



Camp Hazen YMCA

We Build Strong Kids

2010 Resident 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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204 West Main Street, Chester, CT 06412

Tel: 860.526.9529 Fax: 860.526.9520

Web Site: www.camphazenyumca.org

E-Mail: office@camphazenyumca.org



Before Camp Begins

Forms

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

Bring to Camp
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***

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 care 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.***

Camp Store Account

- Campers do not need cash while at camp and should not bring any.
- You may establish a store account for your camper.
- We recommend \$50 be deposited into that account for a two-week session (\$25 for one-week session).
- **Store accounts need to be established by the time of final payment.**
- All purchases are recorded and deducted from the camper's account.
- The Camp Store is open each day and campers have the opportunity to buy stamps, souvenirs, sportswear, toiletries, flashlights, etc.
- Refunds of unspent Camp Store money will be issued to parents during check-out or may be donated to Camp Hazen YMCA's Campership Fund. Please consider this option and check it off on your camper's check-in card during check-in.
- Please note: refund checks expire 30 days after the date of issuance. Expired checks will automatically be considered a contribution to our Campership Fund.

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 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.

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.

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.

Cabin Assignments

- Campers are assigned to cabins based primarily on the school grade they will enter in September. The 8 campers in each cabin are a mix of both returning and first-time campers.
- We strive to help children create new friendships by limiting cabin mate requests. Children need to be close in age and/or entering the same grade. We cannot guarantee cabin mate 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 cabin group. **If you have a special situation or concern, PLEASE call us ahead of time. It is VERY difficult to change cabin assignments on Check-in Day.**
- If you are sending siblings to camp who are the same gender and are twins or only one year apart, PLEASE let us know if you prefer they be in the same or different cabins.

Camper Packing List

Suggested minimum amounts for two-week session
(Adjust accordingly for a one-week session)

Clothing

- _____ 8-12 t-shirts
- _____ 1-2 long sleeved shirts
- _____ 6-8 pairs of shorts
- _____ 2-3 pairs of long pants/jeans
- _____ 1-2 sweatshirts
- _____ 2-3 swim suits
- _____ 1-2 pairs of pajamas
- _____ 13-15 pairs of underwear
- _____ 13-15 pairs of socks
- _____ **Raincoat or Poncho**
- _____ 1- 2 pairs of sneakers
(some activities require that sneakers be worn)
- _____ 1- 2 pairs of flip flops or crocs or sandals

Gear

- _____ 1Twin size fitted and flat sheet
- _____ 1 Blanket or comforter
- _____ 1 Sleeping Bag
- _____ 1 Pillow and Pillow Case
- _____ 2 Bath Towels
- _____ 2 Beach Towels
- _____ 1 Laundry Bag
- _____ 1-2 Waterbottles
- _____ Sunscreen
- _____ 1 Flashlight with extra batteries
- _____ Insect repellent (non-aerosol)
- _____ Toiletries: soap, shampoo, hairbrush,
toothpaste, toothbrush, etc...
- _____ Container to store & carry toiletries to shower

Optional Items

- _____ Reading Material
 - _____ Deck of cards
 - _____ Stationery & Pre-addressed stamped envelopes
or postcards
 - _____ *Skateboard/In-Line Skates/Protective Pads & Helmet
 - _____ *Other Program equipment:
tennis racket, softball glove, etc..
- (*In-Line skaters must bring their own skates - all other program equipment is also available at camp)

Packing Guidelines

- We recommend packing in large duffle bags that can fold and store easily under the campers' bunks. There is only a 9 inch clearance under the bunks where all luggage needs to be stored.
- Make sure your camper's name is on all items.
- Although discouraged, campers may bring personal music devices with APPROPRIATE music. They will only be allowed to use them in the cabins. Please do NOT let your camper bring any electronic devices with cell phone or internet capability.
- Camp Hazen YMCA is **NOT** responsible for any items that are lost or stolen.
- Plan on a two-week supply of clothing. **No laundry is done during the session.**
- Pack together with your camper. This allows your camper to know where everything is and to develop a sense of responsibility. This is also a good time to talk about the experiences ahead and about your expectations, including setting realistic goals about how often they can expect to hear from you, and you from them.

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, 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 and either sent home or held until the end of the session. **Campers found in possession of weapons, drugs, alcohol or drug paraphernalia will immediately be dismissed from camp.**

While Your Child is at Camp

Check-In Day

- **Check-in for each session is from 2:00-3:00PM**
- Have your child eat lunch before arriving.
- Please leave pets at home.
- The Camp Store will be open. You may buy a t-shirt, water bottle, souvenir, or simply browse.

