

# *Sun Valley Youth Center: Summer Programming*



Sun Valley Youth Center INC.  
1230 Decatur St. Denver, CO  
80204

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[www.sunvalleyyouthcenter.com](http://www.sunvalleyyouthcenter.com)

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# About Us

## **Mission:**

Sun Valley Youth Center is a faith based organization located in one of Denver's most needy communities. We have a mission to reach the community by providing programs, activities and resources that will facilitate and promote education, empowerment, self-esteem, sports and spirituality for the youth of the Sun Valley community. Through the services of the Youth Center, we hope to link and transform the church, home, government and school communities of Sun Valley.

## **Who we are:**

We are a faith based 501(c)3 organization. We believe in a holistic approach to all we do. We believe as a faith based organization we should be roll models of who our greatest Hero was. We want to reach out to all those who are in need of life change.

We have a day care after school program targeting 5-14 year olds. Our tutoring and say yes programming has been a force in reaching those age level kids.

<[www.sunvalleyyouthcenter.com](http://www.sunvalleyyouthcenter.com)>

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# Manual and Flash Drive

This manual is to help you survive the summer with the kids of the Sun Valley Youth Center.

It encompasses how to help run the summer program as well as to help assist those who run the program yearly.

The flash drive included contains the necessary forms for easy downloading.

The forms on the flash drive include:

Copy of 2008 Rude Cards

Kid's weekly sign in sheet with outing sheet

Copy of 501 (C3) nonprofit letter

Support letter

Donation letter

Volunteer Application

A scavenger hunt

Horn Creek/Snow Ridge 2009 Application and physical forms

Copy of summer 2009 calendars

Kid application for Sun Valley

If you need to update any of these forms please do so. And then save the changes to the flash drive.

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# Summer Prep: Rude Rec Center Cards

Preparing for the summer needs to begin in February.

Print out May, June, July and August calendars with each individual dates so you can have room enough to write in you activities by each day.

Go to Rude Rec Center and update the kid's cards for free swimming. You will need to fill out information on each kid so take the kid information binder with you.

When doing this apply for the My Place Scholarship for certain low income schools. By doing so makes the Rude cards cost effective (free for kids you will need to pay for staff and volunteers-just get 3 more cards with scholarships) . When you are done and have the cards; put them in a spread sheet. Kid's name and the card number, this way when you go swimming just highlight the kid's names that are going swimming that day and hand it to the people at the swimming pool. This makes the processes faster and easier when having 20 kids.

Included on the flash drive is a copy of the Rude form for the Rude Rec cards.

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# Summer Prep: Calendars

When filling in your calendars for May, June, July and August try to keep in mind five things. Outdoor education, city learning, entertainment, recreation and literary skills. So, out of the five days of the week each day needs to be one of these. Pick what you want Monday to be and what you want Tuesday to be and so on and so forth.

Write your calendars in with pencil so you are able to make necessary changes.

On Mondays we did library (literary skills) and swimming.

On Tuesdays we did the free movie theater and swimming.

On Wednesday we did out door education.

On Thursday we did recreation.

On Friday we did city learning.

Don't forget to plan days for fundraising for camps! It is ok to use one of the days for that. Car washes, selling caramel apples (apples and caramel should be included in with what you get from the food bank), bottled beverages (from food bank).

Ask around at the different stores; Wal-Mart, Target, Kmart for the ok to use their lots to gain more attention and don't forget to ask them if they have water spouts for hose hookups. Make poster signs and assign each kid a job as to what they are going to do at each car wash; tires, rinse, wash and so on.

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## **Summer Prep: Calendar Collaboration**

You will also have to prepare for the various camps before school lets out for the summer.

