



Camp Hazen YMCA

We Build Strong Kids

2010 Day Camp Parent Information Handbook

Our Mission

Camp Hazen YMCA is committed to helping youth develop valuable life skills through camping experiences that build healthy bodies, open minds and awakened spirits.

Dear Parents,

Thank you for choosing Camp Hazen YMCA for your child's summer camp experience!

Enclosed in this handbook is practical information to help prepare both you and your camper for your session(s) at camp. If you have any questions please contact the camp office at (800) 248-8244.

Additional information can also be found on our web-site at camphazenyumca.org. There is a lot of detailed information on-line, especially helpful for new families.

--Denise Learned
Executive Director/CEO

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Before Camp Begins

Forms

Mailed by May 1, 2010
*Camper Information
Health Form & Waiver*

Bring to Camp
*Pick Up Authorization
Medication Authorization*

Form to be mailed to camp by May 1, 2010

2010 Camper Information Form

This is for BOTH you and your camper to complete. This information is essential to help your child meet any specific goals you or they may have and to ensure a positive experience for all campers.

2010 Health Form & Waiver

- This 4-page form is required of all campers
- Pages 1, 2, and 3 must be completed annually.
- Page 3 is an Authorization, Release and Indemnity Waiver. It must be signed by the camper, their parents or legal guardian and must be witnessed by an adult over 21 years of age.
- **The physical examination (on page 4) must be current within 24 months of your campers last day in camp.** You may attach a different examination form and/or immunization record (i.e., school or sports physical).

Campers with expired physicals will not be able to remain in camp.

Form to bring with you to camp at Check-In:

2010 Medication Authorization Form

(if needed)

- This form must be completed for a camper to receive **any medications** (*prescription or over-the-counter*) **brought from home.**
- This form must be signed by both a parent/guardian AND a prescribing health care professional, even for over-the-counter medications like vitamins.
- Please do not send any of the medications listed on page 2 of the health form. We keep these medications in stock and our nurses are able to dispense them with your signed permission on page 2 of the Health Form.
- You must complete one form for each medication brought to camp.
- The information on this form must match the label on the medication.
- **Please review this form carefully before bringing to camp.** We often receive incomplete forms at check-in and are unable to dispense medications to campers without this properly completed form.
- The medications must be in the original containers and properly labeled. This includes epi-pens and inhalers -- often the label is on the box and parents don't realize they **MUST** bring that box with the label.

*This procedure is mandated by both the
State of Connecticut and the
American Camp Association*

Pick Up Authorization Form

- We must be notified, in writing, if anyone other than a parent or guardian will be picking your child up from camp.
- The individual must be listed on this form & must present a picture ID before our staff will release your child into their care.

Balance and Refund Policy

- Your balance of camp fees is due by May 1st, 2010.
- If final payment is not received by the due date, your registration may be cancelled and your deposit forfeited. VISA, MasterCard or American Express may be used to charge your balance.
- Camp Hazen YMCA will refund program fees for cancellations made 30 days prior to the start of the session (less deposit). No refund is made for late arrivals or early departures or in cases of homesickness, withdrawal or dismissal

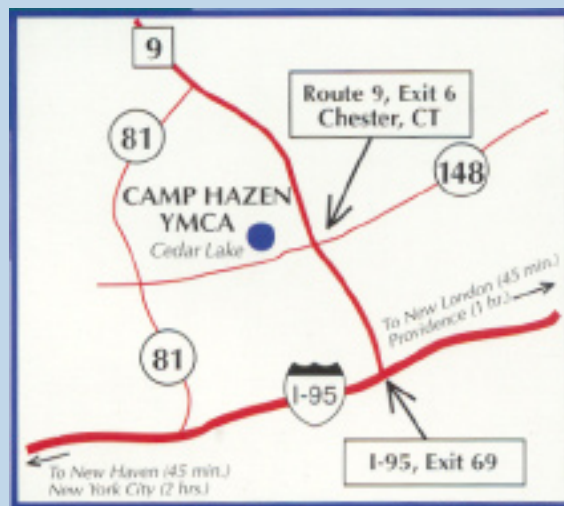
Group Assignments & Expectations

- Campers are assigned to groups based primarily on the school grade they will enter in September.
- We strive to help children create new friendships by limiting group requests. Children need to be close in age and/or entering the same grade. We cannot guarantee requests, but will make every effort to honor one mutual request per child. Please discuss with your child the possibility that they may not be with the friend they have requested. We are concerned with the comfort and happiness of all of our campers and must consider the dynamics of the entire group. **If you have a special situation or concern, PLEASE call us ahead of time.**
- If you are sending siblings to camp who are twins or only one year apart, PLEASE let us know if you prefer they be in the same or different groups

Directions to Camp Hazen YMCA

205 West Main Street . Chester, CT 06412

- **From the North:** Take Route 9 South to Exit 6. Turn right at the bottom of the ramp onto Route 148. The parking for Camp Hazen is 1.5 miles on the left. Please follow the guidance of our signs and parking attendants.
- **From the East & South:** Take I-95 to Route 9 North (Exit 69). Follow Route 9 to Exit 6. Turn left at the end of the ramp onto Route 148. The parking for Camp Hazen is 1.5 miles on the left. Please follow the guidance of our signs and parking attendants.



