

Camp Store

Campers will visit store daily. Children will be told when camp credits are running low. Camp credits can be bought at time of registration or your child can bring in a sealed enveloped marked Camp Store to be put in /his/her account. Healthy snacks and drinks will be stocked.

CIT

CIT need to fill out application and have an interview prior to registering for camp. These applications will be available at the front desk of the Hamden/North Haven YMCA main facility as of February 22, 2010. Once the application has been received, a staff member will be in touch with the candidate to set up an appointment for an interview.

Special Needs Information

Camp Mountain Laurel strives to meet the needs of a diverse population of campers through a highly qualified staff. Please indicate/share any necessary information that will allow your child to have the optimal camp experience. If you would like to set up a meeting to discuss your child's needs with a supervisor, please contact the YMCA to do so prior to the beginning of camp.

PARENT HANDBOOK

Please Read and Save all information.



YMCA CAMP MOUNTAIN LAUREL

SUMMER DAY CAMP FOR BOYS AND GIRLS

Celebrating Over 40 Years of Day Camping

Central Connecticut Coast YMCA

**Hamden/North Haven YMCA
1605 Sherman Avenue
Hamden, CT 06514
(203) 248-6361**

**YMCA Camp Mountain Laurel
2238 Downes Road
Hamden, CT 06518
(203) 248-1792**

Thank you for registering your child for Hamden/North Haven YMCA Camp Mountain Laurel. We strongly believe that every child needs a safe and fun outdoor experience each and every day. Our program is designed to provide an outdoor environment where each child can learn and grow through a wide variety of exciting activities that promote growth and friendships. To this end we maintain a strong commitment to building character in youth through our four core values of Caring, Honesty, Respect and Responsibility.

Camp Mountain Laurel has provided an opportunity for boys and girls to enjoy the unique experience of camp for over 40 years and is committed to providing your child a chance to make memories that will last a lifetime.

Camp Staff

We pride ourselves on a well-trained and enthusiastic staff. Our swim instructors are lifeguard certified and our archery, ropes, and climbing wall specialists all have certification in their respective fields. All Staff are CPR certified.

Camper Conduct Policy

The Hamden/North Haven YMCA is a family organization that values personal responsibility, honesty, mutual respect, and nonviolence. Campers are expected to abide by YMCA policies and rules.

Camper Suspension

Camper's attendance will be terminated if camper engages in vandalism, theft, or unnecessary physical roughness, uses obscene or threatening language, or acts in an abusive or intimidating manner to other campers or staff. Staff is responsible for enforcing YMCA guidelines. ***Refunds are not given for suspensions!***

Camp Refund Policy

The \$80 per session deposit fee and \$25 camp improvement fee are non-refundable. Refund requests must be done in writing on a refund request form and will be eligible only for a 50% refund after June 1st. Refunds will not be granted less than 15 days before the start of a session. Refunds may be issued for medical emergencies. Physician notes required

Service Fees

A \$25 fee for credit card returns and returned checks will be applied to any camp balances. Failure to pay this fee will jeopardize your child's enrollment in camp.

Insurance

The YMCA does not provide health or accident insurance. The parent/guardian assumes total liability for all charges incurred for medical treatment or property damage.

Problems

If your child is having a problem at camp, we ask that you inform us of the situation as soon as possible so that we may be more effective in providing a solution.

Things to Remember!

- The camp day is from 9:00 a.m. to 4:00 p.m.
- Please pack extra snacks for the bus ride home.
- All balances must be paid before camper can start camp.
- Please do not send in cash/checks without it being in an envelope. Please give it to the bus monitor with camper name on it and date.
- The camper will not be allowed at camp if balance is not paid in full by first day of camp session.
- Medical Health Form is due before child's first day of camp. Children will be sent home if they do not have a valid medical release. Both sides must be filled out completely and signed. State Law requires a formal doctor's order for any medication that is administered at camp. Any other medication will be confiscated.
- **Camp Mountain Laurel is a nut-free camp.** Because of an increase in allergies, please do not pack lunches or snacks that include nuts or nut products. That also includes products that are made in peanut facilities (i.e. granola bars)
- When picking your child up from camp, you must have a photo ID.
- Cell phones, electronic devices, radios, CD players, and video games are not allowed at camp... These items may be confiscated by staff. The YMCA is not responsible for lost or stolen items.
- Please check Lost and Found if your child has not brought everything home.
- Check backpacks for flyers about upcoming events and important messages.
- Campers in the Adventurer Unit will need signed permission slips to attend their trip.
- Inclement weather days DO happen so please pack accordingly. That includes extra towels, clothing, sneakers, umbrellas and sweatshirts.
- Financial Aid is available. Contact 248-6361 for details and application.

