



ROCKY MOUNTAIN MENNONITE CAMP

Retreat and Community in God's Creation

Statement of Policies and Procedure

License No. 47969

Prior to the first (1st) day of the camp session, and upon any subsequent amendments, RMMC makes these facilities policies and procedures available to the parent(s) and/or guardian(s) of campers, providing an open opportunity for questions. Written copies are available electronically or via hard copy. To ensure clear communication and programmatic alignment, RMMC requires a signed document from the parent(s)/guardian(s) acknowledging receipt of these policies and procedures, establishing their agreement to follow and accept the conditions herein, and providing formal authorization and approval for the described camp activities.

1. Services and Activities Offered

Please refer to the individual camp webpage for a comprehensive overview of the current seasonal services and activities offered.

2. Ages of Campers Accepted

Please refer to the individual camp webpage for specific camper age requirements and brackets for each session.

3. Management and Notification of Camper Illness, Accidents, and Injuries

- **Staff Preparedness:** All camp staff maintain various levels of first responder training and evaluate each situational health need responsively and thoroughly to ensure timely and appropriate care.
- **Notification Protocol:** To keep families promptly informed, the Executive Director or Health Care Worker will notify the parent(s) or guardian(s) if a camper requires transport to an emergency medical center.

4. Adverse Weather Protocol

- **Weather Awareness:** Weather conditions at camp can change rapidly. Staff diligently monitor shifting daily weather patterns to adjust outdoor programming proactively, prioritizing the operational safety and comfort of all participants.
- **Observation Guidelines:** Staff are trained to observe meteorological developments (such as Cumulus, Cirrus, Altocumulus, Cirrocumulus, and Cumulonimbus cloud formations) to track shifting conditions and move activities indoors or to sheltered areas as a precautionary measure.
- **Data Monitoring:** Leadership utilizes local consultation, authoritative weather websites, and weather applications to monitor official National Weather Service advisories, watches, and warnings to plan programming defensively and intelligently.

5. Itemized Fee Schedule

- Please refer to the individual camp webpage for the current itemized fee schedule and financial breakdowns.

6. Activity Participation, Group Verification, and Communication Procedures

- **Session Selections:** Please see the individual camp webpage for session-specific activities.
- **Accountability Tracking:** To maintain continuous oversight, all activities occurring outside of standard cabin groups utilize a mandatory sign-up sheet to account for campers. Supervising staff members verify camper attendance lists prior to commencing any activity.
- **Inter-Staff Communication:** Walkie-talkies are distributed to designated staff members during activities to maintain instant communications and verify camper locations across the grounds.
- **Specialized Supervision:** For enhanced safety, specialized activities (including rock climbing and water activities) are supervised exclusively by staff members qualified by documented experience and training as outlined in the camp's Special Activities guidelines.

7. Meals, Snacks, and Dietary Accommodations

- **Dietary Restrictions:** The food service department accommodates specified dietary restrictions, including lactose-intolerant, dairy-free, gluten-intolerant/sensitive, vegetarian, and vegan regimens.
- **Allergy Management:** Accommodations can be made for documented food allergies to wheat, nuts, peanuts, and fish during served meals.
- **Site Notice:** RMMC is **not** a peanut-free or nut-free facility, as it serves a diverse rotation of campers and guest groups. RMMC cannot guarantee accommodation for dietary needs outside of this specified list. Inquiries may be directed to the Food Service Director.

8. Services for Campers with Special Needs

RMMC provides reasonable accommodations for campers with disabilities who have special needs, in strict compliance with the Americans with Disabilities Act (as incorporated by reference in rule section 2.119 of the General Rules for Child Care Facilities).