Behavior Guidelines

- As a close-knit community, Camp Hazen YMCA expects each camper to respect themselves and others at camp, as well as the facilities and natural surroundings.
- All members of the Camp Hazen community, including campers and staff, are expected to behave responsibly and appropriately at all times.
- We have done a significant amount of work on our cabins in the past few years, and we ask that you reinforce our **no graffiti** policy with your camper.
- Families will be charged for the removal of any graffiti or other damage that their campers are responsible for.
- Staff will work with campers to modify inappropriate behaviors.
- Parents will be notified if a camper is placed on a written “behavior contract” to help address reoccurring inappropriate behaviors. The terms of the “contract” will be made very clear to both the camper and parent.
- A camper, at the discretion of the Camp Director, may be dismissed for the remainder of the day, for his/her session or the rest of the summer for a serious infraction or if inappropriate behavior does not improve.
- Behaviors which may result in being placed on a behavior contract and/or being dismissed from camp include, but are not limited to the following: use of bad language, threats or fighting and possession or use of tobacco, drugs or alcohol.

While Your Child is at Camp

What to Bring to Camp!

Each day, campers should bring the following items to camp. They should be carried in a knapsack or other lightweight daypack.

- Bathing Suit
- Towel
- Hat
- Sweatshirt
- Raincoat or Poncho
- Sneakers
- Water bottle
- Insect repellent (non-aerosol)
- Sunscreen

Please carefully label ALL of your camper's items.

Campers may wish to bring small non-electronic games or cards to play with ONLY during Before or After Care time. They may do so, but it is the responsibility of your camper to keep their possessions safe. Camp Hazen will NOT be held responsible for any lost or stolen items.

Allow your camper to help you to organize the items they will need to bring to camp. This will give them a sense of responsibility as well as a knowledge of what is in their day pack. This is also a good time to talk about the experiences they will have at camp.

What Not to Bring

Campers should **NOT** bring any of the following items: cash, cell phones of any type (*even if combined with an i-pod, camera or other device*), electronic games, personal music player, food, pets, fireworks, computers, DVD players, water guns, tobacco products, drugs, drug paraphernalia, alcohol, or weapons of any type.

If a camper brings any of the above items to camp, the item will be confiscated handed to parents at the end of the day. **Campers found in possession of weapons, drugs, alcohol or drug paraphernalia will immediately be dismissed from camp.**

Safety

Safety is always a top priority at Camp Hazen YMCA. While staff will make every reasonable effort to minimize known risks associated with each activity, all hazards cannot be foreseen. By participating in our programs, campers and their parents knowingly and willingly assume all risks associated with participation in a summer camp program. Campers and their parents should fully understand that even after reasonable precautions have been taken, occasional accidents do happen.

Lost & Found

At the end of each day, parents should check with their campers to ensure that they have all of their belongings. There is a lost & found area in the Day Camp Pavillion where any recovered items will be placed. We will make every effort to return any items marked with your camper's name directly to them during their session. Camp Hazen YMCA cannot be held responsible for items that are left behind. All unclaimed articles will be donated to a charitable organization at the end of summer.

Check-In

Check-in for each session is from either 3-4PM on the Sunday before your child's session begins or at 8:40 on Monday morning.

If your camper is registered for Before Care, you may arrive at any time after 7:30AM. If your child arrives before 8AM, breakfast is included.

If your child will arrive after 8AM, PLEASE make certain that they have had breakfast.

We love pets as much as you and your family, however, please leave your pets at home.

Monday Check-In Day Procedures:

1. Upon arrival at camp, pull onto the south side of Camp, by the camp office. Follow the 'Check In' signs to the Day Camp Pavilion.
2. You will sign your camper in with the staff and be directed to a parking area.
3. Please proceed to the Day Camp Pavilion where you will complete any final paperwork and find out your campers group.
4. You will have the opportunity to meet your child's counselor.
5. Say good-bye. Experience has shown us the transition from home to camp is eased by short good-byes that allow your child to jump right into camp life. If you want to stay and get more information, please feel free to do so, but allow your camper to join their group while you speak with the staff.

Check-out Day

- All two-week camp sessions end on the second Friday.
- Session 1 ends on the Friday at the end of the one week.
- Check-out is the same as every other day: at 4PM or until 6PM if your child is enrolled in the After-Care Program.
- Each family will receive a "home packet", with a note from the counselor and a group photo.
- Each camper must be signed out before leaving camp.

Medications Check In

All medications must be checked in with the Day Camp Director or Camp Nurse. No medications can be kept in camper backpacks, including over-the-counter medication. Please speak with the Day Camp Director if your camper has medication which must be kept near them during the day. Have your Medication Authorization Form prepared. If you are bringing any medications from home, you must have a completed medication authorization form for EACH medication. This form MUST be signed by BOTH a parent/guardian AND the authorized prescriber.

