



We're so excited you are joining us for Camp Timberline's

# BASE CAMP

Please read all of the enclosed information.

You will find answers to frequently asked questions to prepare you and your camper for a successful week of camp.

You will need to complete ONLINE FORMS PRIOR TO ARRIVAL and fill out PAPER FORMS TO BE TURNED IN ON OPENING DAY. Please see below for clarification:

## PRESENT THESE FORMS ON OPENING DAY:

Forms enclosed for you. Please do not fax or mail.

- Doctor's Statement of Participation and approved OTC med list – 2 pages  
Please ONLY USE THE FORM PROVIDED HEREIN ..  
1<sup>st</sup> page must be signed by a physician/NP/PA and turned in at Check-In.
- Certificate of Immunization OR Statement of Exemption - 2 pages .. Please bring updated immunization records to Check-In. This can be in a format that best suits your physician's office.
- Doctor's Orders for Prescriptions and Regular OTC Form – Please turn in with medications on Opening Day. This should include all OTC medications being taken while at camp. Copies generated by your physician's office or school will also be accepted.
- Food Allergy Action Plan – Please complete and bring with you to Check-In, if applicable.
- Colorado Allergy and Anaphylaxis Emergency Care Plan – If your child has any allergy that would require this type of plan, please submit this form on Opening Day. Copies generated by your physician's office or school will also be accepted.

## COMPLETE THESE FORMS ONLINE:

You will find required forms to be completed on the dashboard of your camper's account. These **MUST BE COMPLETED ONLINE**. Please make sure all blanks are filled in and each form has your electronic signature at the end. The form will show incomplete if your signature is missing. Some forms are multiple pages – always look for the "Save/Next" button at the bottom of each screen to complete. Doctor's Statement of Participation and Immunization Record cannot be uploaded online.. they are to be brought to camp Opening Day.

- Camper Health Form
- Video and Photo Release
- Liability Waiver
- Permission for Pick-up
- Camper Flight Schedule – complete flight info, or check "no" and sign at bottom
- Medications and Allergies – Click on "Add Medication" and "Allergies" boxes under the Medical section to get started!

# BASE CAMP | PARENT INFORMATION – PAGE 1



## OPENING DAY –

To facilitate an efficient Opening Day process, we are asking parents/guardians to arrive and depart at scheduled times. Our hope is for the whole process to take no more than 30-45 minutes. We will be taking camper temperatures and completing a 24-Hour Health Screening upon your arrival. We ask that you have all online forms completed and tuition fully paid prior to Opening Day. **BE SURE TO BRING YOUR CAMPER'S SIGNED DOCTOR FORMS TO CHECK-IN.**

The arrival times ROTATE EACH YEAR according to the first initial of your last name, so be sure to note your time of arrival. If campers with different last names will be arriving in the same vehicle, please default to the LATER time.

- Last names beginning with A-F will arrive between 4:00pm-4:30pm
- Last names beginning with G-P will arrive between 4:30pm-5:00pm
- Last names beginning with Q-Z will arrive between 5:00pm-5:30pm

All campers will begin cabin programs at 6:00pm!

Please also note, the RMNP Service can issue a \$75 fine for cars lined up or parked in the Longs Peak Campground and cars that are blocking the entrance to the campground or trailhead. Unfortunately, they do not dismiss tickets given to our Camp Timberline families. Please enjoy the sites and scenery of Estes Park and the surrounding area rather than arriving prior to your scheduled time.

## CLOSING DAY –

Please allow extra time for some special events on Closing Day! We will open the front gates at 11:00am with the closing ceremony starting in the stadium at 11:30am. There will be individual camper awards, early sign-up for next summer, store and snack shack open and a lost and found table. Activities will conclude at approximately 1:30pm.

Prior to attending camp, please complete the online "Permission for Pick-Up" form so we know the names of the person(s) permitted to pick up your child on Closing Day. Be sure to provide ALL NAMES of anyone who may be picking them up, including YOU. If someone arrives other than a person provided on the list, your child will not be allowed to leave camp until we have contacted you, the parent/guardian. Each person picking up a camper will be asked to present a photo ID.

