

YMCA CAMP ABNAKI

2017 OVERNIGHT CAMP PARENT HANDBOOK

BEFORE CAMP BEGINS

In order to adequately process camper information, all forms must be completed and received in the camp office by Friday May 5, 2017. The single-page pink health form must be signed by both a *physician and a parent* for the camper to attend. **All campers must have an exam from a licensed medical professional within 24 months prior to camp attendance.** We recommend keeping a copy of this and any forms you send us for your records. Even if your camper has completed this one page health form within the last 24 months, they have to have a new form completed each year. They don't have to necessarily have a new exam, but the form needs to be filled out annually by the doctor. Visit the website at campabnaki.org to access electronic versions of all forms.

The balance of the camp fee must also be received prior to May 5, 2017 if registered prior to this date. There is a \$25 fee for returned checks.

CHECK-IN AND CHECK-OUT (ACA standard TR.5.1.A)

Check-In on Opening Day (**Sunday**) is from 2:00 – 4:00 pm. *Please do not arrive prior to 2:00 pm*, as our staff are not prepared to accept campers beforehand. You will receive an email a few days prior to the start of your son's session which details the check-in procedure. Check-in typically takes 45 minutes to an hour. Please notify camp if you will be arriving after 4:00 pm. One part of the check in process is the health screening. It is important to have all medical information up-to-date prior to this screening. During the screening, a lice check will be conducted. Any evidence of lice could lead to the camper being sent home before camp starts. This decision will be made by the nurse and camp director. Campers sent home for this reason, may re-enter camp if it is found that all evidence of lice is gotten rid of to the satisfaction of the camp healthcare team.

Camper Pick-Up is from 9:00 - 11:30 am on Closing Day (**Saturday**). You must check out with your son's counselor, Village Leader, and the Camp Director before departure. You will receive an email a few days prior to the end of your camper's session which details the check-out procedure. Campers will not be released to anyone other than the parent/guardian or those listed on the Travel Arrangements form (ACA standard OM.13.1).

Please **do not bring animals** with you to camp on check-in or check-out days.

For those families requesting pick-up/drop-off at either the bus station or Burlington International Airport, arrangements should be made in writing through our Travel Arrangements form. The fee is \$55.00 each way for Burlington pick-ups and drop-offs. We may also be able to accommodate airport pick-ups from Montreal's Trudeau/Dorval International Airport. There is a higher fee for this service. Contact the camp office for details.

CAMP TOUR / OPEN HOUSE

We always welcome the opportunity to give a tour of camp. If you want to take a walk around with your son and/or family please contact the camp office at 802-652-8180 or info@campabnaki.org. Our Open House for summer 2017 is Sunday, June 11, from 1:00 - 4:00 pm.

CABIN ASSIGNMENTS / CABIN MATE REQUESTS

Cabin assignments are made just prior to the start of each session. Campers are assigned to cabins within villages according to age. We do our best to honor all normal requests for friends to bunk together if this request is made on the camper's registration form. However, *all requests must be made by both campers' parents, and the requested camper's birthdays must be within 18 months of each other.* **Only one mutual cabin mate request will be honored. We do not allow "triples" or larger groups of friends to be placed in the same cabin.** We believe that meeting new people and making new friends is an important part of the camp experience.

CLOTHING

We encourage you to send old clothes to camp as your son will be taking part in rugged sports and activities in all sorts of weather. A "What to Bring to Camp" list is enclosed. We encourage you to **label all items with either a permanent laundry marker**

or nametags. We will make every effort to return lost and found items while your son is at camp, however, some items always turn up after the campers return home. Articles left behind with no identification are given to a local charity after camp has ended.

PARENT CONTACT / VISITORS / PHONE CALLS

We strive for campers to develop independence. An integral part of the growth process is the extended period away from home. We highly discourage phone calls and visits to camp unless there is a family emergency.

In the event of serious illness, accident, prolonged homesickness (two or more days) or other situations warranting discussion with the parents, the Village Leader, Assistant Camp Director, Camp Director, or Nurse will notify parents (*ACA standard HW.10.1*). If this is your son's first time at camp, you will receive a phone call from his Village Leader or cabin counselor early in your son's stay to update you on how he is doing.

