



# 2018 Summer Camp

GREETINGS FROM THE FOREST!

# PARENTS FIELD GUIDE

Everything parents need to know about camp!

**Camp Colley, Happy Jack, Arizona**

*THERE'S NO WIFI IN THE FOREST, BUT WE PROMISE A MUCH BETTER CONNECTION*





## 2018 Summer Camp

Dear Parent/Guardian/Caretaker,

We would like to thank you for choosing to send your child to Summer Camp for a few days this summer. Our hope throughout the summer is to help youth build life-long memories, gain friendships, new skills and a sense of independence to help them achieve their dreams. We believe in what we do, and we will do our best to provide this for your child.

Enclosed you will also find information regarding health and wellness, our camp policies, packing and so forth. The information within should answer most general questions, but if you have any further questions, please contact us. Our Program Manager, Hayden Prouty will be happy to help. He can be reached at 844-411-2267, ext.9 or [hayden.p@tontocreekcamp.org](mailto:hayden.p@tontocreekcamp.org). Reviewing this information with your child prior to their arrival can better prepare him/her for camp.

My staff and I look forward to providing a safe and memorable camp for your child. If at any time you have any questions or concerns, please don't hesitate to contact us. Again, we want to thank you for trusting us to provide an amazing camp experience.

If you have any questions regarding your child's trip to Camp, feel free to call us. If you are unable to reach our Program Coordinator please contact me personally at 844-411-2267 ext.6.

Thank you!

*Jamie Aiken*

Jamie Aiken  
Executive Director  
Camp Colley/Tonto Creek Camp



## IMPORTANT INFORMATION & FORMS

### NUMBERS TO KNOW

Camp Leader:

Hayden Prouty

[hayden.p@tontocreekcamp.org](mailto:hayden.p@tontocreekcamp.org)

844-411-2267 x 9

Camp Colley after hour phone number:

TBA

### TRAVEL

Your child will travel to Camp Colley which is located approx. 50 miles north of Payson city limits, by Camp Colley bus. The drop off and pick up location for all campers is Papago Plaza 1402 N Scottsdale Rd, Scottsdale, AZ 85257.

Camper Drop off time is 8-8:30am on the first day of camp. The bus will depart Papago Plaza promptly at 9:00AM.

Camper pick up is 1:30pm on the last day of camp. The bus will arrive at Papago Plaza between 1:00 and 1:30pm. All campers must be picked up by 2pm at the latest.

Papago Plaza

1402 N. Scottsdale Rd., Scottsdale AZ 85257

Papago Plaza is located on the southwest corner of Scottsdale Rd. and McDowell Rd. The bus will be located behind Dutch Brothers Coffee.



During transportation to/from summer camp, we have Camp Counselors present on the bus/vehicle(s) and require that all campers:

- Remain seated during the entire time that the vehicle is moving. We make exceptions for emergency bathroom trips on buses that are equipped with restrooms.
- Use seat belts in vehicles that are designed to use them.
- Sit facing forward. The safety systems in vans and buses were designed assuming that the passengers are facing the front of the vehicle.

## **PREPARING FOR CAMP**

### **Appropriate Camp Shoes**

*Campers should wear closed toed, shoes and socks every day. In addition, campers can bring flip flops (or similar) if they have them for wearing in the shower, during evening in the cabin, et cetera but they are not essential.*

### **Hair**

*Campers with medium to long hair should always have something to tie their hair back with, as they are outdoors.*

### **Backpacks**

*Backpacks are great for keeping the campers belongings together. Campers are welcome and encouraged to bring them. Backpacks should be clearly labeled with your child's name. Additionally, Camp Colley will provide each camper with a drawstring backpack as well.*

### **Sunscreen and Lotion**

*Almost all activities at camp will be outside. We request that sunscreen be worn as sunburn can occur as easily in the mountains as it can in the valley.*

### **Lost & Found**

*Campers are responsible for their belongings. Our Camp Counselors will do their best to ensure that campers keep up with gear. Parents are responsible for the cost to ship Lost & found items home.*

### **Packing for Camp**

*Please take the time to thoroughly review the included packing list. Your camper's experience, in many ways, hinges on the equipment they bring to camp. Please be sure to include all of the necessities on the packing list. Additionally, many parents / guardians find it helpful to label everything their camper brings. All of our activities require closed toe shoes.*

### **Meals**

*The food at Camp Colley is delicious! All of our meals are nutritious and well-balanced. Each week a unique menu is designed by our head chef. If you denoted any food allergies or dietary restrictions on your child's registration then we will have tasteful alternative foods prepared for them. However, if you didn't denote this on your child's registration but should have, then please contact us immediately so that we're aware of it. Additionally, there's always a fruit bowl out at all times in the event someone needs a snack.*