**SUMMER CAMP SAFETY – #1 PRIORITY –** We take your child's safety and well-being very seriously at Camp Timberline. It is our TOP PRIORITY. We recognize that a safe environment is the foundation for everything we do at Camp Timberline and we seek to provide this standard through the following areas –

- Staff Hiring & Training – We hire the best staff in the country through a rigorous 4-step screening process
- Staff to Camper Ratio – Your child is known and protected by staff 24/7. Our goal is to have a 1 to 4 ratio of counselors to campers in every cabin. There are times when that ratio will differ, but it will never be less than a 1 to 6 ratio.
- Health Services – 24-hour health staff, in-depth arrival screening, sanitization procedures, and updated illness and disease prevention protocols in accordance with the Larimer County Health Department.
- Activities – Activities at Camp Timberline are regularly certified and accredited.
- Facilities – Certified by the State of Colorado.
- Food Service – Healthy and balanced with consideration for individual food allergies.

Our main goal is to share the transforming message of Jesus Christ with kids, and this can only be done if a child knows that they are in a trustworthy and safe environment. We are greatly concerned and proactive in evaluating our safety procedures every year. We do everything we can to make camp the best weeks of your child's summer.

## HEALTH SERVICES –

Each year we screen and hire Colorado licensed Registered Nurses, Nurse Practitioners and Medical Doctors to reside on camp property and oversee the Health Hut. It is our desire to see that your child receives the best health care and knowledgeable administration of medication while they are at camp. Along with two Healthcare Assistants, the Registered Nurse, Nurse Practitioner or Physician is available 24 hours a day for medical care of all campers, first aid, assessment, and dispensing of medication. The health team also monitors health and cleanliness standards, as well as promoting safety for all participants. In the event more extensive care is needed, campers will be treated at Estes Park Medical Center and/or Timberline Medical Clinic. These facilities are a 15-minute drive from camp. Any care or prescriptions required through local medical facilities will be billed under the camper's personal insurance and is not the liability of Camp Timberline. Camp Timberline's insurance is accident (not illness) insurance and secondary to the camper's health insurance.

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**MEDICATION** – The Health Hut is stocked with over-the-counter medication (i.e., Advil, Tums, etc.) so your child does not need to bring these items to camp unless they take a specific one each day. In compliance with state regulations, all medication brought to camp must be in the original prescription bottle or box with a Doctor's Orders form for each item. We cannot accept unlabeled medication or items without a copy of your Doctor's Orders form and will have to turn away these items. On Opening Day please plan to meet with our health staff so we can verify and document all medication, supplements, and vitamins brought to camp. State regulations require all medications be locked and under the supervision of the RN/NP/MD in the Health Hut. On Closing Day your camper's medications will be packed in their luggage so you can be assured that it gets back home. A copy of all stocked medications is included in this packet.

**INHALER & EPI-PEN USAGE** – Campers are allowed to administer prescribed inhalers and Epipens for routine, as needed, or emergency use. Devices will be monitored by a supervising Camp Counselor, stored safely away from other campers and available for use. In the case of an anaphylactic reaction, a Camp Timberline staff member will assist in the administration of medication. Campers should come with an initial inhaler or Epipen PLUS an additional "backup" device to be stored in the Health Hut. Any use of medication will be reported to the RN/NP/MD on duty for proper assessment of the camper and subsequent documentation.

**ALLERGIES & DIETARY RESTRICTIONS** – If your child has an allergy (drug, insect, plant and/or food) or dietary restriction that could result in a reaction while at camp, we want our health staff and food service team to be knowledgeable about your child's situation. Please email [kitchen@camptimberline.com](mailto:kitchen@camptimberline.com) to communicate with a camp Director about how to make this a positive and safe experience for your child. We must be notified of each medical and/or behavioral condition prior to attendance. A Food Allergy Action Plan and Colorado Allergy and Anaphylaxis Emergency Care Plan must be completed and signed by your physician prior to your child's arrival at camp (forms included in this packet). Our Food Service Director is available for information on menus and advice on how to package meals sent to camp. All meal substitutions will need to be packaged and brought to camp as outlined in the Food Allergy Action Plan.

