



EXPERIENCE THE MAGIC OF

# CAMP SHADY BROOK

YMCA OF THE PIKES PEAK REGION

## PARENT HANDBOOK 2023 SUMMER CAMP



### YEAR-ROUND CAMP & RETREAT CENTER

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](mailto: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 a CampIntouch account. Upload all required documents directly to your account instead of emailing or sending them by mail. Parents also have the opportunity to divide their payment into monthly installments or an open payment option, 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!



## NEW APP

Families can engage with their camper's experience directly from their phone. Download the Companion app today to enjoy face finder photo updates, microposts, letters, and more!



**CAMPANION**



<https://apps.apple.com/us/app/campanion/id1457911692>



<https://play.google.com/store/apps/details?id=com.campanionapp>



**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 are 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 inclusion, emotional support, peer mediation and risk management. All staff are CPR and First Aid certified and all waterfront staff are lifeguard certified.

**BEHAVIOR MANAGEMENT:** Camp Shady Brook staff have been trained to handle behavior that does not align with CSB's community standards with methods that are constructive and place an emphasis on redirection, restorative justice, and providing opportunities to learn from mistakes. Our team believes that campers deserve to play an active role in setting the expectations for themselves and their peers. At the beginning of each session, campers develop and sign an "agreement" for their cabin group in a staff facilitated forum. 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 processed for campers sent home for disciplinary reasons. Additionally, the parent will be held financially responsible for damage to equipment or facilities caused by the camper.

**DISABILITIES:** If your child has needs that require specific attention, please contact the camp office. Our team will make all reasonable attempts to accommodate the needs of all campers or will connect you with a camp that is more equipped to better accommodate your camper.

**INCLUSION STATEMENT:** Camp Shady Brook is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect, and responsibility - they guide everything we do.

## HEALTH SCREENING:

Upon arrival at camp, parents will have the opportunity to have a discussion with the Camp Medical Professional regarding the general health of your camper and any changes to the health history form or medications. Your honesty with your answers is important, as the health and well-being of your camper 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 or significant injury.

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



## GENDER INCLUSION STATEMENT

Our primary motivation at Camp Shady Brook is to provide an excellent camp experience where all guests are welcome. Camp Shady Brook welcomes all guests, with the intent to provide amazing camp experiences and long lasting memories.

Camp Shady Brook places campers and staff in cabin groups according to their gender identity.

All who attend Camp Shady Brook are given the opportunity to create a "Gender Support Plan". (A 'Gender Support Plan' is available to any camper who attends CSB. Parents, campers and our Camp Directors work together to create a plan that best supports the camper and camp community.)

All campers have a right to privacy, including the right to maintain privacy about one's gender status and/or presentation at camp.

Access to gendered spaces (e.g. restrooms, overnight accommodations) will be on the basis of gender identity and preference. Gender assigned at birth, physical characteristics, or presentation will not dictate use of gendered space.

Cabin assignments will be made based on gender identity. In the case of non-binary gender identity, campers will be asked to select a cabin gender in which they will feel most comfortable for that session.

If you or your camper(s) have any questions regarding Camp Shady Brook's gender inclusion practices please feel free to contact us at 303.647.2313 or by emailing [campinfo@ppymca.org](mailto:campinfo@ppymca.org).

## COVID POLICY

Note: This policy is subject to change due to public health recommendations and/or current COVID conditions. We very strongly recommend campers be up-to-date on COVID vaccines at the start of camp, but will not be requiring COVID vaccination in 2023.

We recommend that families screen campers prior to arrival for all communicable illnesses. Please ensure that your camper is not displaying symptoms of illness (cough, shortness of breath, loss of taste/smell, fever, sore throat, fatigue, nausea, nasal congestion/runny nose, headache, body aches, diarrhea, etc.)

Camp Shady Brook (CSB) administration and medical staff reserves the right to administer COVID-19 testing. Campers/staff/volunteers will be tested for COVID when any symptoms show during their camp session(s).