## **HEALTH AND WELLNESS**

*The health and safety of your child is our number one priority! Because campers are in a residential situation – learning, living, playing and dining together – the focus on healthy habits and illness prevention are critical to us.*

*A trained health staff (EMT or higher level-of-training) is on-call 24 hours a day. Health staff will address first-aid and illness, as well as distribute all camper medications. If your child requires any kind or specialized medical care, please contact our program manager, [hayden.p@tontocreekcamp.org](mailto:hayden.p@tontocreekcamp.org), immediately. The Safety Information Form, in the accompanying packet, must be completed and signed, for all campers! It is required in order for your child to attend.*

*All campers are required to be checked for head lice and nits prior to drop off. If your child appears to be afflicted with lice (reddish-brown wingless insects), nits (grayish-white, oval shaped and are attached at an angle to the side of the hair shaft) then you must provide the lice treatment of your choice in a timely manner to ensure your child is nit free for minimally 24 hours prior to boarding the bus for camp.*

*During camp, if a camper reports illness he/she will be evaluated by our designated health staff. Any illness or injury which involves a sustained fever, repeated vomiting, severe injury, etc. will be reported by phone immediately to the parent/guardian. If it is determined that a camper must leave camp, a parent or guardian will be notified and asked to transport their child home. For your benefit (and ours), do not send sick children to camp.*

## **INJURIES**

*In addition to our staff being CPR/1<sup>ST</sup> Aid trained, a CRP/First Aid certified Cabin Counselors are present on campus and in the cabins in case of an emergency. Campers need to notify the Camp Leader of any injuries they sustain while attending camp.*

*We reserve the right to delay or cancel any activity to maintain the safety of our campers and staff. The Emergency Contact number at Camp Colley is **TBA***

## **MEDICATION**

*If your child will need to take any medication, a Medication Form must be filled out by a parent or guardian. We must know the prescription, dose, time, and instructions for administration of medication. This includes over the counter medication. No medications will be given without this release. Only medications provided by parent or guardian will be given. Medications must be in their original containers with prescription information listed on the label. This is also required for any inhalers, nasal sprays, and epi pens. Inhalers and nasal spray containers must also have the camper's name printed in permanent marker on it.*

*All medication, including over-the-counter drugs, are given to Camp Colley personnel at the drop off destination prior to camp arrival.*

Only the designated medical staff dispenses prescription medications to campers. In certain cases, campers are allowed to keep inhalers with them.

## **CAMPER PARTICIPATION / EXCLUSION FROM ACTIVITY**

Camp Colley strives to include all campers in all camp activities. However, in certain instances we do reserve the right to deny participation. These instances include but are in no way limited to: a child who does not have proper attire, refuses to follow directions and/or refuses to follow the camp rules, is not medically cleared to participate, has an untreated medical condition, does not have proper medication, parent/guardian limits participation, is a danger to his/herself or others. If you wish to limit the activities in which your child will participate, please include a note in the space provided on the Participant Information Form, included with this package, detailing the requested limitations.

Camp Colley makes every effort to follow our three strike compliance process. However, certain circumstances may arise that require a camper's expulsion from camp without prior notification of the parent/ guardian. To this point, Camp Colley reserves the right to send a camper home at our own discretion. In the event that a camper's departure is recommended for behavioral reasons, depending on the severity the parent/ guardian may be requested to pick-up a camper, as determined by Camp Colley.

## **CAMP BEHAVIOR EXPECTATIONS**

Our behavior compliance policy was developed to ensure your child has a safe and positive camp experience. Below is Camp Colley's **THREE STEP METHOD** for dealing with inappropriate behaviors:

**STEP ONE:** Verbal notice will be given to the camper informing them that a rule has been broken and that they are acting inappropriately. The camper will be asked to explain the behavior and be warned not to continue. With each step, a camp counselor will address any problems with the camper that could be causing undesirable behavior. The camper and the counselor will look for a solution to correct the problem.

**STEP TWO:** If a camper's behavior remains unsatisfactory after verbal notice, they will be asked to take a time out. Once in time out, a camper will sit out the activity for up to ten minutes depending on their age.

**STEP THREE:** The final step is the discipline report. If a camper continues to demonstrate a behavior that is harmful to themselves or others, the parent/guardian/caretaker will be called/notified of their camper's behavior. An incident report will be filled out by the camper and camp counselor specifically stating what the camper did, what they should have done, and comments by the

*Fresh Air camp leader. A camper can go directly to an incident report if the behavior warrants immediate attention by the camp leader and parent/guardian/caretakers. If a camper receives three or more incident reports during the camp, the camper will be excluded from further participation at camp and the parent/guardian/caretaker will be called and asked to pick up their camper.*

*Camp Colley reserves the right to remove any camper from camp for inappropriate or unsafe behavior at any time.*