When doing this and filling out your calendar and camp dates collaborate with Open Door by setting up meetings to align your calendars. Sun Valley and Open Door work together. We are also able to borrow their vans. Ask them and see if they need them on the specific dates that you need them. The gentleman at Open Door is Gary, he works with the youth there. His number is: 303.830.2201

For the camps the kids will need a physical. Some camps require more info than others. At the start of the summer there are free physical sites set up at various places, mostly they will be at libraries. Call the Littleton library and ask them dates and times. Open Door will also have the free physical vans. (Mondays and Tuesdays)

In March start contacting the various camps asking for their forms/applications and their dates. Also go online and look there.

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# Summer Prep: Camps

## Various Camps:

Boy Scout's camp call in April to choose date for the Magnus Adventure camp. This camp is for kids 8 and younger. Seek out Bob Williams 303-455-5522  
[www.denverboyscouts.org](http://www.denverboyscouts.org)

Horn Creek/Snow Ridge is another camp; Camp Crusade. Get a hold of Scott DeBryant. 303-877-9911. This camp is for those who are 8 years and older.

WOW camp through Denver Parks and Recreation, talk to Rude.

For the Cross Bar X camp in Durango; for those who are 8 years and older. Get a hold of Nick Brothers 1-970-2716 who oversees the camp. Sun Valley Youth Center (SVYC) has been sending youth since 1970 and would like the forms needed. Providence Bible Church in Denver (Jason Janz) supports us so call them and connect. Ask Jim Worst 303-210-9650 at His Love Fellowship for the use of their vans.

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## Summer Prep: Tidbits/Info

**At Colorado State Parks** you can attain state park passes. Get two. One for the mini bus that you will always be in. And one on hand for the volunteer cars. \$68 for first pass \$20 for second car.

Can swim at Chatfield Reservoir, Cherry Creek Reservoir (state passes needed) and at the various swimming pools (Rudy cards needed).

**Free Denver days** [freeindenver.com](http://freeindenver.com)

Pull up all free days and fill them in on your calendar it will make it easier.

**Fishing Derby** — Contact Scott Gilmore with division of wild life or Ron Piccaso use to work for Rude or Rude Rec for dates and info and kids will get a free fishing pole. So go fishing some days.

### **How the library works**

They have to have their own library cards if want to check out books so the fines you don't have to payback!

Summer reading at Denver and Littleton libraries

Reading sheets for kids to get prizes for reading. Must read for 30 min. Stay for about 1-2 hrs (No Longer they will go crazy!) They can use your card to get on computers when done reading if they don't have one.

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## Summer Prep: Tidbits/Info

Another thing that you want to do is contact places for grants. Because for the camps the kids will need sleeping bags and such.

In January get in touch with Big5, REI, Gart Sports, Wal-Mart, Target and Coleman. You may want to do this in March so you can fill out the needed paper work and for them to process it before the camp days arise.

There is a WOW camp if you attend to go then the kids will get a free sleeping bag.

## **Suggested Outings: Museums**

Denver History Museum: 303.866.3682  
1300 Broadway Denver, Co 80203

Children's Museum: 303.433.7444  
2121 Children's Museum Drive Denver, CO 80211

Denver museum of nature and science: 303.322.7009  
2001 Colorado Blvd. Denver, CO 80205

Molly Brown (from Titanic) House Museum:  
303.832.4092  
1340 Pennsylvania Street Denver, CO 80203

Denver Art Museum: 720.865.5000  
100 west 14th Ave Denver, CO 80204

Museum of Contemporary Art: 303.289.7554  
1840 15th Street Denver, CO 80202

Air and Space Museum:  
7711 East Academy Blvd Denver, CO 80230

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## Suggested Outings:

Denver Imax Theater: 303.322.7009  
2001 Colorado Blvd. Denver, CO 80205

Denver Butterfly Pavilion: 303.469.5441  
6252 W. 10th Ave Broomfield, CO 80020

Denver Botanical Gardens: 720.865.3500  
1005 York Street Denver, CO 80206

Rocky Mountain Arsenal National Wildlife Refuge:  
303.289.0867  
9210 West 80th Ave Arvada, CO 80005

