



## Bird Conservancy of the Rockies Overnight Camp Parent Handbook

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# Taking Flight and On the Wing Bird Conservancy's Overnight Camps July 10- 15 & June 23 - July 1, 2022

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## 2022 Taking Flight and On the Wing Information

### Instructions

To complete registration for your child(ren) for Bird Conservancy's overnight camps, please legibly complete and return the following items by **May 13, 2022**. These forms are **required by law** for all licensed residential camps in Colorado; failure to return them will result in your camper being barred from participation, and will not result in a refund.

- Camper Health History Form 1 (must be completed by a parent/legal guardian)
  - Required – an additional contact other than the parent/legal guardians in case of an emergency.
  
- Camper Health-Care Recommendations by Licensed Medical Personnel Form 2 (must be completed by a parent/legal guardian AND the child's physician)
  - A physical examination **MUST** have occurred & been dated within the past **12 months of camper's arrival date** at Highlands.
  - Required – **a doctor's signature for all current medication, including any over-the-counter medication** the camper will be bringing to camp. **IMPORTANT** – all dosages/medications on Form 2 must be correct and the most current – matching the prescription the camper brings for registration.
  - Any medication (EPI pens, inhalers, etc.) brought to camp must be **brought in its original container with the child's name and instructions on when to administer**, and be given to the camp health care provider at check-in.
  
- A copy of the front and back of the youth camper's insurance card must be submitted with Forms 1 and 2.
  
- A current and updated CDPHE approved Immunization History/Record must be submitted with Form 1.
  
- Over-the-counter medication authorization form
  
- Activity and Photo General Release of Liability for Highlands

- Behavior Expectations Agreement, signed by both camper and a legal guardian
- Anaphylaxis Emergency Action Form – IF NEEDED
- Additional Information About Camper Asthma Form – IF NEEDED
- Additional Information About Camper Diabetes Form – IF NEEDED

### **Payment and Additional information**

To complete the registration process please:

- Register, pay online, and upload, mail or email the completed forms to:

Bird Conservancy of the Rockies  
Attn: Summer Camp  
14500 Lark Bunting Lane  
Brighton, CO 80603

Email: [tyler.cash@birdconservancy.org](mailto:tyler.cash@birdconservancy.org)

- If you would like to make payment via check or cash, please contact Tyler Cash at 303-659-4348 ext. 49 or [tyler.cash@birdconservancy.org](mailto:tyler.cash@birdconservancy.org)
- For additional information or if you have questions, please contact Tyler Cash at 303-659-4348 ext. 49 or [tyler.cash@birdconservancy.org](mailto:tyler.cash@birdconservancy.org)

### **Camp Philosophy**

The mission of Bird Conservancy of the Rockies Summer Bird Camps is to engage children in conserving birds and their habitats, while connecting them with nature. Children are taught through hands-on learning activities and direct experiences to help them develop a deeper awareness, enjoyment, and respect for all wildlife and their habitats.

### **About *Taking Flight*...**

If your child likes to spend time outdoors, then this is the right camp! This overnight camp is the next step for budding birders who also enjoy outdoor adventure and nature exploration. For 6 days and 5 nights, campers will call a rustic lodge near Rocky Mountain National Park their home, and they will have the opportunity to explore the ecosystems of Colorado's Front Range, while honing their bird identification and leadership skills, gaining independence and responsibility, making new friends, and making a difference in the world around them.

*Taking Flight* was developed to provide a transition between Bird Conservancy's Day Camps and its award winning, historic research and trip-based program, *On the Wing*. While not as intensive or research-focused, *Taking Flight* will focus on the education of campers, and has been designed to take campers' birding, identification, observation skills, and leadership skills to the next level.

### **About *On the Wing*...**

This award winning camp is the capstone experience for Bird Conservancy campers, as it is for 15-17 year-olds, many of whom have grown up attending Bird Conservancy's Summer Bird Camps. *On the Wing* was developed in 1993 and has offered hundreds of participants the opportunity to learn first-hand about birds and the research process. In the past, campers have come from all over the United States, and as far away as Canada and Mexico, to take part in this unique program.

During *On the Wing* programs, campers study Colorado ecosystems, meet and work with professional biologists and researchers, and observe birds while exploring Colorado's diverse array of habitats. The main focus of *On the Wing* is camper research projects, which are designed, performed, and presented to the public by the campers. Campers work with Bird Conservancy staff and other professionals to become familiar with different research techniques and methods for presenting results. Research projects are generally conducted in small groups of 2-4 campers, who work together to form a question, develop a hypothesis, design a data-collection form, gather and interpret their results, and write a technical paper. Campers present their work to Bird Conservancy staff members and the general public at the end of their session.