Things to Bring Everyday!

- ◆ Backpack with towel and one-piece bathing suit
- ◆ Odorless Sunscreen Lotion and Insect Repellent with name on bottle
- ◆ Ziploc bag for your child's lunch with name and group name on it (no lunch boxes or coolers) All lunches are refrigerated.
- ◆ Cardboard/disposable drink, (no glass, cans, or thermos allowed)
- ◆ Plastic water bottle

Financial Aid or Other Financial Services (Care 4 Kids, DCF, etc.)

- The YMCA's Open Door Financial Assistance program needs to be applied for no later than June 15, 2010. Financial Aid is limited, please apply early.
- Any family applying for Care 4 Kids have to be a current participant with a parent provider number
- All parents will be responsible for all deposits, camp improvement fees and full balances before the first day of the camp.

IMPORTANT TRANSPORTATION NOTES

- You must adhere to your child's assigned bus stop. Once a new session begins, we will be unable to make changes. **Make sure your child knows what bus they are on am/pm.**
- Do not be late for the bus. The bus cannot wait. Be at your stop 5-10 minutes before your pick up/drop off time. If you are late to your stop in the afternoon, your child will be returned to camp and you will be charged \$20.00. When writing a note for any reason, include your child's full name, date, group name, telephone number, and your signature. It is difficult to get notes to the proper person if this information is missing. Notes must be given to the child's bus monitor or counselor.
- When picking up your child before 3:00 p.m. or dropping off after 9:00 a.m., please sign in/out at the camp office. A note must be sent in with your child if you are picking up early, and you **must** have your photo ID whenever picking up your child. If your child is being picked up by someone other than on your emergency contact list a note must be sent in with the child in the morning with contact information or bus driver will not release child
- Early pick-up requests made after 2:00 p.m. will not be honored unless it is an extreme emergency. The number of campers we serve makes it difficult to honor last minute requests. **Early pick-up time can not be after 3:00.**
- Your child must be made aware of when and where you will be picking him/her up. Say "I'll meet you **at the bus stop**," "I'll pick you up **at camp**" or "Go to **post care** today." Campers are often confused if not told where you will be meeting them.
- When driving your child to camp; drop-off time is 8:45-9:00 a.m. at the designated area. Pick-up time is 4:00-4:15 p.m. (after the buses leave the property).
- If you are late picking up your child, your child will be put into post care at 4:00 p.m. and you will be charged \$10.00. If you need post care on a regular basis, please sign up for this service (limited space available). This fee will also be charged if you drop your child off before 8:45 a.m. and are not signed up for pre care.
- If child will be walking home from bus stop a "walker waiver" needs to be filled out prior to camp beginning.
- Children can not use different buses other than the one assigned to them.

Clothing

Children should wear play clothes and sneakers. **No open-toe shoes, crocs or sandals are allowed at camp.** Children wearing sandals will not be allowed to participate in some activities as it can lead to injuries. **Please label all clothing with first initial and last name and other items that are brought to camp.** This includes towels, bathing suits, backpacks, extra clothing, footwear, and rain gear (for rainy & cooler days) with your child's name and phone number. Insect repellent and sunscreen should also be labeled and brought to camp. These items should be packed into a backpack or gym bag. Appropriate swim attire is required.

Lost & Found

The camp Lost and Found is located in the Sanderson Lodge across from Camp Office. Parents should have their child (ren) check the Lost and Found anytime during camp hours. Due to state health regulations, **all un-claimed items will be donated to charity at the end of each camp session** so if you notice something missing, please check Lost and Found right away.

Lunch

Camp Mountain Laurel is a nut-free camp. All lunches are kept refrigerated. Please send your camper's lunch in a **zip- lock baggie** (no lunch boxes or coolers) clearly marked with his/her name and group name along with cardboard/disposable drink. Food items containing any trace of nuts will be confiscated and the "Y" will provide a one time substitute lunch and parents will be notified. All lunches will be refrigerated. Food sharing is not permitted.

Snacks

Campers who need a snack should bring a non-refrigerated snack which can be eaten at program areas.

