

# Day Camp Parent Packet

## Welcome to Edwards YMCA Camp

Thank you for choosing Camp Edwards Day Camp Program for your camper's summer experience. Based on the principles of the YMCA, we work to instill Caring, Honesty, Respect and Responsibility in your camper and encourage him/her to use these values as a road map of life. We believe these four character points can help the world become a little brighter for future generations.

Edwards YMCA Camp holds a strong tradition in the East Troy area and the surrounding communities. Founded in 1929, Edwards YMCA Camp has positively influenced thousands of boys and girls throughout Wisconsin and northern Illinois. For almost 80 years, we have helped create leaders of communities and strengthened the world through our principles.

Camp Edwards offers an out-of-doors day camp experience to the children in East Troy and surrounding communities. Building upon our successful resident camp, we offer to help your child grow through inclusive fun activities and the YMCA's four character principles.

We are excited that you chose Camp Edwards as your child's summer camp experience. It will be remembered for a lifetime.

In the Spirit of Camping,

*Jody Heimos*

Jody Heimos  
Executive Director  
Edwards YMCA Camp

*Tiffany Praeger*

Tiffany Praeger  
Day Camp Director  
Edwards YMCA Camp

# Camp Program

Edwards YMCA Camp is a resident summer camp and group/family retreat center serving Wisconsin and Northern Illinois. Camp Edwards recognizes the importance of being involved in the local community and is committed to providing affordable programs to families in the area with which we have been associated since 1929.

Through history and tradition, Edwards YMCA Camp has established itself as a solid summer camp, and we feel confident your child will have the summer of his/her life by coming to Edwards YMCA Camp.

## The Camp Edwards Experience

Campers will join others in our summer camp program during activity periods and will have the opportunity each day to take part in their choice of the following activities.

Swimming	Archery	Land Sports	Camp Craft
Nature Studies	Canoeing	Kayaking	Fishing
Dance	Drama Improv	Group Games	Pontoon Boat rides

They will also have time set aside for their own Arts and Crafts, Tube Slide, and other activities considered “Camper’s Choice” time for resident campers.

\* Some activities are contingent on your camper’s swimming and physical ability. Younger Day Campers (age 5-7) will participate in many of the same activities, but will have a special program for their age group.

## Daily Activities

### Swimming

Day Campers can go swimming on a daily basis, weather permitting. After their swimming abilities are tested, they will be given a swim wristband based on their performance. This wristband will determine where they can safely swim and denotes their skill level. It also serves as a security precaution. We ask that they wear the swim band everyday; therefore, we ask that once they leave for the night, they keep their swim band on until the end of their session. If a camper is coming to more than one week of Day Camp, they will be tested at the beginning of the new session. It is our intent to help develop their skills so they test into a higher swim level.

Camper swimsuits must be appropriate and well fitted. We swim in a lake that has Zebra Mussels, an invasive mollusk. Although they **do not** pose any infectious danger, they are sharp and have the potential to cut the camper’s feet. We recommend that all campers wear water shoes, old tennis shoes, or secure fitting sandals.

## **Swim Lessons**

We will not require any camper to take swim lessons unless explicitly communicated with the Day Camp staff. However, if the children do not test to a certain swim level, they will be unable to participate in certain skill activities.

Swim Lessons are taught by our counselors who have a background in swim instruction. The lessons will be considered a skill that the campers choose.

## **Lunch**

Edwards YMCA Camp will provide a hot lunch daily for our Day Campers. Lunch will be served at 11:30 a.m. All meals are overseen by a ServSafe certified cook or ServSafe certified director. (Breakfast and dinner are available for early and/or late campers. **See page 5.**)

**Please advise the Camp Edwards office and the Day Camp Director of any food allergy concerns or special dietary needs and make sure these concerns are listed on the health form as well. Although we provide lunch, feel free to pack a lunch if you choose.**

## **Snacks**

Snacks will be provided twice a day (*mid morning and late afternoon*) to ensure campers have the energy to participate in all of the great activities we have planned. They will also have the opportunity to buy snacks in the trading post.