Wild Animal Sanctuary: 303.536.0118  
1946 County Rd 53 Keenesburg, CO 80643

Denver Museum of Miniatures Dolls and Toys:  
303322.1053  
1880 Gaylord St., Denver CO 80206

Plains Conservation Center: 303.693.3621  
21901 East Hampden Ave., Aurora CO 80018

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## Suggested Outings:

Denver Zoo: 303.376.4800  
2300 Steel St., Denver CO 80205

Denver Downtown Aquarium: 303.561.4450  
700 water St., Denver, CO 80211

Denver Planetarium: 303.322.7009  
2001 Colorado Blvd., Denver, CO 80205

Cheyenne Mountain Zoo: 719.475.9555  
4250 Cheyenne Mountain Zoo Rd. Colorado Springs, CO  
80906

Devil's Head Lookout, Pike National Forest: 719.836.2031  
Sedalia, CO 80135

Garden of the Gods: 719.634.6666  
Colorado Springs, CO 80904

Celestial Seasonings Tea factory and tour: 303.581.1202  
4600 Sleepytime Drive Boulder, CO 80301

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## Suggested Outings:

Denver Capital Building: 303.866.2471  
200 East Colfax Ave, Denver CO 80203

Denver Mint: 303.405.4761  
320 West Colfax Ave, Denver CO 80204  
(Very Boring)

Denver Library: 720.865.1111  
10 W 14th Ave Pkwy Denver, CO 80204

Littleton Bemis Library: 303.795.3961  
6014 South Datura St., Littleton, CO 80120

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## **Before leaving Center for your outings:**

On the two outside doors leave a note up saying where you went and your cell number for contact (it's the law).

On a form tell where you went, what kids went with you and the date. Leave that in the black box by Kris's office. Make a daily sheet and just check mark what kids went and on top of the date write in where you went. A copy of the form is located in the back in the forms section called Field Trip Sheet.

(you also need the daily/weekly sign in sheets with you)

Grab the binder that has all the kids info: Correct paper work, parents info, emergency contacts with addresses, immunizations and a current photo. You are required to take this with you where ever you go with the kids! Keep this maintained and updated.

You will always need a first aid kit with you. Band-aids and gloves. You are not permitted to use alcohol wipes under any circumstances, it is illegal! Nor are you allowed to pull out splinters, it is invasive surgery in the daycare law book.

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## **Before leaving Center for your outings:**

Make sure that the kids have eaten breakfast and if not going to the library they are required to read for 30 min each morning before the outing and if they have not before you leave then that goes against their ability to go on the last road trip of the summer.

Make sure that lunch sacks are made for each kid and placed in their black back-packs. Besides the lunch they also need to have their own water bottle these too are also black or whatever you can find in the kitchen or craft room. The kids know what all these items look like. Bring a container of tang with you so they can mix it in with their water. For every bottle of tang they drink they have to drink a bottle of water. Also pack about 4-5 different snacks in their black bags. Cookies, zip lock bag of goldfish, slim-jims, granola bars, etc. You will also need to bring one of those gray/black cooler back pack bags filled with various snacks. If you need a cooler for cold food, use it. You will always carry lots of stuff with you

You should have some volunteers so have them help you, ask! The kids are also willing to help so ask them as well.

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## **Before leaving Center for your outings:**

You attain the black bags thru Angel Tree. Call them up  
And tell them you work for a nonprofit and need their  
support via the black back packs. They come with a Bible  
inside.

Ask about the camps scholarship  
Salvation Army Angel Tree

This needs to be accomplished in April.

## **Before leaving Center for your outings:**

Beach/swimming bag and basket.

When you go swimming you will need a bag that holds shampoo, conditioner, brushes (one for each girl or family) and hair driers. All of this should be in the pink bag. In the blue laundry basket have the towels and kids swim suites. Before you leave the center make sure each kid has their suit! If need more towels you can go to a Goodwill store and buy some cheap ones. Sun Block is tricky. All kids need it! Only water babies spf45 can be used and buy the spray on so you spray them and they rub it in. You can rub it in on their neck and back. Don't forget their face and legs. The more they swim the hungrier they get so bring extra snacks.