### **COVID-19 Policy for Bird Conservancy of the Rockies and Highlands Presbyterian Camp & Retreat Center**

As Bird Conservancy and Highlands prepares for camps to return we want to share the steps we are taking to protect our guests and staff. The safety of Highlands' guests and staff has always been a priority. **During this time of COVID 19 we are taking extra precautions to ensure this safety.**

**Vaccination Requirements:** We require campers and staff to be FULLY immunized (using state guidelines for schools) before overnight camp begins. Campers and staff who qualify for a medical exemption must provide a physician's note documenting the exemption and will be allowed at camp if a reasonable accommodation can be made.

### **Vaccines for COVID will also be required.**

- Staff is doing daily temperature checks and symptom assessment.
- We have increased our sanitization schedule for restrooms, our kitchen, and public spaces. And new sanitization procedures have been established for facilitated and non-facilitated activity equipment.
- Highlands is requiring face masks and physical distancing for all staff and guests.
- Dining areas are set with one table per household and 6 feet distancing between tables.
- One way travel is promoted when possible.
- Soap and water, hand sanitizer, or disinfecting wipes are available at all entrances and at all high-contact surfaces such as the front desk.
- Whenever possible, contactless payment systems will be utilized. Credit cards and checks will be accepted for payments. Cash payments will not be taken.

**We ask you and your group to help us maintain this level of safety.**

- Encourage your participants to self-monitor for 14 days prior to coming for the retreat. (temperature, symptoms of COVID-19, exposure to others who have or may have COVID-19)
- Remind your participants to stay at home if they:
  - Have a temperature of 100.4 or more
  - Are experiencing a cough, shortness of breath or difficulty breathing, chills, muscle aches, a sore throat or a new loss of taste or smell
  - Have been exposed to someone with COVID-19.
- All guests will need to provide Highlands with contact information (primary phone and/or email).
- Masks are required at all times when inside public spaces.
- 6 feet physical distancing required.
- Frequent hand washing, for 20 seconds with soap and water, is encouraged – particularly when entering the building, and before and after eating meals.

\*If campers are traveling from out of state you must follow current CDC Travel Guidelines for Colorado which may include a quarantine period, testing etc.. Please contact Tyler at [tyler.cash@birdconservancy.org](mailto:tyler.cash@birdconservancy.org) or 303-659-4348 ext 49 if you have any questions.

**These policies will be evolving as needed per state and county health guidelines. Parents will be notified of any pertinent changes**

**Program Overview**

Based out of Highlands Presbyterian Camp and Retreat Center in Allenspark, CO, many overnight camp activities will be held onsite or on nearby trails. While at camp, campers will have the opportunity to participate in a number of Highlands Camp's traditional camp activities and programs, along with other off-site, adventure-based activities. The following is a nearly comprehensive list of activities that *may be* part of Bird Conservancy's overnight camps:

- Hiking
- Challenge Course (Low-ropes)
- Rock Climbing
- Canoeing
- Archery
- High Ropes Course
- Night Hikes/Owl Prowls
- Various Evening Activities
- Solo Sit Spots and Hikes
- Assisting Research of Bird Conservancy/RMNP Technicians and Scientists

Note: Please indicate on your Camper Health or Informed Consent form if you would NOT like your child(ren) to participate in any of the above activities. Read the section on Camp Activities to learn more about each activity.

**Introducing Bird Conservancy's Overnight Camp Staff**

## Tyler Cash, Camp and Community Coordinator

Tyler grew up in sunny southern California where he spent most of his time outside and in the ocean. He graduated from the University of California Santa Cruz with a Bachelor's degree in Environmental Studies, where he gained extensive knowledge in natural history. After college Tyler worked at several different Outdoor Education facilities where he held several different roles ranging from Teaching Naturalist to Education Coordinator. Tyler is extremely excited to share his knowledge and love of birds and the outdoors with the Bird Camp community. In his free time you can find him hiking, climbing & exploring the mountains with his wife and 2 Australian Shepards Pinyon and Manuka.