Daily Arrival & Departure

Day Camp drop-off and pick-up is on the south side of Route 148. Pull into the driveway next to the Red Farm House (Camp Office) and follow the signs to the appropriate area. Each morning when the campers arrive, they will be greeted by a Day Camp staff member and parents/guardians will be asked to sign the camper in for the day.

At the end of each day, parents/guardians or other authorized adults will follow the same procedure when picking campers up. Campers must be signed out with a Day Camp staff member. Please do not miss this important step. At this point, Day Camp staff will ask you for a photo ID.

Campers who are not enrolled in the Before Care program should arrive each day just prior to 9.00AM.

Campers who are not enrolled in the After Care program should be picked up each day at 4.00PM.

Before Care: 7.30AM-9.00AM

Campers registered for the Before Care Program may be dropped off as early as 7.30AM, following the procedures as previously described. Breakfast is included for Before Care campers who are checked-in for the day by 8.00AM.

After Care: 4.00PM-6.00PM

Campers enrolled in the After Care Program may be picked up from camp as late as 6.00PM. Camp provides a snack for your child during these hours.

Family Nights

For Sessions 2, 3, 4 & 5 parents, siblings and campers are invited to join us for a hot dog roast and to enjoy skits and songs prepared by Day Campers and their counselors. Family night supper will begin at 5.30PM. **All campers**, including those not enrolled in the After Care program, are invited to remain at camp until their parents can join them at 5.30PM. Supper will be served first, followed by the campfire skits and songs. The camp store will also be open at this time.

We love pets as much as you and your family, however, *please leave your pets at home.*

Health Care at Camp

- Two health care staff (at least one of whom is an RN) are on duty for each session of camp.
- In case of illness or accident, the health care staff cares for campers with orders from a physician.
- In case of emergency, campers are taken to the camp physician or the local emergency treatment facility.
- Parents will be contacted should there be an urgent medical concern.
- In an effort to keep camp costs within reason, Camp Hazen YMCA does not provide health/accident insurance. In case of any medical costs incurred by your child while at camp, all fees are the responsibility of the parent/guardian.

Fees for all medical services, including prescriptions, will be collected at check-out.

Meals & Snacks

Campers eat meals family-style in the Bunting Dining Hall. Our two week cycle menu is nutritionally balanced and designed to appeal to most appetites. Fresh fruit, salad and a daily vegetarian selection are always available. Each afternoon, a snack will be provided for each camper.

We do want to meet the needs of all campers with dietary restrictions. If your child has specific needs, please contact us ahead of time.

Swim Evaluation

In order to ensure waterfront safety, a swim evaluation will be conducted for all campers to determine your child's swimming ability. The swim evaluation is conducted with your child's group on the first day of camp. Our goal is to make the swim evaluations as fun and comfortable as possible, while still determining an accurate swimming level. Swim levels determine which swim area campers are allowed to swim in during Beach Party (free swim). All campers in grades 1-6 in our Day Camp Program participate in swim lessons each day.

Tipping

If you would like to recognize a staff member for the job they have done, a contribution in their name may be made to the Camp Hazen YMCA Campership Fund. It is against camp policy and the standards of the American Camp Association for staff members to accept tips.

Give us a call at 800-248-8244
for more information
or go to www.camphazenyumca.org

2010 Calendar

April 9-11	Father/Son Weekend
April 11-13	Overnight EXPO
April 12-16	April Vacation Camp
April 18	Open House (2-4PM)
April 25	Healthy Kids Day
May 7-9	Women's Wellness Weekend
May 16	Open House (2-4PM)
May 28-31	Family Camp Weekend
June 12 - 26	Staff Orientation
June 27 - July 2	Resident Camp - Session A
June 28 - July 2	Day Camp - Session 1
July 4 - July 16	Resident Camp - Session B
July 5 - July 16	Day Camp - Session 2
July 18- July 30	Resident Camp - Session C
July 19 - July 30	Day Camp - Session 3
August 1 - August 6	Resident Camp - Session D
August 2 - August 13	Day Camp - Session 4
August 8 - August 20	Resident Camp - Session E
August 16 - August 27	Day Camp - Session 5
August 22- August 27	Resident Camp - Session F
September 3-6	Family Camp Weekend
October 8-10	Rock and Outdoor Weekend
October 11	Vacation Day
November 11	Vacation Day
November 19-21	Mother/Daughter Weekend
December 27-31	Holiday Vacation Camp

*Our e-newsletter "Sparks" will keep you informed
of events as they are scheduled
Please make sure we have your current e-mail address*

Camp Administration

Denise Learned, Executive Director
Danita Ballantyne, Camp Director
Katherine Davies, Camp Director
Rhino Merrick, Assistant Camp Director
Laurie Bouchard, Office Manager
Ed Edgar, Food Service Director
Brent Lawson, Maintenance Director
Camille Erickson, Program Director
Claudia Martin, Business Manager
Meg Carr, Program Director
Bruce Watrous, Development Coordinator
Christine Rodriguez, Office Staff