



## Parent/Guardian Packet

Dear parent(s)/guardian(s),

Welcome to Annunciation Heights Youth and Family Camp! We are so excited to have your children as campers here this summer! We are set for an awesome week of summer filled with fun, faith and fellowship.

Annunciation Heights is a Catholic camp, offering dynamic and faith-filled programming centered on Christ. We seek to welcome campers to participate in the adventure of the Rocky Mountains and the adventure of growing in their faith, to more deeply encounter their Creator in the beauty of creation, and to have one of the best week's of their summer!

Additionally, Annunciation Heights is licensed and governed by the Department of Human Services - Office of Early Childhood. This means that we take very seriously the safety of your child and strictly adhere not only to the State of Colorado requirements for a resident youth camp, but also the Safe Environment policies of the Archdiocese of Denver. Please help us by filling out the required forms with the greatest of care.

**Below you will find information about the following:**

- **Preparation Checklist**
- **Arrival and Departure information (directions to camp)**
- **Letter to Camper**
- **Forms (mandated by the State of CO Department of Human Services)**
- **Other Helpful Information**
- **Packing List - what to bring/not to bring!**
- **General Sketch of Camp Schedule**

We hope that both you and your child are excited about camp this summer! If you have any questions which were not answered in this packet, or would like to reach out for any reason, please feel free to contact me directly at [luke.hlavin@annunciationheights.org](mailto:luke.hlavin@annunciationheights.org) or by phone at 970-586-5689.

In Christ,

Luke Hlavin  
Assistant Program Director





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**What do you need to do to make sure my camper is all set for camp? See this checklist, and find the following information regarding each of these steps!**

- Pay the remaining camp fees at least 4 weeks prior to camp session!** Do so by logging into your account online and completing the payment process in full.
- Print and complete the **Health History, Health Examination, and CO Immunization Forms**, complete with camper's doctor's signature.
- Print and fill out the following camp forms:
  - Summer Camp Activities Form**
  - Authorized Pickup Form**
  - Camper Behavioral Contract**
  - Annunciation Heights Publicity Release Form**
  - Getting to Know You Form** (to help counselors get to know campers before they arrive!)
- Write my camper a **Parent/Guardian Letter**.
- Ensured that my camper has all the needed supplies as shown on the **Packing List**.
- Sent completed forms for arrival at Annunciation Heights at least 10 days before start of camp session to the following address:**

**Annunciation Heights  
Attn: Summer Camp Registrar  
7400 State Highway 7  
Estes Park, CO 80517**





## **Arrivals and Departures**

### **Camper check-in is on Sundays at 2:30pm-3:00pm**

Please do your very best to arrive on time. If you arrive early, feel free to enjoy the beauty of the mountains at Lilly Lake or Camp St. Malo (both a few miles down the road), but you will need to wait until everyone is ready for registration at 2:30pm. If you are arriving late – please call ahead before driving up the canyon as you will lose cell phone reception after the town of Lyons.

### **Camper Check out is on Fridays after the Closing Program**

Please be sure to bring photo ID. Please ensure the person picking up your child is listed on the “Authorized Pickup Form.” Parents may start arriving at 12 pm for the Closing program but please do not come before. The Closing Program will begin at 12:30 pm.

**GPS address:** Our address is 7400 State Highway 7, Estes Park, CO. 80517-6409. Recently, Google Maps has done a better job at directing people to camp than Apple Maps. We recommend taking State Highway 7 up to camp from Lyons, as it is more direct than US Route 36. You will pass the Chapel on the Rock at Camp St. Malo on your left, and we are about 2 miles down the road from there. Shortly after passing the road to Long’s Peak Campground on your left, you will come to Annunciation Heights on your right. Alternatively, some GPS systems prefer our address to be “7400 South St. Vrain Ave.” Either should work!

## **Parent/Guardian Letter to Camper**

One of the express goals of Annunciation Heights is to strengthen the Christian family, and one way we do that through summer camp is to connect kids back to their parents in a meaningful and Christ-centered way.

To that end, we are asking parent/guardians of campers to write a letter to each of their campers. These letters are to be kept secret from your camper, turned in at drop-off, and will be given to them during the week in a meaningful way. While the content of that letter is left to your discretion, here are a couple of suggestions to writing a letter to your child:

- Tell them how much you love them! You may say it daily to them, or may never actually say it...but either way, let them know how much they mean to you, and how much you care about them!
- Express your hopes for their week at camp (how you hope they grow, how you want them to make new friends, how you hope they challenge themselves, etc.)
- Share about your own personal faith, how Christ is a part of YOUR life, and how you want that for your child as well.
- Make your child laugh! Share something that will make them smile...a memory, a joke, etc!
- Lastly, speak to your child from your heart. Make the letter something unique, that they will remember, in whatever manner you choose!



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## Forms

We strive adhere to both state and diocesan standards to ensure the very best care for your child. Our forms help us be the best we can, are consistent with best industry practices, and are required as a licensed child care provider in Colorado. That said, we must have them for your child to attend camp.

