



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA Camp at Horsethief Reservoir

## Outdoor Education

### Teacher Planning Guide





## **Table of Contents**

<b>Letter of Introduction .....</b>	<b>3</b>
<b>Payment Guide .....</b>	<b>4</b>
<b>Teacher’s Responsibilities .....</b>	<b>5</b>
<b>Policies and Guidelines .....</b>	<b>6-11</b>
<b>Directions.....</b>	<b>12</b>



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Dear Principal and Teachers,

Welcome to the YMCA Outdoor Education at Y Camp Horsethief Reservoir! Our instructors and I are excited that you and your students will be joining us for a camp experience. We are passionate about sharing the outdoors with you and your students, and helping students develop a lasting appreciation of nature.

The information in this packet is designed to help your school plan a successful outdoor education experience. Please read all information carefully. Make sure that all teachers involved with camp receive a copy, and feel free to make as many copies of the parent guide as your school will need. Please pay close attention to the planning checklist. Meeting the deadlines is very important, because we need to order supplies and food, plan for staffing and create a schedule for your group. I will give courtesy calls to help remind you of these.

About 2-4 weeks before your visit to camp, you may wish to schedule a parent and/or student presentation about Camp. You can choose to schedule presentations earlier to help promote interest.

If you have any questions, do not hesitate to call. Thank you for joining with us to create a positive and educational camp experience for your students.

**Debi Bean**

**Program Director**

TREASURE VALLEY FAMILY YMCA

301 Horsethief Road, Cascade, ID 83611

(P) 208 344 5502 Ext 857 | (F) 866 256 9183

(E) brooke.guess@ymcatvidaho.org (W) ycampidaho.org

**The Y: We're for youth development, healthy living, and social responsibility.**

# Payment Guide

## Making a Reservation:

A School User Agreement will be emailed to you confirming arrival/departure times, details about charges and lodging, and payment due. Reservations are tentative until the agreement is returned with a \$500 deposit.

## Payment Schedule:

- \$500 deposit due to reserve camp dates.
- Remaining balance User Agreement invoice will be emailed within 24 to 48 hours upon departure of camp.
- Remaining balance due 2 weeks after departing camp.

## Fees – 2023-2024 School Year

5 days & 4 nights	\$320 per student* -Includes up to 12 classes and 4 evening programs
3 days & 2 nights	\$240 per student* -Includes up to 6 classes and 4 evening programs
1 day with 1 meal	\$ 75 per student –Includes up to 2 two-hour or 4 shortened classes
YOE at home	\$300 per instructor (1 instructor per 10-15 students) U

One chaperone is free for every eight students; extra chaperones are half the price of the student rate.

\* Please call Outdoor Education Director if the majority of your school has students that are on a reduced/free lunch program. *(Financial Assistance may be available)*

There is a 25 person minimum and please note that other groups may be present at camp. To reserve camp your school's sole use, you must pay for 250 students, the total number of beds available at camp.

# Teacher Responsibilities

## Before Arriving at Camp:

Early preparation and communication by the teachers enables us to provide a more structured and organized program for staff, students, and teachers.

- Forms must be signed correctly by a parent or guardian. ***Children arriving without complete forms are not eligible to participate in the program.***
- Total camper numbers are due to the Program Director 14 days prior to arrival to camp. Please make notes of special needs children, diets, and any other requests that may require special consideration or planning.
- Completed cabin and class lists are due to the Program Director 7 days prior to arrival to camp.
- Teachers' presence creates a sense of security for students and their parents.
- Teachers should plan a 1 to 12 supervision ratio.
- Teachers provide a backup for discipline, and may be required to either transport or supervise students for illness or disciplinary reasons.
- Teachers sit with and supervise students at all meals.
- Teachers are responsible for monitoring all free time.
- Collect all medications.
- Bring all store money to camp (if you make this a school option).
- **Please give updated cabin lists to Program Director as soon as you arrive at camp.**

Please remember that our no alcohol and smoking policies apply to everyone on camp property.

# Policies and Guidelines

## Reservations & Deposit Policy

- All reservations require a \$500 deposit.
- All rates are subject to change.
- Current groups have first priority to book the same timeframe for the following year provided with the deposit and signed user agreement.

