

## **PARENT INFORMATION**

### **Summer Camp**

***Fantastic memories are made at Camp Edwards and we hope summer camp will be special for your child. The information below should answer many of your questions and help you and your camper get ready for camp. The staff at Edwards is excited about the coming summer and looks forward to providing a great experience for your child.***

#### **CAMP STAFF**

<b>Jody Heimos</b> (Branch Executive)	Ext. 206	<b>Vicki Tichy</b> (Business Manager)	Ext. 204
<b>Steve Cummins</b> (Summer Camp)	Ext. 201	<b>Greg Digieso</b> (Food Service)	Ext. 203
<b>Tiffany Praeger</b> (Day Camp/LDP)	Ext. 205	<b>Letha Kuecker</b> (registrar)	Ext. 202

#### **WHAT DO YOU NEED TO DO BEFORE COMING TO CAMP?**

1. Complete and return required forms to Edwards YMCA Camp **NO LATER THAN 2 WEEKS BEFORE CAMP SESSION BEGINS**. Forms are available on-line ([campedwards.org](http://campedwards.org)) or will be sent if requested.
  - HEALTH FORM (completed and signed by parent)
  - PHYSICIAN FORM (completed and signed by your doctor). Must be dated within 2 years of the start of your camp session. A copy of a recent school physical may be sent in place of the camp form.
  - RELEASE / WATERBOGGIN / PARENT PACK ACKNOWLEDGEMENT FORM (identifies people who can pick up your camper(s), gives permission for your camper(s) to ride on the “banana boat”, and acknowledges your agreement to the Terms and Conditions set forth by Edwards YMCA Camp.
  - LETTER TO MY LEADER (completed by camper)
  - LETTER TO MY CHILD’S LEADER (completed by parents)
2. Pay any **BALANCE DUE** on your child’s account by June 1st.
3. Make a deposit in your child’s **STORE ACCOUNT** at least 2 weeks before the camp session begins. Include the cost of Siesta Snacks (\$9 for one-week camps; \$18 for Session 3) and money for arts and crafts (see page 5). Average Store Account deposits are \$40-\$50 for a one week session and \$50-\$100 for a two week session.

#### **CABIN ASSIGNMENTS**

Camp is a great place to make new friends and have new adventures. Cabin assignments are based on camper age, gender and cabin mate request. Please keep this in mind as you request cabin buddies when registering your child. Cabin mate requests (2 only) must be within 1 year of age of your camper and reciprocated by your camper’s choice of cabin mate. **Multiple cabin mate requests are not guaranteed.**

## **CONTACTING YOUR CHILD AT CAMP**

**Letters & Packages:** Send to Edwards YMCA Camp, N8901 Army Lake Road, East Troy, WI 53120. Be sure your camper's name is on the letter or package.

Mail items early in your child's camp session to ensure delivery. **Do not** send candy or food products. These items attract bugs and rodents and will be confiscated until the end of the session.

Packages and letters received after a camper's session has ended will be returned or forwarded at the sender's/camper's expense.

**Faxes:** **262-642-5108** - Include your camper's name and cabin (if known) on faxes.

**E-mail:** Visit our website, [campedwards.org](http://campedwards.org). Select *contact us*, click on *email my camper*, and follow the prompts. This link can also be found on the home page. **Do not send attachments – they will not be opened.**

**Charges:** \$1 per email or fax will be deducted from your child's Store Account.

**Photo Gallery:** Visit [campedwards.org](http://campedwards.org) to view pictures of your child's session at camp. Select *Camp Programs*. Select *Photo Gallery*. This link can also be found on the home page. Download pictures.

**Please note:** Campers can not make phone calls without director permission. **Please leave cell phones at home.** If discovered, they will be confiscated until the end of the session.

Camp will contact you if there is an emergency. If you need to reach your child because of a home emergency, staff is in the office until midnight daily. After that, you can call extensions 226, 229 or 238 for emergencies.

## **YMCA CAMP MEMBERSHIP**

As a non-profit organization, we are required by IRS rules to set up a non-transferable YMCA Camp Membership for youth and family campers not currently members of a YMCA. **The annual \$20 fee is included in the registration fee.** If you or a member of your family is a Y member, deduct \$20 from the session fee on the registration form and indicate the name of the YMCA where you are a member on the registration form. Only one family member is charged for the Y membership. The Edwards YMCA Camp membership fee does not transfer to any other YMCA.

