



CATAMOUNT

OUTDOOR FAMILY CENTER

Summer Camps

592 Governor Chittenden RD

Williston, VT 05495

(802)879-6001

www.catamountoutdoor.org

programs@catamountoutdoor.org



Dear Catamount campers and families,

We are excited to welcome you to the Catamount Outdoor Family Center for our summer camp programs. Please read through the information to help get you and your camper ready for all the fun and adventures!



Catamount's Mountain Bike and Explorers camps are focused on fun and led by enthusiastic experienced coaches and educators with the whole Catamount OFC trail network and Catamount Community Forest as our playground. Our full-day outdoor camps are designed to improve outdoor and athletic skills while exploring the trails. Campers will enjoy a week loaded with exciting adventures and lots of hands-on learning.

Our camps promote physical fitness, personal responsibility and teamwork, while emphasizing care for the equipment we use and the land on which we live and recreate. Each camp session will include a variety of activities to help grow a lifelong connection with the outdoors. Activities and skills will be tailored for the specific ages and skills of each camp session.

Camp Staff Structure and Ratios

Our Summer Camp Staff consists of Lead Coaches who are 17 years of age and older who are [Wilderness First Aid](#) and [SafeSport Certified](#) as well as Background Checked with Ultracamp/TrueHire; Assistant Coaches who are at least 16 years of age and older who are SafeSport Certified as well as Background Checked; and Coaches In Training (CIT's) who are at least 15 years of age and older who are SafeSport Certified. Additionally, 2 senior year round Camp Directors oversee camp operations and ensure all safety and program standards are met.

We staff each full camp with two lead Coaches, one Assistant Coach, and one CIT. We sometimes pull coaches off a camp that has low camper enrollment to balance staffing costs while always maintaining our staff to camper ratios. Our 6-7 year old camps maintain a staff to camper ratio of 1:6 with a max of 12 campers while our 8-14 camps maintain a ratio of 1:8 with a max of 18 campers.



Our Contact information

Please contact us via email at programs@catamountoutdoor.org. We check emails every morning and several times throughout the day.

If you need to reach us by phone, please call (802) 879-6001. If we are unavailable, please leave a detailed message (Campers name, age, and camp) and we will return your call as soon as possible. Again, email is best as we are frequently on trails and away from the office phones.

COFC staff will communicate via email with campers' parents, guardians and caretakers in the time leading up to, during and after camp too. Please let us know if you do not have regular access to email. Camp Coaches may reach out to you by phone with questions or timely updates.

Prerequisite skills for all Catamount OFC camps: All Catamount Outdoor Family Center summer camps require campers to have the ability to ride a bike on flat varied terrain

(dirt, grass, gravel, roots, etc.) without training wheels, to turn in both directions, and to stop safely using hand brakes.



Bike requirements for all camps: We require that your camper arrive to camp with a bike suited for Catamount's trails and features to maintain safety and maximize the amount of fun and learning. At minimum, all bikes used at camps must have:

- Proper Fit (frame and brake reach)
- Multiple Gears
- Front & Rear Hand Brakes
- Pedals
- Knobby Tires

Front and rear suspension are great additions but are not required.

Bikes that use foot brakes or have hand brakes that don't fit the camper's hand reach, training wheels, one gear, and without pedals are not appropriate for camp uses. If you are not sure if your camper's bike meets these requirements, please contact us.

All bikes should be serviced by a bike shop well in advance of your camp start date. A bike mechanic can make sure everything is safe and in good operating condition. We encourage you to plan early to get bikes serviced.

Bike Issues and Refunds: If a camper arrives with an improper or unsafe bike, the parent/guardian will be responsible for providing a replacement bike before the camper can participate. If a suitable bike is not found, the camper will not be able to participate and must return home-no refund will be issued. We apologize for any inconvenience this may cause, but we must prioritize the safety of all bikes used in the program. Please reach out early with any questions and ensure that bikes are serviced well in advance of the camp dates to avoid any issues.

Should a camper's bike become damaged while at camp, Catamount OFC is not liable for any damages. If a camp rental bike is available, it will be issued to the camper, with the rental charge applied to your account. If no rental bike is available, it is the responsibility of the parent/guardian to provide a replacement bike before the camper can participate in camp. No refunds will be issued for bike damages.