To go into the deep end they have to be able to swim the length of the pool under the watch of a life guard. And at many of the pools you have to get in with them. So go have fun! If they keep misbehaving have them sit out for a length of time.

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## **Sign in for kids:**

As the kids arrive for the day, on the sign in sheet you need to say what time they arrived. Also, the same as to the time of when they left.

The weekly sign in sheet with the weekly outing sheet is located on the flash drive.

Remember, on the outing sheet on the top write the date and where you went. Then check mark what kids went with you and leave the sheet in the black box outside Kris's office.

## **Camps info and their contacts:**

Boy Scouts Camp Magnus Advanced Camp

Cross Bar X Camp in Durango (8 yrs and older)

Horn Creek/Snow Ridge Camp (8 yrs and older)

WOW Camp

Community Summer Free Day Camp

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# Cross Bar X Youth Ranch

*Denver Falcons*

Ages 8-10

Nick Brothers is the Executive Director and has been with Cross Bar X Youth Ranch since its inception in 1977.

Tim Miller is the Program Director and joined Cross Bar X in May 2006 .

Joy Young is the Office Administrator.

Cross Bar X Youth Ranch  
2111 County Road 222  
Durango, CO 81303  
office: 970-259-2716  
fax: 970-259-8006

[www.crossbarx.org](http://www.crossbarx.org)

Contact Providence Bible Church in Durango because they support the Center and will help.

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## Directions to Cross Bar X Youth Ranch

Cross Bar X Youth Ranch sits on 150 acres 12 miles south east of Historic Durango in southwest Colorado at the base of the Rocky Mountains.

Durango, CO is reached from the North and South by U.S. Hwy. 550 and from East and West by U.S. Hwy. 160. To view a map, [click here](#).

**From Durango**, go East on U.S. Hwy. 160 for 8 miles. You will come to the junction of 160 and 172. There is a signal at this junction. Travel another two miles on 160 and County Road 222 will be on the right hand side of the road just past mile marker 93. You will see a 2-story house with blue trim at the entrance to the county road. Turn right on County Road 222 and go 2 miles. The camp will be on the right hand side.

**From the East on Hwy. 160**, you will go approximately 9 miles past the town of Bayfield and cross the Florida River. You will go up a steep incline. When you crest the top of the hill, County Road 222 will be on the left hand side of the road. The turn is not well marked, so be watching. Travel 2 miles down C.R. 222 and the entrance to the camp will be on the right hand side of the road.

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## Cross Bar X Forms

You will need to contact them to send the correct forms.

The packing list for Cross Bar X is included on the flash Drive. Use this as an example for the other camps as well.

Contact Jason Janz his church is local and they raised money in 2009 to send the kids to camp for free. Contact him to see if they can arrange this again. They also rented a bus and transported all kids.

These forms (application and physical forms) Are located on the flash drive.

# Horn Creek/Snow Ridge Camp

*East Denver Urban Jr. Camp  
East Denver Jr. High  
Middle School and High School*

Scott DeBryant – SnowRidge Youth Camps  
303-877-9911  
scott.debruyne@studentventure.com

Elaine Purdy – SnowRidge Youth Camp Registration  
719-783-2205 x205  
elainepurdy@horncreek.org

Horn Creek Camp  
6758 County Road 130  
Westcliffe, CO 81252  
Fax : 719-783-2547

[www.horncreek.org](http://www.horncreek.org)

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## Horn Creek/Snow Ridge Direc-