## **Logistics**

### Arrival

**CAMP BEGINS** with registration from 11 a.m. – 1 p.m. on the first day of each overnight camp, at Bird Conservancy's Environmental Learning Center (ELC) at 14500 Lark Bunting Lane, Brighton, CO 80603. Upon arrival, all campers should proceed to the basement classroom to complete the check-in process. Please plan to arrive early, as we will be utilizing the first hour to double check all paperwork, intake medications, perform basic health screens, pack vans, and ensure that participants are completely prepared for their experience prior to departing for our base camp destination at Highlands Presbyterian Camp and Retreat Center in Allenspark.

At 12 p.m., camp will formally begin for campers with a picnic lunch (**EACH CAMPER MUST BRING A SACK LUNCH FOR THIS FIRST MEAL**), introductions, icebreakers, and a basic orientation of Bird Conservancy and the week's activities. We will then begin our journey toward Highlands Presbyterian Camp no later than 2 p.m.

Note: Campers must arrive no later than 1 p.m to ensure that all paperwork and logistics are in order before camp officially begins. Please contact Bird Conservancy staff if there is a chance that you might be late.

### Departure and Closing Celebration

**CAMP ENDS** at 2pm with pick up at the Environmental Learning Center in Brighton, CO. Please arrive between 1pm - 2pm to pick your camper(s) up.

Note: Campers must be picked up no later than 2pm. Please contact Bird Conservancy staff if there is a chance you might be late. In the event that a child is not picked up within 15 minutes of the end of the program under normal circumstances, and Bird Conservancy staff have not been contacted by the parent, staff will make every attempt to contact the parent or guardian before taking steps to arrange alternative transportation. A message will be left if they are not reached.

In addition, any parent or guardian picking up their child after the 15-minute grace period and has not been in contact with Bird Conservancy staff will be charged a late fee of \$1 per minute per child, which is due at that time.

In the event that a child is not picked up within 30 minutes of the end of the program, Bird Conservancy staff will notify each person on the authorized pick-up list until someone contacted can pick up the child. When no authorized emergency contacts listed are available, a guardian cannot be reached, and it is one hour past the end of the program, the Boulder County Sheriff's Department office will be contacted and the staff will release the child(ren) to them.

## **Arrival and Departure Location**

Bird Conservancy of the Rockies  
14500 Lark Bunting Ln  
Brighton, CO 80603

Directions from I-76 (for those coming from Thornton, Commerce City, Denver, Aurora, etc.): Take I-76 North toward Brighton/Fort Morgan. Take Exit 22 for Bromley Lane. Turn East (Right) onto Bromley Lane. Continue about ¼ of a mile to Lark Bunting Lane (immediately after the railroad tracks). Turn South (Right) on Lark Bunting Lane. Continue South on Lark Bunting Lane, which will turn to gravel. Follow the gravel portion to a parking lot next to the Environmental Learning Center where the road ends.

Directions from I-25 (for those coming from Northern Colorado) Take I-25 south. Take exit 229 for CO - 7 toward Brighton/Lafayette. Turn Left onto CO - 7. Turn Left on E 168th AVE. In 11 miles turn right onto N 50th Ave. Turn right onto N Frontage Road. At the traffic circle take the 3rd exit onto E Bromley Ln. Continue about ¼ of a mile to Lark Bunting Lane (immediately after the railroad tracks). Turn South (Right) on Lark Bunting Lane. Continue South on Lark Bunting Lane, which will turn to gravel. Follow the gravel portion to a parking lot next to the Environmental Learning Center where the road ends.

### **Payment/Cancellation Policies**

☛ Final Payments: In all instances, remaining balances and total camp fees are to be paid in full NO LATER than June 1, 2022 for overnight camps.

☛ Overnight Camp Refund/Cancellation Policies: All cancellations must be made in WRITING. Cancellations received more than thirty (30) days prior to the first day of camp will be charged a 10% administrative fee. Cancellations received more than fourteen (14) days prior to the first day of camp will be charged a 25% fee. Any cancellations made within fourteen (14) days of the first day of camp will result in a full forfeiture. If a camper is asked by Bird Conservancy to leave camp for behavioral reasons, ALL of his/her tuition for the camp will be forfeited. Deductions are not permitted for late arrivals or early departures. However, if any camper is forced to leave the program due to injury or illness, a pro-rated refund, not to exceed 50% of the tuition, will be given. A full refund will be given to the customer if Bird Conservancy cancels camp for any reason.

☛ Covid-19 Cancellation: If a staff member tests positive for COVID - 19 before 1st day of camp, camp will be cancelled and you will receive a full refund. If a staff member and/or a camper tests positive for COVID -19 after the 1st day of overnight camp your Active account will be credited a prorated amount for days canceled to be used at a future Bird Camp.