**EMERGENCY ACTION PLAN & COMMUNICATION** – Camp follows state guidelines with regard to emergency response. These protocols are in place in the rare case that there is an emergency at camp. The RN/NP/MD will assess any injury or illness to a camper. If the situation can be resolved in the Health Hut, proper care will be given. If the situation needs greater attention, emergency assistance will be acquired and parent/guardians notified. Parent/guardian will be notified if their camper:

- Has been involved in an emergency.
- Requires outside care.
- Is being transported to a local clinic or hospital.\*
- Has a temperature of 100 degrees or more.
- Has a symptom listed in the Illness Prevention Policy together with high temperature.
- Has stayed overnight in the Health Hut.
- Has a persistent health issue.

If an illness continues under the RN/NP/MD's care, the parent/guardian will be contacted to decide whether to send the camper home or to a local physician.

\*If an emergency room or physician visit is needed, the parent/guardian will be notified right away. If the situation is a non-emergency, the parent/guardian will be given the option to either have the child taken to a local physician or be picked up for treatment at home.

**CAMPER MAIL** – Campers love receiving mail! You can drop off letters, postcards and/or packages on Opening Day to be delivered throughout the week, or you can mail them to 1207 Longs Peak Road, Estes Park, CO 80517. Mail is delivered Monday through Friday, so we recommend sending it early in the week to ensure it arrives on time if using the postal service. To keep cabins clean and safe please do not send food. Any food items brought or mailed to camp will be discarded. Due to limited storage space we ask that any packages be no larger than a shoebox and limited to one per week. Letters and small envelopes are always welcome and encouraged! Thank you for helping us create the best experience for all campers!

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**E-MAIL** – You may email your child by sending your emails to [camperemail@camptimberline.com](mailto:camperemail@camptimberline.com). Please put your child's full name in the subject line to ensure proper delivery. Due to the number of campers each session, please limit your emails to **THREE** submissions per session. Please do not send your emails to [office@camptimberline.com](mailto:office@camptimberline.com).

**FLYING TO CAMP?** – Please schedule flights to arrive and depart from Denver International Airport (DIA). Campers **MUST** fly into DIA between 10 am and 2 pm on Opening Day and fly out between 1 pm and 5 pm on Closing Day. If your camper arrives before this time frame, you will need to make arrangements with the airline to have someone stay with your child until we arrive. If your camper arrives after this time frame, you will need to make arrangements with the Estes Park Shuttle for transportation to camp (shuttle information available upon request). A Camp Timberline staff member will meet your child at the main terminal entrance at the top of the escalators. They will have a Camp Timberline sign and will also be wearing a Camp Timberline staff shirt so they will be easily recognizable. If your child is flying as an unaccompanied minor and will be held at the gate until we arrive, please let us know ahead of time so that we can arrange for a pass to go to the gate to pick them up. If we do not have that information, we are assuming your child will meet us at the main terminal entrance. Camp Timberline shuttles are provided to and from DIA at a cost of \$25 each way. Flight itineraries **MUST** be completed via the online form by June 1st. We cannot be responsible for picking up your child if we do not have a flight itinerary on record.

All Camp Timberline staff are trained in accordance with our Transportation Policy when operating shuttle vans, and campers are expected to follow passenger rules as communicated by those drivers for the safety of all concerned.

**CAMP STORE** – Our Camp Timberline store is full of clothing, gifts, necessities, and snacks. Our campers love visiting the CT store! Campers are not allowed to have cash at camp, so we have a store credit program for them to use. If you would like to purchase store credit for your camper, please go to our online store: [camp-timberline-store.myshopify.com](https://camp-timberline-store.myshopify.com) and select "Store Credit". It will direct you to create an account - please create the account under your camper's name. Complete the prompts to purchase your store credit. Once purchased, you are all set! No additional steps necessary. The credit is tied to the account you created and your camper just needs to provide their name at checkout to use the funds. If you have previously purchased store credit with us, you can use your previous store account. Please note, if you have multiple children attending camp, a different email address will need to be used for each child's store credit account. This keeps the accounts separate and the funds will not be shared between siblings. The amount purchased will not allow for refunds, but any remaining balance can be used at the online store or for the following year. Please email [store@camptimberline.com](mailto:store@camptimberline.com) with any questions.