9. Positive Guidance and Challenging Behavior Support Strategies

To foster a supportive community, when handling a camper experiencing behavioral challenges, staff implement a constructive positive guidance framework:

1. **Safety and De-escalation:** Prioritize the physical safety of all campers and remove individuals from immediate conflict or harmful situations. Provide appropriate physical space and time to cool down. Staff remain present with the camper to provide support without forcing immediate verbal dialogue.
2. **Resolution Dialogue:** Use a calm tone and offer authentic empathy. Ask open-ended questions to allow the camper to vent and feel heard ("*What do you need?*" / "*What do you want?*").
3. **Collaborative Problem Solving:** Paraphrase and restate the triggering event to ensure mutual understanding. Guide the camper to brainstorm appropriate solutions, encouraging camper ownership of the resolution. Review the pros and cons of each choice and select a solution to test.
4. **Accountability and Privilege Modification:** Staff discuss behavioral consequences with the camper. Misbehavior may result in the suspension of specific, relevant privileges (such as access to the Trading Post, recreation time, or participation in the campout) in accordance with established behavioral guidelines.

10. Behavioral Escalation and Parent Notification Steps

To maintain an orderly and predictable environment, camper behaviors are categorized and addressed via a tiered administrative structure prior to requesting that a parent or guardian remove a camper from care:

- **Counselor/Support Staff Level (Leadership Notified):** Behaviors such as non-compliance with staff instructions, use of inappropriate language, or an unwillingness to participate in camp activities.
- **Executive/Program Director Level (Immediate Referral):** Actions involving a camper causing intentional harm to themselves, others, or camp property, or displaying verbal abuse toward others.
- **Three-Strike Resolution Framework:**

- *Strike 1 (Warning)*: Clear instructions directing the camper to stop the behavior and outlining appropriate alternative actions.
- *Strike 2 (Reminder)*: Documentation of the previous correction and a formal warning that continued non-compliance will result in defined consequences (such as privilege revocation, a formal conference with the Executive Director, or dismissal from camp).
- *Strike 3 (Action)*: Review of the two prior corrections and immediate implementation of the stated administrative consequences.

11. Missing Camper and Law Enforcement Notification Procedures

In the highly unlikely event that a camper becomes separated from their assigned group and their location is unknown, staff execute a rapid, coordinated sequence:

1. **Initial Search**: Conduct an immediate sweep of the proximate area while remaining within vocal hearing distance of other staff.
2. **Director Notification**: If the camper is not located within ten (10) minutes, the situation must be reported immediately to the Executive Director and Program Director.
3. **Camp-Wide Mobilization**: Central emergency alarms will be activated. Leadership will organize a structured search party to conduct an extensive sweep, factoring in available personnel, time of day, and current weather conditions.
4. **External Notification**: If the camper remains unlocated following the extensive internal search, the Executive Director or Program Director will immediately contact the County Sheriff's Department / Search and Rescue, followed immediately by formal notification to the camper's parent(s) or guardian(s).

12. Transportation and Vehicle Safety Procedures

- **Seatbelt Requirements**: All passengers must wear seatbelts securely at all times while the vehicle is in motion. Failure to comply results in the immediate forfeiture of the excursion privilege, and the camper will remain at the main camp site under alternative adult supervision.
- **Child Restraint Systems**: Children under the age of eight (8) or under 57 inches in height are legally prohibited from riding in the front seat of a passenger vehicle. Children under eight (8) must be secured in an approved, hazard-free child restraint system appropriate for their developmental age and physical size.
- **Loading Zones**: Campers must be loaded and unloaded completely outside the path of moving vehicular traffic.
- **Supervision**: Campers must never be left unattended inside a camp vehicle.
- **Documentation & Safety Kits**: Every vehicle utilized for off-site excursions carries a complete first aid kit and a functional fire extinguisher. A complete manifest listing every individual participating in the trip is readily available within the transport vehicle or on file at the main camp office.

13. Camper Release and Emergency Pick-Up Protocols

- **Authorized Release**: For maximum security, campers are released exclusively to approved adults identified on the camper's official written authorization form.
- **Verification**: Parents/guardians must report directly to the Program Directors to provide their name and identify the child(ren) they are checking out.
- **Unlisted Persons**: Direct, verified contact must be established with a parent or legal guardian before releasing a camper to any individual not explicitly listed on the authorization form. Emergency pick-up procedures follow this identical verification framework.

14. Medication Storage and Administration

- **Authorized Personnel**: In compliance with section 12-255-131, C.R.S., of the "Nurse and Nurse Aide Practice Act," medications (both prescription and over-the-counter) are administered exclusively by the

Health Care Worker or staff members formally delegated with appropriate training to ensure accurate dosing.