From Denver take I-25 South to Colorado Springs, once you are in Colorado Springs, follow I-25 South in Colorado Springs to the Academy exit located on the south side of Colorado Springs. After exiting, **Turn right (west) on Academy.** Continue on Academy until you go over Hwy. 115. (You will see a Safeway shopping center on your right) **Turn Left immediately after going over Hwy 115** this will allow you to get on Hwy 115 going south. Continue on Hwy 115 through Penrose to Florence (Do Not Exit on to Hwy 50, stay on Hwy 115 to Florence). Hwy 115 will take you to a stop light in Florence with a Carl's Jr. restaurant on the left. That is Route 67. **Turn Left on Route 67.** Take Route 67 to Wetmore which will dead end into Hwy. 96. **Turn Right on Hwy. 96.** Continue on Hwy. 96 to Westcliffe, continue on Hwy. 96 and turn left (south) on Hwy. 69 South at the Antler convenience store. Continue on Hwy. 69 South and go approximately half a mile to the Diamond Shamrock station and turn right onto Hermit Road (CR 160). Continue on Hermit Road approximately one mile and turn left onto Macy Lane (CR 129) (There are two big barns to the right). Continue on Macy Lane for approximately five miles to County Road 130. There is a sign pointing to Horn Creek at this intersection. Continue on County Road 130 for approximately three miles to Horn Creek.

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# Horn Creek/Snow Ridge Forms

Before using these forms for Horn Creek, ask them if it is ok to use the 2009 application and physical forms. Things might have changed.

These forms (application and physical forms)  
Are located on the flash drive.

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# Boy Scouts Magnus Advanced Camp

It is in April and you want to contact  
Bob Williams

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## **WOW Camp** **(Wonderful Outdoor World)**

For this camp you would need to get a hold of Rude Center for the information.

This camp has two levels. You want the information for WOW 1, not WOW 2. WOW 2 has a 3 mile hike and our kids are not use to that.

It is only an overnight camp however from past experience with the weather make sure the kids bring and extra set of clothing than would normally bring! There is a possibility that rain, snow and sleet can occur.

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## **Community summer free day camp**

For one week in the summer we do a community summer camp for all the kids in the neighborhood.

The focus of the camp changes every year from safety camps, sports camp, environmental camps, healthy eating. Because of current waves of funding environmental camps or healthy living camps would be more supported up to the year 2015.

### **Our collaborators are:**

Boy Scouts

Rude Center

Peace Jam

Denver House Authority

Summer volunteer groups

(Youth Works Group work camps)

Private groups staying with the center

Recycles Bicycles (Dave Bower)

Derailer Bicycle Collective

Fairview Elementary School

Catholic Charities Daycare

Sun Valley Head Start

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# Physical forms

You will get these forms when you take the kids to get their physicals at the free physical mobiles at the Littleton library.

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## Vaccination forms

The kids will have to bring these in for you to make copies of and then place the copies in their folder. Also ask the school for copies, you may need to create a permission form for the parents to sign off.

You will need a copy of these for some of the camps. So get them in as soon as you can.

## Networking

You major networking will be done with **Gary at Open door**. His number is: 303.830.2201

Feel free to call him with any questions concerning places and kid discipline.

We also network with **Youth works** for summer Volunteers. They have a tendency to send middle and high school students. When you call them up request that only high school students come to your site, otherwise, the middle school students that you get will get in your way and can be the same age as the kids you are working with in the community. So, **ONLY** high school teams!

**Group Work Camps** is another organization in which we get volunteers from. They only send out high school students so you should have no worries there.

**Urban Youth World Impact** is another organization to get a hold of for summer volunteers.

A lot of these volunteers will bunk out at the house across the parking lot. So we do have space for them.

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# First Aid

You will always need a first aid kit with you where ever you go; Band-aids and gloves. You are not permitted to use alcohol wipes under any circumstances, it is illegal!

You can use soap and water to clean cuts and nothing else.

Nor are you allowed to pull out splinters, it is invasive surgery in the daycare law book.

When ever any kid gets hurt do not forget to fill out an Incident Report and place it in the kids folder.

Form on flash drive

## **Food Bank**

Every Tuesday Mrs. Sharon goes to the food bank and picks up the order. Unless she tells you otherwise.