### **Transportation**

Each camper is responsible for getting to and from Bird Conservancy's Environmental Learning Center in Brighton at the beginning and end of camp. In both instances, you do NOT have to pay the Barr Lake State Park entrance fee, as these fees are covered by your camp registration. Bird Conservancy will provide transportation to and from Highlands Presbyterian Camp and Retreat Center and for all field trips away from our base camp during the camp session.

### **Program Locations and Facilities**

In 2022, overnight camps will be based at Highlands Presbyterian Camp and Retreat Center in Allenspark, CO.

Highlands Presbyterian Camp and Retreat Center

1306 Business Hwy 7  
P.O.Box 66  
Allenspark, CO 80510  
Phone: 303-747-2888  
Fax: 303-747-2889

Directions from Ft. Collins and the northeast plains: Starting at I-25, proceed south to Longmont, exit 243 and turn west on CO Hwy 66 toward Longmont/Lyons. Proceed west on 66 through Lyons to the stop sign and turn left on CO Hwy 7 toward Allenspark. Approximately 18 miles beyond Lyons, watch for signs directing travelers to turn left on the Hwy 7 business route to Ferncliff/Allenspark. Turn left on Hwy 7 business route, and proceed about 1/8 mile just past the large rock. The sign marking the entryway to Highlands is on the left.

Directions from Denver, Colorado Springs, Pueblo, and southeast plains: From I-25, proceed north to Longmont, exit 243 and turn west on CO Hwy 66 toward Longmont/Lyons. Proceed west on 66 through Lyons to a stop sign and turn left on CO Hwy 7 toward Allenspark. Approximately 18 miles beyond Lyons, watch for signs directing travelers to turn left on the Hwy 7 business route to Ferncliff/Allenspark. Turn left on Hwy 7 business route, and proceed about 1/8 mile just past the large rock. The sign marking the entryway to Highlands is on the left.

### **Emergency Numbers**

In case of an emergency or you wish to get a message to the program, the best way to reach Bird Conservancy Overnight Camp staff is by calling the main number of Highlands Presbyterian Camp and Retreat Center: 303-747-2888. If a call comes in outside of normal business hours, please leave a message, and the receptionist will pass it along to Bird Conservancy staff. In addition, you can try Tyler's cell phone number, which is 760-519-4356. However, reception at Highlands and in areas of field trips will be spotty, at best. Text messages from iPhones work best to contact me.

If you need to contact Bird Conservancy staff for any reason outside of an emergency, you may send an email to [tyler.cash@birdconservancy.org](mailto:tyler.cash@birdconservancy.org). Staff will be checking emails intermittently throughout the week. If you would like to speak directly with a Bird Conservancy staff member at the Brighton office, please contact Sherry Nickolaus, our Education Director, at 303-659-4348 ext.11.

### **Communication With Your Camper**

You are encouraged to correspond by mail with your child during their week at *Taking Flight* or *On the Wing*. However, please know that campers will be extremely busy during their entire session and will, therefore, have very little opportunity to reply or give much attention to correspondence. **All letters and/or packages should be sent no later than the third day of the camp session and addressed to your child as indicated below:**

Camper Name  
c/o Bird Conservancy of the Rockies  
Highlands Presbyterian Camp  
P.O. Box 66  
Allenspark, CO 80510

Please refrain from sending packages with food, candy, gum, snacks, etc. A great alternative is to send your child a non-food care package. Campers are allowed to take **ONLY** non-food item packages to their cabin or group areas.

You may also email your child at [campermail@birdconservancy.org](mailto:campermail@birdconservancy.org). Emails will be handed out daily.

**NOTE: PLEASE DO NOT TELL YOUR CHILDREN TO CALL YOU IF THEY ARE HOMESICK!**

### **Bird Conservancy of the Rockies Summer Camp Licensing information**

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from the county Department of Social Services. The telephone number to report child abuse in Boulder County is 303.441.1000.

Child Care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and well-run program. We invite you to observe our program, especially with regard to children's health and safety, equipment and play materials, and staff.

For additional information regarding licensing or if you have concerns about a child care facility, please consult the Colorado Office of Early Childhood at 1575 Sherman St., Denver, CO 80203-1714 or by phone at 303.866.5958 or 800.799.5876.

