



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TEACHER PACKET OUTDOOR SCHOOL

YMCA CAMP COLLINS

Preston Jones
Outdoor School Director
Phone 503.663.3190
email: pjones@ymcacw.org

YMCA CAMP COLLINS
3001 SE Oxbow Parkway
Gresham, OR 97080
Phone 503.663.5813 Fax 503.663.2323





Teacher Packet

YMCA Camp Collins Outdoor School

Welcome

Thank you for choosing YMCA Camp Collins for your Outdoor School experience. We are honored to have you stay with us and look forward to the opportunity to make your visit special. This packet is designed to help us work together to prepare for a successful program. It contains valuable information about YMCA Camp Collins programs, facilities, and services.

To ensure that your schedule is planned correctly, the Camp Collins staff will work with you throughout the process. In addition to the logistics, the staff will provide a smooth transition from the indoor classroom to the outdoors. In order for us to do an effective job, *we will need your assistance*. Please complete and return all pre-ODS information as soon as possible. Please also include the phone number and times you are best reached during the school day (or perhaps a home phone).

YMCA Camp Collins staff are available to come to your school to meet with students, teachers and parents and provide a presentation. Please contact us if you are interested in this.

Please begin to gather the following information together for your Pre-ODS information:

- ✓ Approximate number of students and adults attending
- ✓ Expected arrival and departure times (based on your bus/vehicle schedules)
- ✓ The goals you hope to accomplish during the trip
- ✓ Ideas or requests for specific programs or activities
- ✓ Ideas or requests for evening programs
- ✓ Special requests or needs your group might have

The Outdoor School staff will create a tentative schedule after reviewing your Pre-ODS Information. When this schedule is completed the staff will forward a copy to you via e-mail. Please carefully review this schedule and contact us with any questions that you may have. Since we organize our teaching schedule two weeks in advance to your arrival, last minute changes can be difficult. For that reason, we hope to work out all scheduling details in advance of your arrival.

We are partners in your event and we want to be sure you feel at ease throughout the entire process. If you have any questions about your retreat, or anything contained in this packet, feel free to contact me at 503-663-3190 or by email at pjones@ymcacw.org.

Thank you for taking the time to review this information. We are confident that you will have a memorable experience at YMCA Camp Collins and we look forward to serving you!

Kind Regards,

Preston Jones
Outdoor School Director



Teacher Packet

YMCA Camp Collins Outdoor School

Preparing Your Students and Staff

Educationally

The Camp Collins Outdoor School program is a school in the outdoors. All our experiences (including eating in the Dining Hall) have an educational foundation. In preparation you may want to perform special units of study, discuss current events, or work on journals back at school. For additional ideas, review the Pre-Trip Activity Ideas in this planning packet.

Logistically

Please make sure that all participants are prepared for an outdoor classroom experience—raincoats and warmer clothing in the colder months are a must! Share the purpose of the trip and the selected activities with your students and teachers. Make sure that all necessary forms have been sent home and that parents have the Camp Collins phone number in the event of an emergency.

Emotionally

Our 130-acre setting located along the Sandy River is unique and apt to be different from what your students are used to at home. We sleep in shared cabins, walk a few miles each day, have no television, daily newspaper or soda to drink. Because the experience at Camp Collins is so short and intense, we ask you to address student's behavior before you arrive. Many schools have found that a behavior contract signed by students and parents is a great idea.

Environmentally

We ask you and your students to respect the Camp Collins environment inside and out. Collecting plants or animals is not allowed without permission. Furthermore, we try to integrate our philosophies into every part of our programs, including the Dining Hall. Activities such as weighing food waste can be a dramatic lesson about wasteful lifestyles and energy cycles. We feel a trip to Camp Collins can help instill positive environmental attitudes in our students. So, we still strive to practice what we preach, and we ask you to help us in this effort by preparing your students for our alternative living/learning environment.



Teacher Packet

YMCA Camp Collins Outdoor School

Reservation Information and Rates

Availability

Lodging, meeting spaces and programmed activities fill up quickly. We encourage you to make reservations well in advance to acquire your preferred facilities and services. Accommodations may be reserved up to one year in advance.

