

YMCA CAMP
INGERSOLL



**PARENT
HANDBOOK**

YMCA MISSION

The Northern Middlesex YMCA offers a path toward a fuller, more productive life.

CHARACTER DEVELOPMENT

All programs at YMCA Camp Ingersoll are designed to promote positive values. The YMCA focuses on four primary character values each of which is assigned a color that helps the staff in the character education process. YMCA staff are hired based on their commitment to accept and demonstrate these positive values in their own lives. The four values are:

Caring (Red)

*Help others
Be sensitive of others feelings*

Respect (Yellow)

*Value the worth of every person and myself
Treat others as I would have them treat me*

Honesty (Blue)

*Tell the truth
Make sure my actions match my values*

Responsibility (Green)

*Do what ought to be done
Be accountable for my behavior*

THE DAY CAMP PROGRAM

Our day camp program is divided into two categories: Traditional Day Camp and Specialty Camps. Both categories have options for children of varying ages and both categories incorporate some of the classic camp activities that make YMCA camping so special.

TRADITIONAL DAY CAMP

Traditional Day Camp offers campers the most well rounded camping experience. Campers enrolled in Traditional Camps will be exposed to all of the activities that YMCA Camp Ingersoll has to offer as well as special highlights offered for each of the different age groups. As campers graduate to the next age group, more activities, choices and special events become available. These camps are recommended for first time campers and children interested in all areas of camp. Traditional camp programs are:

- Wee Wonders • Kiddy Camp • Youngers • Middles • CIO 1 • CIO 2

SPECIALTY CAMPS

Specialty camps are designed for campers with a specific interest. The camper spends the majority of the day focusing on the desired area of interest with the afternoon periods left for more traditional camp activities. These camps are recommended for children who have a specific interest or who wish to develop special skills in one area.

DAILY SCHEDULE

<u>TIME</u>	<u>TRADITIONAL CAMPS</u>	<u>SPECIALTY CAMPS</u>
7 AM	Before Camp Program	Before Camp Program
9 AM	Flag Raising Ceremony	Flag Raising Ceremony
9:15 AM	Morning Activities	Specialty Instruction
12:30 PM	Lunch	Lunch
1:15 PM	Afternoon Activities	Afternoon Activities
3:45 PM	Announcements	Announcements
4 PM	Buses Depart	Buses Depart
4-6 PM	After Camp Program	After Camp Program

*Activity periods are on a rotating schedule and may include:

- Swim Instruction (*optional*) • Archery • Ropes • Group Games • Hiking • Arts & Crafts
- Nature • Recreational Swim • Boating • Tower • Camp Crafts • Super Slide • Giant Swing

WHAT TO BRING

Campers should bring a backpack to and from camp each day. In the backpack should be a lunch including a drink (we will refrigerate), a towel and a water bottle. Campers will also need a one piece bathing suit. All campers need to wear sneakers or closed-toed shoes at all times. Sandals and open-toed shoes are prohibited for safety reasons. Fair skinned campers are encouraged to wear a hat on sunny days. All items should be marked with the camper's name. We offer a Subway® lunch option for your convenience, call 860-343-6230 for more information.

WHAT TO KEEP AT HOME

We believe that certain items are best left at home to maximize your camper's outdoor experience. Campers may not bring MP3 players, cell phones, iPods, walkmans, computer games, trading cards, insect repellent containing DEET, matches or knives. Any camper who brings weapons to camp will be suspended immediately. YMCA Camp Ingersoll is a drug/alcohol and smoke free facility. Any camper found with tobacco, drugs or alcohol will be immediately suspended from camp. We are also interested in keeping a clean, healthy image at our camp. Clothing with messages referring to tobacco, drugs, alcohol or sex are not permitted.

FAMILY NIGHTS

One exciting Family Night is held during each two-week session, please see the calendar for specific dates. Hot dog and hamburger dinners and official YMCA Camp Ingersoll merchandise are available for purchase. Certain specialty camps may hold separate family activities, notices will be sent home in advance of these events.