### **Health and Safety**

It is our first priority to make sure your child's experience is safe and enjoyable. To ensure the safety of your children during our summer camps we address safety issues throughout all camp activities, all staff are trained in First Aid and CPR. Staff and volunteers interacting with your children are given background checks, and have experience working with children in the outdoors

Please read and pay close attention to the following information:

#### **Health Forms**

Health needs of our campers are diverse, ever-changing, and demanding. Having health forms in-hand prior to your camper's arrival at Bird Conservancy's overnight camps is critical & required to ensure the health care staff has adequate time for thorough review. Please send in your health form, physician-signed health form, and the rest of your forms packet **NO LATER THAN May 13, 2022. It is EXTREMELY IMPORTANT that ALL sections of these forms are completed in their entirety.** In addition, please make sure that a copy of the front and back of your insurance card is sent back to Bird Conservancy as soon as possible, so that the health care administrator can be prepared for your child's check-in. **If we do NOT have ALL COMPLETED paperwork in 10 days from the start of camp, your child will NOT be able to come to camp due to a new CO Child Care Licensing rule/regulation 7.711.31B.**

Campers attending Bird Conservancy's overnight camps must have health and accident insurance. We will be in the field for a majority of the time during these programs. In case of an accident, we will be able to transport the individual to a nearby clinic. Cost of treatment arising from an accident or injury, however, is the responsibility of the parent or guardian. It is important for you to indicate on your medical form a proof of insurance and policy number,

and to include a photocopy of your insurance card. Please let your insurer know that your child will be attending *Taking Flight* or *On the Wing*.

**Note: Campers that do not return a completed forms packet will not be allowed to participate in the program.**

#### Health Care on Check-in day

Your child's check-in will include a basic health evaluation performed by Bird Conservancy's Camp Nurse. This consists of, but is not necessarily limited to, a lice check, temperature check, and questions regarding your child's current health condition. All medications brought to camp must be given directly to the medical provider at this time. The only exceptions allowed by CO state law are an inhaler and an epinephrine pen. **\*All medications, both prescribed and over-the-counter must be in their original containers and clearly marked with the child's name, dosage, administration instructions, and signed by their doctor.\***

#### Health Care During Camp

Highlands Presbyterian Camp and Retreat Center has a well-equipped Health Center on camp grounds. The Bird Conservancy of the Rockies will provide their own summer camp Nurse. Medications will be dispensed only by the Bird Conservancy's Nurse daily at breakfast, lunch, dinner, and before bedtime. In addition, Bird Conservancy's Camp and Community Coordinator is certified as a Wilderness First Responder and trained in Medication Administration. The Camp and Community Coordinator will be the primary Health Care Provider on off-site field trips. The Camp and Community Coordinator will be carrying necessary medications and a first aid kit at all times.

In all cases, health care staff is available or on call 24 hours a day for general first-aid. Parents will be contacted by the health care staff if a camper's illness or injury requires treatment beyond the scope of the camp health center and more definite medical care must be sought at a local clinic. The medical provider will be in communication with both the clinic and parents regarding the diagnosis, any necessary medications, and the necessary after care treatment. Should such a situation arise, two medical clinics are within a 30-minute drive from camp in Estes Park.

In most instances, campers are usually taken to Timberline Medical, LLC, which is an urgent care center that is open Monday-Friday, 8:00am-6:00pm, and Saturdays, 9:00am-3:00pm. The address for Timberline Medical is 131 Stanley Ave., Ste 202, Estes Park, CO 80517, and the phone number is 970-586-2343.

Should medical attention be required outside of these hours, campers will likely be taken to Estes Park Medical Center, which is fully staffed 24 hours a day, and located at 555 Prospect Ave., Estes Park, CO 80517.

Transportation to and from the clinic is provided by Bird Conservancy staff for non-emergency trips. Ambulance service is provided by Boulder or Larimer County EMS services for emergencies. A Bird Conservancy staff member will be with your child at all times during his/her transport and throughout their entire clinic visit.

#### **Children's Illnesses, Accidents, and Injuries**

Written authorization for emergency medical care will be kept in the child's file. Each parent will also provide phone numbers where they and their child's primary physician can be reached.

Bird Conservancy of the Rockies staff members are trained in CPR and First Aid and are present at all times during camp sessions. In case of emergency, illness or injury; staff will evaluate the child(ren) to determine what sort of medical care is needed. Staff may take any of the following steps depending on the severity of the injury or illness.