YMCA Camp Collins is available for rental by groups of at least 11 people equal to 80% of one cabin's capacity. Camp Collins does offer the opportunity for exclusive use of camp property and facilities when scheduling allows. Exclusive use of camp is defined by one group being the only overnight event at camp on a particular set of dates. In order to qualify for exclusive use of camp, the group must either have a minimum participant attendance of 200 people (equal to two-thirds of camp's overnight capacity) or pay the difference between actual attendance and the exclusive use minimum in lodging and meeting space costs. No exclusive use of camp is implied unless specified on the group's Rental Agreement.

Rental Requirements

In order to officially secure your reservation at YMCA Camp Collins, a signed Rental Agreement and non-refundable deposit equal to 10% your minimum balance must be received by the date shown on the agreement. The deposit will be applied toward your final invoice. A Certificate of Liability Insurance is required to insure the group and the YMCA of Columbia-Willamette against any liability that arises during the group's stay.

Include as the policy holder: YMCA of Columbia-Willamette, YMCA Camp Collins; 3001 SE Oxbow Parkway, Gresham, OR 97080; do not include personal names.

The Certificate must either indicate the exact dates that the group will be at YMCA Camp Collins or be a blanket policy for one year. This proof of insurance, and the proper endorsement, must be mailed or faxed to camp at least 30 days prior to arrival. The YMCA of Columbia-Willamette does not provide insurance coverage or benefits for illness or injury of group members.

Guaranteed Minimum

Your Rental Agreement reflects a guaranteed minimum number of participants for your event. Your minimum payment will be listed on the Rental Agreement. Your exact participant count shall be provided at least seven (7) days prior to your arrival. A final invoice will be delivered at this time. Payment adjustments for actual attendance over your reported final numbers shall be due upon checking out.

Cancellations

Group cancellations after the signed agreement has been received by YMCA Camp Collins will forfeit your deposit or be responsible for 10% of the guaranteed minimum - whichever is greater.

- Cancellations within 90 days of the arrival date will be responsible for 50% of the guaranteed minimum.
- Cancellations within 60 days of the arrival date, responsible for 75% of the guaranteed minimum.



Teacher Packet

YMCA Camp Collins Outdoor School

- Cancellations within 30 days of the arrival date, responsible for 90% of your guaranteed minimum.
- Cancellations within 7 days of arrival date, will be responsible for 100% of the confirmed participant count.

School Program Rates 2020

Rates for school programs include lodging accommodations, food services, and camp staff as stated on your Rental Agreement. All of the packages listed below may be customized to meet your group size and program needs. *Rates are subject to change.

1-day Programs	\$25/student
• Includes day use and program staff	
2-day Program	\$85/student; \$52/additional adult
• 1 night lodging	
• 3 meals	
• Camp staff to lead programs	
• 1 chaperone/teacher per 8 students	
3-day Program	\$150/student; \$105/additional adult
• 2 nights lodging	
• 6 meals	
• Camp staff to lead programs	
• 1 chaperone/teacher per 8 students	
4-day Program	\$215/student; \$155/additional adult
• 3 nights lodging	
• 9 meals	
• Camp staff to lead programs	
• 1 chaperone/teacher per 8 students	
5-day Program	\$280/student; \$210/additional adult
• 4 nights lodging	
• 12 meals	
• Camp staff to lead programs	
• 1 chaperone/teacher per 8 students	



Teacher Packet

YMCA Camp Collins Outdoor School

Calendar for planning Outdoor School...

Three Months before your trip

- ☐ Pre-ODS information sent to Camp Collins via email
- ☐ Distribute to parents or guardians the "Information for Parents" packet.
- ☐ Recruit and screen chaperones or leaders for your group according to ratios shown on page 18, item 15 and distribute the Chaperone Guide.
- ☐ Bus transportation arranged

Two Months before your trip

- ☐ Meet with participating teachers, students, and parents about the YMCA Camp Collins program. We are happy to present at this meeting.

One Month to One Week before your trip

- ☐ Give "What to Bring" list to students (1 month)
- ☐ Discuss trip goals and behavior expectations with students (1 month)
- ☐ Make sure all documents are turned in: Health History, Agreement to Participate (1 month)
- ☐ Finalize number of students and staff attending (2 weeks)
- ☐ Organize students into class groups based on the number of instructors assigned
- ☐ Organize students into cabin groups (Check cabin list for capacities)
- ☐ Assign Kitchen Patrol (KP) duties: one cabin group per meal to come early to setup and another cabin group to stay after to clean
- ☐ Distribute schedules to students including Kitchen Patrol (KP) schedule (1 week)
- ☐ Let students know they must bring a sack lunch on first day
- ☐ Finalize all transportation arrangements.

