

Sonlight Rental Group Information

Everything you need to know to run a summer camp at Sonlight Christian Camp

Contract and Rental Rates

When a date is booked for your group, we will mail you two copies of our rental contract along with this rental group information letter. Please read over this information letter and the contract carefully. Collect the necessary signatures and return one copy of the contract along with your \$300.00 deposit by the due date indicated on the contract. Keep the second copy for your records. Your \$300.00 deposit applies towards your total charge. If you rolled your deposit from a previous year, you do not need to send a new deposit. **We require a signed contract and \$300.00 deposit to hold your booking past the due date. If we do not have the contract and deposit at that time, we reserve the right to book another group for those dates.**

The rental rate for Summer 2010 is \$330.00 per person for the week. This includes all meals from Sunday dinner through Saturday breakfast, two snacks a day (mid-afternoon, evening), a Sonlight water bottle, and all on-site activities. Payment is due when the group arrives. We prefer that your group pay with one check. Sonlight does not accept credit cards. The minimum group size is 45 people (you may bring fewer, but you must pay for 45), and the maximum is 68 people. The only additions to this rate are as follows:

- ❖ Sonlight offers optional accident and illness insurance for rental groups. The cost is \$4.00 per person for the week. If you choose to buy this policy, you must purchase it for all participants from your group. See the "Insurance" section below for more details.
- ❖ Sonlight offers 8x10 group photos for rental groups. The Sonlight staff will take a digital photo, add a caption, and have the photo professionally printed. The price is \$4.00 per photo, and you may purchase as many or few photos as you'd like. We will need a final count of how many photos you want by Sunday evening.

Facilities/What We Provide

Each rental group gets exclusive use of the camp and its guest facilities for the week

- ❖ The Dining Room
- ❖ Alpine Cabin (above the Dining Room) - 15 beds, private bathroom
- ❖ Nordic Cabin (above the Dining Room) - 17 beds, private bathroom
Note: We suggest putting campers of the same sex in the Alpine and Nordic cabins due to their close proximity.
- ❖ Winchester Cathedral - Meeting and game room, extra bathrooms and showers
- ❖ Hilton Cabin - 12 beds (6 bunks), private handicap accessible bathroom
- ❖ High-Up Regency Cabin - 12 beds (6 bunks), private bathroom
- ❖ Eastin Westin Cabin - 12 beds (6 bunks), private bathroom
- ❖ Hospitality Room - Storage area for rental group supplies
- ❖ Craft Bus - Old school bus converted to craft area

Sonlight provides a pillow and pillowcase on each bed; however, we DO NOT provide sheets or linens. We suggest that campers bring a sleeping bag (or their own sheets and blankets). Sonlight also DOES NOT provide towels. Campers should bring their own towel for showers and the hot tub.

In addition to the ping-pong, foosball, and pool tables in Winchester Cathedral, we provide stereo and AV equipment including:

- ❖ CD / DVD player
- ❖ VCR
- ❖ Dual cassette tape deck
- ❖ Overhead transparency projector
- ❖ Ceiling mounted digital projector capable of showing DVDs, VCR tapes, and PowerPoint/ computer presentations (computer is NOT provided)
- ❖ Indoor and outdoor speakers
- ❖ Large projection screen
- ❖ Easel and whiteboard
- ❖ Small wooden podium

On-Site Activities

Sonlight offers a variety of games and activities for groups. Some of these activities can be done at any time, and some must be lead by trained Sonlight staff. For activities that our staff must lead, please provide a camp schedule two weeks in advance so we can plan ahead and allocate staff to lead activities.

Activities Lead by Sonlight Staff:

- ❖ Camp Welcome / Safety Orientation - Please allow about 15 minutes at the beginning of camp for our director to go over the camp rules and safety practices.
- ❖ Teams Course - Make sure to block out at least four hours or longer to allow time to complete a full set of teams course elements. Your group will be split into teams consisting of 10-12 people each. You can determine these groups ahead of time, or our staff can divide up your group on the spot. Long pants and T-shirts are required (no tank tops). Our teams course is designed for jr. high and older participants; however, we can lead an abbreviated version of just lower elements (meadow games) for younger campers.
- ❖ Archery - All ages can participate in archery. We allow a maximum of 12 people on the archery course at a time.
- ❖ Mountain bikes - Our mountain bikes are sized for junior high and older participants. We can accommodate up to 6 riders per trip. Please allow about an hour for the bike and helmet fitting, safety talk, and trail ride.
- ❖ Climbing wall - All ages can participate on the climbing wall. We can accommodate about 8-14 people an hour on the climbing wall, depending on age and climbing ability.
- ❖ Cookouts - Sonlight can do a hot dog or hamburger cookout for your group at our main camp fire circle. Sonlight also has some decorations and dress-up stuff for certain "theme nights" (western night, beach night, pirate night, etc.). We may be able to prepare a special meal for your cookout IF WE ARE NOTIFIED TWO WEEKS IN ADVANCE SO WE CAN ORDER FOOD.

