



COLORADO
Baptists

Kids Camp in 3-D

DETECT. DECODE. DISCOVER



Leader's Planning Guide

June 20-23, 2011

Ponderosa Retreat and Conference Center

Colorado Baptist's Kids Camp exists to provide a Christ-focused camp experience that leads each child to a closer relationship with God, family and others.

We will fulfill our vision through:

- Bible-centered teaching
- Creative and fun worship
- Team building recreation
- Character building activities
- Mission oriented projects
- Evangelistic messages

We value:

- Faith in Jesus Christ as the only means of receiving eternal life
- The Bible as the inerrant Word of God
- Absolute truth as expressed through scripture and as a primary nature of God
- The family as the unit for building relationships and discipling children
- Friendships that are formed through camp experiences
- A fun, safe and quality camp experience

Colorado Baptist's Kids Camp is generously supported by Colorado Baptist's Cooperative Program giving, the Colorado Baptist's Foundation and Ponderosa Retreat and Conference Center.

Dear Church Leader,

We are so glad that you have chosen to bring children from your church to Kids Camp 2011.

The *Kids Camp leader's planning guide* has been created for you. As the church leader this guide will assist you as you prepare for camp. A great week at Kids Camp does not automatically happen. It takes a great deal of planning on the part of the church leader, camp committee, camp staff, parents and children. Our desire is to provide you with all the tools you will need to properly plan, so that your kids can have a week at camp that will be fun, safe and spiritually transforming.

This packet:

- Describes the program for Kids Camp 2011
- List camp policies
- Provides additional aids and suggestions for you in planning for an exciting time at camp.

PLEASE NOTE: Kids Camp is for kids who have completed 3rd – 6th grade

One sponsor must attend for every 6 children who attend camp. If your church cannot provide the required number of sponsors, or you have fewer than 6 children to send and do not have sponsors, you will need to contact another church that is attending camp to make sure that the required camper to sponsor ratio of 1:6 is satisfied. If this becomes a critical issue for you please call Kris at 1.888.771.2480 x228 for recommendations.

All forms are available online at www.coloradobaptists.org/kidscamp

BEFORE COMING TO CAMP

Promoting camp:

Kids Camp promotional materials (postcard, poster, video) are available to download at www.coloradobaptists.org/kidscamp.

Other suggestions include:

- Let kids create posters to advertise camp, use this as a contest and give away a partial scholarship to the winning child.
- Encourage children to invite their friends, a prize can also be offered to the one who brings the most friends or to anyone who brings a friend.
- Lead children to produce a brief promotional video that can be shown during a Sunday morning service.

Enlisting Sponsors:

When enlisting sponsors:

- Be intentional about selecting individuals that have a passion for children's ministry. Patience is a virtue when it comes to dealing with children during camp.
- **Sponsors must be 18 years old or older.** Sponsors 16 or 17 years of age must be assigned as an assistant sponsor and work closely with an older sponsor at all times.
- Every church must provide a copy of a recent (2 yrs. or less) Background check or have the sponsor complete a "**Permission to Obtain a Background Check**" form which authorizes the Colorado Baptist General Convention to obtain background information. Each sponsor will be subject to the results of the background information received. Sponsors who fail to pass a background check will not be allowed on the campground premises.

Plan a Sponsor Orientation:

Plan to have a sponsor orientation meeting six weeks prior to coming to camp. At the orientation meeting include:

- Reviewing church and camp policies
- Camp schedule
- Sponsor leadership responsibilities and expectations while at camp
- Discipline procedures
- Medical emergency responses
- Transportation needs
- Background check forms at www.coloradobaptists.org/kidscamp
- View the ***Creating a Safe Environment*** training video's found at www.sbc.net/localchurches/ministryhelp.asp
- Provide each sponsor with an age-appropriate witnessing tool and ask them to be prepared before camp to know how to lead a child to Christ.
- Have a time of prayer for the children, sponsors and camp leaders.