Before you leave school

- ☐ Check bus schedule for return trip
- ☐ Count students, staff and parents
- ☐ Collect any money for the Camp Store

Bring the following papers along:

- ☐ All the Health History forms
- ☐ All the Agreement to Participate forms
- ☐ List of students organized by study group and cabin group



Teacher Packet

YMCA Camp Collins Outdoor School

Curriculum Overview

YMCA Camp Collins uses the following resources when designing Outdoor School curriculum and associated activities and lessons.

- Oregon Environmental Literacy Plan (OELP)
- Next Generation Science Standards (NGSS)
- Oregon Social Science Standards

Camp Collins considers the OELP Literacy Strands when developing the curriculum:

STRAND 1: SYSTEMS THINKING

Students study systems and issues holistically, striving to understand the relationships and interactions between each system's parts. They use the knowledge gained to assess the effects of human choices on economic, ecological and social systems, and to optimize outcomes for all three systems.

STRAND 2: PHYSICAL, LIVING, AND HUMAN SYSTEMS

Students understand the characteristics of Earth's physical, living and human systems.

STRAND 3: INTERCONNECTEDNESS OF PEOPLE AND THE ENVIRONMENT

Students understand the interdependence of humans and the environment, and appreciate the interconnectedness of environment quality and human well-being.

STRAND 4: PERSONAL AND CIVIC RESPONSIBILITY

Students understand the rights, roles, responsibilities and actions associated with leading or participating in the creation of healthy environments and sustainable communities.

STRAND 5: INVESTIGATE, PLAN AND CREATE A SUSTAINABLE FUTURE

Students apply civic action skills that are essential to healthy, sustainable environments and communities.

Essential and Guiding Questions (from the OELP)

- How do human activities change ecosystems over time?
- What are the factors (human and non-human) that affect an ecosystem and its inhabitants?
- How have human activities affected the ecosystem and the natural cycles of the land and organisms?
- What human solutions (scientific, technology, etc.) can be used to address these impacts?
- How do environmental problems and issues affect society?
- What are the differences between environmental problems and issues?
- How do conflicting viewpoints about environmental issues affect a society's decisions?
- What should we do about environmental problems and issues?
- How do sustainable practices affect the environment?
- How can humans affect their environment?
- How have humans disrupted environmental processes?
- How can humans limit their impact on the environment?
- How are living and non-living components of ecosystems interconnected?
- How do environmental changes affect biodiversity?
- How can people support biodiversity and ecosystems?
- What are the values of ecosystems for both humans and other species?



Teacher Packet

YMCA Camp Collins Outdoor School

Learning Outcomes

Earth & Water

- Students understand how water is cycled among oceans, rivers, lakes, air, and land, and how all life depends on this process
- Students are able to correctly identify the percentages of water found on earth, where the water in the Northwest comes from, and understand the importance of water conservation
- Students will label the layers of the earth, and understand the forces of nature that shape the earth's surface

Animals

- Students will have an understanding of behavioral and physical adaptations of animals in various habitats
- Students will explore a micro-habitat and draw the organisms that they observe
- Students will accurately identify the key players in a food chain, and how the cycle influences new life, by studying animal skeletons in nature

Trees & Plants

- Students will correctly identify the parts of a tree and how each section functions
- Students will compare and contrast plant species and identify them in nature
- Students discover the natural uses of plants commonly used by Native Americans

Outdoor Living Skills

- Students will glean the skills necessary to survive until rescue should they encounter a situation where they are stranded in the wilderness
- Students will discover the detrimental effects that humans have on nature, and learn the importance of leaving no trace
- Students will learn navigation techniques, shelter-building skills, and tools to find reliable food and water sources

Team Building

- Students will develop group cooperation and group communication skills by facing challenging activities
- Students will practice constructive group problem solving skills
- Students will debrief these activities
- Initiatives vary by Instructor and are dependent on group ability