DAY TRIPS

Older campers and some specialty camps go on day trips. Day trips are optional but greatly encouraged. Depending on the program, some examples of our trips are: the beach, an amusement park, mini-golf or Laser Quest. Parents will receive a permission slip listing the trip destination, items needed (if any) and any additional fee (if applicable). Your child will not be able to participate if the permission slip has not been signed and returned.

STAFF RATIOS

YMCA Camp Ingersoll has a counselor to camper ratio that ranges from 1:6 to 1:12. Our youngest campers, the Wee Wonders, have a 1:6 ratio, Kiddy Campers are 1:8, Younger Boys 1:12 and other units maintain close to a 1:12 ratio. Counselors are generally 18 years of age or older and have prior camp related experience.

YMCA CAMP INGERSOLL STAFF

YMCA Camp Ingersoll is dedicated to recruiting and developing an outstanding group of directors and counselors who are committed to providing each camper with the best possible day camp experience. We believe that the success of our program lies in the quality of our staff. Staff people are selected on their experience, ability to lead camp related activities and their personal commitment to role modeling positive values. Our program is unique because we have many camp staff who serve as child care professionals during the school year with our Kids Korner and Youth programs. Furthermore, we strive to retain seasonal staff people from

summer to summer. Your child may already know many of our staff from their Kids Korner site or from camp last year. This seasoned staff brings a great deal of knowledge and experience to the YMCA Camp Ingersoll summer program.

In mid-June, our staff participates in an in-depth training program that covers areas such as program goals, emergency procedures, group work skills and child development. Each staff person receives training and is certified in American Red Cross First Aid and CPR. In addition to sharing a commitment to safety, our staff has one thing in common — they love working with children.

OUR FACILITY

YMCA Camp Ingersoll is 77 acres of beautiful woods, fields and streams and is ideal for a rewarding outdoor experience. Our property is on Jobs Pond and accesses approximately 15 acres along the north shore, with separate waterfronts for swimming and boating. The camp includes a first aid station, a camp office, changing rooms and bathrooms, an arts & crafts cabin, a nature cabin, several pavilions, and a large 50'x100' pavilion. We also have a large indoor program building that is used for additional rainy day space. There are trails to explore, sports fields, basketball courts, a climbing tower, high and low ropes courses, an archery range, our 70' super slide we call Slidezilla, and our giant swing.

WATERFRONT

Our waterfront programs are one of the highlights of our camper's day. The waterfront is divided into three areas of varying depth which are used in accordance with the ability of the swimmer: a red area for beginners, a yellow area for intermediates and a blue area for advanced. We strongly believe in providing a fun and safe atmosphere at our waterfront. Swim lessons are provided for Wee Wonders and Kiddy Campers, other traditional day camp units have the option for swim instruction at no additional charge. Please be sure to indicate whether you would like your child to participate in a structured lesson. Campers who are signed up for swim lessons are expected to participate each day. Please send a note if your child will not be participating on a certain day.

On the first day of each session, all campers will be given a swimming test. This allows the swim staff to determine whether campers are shallow or deep water swimmers. It also enables us to put campers in the appropriate swim instruction group.

The "buddy system" is used during recreational swim time. "Buddy Checks" are conducted throughout the period to be sure all swimmers are accounted for. The lifeguard to swimmer ratio is 1:20 with additional counselors assisting in the supervision. Swim instruction group ratios are kept 1:10 or below.

The YMCA certifies all of our waterfront staff. All waterfront staff hold current Lifeguard, First Aid and CPR certifications and are drilled periodically during the summer to practice their skills.

RAINY DAYS/EXTREMELY HOT DAYS

We do operate on rainy days. Most activities on rainy days take place inside different buildings and under pavilions. However, campers should be prepared with proper rain gear for transitions to and from program areas. Please send campers with a raincoat, extra clothing and footwear. We discourage early pickups on these days unless absolutely necessary. We also operate on extremely hot days. On these days we make sure campers have ample opportunity to get drinks of water and spend time in the shade.

Please send campers with a water bottle and an extra beverage for lunch. Sunscreen should be applied before the campers arrive. We also make every effort to provide campers with water based activities to keep them cool.

