdoor protocol previously mentioned.

In the event that an emergency/natural disaster prevents camp from continuing scheduled programming, parents/guardians will be notified, and campers will be transported to designated extended care locations for reunification.

Transportation

Campers will be transported in 15-passenger vans driven by our trained staff. All drivers are 21+ years of age, have passed background checks, and have gone through driver's training.

Vans will pick up campers and additional staff at extended care locations at 8:00am. Extended Care staff will provide childcare prior to the van's arrival and after departure at the end of the day. Extended Care staff will be on site at 6:30am at both locations and will remain on site until 6:00pm each day or until all campers have been picked up.

Camp 7 and S.O.A.R. staff ask that all campers follow and respect the safety rules and procedures regarding the vans. Please have your camper review these safety tips.

- Always walk at least ten feet in front of the van – never behind the van.
- Always stay at least 5 giant steps away from the side of the van while waiting for the van to pull up or immediately after exiting the van.
- If you drop something, tell the driver – never stop or bend over to pick it up.
- When boarding, fill the seats closest to the front first. Sit down quickly and quietly. Always buckle your seatbelt.
- Behave in a respectful manner while on the van and listen to all directions.
- Stay seated and buckled until the van comes to a complete stop.
- Do not push or play as you exit the van.

- Look for other vehicles as you exit the van.
- Move to a safe location with your counselor after exiting the van.
- Follow the directions of your counselor in the event of an emergency.

Filing a Complaint

Any complaints regarding suspected licensing violations can be reported to:

Colorado Department of Human Services, Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
303-866-5958

Complaints about the camp program can be directed to the Program Director:

Kelsey Sprys
Program Director
kelsey@camp7.us
970-852-8865

Medications

Only certified staff are authorized to administer medication when the following conditions are met:

All medications must be in their original container with doctor's instructions on the label, or with instructions and signature from the doctor for any over the counter medication (including Tylenol, cold medication, etc.)

All non-emergency medications will be kept in a locked box and out of reach from all children. Staff will record administration of medicines in the Medical Log Book. Please only bring the amount of medication that is needed for the current session of camp. Emergency medications (seizure medications, inhalers, epi-pen, etc.) will be kept in a backpack carried by the camper's counselor at all times.

Please be sure your camper does NOT keep any medications in their backpack, pockets, etc. Campers are NOT allowed to take medication on their own while at camp.

VII. Payment Policies

Camp Pricing

Camp 7 - \$30 Registration Fee/Child
\$300/Session/Child

S.O.A.R. - \$30 Registration Fee/Child
\$200/Session/Child

The Registration Fee is non-refundable. A 2% convenience fee will be added to all credit card payments. To avoid the fee, we strongly recommend paying with check or cash. Session balances must be paid in full one week prior to the session starting. If you are interested in making a payment plan, please contact the Administrative Director.

Checks can be made out to **Camp 7** and mailed to: 2695 Patterson Rd. #2-282
Grand Junction, CO 81506

We ask that Summer 2019 Balances be paid in full by Monday, July 22nd.

Cancellations/Refunds

The \$30 Registration Fee is non-refundable.

Full refunds will be given if cancellations occur 1 week or more prior to the start of the session.

50% refunds will be given if cancellations occur less than 1 week prior to the start of the session.

No refunds will be given if cancellations occur after the start of the session.

No refunds will be given for partially/fully missed camper days.

Extended Care Fees

A counselor will remain at the extended care location until all children have been picked up. All children must be picked up by authorized individuals or must be authorized to walk home. If a child is not picked up by 6:00pm, camp staff will attempt to contact a parent/guardian and will wait until the child has been picked up. If there is an emergency and you will be late picking up your child, please contact a Camp Director as soon as possible.

1st Late Pickup: Staff will remind the parent/guardian that this is a late pick-up and that the child must be picked up in a timely manner in the future. Staff will inform the

Program Director that the child has been picked up late and that the parent/guardian has been reminded of the pick-up policy.

2nd Late Pickup: Staff will warn the parent/guardian of the consequences of continued late pick-up and inform the parent/guardian of their late fee. The parent/guardian will be charged \$5.00 for every quarter hour past 6:00pm. **This fee MUST be paid before the child is allowed to return to camp.** Payments can be made by check/cash that evening or can be brought to camp the next day. Exact change will be required for cash payments.

6:01 – 6:15pm - \$5 due

6:16 – 6:30pm - \$10 due

6:31 – 6:45pm - \$15 due

6:46 – 7:00pm - \$20 due

3rd Late Pickup: A late fee will be applied and the Program Director will contact the parent/guardian to notify them that their child is unable to attend camp for the remainder of the session. **No refunds will be given in this case.**

Late pickups are tracked for the entirety of your child's enrollment, not per session. Therefore, any late pickups after the 3rd one will be subject to fees and your child being dismissed from the remainder of the session.

Failure to Pick-up a Child: If staff has attempted and been unable to contact parents/guardians, other authorized individuals, and emergency contacts by 6:30 pm, camp staff will call the police/CPS and the child will be turned over to the appropriate authorities.

Please continue to the following pages to complete the Parent Handbook Agreement and Camper Behavior Agreement.

Thank you for reading this handbook carefully and in its entirety. Above all else, we want you and your child(ren) to have an unforgettable and incredible summer camp experience.

Please read, sign and date the agreement below.

Camp 7/S.O.A.R. Parent Handbook Agreement

I, _____ (print name) have thoroughly read and understand all policies and procedures covered in the 2019 Camp 7 – S.O.A.R. Parent Handbook. I will comply with these policies and procedures and understand the failure to do so may result in dismissal from Camp 7/S.O.A.R. programs and events.

Camper Name(s): _____

Parent Signature: _____ Date: _____

This form must be completed and turned in by the Friday before your child’s first day camp session begins.

This form can be mailed, scanned and emailed, dropped off, or digitally completed on the Parent Dashboard using the following:

Email: alexis@camp7.us

Mail: 2695 Patterson Rd. #2-282
Grand Junction, CO 81506

Physical Address: 532 Iowa Ave.
Palisade, CO 81526

Office Hours: 8:30am-4:30pm

Camp 7 believes it is important for campers to know what is expected of them in addition to what they can expect from staff. Please review the contract below with your camper(s). A camper contract must be completed for each camper in the household.

Please read, sign and date the agreement below.

Camp 7/S.O.A.R. Camper Behavior Agreement

Upon signing this document, both parent and camper agree to the guidelines set forth and will abide by the discipline actions issued if this contract is not followed.

- I will be respectful of my fellow campers and all program staff. This means that I will speak to others in a respectful manner and tone of voice.
- I will follow directions of my counselor and Camp 7/S.O.A.R. staff.
- I will not threaten or cause physical harm towards others, including possessing sharp or other dangerous instruments.
- I will respect the personal space of others and keep my body to myself.
- I understand that disrespectful behavior includes, but is not limited to, hitting, punching, kicking, biting, spitting, swearing, lying, and refusing to listen to Camp 7/S.O.A.R. staff.
- I will be respectful of camp grounds, the Camp 7/S.O.A.R. vehicles, and any other location I may visit while attending camp.
- I will not litter vandalize, steal or destroy items that do not belong to me.
- I agree to follow all summer camp rules including those that are not listed on this behavior agreement or rules set forth by my camp director and counselors during the camp day.

Camper Name(print): _____

Camper Signature: _____ Date: _____

Parent Signature: _____ Date: _____

This form must be completed and turned in by the Friday before your child's first day camp session begins.

This form can be mailed, scanned and emailed, dropped off, or digitally completed on the Parent Dashboard using the following:

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