Activities That Your Staff Can Lead Anytime:

Soccer, volleyball, triple volleyball, horseshoes, bouldering wall, lookout towers, frisbee golf course (maps available), hot tubs, craft bus area (Sonlight does NOT provide craft

supplies), ping-pong, foosball, pool (billiards), mud pit/salamander hunting (depending on water conditions), inflatable ball and cube, human foosball, nature loop hike, jungle gym, hammock, high chair, cards & board games, movies on the digital projector, rec equipment bucket (football, frisbees, softball, foxtail, badminton), dodgeball on our dodgeball court

Off-Site Activities

Sonlight asks rental groups to coordinate all off-site activities (i.e. rafting and horseback riding) directly with the company that provides the activity. This helps eliminate confusion with schedules and reservations when Sonlight acts as the “middleman”. As a convenience, we’ve provided phone numbers and web sites for some companies that Sonlight groups have used in the past (note that Sonlight does not endorse ANY outside companies):

Durango Rivertrippers	(970) 259-0289	www.durangorivertrippers.com
Rocky Mountain Wildlife Park	(970) 264-5546	www.durango.com/wildlife

For a list of more businesses, we suggest you contact the local Chambers of Commerce:

Pagosa Springs Co	(970) 264-2360	www.pagosaspringschamber.com
Durango Co	(970) 247-0312	www.durangobusiness.org

Also note that Sonlight does not provide transportation for rental groups.

Medical Provisions

Sonlight requests that the health forms for all members of your group (adults and campers) are at Sonlight TWO WEEKS in advance of the first day of camp. This allows our nurse to note any special conditions, necessary accommodations, or food allergies that our staff need to be aware of. All medical information is treated as confidential and is only given out on a need-to-know basis, e.g. informing the head cook about any food allergies.

Colorado regulations require a physician exam every two years for camp participants (campers and adults). If camp participants have a physician exam and signature on file with Sonlight completed in the 24 months prior to camp, they will only need to fill out the first three pages of the 2007 Sonlight health form (and skip the physician exam on page four). All other participants who do not have a recent exam on file will need to complete all four pages of the 2007 health form, including the physician exam. If participants are unsure if their exam is current, they should contact Sonlight to find out. Also note that Colorado regulations require the immunization record on the health form to be filled out completely.

Sonlight provides a nurse or health care provider on-site 24 hours a day to administer medications and provide treatment for minor medical issues. There is a local medical clinic in Pagosa Springs (½ hour drive from camp) and a full-service hospital in Durango (an hour and a half from camp). In the event that a camper must visit the clinic or hospital, Sonlight does not provide emergency transportation. Sonlight is serviced by an ambulance and EMS personnel from the Upper San Juan Hospital District, or your leader may elect to transport the camper to the clinic/hospital in a private vehicle, depending on the severity of the problem. Sonlight is not liable for any ambulance and/or medical fees incurred by your group.

Insurance

Sonlight carries a general liability insurance policy that covers all Sonlight Staff. This insurance DOES NOT cover rental group staff or volunteers. Any liability policy to cover the rental group staff is the responsibility of the rental group.

In addition, Sonlight offers an optional illness/accident policy for rental groups through American Income Life Insurance Company. This is a limited policy that pays up to \$600.00 for illnesses and up to \$2500.00 for injuries for each person for the week. This is usually enough to cover most minor visits to the local clinic or hospital in Durango. The policy covers the camper for the duration of their stay at camp; it does NOT apply when he or she is traveling to and from camp. The policy does not cover pre-existing conditions. The cost is \$4.00 per person for the week. If you choose to buy this policy, you must purchase it for all participants from your group. Please contact Sonlight for more information on this policy. Aside from this optional plan, Sonlight carries no medical insurance for rental group participants. We suggest you check with your church or sponsoring agency to determine what medical and/or liability coverage is provided for your participants.