### Non-Life threatening accidents that require medical attention:

Bird Conservancy of the Rockies staff will notify a parent/guardian. If the parent/guardian(s) cannot be reached, designated persons on the injured child's emergency notification card will be notified. If the staff cannot reach any of the emergency contacts, the injured child's physician will be contacted and appropriate actions taken.

### Life-threatening Accident:

Bird Conservancy of the Rockies staff will immediately contact 911. After emergency assistance has been requested, the parent/guardian will be notified of the situation. If necessary, the child will be transported by ambulance to the nearest hospital or Timberline Medical. Bird Conservancy of the Rockies maintains an Emergency and Health Information form that gives permission for medical care in an emergency situation.

Parents will be notified immediately in case of illness or serious injury that requires medical attention, and within 48 hours following an accident or illness, a Bird Conservancy of the Rockies incident/accident report will be completed and filed. Reports are kept in the administrative office.

### Minor Injuries:

Bird Conservancy of the Rockies staff will handle the minor injuries that occur. Parents will be notified of any minor incidents when they pick up their child at the end of camp.

A medical log will be maintained at camp, in which is recorded the name of the child and date of instances of at least the following:

- Administration of first aid
- Illness of the child while attending the center
- Accident requiring the child to receive medical attention
- Procedures taken

### **Notification of Parents**

Notifying parents/guardians about injury or illness.

Parents/guardians will be notified immediately in the case of any major injury or illness requiring the attention of a doctor or hospital to their camper. Any minor illness or injury that occurred throughout the session will be noted during check-out on the closing day of the camp session. Campers not well enough to stay in their regular cabins will be supervised and cared for in our fully equipped Nurse's Cabin. Campers needing additional care will be seen by our Doctor in Estes Park, or in the case of emergency, campers will be taken to Estes Park Medical Center in Estes Park.

If a decision is made to call a parent/guardian, the Camp & Community Coordinator /Health Care Provider will contact the parent/guardian. The camper is not permitted to call home.

If a camper has a communicable disease and is contagious, the parents/guardians will be asked to come to camp and take him/her home.

If a camper is generally not feeling well or has a fever, he/she will rest for a full day either in the Highlands Camp Nurse's Cabin or in his/her own cabin. The Health Care Provider will care for the camper. In the event that an off-site trip is planned for that day, a staff member who holds

certifications Wilderness First Responder (WFR) and Medication Administration will oversee health care for the rest of the campers. If after a full day of rest, the camper is still not feeling well, the Health Care Provider will explore the possibility of sending the camper home.

Staff members with a communicable illness will not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.

Bird Conservancy of the Rockies Summer Overnight Camps will report to the Colorado Department of Public Health and Environment or its local unit any communicable illness, including but not limited to COVID -19, measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, and giardia, contracted by a staff member or a child in attendance at the center. Children's confidentiality will be maintained.

### Altitude Sickness

Some individuals experience negative effects from the higher elevations for the first few days of the program, especially those coming from very low elevations. Symptoms our campers have experienced include everything from fatigue and headaches to nausea.

To lessen the effects of altitude sickness or to prevent it entirely please follow these pieces of advice:

- Progress to higher altitudes slowly.
- Drink plenty of fluids (3-4 quarts per day).
- Drink plenty of fluids prior to leaving for camp.
- Get a week's worth of good sleep prior to your arrival at camp.

## **Camp Life**

### Lodging

During Bird Conservancy's Overnight Camps, all campers will be living in a rustic lodge/cabin, with bedrooms and restrooms separated by sex. Female staff members will stay with the girls, and Male staff members will stay with the boys at night. Basic up-keep and cleanliness of the lodge and bathroom facilities is the responsibility of the whole group. Campers will work, play, and live together. As a result, your child will learn about the give and take of group living, have opportunities to develop understanding of other people, and make new friends. *Our staff to camper ratio will be maintained at 1 to 10 or lower, with most instances having at least a 1 to 5 ratio.*

### Food

In most instances, food will be provided by Highlands Presbyterian Camp and Retreat Center staff, and breakfast and dinner will be served in the main lodge. A well-balanced, varied menu will be served, and a vegetarian menu is available. Campers will share in the responsibility of setting the table and post-meal clean-up. Most lunches will be a sack lunch since we will be out hiking during most lunch times. Snacks and pack out meals will be provided by Bird Conservancy and/or Highlands most mornings and afternoons. Food kept in the rooms attracts rodents and other animals, and is therefore prohibited. Please leave candy, gum, and soda at home.

