

# “EPIC”

## PEAK Preteen Camp Planner

### REQUIRED DOCUMENTS FOR SPONSORS:

- **NUMBER OF SPONSORS:** We require a 1:8 Sponsor to Preteen ratio for camp.
- **BACKGROUND CHECK** that has been cleared within the last 24 months through your ministry is required for each sponsor. We understand many services don't allow copies. Therefore, if you can't copy, please provide documentation stating each adult's (1) full name (2) DOB & (3) clearance date - signed by a pastor or other church officer.

### REQUIRED DOCUMENTS FOR STUDENTS:

1. **REQUIRED FOR STUDENTS NEEDING MEDICATION** – Parents must complete and sign a medication form **FOR STUDENTS BRINGING MEDS TO CAMP**. This includes over the counter meds, if they are taken daily / regularly. Our camp nurse will maintain possession of all meds and administer as directed by the label or the physician.

### **DEADLINES: Plan YOUR deadlines 1 week EARLIER to allow you to meet:**

**MAY 16<sup>th</sup> Deposit Deadline:** CONFIRM FINAL#s by May 16<sup>th</sup> so your deposits can be transferred from one camper to another or rolled into your balance due. **After this, deposits become nonrefundable and nontransferable.**

**JUNE 6<sup>th</sup> Balance Due:** BALANCE DUE & ALL REGISTRATIONS 100% COMPLETE.

Online Registrations must be completed, and Medical Forms must be turned in to your Group Leader.

**Payments:** We Accept Checks only

Please make checks payable to Ponderosa Retreat and Conference Center with Peak in the memo line. Please make checks to 15235 Furrow Road Larkspur, CO 80118.

**>>> NO REFUNDS AFTER JUNE 10<sup>th</sup> <<<**

## **REQUIRED DOCUMENTS for kids:**

- MEDICATION FORM:** *Parents must complete and sign a medication form FOR STUDENTS BRINGING MEDS TO CAMP. This includes over the counter meds, if they are taken daily / regularly. Our camp nurse will maintain possession of all meds and administer as directed by the label or the physician.*

## **REQUIRED DOCUMENTS for Adults:**

- Number of Sponsors:** We require a 1:8 Sponsor to Kid ratio for camp.
- Background Check:** that has been cleared within the last 24 months through your ministry is required for each sponsor. We understand many services don't allow copies. Therefore, if you can't copy, please provide documentation stating each adult's (1) full name (2) DOB & (3) clearance date - signed by a pastor or other church officer.
- Qualified Sponsors:** In order for ADULT SPONSOR to be considered part of the 1:8 ratio, they must be 17 years old and a HS graduate -or- 18 by June. "JR SPONSORS" are allowed ministry training (15+) but cannot count in the ratio of **Man:boys, Woman:girls.**

## **CHECK-IN AT CAMP:**

- We will begin check-in at 1:30pm. Please plan to be NO LATER than 2:30, as we will have an ALL CAMP RALLY at 3:00 in Allison Pavilion that provides all the rules and information for both sponsors and campers!
- **TRAVEL TOGETHER** to camp and avoid individual drop-offs. This aids us with parking, unloading, and ensuring ALL KIDS are in fact accounted for and with you at camp. Do not check in until you're sure of all kids are at camp.
- Be prepared for **1<sup>st</sup> Sponsor** to check in @the Bear Den under the Dining Hall while **2<sup>nd</sup> Sponsor** assists students with medication at the Nurse's Check-in Station in the Game Room under the dining hall.
- **MEDICATIONS – This is BY FAR the biggest issue we have at check-in! Read MEDICATION FORM thoroughly & know details!** ALL MEDICATIONS brought to camp must be turned into the nurse **with the preteen present** at Nurse Station under the Dining Hall thru the Game Room. This is important as the nurse needs to know what campers look like and may have questions for him/her. **Emphasize to parents that the Medication Form must match the actual medications brought to camp!** Incorrect forms will not only slow down check-in, but **MUST** be verified with medical personnel before medications sent can be administered. This is where YOU become the go-between for camp nurse and parent, instead of being with your group & leading here at camp!
- Please wait to unload until GROUP LEADER has completed the Check-in Porcess

## **VISITORS AT CAMP:**

**Senior Pastors and Church Staff are welcome!** They should check into the office or get a "VISITOR BADGE" from Camp Staff. If they plan to come for a meal, I must have **MEAL COUNTS** 2 weeks before camp!

## COMMUNICATION:

As much as I desire to get everything to you upfront, there WILL be changes and updates– that's just camp! So, if you asked to be added to GroupMe, please download the app and turn on notifications to receive messages and watch for email so you don't miss anything important.

- **Google Forms LEADERS– Closely monitor your roster!** We will email you a link that enables you to view all campers registering with your church group. Do not lose link. If you do lose the link, please email Rick at [rackerman@coloradobaptists.org](mailto:rackerman@coloradobaptists.org) .
- **Google Forms PARENTS—** We have provided a registration link on our website for parents to complete their student's individual registrations. This form includes a medical release form. You can find the link at [www.visitponderosa.com](http://www.visitponderosa.com) . Click on the 2022 Camps Link. Select your camp. Look of your churches name. That is the link to your students' registration form.
- **If you need assistance with registration, please contact Rick at [rackerman@coloradobaptist.org](mailto:rackerman@coloradobaptist.org)**

# TIMELINE SUGGESTIONS

## **MARCH & APRIL: Promote!**

- Determine your deadlines & communicate them EVERYWHERE!
- Handout or mail bookmarks to parents / preteens to give out as “invitations”
- Post registration link on your website, social media, emails, send in texts, on announcement slides.
- **Remind parents not to wait** until the last minute to complete their forms

