



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CHAPERONE PACKET OUTDOOR SCHOOL

## YMCA CAMP COLLINS

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# Chaperone Packet

## YMCA Camp Collins Outdoor School

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### Welcome

Thank you for volunteering your time and energy to support the students at Outdoor School. We are honored to have you come to YMCA Camp Collins 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 and your role as a leader.

Each student and volunteer leader is about to embark on a wonderful and enriching experience at YMCA Camp Collins. Our goal is to provide a safe, fun, and positive environment for every child that joins us at Outdoor School. Students will be led by professional staff to deliver an educational program that will meet student learning objectives and state academic standards. Students and their volunteer leaders will sleep in our all-season, bunk-style cabins. The Camp Collins' experienced food service staff prepares well-rounded meals everyone will enjoy. Accredited by the American Camp Association, YMCA Camp Collins meets over 300 industry-accepted standards.

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!

Blessings,

Brian White  
Group Services Director



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### Student Responsibilities

As with any community--whether it is your home, school, or city--there are certain duties that must be performed to keep everyone in the community healthy and happy. Students are a very important part of the Camp Collins community and you are responsible to help make sure camp runs smoothly! Before you arrive at camp, your teachers will give you a schedule of classes, duties and cleaning assignments. Some of the responsibilities you will be asked to do are listed below:

**Super Student:** Camp Collins may not look like school, but you are still responsible for being a great student.

- Follow directions from the Camp Collins staff that will be your instructors.
- Keep an open mind and be excited about learning.
- Be on time to all of your classes.
- Participate in class activities and asking questions.

**KP Duty** (Kitchen Patrol or Kitchen Party): Everyone in the Camp Collins community is responsible for taking turns as a KP. When it's your turn to do KP, be on time and look for the Camp Collins instructor to give you directions. Listen carefully and follow directions about what food to get and how to set the table. After the meal is over, report to the podium to get directions for cleaning the tables and sweeping.

**Gopher** (The person who "goes for" food): To make sure meals run smoothly, only one person at a time at each table is allowed to go to the kitchen to get seconds. This person carries a "Gopher" tag as their 'ticket' into the kitchen. Take turns at each meal so everyone gets a chance to be the Gopher.

**Cabin Clean-up Crew:** Everyone in the Camp Collins community is responsible for cleaning their cabin each day and especially at the end of their stay. This includes putting clothes away, emptying cabin trashcans into the big cans around camp, sweeping floors, and picking up litter around the cabin. Camp Collins provides a trashcan, broom and dustpan, and vacuum for each cabin. Please let us know if any of these items are missing from your cabin.

**Bathroom Brigade:** Everyone in the Camp Collins community is responsible for cleaning the bathrooms every day and at the end of your stay. This includes flushing the toilets, sweeping floors, picking up trash and lost and found items. Camp Collins staff will sanitize the bathrooms and re-stock toilet paper and soap once each afternoon, but you must keep it clean the rest of the time.

**Litter Patrol & Habitat Helpers:** Whenever you see litter – even if it's not yours! – Pick it up and put it in the trashcan or recycling. Remind other people to stay on trails and to be gentle and quiet around the wild creatures living at camp.



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### On Being a Chaperone

#### Chaperone & Cabin Leader Responsibilities

Cabin leaders, school staff and other adults play an important support role in ensuring the quality and safety of the program for all students. Camp Collins staff are responsible for teaching classes, running specific activity areas and providing evening activities. Cabin leaders, adult chaperones and ultimately the school staff are responsible for supervising their students 24 hours a day. **At least one adult, but not more than three, must accompany each Study Group to all classes and assist the Camp Collins staff as needed.** The same leader or set of leaders should stay consistently with one study group rather than rotating. The following is a breakdown of specific responsibilities of cabin Leaders:

#### General Responsibilities:

- Supervise students at all times. Remember that the students' safety and experience are your first priority at all times.
- Set clear expectations.
- Communicate with teachers and Camp Collins staff.
- Ask for help when you need it.
- Lead by example. You are the most important role model at all times.
- Always be on time.

#### Pre-Camp:

- Teachers may want to meet with you prior to camp for training or to introduce you to students.
- On the way to Camp Collins, keep students occupied and well behaved on the bus or in vehicles.

#### Meals:

- Stay at your assigned table. If you must get up, make sure another cabin leader is keeping an eye on your table.
- Make sure you and your students listen to the meal thought and to directions.
- Assign one student to be the Gopher. This is the person allowed to be get food for the table.
- Make sure that no more than two people go to the breakfast or salad bar at any time.
- Stress good manners and appropriate behavior and speaking volume.
- Encourage friendly conversation among students.
- Have students wait for the Camp Collins staff to announce clean-up time.
- Stay seated until you are dismissed.