MAIL

Campers are encouraged to write home at least once a week. Parents should include self-addressed stamped letters or cards. Campers enjoy hearing from you too! Make your letters friendly, newsy, and joyful. Avoid telling them how much you miss them; this tends to be more harmful than helpful. Address your mail as follows:

Camper's Name
YMCA Camp Abnaki
_____ Village
1252 Abnaki Road
North Hero, VT 05474

We highly recommend that you provide your son's address to relatives and friends. Campers look forward to their mail. Campers also love to receive care packages. Some items we suggest are:

- Baked goods (enough for 6-10 boys, and 2 counselors to share)
- Paperback books / comic books / magazines
- A deck of cards
- Anything else you think he'd really enjoy!
- *Please be aware when sending items that are made or processed with peanuts including: cookies, candy, trail mix, etc. No gum or soda in care packages, please.*

PEANUT & TREE NUT POLICY

Camp is a "Nut Aware" facility. Peanuts and tree nuts are allowed on camp except for the Dining Hall. We ask that you please be aware of potential nut allergies when bringing/sending products with nuts to camp. The Dining Hall will not produce food made with nuts and is a nut free area. Some foods in the dining hall may be produced in a setting that processes nuts (IE... Hershey's bars, etc). Items containing nuts may be sold in the camp store (pre-packaged).

E-MAIL COMMUNICATION, ONLINE PHOTO VIEWING, AND FACEBOOK

Modern technology makes it easier than ever to stay connected to your camper during camp. YMCA Camp Abnaki offers a few ways for parents to utilize online tools to stay in touch.

During the summer, parents can view photos electronically and send their campers e-mail. E-mails sent to campers are printed on a daily basis and delivered like letters. These e-mails are printed at 9:00 am each day, e-mails received after will be delivered the following day. You'll also find daily electronic articles about goings-on at camp.

YMCA Camp Abnaki encourages parents and campers to stay connected to camp via our Facebook page at www.facebook.com/CampAbnaki. We post updates and photos daily during the summer, and regularly throughout the rest of the year.

CELL PHONES

Campers are not permitted to have cell phones while at camp. A sense of independence and a chance to 'unplug' are two of the primary benefits of camp. Phone contact with friends or parents can often make a homesick camper's condition worse. Any devices that can connect to the internet are not permitted at camp; this includes I-pods, kindles, and other electronic devices).

Campers who are discovered to have a cell phone at camp will hand the phone to staff to have it placed in the camp safe. It will be returned to the parents during check-out.

CAMP STORE

All campers have money for the camp store built into their tuition. Campers will have \$25 (one week sessions) or \$45 (two week sessions). The camp store is open during free time twice a day. The camp store limits purchases of snacks and juice; other items such as T-shirts, souvenirs, stamps, stationary, and postcards are also available. Parents may add additional money to their son's account. Any unused balance is nonrefundable. The camp store is also open during check-in and check-out times. Every camper will receive a complimentary t-shirt from the camp store during checkout.

BEHAVIOR MANAGEMENT AND DISMISSAL FROM CAMP

Camp Abnaki views behavior management through the lens of fostering growth within our campers. We believe in ensuring a safe, welcoming community in which all of our campers can thrive. Behavior issues are handled on a case-by-case basis. Campers whose behaviors do not adhere to camp philosophy may be asked to leave camp at the discretion of the Camp Director or Assistant Camp Director. Campers dismissed from camp for behavior issues are not eligible to receive a refund.

MEALS AND SPECIAL DIETARY NEEDS

Campers and staff eat together by cabin in the dining hall. Meals are varied and well-balanced. Meals are served family-style so campers may help themselves. We can accommodate special needs diets on a limited basis. *Please contact us in advance to determine if your child's special needs can be met by our food service.*

MEDICATION AT CAMP

All prescription medications brought into camp *must* be accompanied by written orders, signed by a physician, packaged in the original container, and include the camper's name, dosage, and time. **All medications, including over-the-counter creams, lotions, aspirin, vitamins, etc., must be turned in and dispensed by the camp nurse.** The only exceptions may include rescue inhalers and epi pens, which may be kept in the camper's cabin with the nurse's permission. This does not include sunscreen or bug spray. All campers with medication will be required to meet with the camp nurse during check-in, and medications will be given back to the parents by the nurse at check out. All campers will also have a short health screening on check-in day with parents present. This health screen will check for head lice, any infections, anything contagious, communicable illness, or any changes in health status since the health form was completed.