Activities

- Students will develop group cooperation and group communication skills by facing challenging activities
- Students will set achievable goals and strive to reach those goals as they acquire new skills
- An emphasis on the YMCA four core character values promotes student self-reflection

Evening Activities

- Campfire with songs and skits, night hike, leadership, large group game or activity



Teacher Packet

YMCA Camp Collins Outdoor School

Sample 3-Day or 4-Day Schedule

Day One

11 AM	Arrive, unload gear
11:30 AM	Welcome, Introductions
12 PM	Lunch in Dining Hall
1 PM	Cabin Time/or Group Games (Dependent on what school selects)
2 PM	Field Study/Programs
5 PM	Prep for Dinner, KP
5:30 PM	Dinner in Dining Hall
6:30 PM	Clean up/KP
	Cabin Time
7:30 PM	Evening Program
8:30 PM	Cabin Time
9:00 PM	Lights Out

Day Two – Day Three

7 AM	Rise & Shine
7 AM	Breakfast set up/KP
7:45 AM	Flag, Songs
8 AM	Breakfast in Dining Hall
	Clean up/KP
9 AM	Field Study/Programs
12:30 PM	Lunch in Dining Hall
1 PM	Cabin Time
2 PM	Program/Field Study
5 PM	Prep for Dinner, KP
5:30 PM	Dinner in Dining Hall
6:30 PM	Clean up/KP
	Cabin Time
7:30 PM	Evening Program
8:30 PM	Cabin Time
9:00 PM	Lights Out

Last Day / Day Four

7 AM	Rise & Shine
	Pack Up Gear/Clean Cabins
8:15 AM	Flag, Songs
8:30 AM	Breakfast in Dining Hall
	Clean up/KP
9:30 AM	Program/Field Study
12:30 PM	Lunch in Dining Hall
1:30 PM	Load buses
2:00 PM	Depart camp



Teacher Packet

YMCA Camp Collins Outdoor School

Health & Safety

- 1) Collect and create a list of the following information for all your students and volunteers. This is often obtained with a Health History or Medical Form:
 - a. Name, age and resident address
 - b. Emergency contact names and phone numbers
 - c. Any known allergies or medical conditions that may require treatment, restriction or accommodation while at camp
 - d. For minors without a parent on site, a signed form with permission to seek emergency treatment, or a signed religious waiver
- 2) Consult your group to determine and arrange for any special needs they have, such as:
 - a. Restricted diets (allergies, vegan, dairy-free, gluten-free, etc.) A vegetarian option is offered at every meal however having an exact count will aid us in preparing to meet everyone's nutritional needs. Most dietary restrictions can be accommodated with at least two weeks advance notice.
 - b. Limited mobility. Most facilities in camp are barrier-free although trails in camp are covered with a moderate layer of bark chips. Consult the Outdoor School Director on free use of camp's trail appropriate wheelchairs or other suggestions on accommodations for persons with limited mobility.
 - c. Emergency transportation. Call 911 for any medical emergency. In a circumstance where transportation to a medical facility is needed, it is the responsibility of your group. Designating a car and driver prior to arrival is recommended. Camp staff will provide you with contact information and directions to nearby facilities.
- 3) Supervision

Camp Collins instructors teach classes and facilitate program and the school provides all other supervision. Here are some tips for planning supervision:

 - We require at least one chaperone/leader per cabin. Two is better whenever you can provide that. Please use the ratio chart on page 18 to determine your leader numbers.
 - Please plan to send at least one chaperone/leader with each study group. When assigning supervision for study groups it is best to follow these guidelines. Students must be supervised at all times while at YMCA Camp Collins.
 - Whenever possible we maintain a consistent Camp Collins instructor with a single study group. If school supervision also remains consistent with the same person or set of people assisting the same study group, the Collins staff and school supervisors can form a relationship and work as a team to enhance the experience for the students.
 - If you are going to provide a break for the school chaperone/leader, avoid having a new supervisor join the group in the middle of a block of classes. It is best to maintain the same supervision for the entire block. It is difficult to predict the exact location of a class group in the middle of a block and many schools experience frustration trying to find groups in the field.



