

2009 Parent Handbook

Outdoor Adventures

Dear Parents:

This packet contains important information concerning your child's upcoming trip experience. We have attempted to answer routine questions and address other concerns you may have. We will do everything possible to make your child's tripping experience memorable and enjoyable. The partnership between parents, guardians and the camp staff is crucial in providing all of our campers with a safe, pleasant and rewarding experience. By providing your child with the appropriate information, you can help us to ensure that your child's summer camp experience includes fun, values and learning. Please feel free to contact us if you have any other questions.

Thank you,

Sam Rose
Director
srose@ymcanyc.org

Contacting Camp

300 Big Pond Road
Huguenot, NY 12746

phone: 845-858-2200
toll free: 877-30-YCAMP
fax: 845-858-7823

camp@ymcanyc.org
www.ymcanyc.org/camp

The New York YMCA Camp is a community service organization which promotes positive values through programs that build spirit, mind and body, welcoming all people, with a focus on youth.

Table of Contents

Pre - Camp 3

- Medical Form - emergency authorization and immunizations
- Payment of fees
- Additional Forms
- Permission Forms
- Cancellations
- Marking Items
- Luggage
- Food
- Fitness
- Suggested Packing List

Arrival Days & Departure Days. 6

- Medical Details - information updates and medication
- Registration
- Arrival Day Orientation
- Transportation
- Arrival and Departure Times
- Luggage at Departure
- Tipping
- Pets

During the Trip 8

- Medical Services
- Vehicle Safety Rules for Campers
- Phone Calls
- Camp Store
- Spending Money
- Respect for Facility and Equipment

Post Camp 9

- Evaluations
- Refunds
- Lost and Found

Pre-Camp

Our camps are permitted to operate by the Orange County Department of Health and are inspected a minimum of two times each camping season. A permit is issued yearly, and copies of these permits are available at each camp office. You can also find a copy at the Orange County Health Department Office. The office is located at 124 Main Street, Goshen, NY 10924, phone number (845)-291-2331. New York YMCA Camp of Greater New York is accredited by the American Camping Association (ACA). This ensures the highest standards in areas of administration, program activities, transportation, facilities and personnel.

Medical Form

All participants must have a completed camp medical form. Your child is required to have a physical exam done by a physician within 24 months of his/her last day at camp, and the results of the exam should be recorded by the physician on page 3 of our medical form along with the physician's signature on page 4. Please complete the medical form and return it to the camp office two weeks before the camper's arrival. **YOUR CHILD WILL NOT BE ALLOWED IN CAMP WITHOUT THIS COMPLETED FORM.** Please keep a copy of this form for your records.

State health laws require the physician to complete the dosage and schedule for all over the counter medication (page 4). The parent/guardian must also sign permission on page 4 for administration of any over the counter medication.

Emergency Authorization

Bottom of page 2 of the medical form This **MUST** be signed by the parent or guardian. This permits us to secure appropriate emergency medical treatment for your child should the need arise, and we are unable to contact you immediately.

Immunizations

Page 3 of the medical form

New York State Health Laws require that we have the dates (month and year) of each dose of the immunizations for every camper under the age of 19. Thank you for ensuring that this section is complete.

Note: Parent or Guardian also needs to sign Meningococcal Meningitis Vaccination Response Form if attending camp for more than one week.

Payment of Fees

Please ensure that all camp fees are paid within two weeks of receipt of your statement or prior to your child's camp start date whichever comes first. Additional forms and payments with a credit card (trips, bus,) may be received two weeks prior to the start of your child's session. You are able to charge on *Visa, Master Card or American Express* by completing the enclosed credit card form. Receipts will only be mailed upon request.

Personal checks cannot be accepted less than four weeks prior to your child's arrival. Personal checks are not accepted if a check has been returned to us unpaid in the past. Make checks payable to **New York YMCA Camp**.

Additional Forms

The following forms are also required (unless optional is noted) two weeks prior to the period for which your child is registered for camp:

- Camper Information Sheet
- Transportation/Alternate Pick-Up Form
- Signed Releases/Permission Slip

Permission Forms

Permission forms/releases for each trip will be mailed with trip schedules. Each form necessary for your child's trip must be signed and returned to us at least two weeks prior to the trip. If these forms are not signed and returned to us, your child will not be able to attend. Please keep a copy of each form for your records. A Permission Form/Behavior Contract is enclosed and must be reviewed, signed and returned.

Cancellations

There will be no refunds made after June 1st.

Marking Items

All personal items and clothing should be clearly labeled with child's full name. This will assist us tremendously in returning lost and found items to their rightful owner. Please see page 10 for ordering information on name tapes and waterproof marking pens.

Luggage

All luggage and bags should be clearly labeled on the outside. Please clearly mark all luggage with the camper's name and 'Outdoor Adventures.'

Food

Most meals will be easy to cook meals using ingredients which can be kept without refrigeration. All meals will provide a balanced diet and take into consideration the high-energy demands of the activities on the trip. Peanut butter, granola bars, fruit, vegetables, pasta, tuna, rice, lentils, cereals, cheese, fruit juices, jerky, soup and canned meats are examples of possible meal ingredients.

