

Parent Handbook

National Gymnastics Training Camp

Dear Parents:

This packet contains important information concerning your child's upcoming camping 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 camping 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,

Tony Retrosi
Director
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Contacting Camp

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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.

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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

Camp fees must be paid by May 1st, or within two weeks if registered after that date (must be paid prior to arrival). Additional forms and payments (trips, horseback riding, etc.) must be received two weeks prior to the period for which your child is registered for camp. Checks are made payable to New York YMCA Camp. Personal checks cannot be accepted less than four weeks prior to your child's arrival. Please note that we have had numerous personal checks returned to us unpaid. Personal checks are not accepted if a check has been returned to us unpaid in the past.

You are also able to charge on Visa, Mastercard or American Express by completing the enclosed credit card form. Payments may be made in any amount. Due to the high cost of postage payment receipts will only be mailed out upon request.

Open House

Camp will hold three open houses during the spring.

Changing Sessions

If unforeseen circumstances arise and it is necessary for your child to change sessions, you must notify the main office as soon as possible. Changes will be made if space is available.

Cancellations

There will be no refunds made after June 1st.

Suggested Packing List

Each child should pack carefully for their camp stay. Please be sure you pack enough for the length of their stay, keeping in mind that laundry will only be done for two-week campers. Only in emergency situations will laundry be done for others. We suggest making a packing list for your child to refer to, to assure that they pack all of their belongings upon departure.

Bedding

Campers are required to bring the following bedding with them: pillow with case, warm sleeping bag or twin size sheets and a blanket.

Sneakers (preferably old sneakers)
Rubber Sandals (for showers)
Sandals
Pajamas (2)
Socks
Underwear/sports bras
T-shirts, Hat, and Sunglasses
Shorts and Bike Shorts
Sweat Shirts/Sweat Pants
Long Pants/Jean (2)
Bath and Hand Towels, Wash Cloths (2 each)

White T-shirt for tie-dying
Bathing suits (2)
Leotards (at least 3)
Warm-up Suits
Umbrella/Rain jacket
Grip/Tape (if used)
Water Bottle
Hand and Body Lotion
Stuffed Animal (optional)
Props for Skit Night

What Not to Bring - CELL PHONES

Why do we have such a policy?

Our experience has shown us that campers with cell phones are more likely to be homesick and have problems with their bunk mates. A great example is the child that calls home late at night telling her parents someone "stole" her favorite T-shirt. The parent, understandably upset, calls camp to find out what happened only to find out that in the meantime their daughter found her T-shirt under her bed. Right where she put it. Believe us - This happens ALL THE TIME. You are always welcome to call camp and ask for a camper report. We never hesitate to call parents if there is ever an incident that requires more than a band aid.

Please do NOT bring the following items to camp:

- Cash
- Beepers/computer/2-way radios
- Jewelry
- Gum, soda and candy
- Electronic games
- Pocket knives

- ipods, MP3 players, and radios/boom boxes are not recommended and will only be allowed to be used in the cabin at limited times.
- Cigarettes/drugs/alcohol - *Possession of these items will result in child being sent home. They are illegal and will not be tolerated. Possession of such items may result in the local authorities being notified.*

Marking Items

All personal items and clothing should be clearly labeled with child's full name. This is the only way we can return lost items to their rightful owner. Please see page 8 for information on name tapes and waterproof marking pens.

Luggage

All luggage should be clearly labeled with the camper's full name and Gymnastics Camp. On departure, please be sure your child has all her belongings, including crafts, bedding and laundry.

Camp Store

Spending money of \$15/week is sufficient for snacks and drinks. The camp store also carries the following items - all good quality and bearing the camp emblem: t-shirts, long-sleeve sweatshirts, knee pads, shorts and caps. Prices of souvenir items start at \$2. Campwear items range from \$10 - \$40.

Please complete the camp store deposit form and send your check, money order or credit card information to the New York YMCA Camp office. Please remember that personal checks must be sent four weeks prior to your child's arrival.

(Money not sent prior to the camper's arrival may delay their store privileges.) Store money is deposited into your camper's account and withdrawn as purchases are made. Campers are not allowed to have or spend cash at the camp store.

If you wish to send additional money to be deposited into a camper's account while the camper is at camp, it should be sent directly to the camp office - not to the camper. This ensures that the money is handled appropriately. You can also call and pay with a credit card.

Arrival & Departure Days

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.

Medical Details

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, if possible, send two, so that one can be kept in the Health Office for back up.

Gymnastics Show

On Fridays from 2:30-4:30 is the opportunity for your daughter to show off what she has been working on during her week at camp. Each group will also be showing the dance that they have been working on. Weekly camper awards will also be given out at this time. Parents can pack up cars before OR after the gym show. 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.

Transportation

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

Arrival Time - Sundays, 12:30-1:30 p.m.

Please do not arrive early because staff and stay-over campers will be involved in programs, and we like everyone to be available to meet and greet new arrivals. The first meal at camp will be dinner on Sunday.

Departure Time – Fridays at 2:30 - 4:30

Car Pick-Up and Drop-Off Safety Procedures

- Trails cross the camp roads. Please follow posted speed limits in camp and drive slowly.
- 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

Camp 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 New York YMCA Camp 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, sleeping bag and laundry.

TRANSPORTATION CHANGE NOTICES

You may contact the New York YMCA Camp office for any changes in schedule. For arrival changes please call by 11 a.m. on the arrival day. For departure changes please call by 11 a.m. the day before departure (Friday). The office is in contact with camp staff at all times.