#### Morning:

- Wake-up students and help them get ready.
- Remind them to go to the bathroom, brush their teeth, wash, etc.
- Have breakfast KP's go to the Dining Hall 15 minutes early.
- Be on time for morning flag at 7:45 AM.
- Help students make their beds, sweep, and clean cabin and outside area.
- Help students figure out what class they have in the morning and where they need to meet.
- Be at your own class-meeting place on time.
- During field study, monitor student behavior and assist Camp Collins staff in teaching when they ask. Be attentive, involved, and interactive with the students and class.



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- Have lunch KP's go to the Dining Hall 15 minutes early.
- Have students wash their hands before lunch. Be on time for lunch at 12 PM

### **Afternoon:**

- Help students figure out what class they have in the afternoon and where they need to meet.
- Be at your own class-meeting place on time.
- During classes, monitor student behavior and assist Camp Collins staff in teaching when they ask. Be attentive, involved, and interactive with the students and class.
- During Cabin Time, help students relax in the cabin. Help students find a quiet activity to do and monitor that student's stay in the cabins.
- Have dinner KP's go to the Dining Hall 15 minutes early.
- Have students wash their hands before lunch. Be on time for dinner at 5:30 PM.

### **Evening:**

- Have students change into warmer clothing if necessary and prepare for the evening activity.
- Keep students occupied during cabin time.
- Be on time for the evening activity. Be attentive, involved, and interactive with the students and activity.
- Take students to their cabin and help them stay quiet after the evening activity.
- Help students get ready for bed
- Remind them to go to the bathroom, brush their teeth, wash, etc.
- Do a quiet bedtime activity to help students fall asleep such as reading a story, sharing "highlights" of the day, or playing a quiet instrument.
- Stay in the cabin and sleep.

### **Last Day:**

- Help students pack all their belongings and find missing items.
- Help students sweep/vacuum their cabin, pick up and empty trash, turn mattresses on their side, and clean bathrooms.
- Listen carefully for any last-minute schedule changes.
- Take luggage to the designated location on time.
- Be on time to catch the bus in the parking lot.

## **Fine Dining in the Camp Collins Dining Hall**

### **Before Entering the Dining Hall:**

- Wash your hands before each meal. Visit one of the shower houses in the cabin areas.
- Line up at the flag pole area in your cabin groups.
- The Camp Collins staff will dismiss cabin groups to enter the Dining Hall.

### **Inside the Dining Hall:**

- Come in quietly, go to the area assigned to your cabin, and sit quietly at your assigned table. Pay attention to the Camp Collins staff who will be speaking to you once everyone is inside and seated. Please do not eat or drink anything until after the meal announcements.
- Before each meal, Camp Collins staff will give announcements and instructions about the meal. Please give this person your complete attention.



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- You will be instructed to send your “Gofer” up to the kitchen counter to get food. The Gofer must have the gofer tag on or he/she will not be allowed to pick up the food.
- There is an IN side and an OUT side for the kitchen. Please go in the IN and out the OUT so we will not have any accidents.
- When there is a cereal bar at breakfast or a salad bar at dinner, only 2 people per table may get up at one time. Wait patiently for your turn and then hurry back so the next 2 people may go. Sometimes the kitchen puts special items out for us to finish – make sure you just take a little bit so that everyone gets to have some.
- Remember, the Camp Collins community eats community style. This means that everyone must get a serving from each serving dish before the Gofer goes to the kitchen for seconds. Take only what you will eat. We will keep track of wasted food during “The Ort Report”.
- After dinner, when the Camp Collins instructor announces dessert, remind your Gofer to take their Gofer ticket and to walk to the kitchen so that they don’t get sent back to the table. Remember – you only get one plate for the whole meal, so you will need to re-use it for your salad and dessert, too.

### **At the End of the Meal:**

- Wait for the Camp Collins instructor to tell you start cleaning up your table. When you are finished eating, stay seated and talk quietly with others sitting at your table.
- Listen to the directions the Camp Collins instructor gives you about how to clean up.
- Stay seated when the Camp Collins instructor announces that it is time to start cleaning. Remember to keep only two people up from the table at a time.
- Last of all, wait for the Camp Collins instructor to announce the Ort Report, listen to the final announcements, and stay seated until you are dismissed.

### **What is the Ort Report?**

According to the Merriam-Webster dictionary, ort is “a morsel of food left at a meal”. At the end of each meal we collect all of the food waste from each person’s plate and weigh it in a large scale to determine the amount of food we have wasted and then we report to the group.

### **Why does this matter?**

All of the food the food that we have is potential energy for our bodies. That food also took energy to make. The bread that is on your table is made by the cook, who got it from the delivery person, who got it from the company that made the bread, who got it from the farmer that grew the grains, who depended on the sun and clouds to provide light and water for growth. A cycle of energy is created. Therefore, if we throw the food away then we are breaking the cycle of energy and wasting that energy which could be used by each of us in our daily activities.