Fitness

Outdoor Adventures trips involve energetic activities every day so please prepare your child physically. Biking, swimming, or running regularly before the trip will definitely increase your child's enjoyment of the activities and the trip as a whole. Please refer to the conditioning plan on page 11 to ensure that your child can meet the necessary requirements.

Suggested Packing List

Clothing and Equipment

Basic trip equipment (backpacks, tents, group cooking gear, life jackets) is supplied by YMCA Camping Services. A list for packing your personal equipment is detailed below. Amounts listed second are for two week trips:

1 (2) Synthetic Long Underwear Top	1 Pair of Sandals w/ heel strap	1 Toothbrush
1 (2) Synthetic Long Underwear Bottom	1 Sleeping Bag (30° suggested)	Small Tube Toothpaste
1 Heavyweight Non-Cotton Long Sleeve Top i.e. fleece	1 Sleeping Pad	1 Bandana
1 Non-cotton long pants	1 Pair of Sunglasses w/ Retainer	1 Comb/Brush
5 (7) T-shirts/Lightweight Shirts	1 Wide Brim Hat	Personal Medications
2 (3) Shorts (Quick Drying Fabric)	1 Small Notebook	<i>Optional Camera</i>
1 Waterproof Rain Jacket & Pants	1 Mechanical Pencil	
6 (10) Underwear	1 (2) Insect Repellent (non spray)	
6 (10) Socks – Wool or Synthetic or Blend	1 (2) Sunscreen (15 SPF minimum)	
1 Winter Hat and Gloves	Plain White T-shirt (<i>to customize</i>)	
2 Swim Suits (1 piece for females)	Essential!!	
1 Small Flashlight & extra Batteries	2 32oz Nalgene Water Bottles	

*Water Shoes (required for Calf Island and East Coast Adventures)

**1 Pair of Sneakers (Hiking boots w/ ankle support for Appalachian Trek – must fit well and be broken in!)

****Additional items for time spent in camp:* Campers will be spending two nights of each one week session and four nights of each two week session in camp. Campers should therefore pack two to four sets of non-trip clothes, two towels, a pillow and toiletries. Campers may also choose to pack sheets and a blanket for use in camp, however, they must have a sleeping bag for the trip.

Everything on this list serves a specific and important purpose, if you have any questions or concerns please feel free to call us at 877-30-YCAMP or 845-858-2200.

What Not to Bring - Please do NOT bring the following items to camp:

- Cash
- Jewelry
- Electronic games
- CD's with warning labels
- Walkmans, MP3 players, ipods and radios are not recommended and will only be allowed to be used in the cabin at limited times.
- Cell phone/beeper/computer/2-way radios (walkie talkies)
- Pocket knives
- Cigarettes/drugs/alcohol (Possession of these items will result in a child being sent home. They are illegal and will not be tolerated. Possession of such items may result in the local authorities being notified.)

Please Note:

- Campers will also be responsible for carrying group gear in addition to their own.
- Luggage space is limited so please do not bring additional clothing not in the above list.
- No food should be brought to camp, or kept in the tent or in a backpack during the trip as this may encourage mice, raccoons, skunks to chew through your tent or backpack.

Arrival & Departure Days

Medical Details

Information Updates

If any information, prescription or medical conditions change after you submit the medical form, please provide us with written notification on the day of arrival.

Medication

All medication must be given to the Camp Health Director for administering. Please make sure that all medication (prescription and non-prescription) is sent in its original container and properly marked with the camper's name. Prescription medication must be written for the child for whom it is intended. Please send a sufficient supply of medication to ensure that the child will not run out while at camp.

Inhalers/Epipens

If your child needs to have either of these medications with them at all times please send two, so that one can be kept in the Health Office or with the trip director for back up.

Registration

Please stop at the security booth as you enter camp, where staff will assist you with check in.

Arrival Day Orientation

On Sunday afternoon an orientation will take place so that your child can meet trip companions and participate in activities designed to allow campers to set group expectations for the trip. They will discuss safety regulations, practices to protect the environment, camping skills and first aid and emergency procedures. It is **mandatory** that all campers participate in the orientation so please ensure that you arrive no later than 2pm.

Transportation

Transportation to and from camp is the responsibility of the participant. Please follow the directions to camp (map included in this packet). Please note the following arrival and departure times:

Arrival Time - Sundays, 11:00 – 1:00 pm

For those arriving by car we will be hosting a Strong Kids Campaign barbecue and hope you will join us for lunch. There is no charge for this but we will be accepting donations for our Strong Kids Campaign.

Departure Time - Fridays, 3:00 – 4:00 pm

Important - If you get delayed for any reason, please call to notify us so that we can plan appropriately and inform your child of your schedule.

Car Pick-Up and Drop-Off Safety Procedures

- Please follow posted speed limit in camp.
- Park in designated spaces.
- Give right-of-way to cars arriving in camp.
- Do not pass any vehicles while on camp property--be patient while driving.