## **Trading Post**

Each camper will have the opportunity to visit the Trading Post (camp store) daily. The Trading Post has merchandise such as T-shirts, sweatshirts, water bottles, stuffed animals and jewelry, as well as some toiletries. T-shirts are \$11 - \$13, sweatshirts are \$30, stuffed animals or jewelry range in price from \$3 - \$13. Food purchases are limited to one snack a day in addition to the planned daily snacks.

Please deposit the desired amount of money for your camper into their specific Trading Post account. Purchases will be deducted from the account. **Trading Post money should be given to the Day Camp Staff no later than the first day of their session.**

## **Supervision**

Day Camp campers will be supervised by a Camp Edwards staff solely devoted to the Day Camp program. During skill periods, your camper will be under the supervision of resident camp counselors in charge of instructing the skill in which your child is participating. Our younger Day Campers, 5-7 years of age, will always be supervised by the Day Camp counselors. All counselors and staff are trained in American Red Cross CPR and First Aid. Our waterfront staff persons are all certified American Red Cross Waterfront Life Guards.

Camp Edwards' staff-to-camper ratios are within the mandated ratio of the American Camp Association standards. We will always maintain a 1:6 ratio counselor to camper, however more often, we staff 1:4.

### **Behavior**

The staff at Camp Edwards works proactively with your camper to instill the YMCA principles of Caring, Honesty, Respect, and Responsibility and expect all campers to treat each other with these principles in mind. However, if a camper makes a poor decision, we will respond appropriately with those same principles in mind. Most issues can be resolved with a few respectful words and we are off to have fun again.

The following behaviors will result in the Day Camp Director becoming involved and possible dismissal of a camper from our program without refund: ***Physical violence toward another person or one's self, aggravated threats, bullying, bringing of any type of weapon, or storming away from supervision.***

We want every camper's experience to be as wonderful and as much fun as possible and will do our best to ensure that.

### **Health and Safety**

In the event that an accident or illness occurs at camp, your child will visit our health center and be treated by our certified camp health officer. If the accident or illness is treated by our camp health officer and does not require advanced medical help, our staff will notify you of the treatment at the end of the day. If the injury or illness is serious, the camp reserves the right to make the decision to send or take your child immediately to Lakeland Medical Center or Waukesha Memorial Hospital for treatment. We will make every attempt to contact you or the camper's emergency contact person if an ambulance is called.

**Each camper is covered by their permanent guardian's insurance carrier.** Edwards will not be held accountable for medical expenses. Please provide camp with a copy of your valid insurance card prior to arrival.

### **Hydration**

Camp Edwards will provide milk and juice during the lunch period. Water is always available throughout the day. All campers are **required** to bring their own water bottle to camp each day. If your camper needs a water bottle, Camp Edwards will supply one for the cost of one from the camp store.

Please label your camper's water bottle and cover with their full name.

# Registration Information

Program	Session fee	Deposit (non-refundable)
Day Camp Program	\$176 for first week \$156 additional weeks	\$50 non-refundable deposit
Full Summer		\$200 non-refundable deposit

*Sign up for the full summer and get the last session free.*

Registration fee includes camp programs, lunch, snacks, day camp art project where applicable, and \$20 Camp Edwards membership fee.

If you or a family member is a YMCA member, a \$20 discount is given for the first week's registration. Please provide proof of membership. The Y fee is charged only once per family during the year.

Daily drop-off begins at 8:30 am. Staff will not be present before 8:30 am to accommodate early drop-off and staff breakfast. **Do not leave your child without signing them into camp.**

Daily pick-up is between 4:30 pm and 5:00 pm.

## **Early Drop-off and Late Pick-up**

Edwards YMCA Camp will work with parents and guardians needing early drop-off and/or late pick-up of campers. If a camper needs to be dropped off early or picked up later than the scheduled times, please make arrangements through the office. **We cannot accept drop-offs earlier than 7:30 a.m. Late pick-ups must occur before 6:15 p.m.**

**A nominal fee of \$25 per week will be charged for daily early drop-off or late pick-up to cover breakfast and/or dinner regardless of the number of times a camper is dropped off early or picked late.**

## **Payment Procedures**

Camp Edwards accepts payment by check, credit card, cash and money orders. When registering your camper, denote the payment method on the registration. If paying by check, please include your child's name and the session attending on the check. A \$35 fee will be charged for any returned checks.