## **HOMESICKNESS / EMERGENCIES**

Campers who are healthy and well rested when they come to camp are less likely to become homesick. Our professional YMCA staff is trained to help your child if he/she becomes homesick and every effort is made to help ease their fears. If necessary, we will call for your input and, as a last resort, may ask you to pick up your child. Remember, the first letter from camp may not be glowing, but by the time you receive it, most likely your camper has forgotten what they wrote because they are having a great time. **Please note: Campers who leave early due to homesickness will not receive a refund.**

We do our best to avoid injuries during activities by emphasizing safety. The medical coordinator handles all major first aid. If necessary, we will take your child to Urgent Care at ProHealth Clinic in

Mukwonago or to the emergency room at Lakeland Hospital, Elkhorn or Waukesha Memorial Hospital. You will be notified immediately of any illness or injury requiring professional medical treatment.

**WHAT TO BRING TO CAMP**  
**(and what to leave at home)**

***Please label each item of clothing and other items with your camper's name.***

**CLOTHING**

Shorts and long pants  
Sweatshirts or fleece and t-shirts  
Underwear and socks  
Shoes (at least one pair with enclosed toes)  
Pajamas or other sleepwear  
Swimming suit(s) – *Bring 2. packed on top.*  
Rain poncho  
Lightweight jacket or hooded sweatshirt  
Hat or cap  
Nicer outfit for Honors Night

**TOILETRIES**

Toothpaste, toothbrush  
Soap, deodorant (non-aerosol), shampoo  
Hairbrush, comb  
Sunscreen (required)  
Kleenex

**OTHER ITEMS**

Sleeping bag and pillow  
Towels, washcloth  
Beach towels – *packed towards top*  
Bag for dirty laundry  
Flashlight and extra batteries  
Insect repellent (*non-aerosol*)  
Clothespins (4)  
Water bottle - *required*  
Edwards Neckerchief (returning campers)

**OPTIONAL ITEMS**

Camera and film  
Book to read during “Siesta”  
Letter writing materials and stamps  
Fishing gear  
Journal for memories

Please do not pack newer clothing. Camp life can get dirty.  
Camp is not responsible for damaged or lost personal items.

**Please Note: If you need to bring an inhaler to camp, please bring two, (one stays with the camper and one is kept in the health center).**

**Do not pack medications in your camper's luggage.**

**Bring medications to check-in with you so they can be given to the camp medical coordinator at that time.**

**THINGS TO LEAVE AT HOME**

CD or MP3 Players  
Electronic Games  
Knives/Weapons  
Inappropriate reading materials

iPods  
Firecrackers  
Other Electronic Devices

Cell phones  
Tobacco Products  
Illegal Substances

- Staff will check through luggage if suspicion arises that any of the above articles are in your camper's possession. Items deemed inappropriate will be kept in the camp office until departure.

- To foster values and appropriateness, Edwards YMCA Camp reserves the right to ask campers to change their clothes if they are deemed inappropriate. This includes, but is not limited to, extremely short shorts, baggy pants worn below the hip, shirts with vulgar or rude messages, and clothing that is too revealing.

### **HOW DO I GET TO CAMP?**

Each camper's family is responsible for getting their child (children) to camp on opening day and picking them up at the end of the session. A map and written directions to Camp Edwards are available on our website [campedwards.org](http://campedwards.org).

### **OPENING DAY**

- Check in on opening day is between 1 pm and 2 pm. If you are unable to check in between these times, please contact the office in advance.
- You will be met at the parking lot by helpful Camp Edwards' staff who will take your camper's gear to the appropriate cabin.
- Parents and campers go to Micklewright Lodge for a camper head lice check, to confirm registration, add additional money to the Store Account and visit with the medical coordinator if needed. Please do not go to your camper's cabin before completing the check in process.
- Following check in, parents and campers will go to the assigned cabin to meet their counselors. Campers remain at the cabin, parents say good-bye and head on their way.
- Bed assignments will be made after all cabin mates have arrived. A lottery system is set up in an effort to be fair to every camper.
- The Trading Post will be open for parents and campers to see what is available or to purchase personal items that didn't get packed.
- The registration/check in process should be complete in less than an hour.