Teacher Packet

YMCA Camp Collins Outdoor School

Food Service

YMCA Camp Collins' food service staff prepares appetizing and well-rounded meals. Meals are served buffet style and, on occasion, family style depending on the nature and size of your group. All meals are served in the Collins Memorial Lodge and you can expect to share this dining space if other groups are in camp. Adequate space has been reserved for your group so please sit at designated tables to ensure enough seating for all.

Hot beverages, such as coffee, tea and hot chocolate, are available all day in the Collins Memorial Lodge.



Food Service Requests

Vegetarian options are available at every meal, however, food allergies and special dietary needs require at least two weeks advance notice to be accommodated. Please report the number of people in your group with dietary needs such as Vegetarians, Vegans, Dairy-free, and Gluten-free. Please report any other food allergies or concerns that our Food Services staff should be aware of.

Please note that for Outdoor School programs, your meal package does not include lunch on the first day. You will need to have the students bring their own lunch or contact Camp Collins to see if it is possible to add camp lunch to your package.

Camp Store

The Camp Store is available to be open during your Outdoor School program. The store offers some take-home souvenirs that students may be interested in. We will leave the decision to open the store up to individual schools. If you choose to open the Camp Store, we ask that teachers collect all money prior to or upon arrival. We would like to avoid having money and other valuables in the cabins.

- T-shirts \$12
- Sweatshirts \$30
- Hats \$15
- Stuffed Animals \$6-15
- Bracelets/Necklaces \$2-5

Sleeping Cabins

Adventure Village Cabins

Traditional camp accommodations featuring 3 buildings housing two cabins each. Cabins are connected by a common entryway with access to a lofted gathering spot. All cabins have heat and are situated close to the West Village Bathhouse. Villages also have a small "leader" cabin that can sleep up to 4 people nestled amongst the larger buildings. (Cabin Capacity 14; Village Capacity 88)



Treetops Village Cabins

Opened in June of 2004, these 6 cabins are connected by a beautiful bridge and deck system that overlooks the forest. Each bed has its own window and bunk light. The cabins have half bathrooms, a drying area/mud room, are carpeted and have heated floors. The village also has a small "leader" cabin that can sleep up to 2 people. (Cabin Capacity 14; Village Capacity 86)

Rotary Village Cabins

These "Hobbit Houses" (est. 2006) feature an eco-friendly design complete with plants growing on the roofs. These cabins, funded through several area Rotary Clubs, also meet energy conservation standards being built partially underground to maintain a perfect temperature anytime of the year. Cabins have half bathrooms, carpet, heated floors and space in the center for small groups to meet. The village also has a small "leader" cabin that can sleep up to 2 people. (Cabin Capacity 14; Village Capacity 86)



Health House

The Health House lodging facility resembles that of an actual house complete with common living area, full kitchen, two and half bathrooms and five separate bedrooms. (House Capacity 16; Room Capacity 2-4)

Yurts. Three oversized yurts are also available to rent; two in Treetops Village sleeping 14 people each and one in Rotary Village with bunks for 12 people. All yurts have electricity and are equipped with space heaters.

Meeting Rooms

YMCA Camp Collins offers a variety of meeting locations to meet your group's specific needs. Common meeting spaces can be reserved based on your group's needs, size and availability. Room set up and audiovisual equipment options may be requested in advance: Portable Sound System, Microphone w/Stand, Projection Screen, LCD Projector, DVD Player, TV w/DVD/VCR, Whiteboard w/Dry Erase Markers, Easel, Flipchart w/Markers, Stage Sections.

Jessie's Lodge

This is a great meeting spot for your group of 30 – 40. The lodge has a great fireplace that adds ambience to this popular meeting location. Jessie's Lodge is equipped with a full household size kitchen available for your use.



Rusty's Red Bird Lodge

Completed in 2015, the lodge offers a great location for large group gatherings. The larger space will accommodate 275 people. The east room will accommodate up to 60 people and the smaller west room will hold 30 people. Integrated A/V system in all rooms, beverage counters, comfortable seating.



Sun Room – Collins Memorial Lodge

The Sun Room, the west wing of the Dining Hall, is a wonderful spot for lunch meetings or group breakout sessions. Capacity 70 – 80.

Hearth Room – Collins Memorial Lodge

The Hearth Room, the east wing of the Dining Hall, is a wonderful spot for lunch meetings or group breakout sessions. Gas fireplace adds a comfortable ambience to the room. Capacity 70 – 80



YMCA Camp Collins wireless internet access is available in meeting spaces.