***\*All fees must be paid one-week prior to any session. Failure to submit payment in a timely manner may result in the cancellation of your child's registration for a session.***

## **Refunds and Credits**

**All deposits are non-refundable.** Session fees are not refunded after the camper's session has begun unless the absence of the camper is due to a medical condition that requires the camper to stay home from the program. A physician's note is required within a week of the camper's doctor visit to receive a refund.

Campers who leave camp due to medical reasons or injuries at the direction of the camp staff will receive a prorated refund for the time missed.

Camp Edwards does not refund fees if behavior or psychological related problems occurring at camp result in a camper's removal from the program. Refund requests are reviewed by and given at the discretion of the Executive Director. Approved refunds can be transferred as credit to another session occurring within the same year.

## **Financial Assistance (Camperships)**

Camp Edwards believes every camper deserves the opportunity to attend camp, regardless of his or her ability to pay. Donations from private individuals and corporations enable us to provide Camperships to families needing the extra help.

If you would like more information on Financial Assistance, please contact the camp office at 262-642-7466. An application form, which can be downloaded and submitted for review, is also available on our website [campedwards.org](http://campedwards.org).

## **Forms**

Every camper must have the following forms on file prior to participation in the Camp Edwards Day Camp Program.

- Day Camp Registration Form
- Health Form
- Physician's Form
- Insurance Information (copies of insurance cards)
- Parent Handbook Acknowledgement / Emergency Release Form
- Full Payment

**Each of the forms can be downloaded from our webpage.**

**All forms must be turned in two weeks prior to your camper's session.**

**If the appropriate paperwork is not turned in prior to your camper's session, it may result in the cancellation of your child's registration.**

# **Health Form, Medical Release, and Medication**

Adhering to the standards set forth by the American Camp Association (ACA), all Camp Edwards participants must submit a **Health Form and Physical Form** prior to participation in the camp program.

The Health Form must be completed and signed by the camper's parent or guardian every year. The child's physical must have occurred within 24 months of participation in the camp program. Physician Forms are kept on file for two years. (A copy of a recent school physical may be sent in place of the camp physician form.) School or other physicals must be signed by the doctor and dated within 2 years of camp attendance.

**Camp Edwards cannot accept any camper who does not have current Health and Physician Forms and copies of family insurance cards on file.**

All medication, including over the counter medications, must be given to the day camp director on the first day of camp. Medications will be given to the medical coordinator who will dispense meds as per the camper's medication schedule. The medical coordinator will document the camper's medication schedule and the parent must sign off that the information given is accurate.

Medication must be in the original bottle listing the type of medication, date and dosage.

Do not allow your camper to carry medication in their backpacks. Inhalers are the only exception. If your camper needs to carry an inhaler, please send two, one for the camper to carry and one to be kept in the health center in case of emergency.

Please advise Camp Edwards of any allergies that may affect your camper. If your camper has a severe allergy that requires an "Epi-pen", please give it to the nurse upon arrival the first day.

Although sunscreen and bug spray do not require prescriptions, more cases of allergic reactions of certain lotions are happening every year. **Please label all sunscreen and bug spray acceptable for your child with his/her name on it.** Campers will be asked to put on lotion and bug spray several times a day.

# **Arrival and Departure Procedures**

## **Drop Off**

Daily drop-off of your camper will begin at 8:30 a.m. in the main parking lot area by the “Amphitheater” unless other arrangements have been made. The legal guardian or parent must drop off the child the first day of camp and sign the camper in at the registration table in the large white shelter. Any outstanding paperwork will be collected during registration. Please keep your camper with you at all times until check-in is complete.

## **Pick Up**

Daily pick up will occur in the same location as the drop off. An approved guardian must sign out the camper before he/she is released from Camp Edwards’ supervision. If anyone other than the parent or legal guardian is authorized to pick up the camper, the person making the pick up must be listed on the Release Form.

**Camp Edwards will not release any child into the custody of an individual not approved by the registering parent or guardian.** Due to custody disputes, Camp Edwards also will not release a child into the custody of a parent not listed as authorized on the Release Form. We take your camper’s safety very seriously and will do everything in our power to keep them safe.