### ***State-mandated forms:***

1. Health History & Examination Form (**Complete with Doctor's signature**)
2. Colorado Immunization Form
3. Summer Camp Activities Form
4. Authorized Pick-up Form
5. Camper Behavioral Contract
6. Annunciation Heights Publicity Release

**\*\*These forms are MANDATORY, REQUIRED by the State of Colorado Department of Human Services. They need to be complete with the doctor's signature, and submitted at least TEN DAYS prior to your camper's arrival at camp.**

### ***Additionally requested:***

7. "Getting to Know You!" Form
8. Parent/Guardian letter to camper (see above)

## Health and Safety and Medications

**Please ensure that we have all your forms TEN DAYS PRIOR to your arrival at camp.** This allows our medical personnel time to review information about your child. **Please make sure that all prescription medications are labeled with your child's name, and in their original containers.** All medications are kept safely locked and administered by our camp nurse. They must be in their original container AND must follow the doctor's orders to be given out. Many parents have found it to be a good idea only to send the required amount of medication to camp in the original container. In this way it is impossible to forget to bring medications home. Over the counter medications will be available for campers through our camp nurse.



### **Spending Money:**

If you would like, you can bring money to be used by your camper at the camp store. The camp store will have AH swag, apparel, personal supplies, and outdoor gear, as well as snacks, ice cream, and drinks available for purchase. Store credit can be added to your camp fee online at the time of payment, or you can come with cash. The camp store will be open at the time of drop-off, so cash deposits can be made then, to be credited and accessible solely by your child.

### **Cancellation Policy**

- ❑ To cancel a registration, please call us at 970-586-5689. Our guidelines for refunds are as follows:
- ❑ 30 days before camp – we'll refund your payment paid minus the \$100 deposit
- ❑ There will be no refund for cancellations 30 days or less prior to the camp event

### **Meet the Summer Staff Team!**

The secret to a successful and impactful summer camp are the summer staffers. Each and every summer staffer has been interviewed and chosen because of their energy, enthusiasm, care, and faithfulness. We have over 30 men and women from across the country coming to serve at camp this summer. Each is motivated by a desire to invest in your child, form meaningful relationships, and provide a safe and wholesome experience for your camper.

As such, we think it is important that you meet these counselors! Please visit our "Meet your 2019 Summer Staff" page on our website: <https://annunciationheights.org/2019-summer-staff-bios/>

### **HYDRATE in Preparation for the Elevation!**

Annunciation Heights sits at nearly 9,000 ft of elevation. No matter how conditioned your child is to the mountains, the adjustment can still prove difficult. For many, even those who reside in Denver, the elevation gain can cause headaches and nausea. One of the simplest and most effective ways to combat this is hydration. We will of course be ensuring this throughout the week of camp. **In preparation for your camper's arrival, PLEASE have them drink plenty of water the day before and day of drop-off.** That way, they will be feeling fresh and ready for all that camp has to hold!



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### **Packing List / What to Bring**

Please keep in mind when packing that your child is going to camp and their clothes may never look the same. Because of our nearly 9000 foot elevation, a good water bottle is essential. Please clearly label all items with your camper's name.

- Bible & Pen or Pencil
- Water bottle
- Pillow, sleeping bag
- 6 Clothing Outfits (including underwear & socks) - may seem like a lot, but just in case things get dirty!
- 3 Pair of Long Pants (mornings and evenings in CO can be chilly!)
- Jacket/Sweatshirt
- Pajamas
- 2 Pairs of comfortable "closed-toed" Shoes
- Swim Suit (girls: one piece or tankini, boys: swim trunks)
- Rain Gear (poncho, rain jacket, etc.)
- Daypack / backpack
- Towel (Bath & Beach)
- Soap, Shampoo, Toothpaste, Toothbrush
- Deodorant
- Flashlight w/extra batteries
- Sunscreen
- Bug Spray
- Stamped self-addressed envelopes
- Plastic Bag for wet items
- Prescription Medications (bring separately in prescribed bottle with doctor's dosing instructions to give to nurse at registration)

\*\*\*no laundry opportunities are available

### **DO NOT BRING...**

- Negative Attitude
- Cell Phones / iPods / breakable electronics
- Food, gum, or candy
- Pets
- Firearms or any weapon
- Fireworks
- Knives
- Alcohol
- Non Prescription Drugs
- Tobacco Products
- The director reserves the right to dismiss any camper whose conduct becomes in any way detrimental to the best interests of other campers. **No refunds will be given in these cases.** We all want a camp to be a place for your child to have the time of their life, feel accepted, and share in fun, faith, and fellowship.



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**General Sketch of Camp Schedule:**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7:15am		Wake up	Wake up	Wake up	Wake up	Wake up
7:30am		Morning Energizer	Morning Energizer	Morning Energizer	Morning Energizer	Morning Energizer
8am		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:45am		Morning Prayer	Morning Prayer	Hike Day!!	Morning Prayer	Morning Prayer
9:15am		Activities	Activities		Activities	Morning Activities
10:30am						
11:45am		Mass	Mass		Mass	Lunch
12:30pm		Lunch	Lunch		Lunch	Closing Program
1:30pm	Camper Arrival	Activities	Activities	Return	Activities	1:30pm Campers Depart
2:45pm						
4pm				Rest		
5:30pm	Dinner	Dinner	Dinner	Dinner	Dinner	
6:45pm						
7:30pm	Opening Campfire	Evening Programming	Evening Programming	Adoration/ Confession	Closing Campfire	
9:30/10/ 10:30pm	Lights out	Lights out	Lights out	Lights out	Lights out	

**Activities will include:**

- High Ropes
- Archery
- Zip-line
- Arts and Crafts
- Low Ropes
- Lake Time
- Game Room
- Climbing Wall
- Rest Hour
- And so much more!