Rainy Days

Camp is held rain or shine! On rainy days, activities will be held in sheltered structures. Children will travel to and from activity areas and should be dressed appropriately for the weather conditions. We recommend packing rain gear, towels, umbrella and additional footwear and clothing.

* **Note:** In the event of **extreme** weather conditions, your child may be transported to The Hamden/North Haven YMCA Main Facility

Registration Forms

A registration form must be completed and signed to register your child for camp. If you have registered on line, you must still fill out the registration form and send it in to the Camp Administration office before your child will be allowed to attend.

Visitors

All visitors/parents must sign in at the camp office. Visitors must be escorted by a staff member while on camp property.

Emergency Action Plan

In the event of an emergency at camp it is our policy to stop all activities and collect all campers at the amphitheater to do attendance. Parents of the child (ren) involved will be called immediately. Please provide an emergency contact number if neither parent can be reached during the day (grandparent, neighbor, etc.). Please be patient with us if you arrive during a drill or an emergency.

Absences and Leaving Camp Early

If your child is going to be absent from camp. We require that you call the camp office at 248-1792. If you wish to pick up your camper before the end of camp, please contact administration in writing that you wish to do so.

No call-in requests will be honored after 2:00 p.m. Early pick-up time can not be after 3:00pm. Normal pick-up will have begun and you will not be able to drive through. Please pick up before 3:00pm.

Pre/Post Care

Pre Care 7:30-9:00 AM. The YMCA is not responsible for children dropped off before 7:30 AM. All pre-care campers should be brought to the camp office. Pre-care will be based at the Hamden/North Haven YMCA Main Facility.

Post Care 4:00-6:00 PM.

Children participate in games, stories, recreational swimming, and quiet activities under the instruction and supervision of our camp staff. Snacks are not provided. If your child is not picked up by 6:00 PM, a \$10 late fee will be charged for the first 15 minutes and \$1.00 for every minute thereafter. After 6:00 PM, emergency contacts will be called to make arrangements to provide transportation for the camper. All late fees must be paid within 24 hours or camp and post care privileges will be suspended. Post care will be at Camp Mt. Laurel

Pre and post care are offered on a weekly basis only. We encourage early enrollment. No individual day requests for pre/post care will be allowed.

Camp Change Forms

Any camp related changes must be made on a Camp Mountain Laurel Change Form. Camp Change forms can be picked up at the Hamden/North Haven Main Facility. You can request a change form to be faxed to you by calling 203-248-6361.

Membership

YMCA facility membership allows usage of the Main Facility, reduced rates and priority registration for programs. Non-members may also register for programs at the full rate. If you are interested in taking out a membership at the time you register your camper, the membership must last from the time of registration to the last day of your child's camp session. The membership will continue until you submit a termination request in writing with a 48 hour notice and only after your child finishes their time at camp. Please contact 203-248-6361 for further details on membership prices, hours and programs offered.

Health Forms

State of Connecticut regulations require that a fully ***completed and signed health form*** must be on file in the Camp Nurse's Office by the Friday before the first day of camp. No camper will be allowed to attend camp without current and complete forms. Physical exams, valid for three years from date of last examination, are required with this year's date and signature from the physician. Health forms can be requested from the school nurse prior to the end of the school year or are available on the YMCA website.

Medication

State regulation requires compliance with the following guidelines with any medications: ***A completed medical authorization form must be signed by a physician*** stating name of medication, time to be administered, and prescribed dose to be given. The parent must bring the proper prescription bottle (with exact amount needed for the time the child will be in camp.) The parent must sign the camp log sheet indicating that medication was brought in. **No controlled medication is allowed to be sent in with a camper.** Medication may be dropped off before child's camp session. All medication needs to be picked up at end of camp session. Any medication not picked up within one week on last day of camp session will be properly disposed of.

Illness/Injury

The Hamden/North Haven YMCA staff wants your child to enjoy his/her stay at camp. It is in the best interest of your child and the other campers that everyone at camp be healthy. If your child does not feel well the night before or the morning of camp, or has an injury or fever, we suggest that your child refrain from camp that day. Having your child come to camp while ill can prolong the illness as well as spread the illness to other campers. This is very important if your child is showing the symptoms of chicken pox, the flu, strep throat or any other contagious illness.

*** If your child becomes ill or is injured during camp, the camp nurse will decide if it is severe enough to contact you.**