## Cancellation Policy

- All cancellations must be made in writing.
- For reservations canceled within 48 hours of the time the reservation was made, the guest may receive a full refund of deposit.
- For reservations canceled after 48 hours of the time the reservation was made and up to 14 days prior to arrival, the deposit is 100% transferable to another stay. The guest must make a new reservation within 30 days of the date of cancellation with the new arrival date to be within 6 months of the date of cancellation.
- Notice of 14 days or more – Program fees refunded minus the \$500 deposit
- Notice of 13 days or less – No refund will be given and full balance payment is due.
- If reservations made within 14 days of the arrival date are canceled, the deposit is non-refundable and non-transferable.

## Waivers

- Every guest must complete the YMCA's Mandatory Risk Waiver and Membership Understanding.
- Teachers are responsible to turn signed waivers over to the Y Camp staff upon arrival.

## Transportation

- Arranging bus service is the responsibility of the school.
- Many schools have found that chaperones' vehicles or a rented trailer can offer an easier, safer, and more cost effective way of transporting luggage.

## Driving/Parking

- There is a 10 mph speed limit throughout the entire camp.
- All vehicles must be parked in designated parking areas.
- After unloading luggage, please move your car to the designated parking area next to the Triple J Lodge.
- Groups are required to have at least one vehicle on site that can be used to transport participants in the case of an emergency.
- Passengers are not allowed to be transported in the back of pickup trucks.
- Motorized vehicles are not permitted on designated trails for any reason. This includes passenger vehicles, 4-wheelers, snowmobiles, motorcycles, etc.; the only exception is motorized wheelchairs or other personal mobility vehicles.

## **Curriculum**

- The goals of YMCA Outdoor Education at Y Camp Horsethief Reservoir are based on the Idaho State Science Standards and Next Generation Science Standards, and compliment school curriculum.
- Activities emphasize the development of the student perceptions and awareness of their natural environment.
- Curriculum is designed to build a basic understanding of the ecological principles and the relationship between each student and the natural world.
- Cooperation and communication are of paramount importance. We encourage the students to work together to appreciate their individual talents by creating positive social interaction amongst peers.
- Staff strives to create a hunger for learning in the students. Our outdoor education program is designed to supplement both the educational and social/emotional learning in your classroom.
- Traditional camp activities are built into some of the classes to provide experiences which may include canoeing, archery, teambuilding, and a climbing wall. The number of classes your students participate in depends on your school's length of stay.

## **Supervision**

- Students **MUST BE** supervised by an adult at all times, especially around water and in cabins.
- Program area rules will be enforced to ensure the safety of all guests.
- If camp property is damaged or destroyed by your school, your school will be charged for repair, replacement, and labor.
- Please be aware that your school may not be the only group here at YMCA Camp. While your school has exclusive use of your sleeping facility, the rest of the grounds and buildings will be shared with other groups.
- Although Y Camp staff members will lead lessons and activities, it is the sole responsibility of teachers and chaperones to monitor and respond to student behavior while at YCMA Camp.

## **Our Staff**

- YMCA Outdoor Education Program Leaders are adults with an educational or recreational background who show a strong commitment to working with children. All staff undergo extensive screening, including reference checks and interviews (for any criminal history) before they are eligible for hire. Staff are trained to help children realize their fullest potential in a positive, supportive, and fun environment.

## **Phones & Public Wi-Fi**

- Incoming emergency calls should be made to 208-859-4712.
- There are no public phones available on camp grounds.
- Cell service is spotty, but Verizon works best.
- Public Wi-Fi is available in the Triple J Lodge and The Barn.

**Medical**

- Schools are responsible for bringing their own first aid supplies. The Y Camp staff cannot dispense medication of any kind, including over the counter medications.
- Teachers and chaperones are responsible for providing care for illness and minor injuries, addressing medical concerns, and distributing medications.
- The YMCA does not provide health or accident insurance to guests or program participants.
- In case of medical emergencies, the Y Camp staff should be notified and will be available to assist until emergency medical services arrive on the scene.
- Information on area hospitals and emergency medical services are available at the camp office.
- The YMCA is not responsible for injuries incurred resulting from guest's use of personal equipment.
- Teachers should have in their possession a written authorization of consent for treatment of a student who is temporarily separated from their legal guardian.

**Lodging**

- YMCA furnishings must remain inside the proper building at all times.
- Any building or furnishings damaged by participants during your visit will require appropriate restitution. Monetary compensation will be assessed and added to the final bill.
- At the end of your stay, please clean your accommodations by placing all trash in the proper receptacles and by sweeping/vacuuming all floors.
- Check each building to ensure that you have all of your personal belongings before departing.

**Linens**

- We recommend guests either bring either sheets and blankets or a sleeping bag, and a pillow. If you are bringing your own linens, please know that the beds are twin-sized.