Responsibility

For a rental group, it can sometimes be confusing which responsibilities of the camp week belong to them and which belong to the Sonlight staff. The following is a breakdown of some responsibilities:

Responsibilities of the Sonlight Staff:

- ❖ All meals and related food service (cookouts, washing dishes, etc.)
- ❖ Facilities and grounds maintenance
- ❖ Health care, first aid, and dispensing medications
- ❖ Special activities: teams course, archery, mountain bikes, climbing wall, hayrides
- ❖ Thorough cleaning of the camp prior to group arrival
- ❖ Camp welcome / safety orientation when the rental group arrives

Responsibilities of the Rental Group:

- ❖ Contacting Sonlight two weeks before your camp to communicate schedule, meal times, housing arrangements, and other special needs or requests
- ❖ Ensuring all group members are present for the camp welcome / safety orientation
- ❖ Adult supervision of campers at all times; ensuring that supervision ratios are met
- ❖ Controlling camper behavior and discipline
- ❖ All games, activities, programs, and schedule for the week (with the exception of the special activities listed above)
- ❖ Planning and arranging any off-site activities, including transportation
- ❖ Setting tables 15 minutes prior to each indoor meal
- ❖ Cleaning the dining room after each meal, including wiping down tables and vacuuming
- ❖ Ensuring that campers get enough rest to stay healthy and have a positive camp experience
- ❖ Medical and/or liability insurance for group participants
- ❖ Emergency medical transportation, if needed
- ❖ Leaving the camp moderately clean, including picking up all trash in the buildings and meadow, and collecting all lost and found

Note that any other responsibilities not specifically listed here are the responsibility of the rental group and the rental group leader.

Since your camp will be operating under Sonlight's child care license, and since we also assume responsibility for camper health care, the direct control of the Sonlight facilities and grounds is always in the hands of the Sonlight Director (Winston Marugg) or his designee. The Sonlight Director reserves the right to:

- ❖ Veto any activity deemed too dangerous
- ❖ Postpone or cancel activities due to dangerous conditions, e.g. lightning
- ❖ Send home from camp any camper or adult who is acting in a reckless manner towards camp property or other campers

Miscellaneous

Sonlight does not allow firearms at camp. Please do not bring any personal firearms.

Personal pets are not allowed at camp, except during drop-off/pick-up times.

Smoking is not allowed in the buildings, and may be restricted outdoors due to fire conditions. Smokers may smoke in a designated area in the parking lot (conditions permitting) or in a personal vehicle.

Colorado Dept. of Human Services Regulations for Camps

(Select regulations that apply specifically to Sonlight Summer Rental Groups)

7.711.21 General Requirements for All Personnel

B. All counselors and staff members having a supervisory role with campers shall be eighteen (18) years of age and have interest in, respect for, and ability to work with children. ***(Sonlight Note: younger staff may be used in leadership roles, but they may not directly supervise children by themselves; see Section 7.711.22 below)***

C. There shall be a letter of agreement with each volunteer or employed staff member which includes listing of specific responsibilities/job description and referring to information contained in the hiring packet or staff manual. Days or hours of employment/time off, personal conduct and necessary medical examinations must be provided in writing and may be provided in the hiring packet or the staff manual. The letter of agreement shall be signed by both the employer and the volunteer of staff member.

D. There shall be at least three references about each staff member of the camp attesting to the individual's character and suitability to work with children. The written references shall be in the personnel file or there shall be an indication in the personnel file that a reference has been obtained by telephone.

E. Each staff member must complete a current health history and must have been examined within the last 24 months by a licensed medical health care professional approved to perform physical examinations (i.e. a physician or nurse practitioner). **(Sonlight Note: this health history and exam are provided on the Sonlight Health Form)**

G. Each staff member shall be trained, and given written instructions as to camp policy when emergencies occur, such as fires, lost campers and injuries.

7.711.22 Necessary Camp Personnel

G. If the camp has counselors-in-training, they must be directly accountable to a qualified counselor or specialized staff member and must be directly supervised by those individuals in their role when caring for children. The counselors-in-training who are less than eighteen years old shall not be counted as staff members in the maintenance of the staff ratio for supervision of children as found at Section 7.711.23, D.

7.711.23 Necessary Staff Supervision

A. The camp shall have an accurate system whereby staff members who are responsible for the supervision of children shall know where each child is at all times.

B. At no time shall a camper be left without qualified supervision. **(Sonlight Note: this includes counselor meetings, free time, cabin time, etc.)**

D. Required ratios of staff who are on duty with campers in living groups (cabins) and in general camp activities must meet the following minimums:

<u>Age of Children</u>	<u># of Children</u>	<u># of Staff Members</u>
9 through 14 yrs. old	8	1
15 through 18 yrs. old	10	1

(Sonlight Note: this ratio is taken from ACA standard HR-9, which is slightly stricter than the state's. Adults who are at camp but not with children CANNOT be counted in this ratio.)