The point of “The Ort Report” is to make you aware of the amount of waste that is produced and ways in which we can lower our waste individually and as a group. Each of you has the opportunity to make a difference in our Camp Collins community!



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### Characteristics of a Good Leader

The person who would most likely make a good counselor...

- Is optimistic, cheerful, outgoing.
- Is friendly, sympathetic, understanding, and patient.
- Is interested in the campers' well-being.
- Is fair, objective, and does not play favorites.
- Is never sarcastic or threatening.
- Is considerate of camper's needs and feelings, puts the campers at ease.
- Is courteous, has good manners, sets a good example.
- Helps campers feel secure.
- Is reasonable and flexible.
- Is enthusiastic about campers, camp, activities.
- Is honest, sincere, and consistent.
- Uses common sense and intelligence.
- Explains ideas clearly.
- Respects all participants.
- Is skilled in many activities, but is not a know-it-all.
- Knows what to do or whom to ask when help is required.
- Is not afraid to ask for help.
- Is always dressed appropriately for camp life.
- Is neat and clean.
- Plans and works out activities in advance.
- Focuses on similarities and honors diversity.
- Makes activities interesting

### Characteristics of 5th-6th Grade Students

Remember what it was like to be a 5th-6th grader? Before meeting the students, take a moment to reflect on what you were like at that age and what kind of help you needed from a cabin counselor.

- A time for rapid growth and physical change. Surplus energy followed by fatigue.
- Frequent minor illnesses and complaints.
- Tendency to feel awkward and self-conscious.
- Increased concern for community, world, and environmental problems.
- Greater understanding of concepts of time and place.
- Gradual increase in reasoning ability and handling abstract concepts.
- Often jump to conclusions without seeing whole picture.
- Widening range of individual differences in abilities and interests.
- Growing interest in physical attractiveness and appearance.
- Desire to excel in group activities and to avoid activities they don't do well.
- Desire to talk and argue rather than listen.
- Conflicted desire for independence: half child/half adult. Desire for privileges, not responsibility.
- Status with peers more important than approval of adults.
- Reluctance to be different from group physically or socially.
- Heightened sense of fairness.
- Emerging awareness of and companionship with others.
- Idealistic, hero worship.
- Tendency not be aware of the impact of their behavior.





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### Leadership Skills for Cabin Leaders

As a cabin leader, establishing trust and respect with your cabin group will result in a meaningful and positive experience for both you and your cabin group.

- **Avoid making promises you can't deliver** - If you promise favors and treats to your group that you do not intend to deliver, the kids learn to distrust you and think of you as a liar. Not a good impression! However, if you are honest, the kids will know you as someone they can trust, and will come to you openly.
- **Actions speak louder than words** - If you say one thing to students and then do another, you lose their trust, and defeat your purpose.
- **Be consistent and fair** - When dealing with students, it is natural to like some kids better than others. However, it is your responsibility to make a great week for every student, so everyone must be treated the same.
- **Explain why** - Be sure to give the reason for rules that you or Camp Collins have established. Nothing is more ineffective and aggravating than to hear "because I said so."
- **Separate the student from their behavior** - When talking with student about the something that they have done, talk about the situation and not the student's personality.
- **Give Logical Consequences** - If you must discipline a student, make sure the discipline helps the child learn what the right thing to do is. Never deprive a child of food or sleep, leave them alone, ridicule or threaten them, touch them, or use excessive physical exercise.

If you are ever in doubt about what to do or need help, ask the teachers or staff at Camp Collins!

### A Few Suggestions for Managing Your Cabin Group...

- Quickly learn each child's name in your cabin group.
- Establish expectations and standards for behavior and routines. Be firm, consistent, and immediate about enforcing your expectations.
- Some cabin leaders choose to guide groups in making their own group rules, with the whole cabin contributing ideas about how to live together. This helps campers buy into the rules. You must guide this process to make sure rule are appropriate!
- To gain the respect of the campers and manage the cabin group, remember that there is a fine line between being a friend and being a counselor.
- Be fair, firm, and honest.
- Be a great role model. Kids are completely influenced by your actions. They will want to act, talk, dress, and even think like you.

### Important Reminders Especially for Cabin Leaders...

To keep your students safe & happy, please remember...