IF THERE IS A CONFIRMED, PROBABLE, OR SUSPECTED CASE OF COVID-19 AMONG CAMPERS, CAMP STAFF, OR VOLUNTEERS, CAMP SHADY BROOK WILL:

- Isolate suspected and confirmed cases.
- Notify public health (Colorado Department of Public Health and Environmental Services).
- Determine who is a close contact and administer a rapid COVID test.
- Follow required guidance provided by public health officials which may include the quarantine of campers and staff who were part of the ill camper's established cohort or determined to be a close contact by public health.
- CSB will provide food, housing, and medical care to all campers and staff in quarantine or isolation until the camper can be picked up.
- Campers may be sent home, without a refund, if they have a close contact with someone who tests positive for COVID at camp.
- Campers may be sent home, without a refund, if they arrive to camp already sick.
- Campers may be sent home, without a refund, if they test positive for COVID during the session.

## CHECK-IN AND CHECK-OUT DAYS:

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

Sunday Check-in: 1:00 – 3:20 p.m.  
Friday Check-out: 3:00 – 4:30 p.m.

### Half Week Mini-Aspen Sessions

Sunday Check-in: 1:00 – 3:20 p.m.  
Tuesday Check-Out: 4:00 – 4:30 p.m.  
Wednesday Check-in: 2:00 – 2:30 p.m.  
Friday Check-out: 3:00 – 4:30 p.m.



- 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. This includes the camper's parent/guardian.
- 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/camper late pick-up fee charged in the event that you have not picked up your camper by 4:30 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:

**8716 S Y Camp Road  
Deckers, CO 80135**

### 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.

Please note: cell phone service is not consistent in our area. We recommend loading mobile navigation prior to departing your home and suggest being prepared with a paper map/directions as a backup. Our facility location can be found under "Camp Shady Brook YMCA" for mobile navigation.



**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.** 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, in monthly installments, or with an open payment option. 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 capacity has not already been reached during the requested session/program. There is a \$20 charge for all session changes.

**PROGRAMS:** If you would like your camper to NOT participate in any Camp Shady Brook programming please submit the request in writing to [cmaddy@ppymca](mailto:cmaddy@ppymca) and [sadkins@ppymca.org](mailto:sadkins@ppymca.org). You may also call our office to discuss programming specifics, 303.647.2313. Programs/activities may include and are not limited to: archery, slingshots, axe throwing, shelter building, campfires, s'mores, camp songs/skits, canoeing, kayaking, standup paddle boarding, swimming, fishing, horseback rides, arts and crafts, field sports, backpacking/overnight camping, rock climbing, rappelling, high ropes challenge course elements, low ropes elements, zip lining, team building, music classes, hiking, survival skills workshops, outdoor education classes, tie dye, large group games, and theater.

**FORMS AND DOCUMENTS:** All required forms and documents 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 2024, 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 note 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 provide. 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 places him/her at risk
- Severe cases of adjustment challenges

Parents are welcome to call the Associate Executive Director and/or Executive Director at 303.647.2313 with concerns, emergencies, or for a camper status update.

**CAMP TRADING POST:** The Trading Post is open for campers to purchase snacks, apparel, and merchandise **one time per week**. 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 - \$60 in their account. Prices range from \$1 for a snack to \$30 for a sweatshirt. The Trading Post is often a child's first experience with buying items on credit. Please discuss this responsibility with your camper.

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 are not available at check-out but will be processed at request within 2 weeks of the session's end.

**CAMP MAIL SYSTEM:** We also offer the Camper Mail system during check-in. Families can bring pre-written letters or large envelopes 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. Large envelopes cannot exceed 11x17 inches in size. This service is at no charge to our parents and guarantees a timely delivery to each camper.

**CAMP STAMPS & CAMPER EMAILS:** Through the CampIntouch account, families can purchase "camp stamps" and send one way email messages to their camper. Camper emails are printed and delivered to campers on a daily basis.



**USPS MAIL:** 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. All medications will be administered by a medical professional and/or staff member with an Medication Administration certification.



**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.**

**STATE REQUIRED MEDICATION FORM:** If a camper plans to bring any medication with them to camp (over the counter or prescription) or if they plan to receive regularly administered over the counter medication while at camp (ex. Claritin every day at 8:00 a.m.) their parent/guardian must upload a completed Medication Administration Permission form with both Health Care Provider and Parent/Guardian signature per State of Colorado requirements.

**OVER THE COUNTER MEDICATION:** Camp Shady Brook stocks a variety of over the counter medications in our Health Center. If you would like to authorize the CSB Medical Team to administer medications in the event of injury or illness, you can give permission on the Health History form available within your “forms and documents” section of your CampIntouch portal. This type of authorization does not require the signature of a health professional.