### Conduct

Because *Taking Flight* and *On the Wing* are conducted primarily in the field, campers must understand that we will be living in close quarters with the same individuals. Males and females will be separated by different rooms of the same cabin at night, and will have access to gender separate restrooms.

In addition, campers will be asked to participate in a wide variety of activities in many different environmental conditions. At times, Bird Conservancy overnight campers may be cold, hot, wet, tired, or even irritated with themselves or other group members; however, they are asked to recognize that these stresses will be good to experience since they resemble real life situations with which we all must learn to successfully cope. Furthermore, campers will be asked to remember that there is a time for everything (a time for fun, a time for work, a time to be serious, a time to be loud, a time to be quiet, etc.), and to therefore be aware of and act accordingly with “what time it is.”

At all times, campers must listen to, and abide by, the rules and requests of *Bird Conservancy* and *Highlands* staff for protection of themselves, the group, and the environment. They will be responsible for taking care of themselves and others and at all times and cooperate with program leaders to help the group attain its goals. They will be expected to attend all events throughout the duration of the camp and be responsible for making sure they are at the appropriate place at the appropriate time.

Campers must recognize that *Bird Conservancy Bird Camps* and *Highlands* are substance-free programs (i.e. no alcohol, drugs, tobacco, etc.) and that *Highlands* is a safe place. Therefore, weapons are prohibited. If a camper suspects that someone is in possession of these items at camp, he/she should immediately notify a staff member. Campers are expected to not steal, be disruptive, or destructive to other campers, Bird Conservancy staff, *Highlands Camp* staff, or their property, and to take responsibility to keep *Highlands* clean and in good condition.

In summary, we ask that campers conduct themselves in a manner that shows consideration and respect for others. If at any time a camper violates these conditions, parents will be contacted to meet with Bird Conservancy staff and/or the Director of Summer Camp and Youth Events at *Highlands*. In cases where either repeated or gross violations are made by a camper, they will be dismissed from camp, sent home at the staff’s discretion, and picked up at the parent’s expense. Campers sent home in violation of *Bird Conservancy Bird Camps/Highlands* rules will not receive a refund.

## **Camp Activities**

### Hikes

Hikes for overnight camps will generally be 1 to 8 miles in length, although they may be longer or shorter depending on the day. Campers should be prepared for a variety of hikes of differing difficulty levels, from beginner to advanced. Each hike has a difficulty range from 1-5. We will begin with easier hikes and may work our way up to level 5 expeditions.

- 1- Beginner – Basically flat, level terrain.
  - Riparian and Aquatic Hikes
- 2- Beginner/Intermediate – Slightly more difficult than a level 1 hike, with small hills and some rough terrain.
  - Montane and Aspen Hikes
- 3- Intermediate – Most of the hike is hilly with some difficult sections.
  - Montane and Subalpine Hikes
- 4- Intermediate/Advanced – More difficult hike, involving some steep terrain and rough paths to negotiate.
  - Subalpine and Alpine Hikes
- 5- Advanced – hardest hike. Expect to exert yourself! Steep/rough terrain involving boulders and often snow.
  - Subalpine and Alpine Hikes

### Archery

Highlands Presbyterian Camp has an archery range that Bird Conservancy's overnight campers may have the opportunity to utilize under the direct supervision and facilitation of Highlands and Bird Conservancy staff who have sufficient training and experience to lead this activity.

### Canoeing

Highlands Presbyterian Camp has a lake that may be utilized to offer an afternoon session of Canoeing to Bird Conservancy's overnight campers. This activity will be led by trained Highlands, and the lake will be supervised by a certified lifeguard at all times during this activity.

### Challenge Course/Low Ropes Course

Highlands Presbyterian Camp has a low ropes course, for which both Highlands and Bird Conservancy staff have been given training to facilitate its various activities. Campers may have the opportunity to take part in one afternoon session on the Challenge Course during their session at camp.

### Rock Climbing

Highlands Presbyterian Camp has an on-site, outdoor rock climbing area that may be utilized to offer an afternoon session of rock climbing to Bird Conservancy's overnight campers. This activity will be led by trained/certified Highlands and Bird Conservancy staff, and will be supervised by Bird Conservancy staff at all times during this activity.