Plane

Camps can provide airport pick-ups, with two weeks notice. Please call for details. Nearest airports are Stewart International in Newburgh, NY, or Newark International in Newark, NJ.

Public Transportation

If it is more convenient for you to accompany your child to camp and you do not have a means of transportation, public transportation is available. Shortline Buses and the Metro North Railroad run daily to Port Jervis. From the station in Port Jervis you would need to take a taxi to Camp. Call the Camping Services office for taxi information.

Allowing Other Parents to Transport your Child

Many parents elect to carpool--which is fine. However, for safety reasons we need written authorization from a parent approving that their child leaves camp with another person. Please note: the person you designate to pick up your child must bring photo identification with them in order to be able to leave with your child. Thank you for your understanding of this policy.

If there are any changes in transportation plans, please call as soon as they are known.

Luggage at Departure

When picking up your child, please be sure that they have all of their belongings, including sleeping bag and laundry.

Tipping

It is against the YMCA policies and our principles of operation to have the staff accept tips of any kind. Thank you for respecting this policy.

Pets

Thank you for not bringing pets onto camp property.

During the Trip

Medical Services

Camps will provide healthcare for campers under the direction of the Trip Leader 24 hours a day. Camp reserves the right to call a physician when necessary.

The cost for medical services, including x-rays, is covered by our Camp's insurance up to \$5,000.00 for accidents and dental. Illness is covered up to \$750, except for conditions that existed before the child came to camp. If a child is required to stay overnight in a hospital or if a surgical procedure is required, our insurance is supplemental to the parents or guardians up to the limits noted above.

Vehicle Safety Rules for Campers

The following rules are very important for maintaining safety, and we ask that you review them with your child before his or her departure to camp.

Safety Rules for Bus and Van Travel:

- Children will be asked to maintain appropriate behavior and volume levels while on the bus or in the van.
- Children will be asked to remain seated while on the bus or in the van.
- No personal radios or audio equipment will be allowed on the bus or in the van.
- Campers are required to wear seat belts while in the van.
- In case of emergency, follow the Camp Staff's instructions.

Phone Calls

Part of the trip experience is being away from home and learning to live independently. In an effort to avoid homesickness and due to logistical concerns, **campers are generally not able to receive or make calls**. Please help us in explaining this to your child prior to their attendance so they understand the policy and the reasons behind it. Please be assured that we will call you if the need arises. In case of an emergency, you can contact camp 24-hours a day. Camp will then get in touch with the trip leader as soon as possible. Due to cell phone reception in some areas of the trip this may take some time. Thank you for your cooperation.

If you would like a report on how your child is doing on the trip, please call on Wednesday afternoon (for one week trips) at which point we will be able to give you specific information on your child. For East Coast Adventures, please call on Wednesday and on the second Monday of your child's two week stay.

Camp Store

Outdoor Adventures campers will be at Camp Talcott for a few days during each trip, and will be able to purchase healthy snacks and souvenirs. Please complete the enclosed form and return with required payment.

Spending Money

Campers can bring a small amount of money on the trip for souvenirs. The Trip Director will hold all money. \$20.00 per week should be sufficient. New York YMCA Camp is not responsible for money lost or stolen on the trip.

Respect for Facility and Equipment

We expect campers to adhere to our values – by being responsible, caring, honest and respectful. Tents and equipment are inspected at the end of each session. If damages are found, campers will be charged accordingly for necessary repairs.

Post Camp

Evaluations

You will receive an evaluation to complete following your child's return from camp. The feedback we receive is **very important** to help us plan for future summers. We would appreciate it if you could take a few minutes to complete and return this form in the postage paid envelope provided. In order for your evaluation to be included in our yearly report, we must receive it by September 30th.

Refunds

Parents who notify us of a cancellation by June 1st will receive a refund of all but \$25 (retained for processing fee). No refunds will be given after that time.

If your child leaves camp due to *illness or injury*, a refund will be given for the remaining full days they were scheduled to attend camp (the fee will be pro-rated).

If it becomes apparent to the camp staff and/or the parent/guardian that a child is unable to adjust to the program and is overcome with *homesickness* (these instances are rare), you may request a refund for the remaining part of their stay as explained in the previous paragraph.

Please consider contributing any refund to the camp scholarship fund if your child needs to leave camp early. Thank you.

In certain situations a camper may leave camp for disciplinary reasons in which case **no** refund will be issued for the remainder of that session. Our goal is for the parents and camp to set clear expectations for campers regarding behavior. Should a child choose not to behave in a *responsible, honest, caring and respectful* manner or any other manner that is deemed not acceptable in the camp environment, that child may be sent home.

Lost and Found

We try to ensure that each camper goes home with all of their own possessions and only theirs!! If upon your child's return home you find you are missing something or have something which does not belong to you, please call the New York YMCA Camp office with a description of the items. We will try to locate missing articles for you and, also, forward any items your child may have. If we are able to locate missing items and return them to you, please reimburse us for the postage.

Name Tapes

Bell of Maine
207-784-2964 x233
www.bellofmaine.com

Printed name tape labels, heavy duty laundry bags and duffle bags, water bottles and more. Visa, MasterCard, check or money order.