7.711.31 Special Activities - General Provisions

A. There shall be a written program that reflects the purpose of the camp, including a list of activities at the camp. The written program must be provided to parents.

B. Parents shall be given the opportunity to indicate to camp staff if they do not wish their child to participate in an activity.

7.711.51 Health Care

E. Within 24 hours after arrival at camp, each camper shall be observed by camp staff trained to

do so to identify noticeable evidence of any illness, communicable disease, or signs of abuse. The camp health care provider (i.e. camp nurse) shall meet with campers upon arrival at camp that have special medications or treatment procedures or dietetic restrictions or known allergic reactions or any known physical limitations. **(Sonlight Note: please allow time in your schedule on Sunday afternoon/evening for all campers and adults to undergo a health screening by the camp nurse)**

L. The camp health care provider (i.e. camp nurse) shall be responsible for administering medication to campers.

1. Medication prescribed for campers shall be from a licensed pharmacy; labeled with the name, address, and phone number of the pharmacy; name of the camper; name and strength of the medicine; directions for use; date filled; prescription number; and, the name of practitioner prescribing the medicine. When no longer needed, the medication shall be returned to the parent or destroyed.
2. A record of any medications administered shall be maintained in a medication administration record.
3. All medication at the permanent camp site shall be kept in a clean, locked container. On excursions away from the camp, medication shall be under the control of an adult and shall be stored inaccessible to children.

(Sonlight Note: please make sure campers and adults bring all medications in their original containers, from the pharmacy or store. All medications, including medications belonging to counselors and adults, must be stored in the nurse's station and administered by the nurse or trained Sonlight health care staff.)

7.711.52 Discipline

A. The camp shall have a written policy regarding the discipline of children, which shall be explained to staff members before the camp session begins.

7.711.61 Children's Records

A. At the time the child is admitted to the camp, the following information shall be obtained and maintained at the campsite for each camper:

(Sonlight Note: the following information is collected on Sonlight's Health Form)

- \$ Child's name, birth date, and address.
- \$ Parents or guardian's names, addresses and telephone numbers.
- \$ Parents or guardian's place of employment, telephone numbers and addresses.
- \$ Name, address and telephone number of an adult designated to contact in case of emergency if the camp is unable to contact the parent or guardian.
- \$ Dates of the camp session which the child will attend.
- \$ Name, address and telephone number of the child's doctor.
- \$ Authorization signed by the person or agency having custody, giving authority for the camp to obtain emergency medical care.
- \$ A statement confirming a physical examination signed by the physician or nurse practitioner and a current health history from the parent regarding the child's current physical condition.

(Sonlight Note: the rental group is responsible for collecting the following information)

- \$ Name, address and telephone number of individuals authorized to take the child from

- camp if different from the parent or guardian.
- \$ Names of individuals that are not authorized to take the child from camp.
- \$ Authorization signed by the parent, person or agency having custody of the child to participate in all special trips or excursions in which the child may be walking or riding away from the campsite.
- \$ Indication of any camp activity in which the parent, person or agency having custody of the child does not wish the child to participate (see Section 7.711.31, B).

7.711.62 Staff Records

There shall be maintained at the campsite a record for each staff member, paid or volunteer, which shall include the following:

(Sonlight Note: the following information is collected on Sonlight’s Health Form)

- \$ Name, address and birth date of the individual
- \$ Copy of a statement signed by the physician or the nurse practitioner regarding the physical examination of the staff member
- \$ Name, address, and telephone number of any person(s) to be notified in the event of an emergency
- \$ The dates that the staff member was on the staff of the camp.

(Sonlight Note: the rental group is responsible for collecting the following information)

- \$ Training, education, experience of the staff member
- \$ Copies of any first aid certification or other certification confirming qualification for the responsibilities assumed at the camp
- \$ Copy of the written references or note of phone references pursuant to Section 7.711.21, D.
- \$ Copy of the signed letter of agreement pursuant to Section 7.711.21, C

7.711.72 Sleeping Arrangements

L. No camper shall sleep in the same room or tent with any person of the opposite sex excepting members of his/her immediate family.

7.711.76 Fire Safety Provisions

F. At least one fire drill shall be held within twenty-four hours of the commencement of each camp session. ***(Sonlight Note: Please allow fifteen minutes in your schedule on Sunday evening to run a fire/evacuation drill. The Sonlight staff will conduct the drill.)***