## **Natural Disaster and Evacuation Procedures- Updated June 2018**

1. Bird Conservancy will have vehicles with ample seating room to transport all staff and campers, in addition to necessary supplies, paperwork, etc.
2. The Allenspark Fire Protection District, working with the Larimer and Boulder County Sheriff's Departments, will determine the need, time and direction of evacuation.
3. The evacuation route and destination staging area for parents to pick up their children shall be:
  - A. A northern evacuation route shall be north on Highway 7 to Estes Park to right on Community Drive to right on Brodie Ave. to Presbyterian Community Church of the Rockies, 1700 Brodie Ave. Estes Park, CO 80517.
  - B. A southern evacuation route shall be south on Highway 7 to Lyons, CO, to U.S. 36 East to Longmont, to right on Main St. (US 287), to left on 5<sup>th</sup> Ave to right on Kimbark to Central Presbyterian Church, 402 Kimbark St. Longmont, CO 80501.

### **Procedures**

1. The evacuation of camp shall be determined to be a "Code Orange" or a "Code Red".
  - A. Code Orange evacuation shall be defined as pre-notification by Fire Control Authority with information that provides for sufficient time to gather campers' personal luggage and then board transportation.
  - B. Code Red evacuation shall be defined as notification of eminent danger and rapid evacuation is required.
2. Upon notification of possible evacuation, the Executive Director of Highlands Camp or his/her onsite representative will determine if it is to be a Code Orange or Code Red evacuation.

3. The fire alarm bells shall be rung continually until all campers and staff have been gathered at the camp bell and accounted for.
4. Bird Conservancy's Camp & Community Coordinator will report to the ball field where the Highlands Director of Sales & Marketing will be in conversation with them to inform them of the situation and confirm that Bird Conservancy camp will be evacuating and where they will be evacuating to.
5. Campers and staff shall be gathered by the Camp Instructor and a head count by name will be conducted.
6. Once campers are accounted for, they shall be directed to either directly board the vans or gather their belongings and then board the vans which will be located in the ball field on the east end of the retreat center.
7. While camp is preparing to evacuate, the Executive Director of Highlands or his/her representative will coordinate with local Fire Control Authorities or the Boulder and/or Larimer County Sheriff's Department to determine the safest route of evacuation; the determined route will be shared with Bird Conservancy's Camp & Community Coordinator.
8. A staff person shall call by phone, or be dispatched, to any areas of off-site program activity. If time permits, they shall be instructed to return to camp for evacuation. If an immediate evacuation is required, instructions will be given regarding route of travel and destination staging area.
9. The Executive Director of Highlands shall designate a staff person to prepare a recorded message on the Highlands camp telephone of the intention to evacuate, the projected time of evacuation and the destination staging area.
10. The Bird Conservancy Camp & Community Coordinator shall designate a staff person to contact our main office in Brighton and inform the Education Director of the intention to evacuate, the projected time of evacuation and the destination staging area. The Education Director will record a message on the Bird Conservancy phone.
11. Prior to evacuation, the Executive Director of Highlands shall notify the Boulder and/or Larimer County Sheriff's Office of time of departure.
12. All camper health records and medications shall be carried by the camp health care provider. Camper health records are also available through our online registration system.
13. For any campers with disabilities, limited mobility, or other special needs, a special plan for their evacuation will be made prior to the beginning of camp, based on their specific needs. During an evacuation, the Camp & Community Coordinator will be directly responsible for their safe evacuation.
14. Prior to departure, a final head count by name shall be conducted to insure all campers and staff are accounted for.
15. Upon arrival at the destination staging area, cell phone notification shall be made to parents instructing them to pick up their children
16. Campers shall only be released to parents, legal guardians, or designated family or friends in accordance with the existing camper release policy and procedures. The Camp & Community Coordinator will bring the camp sign out sheets with the campers.
17. No staff or campers shall be allowed to return to camp site facilities until approval is granted by local Fire Control Authorities.
18. In the event that camp is cleared by the local authorities to re-open and that Bird Conservancy remains adequately staffed to continue operations, the Education Director and Camp & Community Coordinator will determine whether or not to resume camp operations.
19. During check-in, parents shall be provided with a letter outlining these procedures.

## Policies and Procedures

This manual may be changed at any time upon the discretion of Bird Conservancy of the Rockies. Changes in services, policies or procedures will result in a notification of parents or guardians through email, letter, or phone.

## **Questions?**

Please contact Bird Conservancy's Camp and Community Coordinator, Tyler Cash.

Office Phone: 303-659-4348, ext. 49

Email: [tyler.cash@birdconservancy.org](mailto:tyler.cash@birdconservancy.org)

Mail: 14500 Lark Bunting Lane, Brighton, CO 80603

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