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.

The Camp Stay

Medical Services

Our camp will provide health care for campers and staff under the direction of the Camp Health Director 24 hours a day where a nurse or Emergency Medical Technician is on duty. We reserve 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 their 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/van.
- Children will be asked to remain seated while on the bus/van.
- No personal radios or audio equipment will be allowed on the bus/van.
- Wear seat belts while in the van or bus if equipped.
- In case of emergency, follow the Camp Director or Camp Staff's instructions.

Contacting Your Child

Mail

Campers love to receive cheerful mail! The correct mailing address is:

Child's Name

**National Gymnastics Training Camp
PO Box 622
300 Big Pond Road
Huguenot, NY 12746**

Email

If you would like to email your child, please see the enclosed flyer regarding our partnership with Bunk1.com. Please note camper emails will no longer be accepted through our general email account.

Phone Calls

Part of the camp 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. Obviously, in extenuating circumstances, the camp director can make exceptions to this policy. Please help us by 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, and you can contact us 24 hours a day in the case of an emergency.

Camper Reports

We understand that parents like to be reassured once in a while that their child is adjusting to the camp program, especially if this is their first time away from home. You are welcome to call our office a few days after your child arrives at camp. If you call our office any day before Noon, we can generally have a report back to you by 3:00 p.m. that day. If you call after 12:00 p.m., we are unable to get a report to you until 11:00 a.m. the next day. Be assured we will do our best to get information regarding your child's enjoyment of camp back to you in a timely manner. Thank you for your understanding.

Visitation Day

Although the YMCA has an open door policy, for logistical purposes we try to minimize the disruption to our daily program. We suggest parents who wish to visit their child at camp do so on Saturday.

This is a convenient time in-between sessions. It is extremely helpful if your child knows whether or not to expect a visitor, so they can be prepared and not spend their day wondering. Campers may be taken out of camp by a parent/guardian or another person provided we receive written permission from the legal parent/guardian. All campers leaving camp will need to be signed out and in by the Camp Director or designee.

Birthdays

If your camper or family member has a birthday while at camp, please call so we can recognize the special day. We will also recognize the child's birthday at camp.

Pets

Thank you for not bringing pets onto camp property.

Extending the Camp Stay

Enrolling in additional sessions is dependent on availability of space and possibly your child's behavior. Payment in full is required at the time of extension either by certified check, money order, cash or credit card.

Many campers enjoy their camp experience so much they express an interest to extend their stay. In such situations, camp personnel may call you to discuss the possibility.

If a parent inquires about extending their child's stay at camp, the Camp Director will ask the child if they would like to extend.

Respect for Facility

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

Optional Horseback Riding

On site horseback trail rides are available for an additional fee. To go on the horseback trail ride, you must complete the registration form and mail it with full payment to the New York YMCA Camp office. Campers must register for horseback riding two-weeks prior to the session during which the activity is held to guarantee a place.

Care Packages & Name Tapes

Contact the following companies DIRECTLY if you are interested in their products:

The Basket Case

845-239-2492

Homemade fruit and gift baskets

Camp Pacs

1-800-248-CAMP

www.camppacs.com

Custom care packages (toys, cards, games, water bottles and more).

Bell of Maine

207-7843-2964 ext. 233

www.bellofmaine.com

Printed name tape labels, heavy duty laundry bags and duffle bags, water bottles and more.

Post Camp

Evaluations

An evaluation will be available online as well as in paper version (this will be sent to you). 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 this form. In order for your evaluation to be included in our yearly report, it must be completed by September 30th.

Refunds

Parents who notify us of a cancellation by June 1st will receive a refund of all but \$100 deposit (per session) and \$20.00 YMCA Membership fee. No refunds will be given after that time.

If the participant leaves camp due to illness or injury, a refund will be given for the remaining full days she was 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 (we assure you these instances are rare), you may request a refund for the remaining part of her stay as explained in the previous paragraph.

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

In certain situations, a participant may leave camp for disciplinary reasons in which case no refund will be issued for the remainder of that session.

Store Refunds

All bank refunds will be mailed to you after your child's departure. Money not spent will be refunded or donated to the scholarship fund per your instructions on the store form. Refunds under \$50 will be in the form of a check written at camp and made payable to the person you request on the bank form. **Refunds over \$50 must be reimbursed through our Association Office and will take approximately four weeks to receive.** Refunds under \$5 will only be made upon your request.

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 or forward any items your child may have mistakenly brought home. If we are able to locate missing items and return them to you, please reimburse us for the postage.

Daily Schedule

Monday, Tuesday, Thursday, Friday

7:00 a.m.	Good morning
7:45 – 8:30	BREAKFAST
8:30 – 9:00	Room clean up
9:15 – 9:30	Morning warm up
9:30 – 11:45	3 event rotations
12:15 – 12:45 p.m.	LUNCH
1:00 – 1:45	Quiet time
2:00 – 2:15	Afternoon warm up
2:15 – 3:45	Afternoon rotations
4:00 – 5:00	Recreation
5:15 – 6:00	DINNER
6:30 – 7:00	Special activity
7:00 – 8:45	Open workout
9:00 – 9:30	Evening programs

Wednesday

8:00 a.m.	Good morning
8:30 – 9:00	Room clean up
9:00 – 9:30	BREAKFAST
10:00 – 10:15	Warm up
10:15 – 12:45 p.m.	3 event rotations
1:00 – 1:45	LUNCH
2:30 – 4:30	Open workout/recreation
5:30	DINNER – BBQ
7:30	Special night activity