Medications

All medications must be checked in with the camp nurse. No medications can be kept in the cabins, including over-the-counter medication. Have your Medication Authorization Form prepared. If you are bringing any medications from home (prescription or over-the-counter), 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.

Check-In Day Procedures:

1. Upon arrival at camp, you will be directed to a parking area and staff will assist you with unloading luggage.
2. You will proceed to the check-in area where you will sign a check-in card and, if needed, meet with the camp nurses.
3. You will then proceed to your camper's cabin to meet their Village Director and Counselors and to help your camper get settled.
4. 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 or speak to a staff member, please feel free to do so, but allow your camper to join the group while you have your conversation.
5. At 3:00 PM, there will be a **New Parent Welcome** session with the Camp Director. Please plan on arriving by 2:30 if you would like to attend this session.

Communication at Camp

Mail

- We encourage you to write cheerful, positive letters from home.
- Consider writing a letter three days ahead of opening day so your child has a letter during the first mail call.
- Please do not panic if you don't hear from your camper immediately after arrival, as many campers become too busy having fun at camp to write home.
- We recommend sending pre-addressed, stamped envelopes or postcards.
- Mail should be addressed as follows:
Camper's Name - cabin# ___
Camp Hazen YMCA
204 West Main Street
Chester, CT 06412

Packages

- You are welcome to send packages. **We ask your full cooperation in NOT sending food items.**
- Food attracts many animals to the cabins, especially squirrels who chew through the screens to get to food.
- In addition, we have many campers with **SEVERE** food allergies and if food from home is shared, it could result in a life threatening situation for a child!
- All campers open packages in front of a staff member. **If food is sent, it will be confiscated**
- There are many non-food items which can be sent in care packages. Suggestions include comic books, books, cards, games, bubbles and craft projects.

Telephone Calls

- To help develop independence and ensure that we are aware of any issues and working with you, campers are not allowed incoming or outgoing telephone calls or to have cell phones.
- Important messages for campers can be relayed through their Village Directors.
- We will notify you should any urgent situations arise with your camper.
- If at any time you become concerned about your child, please call your child's Village Director or the Camp Director.
- We are always happy to discuss your camper's experience.

E-Mail

- You may send e-mails to your child through eCamp.
- There is a fee which is paid directly to eCamp.
- Campers will not be able to return your e-mails.
- To set up an account with eCamp:
 1. Go to our website at www.camphazenyumca.org
 2. Click on the eCamp link at the bottom of the index.
 3. Create a new account or update your account for 2010.
 4. The 2010 camp code is: camphazen10
- You may also view photos at this site. You do not need to purchase e-mails in order to view the photos.

Visiting Days

- Parents, relatives and friends are invited to visit camp at check-in and check-out times.
- There are no other Visiting Days during the camp session.
- Visits during the session are disruptive, as campers are very involved with their activities.
- In addition, these visits will cause homesickness, not only for your child, but for the children whose parents adhere to this rule and do not visit.

Stay-Over Weekends

- If your camper is registered for **two or more consecutive sessions**, we offer the option of having them stay-over at Camp Hazen the weekend between the two sessions
- Campers will do laundry and Staff will be on duty to supervise the campers, provide program activities and meals
- Campers may call home and have visitors during this time. Sunday morning is the best time for visits.
- No camper will be allowed to leave camp or be visited by anyone other than parents or legal guardians unless **written permission** is granted. **We ask you to call the camp office in advance if you plan on visiting during a stay-over weekend.**
- The fee for the stay-over weekend is \$100.00 which includes all expenses, including laundry. Please call the office if you wish to register your child for the stay-over weekend.

Check-out Day

- All one-week sessions end on the Friday at the end of the week.
- All two-week camp sessions end on the second Friday.
- **Check-out is from 6:30—7:30PM.**
- Each family will receive a “check-out packet”, including any refunds from the Camp Store account and a cabin photo.
- Each camper must be signed out before leaving camp.

Luggage

- Upon arrival at camp, you will be directed to a parking area.
- The parking attendant will direct you to the appropriate luggage loading area BEFORE you park.
- Your child’s luggage will be in that designated area marked with their name on tags.

PLEASE....

have your camper double check that you’ve picked up all of their gear before departing Camp Hazen.

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.

Lost and Found

- There will be a lost & found table set up beside the check-out tent.
- Please be sure to inspect the table for your camper’s items.
- Camp Hazen YMCA cannot be held responsible for articles left behind.
- All unclaimed articles will be donated to a charitable organization at the end of the summer.
- In the event that your child leaves an item behind, it is your responsibility to make arrangements to pick it up.
- Camp Hazen YMCA will not ship or deliver forgotten items.

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