Teacher Packet

YMCA Camp Collins Outdoor School

Cabin & Group Assignments

The school leader is responsible for cabin assignments before arriving at camp. Please do this before your arrival so we can stay on schedule. Please use the chart below to find your cabins. Please make sure there is a minimum of 1 chaperone/leader in each cabin.

Similarly, please make your study group assignments as designated on your customized schedule. Our standard group size is 15-20 students and 2 leaders. Your group sizes may be slightly different based on the total number of students and the number of staff assigned to your school.

Type of Facility	Name	Capacity	Notes
Cabin	Eagle (teachers/staff)	4	Adventure Village
Cabin	Heron	14	Adventure Village
Cabin	Bear	14	Adventure Village
Cabin	Kingfisher	14	Adventure Village
Cabin	Beaver	14	Adventure Village
Cabin	Pileated Woodpecker	14	Adventure Village
Cabin	Deer	14	Adventure Village
Cabin	Cougar (teachers/staff)	2	Rotary Village
Cabin	Randall	14	Rotary Village
Cabin	Hagmeier	14	Rotary Village
Cabin	Rippey	14	Rotary Village
Cabin	Jubitz	14	Rotary Village
Cabin	Gray	14	Rotary Village
Cabin	Burns	14	Rotary Village
Yurt	Bobcat	12	Rotary Village
Cabin	Owl (teachers/staff)	2	Treetops Village
Cabin	Junco	14	Treetops Village
Cabin	Chipmunk	14	Treetops Village
Cabin	Osprey	14	Treetops Village
Cabin	Chickadee	14	Treetops Village
Cabin	Hummingbird	14	Treetops Village
Cabin	Squirrel	14	Treetops Village
Yurt	Raccoon	14	Treetops Village
Yurt	Fox	14	Treetops Village
Sleeping Lodge	Health House (camp nurse & teachers)	16	Full kitchen, full bathrooms, 5 private rooms



Teacher Packet

YMCA Camp Collins Outdoor School

Arrival & Departure

Guidelines for Arrival

- 1) Parking is limited and permitted in designated areas only. We strongly encourage carpooling or using a school bus for large groups. There is room for buses to turn drive around. Please use the first entrance into camp and park in the main lot. Camp gates may be closed at 10 PM and will be reopened at 7 AM.
- 2) Once you park, walk into camp on the Main Trail. Group leaders will check in at the Welcome Center and meet your camp host. Cabins and other facilities will be available according to the times indicated on the Rental Agreement. Please call ahead if your arrival or departure times change.
- 3) If group members are arriving at different times, designate a representative from your group to greet early or late arrivers at the head of the Main Trail.
- 4) The Camp Collins staff will assist your group to their cabins. Once everyone is settled, a group orientation will be presented to the students and their leaders. See your schedule.

Guidelines for Departure

- 1) Before departing camp, the group leader will ensure that all cabins and other facilities used are cleaned according to the Clean-up Checklist posted in each building unless other arrangements have been made in advance with the Camp Collins Staff. Checklists include the following:
 - Remove all personal/group items before cleaning begins.
 - Litter and lost & found are removed from bathrooms, under mattresses, bunks, and other facilities.
 - Group signs, tape, pins, etc. are removed from cabins and meeting spaces.
 - Tables and chairs used in meeting spaces and/or cabins are returned to original location and stowed properly.
 - Floors in cabins and meeting spaces are swept and/or vacuumed.
 - Empty cabin garbage into large cans outside the cabins.
 - Check for litter outside of cabins and around meeting spaces.
 - Lights are turned off, doors and windows are closed.
 - Let the camp staff know if anything is damaged or missing from the building.
- 2) The Camp Staff will do a walk-through of cabins prior to departure.
- 3) The leader is asked to check out with camp staff to confirm final numbers and turn in radio.
- 4) Please set aside a few minutes for your group to fill out our evaluation forms. They serve as a valuable tool to help us improve our retreat facilities and services.



Teacher Packet

YMCA Camp Collins Outdoor School

Accident and Emergency Information

YMCA Camp Collins staff are trained in First Aid/CPR and are available to administer initial assistance to participants. However, the camp nurse or each school's trained medical attendant must be available to take over all medical situations as soon as feasible and appropriate.