FIRST AID

All staff at YMCA Camp Ingersoll are certified in CPR. In addition, we employ the services of a first aid provider who is on site during all normal camp hours. In the event of an emergency or illness, camp staff will notify parents/guardians. No refunds can be given for time missed due to illness. **Please keep sick campers home so that germs and illnesses will not spread to other campers and/or staff.** Unless otherwise notified, any camper that requires further medical attention will be transported to Middlesex Community Hospital. In addition, a doctor is on call and supervises our medical and emergency procedures.

EMERGENCIES

We devote much time and attention to emergency procedures during our staff training in June. We have specific procedures for lost campers at the waterfront or on land, as well as for fire, severe weather and medical emergencies. We practice these procedures during staff training and throughout the summer so that campers and staff will be prepared in the event of an emergency.

SUNSCREEN/INSECT REPELLENT

We recommend that campers wear sunscreen. Campers should apply sunscreen and/or bug repellent before coming to camp each morning. Campers who need to reapply during the day should provide their counselor with an extra bottle of lotion (no sprays), and the staff person will assist the child with the application.

LOST AND FOUND

Lost and found items accumulate very quickly. Please make every effort to label your child's belongings. Have your camper look for their missing item at our lost and found area on the side of the camp office building. Socks and underwear are immediately discarded, everything else is held for two weeks and then donated.

CAMP STORE

The YMCA Camp Ingersoll Store sells high quality camp merchandise and snacks during the day and on family nights. Merchandise may be viewed online at www.midymca.org. Campers visit the store when their schedule permits, which might not be daily. YMCA Camp Ingersoll is not responsible for lost or stolen merchandise or money.

FINANCIAL ASSISTANCE

Financial Assistance is available from the Northern Middlesex YMCA to families with an annual income of less than \$45,000. Assistance is provided through the Middlesex United Way and private contributions. Reduced fees will be granted following an application process. Forms are available at the front desk of the YMCA.

CAMP IMPROVEMENT FEE

YMCA Camp Ingersoll has an annual camp improvement fee of \$10 per child, to be paid at the time of registration. This fee will be used for specific camp program improvements.

HOURS OF OPERATION

YMCA Camp Ingersoll	9:00 AM-4:00 PM	Monday-Friday
Extended Care AM	7:00 AM-9:00 AM	Monday-Friday
Extended Care PM	4:00 PM-6:00 PM	Monday-Friday

CAMP MEDICAL FORMS

Medical forms are given out at the time of registration and are available online by visiting our website at www.midymca.org. If you did not receive a medical form please contact camp at 860-343-6230. A physician must complete the medical form and the parent/guardian must return it at least two weeks prior to your child attending camp. **No child will be allowed to attend camp without a completed health form.** Campers must have had a physical within the last three years. **It is very important that both parent and the physician sign the medical form.**

MEMBERSHIP

All campers must have a current YMCA membership before they can begin camp and must keep the membership current through the camp season. Memberships at other local YMCAs are honored.

MEDICATION POLICY & FORMS

If your camper needs to take medication (either over the counter or prescription) during the camp day or during an overnight, our first aid provider can dispense medication if the following requirements are met:

1. The medication is in its original bottle with the child's name printed on the prescription.
2. A physician has filled out and signed the Administration of Medication Form and it is on file in the camp office.
3. The medication has not expired.
4. All medication, including inhalers, must be given to the bus monitor or delivered to camp. Medications cannot remain with a child at camp. Children with a medical release may carry inhalers after speaking with the first aid provider.
5. Any remaining medication must be picked up by the parent on the last day of camp or it will be destroyed. We will not hold medications after the last day of camp!

ABSENTEEISM

If your child will not be attending camp on a specific day, please contact the Camp Office at 860-342-CAMP (2267). Each day we will call the parents of campers who are absent unless we have received prior notification of the absence.

