

2011 Parent Handbook

World Volleyball Training Center

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. Please feel free to contact us if you have any other questions. We will do everything possible to make your child's camping experience memorable and enjoyable. The partnership between parents and 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 contains fun, value and learning.

Thank you,

Hazel Goldstein

World Volleyball Training Center 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 programs 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 is accredited by the American Camp 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 four 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 1 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. If a scheduled vaccination has been refused by the parent/guardian this must be written in the box next to the vaccination. For children who do not have immunizations, for religious or other reasons, an exemption of immunization requirements form must be completed. 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.

Additional Forms

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

- Camper Information Sheet
- Camp Store form
- Transportation/Alternate Pick-Up Form
- Trip Registration Form (Optional)

Payment of Fees

Camp fees must be paid by June 1st, or within two weeks if registered after that date (must be paid prior to arrival). Additional forms and payments (store, horseback riding, etc.) must be received no later than four 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

Sunday May 15, 2011 has been set aside for families to visit camp before the summer. Staff will be on hand for tours from 1:00 p.m. to 4:00 p.m. Lunch will be served.

A bus is available for all open house dates, leaving from West 62nd Street between Amsterdam and Columbus Avenues at 11:00 a.m. The bus will be returning to the same location at approximately 6:00 p.m. Call for a reservation. The cost is \$25.00 per adult and children ride FREE. If you would prefer to visit camp on a different day, please call our office at least three days in advance to make arrangements for a private tour.

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 for cancellations made after June 1st. There will be no refunds for horseback riding when the camper chooses not to participate.

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 campers staying two or more sessions.. 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.

Rubber Sandals (for showers)	Knee Pads/Tape (if used)
Pajamas/Bathrobe	Water Bottle
Under clothes/Socks	Laundry Bag
T-shirts/Shorts	Flashlight
Long Sleeve Shirts	Toiletries (soap, toothbrush, deodorant, etc.)
Sweat Shirts/Pants	Sun Screen (high SPF)
Long Pants/Jeans	Insect Repellent
Warm Jacket/Rain Jacket	Chapstick
Bathing Suit	Bath/beach towels(at least 2)
Sneakers	Hand towels and washcloths (at least 2)
Volleyball Clothes – 2 daily wardrobe changes	Playing cards or other quiet games for night time

What Not to Bring - CELL PHONES - Why do we have such a policy?

Campers with cell phones are more likely to become homesick and have problems in their cabin. A real example: A 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 child found their T-shirt under the bed, right where he/she had put it.

Please do NOT bring the following items to camp:

- Cash
 - Electronic devices /cell phones
 - Jewelry
 - Gum, soda and candy
 - Electronic games
 - Pocket knives
- 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.*

Personal Electronic Devices

Items like an Ipod or PSP are strongly discouraged. Camp will not be responsible for personal electronic items. They may not be used outside of the cabin.

If any of these items are brought to camp against our policy, camp will not be responsible for them. If your child brings any of the items above they may be confiscated and returned to campers upon departure.

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.

TIP: Use a Laundry marker.

Name Tapes

Bell of Maine - (207) 784-2964 ext. 233 www.bellofmaine.com
 Printed name tape labels, heavy duty laundry bags and duffle bags, water bottles and more.
 Visa, MasterCard, check or money order.

Luggage

All luggage should be clearly labeled with the camper’s full name and Volleyball Camp. On departure, please be sure your child has all his/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, spandex shorts, pajama pants. Prices of souvenir items start at \$2. Campwear items range from \$10 - \$40. The camp store also carries a variety of volleyball related items which campers love to have!

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.

Volleyball Tournament

Please join us at 1:00 p.m. on Friday at the field house for our Volleyball tournament and final awards ceremony. Departure will follow after the tournament. Camper luggage will be at the field house ready for you to pick up after checkout.

Important - If you get delayed for any reason, please call to notify us so that we can plan appropriately and inform the camp director and/or 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, 10:30 a.m. to 11:30 a.m.

Please do not arrive early because staff and stayover campers will be involved in programs, and we like everyone to be available to meet and greet new arrivals. We invite you and your camper to join us for brunch on Sunday after you arrive.

Departure Time – Following Volleyball Tournament and Awards that start at 1:00 p.m. Please arrange to pick up your camper by 3 p.m.

Car Pick-Up and Drop-Off Safety Procedures

- Speed limit is 15 miles per hour.
- 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

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. There is an additional charge for this.

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. You may contact the taxi company directly at (845) 856-3544.

Allowing other parents to transport your child

Many parents elect to carpool. 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 crafts, sleeping bag and laundry.

Transportation Change Notices

You may contact the New York YMCA Camp office regarding any schedule changes. 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 (Thursday). 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 certified athletic trainer, 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

Campers love to receive cheerful mail!

The correct address is:

Camper FULL Name, World Volleyball Training Center, PO Box 622, 300 Big Pond Road, Huguenot, NY 12746

Please try to write to your child at least twice during a session. Upbeat letters and postcards mailed in advance is a great idea for first time campers. Make your expectations clear to your child about writing home to you. We will encourage all to write home. Letters to your camper saying how much you miss them are potentially unhelpful. Instead write about how proud you are that your child is at camp!

TIP: Consider mailing the first letter the Friday before check-in. Make sure you indicate the session number.

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. 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 a camper or immediate family member has a birthday while the child is at camp, please call so we can arrange a phone call on that special day. We will also recognize the child's birthday at camp.

Pets

Thank you for not bringing pets onto camp property – this includes arrival and departure days.

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.

CAMPER REQUEST

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.

PARENT REQUEST

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.

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. Please understand that no refund will be issued when a camper chooses not to take advantage of the horseback riding opportunity that she signed up for.

Respect for Facility and Equipment

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.

Care Packages & Name Tapes

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

The Basket Case

845-239-2492

www.basketcasebrd.com@hotmail.com

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 \$100.00 (per session) plus \$22.00 YMCA Membership Fee. No refunds will be given after that time. If extenuating circumstances require a camper to leave camp prematurely you may request a refund for the remaining part of their stay. All requests are subject to approval by the Executive Director.

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 that is deemed acceptable for the camp environment, a child may be sent home.

Lost and Found

Our staff members will do their best to make sure your child packs all of their belongings upon departure, but ultimately it is the child's responsibility. We try to ensure that campers go home with all of their own possessions and only theirs! That is why it is so important to label everything!

Lost and found is held for one session and then donated to charity. 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 camp office with a description of the items. We will try to find lost items. If we are able to locate missing items and return them to you, please reimburse us for the postage. For sanitary reasons items like socks, underwear and toiletries will be thrown out. Thank you for understanding this policy.