## **CAMP RULES**

***PARENTS/GUARDIANS/CARETAKERS, PLEASE DISCUSS THE RULES WITH YOUR CAMPER BEFORE THE BEGINNING OF CAMP!***

- 1. Please Know Camp Colley's rules and follow them at all times!*
- 2. Stay with your group at all times, unless you have permission from your camp counselor.*
- 3. Respect all fellow campers, counselors and other CAMP COLLEY staff.*
- 4. Be courteous with the words you use. Inappropriate language will not be allowed.*
- 5. Keep your hands & feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.*
- 6. Be respectful of others' belongings. Do not take anything that is not yours.*
- 7. Respect your environment and the Camp Colley facility by throwing away all trash and returning equipment to the proper place after use.*
- 8. Should you choose to bring expensive items to camp (i.e. iPods & game boys, et cetera) we are not responsible for items that are lost or broken.*
- 9. Campers may bring cell phones, but they are responsible for keeping up with them and keeping it with their belongings. Camp Colley is not responsible if they are lost or broken.*
- 10. Always follow the Golden Rule by treating others as you wish to be treated.*

## **CAMP ENVIRONMENT**

*Upon arrival at camp, all campers are oriented to Camp Colley's site and rules. This includes instruction on expected camper behavior and an orientation. Campers learn appropriate conduct on the trails, areas that are off-limits, and the requirement that campers be accompanied by staff at all times.*

*There are areas of natural risk around camp, including rocks and cliffs; these areas are off-limits to campers without explicit program design. The schedule at camp leaves little time for campers to roam away from program areas and activities.*

*Campers also learn rules concerning animals in the wilderness, including types of animals and the prohibition against having food in cabins or around cabins.*

*Additional areas of Camp Colley that pose risks to children, such as the kitchen, the maintenance shop, and the horse arena, are off-limits to campers. Maintenance or kitchen personnel are charged with keeping structures or storage areas where risks are present locked at all times.*

### **HIKING**

*All campers should bring sturdy "closed toe" shoes, protection from the sun, and carry a water bottle. Campers are reminded frequently about staying hydrated and wearing sunscreen.*

### **ROPES COURSE AND CLIMBING WALL**

*Activities such as the ropes course and wall-climbing are conducted only with trained and certified Camp Colley personnel. Proper spotting techniques are taught and reviewed at the various stations.*

### **CAMPFIRE**

*Campfires are an important part of the summer camping experience at Camp Colley. There are two distinct fire pit areas for group campfires. Campfires are lit and supervised by trained staff, and camper seating areas are well-back from the open fire. The purpose of the fire itself is to provide atmosphere and light for stories, songs and s'mores. Campers are instructed to bring flashlights and warm clothes to campfires, and following any campfire activity, Camp Colley staff extinguishes campfires completely.*

### **SWIMMING**

*All staff are trained to supervise and manage campers near natural water areas. Rules are reviewed prior to hikes planned near creeks, ponds and other natural water areas. Swimming in natural water areas occurs only with approval of the Executive Director and in the presence of a certified life guard.*

### **VISITORS**

*Camp Colley is a closed campus during youth camps. The gate at the camp entrance is locked 24 hours a day. All visitors are required to provide 24-hour notice to the Camp Director before visiting Camp Colley. Upon arrival, visitors are required to check-in at the front office where they are provided a Yellow Visitor's ID badge/lanyard.*

## **EMERGENCIES**

Camp Colley has well-developed emergency procedures for handling a variety of potential emergency situations, including fire, lightening, and encounters with woodland animals. Emergency procedures are explained to campers at orientation.

## **HOUSING & GENDER & AGES**

We are a residential co-educational camp for all activities with separate sleeping for boys and girls. Campers and Camp Counselors are separated into groups based on age and then groups rotate through outdoor activity sessions.

During Summer Camp youth will usually be in two groups. Camper Groups are as follows:

1. **CABIN GROUPS** – Cabin groups are comprised of camp counselors and campers based on the age of the campers. Co-ed cabin sharing doesn't occur during summer camps. Boys and girls are housed in separate housing.
  - a. 9 & 10 year olds house together
  - b. 11 & 13 year olds house together
  - c. 14 & 15 year olds house together
2. **ACTIVITY GROUPS** – Campers are separated into small groups of 10 based on their age
3. **TABLE GROUPS** – Campers in the same Activity Group also eat together at the same table assignment.
- 4.

## **STAFF TO CAMPER RATIO**

CAMP COLLEY follows the American Camp Association (ACA) guidelines regarding Staff to Camper ratios. Camp Colley follows the below:

CAMPER AGE	NUMBER OF CHAPERONES	RESIDENTIAL CAMPS	1-DAY FIELD TRIPS
6-8 years old	1	6	8
9-14 years old	1	8	10
15-18 years old	1	10	12

## **CAMP ACTIVITIES**

A camp schedule will be given to each camper at the beginning of camp. Schedules are subject to change due to weather conditions or unforeseen circumstances.