At YMCA Camp Collins we do not receive cell phone reception from most carriers. Below is contact information to give family and friends in the event that they need to reach you at camp.

Non-urgent messages: 503.663.5523

Emergencies only, page the staff member on duty at: 503.441.2980

Your group will receive a mandatory orientation upon arrival at camp to include:

In the event of a life-threatening emergency on camp, call 9-1-911 (you must always dial a "9-1" first from any camp phone). Phones are located in the Welcome Center, Jessie's Lodge, Rusty's Red Bird Lodge entry, the Health House, and the main kitchen of the Dining Hall. Immediately radio or locate a camp staff member and inform them of the situation.

Camp Collins' address: 3001 SE Oxbow Parkway, Gresham, next to Oxbow Park.

Camp Collins' main phone number: 503.663.5813

Fire & Emergency Services responding agency is Station 76; response time approximately 9 min.

A YMCA Accident/Incident report must be filed in the event of any accident that takes place at camp. Especially if it requires a participant to have medical treatment and/or to return home.

Fire and Disaster Procedures

- In the event of an emergency involving water, fire, weather, and/or power, you will hear a siren sound on camp.
- All groups must report quickly to the flagpole located in front of the Collins Memorial Lodge (Dining Hall).
- Students shall line up by cabin group so that their teachers may verify attendance. The camp director will meet with teachers to explain evacuation or other special instructions necessary.
- If the flagpole is deemed unsafe, camp staff will direct guests to the main parking lot.

The Multnomah County Sheriff's office is available for police response. Ask a camp staff member for the non-emergency number.



Teacher Packet

YMCA Camp Collins Outdoor School

Policies & Procedures

Camp policies are designed to protect the health and safety of all participants in the camp community, and are derived, in part, from the American Camp Association (ACA) standards. Not adhering to camp rules and guidelines could result in financial penalties or dismissal from camp grounds without a refund. All guests and campers must agree to conduct themselves in accordance with YMCA Camp Collins written and oral policies.

- 1) Please respect the environment. Leave natural objects where you find them so that they may be enjoyed by all. Do not feed the wildlife and keep a respectable distance. Stay on designated trails and outside the fenced areas.
- 2) Dispose of refuse properly. Ensure all garbage finds its way to a receptacle. Do not store food in cabins. At camp we like to recycle and would appreciate group member's participation in this effort.
- 3) Please conserve resources. Close doors and windows when the heat is on; this also helps in keeping out bugs and rodents. Turn off lights, fans and space heaters when leaving a facility.
- 4) Parking is limited and permitted in designated areas only. We strongly encourage carpooling or mass transit. Personal vehicles are not permitted beyond the main parking lot into camp.
- 5) Open flames are not permitted indoors, i.e. candles. Open flames outdoors must be in a site-approved fire pit. Designated campfire areas can be reserved in advance at no additional cost.
- 6) All guests must observe quiet hours from 10 PM to 7 AM in respect to other guests, our Oxbow neighbors and staff living onsite.
- 7) Groups are responsible for cleaning cabins and meeting spaces used unless other arrangements have been made with the Group Services Director. Group leaders are responsible for arranging a time with camp staff to view facilities prior to departure. Group cleaning responsibilities not performed may be subject to a cleaning fee.
- 8) Groups assume financial responsibility for any damages incurred as a result of actions by any member(s) of the group. Charges for damage of property or facilities will be billed to your group.
- 9) Graffiti is not tolerated, your organization will be billed a minimum of \$50 plus \$1 per square inch of graffiti found to be caused by a member of your group.
- 10) YMCA Camp Collins is not responsible for items lost, stolen or damaged during guests' stay in camp. Unclaimed items are kept for 30 days and then donated to local charities.
- 11) Smoking and use of other tobacco products are not permitted indoors. It is allowed for adults only in the one designated outdoor area.
- 12) Alcoholic beverages, illegal drugs, firearms and other weapons are prohibited.
- 13) Pets are not permitted in camp. Service animals are an exception and must be properly identified as such. Please notify the Group Service Director if a working animal will be at camp.
- 14) For your safety, the following areas are off limits when not under the direct supervision of YMCA Camp Collins staff unless other arrangements have been made with the Group Services



Teacher Packet

YMCA Camp Collins Outdoor School

Director: Challenge Course, Archery Range, Horse Corral, Pool, Craft Lodge and Sandy River. Please do not enter the kitchen in Collins Memorial Lodge without permission from the Food Services Director or other camp staff.