Registration Modifications and Cancellations: Any cancellations or requests to change sessions must be made before June 1 to receive a refund, minus a \$50 administrative fee. Cancellations or change requests made from June 1 until two weeks before the start of the session will receive a 50% refund.

Cancellations made within two weeks of the session's start will not be eligible for a refund. Modifications to a registration will not be permitted within two weeks of the start date. This policy is in effect as soon as a registration form is submitted, and there are no exceptions.

No refunds will be issued before or during the camp week(s) for any illness or injury. These policies are in place to support our small non-profit organization. Thank you for your understanding and support!

Medical/Contact Information & Consent Forms

All campers must have up to date Medical and Emergency Contact Information. This was built into your campers registration form. Should any changes to your campers health or emergency information need updating, please update your account before your campers session.

If your camper needs to take medication during camp hours, please speak with your Lead Coach at drop-off. Campers aged 10 and up may hold their own medications if parents/guardians prefer.

For campers under 10, a Lead Coach will hold the medication while at camp. Be sure to inform the Lead Coach whether the medication should remain at camp for the entire week or if it needs to be taken home at each pickup.

Emergency Pick-Up Procedures

If a camper becomes ill, injured or has a behavioral problem, parents or guardians are responsible for picking up as soon as possible. The camp staff will contact you directly to arrange a pick up time.



If your child starts showing signs of illness, such as fever, vomiting, diarrhea, or a persistent cough, please inform us immediately via email and remain home from camp that day. Should symptoms arise while at camp, Our Lead Coach and Admin Team will assess the situation and decide if your child needs to be picked up early.

We will contact you right away if your child needs to go home due to illness, and we ask that you arrange for pickup as soon as possible. To prevent the spread of illness, your child will be kept separate from other campers until you arrive.

We will document the symptoms and actions taken, and your child can return to camp only with a doctor's note confirming they are no longer contagious or if they have been symptom-free for 24 hours.

In the event of an injury, a Lead Coach who is Wilderness First Aid Certified will provide immediate first aid and assess whether additional medical attention is necessary.

For minor injuries, treatment will be administered on-site, within the scope of the team members medical abilities. While parents or guardians will not be contacted immediately for minor injuries, they will be updated when they arrive to collect their child.



Some injuries may require further evaluation and/or could limit the camper's participation in camp activities for the remainder of the day (e.g., cleaning debris from wounds, blisters irritation, assessing potential sprains, etc.). In these cases, parents or guardians will be contacted to arrange for pickup and possible additional assessment by a medical professional.

For more serious injuries, emergency services will be contacted. You will be notified immediately in such situations by the Camp Admin team.

In all above mentioned cases, an Incident Report Form will be completed to ensure thorough documentation of the injury and response. We are committed to ensuring the health and safety of your child and keeping you informed. If you have any questions or concerns, please feel free to reach out.

Drop-Off and Pick-Up Procedures

The speed limit on Governor Chittenden Rd is 25 mph. Please be respectful of our neighbors, walkers, horses and bikers and be conscious of your speed.

When you arrive, please park in the main parking lot and walk your camper to sign-in with staff. *Do NOT park in the circle driveway. That is private property and cannot be used for camper parking.* Staff will be around to help direct you to your campers check in location. Please plan for a longer drop-off on Monday to allow staff to do bike safety checks and assure all paperwork is in order.



Please note that we have a 30-minute drop-off and pick-up window for all camps to accommodate our diverse community. Catamount is committed to making our camps accessible to everyone, and this time window supports that goal.

We understand that many parents and guardians have children in multiple camps or programs, along with busy work schedules. This flexibility allows more families to participate in our camps.

During this time, camp games and activities continue, serving as a cool-down period (think of the camp day and week like a bell curve). Restful or unstructured play can be especially beneficial after busy, facilitated adventures on the trails.

There is no supervision prior to these drop off times.

Camper **Drop Off** is between 8:30AM - 9:00AM.

Camper **Pick Up** is between 3:30PM - 4PM.

Please pick up your camper on time. As a small non-profit, Catamount will charge \$2 for every minute that you are late picking up to accommodate staff overtime costs.

Update on Half-Day Camps for 6-7 Year Olds

Catamount will no longer be offering half-day camps for 6-7 year olds. We've found that staffing half-day camps can be challenging, and in order to provide the best experience for all campers, we are transitioning to a full-day camp model moving forward.