**EMERGENCY MEDICATION:** It is our policy to keep all campers’ medications during camp. However, if a parent requests, in writing, that 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 medication. Any misuse or misplacement of the medication during the camp session will be cause for the medication to be kept at the Health Center. All campers with emergency medication must also be accompanied with a signed emergency care plan from the prescribing physician.

**INSURANCE:** CAMP SHADY BROOK DOES NOT CARRY ACCIDENT OR SICKNESS INSURANCE ON YOUTH SUMMER CAMPERS. In the event of serious illness or accident, the parents will be notified immediately. 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 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 Child Health Plan Plus (CHP+) at [Colorado.gov/PEAK](http://Colorado.gov/PEAK) or [ConnectForHealthCO.com](http://ConnectForHealthCO.com), or by phone 1.800.221.3943 or Child Health Insurance Program (CHIP) at <https://www.medicare.gov/chip/index.html> or 800.221.3943. 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  
4400 Castleton Court  
Castle Rock, CO 80109  
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
- Menstrual hygiene products if necessary
- Mosquito repellent (non-aerosol)
- Flashlight/batteries
- A small backpack
- Stamps/cards for writing home
- Disposable camera or inexpensive digital camera (optional, please label cameras with camper name)
- 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 use 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](mailto: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 actively engage your child in the packing process so they are aware of what is packed and where items are located.
- 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:

- Electronics
- Cellular phones
- Hair dryers or curling irons
- Firearms or knives (including Swiss army's)
- Weapons
- Alcohol/tobacco/marijuana/nicotine/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.

**BACKPACKING TRIPS:** All campers will be given the option (weather dependent) to go on an overnight camping trip at our onsite canyon campsites. Campers are outfitted with framed backpacks, sleeping pads, and backpacking tarp shelters.



## WEEKLY SESSIONS

Session 1 <b>JUNE 11-16</b>	Session 2 <b>JUNE 18-23</b>	Session 3 <b>JUN 25-30</b>	Session 4 <b>JULY 2-7</b>	Session 5 <b>JULY 9-14</b>	Session 6 <b>JULY 16-21</b>	Session 7 <b>JULY 23-28</b>	Session 8 <b>JULY 30-AUG 4</b>
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## SUMMER CAMP COMMUNITY AGREEMENT

**Campers:** Please read and review with your parent/guardian(s) the following **Community Agreement**. Agreeing to comply with all of the expectations of the **Community Agreement** and **Camp Shady Brook's program** is a prerequisite to attending Camp Shady Brook.

**Parent or Guardian:** Please read and review with your camper(s) the following **Community Agreement**. Please sign our handbook acknowledgement form within your CampIntouch account to show your intent to support the implementation of this **Community Agreement** and all other CSB policies in regards to your camper.

### AS A CAMPER ATTENDING CAMP SHADY BROOK, I UNDERSTAND AND AGREE TO THE FOLLOWING:

- The core of Camp Shady Brook's mission is 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.
- CSB is made up of people of all ages and from every walk of life. You will be expected to strive to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity.
- Our core values are caring, honesty, respect, and responsibility – they guide everything we do and are expected to be exemplified at all times.
- You will be expected to be active in all aspects of your group/cabin's program and follow the daily camp schedule. Every program at CSB is offered with a "choose your challenge" mantra. If you choose to not participate in a program opportunity, campers are expected to engage by offering words of encouragement to others.
- CSB staffers are responsible for the safety and wellbeing of all campers, it is imperative that their requests and instructions be listened to, respected, and adhered to.
- Camp Shady Brook utilizes the "truddy system". You will be expected to travel in a group of 3 (never alone or 1 on 1 with a camper/staffer) and can only travel in a "truddy" after asking a staffer.
- Campers are fully responsible for their words and actions while at camp. Campers are expected to always be considerate of others emotions, self-esteem, safety, belongings, and the camp core values.
- All community members are expected to review the "leave it at home" section of the packing list and ensure that they are not bringing any of these items to camp.

A failure to meet the expectations within this **Community Agreement** may result in dismissal from Camp Shady Brook's programs and facility without refund. In the event that a camper is dismissed, an authorized adult is expected to pick up the camper from CSB within 3 hours. Families will be charged \$1 per minute after 3 hours has passed.