## **APRIL & MAY: Schedule Meetings & Promote!**

- Sponsor-to-Camper ratio is 1:8; 1 Man for every 8 boys, 1 Woman for every 8 girls. Please plan to bring the appropriate amount of adults. Too many adults take spots from children that could come, but we do not limit the number you may bring.
- Pray and seek out adults who love being with this age, have energy, can give wise spiritual counsel and know how to have fun with them! We are preparing a packet of information that is coming soon! This contains more detailed information to go through with your sponsors: his/her role and responsibilities, how to guide preteens, dress code, rainy day, lost and found, code of conduct, discipline, worship/decision time, and emergency procedures. Your sponsors need to be aware of what camp is and what's expected of them, as well as equipping them and you to be the best you can be AND to have the BEST POSSIBLE EXPERIENCE at camp!
- SPONSOR MEETING scheduled for end of APRIL/beginning of MAY should include:
  - Your Church Policies for traveling with children*
  - Your Church Rules and Disciplinary Process*
  - Transportation Plans and/or Needs*
  - Guide them on how to counsel pre-teens and lead them to Christ in the way you would expect.*
  - PRAY over pre-teens, sponsors and camp leaders*

## **MAY & JUNE: Parent & Camper Meeting** *Schedule this at least 2 weeks before your final deadline!*

- Use the information on the next page to plan this meeting and communicate camp details.*

# PARENT INFO FOR PEAK PRETEEN CAMP

**PARENTS:** Please direct all questions about registration, forms and payments to your **GROUP LEADER**.

**AT CAMP EMERGENCY:** Call Ponderosa's On-Call Phone 719-481-2482 ext #99

## WHAT TO BRING

---

*Put camper names on everything! Call the Ponderosa Office for any lost items within two (2) weeks after camp.*

**CLOTHING:** Ponderosa is located at an elevation over 7600 feet with temperatures varying greatly.

- Lots of layered clothes – enough for 3 Nights/3 Days
- Good hiking boots, tennis shoes, and closed-toed sandals for dirt roads and heat **NO FLIP-FLOPS**
- Jacket/sweatshirt – Nights can get chilly and daytime as well if it's raining.
- "Grubbies" (clothes that can get muddy during games/competitions)
- Plastic bags for wet and/or dirty clothes
- Towels/Washcloth for showering
- Soap, shampoo, toothbrush, and other necessary toiletries
- Pillow/Sleeping bag (fitted sheet helps slick sleeping bags not slip off mattress)
- Chap Stick (it's very dry)
- Camera (we ask that smartphones / iPhones stay at home)
- Sunscreen
- Water bottle
- Bible
- Flashlight
- Spending \$\$ for Snack Shack/Gift Shop, quarters for pop machines, ping-pong balls and foosballs. Sweatshirts range \$25-40, Tshirts \$15-25, various souvenirs 25 cents to \$10. Snacks range from 5 cents to \$4.00.

## WHAT NOT TO BRING

---

- Electronic Devices – including phones (as many kids do not have one at all).
- Alcohol or Tobacco
- Drugs (not prescribed by a doctor)
- Firearms or weapons of any kind
- Fireworks

## DRESS CODE – MODESTY IN ALL THINGS!

---

This is a difficult thing to monitor, but please emphasize these guidelines. Our staff reserves the right to ask any adult or preteen to change and/or provide an acceptable substitute when necessary.

### GIRLS

- No tummies showing or cut-off shirts.
- No bra straps showing or see-thru shirts.
- Tank tops should have wide straps.
- Shorts need to cover the essentials ladies!
- Pajamas are NOT ALLOWED outside the cabins

### GUYS

- No underwear showing
- No "cut up" Tshirts – cover your torso guys!
- Pants and shorts must be worn at waist level or above
- Pajamas are NOT ALLOWED outside the cabins

## **MEDICATIONS**

All campers must turn into the Camp Nurse ANY MEDICATION that your student brings to camp. **MEDICATION FORMS MUST MATCH MEDICATION** (prescribed or over-the-counter). **If the form does not match, you'll be contacted by our nurse and asked to provide the proper form from the doctor within 24 hours.** These must be in **original, unexpired containers, labeled with camper's name and clear instructions.** Our Registered Nurse is available 24 hours/day to assist with emergencies, first aid and administration of medication. **Doctor-signed physicals, medication forms & current immunizations MUST BE UPLOADED. Loose pills sent in baggies WILL NOT be administered.**

## **EMERGENCIES or INJURIES:**

Camp Personnel will determine if 911 is necessary. Parents will be called immediately in the order listed on camp forms. If not reachable, we will move to the Emergency Contacts listed. We use Memorial North (Colo Spgs) and Sky Ridge (Denver), or Urgent Cares in Monument and North Colo Springs if ER is unnecessary. If you come to retrieve your child, you must sign them out before leaving with them. PLEASE READ permissions carefully when registering your student. Email [rackerman@coloradobaptists.org](mailto:rackerman@coloradobaptists.org) with any questions or concerns.

## **REGISTRATION – GOOGLE FORMS**

A Google Form registration link has been given to your Group Leader and is posted on our website at [www.visitponderosa.com](http://www.visitponderosa.com). **NO MONEY IS PAID ONLINE.** Any additional forms are to be turned in to your group leader. The group leader will turn these forms when they check-in at camp. If a pre-teen requires medications at camp, parents must complete and sign a Medication Form. This includes over the counter meds and prescriptions. These forms have been sent to your Group Leader.

## **CAMP FEES**

**All payments** go directly to Group Leader. Please confirm with them for your group's specific payment plan! Cost includes vetted Camp Personalities, lodging, meals, registration, conference materials, staffing, T-shirt, backpack, organized recreation, and choice times