If you wish to pick up your MTB/Explorer camper early, you may do so during the lunch break, which runs from 12:00 PM to 12:30 PM. Please note that there will be no prorated fees or refunds for early pick-ups.

Any pick ups or drop offs outside of these windows will be subject to a \$20 fee as it requires additional staff or a restructure of the day's activities to accommodate.

We appreciate your understanding as we strive to maintain a safe and supportive environment for all campers.

The person dropping off or picking up a camper must be listed on the camper's Authorized Pick-Up form and present a photo ID. Please make sure your account details are to date for pick up authorization.

You must sign your camper in & out with a Lead Coach each day. No camper will be allowed to walk home or off-site without explicit written consent of a parent/guardian, the consent must contain the date that permission is granted for, and the location/route the camper will take to said location.

Friday Award Celebrations: On Friday, we host a small awards celebration where each camper receives a Catamount OFC Summer Camp shirt and a unique award. We would love to have you and yours join us at this celebration. Start times are either 3:15 pm or 3:30pm. Please confirm with your Lead Coach.



We stagger these celebrations as we recognise folks may have campers in different age groups. This format allows parents/ guardians to watch all their campers celebrations and take care of any end of week tasks that may need attention.

Required Gear and Equipment

Please make sure you have the necessary gear/equipment each day. If your camper arrives at camp without the required gear and clothing, a staff person will determine whether or not they can safely participate in camp that day. No refunds will be provided if the camper is sent home for the day for ill fitting or unsafe equipment. ([check out these partner rentals too](#))

CELL PHONE USE IS NOT PERMITTED DURING CAMP. If your camper brings a phone to camp, it must remain turned off and in their backpack.

Water - Non breakable and able to be closed. We recommend a hydration pack (small backpack with water bladder and sipping hose) as this allows the camper to sip and ride as well as carry snacks and other items while out on the trails. Water bottles work too but many smaller framed youth bikes do not have a water bottle cage, including Catamounts youth bikes.

Food - There will be snack time in the mornings and afternoons, with lunch occurring around 12:30 pm each day. Please pack the appropriate amount of food for your camper. We ask that your camper knows what food is for snack versus lunch too. We highly recommend packing extra snacks. We are very active at camp and we want to be sure that everyone has enough food to fuel themselves. Please pack a trash bag for all food waste and trash, as Catamount is a Leave No Trace, pack-in, pack-out facility.

Please send your camper with only food for themselves. Catamount does NOT provide food for campers and for safety, sharing food is not permitted.

Backpack - Please send your camper with all their gear secure in a large backpack. An additional water bladder pack can be sent for use on the trails, as mentioned above.

Clothing/Gear - Please pack your camper with the following clothes/gear they will need to be safe, comfortable and happy. Please be attentive to the weather forecast for the week, and day of camp. And, remember, we will be outside and active throughout the day. Synthetic or wool clothing is preferred over cotton.



General Packing List:

- Extra change of clothes & socks!
- Rain gear
- Appropriate hiking & biking footwear. Toes and heels must be covered and secure!
- An extra pair of shoes
- Sunblock
- Bug Repellent
- Bike
- Properly fitted bike helmet
- Hydration Pack /Water bottle

Optional items:

- Bike tool kit & tire repair kit (spare tube, tire irons & patch kit)
- Biking gloves
- Protective eyewear
- Knee, shin, elbow pads are recommended, but not required
- Old toothbrush and rag for cleaning bike

Camp staff are not permitted to apply sunblock or bug repellent to your camper. We encourage you to apply it prior to drop off and to be sure they can safely self apply during camp if needed.

Please put sunscreen & bug repellent in a small plastic bag with your child's name on it and store it in their backpack. Sunscreen & Bug Repellent cannot be shared with other children because of potential allergies and sensitivities.

Label Everything & Lost & Found

Children have many look alike possessions, please label your child's belongings with their name. Staff frequently remind campers to gather their belongings, but occasionally something does get misplaced.

The Catamount Outdoor Family Center is not responsible for lost items, but we do maintain a lost and found in the Hub.

Bike Rentals and Repairs:

If you want to rent a bike for the week, please contact us directly. We have a limited number of bikes available and they are reserved on a first



come, first served basis. We will need to know the height of the camper to be sure we reserve the correct sized bike.