Plan a Parent and Camper Orientation:

At least one week prior to leaving for camp meet with campers and parents. Review the following items:

- Ponderosa Retreat and Conference Center: www.VisitPonderosa.com. The camp is located between Denver and Colorado Springs just East of I-25.
 - Address: 15235 Furrow Road, Larkspur, CO 80118
 - Camp Phone number: 719-481-2482
- Emergency contact numbers:
 - Greg Teel, Camp Director (cell) 719.287.3633;
 - Becky Badry, CBGC staff (cell)303-906-2323
- **What to bring:**
Bible, pen or pencil, Sleeping Bag, pillow, toiletries, towel and washcloth, a water-bottle (labeled with child's name), clothing (some activities will include water so bring extra clothing and include a light jacket or sweat shirt for evenings), flashlight, rollerblades, skateboard, protective riding gear including helmet, extra money for snacks, souvenirs and mission offerings .
- **What NOT to bring:**
Any type of device that generates music, cell-phones, hand-held electronic games, computers, DVD players, fireworks, alcohol, tobacco, knives, firearms, weapons of any kind.
- **Dress:**
Please remember this is a Christian camp and campers should dress modestly. No short shorts (a good guideline is a dollar bill length above the center of the knee), muscle shirts, tops must have a shoulder strap that is at least one-inch wide, no bare midriffs, sheer or form-fitting clothing, clothing with suggestive pictures or wording.
- **Discipline agreement:**
If any of the "do not bring" items are brought to camp, or if any camp rule is broken, parents of the offender will be called after the first offense. The second time a camper personally breaks or chooses to disregard the rules set forth by the camp, parents of the offender will be called and they will come and pick up the camper. No refunds. This is not meant as a threat, but to encourage each camper to keep a good attitude and obey the rules of Kids Camp and of Ponderosa Retreat and Conference Center.
- **Buddy system:**
No camper is to ever be alone during the camp week. Each camper will be assigned a camping buddy that must be present or accounted for by a sponsor at all times.

- **Registration forms:**

Each camper must have the following forms completed and submitted to the church camp leader by June 1, (one per camper). Forms can be found at www.coloradobaptists.org/kidscamp

- Colorado Baptist's Kids Camp Camper Registration Form
- Ponderosa Camper Registration Form
- Ponderosa Recreational Activity Release and Waver Form

- **Camp fee schedule:**

The cost for camp is \$175 early registration, \$200 late registration after June 1. This includes lodging, meals, registration, conference materials, t-shirt, camp photo and activities. Registration and deposit of \$50 must be received by the **church camp leader** by May 1st. The remaining fees must be paid to the **church camp leader** by June 1st.

- **Medical needs:**

Please read through the Ponderosa Camper Registration Form for all medical information and requirements. All medications must be kept in the original container that identifies the camper's name, pharmacy, prescribing physician, name of medication, dosage, and frequency of use. Due to state regulations, all camper medications, **including over the counter medications** must be kept in the nurse's facility. Please **pack medications in a Ziploc bag and label with camper's name.** Parents please alert sponsors to any food allergies that the child may have.

- **Parents**

- **Drop off** – Parents must stop at the front gate for initial check-in. You may then proceed to the chapel/registration. Parents cannot leave children unattended. Parents must remain with the child until a church sponsor has arrived.
- **Mid-week visits** – Parents who plan to visit camp during the week for any reason, are required to first go by the camp office, check-in and receive a visitor's badge. The visitor's badge must be worn at all times while the parent is on camp property.
- **Meals** – Parents, who desire to eat a meal with a camper, must call the camp office by Monday to make reservations. Parents will be charged for meals.
- **Pick-up** – In the event that a camper needs to leave camp early or if a parent is planning to pick up a camper at the end of camp, the parent must check in at the registration office, and check out the camper with camp staff. Campers who are unaccounted for may cause camp leaders to call 911 and report a missing child. **It is imperative that as a parent you help us protect your child during camp.**

Camp leader

Complete the following check list and time line by the suggested deadlines:

- Now:
 - Promote camp
 - Enlist sponsors and have them complete the “Permission to Obtain a Background Check” form
 - Begin registration using the group registration form provided
- By May 1st:
 - Collect \$50 deposit from each camper
 - Mail quick response registration form and \$50 deposit per camper, and background check forms to CBGC.
 - Copy and hand out camper registration forms
- By June 7^h:
 - Mail final registration list and remaining camp balance