**BIRTHDAYS** – It is an honor to celebrate your child's birthday at camp!!! We celebrate each birthday with creativity and excitement! At one of the meals on your child's birthday we have a team of staff sing a fun and energetic song to your child and provide his/her cabinmates with a birthday dessert. If you would like to do something extra for this day, we would suggest pre-packaged party favors for each person in their cabin but please, no food items. These items can be dropped off on Opening Day.

**SESSION PHOTOS AND VIDEO** – Pictures of activities from each session will be posted on our secure photo site daily. You will be given the login information to have access and enjoy! In addition, you will receive a camper cabin picture on Closing Day. Each session's video will be accessible through Vimeo and the link emailed to you.

**VISITATION/PHONE USE** – We take the responsibility of caring for your child very seriously. In case of emergency, either physical or otherwise, you will be notified immediately. We **DO NOT** allow phone calls with campers, either incoming or outgoing, because of the interruption to the schedule and effect on camper morale. Unfortunately, this includes birthdays, Father's Day, and other special occasions. Exceptions will be made only in an absolute emergency. It has been our experience that these rules are in the best interest of each camper.

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**REMINDER ABOUT ROOMMATE REQUESTS** – We strive to honor ONE roommate request per camper. The roommate requested must have a birth date within 12 months of the camper's birth date, and first priority will go to requests that are reciprocal. All groups are balanced between campers with roommate requests and those without roommate requests. All campers will be grouped within the same 12-month age group pending an unusual breakdown of age ranges in camper registrations. In an effort to give everyone a chance to have at least one friend in their cabin, we cannot honor requests for groups of three or more. If campers are close in age, there is a very good chance they will be in the same cabin, but there is no guarantee.

**BALANCE DUE** – Balances are to be paid in full by March 15. Please log into your account and make your final payment online. If you prefer to pay by check, you can do that online as well through e-check. After March 15 we will begin charging all unpaid balances to the last credit card on file. This is a time consuming process so we appreciate your promptness in taking care of your balance in a timely manner.

### CANCELLATION/WITHDRAWAL REFUND POLICY –

Camp Timberline greatly values each family's investment in camp. We strive to honor your funds and also cover fixed costs to make this the best experience for your child. Our cancellation policy is as follows:

- If a camper cancels for any reason, the \$200 deposit is non-refundable.
- If a camper cancels for any reason prior to May 1st, all monies paid over and above the initial \$200 non-refundable deposit will be refunded.
- If a camper cancels for any reason after May 1st, no monies will be refunded.
- Camp Timberline will always try to work with camper families to reschedule the camper's session, pending availability.

**CAMPER BEHAVIOR** – Please refer to the Camper Health/Behavioral Policy for guidelines on successful participation at camp. If necessary, the Camp Director will contact the parent to discuss concerns regarding this policy and reserves the right to dismiss any camper who becomes in any way detrimental to the best interest of the other participants at camp. We cannot give refunds for dismissals that fall under these policy guidelines.

**BULLYING POLICY** - Camp Timberline is a place where each and every person is known and loved. Our core values promote inclusion, kindness, patience, positivity, gratitude, forgiveness, and safety. Therefore, behavior that contradicts these actions in the form of direct or indirect bullying that causes physical, verbal, social or emotional harm to a camper will NOT BE TOLERATED at Camp Timberline. A Camp Director will immediately address any incident of reported bullying and reserves the right to dismiss a camper from camp without refund based upon the severity of the behavior. Each incident will be evaluated and reviewed on a case by case basis.

**CARING FOR OUR CAMPERS** – Camp Timberline is licensed by the Child Care Division of Colorado and, as such, we are required by law to report any suspected case of child abuse discovered while a child attends camp. Parent/guardian is also free to file a complaint with the Colorado Department of Human Services and the Division of Child Care by mailing any complaint to 1575 Sherman Street, Denver, CO 80203-1714, or by calling 303-866-5958 or 1-800-799-5876.