### **CLOSING DAY**

- Check out is from 9-10 am on Saturday of the camp session (except for Mini Camp).
- If you need to pick up your child early, please contact the office in advance to make arrangements. Check out in the office after meeting your child.
- Meet your camper(s) at his/her cabin. As campers will be released only to people whose names are on the Release Form, counselors will ask you to sign the Release Form when picking up your child or another camper. Please do not be alarmed or affronted if asked to provide identification.

- Medications will be given to the Cabin Counselors by the medical coordinator prior to your arrival. The Counselors will give medications to the person picking up the camper.
- Go to the Trading Post to check on Trading Post balances. If there is money left, you may donate it to the **Staff Gratuity Fund** (used to fund a staff appreciation dinner at the end of the summer); donate it to the **Wherever Needed Fund** (used to purchase program equipment or fund scholarships); or claim your refund in cash.

### **A TYPICAL DAY AT CAMP EDWARDS**

Each day at camp follows a structured schedule. Counselors and other staff plan each day's special theme and activities.

Meals are served family style in Micklewright Lodge dining room. Cabin groups sit together and help serve and clean-up for each meal. "Hoppers" come to the dining room a few minutes before each meal to set the table. All campers are expected to help. Skits by the counselors, camp songs, mail call and other entertainment help make mealtime fun. Daily activities are as follows:

- Each camper selects four skill activities to participate in each day for the entire week.
- "Siesta" is an hour of quiet time, when campers can write letters home, read a favorite book, or rest.
- Camper's Choice in the afternoon is a time to swim, do arts and crafts or other activities.
- Evening activities may be an outside campfire, all camp games, or an indoor program in Micklewright.
- Everyone gathers on the final evening for Honors presentations (when neckerchiefs earned are given to the campers.).

### **LODGING**

Campers sleep in cabins near Micklewright Lodge. Trekker boys are in the plats (screened cabins). LITs (Leaders in Training) stay in Runge Lodge. JL's (Junior Leaders) stay in Hoffer Lodge and may be in a cabin during their final week of training.

### **SIESTA SNACKS**

Siesta Snacks, a treat and drink of the camper's choice, may include a chocolate bar, Skittles, granola bar or bag snack. Beverages are water, Gatorade or Propel. The fee for Siesta Snacks (\$9 for one week session; \$18 for 2 week session) will be deducted from the camper's Store Account unless a parent requests no Siesta Snack be given.

### **ARTS & CRAFTS**

If a camper participates in Arts and Crafts as a skill activity, their Store Account will be charged a \$5 fee for the week rather than a per project fee. If selected as a "cabin activity" a nominal fee of \$1 or \$2 will be charged, depending on the activity, and deducted from the Store Account.

### **HONORS PROGRAM**

Since its beginning in 1929, Camp Edwards has had an Honors Program designed to help individuals set, work towards, and achieve personal goals. The levels of the Honors Program are marked by colored neckerchiefs awarded at the end of each session. Colors of the neckerchiefs (green, red, blue, gold, black, and purple) designate the level a person has attained. Campers are encouraged to try new things, demonstrate courage, show friendship and honesty, exhibit visible and invisible leadership, and show a dedication to self-improvement. If a camper chooses not to put forth the effort to achieve their goals, the next neckerchief will not be granted.

Each new camper (except mini-campers) receives a green neckerchief and an explanation of the Honors Program on their first day at camp. Campers completing the five-step Honors Program earn the title of Senior Master Camper and become a member of the alumni group, the Tribe of Nani-Ba-Zhu.

### **BEHAVIORAL POLICY and MANAGEMENT**

Edwards YMCA Camp subscribes to a behavioral practice designed to curb inappropriate behavior by promoting positive behavior. We recognize differences in children and use a variety of discipline methods to deal with situations that may arise. We do not use physical or emotional punishment or any other type of technique that would physically or emotionally harm the campers.