- **Labeling Standards:** All prescription medications must be provided in their original container from a licensed pharmacy, showing the pharmacy name, address, and phone number; camper name; medication name and strength; clear directions for use; fill date; prescription number; and the prescribing practitioner's name. Expired or unneeded medications will be returned to the parent/guardian or disposed of according to protocol.
- **Logging:** All medication administrations are formally logged within a dedicated medication administration record.
- **Secure Storage:** At the permanent camp site, medications are stored within a clean, locked container. Emergency medications—specifically epinephrine auto-injectors and asthma inhalers—are excluded from locked storage to ensure immediate, rapid access by trained staff. On off-site excursions, all medications remain under the direct control of an authorized adult and are stored completely inaccessible to children.

15. Inhaler and Epinephrine Auto-Injector Storage and Self-Carry Policies

In compliance with sections 22-1-119.5 and 22-2-135, C.R.S., the storage, counting, and self-carry authorizations for emergency and controlled medications adhere to the following protocols:

- **Controlled Medications:** All controlled substances must be counted at registration by two staff members. The exact quantity must be documented within the camper's permanent Health Center record. Controlled medications are stored exclusively under lock and key within the Health Center medication cabinet.
- **Allergy Emergency Health Plan:** Campers bringing an EpiPen must submit an Emergency Health Plan signed by a licensed healthcare provider. A valid school health plan signed within the past calendar year is acceptable. This plan must be on file on day one of the session for the EpiPen to be utilized.
- **Allergy Self-Carry Authorizations:** To carry emergency allergy medication on their person during the camp session, the camper must have explicit physician permission documented on the Allergy Emergency Health Plan and a signed *Allergy Self Carry Contract* submitted directly to the camp nurse.
- **Asthma Emergency Health Plan:** Campers bringing an asthma inhaler must submit an Asthma Emergency Health Plan signed by a licensed healthcare provider (school plans signed within the past calendar year are acceptable) on or before the first day of camp.
- **Asthma Self-Carry Authorizations:** In accordance with the "Colorado Schoolchildren's Asthma and Anaphylaxis Health Management Act," campers may self-administer and carry asthma medication on their person provided they have documented physician permission on their health plan and a completed *Asthma Self Carry Contract* on file with the camp nurse.

16. Personal Belongings and Currency Storage

- **On-Site Storage:** Campers store personal belongings and currency within their assigned cabins inside designated storage bins and personal bunk spaces.
- **Liability Disclaimer:** RMMC assumes no responsibility or liability for any personal items or currency that are lost, damaged, or stolen while on camp property.

17. Licensing Complaint Filing Procedure

If you suspect Rocky Mountain Mennonite Camp of state licensing violations, you may contact the regulatory authority directly under License No. 47969:

Colorado Department of Human Services, Division of Child Care

1575 Sherman Street, First Floor, Denver, Colorado 80203-1714

Telephone: 303-866-3638

(In accordance with rule section 2.125 of the General Rules for Child Care Facilities)

18. Mandated Child Abuse and/or Neglect Reporting Procedure

- **Reporting Mandate:** Staff members are required by law to report immediately to the Camp Director if a camper discloses personal abuse experienced at camp, or if a camper discloses outside circumstances that generate a reasonable suspicion of child abuse or neglect.
- **Mandated Reporters:** Mandated individuals include the Executive Director, Program Directors, Counselors, Resource Leaders, Camp Pastors, Health Care Workers, Office Assistants, Food Service Personnel, Housekeeping Personnel, and Maintenance/Construction Personnel.
- **Alleged Child Abuse Action:** Any formal report made to law enforcement or a county department of social services regarding an allegation of child abuse against a staff member results in the immediate suspension of the alleged offender. The suspension remains in effect pending the final outcome of the official investigation.
- **Reporting Protections:** Any individual participating in good faith in the making of a child abuse or neglect report maintains statutory immunity from civil or criminal liability that might otherwise result from the report.
- **Reporting Contacts:**
 - **Department of Human Services - Teller County (Director Kim Mauthe):** 719-687-3335
 - **Child Abuse and Neglect Protection Hotline:** 719-686-5550
 - *(In accordance with rule section 2.126 of the General Rules for Child Care Facilities)*

19. Emergency and Disaster Preparedness Protocols

Operations comply with rule sections 2.133 through 2.138 of the General Rules for Child Care Facilities.