INSURANCE / ILLNESS

YMCA Camp Abnaki does not carry accident / sickness insurance on summer campers. Parents must include their own personal health insurance information on the health form and include a copy of a health insurance card. This information will only be used to facilitate outside medical treatment if required. In the event of serious and/or prolonged illness or accident, parents will be notified at once. *Parents are responsible for charges incurred for outside medical treatment of their child, including prescriptions.*

CAMPERS WITH SPECIAL NEEDS

Campers with special needs should be brought to the attention of the Director by fully describing any unique requirements of your camper on the Camper Information Form. Please contact the Director if you have any questions. We will make every effort to serve campers who are challenged physically or emotionally. However, our setting makes it difficult to serve campers with certain limitations.

PERSONAL PROPERTY AT CAMP (ACA standard OM.4.1.B, .D, .E)

Living at camp for any length of time can be hard on one's clothes and sports equipment. We strongly recommend that nothing of high monetary or sentimental value be brought to camp, as things can get lost or damaged. We recommend any items brought to camp be labeled with your son's first and last name.

Campers are allowed to bring personal sports equipment to camp. Any equipment that would typically be used at the archery range will be stored by camp staff. Other sports equipment may be stored in the camper's cabin. Items of higher value (musical instruments, etc.) may be stored by camp staff, but Camp Abnaki is not liable for any damage or loss to such equipment.

Camp Abnaki reserves the right to remove items from campers for health, safety and philosophical purposes. Items removed from campers will be stored by the camp staff, and returned to parents during check-out. Items which may be confiscated include (but are not limited to): cell phones, pocket knives, firearms, fireworks, lighters, food items containing peanuts, portable video game systems, e-readers, and mp3 players. Campers may not bring bikes, any type of weapon, pets or other animals to camp.

LAUNDRY

All campers attending a one or two week session need to pack enough clothing for their entire stay. Laundry service is only available for campers staying *longer than* one consecutive session.

BIKES / PERSONAL VEHICLES *(ACA standard OM.4.1.C)*

Campers are not allowed to bring their bicycles or other personal vehicles, including motorized scooters, motorcycles, personal watercraft, or automobiles to camp.

SOCIAL MEDIA CONTACT BETWEEN CAMPERS AND STAFF

Greater Burlington YMCA guidelines prohibit all camp staff from "friending" campers via social media (Facebook, Snapchat, etc). If your camper has a social media account, please ask them not to seek out their counselors or other camp staff following their session. Campers can stay connected to camp through our Facebook page (www.facebook.com/CampAbnaki).

TOBACCO / ALCOHOL / DRUGS *(ACA standard OM.4.1.A)*

YMCA Camp Abnaki's program is designed to encourage healthy personal habits. Tobacco, alcohol, or any illegal drugs are not permitted on camp property. Any campers found with such items are subject to disciplinary action, which may include, but is not limited to, dismissal from camp. Campers found to be in possession of illegal substances may be reported to the Grand Isle Sheriff's Department.

CANCELLATION / REFUNDS

Please notify the camp office immediately if you need to cancel your child's enrollment. Fees paid before May 5, minus the \$150 non-refundable deposit will be refunded to you. After May 5, refunds will be made at the discretion of the Camp Director.

Cancellations must be submitted to the camp office in writing. Conditions for refunds include prolonged illness or accidents which preclude camp participation. In such event, refunds will be made on a pro-rated basis for the remaining portion of the session. Homesickness / head lice are not conditions for refund.

CONTACTING THE CAMP OFFICE

Summer Phone: 802-372-YMCA (9622)
(May 2-October 1)

Summer Fax: 802-372-5931

Winter Phone: 802-652-8180
(October 2-May 1)

Winter Fax: 802-660-8689

E-mail: Jon Kuypers, Camp Director

jkuypers@qbymca.org

E-mail: Adam Van Vught, Assistant Camp Director

avanvught@qbymca.org

PAYMENT OR ACCOUNT QUESTIONS?

Please contact our Business Office:

Phone: 802-652-8190

E-Mail: BusinessOffice@qbymca.org