- Bike Storage: \$50/week
- 20"-24" Bike Rentals: \$75/week
- 26"-29" Bike Rentals: \$100/week
- Helmet Only \$10/day or \$30/week
- Handlebar Plugs \$5
- Adjustments and tune ups service: \$20 minimum (if more than minimum service charge, we will call to confirm you want service).

*We are not a fully equipped bike shop and have limits to what we can handle in houses.

Camper Behavior Policy

To ensure safe and enjoyable camp programs for all participants and visitors of Catamount, please explain this code of conduct to your camper.

At all times, campers must:

- Show respect to all participants, staff & visitors
- Refrain from using foul language and obscene behavior
- Refrain from causing bodily harm to other participants, staff & visitors.
- Show respect for equipment, supplies, facilities and the outdoor locations we will be in.

Behavior Management

The Catamount Outdoor Family Center staff aims to foster good behavior by creating a trusting environment, promoting appropriate behavior, anticipating behavior problems

and redirecting the camper when a behavior is inappropriate. Expectations and limits are clearly explained at the beginning of the week.



Beyond first attempts to address and/or redirect bad behavior, the following procedure will be followed:

Strike 1: Camper and staff will go to office to complete a

Behavioral Plan Form that identifies the rules broken or behavior that needs addressing. Camper and Coach will work together to find ways they can best move forward.

Strike 2: Camper and Coach complete the same paperwork and then call parent/guardian together to explain what has occurred.

Strike 3: Camper and Coach complete the same paperwork and call parent/guardian to come pick them up. That individual will not be allowed to return to the camp session. If your camper is signed up for future camps this season, our Camp Director will meet with you to discuss options moving forward.

The Catamount Outdoor Family Center reserves the right to immediately expel a child, based on the situation, without refund of payment, if the child poses a safety risk. Examples of this behavior include physical altercations, actual or spoken intent of violence, or leaving the designated area without staff permission.

Weather and Environmental Protocols: Catamount camps do not close for inclement weather. Should an extreme weather event occur, staff will communicate necessary information and plans via email.

Rain Protocol: Camp activities will proceed as scheduled outdoors. If rain causes the environment to become too soggy, muddy, or otherwise unsuitable for safety and fun, we have indoor facilities available to ensure the camp experience remains enjoyable. Campers should come prepared with appropriate rain gear, as outlined in the packing lists. Indoor activities will include a variety of options to keep campers engaged, such as games, arts and crafts, and educational sessions (bike maintenance skills, Leave No Trace, Animal ID, etc.).



Thunderstorms Protocol: In the event of thunderstorms, we will immediately relocate all camp activities indoors. We will observe a 30-minute waiting period from the last instance of thunder before considering moving activities back outdoors. If thunder is heard again during this waiting

period, the 30 minutes will reset. Indoor activities are facilitated during this time. This protocol ensures camper safety and provides a constructive way to use time while waiting for storms to pass.

Heat Index/Extreme UV Index Protocol: To prevent heat-related illnesses and ensure the safety of all campers during high heat index or UV conditions, we will shift our focus to low-impact activities. This may include water based games, educational sessions on



staying cool, shade/indoor games, and restful play periods.

Campers are encouraged to drink plenty of water, wear light and breathable clothing, and take breaks in shaded areas. Our goal is to keep everyone safe while still providing a fulfilling camp experience despite the high temperatures.

Air Quality Protocol: When air quality is compromised due to smoke, we will modify our activities to minimize physical exertion and reduce the risk of respiratory issues.

Low-impact activities will be prioritized, and we will provide regular breaks to ensure campers have time to rest and recover.

Flooding Protocol: During local flooding events, we will continue with camp activities as planned unless otherwise communicated. We have successfully remained operational during major flooding events over the past two years, and we will strive to do so again. However, if travel conditions are severely impacted in surrounding areas, Catamount will offer early pick-up options as communicated via email. Our camp schedules will be adjusted as necessary to prioritize safety, and we will keep families informed about any changes that affect pick-up times or activity plans.



See you soon!

John Atkinson:

Executive Director

Amanda Preston:

Operations & Event Manager

Andy Coddington:

Trails and Facilities Manager

Maggie Brown:

Guest Experience Coordinator