- All camp policies do apply to you.
- You must stay on campgrounds at all times unless you have a teacher's permission to leave.
- Relationships are a wonderful thing, but camp is not the appropriate place to exhibit them. Holding hands, kissing, and other forms of intimate affection between leaders is prohibited.
- Pranks of any kind are prohibited.
- To make your life easier, you might want to bring...
- Watch
- Battery Operated Alarm Clock
- Quiet Bedtime Book for Campers





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### Child Abuse Prevention for Chaperones

**A Note to Chaperones:** As chaperones, you will be spending a lot of time with your campers. All YMCA Camp Collins cabin staff participate in an intense Child Abuse Prevention Training prior to working with participants. As a chaperone, it is a good idea to familiarize yourself with indicators of abuse, and to be prepared to listen to a child who may want to confide in you. This is a small part of our training, but we felt it useful to share with you.

#### **If a child confides in you about an issue that may be related to abuse:**

Do:

- Treat the child with respect
- Listen closely
- React calmly, avoid showing facial expressions of disgust
- Let the child know you care
- Ask the child to share more information
- Assume the child is genuine
- Report suspected cases of abuse to a school leader and to Child Protective Services

Don't:

- Promise not to tell anyone
- Act shocked or enraged
- Confront the abuser directly

#### **General Guidelines for Cabin Supervision:**

Do:

- Establish good ground rules about boundaries, express the idea of comfort zones and the personal bubble.
- Supervise and monitor bathrooms during shower time and getting ready for bed time.

Don't:

- Find yourself alone with a child
- Shower with your campers



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### Identifying Red Flags of Peer-To-Peer Abuse

#### Warning Signs in Group Dynamics:

- Power dynamics, kids scared of one “leader”. Retaliation.
- Kid being isolated, outcast, excluded
- Cultural norm, borderline touch is appropriate level of physical contact increasing to horseplay
- Inside jokes
- Singling child out for sexual comments, sexualized nicknames
- Physical dominance
- Bullying
- Verbal aggression
- Changes in leadership, power from many to one
- Avoiding supervision
- Teasing about sexual orientation
- Exchanges (giving up) of personal items
- Testing privacy and personal boundaries

#### Warning Signs in Individual Behaviors:

- Different from others
- Change in eating habits
- Difficulty in communicating
- Changes in demeanor
- Clingy, may seek protection
- Avoiding other participants
- Seeking constant supervision
- Significant decline in performance
- Treated differently by staff or volunteer
- Unexplained injuries
- Vague disclosures
- Sudden dissatisfaction with the program
- Servitude, serving others
- Concern and asking, “Is “Julie” going to be here again?”
- Isolations

#### Words of Advice

The behaviors described above are simply possible indicators of abuse. Observing one or more behaviors in a child does not necessarily mean a child is being abused, there are other possible explanations for the behavior. If multiple indicators are present, it is a good idea to investigate the situation and try and gather more information.



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### Student 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



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### Sample 3-Day or 4-Day Schedule

#### Day One

10 AM	Arrive, unload gear
11 AM	Welcome, Introductions
12 PM	Lunch in Dining Hall
1 PM	Cabin Time – expectations, camp tours
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 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	Closing activity
2 PM	Load buses
2:15 PM	Depart camp



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### 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 9-911 (you must always dial a "9" 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.



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### 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 students 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



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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





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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 Group Services 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)



# Chaperone Packet

## YMCA Camp Collins Outdoor School

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### What to Bring Checklist

#### A few words of advice:

- Activities happen rain or shine so be sure to pack appropriately!
- Bring old clothes. New clothes get worn out quickly at camp!
- Please limit yourself to one suitcase or one duffle bag

#### Required:

##### Bedding

- ☐ Warm Sleeping bag or 3-blanket
- ☐ Bedding bedroll
- ☐ Pillow

##### Clothing

- ☐ Pajamas
- ☐ Sturdy Walking Shoes (2 pairs)
- ☐ Daily change of Socks and Underwear
- ☐ Shirts (both heavy and light weight)
- ☐ Warm Sweater or Sweatshirt
- ☐ Long Pants (2 pairs)
- ☐ Raincoat or Poncho, Rain pants
- ☐ Waterproof boots (or extra shoes)
- ☐ Warm jacket
- ☐ Hat and gloves
- ☐ Plastic bag (for dirty clothes)

##### Toiletries

- ☐ Toothbrush and toothpaste
- ☐ Soap and Shampoo
- ☐ Towel and washcloth
- ☐ Comb or brush
- ☐ Sunscreen lotion, lip salve

##### Equipment

- ☐ Water bottle for hiking
- ☐ Small backpack for items

##### Recommended

- ☐ Flashlight and extra batteries
- ☐ Books
- ☐ Paper and sharpened pencils or pens
- ☐ Money for the Camp Store

#### Do Not Bring

- Valuables
- Fishing Rods, Bikes, Roller blades, Skateboards
- Radios, MP3/CD players, Electronic Games, Cell Phones
- Knives, Matches, Fireworks
- Food, Candy, Gum, Soda Pop or other Beverages
- Hairdryers, Curling Irons, other Electric Appliances
- Cosmetics, hairspray

# Chaperone Packet

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