In case of an emergency where authorized individuals cannot pick up the child, the parent must call the camp office to advise the staff as to who will pick up the camper(s).

During pick up, the counselors will share any accomplishments, problems, or concerns regarding their camper’s activities during the day with the parents or guardians.

## **Inclement Weather**

In case of inclement weather, all drop off and pick up of campers will occur at Hoffer Lodge. Before the main parking lot there is a road off to the left. Take that road to the top of the hill and Hoffer Lodge is on the left.

## **Camper Absence**

If a camper is unable to attend for the day, please call the office as soon as possible so we can inform the counselors of the absence. There is no refund or prorated discount for unapproved absences.

# **Personal Information**

## **Photographs and Video Production**

Your signature on the registration form gives Edwards YMCA Camp permission to use your child's picture or video image for future marketing projects and website development. Names or other personal information in the production will not be included in the production.

## **Release of Personal Information**

Camp Edwards will not release any information to the general public regarding your camper without written consent from the parent or legal guardian. However, we reserve the right to release confidential information to medical personnel in the procurement of treatment for your camper or to DHHS in the rare case that abuse is suspected. Edwards YMCA Camp is a Mandatory Reporter, and any suspected abuse of a camper must be reported to DHHS. Our commitment is to the safety and well-being of your children.

## **Personal Belongings**

Please do not allow your camper to bring personal items not required by Camp Edwards. A list of such items can be found on page 10. Please label all personal items such as beach towels, clothing, cameras, etc. with your child's name.

Lost and Found items are placed on the porch of Micklewright Lodge. Please ask the Day Camp staff about any lost articles or come to the office before checking the lost and found on the porch.

**Edwards YMCA Camp is not responsible for lost or stolen items.**

## **Camp Clothes**

Camp is a place where kids get DIRTY!!!! Please send your camper in clothing that is inexpensive but comfortable. On the first day, you will be given a "Y Day Camp" shirt. Additional Shirts can be purchased from the camp office for \$11.

Please send a daily change of clothes including shorts or pants, an extra t-shirt, socks, shoes and underwear. Be prepared for cool days by sending a jacket or fleece. We will store personal items for your child at camp if requested.

Swimsuits can be worn under clothing, however all campers who participate in swimming must change after being in the water to prevent chafing.

In an effort to foster values and appropriateness, Edwards YMCA Camp reserves the right to make campers change their clothes if they are deemed inappropriate, including extremely tiny shorts, baggy pants that are worn below the hip, vulgar or rude shirts, etc.

# **Packing For Day Camp**

**PLEASE LABEL ALL BELONGINGS!**

## **What to Bring**

- Extra change of clothes (each day)
- Backpack
- Sunscreen (labeled with camper name)
- Non-aerosol bug spray (labeled with camper name)
- A good attitude
- Swim suit
- Beach towel
- Water shoes or sandals
- Water bottle
- A Smile
- Disposable Camera (optional)

## **Do Not Bring**

- Video Games or Electronics
- Headphones
- Weapons
- A bad attitude
- Aerosol cans
- Matches or lighters
- Drugs
- Alcohol
- Cell phones
- Collector Card Games

**All items of clothing and other things brought to camp should be labeled with the camper's full name. This makes it much easier to get lost and found items back to a camper.**

## Handbook Acknowledgement

I, \_\_\_\_\_, do hereby state that I have read and agree to the information contained in the Edwards YMCA Camp Day Camp Handbook. I am aware that the policies contained in the Day Camp Handbook are for the safety and well-being of my camper and the Edwards YMCA Camp staff.

\_\_\_\_\_  
Parent/Legal Guardian signature

\_\_\_\_\_  
Date signed

## Emergency Release Form

Family Name: \_\_\_\_\_

Sessions

Camper(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, authorize the following people to pick up my child(ren) from their camp session or to be notified in case of an emergency.

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

In an effort to provide a safe environment for your camper(s), the staff of Edwards YMCA Camp cannot allow any person other than those listed above to transport your child(ren) from camp property.

Please complete, sign, date and return this form to Edwards YMCA Camp before your child comes to camp. Thank You!

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date