Camp Edwards has a tier of staff in place to deal with behavior concerns. Parents will be notified if their camper has been involved in a situation involving inappropriate language and/or touch, disruptive behavior, profanity, blatant disrespect or violation of rules, or other behavior deemed unsuitable for camp. As a last resort, the Executive Director or Assistant Camp Director will intervene to determine a camper's level of participation in camp activities.

Edwards YMCA Camp does not tolerate physical fighting or illegal activity. If this should occur, parents may be notified and asked to pick up their child, dependent on the circumstances. **Refunds will not be given if a child is sent home because of a behavioral problem.**

### **BEDWETTING**

Bed wetting can be very embarrassing for a child. Please notify us if your camper may have a problem so we can handle it discreetly and professionally. Please assure your camper that his/her counselors are there for their needs and will help them through these types of challenges.

### **PROPERTY and EQUIPMENT DAMAGE**

Parents are financially responsible for intentional damage to equipment and facilities caused by their camper. This includes graffiti on cabin walls as well as elsewhere on the grounds, malicious destruction of property, intentional misuse of equipment, etc.

### **CAMP EDWARDS STAFF**

Camp Edwards' staff is chosen based on their maturity, responsibility and dedication to the betterment of the campers we serve and the YMCA mission. Many of our staff have grown up through Camp Edwards and have successfully completed our Leadership Training programs. However, each year we make an effort to employ new people to expand our ideas and international staff to expose campers to different cultures and learn tolerance. We are excited to say that we typically maintain a 60-65% return rate with our staff.

Camp Edwards employs only those who want to be a positive role model for our campers. Any violation of staff policy is investigated and personnel are reprimanded as procedure dictates. We do this to maintain the highest quality of staff.

The hiring process begins with an in-depth application review and an initial phone or face to face interview. Strong candidates are called for a follow-up interview, and upon the initial decision to hire, references are confirmed and a Criminal Background Check is completed. The staff then participates in a two-week staff training that encompasses behavior management, working with homesickness, conflict resolution, games, skills, life guard training, CPR and First Aid training, songs, campfires, daily schedule, and other topics needed to successfully operate a quality summer camp.

Questions regarding our staff practices can be addressed by speaking to the Executive Director.

### **MEDICATIONS and HEALTH CONCERNS**

- All medications must be given to the medical coordinator during the opening day check in process. This includes prescriptions, allergy medications, vitamins, and over the counter medications. The only medications to be kept by a camper are an extra inhaler or Epi-pen. The Epi-pen should preferably be in the control of the staff person(s) responsible for your camper's care.
- Medications to be administered by the medical coordinator **MUST** be in the original container and labeled with the camper's name. If more than one medication is to be administered to your camper throughout the week, please place all medications in a plastic bag.
- Write out directions for administration of medications, including how many times meds are given each day, the time of the day the medications should be given, and the reason for the medication.
- Any medical complications, besides minor first aid, will be handled by the medical coordinator.
- The medical coordinator or Executive Director will make the decision to seek advanced medical care for a camper.
- Parents will be notified immediately after advanced medical care is summoned to be informed of the situation.
- Campers who are "sick" for more than 24 hours will be sent home and refunded at a pro-rated tuition.
- Please be sure you have given a copy of your insurance cards to the office.

### **CANCELLATION, SESSION CHANGE & REFUND POLICY**

- **Registration deposits are nonrefundable.** Cancellation of a session or program registration within 30 days of camp, for any reason other than medical, will not receive a refund. A medical excuse must accompany a written request for a refund if the registration is cancelled..
- Prorated refunds will be given if a child leaves camp early due to illness or accidental injury. Fees are not refunded or prorated if a camper is sent home due to inappropriate behavior or homesickness.
- Campers may make one session change at no charge. A \$40 fee will be charged for each subsequent change.

### **PAYMENT TERMS**

Session fees are to be paid in full by June 1st. Failure to submit final payment at least two weeks before the session begins could result in cancellation of the camper's registration.

### **FINANCIAL ASSISTANCE**

Youth are not denied participation in YMCA programs for inability to pay. Families in need of Financial Assistance should contact the camp office for Campership Forms or download an application from our website.