**All camper registration forms must be mailed to
Colorado Baptist Convention/Kids Camp
7393 South Alton Way, Centennial, CO 80112 by June 10th.**

Registration forms:

Quick response form:

The quick response form is an estimate of your church group attendance and should be mailed by May 1st. We will be flexible in making adjustments. **However, if your group has additions after the published deadline of June 14th, the changes must be called in (1.888.771.2480-Kris) to verify available space.**

Group Registration form:

This list form must be used by the church leader to register each camper. This form and the remaining balance are due at the CBGC office by June 10th.

Individual Camper and sponsor forms:

Each **camper and sponsor** must complete the following:

- Colorado Baptists Kids Camp Camper Registration Form
- Ponderosa Camper Registration Form
- Ponderosa Recreation Activity Release and Waver Form

These forms need to be collected by the lead church sponsor and mailed with final registration and remaining camp balance by June 10th to Colorado Baptist’s offices.

Refundable, non-refundable, and transferable fees:

The \$50 deposit is non-refundable for all registrants. All fees are transferable for the use by another camper. Only the remaining balance will be refunded if already paid. Refunds of remaining balance will only be given in extreme circumstances with the camp director's approval. To be considered for a refund, a written description of the circumstances must be received by CBGC/Kids Camp no later than two weeks following the closing day of camp. Mail refund requests to CBGC/Kids Camp, 7393 South Alton Way, Centennial, CO 80112.

Medical:

The camp nurse's facility is located in the office. For after hour needs go to the Good Sam's building just outside the office to speak to the nurse. In case of emergency notify camp staff first then they will call 911 if needed.

Dorms and lodging:

There is no guarantee that your group will be able to stay in the same room/dorm. Beds selection will be on a first-come basis. We are restricted by law to not allow any check-in prior to 3 pm on Monday. We must limit our camp to a 72 hour period in order to meet Federal requirements.

Travelling to camp:

We strongly urge you to travel as a group to camp. If you do not have transportation, please call the CBGC office to make arrangements to ride with another group. Parents that choose to drive children to camp will need to go through the registration process, listed below. All campers must be accompanied by a camp sponsor the moment they arrive at camp until they leave.

FIRST DAY OF CAMP:

- Registration **WILL NOT** be open until 3 pm on Monday. You will not be allowed to unload luggage or campers on camp property prior to 3 pm. If you anticipate arriving at Ponderosa prior to 3 pm, please make arrangements to hang out in Colorado Springs or Monument until 3 pm. We are under legal mandate that Kids camp cannot be in operation beyond 72 hrs. **It is imperative that you do not arrive before 3 pm on Monday.**
- When you arrive at camp stop at the gate for initial check-in. Proceed to the chapel to complete registration and unload campers. Do not unload luggage until you arrive at a dorm. Dorm assignments will be made on a first come, first served basis.
- Please send one sponsor to the chapel to check-in for your church. Don't' forget to bring late camper registration forms, medical forms, and release forms.
- Make sure campers know they are to be at the pavilion at 4:00 pm. Sponsors need to be back in the chapel at 4:00 pm.
- The camp nurse will be available in the chapel during check in for medication deposits.

2011 Camp Emphasis: Seeking Truth

- All campers need to arrive at camp with an alias name to be used during camp.
- During camp we will take an offering each day for International Missions
- Campers will be given the opportunity to participate in a ministry service project to help with Ponderosa camp improvement.

Camp Personnel

Camp Pastor – Jay Badry, teaching Pastor, Riverside Baptist Church

Worship Leader – Jonathon Kintzel

Missionaries – Joining us by Skype from China

Mailing Address for CBGC

Colorado Baptists
Kids Camp
7393 South Alton Way
Centennial, CO 80112

Please contact one of the following individuals for additional information or questions:

Heather Brown – 1.888.771.2480 ext. 237; hbrown@cbgc.org

Becky Badry – 1.888.771.2480 ext. 227; bbadry@cbgc.org

Greg Teel – 719-287-3633; greg.teel@vgbc.org