**Pets**

- Pets of participants and guests are not permitted at YMCA Camp at Horsethief Reservoir.
- Certified canine assistance animal companions are allowed.

**Store**

- The camp store, located in the Triple J Lodge, is open during breaks upon teacher's request.
- The store carries basic toiletry items; non-aspirin pain relievers, anti-inflammatory pain relievers, antacid medicine, film, postcards, sweatshirts, and other Y Camp souvenirs.
- The store accepts credit/debit cards, cash and checks.



### **Lost Items**

- Y Camp and Y Camp staff are not responsible for lost, stolen, or damaged personal belongings while guests are on YMCA property.
- Please contact the camp office to report lost or found items. Unclaimed items are kept for 14 days and then are donated to local charities.

### **Program Areas**

- All program areas are off limits unless a YMCA Staff Member is present and facilitating the area. This includes but not limited to: Rockwall and Archery Range.
- Failure to comply can result in removal from YMCA property.

### **Waterfront**

- Swimming and boating are allowed on YMCA property only when designated YMCA lifeguards are on duty and only during the times arranged in advance by your school.
- A \$100 fine per person will be incurred for anyone disregarding this policy.
- Guests may be on the shoreline and beach, but not on the docks or water without a designated lifeguard present
- Lifejackets – which are provided – are required to be worn for all boating and swimming activities.

### **Fishing**

- Fishing is permitted on Horsethief Reservoir from the shoreline outside of the swimming area.
- No license is needed for participants 13 and under; in compliance to Idaho State Law, those 14 and older need an individual license.

### **Lightening/Thunder**

- We use and enforce the 30/30 rule with regards to thunder and lightning. If you can't count to 30 (saying one-one thousand, etc.) from when you see lightning until you hear the thunder, immediately take appropriate shelter.
- Appropriate shelter is the Triple J Lodge, The Barn, or a cabin or yurt.
- Stay in approved shelter for 30 minutes *beyond* the time when you last see lightning or hear thunder.

### **Quiet Hours**

- Courtesy (quiet) hours are observed from 10 p.m. to 8 a.m. and are strictly enforced.
- Disregarding courtesy hours will initially result in a warning from Y Camp staff. Should the disturbance continue, individuals involved may be asked to leave the event. Y Camp staff will work with the group leader to address the issue. Please understand that poor behavior will reflect on the group and may result in the group or the individual not being welcomed back in the future.

### **Firewood and Fire Restrictions**

- Wood will be provided at all designated fire rings by the Y Camp. Cutting, felling or gathering of wood by participants is strictly prohibited. A \$200 fine will be incurred and added to the final billing for these infractions. Additionally, if glass or garbage is left in fire rings and/or fires are built in undesignated areas, a \$200 fine will be assessed. This policy will be strictly enforced!
- **Open flames (including candles) are not permitted indoors.** Open flames in an outdoor setting must be in a site-approved fire pit or ring. Please ask Y Camp staff before using any open flame (including candles).
- Any current regional fire restrictions will be enforced

### **Alcohol**

- Alcohol is not allowed on YMCA facilities and properties.
- Disregarding the alcohol policy will initially result in a warning from Y Camp staff. Should the warning be disregarded, individuals involved may be asked to leave the event. Y Camp staff will work with the group leader to address the issue. Please understand that poor behavior will reflect on the group and may result in the group or the individual not being welcomed back in the future.

### **Illegal Drugs**

- Illegal drugs [by Idaho law] are prohibited on YMCA property.
- The YMCA strictly enforces a ZERO tolerance policy.
- If an illegal substance, or knowledge of an illegal substance, is discovered law enforcement authorities will be notified immediately.

### **Smoking / Vaping / Tobacco**

- All YMCA facilities and properties enforce a non-smoking policy. This includes e-cigarettes and the chewing of tobacco. Please respect these policies.
- Smoking is prohibited in all buildings by state law.
- Smoking is absolutely not allowed in any program area or near the entrances of any buildings.

### **Weapons**

- Weapons of any kind – including personal firearms, concealed or not – are prohibited on YMCA property and will be confiscated and secured for the duration of your stay.
- Hunting on YMCA property is prohibited.

I affirm that I have read all policies and guidelines herein included in this information guide and that I will make aware and enforce these policies and guidelines with my event participants while in attendance at YMCA Camp: Horsethief Reservoir.

School: \_\_\_\_\_

Lead Teacher's Name: \_\_\_\_\_

Lead Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