EARLY PICKUP POLICY

The camp office must be notified in writing if a child will be picked up early or will not be taking the bus home. Please provide extra time when picking up a camper early. ***Campers cannot be picked up between 3:30 and 4 PM because closing ceremonies are being held and pickup of children is very difficult. If the camper will be picked up by someone other than a parent, that person must be listed on the camper's application form and must present a photo ID (license). Children will not be released to anyone not on the list or to persons on the list who do not present a valid ID.***

PARENT'S AGREEMENT

IMPORTANT – PLEASE READ CAREFULLY

I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

- A \$50.00 non-refundable, non-transferable deposit is required for each session and must accompany each application. This deposit will hold the camper's place and will be applied to the full payment of the camp tuition. Remaining balance is due in equal installments the first of each month up to June 15. Late charge of \$10.00 applies to each late payment. Lack of payment (or late payment) will result in loss of reserved space. We recommend using our **E-Z Pay Option** where payments are automatically drafted, no late fee, no risk of lost space. Please see page 3 in the Camp Guide for payment options.
- A \$40.00 sibling discount is offered to families who register more than one child.
- All cancellations must be received **IN WRITING** at least 30 days prior to the start of the camp session to receive a full refund minus the \$50 deposit per session and the \$10 camp improvement fee.
- All cancellations must be received **IN WRITING** between 15-29 days prior to the start of the camp session to receive a 50% refund minus the \$50 deposit per session and the \$10 camp improvement fee.
- **No refunds will be granted less than 15 days prior to the start of the camp session.**
- **INSF Fee of \$10.00 will be charged to all INSF transactions.**
- **I will be responsible for payment of any collection fees incurred by me should my account become delinquent.**
- Requests for changes in camp session, busing or group assignment will be honored only if space permits and request is submitted in writing, (a \$25 administrative fee may apply). Changes in bus assignments cannot be made on a one-time or temporary basis.
- Bus service is provided for all campers. **Routes for campers are predetermined for ALL towns.** Each bus will have a YMCA bus monitor. It is the responsibility of the parent/guardian to meet their camper at the appointed stop at both the scheduled drop off/pick up time each day unless permission is granted otherwise. **Wee Wonders and Kiddy Campers MUST sit in the front of the bus and will not be dropped off without a parent or older sibling at the stop.** Without permission, the camper will stay on the bus for the remainder of the route and will return to camp or the YMCA. Parents will be responsible for picking up their camper at either location. Times may not be exact, please give a 10-minute grace period for pick up and drop off.
- I give permission for photographs and video tapes of my camper to be used in marketing and camp publicity.
- Campers must be healthy, injury-free and well enough to fully participate.
- I give permission for my camper to participate in all camp activities, including ropes and archery.
- I authorize transfer of my camper to the YMCA during inclement weather if needed.
- **I authorize YMCA officials to secure medical/emergency treatment and transportation for my camper.**
- The YMCA reserves the right to dismiss a camper whose presence is detrimental to the camp or campers.
- Fees will not be refunded for absence, failure to attend during the term of enrollment, delayed attendance at camp, or dismissal.
- **We are required by the state to have health history forms for each camper prior to attending camp. Forms will be given to parents at the time of registration and MUST be completed by the family physician and parents before the camper attends camp. Physicals are valid for three years from date of exam.**

BEHAVIOR POLICY

At YMCA Camp Ingersoll we believe that the best way to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well organized, we believe that many potential problems can be avoided.

Disrespect toward staff or property, injuring other children or staff, disruptive behavior, stealing, leaving camp property, and profanity will not be tolerated. If such a problem arises, the following steps will be taken.

1. Verbal discussion with the child.
2. If inappropriate behavior continues, the child will be removed from the group for a specified time frame or privileges will be taken away.
3. When there is a serious concern about a behavior or discipline problem, the staff will share their concerns with the parents and will make an effort to work with the parents to resolve the problem.
4. If the problem persists, or a serious infraction has been made, the camper will be put on suspension or asked to leave the program.

YMCA CAMP INGERSOLL ALSO OFFERS...

If you enjoyed your summer day camp experience, you should know that we also offer a variety of other programs for families, school groups, companies and other organizations all year round. Our versatile staff can customize a program to fit the needs or goals of your group! Some of our programs include:

- *Team Building Programs*
using high and low ropes course elements
- *Outdoor Education Programs*
- *Facility Rentals*
- *Volunteer Opportunities*

For more information on these or other exciting programs please contact Patrick at 860-343-6237.

**YMCA CAMP
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Route 66 • Portland, CT
Winter: 860-343-6230
Summer: 860-342-2267

www.midymca.org