Emergency dispatch contacts are maintained as follows:

- *Fire / Ambulance / Teller County Sheriff:* 911 (*Non-emergency Sheriff:* 719-687-9652)
- *Pikes Peak Regional Hospital:* 719-374-6000
- *Poison Control:* 800-222-1222
- *U.S. Forest Service:* 719-636-1602

A. Lost Persons

- Follow the immediate 10-minute proximity search, alarm activation, and emergency agency/parent notification steps detailed in **Section 11**.

B. Fire Response Protocol

- **Staff/Volunteer Action on Discovery:** Immediately warn any persons in proximate danger. Deploy available fire extinguishers until empty and dispatch a secondary staff member to alert Camp Directors.
- **Camper Action:** Do not attempt to suppress structural or woodland fires. Campers must proceed immediately to the designated recreation field (located between the A-Frame and the pond) and assemble into their respective cabin groups for roll call.
- **Program Staff Action:** Gather all campers from buildings and activity zones and move directly to the recreation field. For off-site hiking or excursion groups, utilize radio and cellular communications to recall groups to camp or direct them to the secondary evacuation location. Program Directors will cross-reference the camper roster to ensure full accountability. Staff remain with campers, maintain calm, and perform physical headcounts every thirty (30) minutes until further instruction is received from leadership.
- **Directors, Support Staff, and Volunteers:**
 1. Initiate a 911 emergency call to the fire department.
 2. Maintain one staff member inside the main office to anchor communications (unless the facility faces immediate physical threat).
 3. Activate emergency alarms. Designated staff will systematically sweep and clear camp structures, initialing upon completion of the following zones:
 - *Dining Hall/Lodge (Kitchen storage)* _____
 - *Boys Cabin area (Boys bathhouse)* _____

- *Girls Cabin area (Pleiades)* _____
- *West Ridge Cabins (Eagle's Nest, Sky-Hi-View, Rocky Ridge)* _____
- *East Ridge Cabins (Emmental, Solitude Center, Park Ridge)* _____

4. Deactivate alarms once accountability is complete. The Maintenance Director coordinates the staff fire crew as appropriate. Free support staff and volunteers report to the recreation field to assist with camper management, messaging, vehicular transport, or first aid distribution.

- **Local Logistics Information:** Teller Fire Protection District (DFPD) is a volunteer department located 6.6 miles away (approx. 12-minute transit time). The nearest dry hydrant connection is 200 feet from camp. On-site response equipment includes: 2x Type 1 Tenders, 2x Type 1 Engine 4 (750 gal, 1250 gal/min), 1x Type 3 Severe Use Pumper, 3x Type 6 Brush Trucks, and 1x Type 1 Engine, supplemented by regional mutual aid agreements.