### **ACCIDENT, ILLNESS OR LOSS**

- In the event of accident or illness, your signature on the health form gives the camp director or the medical coordinator permission to secure medical attention if unable to communicate with you directly.
- There is some inherent risk in camp activities and that accidents sometimes occur. The camp fee does not include accident insurance. All medical expenses will be the responsibility of the camper's family.
- Records necessary for treatment, referral, billing and insurance purposes may be released to the proper authorities..
- I agree to waive any claims against Edwards YMCA Camp and its volunteers for injuries that may result from the conduct of other persons, including participants in the Edwards YMCA Camp program.
- Edwards YMCA Camp is not responsible for lost, stolen or damaged articles.

### **TRANSPORTATION / PHOTOS / TRADING POST**

- Parental permission is required for a camper to participate in planned activities or authorized camp trips and to ride in authorized vehicles for the purpose of transportation to off-site activities or for medical care.
- Edwards YMCA Camp may use photos or videos of my child in promotional literature. If you do not want your child to be pictured, please advise the camp office.
- Trading Post dollars are returned in cash on closing day. You have the option of donating all or part of your refund to "Staff Gratuity" (used for an end of summer dinner or gathering), the "Wherever Needed Fund" (used for program materials or scholarships) or claiming it in cash. .

### **CAMPER CLUB**

The Camper Club is offered as a benefit to you. The program offers you the opportunity to spread out payments for registration fees and store accounts over the months leading up to your camper's session. You set the amount to be deducted, weekly, semi-monthly or monthly from either your checking account or a credit card, with final payment due June 1<sup>st</sup>.

If you opt to utilize the Camper Club program, your camper receives one guaranteed skill of choice (age and swimming requirements apply), and a free t-shirt.

How to enroll: Call camp and ask to be enrolled in the Camper Club or complete the Camper Club section on the registration form. There is a \$25 enrollment fee. Please include the t-shirt size for each camper whose fees are paid through this option. Requests for Camper Club will not be honored after April 1.

### **GOLF PROGRAM**

Campers interested in learning how to golf while at Camp Edwards may sign up for the add-on golf program. Youth go to Hawks View Golf Course, near Lake Geneva, for lessons and an opportunity to play 9 holes of golf (weather permitting). As the campers are gone each morning, they will not select other activities for the morning.

Appropriate golf attire is expected, including collared shirts and casual shorts. No jeans or jean shorts are allowed. Campers may bring their own equipment if they wish. Otherwise they will use clubs at Hawks View. Please contact the camp office for the amount of additional cost for the golf program. Transportation to and from the golf course is provided.

### **NOTES FROM "EXPERIENCED" CAMP PARENTS**

- Send self-addressed stamped envelopes if you want to hear from your camper. Don't be surprised if you do not receive a letter. They are out being kids and having fun.
- Send old clothes. Camp is not a fashion show and your camper's stuff will get dirty.
- Label everything and pack light.
- Send two (2) swim suits since campers are in and out of the water all day long. Helps to prevent chaffing.
- Mail all forms and pay all fees well in advance. It saves time during check-in.
- THERE ARE A LOT OF KIDS TRYING TO GET INTO THE SAME SKILLS. If your camper doesn't get what he/she wants this year, encourage them to try again the following summer.
- Your camper will come home tired after a week of high energy activities. Don't be surprised if they sleep a lot.

- When sending mail, keep it upbeat and avoid telling your camper how much you miss them.
- DO NOT TELL YOUR CAMPER THAT IF HE/SHE DOESN'T LIKE CAMP THAT YOU WILL PICK THEM UP. THIS GIVES YOUR CAMPER A REASON TO NOT FULLY ENJOY THE EXPERIENCE.
- Make sure your camper knows that his/her cabin leader is there for them.
- Camp is one of those great places where kids can escape over-stimulation of gadgetry. Leave cell phones and electronic things at home. Camp provides an opportunity for socialization without the need for electronic games.
- THE CAMP STAFF REALLY WANTS TO KNOW THE GOOD AND BAD. CALL THE DIRECTOR AND/OR COMPLETE THE ONLINE SURVEY. IT TAKES JUST A COUPLE OF MINUTES AND CAMP HAS MADE CHANGES BASED ON THIS INFORMATION.