#### OFF-SEASON ADDRESS –

430 Canyon Avenue, Ft Collins, CO 80521  
Office – 970-484-8462

#### SUMMER ADDRESS –

1207 Longs Peak Road, Estes Park, CO 80517  
Office – 970-586-7777

www.camptimberline.com  
email – office@camptimberline.com





## BASE CAMP PACKING LIST

- Use this checklist as a guideline to help you pack for the most incredible week of your life!
- Remember, there are no laundry facilities at camp, so campers need to pack enough for the entire week.
- If you are staying more than one week, we will take you into Estes Park to do your laundry in between sessions
- **PLEASE REMEMBER TO LABEL ALL CLOTHING AND BELONGINGS!**

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____ Suitcase or large/duffle bag (for belongings)	____ Daypack/backpack for Day Hike
____ Single sheets and blanket (warm)	____ Swimsuit (see clothing guidelines)
<u>OR</u> sleeping bag for bunk	____ Water shoes or durable sandals
____ Pillow	____ Toiletry items
____ Bath towel/Shower shoes	____ Sunscreen
____ Washcloth(s)	____ Flashlight
____ Pajamas	____ Hand Sanitizer (small size for backpack)
____ Underwear	____ Labeled laundry bag (for dirty clothes)
____ Socks	____ Bible, pen and paper
____ Shorts	____ Equipment for sports leagues (tennis or lacrosse only)
____ T-shirts (see clothing guidelines)	____ Water Bottle
____ Jeans and/or sweatpants	____ Party costumes (party themes outlined in spring newsletter & online)
____ Sweatshirts	____ Sunglasses
____ Jacket or Fleece	<b>AND A BIG SMILE!</b>
____ Raincoat or poncho	
____ Shoes (athletic and walking/hiking)	

## CLOTHING GUIDELINES

- Males should not wear short (track) shorts. Please no underwear showing or sagging and no Speedo briefs for swimwear.
- Females should not wear spaghetti strap tops, shorts that have an inseam shorter than 3 inches, crop tops, low neckline, see-through shirts or overly tight clothing to camp. Swimsuits should either be one-piece or a tankini where the top touches the swimsuit bottoms.
- Please leave clothing at home with inappropriate advertisements or questionable statements.

## WHAT NOT TO BRING

- Tobacco products, iPods, MP3 players, cell phones, electronic games, expensive accessories (i.e. sunglasses, watches, necklaces, etc.) money, food, candy, inappropriate magazines or books, or anything valuable. Alcohol, animals, weapons or drugs (marijuana, illegal drugs) are strictly prohibited.
- For the safety and concern of other campers, our staff will make a thorough search through each camper's luggage on Opening Day. Any items labeled above will be confiscated. Valuables will be locked in the camp office until Closing Day and food items will be discarded.
- Ultimately, if any of the items mentioned in this section are brought to camp, they are the camper's responsibility and Camp Timberline is not liable for any loss incurred.

## LOST AND FOUND

Camp Timberline is not responsible for lost items. Lost and found items will be displayed on a table in the lodge on Closing Day. Please be sure to check the table before leaving camp. All unclaimed items will be taken to the Fort Collins office and held for one week prior to being donated to local charities. We strongly advise parents/guardians to label all of their child's belongings, guide them on packing, and do not send anything valuable to camp.



## DIRECTIONS TO CAMP

If you get lost, give us a call! 970-586-7777

### FROM DENVER

- Take I-25 North to Hwy 66
- Take Hwy 66 through Longmont to Lyons
- When in Lyons, turn left onto Hwy 7, going to Allenspark
- Stay on Hwy 7 until you come to Longs Peak Road (Mile Marker 9) (20-30 minutes)
- Turn left onto Longs Peak Road
- Drop down into the campground and follow it around to the right.
- We are located half-way around the loop on the right.

### FROM NORTHERN COLORADO

Take Hwy 34 in Loveland towards Estes Park

- When you reach Estes, turn left onto Hwy 36
- Follow the road to the right, which turns into Hwy 7
- Go 9 miles and turn right on Longs Peak Road
- Drop down into the campground and follow it around to the right.
- We are located half-way around the loop on the right.