C. Camp Evacuation Procedure

- **Evacuation Activation:** RMMC initiates camp-wide evacuation immediately upon receiving an official "Evacuation Standby Alert" from the Teller County Sheriff. **Note: This is the earliest warning provided from officials. To ensure maximum safety and a calm, orderly transition, the camp and its staff will act immediately on this alert and will not wait for mandatory evacuation notices.**
- **Emmental Evacuation Site:** If primary transit routes to Highway 67 or the recreation field are compromised by fire, personnel will execute the Teller County Protection District instruction to move to the open space and parking area next to Emmental (do **not** evacuate on foot via Forest Service Rd 385).
- **Site Preparation:** The Emmental evacuation site is prepared with the camp fire truck, a torch burner (for meadow back-burn control), 5 shovels, 5 picks, a chainsaw (for clearing helicopter landing zones), water cups, and dedicated communication equipment. The Emmental structure provides shelter, water, and restroom facilities. In the event of an active fire threat while people are stationary at Emmental, air support (tankers) will prioritize suppression in this sector. Personnel will remain inside the building structure to mitigate smoke exposure and preserve camper accountability.
- **Evacuation Transportation:** Transport buses are coordinated via the Teller County Sheriff through the Woodland Park School District fleet. As required by licensing, RMMC provides program dates to emergency response agencies. Backup transport coordination contacts include:
 - *Teller County Sheriff:* 719-687-9652
 - *Durham School Services (Woodland Park):* 719-687-4411
 - *Manitou Springs School District:* 719-685-2231
 - *Cripple Creek School District*
- **Camper Evacuation Routing:** Campers assemble at the recreation field. Off-site groups are recalled via radio/cell or rerouted directly to the primary off-site evacuation destination: **Beth-El Mennonite Church (Colorado Springs)**. Program Directors run roster verifications every 30 minutes. Cabin groups board transport buses together; counselors and Program Directors cross-reference cabin lists upon seating. Upon arrival at Beth-El Mennonite Church, a comprehensive headcount is re-established. Camper dismissal from the evacuation site follows the strict authorized check-out procedures detailed in **Section 13**.
- **Evacuation for Campers with Special Needs:** Staff identify and assemble special needs campers at the central recreation field. Off-site special needs campers are recalled or routed directly to the Colorado Springs evacuation site. A dedicated staff member is assigned to directly accompany each special needs camper throughout the duration of the evacuation process. Roster checks are maintained every 30 minutes, and the group travels and checks in together under the supervision of the Program Directors.
- **Staff Evacuation Routing:** Staff report to the recreation field (or the Emmental parking space if the field is compromised) for accountability. Departments secure critical assets prior to departure:
 - *Maintenance:* Arrange and line up the vehicular departure caravan.
 - *Office:* Secure all camper/staff records, the main server, computer hardware, and portable printers.

- *Nurse*: Gather all personal camper medications, logbooks, and health kits.
- *Housekeeping*: Provide logistical assistance to office personnel.
- *Kitchen*: Depart immediately to open, prepare, and stock the off-site evacuation facility (Beth-El Mennonite Church) with food and snacks.
- *Personal Property Notice*: The removal of personal belongings and private staff vehicles is permitted *only until* an official order of evacuation is delivered by the Sheriff's Office. Upon evacuation order, all staff proceed directly to Beth-El Mennonite Church (4625 Ranch Drive, Colorado Springs) for roll call.
- **Emergency Communication Management**: Camp communication lines are managed exclusively by the Executive Director or designated office staff (or the Program Director if the Executive Director is unavailable). Following a complete evacuation, Beth-El Mennonite Church serves as the primary communication hub. Status updates regarding campers, staff, or facilities are delivered to parents, constituents, and media outlets *only* by the Executive Director or authorized designees. Camp operations will be formally canceled, and direct parent notifications will commence immediately upon establishing communication links at the church.

20. Visitor and Guest Policy

- **Shared Facility Notice**: RMMC may host external guest groups utilizing the facilities concurrently with scheduled summer youth programs.
- **Interaction Restrictions**: For the privacy and security of our youth attendees, external guests are strictly prohibited from participating in or joining youth programs, activities, or events.
- **Facilities Separation**: Youth campers and external guests do not share lodging quarters or restroom facilities.

21. Media, Technology, and Screen Time Policy

- **Device Restriction**: Campers are requested to leave all personal electronic devices at home or stored inside their luggage. RMMC programs are intentionally structured to provide a unique environment separate from standard media routines within a natural setting, allowing children to fully engage with nature and camp activities.
- **Confiscation Policy**: If a camper chooses not to adhere to this policy, the device will be collected by staff, stored securely in the main camp office, and returned to the camper at the conclusion of the camp week.
- **Digital Literacy**: The camp media plan incorporates ongoing communication with campers regarding online safe practices.
- **Liability Disclaimer**: RMMC assumes no responsibility or liability for the loss, theft, or damage of any personal electronic devices brought onto camp property.

22. Cabin and Sleeping Arrangements

- In strict compliance with child care licensing rule section 2.425 and to ensure continuous overnight oversight, the sleeping quarters of camp counselors are situated in close structural proximity to the sleeping quarters of the children whom they are assigned to supervise.

23. Solos and Survival Experiences

- *(Note: RMMC does not offer solos or survival experiences as part of its current programming. Should these activities be integrated, monitoring procedures will be established in compliance with state regulations.)*