Participant Supervision, Health and Insurance

- 15) Groups are responsible for providing supervision for all students under the age of 18 at all times. We require the following ratios:

Participant Age	# of Adult Chaperones	# of Youth Participants
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

Adult supervision, at the same ratios, is required at programmed activities (archery, climbing tower, arts & crafts, challenge course elements, etc.) to supplement YMCA Camp Collins staff.

- 16) Camp requires that 80% of the group chaperones are 18 years or older. All other chaperones must be at least 16 years of age, be two years older than those they supervise. The group must use appropriate screening procedures when selecting chaperones.
- 17) Camp advises that groups provide training to all staff to minimize the potential of any group personnel being in a one on one camper/personnel situation when out of sight of others.
- 18) Camp advises that groups have two chaperones/leaders present to supervise cabins overnight and when showering in the same facility as children.
- 19) Please collect the following information for all your participants: name, age, address, emergency contact names and phone numbers, a list of any known allergies or medical conditions and a signed permission to seek emergency treatment from the parents or legal guardians for minors.
- 20) Groups are responsible for providing emergency transportation (car and driver) in the event a participant needs to go the doctor/hospital. In the event an ambulance is called, the group is responsible for providing an adult to ride with the participant.

21) First Aid and Medication

- Outdoor School programs may have a designated Nurse *or* Health Officer provided by the camp. This person will secure and dispense medication according to the Camp Collins Health and Wellness policies. Camp Collins staff are trained in First Aid and CPR.
- When Camp Collins does not supply a Nurse or Health Officer, groups are responsible for providing all first aid supplies and medical care for participants. We ask that each group have an adult certified in CPR and first aid available in residence at all times. Please bring a first aid kit with basic over-the-counter medications. Participant medications are the responsibility of the group leaders in coordination with the Camp Collins staff is not able to dispense medications. YMCA Camp Collins does not provide health center staff, first aid supplies, over the counter medications or emergency transport for group rentals. Groups



Teacher Packet

YMCA Camp Collins Outdoor School

will be given a mandatory safety orientation by camp staff upon arrival to include emergency procedures.

- 22) Groups must provide, maintain and show proof of comprehensive liability insurance prior to use of any Camp Collins facilities or services. The YMCA of Columbia-Willamette does not provide insurance coverage or benefits for illness or injury to group participants.
- 23) Groups must notify the Outdoor School Director, or other camp host, of any accidents requiring medical attention, incidents requiring follow-up and accidents regarding camp safety that were not attended to by a Camp Collins staff member. Please write down the specifics of the accident/incident and then meet with our staff to fill out a detailed report. (OM5, HW27)

Equipment and Other Terms

- 24) Use of personal recreational equipment (including, but not limited to, archery equipment, rock climbing shoes, and sports equipment) is permitted. Owners and operators of said equipment are required to follow all camp policies related to the program area involved. Camp-owned recreation equipment is limited and requests received 48 hours in advance of arrival are appreciated. (OM4, OM15)
- 25) Bed linens, sleeping bags, pillows and towels are not provided by camp. Linen rentals may be available for an additional fee with 48 hours advance notice.
- 26) Public phones are available as we do not receive cell phone reception from most carriers. Phones are located in meeting lodges with instructions on how to make an outside call.
- 27) Any aspect of your group's event or use of camp property not specifically identified in the Rental Agreement, including programming, is the responsibility of the group.
- 28) No exclusive use of camp is implied unless specified on the Rental Agreement. Other groups may be in camp during your stay and every effort will be made to accommodate compatible groups. All guests at camp are expected to respect the privacy of others by only entering lodging and meeting spaces reserved for their group.
- 29) Camp reserves the right to change cabin and/or meeting space assignments due to scheduling and/or maintenance.
- 30) YMCA Camp Collins reserves the right to evict unruly visitors or entire groups with no refunds. All local, state and federal laws must be obeyed at camp. (OM7)



Teacher Packet

YMCA Camp Collins Outdoor School

