

CCCYO Camp and Retreat Center

Outdoor Environmental Education

Please review these additional Terms of Agreement before signing the 2026-27 Outdoor Environmental Education Contract for Caritas Creek at CCCYO Camp

1. Outdoor Environmental Education (OEE) at CCCYO Camp is regulated by the California Department of Public Health and accredited by the American Camp Association. CCCYO Camp is part of Catholic Charities of the Archdiocese of San Francisco.
2. Certain elements of the Outdoor Environmental Education programs are physically, mentally, socially and emotionally demanding. While the programs and its staff will make every reasonable effort to minimize exposure to the known risks associated with these activities, all hazards associated with the OEE programs cannot be foreseen. The school leaders agree to make all group participants and their guardians aware of the possible hazards associated with participation in outdoor activities.
3. CCCYO Camp, acting through the Directors or other CCCYO authorized personnel, shall have the right at any time to prohibit any activity which CCCYO Camp determines or considers being hazardous to the safety of life or property or is opposed to the CCCYO Camp's stated philosophy, mission and goals. In addition, CCCYO Camp will prohibit any activity that is contrary to Organized Camp Regulations as decreed by the California Department of Public Health.
4. **Calamity:** In the event a calamitous event necessitates the cancellation of the dates reserved by your school, the parties shall make a good faith effort to reschedule those dates for another equal amount of dates. In the event the dates cannot be rescheduled, then the school shall be entitled to a full refund of the registration fees for such dates and shall not be liable for the balance of the cost for such dates. This allowance for the return of the registration fee shall not be construed to include financial difficulties the school has in meeting the obligation of this contract.
5. **Indemnification:** The School agrees to defend, protect, indemnify, and hold harmless Catholic Charities of the Archdiocese of San Francisco and CCCYO Camp and Retreat Center against and from all claims arising from the negligence or fault of the above-named School or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates. Catholic Charities of the Archdiocese of San Francisco and CCCYO Camp and Retreat Center agrees to defend, protect, indemnify and hold harmless the School against and from all claims arising from the negligence or fault of Catholic Charities of the Archdiocese of San Francisco and CCCYO Camp and Retreat Center or any of its agents, officers, employees, or volunteers for claims arising from activities in connection with the camp.
6. **Insurance:** CCCYO Camp and Retreat Center does not carry health and accident insurance for participants of the School. The School shall provide and maintain comprehensive liability insurance during the period covered by this agreement insuring the School against any liability for bodily injury, including death, and property damage from claims arising from the negligence or fault of the School with a combined single limit of \$1,000,000. Catholic Charities of the Archdiocese of San Francisco shall be named as an additional insured under liability insurance.

Certificate of Insurance Endorsement (IF NEEDED) should read and be mailed:

The CCCYO Camp and Retreat Center, a division of the Catholic Charities of the Archdiocese of San Francisco and the Roman Catholic Archbishop of San Francisco, a Corporation Sole, and the agents and employees of such entities.

CCCYO Camp and Retreat Center

2136 Bohemian Highway

Occidental, CA. 95465

(707)874-0200 (PHONE) (707) 874-0230 (FAX)

7. Supervision

- A. The School shall provide an agreed upon School Representative to be the main communicator with the CCCYO Camp staff.
- B. The School shall select, screen, train and evaluate cabin leaders. CCCYO Camp OEE will provide the school with appropriate training materials if requested.
- C. The School shall provide cabin leadership of at least one (1) adult (over 18 years of age) for each cabin needed up to and including 7 students or less. The School shall provide one (1) Lead Teacher to remain on CCCYO Camp property at all times.
- D. The School shall be responsible for the behavior of its students and cabin leaders.
- E. CCCYO Camp cannot be responsible for members of the school who leave camp property during the week.
- F. CCCYO Camp will provide an orientation for all participants upon arrival covering safety procedures and regulations.
- G. If a misbehavior results in a decision to send a child or cabin leader home (the Lead Teacher, CCCYO Camp Director and School Administrator must mutually agree) the school will be billed that participant's entire fee for camp. If a student is sent home due to an illness or injury, the charge for that student will be prorated for their length of stay at camp.

8. **Aquatics:** All aquatic activities will be scheduled and conducted according to the CCCYO Camp aquatic policies and supervised by CCCYO Camp staff. Lifejackets must be worn at all times by boating participants. A swimming test will be conducted with each student before allowing them to swim in the deep end of the pools.

9. **Health Services and Responsibilities:** A CCCYO Camp Health Form signed by an adult guardian will be required for participation in the OEE program and to secure any medical treatment for minors. Each adult with the school must complete a CCCYO Camp Adult Health Form. For emergencies beyond the level of care available on-site, nearby Santa Rosa Memorial hospital or Kaiser Hospital in Santa Rosa, CA will be utilized. The student and/or the school are responsible for the cost of any medical treatment. The Lead Teacher from each school will be responsible to dispense all medications as prescribed by a physician to all students. All medications must be sent to camp in the original containers and must remain under lock and key in the assigned Health Center with the exception of rescue inhalers, EPI-pens and ANA-kits. The program staff of CCCYO Camp is certified in CPR and Basic First Aid and will be available to assist with any first aid needs of any school participant.

10. **Transportation:** It is the responsibility of the School to schedule their own modes of Transportation to and from CCCYO Camp. The school is responsible for providing supervision while on the bus. It is the school's responsibility to provide transportation to take a participant to the hospital or treatment center for non-emergency care or to take a sick, contagious or misbehaving participant home in the event that the parent/guardian cannot do so.

11. **Meals:** CCCYO Camp and Retreat Center will provide meals beginning with dinner on your arrival day through lunch on your departure day. Each student, teacher, and adult cabin leader will need to bring a sack lunch for your arrival day lunch meal.
12. **Firearms and Target Sports:** Firearms, including air rifles, and archery equipment may not be brought to camp.
13. **Pets:** Pets are not permitted at camp.
14. **Food Service:** The kitchen area is to be used by CCCYO Camp Food Service staff only. Please do not enter the kitchen without permission. No kitchen equipment may leave the kitchen or dining areas. Cooking and food storage is permitted in designated buildings only.
15. **Phones:** Teachers and other adult participants making personal phone calls should use their personal cell phones or use phones made available at Day House and lodge. Cell phone coverage at CCCYO Camp is very limited (Verizon, ATT and Xfinity) and is not guaranteed. Children are not permitted to make or receive phone calls while at camp except with the approval of the Lead Teacher and CCCYO Camp Director.
16. **Cancellation Policy:** If the school withdraws its participation from the CYO Camp OEE program after having signed and returned this participation agreement, the following cancellation fee structure is acknowledged and agreed to:
 - A. Written notice of cancellation received 30 days or less before the on-site program week date: School pays 75% of the total contract value.
 - B. Written notice of cancellation received 31-60 days before on-site program week date: School pays 50% of total contract value.
 - C. Written notice of cancellation received 61-120 days before on-site program week date: School pays 25% of total contract value.