In the food room downstairs to the left when you walk in, that food belongs to the daycare and what you eat for the day. The rest of the food goes in food bags on Fridays. Zack will come in on Friday's to do so. There needs to be Food Bag signing sheet made. It needs to have the date and individual's names of those who take a bag. If they take two bags then they need to sign there name twice and the same for three and so forth.

This sheet needs to be faxed to the food bank every Friday afterwards so we can get the next Tuesday order.

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## Computer lab/ X-Box

On the select few days that you want or need a break; stay in.

Or if you come back early from your outing. The kids are allowed to play on the computers and Xbox after their reading.

The kids are not allowed on any of the social pages:

Face Book, MySpace, My Yearbook

They mostly go to y8.com for games. No gun games or blood games. You must be in there with them! They can go to youtube.com just monitor what they play.

No songs allowed that don't glorify God!

The boys know how to set up the Xbox, and are not allowed to play Halo.

Limit their time on the electronics and take them out to the park for some running.

If you see a cell phone take it away and give it back at the end of the day.

For the teens that come they are allowed to check email and the social pages and can have a cell phone just monitor it. If they use the computer for social pages they must give us their password and add us as friends

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## Behavioral Chart

There is a standard behavioral chart on the left wall in the big room by the rooms. Each child is supposed to follow these rules and if they do not listen to a warning then their name needs to be moved towards the negative. However, they can work their way back if they help out and listen for the rest of the day without back talking or side talking (saying negative things under their breath).

Some of these rules include:

- No cussing
- No fighting
- No lying
- Respect

If a kid does exceptionally well move their name to the positive side. Such as not back talking all day or volunteering to help without being told to do so.

Included on the flash drive is a copy of the standard behavioral chart.

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## Individual Behavioral Chart

Each kid has their own behavioral chart that is included in the kid sign in sheet for the day. If you get a new kid enter them in and talk with them on the things they can work on. Each kid has five areas in which they strive to work on. All of them have: Respect staff and volunteers and reading for 30 min.

At the end of the day if they have completed and adhered to their own personal areas then place a check mark by that individual one. If one didn't read but followed everything else leave reading blank and place a check mark by the rest. And that can be applied throughout. If they only followed one then just check that one.

This is a way to motivate the kids because these marks are counted as dollars for store. So the more marks they get the more play money they can attain.

## Store

Every Friday, towards the end of the day, you need to count their check marks and figure out each child's total of money.

There is a binder that holds the money and each individual kid's name on a sheet with an envelope for their money. On their sheet they may have more money so just add the two together and then subtract when they buy something. Let them count the money out to you, this way they learn.

The two metal cabinets in the big room are the stores. Many of the items have prices on them already, and if they do not then use your best guess and give them a price.

If the store starts to become low, you will have to go to family dollar and buy little cheap things. So look at the store when it is stocked and just figure out the general idea of what is in there as to what to get.

# Passwords for Computers

On the downstairs computers in the lab all the kids know the password. But some of them can't operate it all that well.

Username: Kids  
Password: Jesus!

The computer in the green room upstairs is mainly used by the teens.

Password: pualette

## **Copy of Non-profit letter {501 [c] 3} Support and Donation Letter**

A copy of our non-profit letter is included on the flash drive if needed for grants when applying for them. Also, on the flash drive you will find the support (monetary support) and a donation (in-kind) letter. These are to be handed out to companies. You may need to change the date. So read it over before printing and it may be good to change it a bit to address the specific company in which you are sending the support letter to.

Sun Valley Youth Center INC. 1230 Decatur St. Denver, CO 80204  
PH: 303-573-7180 Mobile: 720-436-0886 Fax: 303-573-7180

## **Volunteer contacts**

There is a black volunteer binder that all volunteers have to sign into every day.

This stays at the Center.

On Fridays we give out food bags from 4-6. The volunteers that come and help with that (mainly Zack) has to sign that book.

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