

IMPORTANT TRANSPORTATION NOTES

- In the event of bus over-crowding or low Camp enrollment on a particular bus, you may be asked to choose an alternate bus and stop.
- You must adhere to your child's assigned bus stop. Once a bus is full, we will be unable to make changes. Make sure your child knows what bus they are on AM/PM.
- 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.
- 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. You must pick up your child by 6 PM.
- Campers may not ride home on a friend's bus. Space on some buses is extremely tight and there is no space for additions. Campers may not walk home from the bus stop alone.
- When writing a note for any reason, include your child's full name, Tribe number, and your signature. Notes must be given to the child's counselor (not bus staff).
- When picking up your child before 3:00 p.m. or dropping off after 9:00 a.m., please sign in/out at the Barn. A note has to be sent in with your child if you are picking up early, and you must have your photo ID whenever picking up your child from Camp.
- When driving your child to Camp drop-off time is 8:50-9:00 a.m. at the flagpole. Pick-up time is at 3:30 p.m. (before the buses leave the property). No child will be released before 3:20 p.m. unless it is an emergency.
- If you are late picking up your child, your child will be put into post care at 4:00pm and you will be charged \$15.00 If you need post care on a regular basis, please sign up for this service (limited space available). The \$15.00 fee will also be charged if you drop your child off before 8:45 am and are not signed up for pre care.
- When dropping off or picking up your child please stay in a single-file lane and drop off/pick up at the flagpole. Please remain in your car while waiting!

CAMP TEPEE PARENT HANDBOOK



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Please Read and Save All Information

THANK YOU

Thank you for registering your child for Lakewood-Trumbull YMCA Camp Tepee. Camp Tepee has provided an opportunity for boys and girls to enjoy the unique experience of Camp for over 60 years. We are located on 47 beautiful wooded acres in the Stepney section of Monroe. Our first-rate staff is committed to providing your child a safe environment in which to learn, have fun, and 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. Our archery, ropes, and boating specialists all have certification in their respective fields.

TRIBE NUMBERS

Your camper's tribe number will be given to them the first day of camp. They will be met at the car or bus by a staff member who will give them their number. Counselors will write numbers on lunch bags the first morning.

CAMPER CONDUCT POLICY

The Lakewood-Trumbull YMCA is a family organization that values personal responsibility, honesty, mutual respect, and nonviolence. Campers are expected to abide by YMCA policies and rules.

GETTING IN TOUCH WITH CAMP

Phone: call us at 203 261 2566.

If you do not get an answer, please leave us a message on our machine. We check for messages several times a day.

Fax: 203 261 3146

Family Program Center 203 445 9633

STAY IN THE LOOP

We know you want to know what is going on at Camp, so please be sure we have your e-mail address. Camp will send out emails with event information, Tribe schedules and other details to help you stay in the loop. Also, you can follow us on Twitter at Camp Tepee for updates.

SERVICE FEES

A late registration fee of \$15 will be charged for all registrations taken after June 14th. There is a \$15 service fee for any session or bus change and a \$20 fee for credit card returns and returned checks. A \$25 late fee will be charged if the balance is not received by the due date. Failure to remit the balance 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.

THINGS TO REMEMBER

- The Medical Health Form is due May 1st. 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 found at camp or in a child's possession will be confiscated. This includes aspirin, cough drops and allergy medication.
- Camp Tepee is a nut free Camp. Because of an increase in allergies, please do not pack lunches or snacks that include nuts or nut products.
- Because of the large number of campers, we are unable to honor personal requests for placing children with their friends. There are no exceptions!
- When picking your child up from Camp, you must have a photo ID.
- Campers and parents may not bring alcohol, drugs, animals, cell phones, radios, CD players, personal sports equipment, video games and other items of value. Doing so could lead to items being confiscated, expulsion from program and/or contacting police. The YMCA is not responsible for lost, damaged or stolen items.
- Please provide us with your email address, as we communicate Camp information, events and schedules via email.
- Campers in the Pioneer Unit will need signed permission slips to attend their trip.
- Camp Tepee is from 9:00 AM to 3:30 PM.
- No Camp July 4th.
- Payments for Session 1 and 2 are due May 1st.
- Payments for Session 3 and 4 are due June 1st.
- A \$25 late fee will be charged if balance is not received by due date.

THINGS TO BRING EVERYDAY

- Backpack with towel and one-piece bathing suit
- Odorless sunscreen lotion and insect repellent with name on bottle
- Paper bag lunch with name and Tribe number on it (no lunch boxes or coolers)
- Cardboard/disposable drink, (no glass, cans, or thermos allowed)
- 2 Plastic water bottles

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 a camp leadership member can help you find a solution.

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 field to take 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.

ABSENSES AND LEAVING CAMP EARLY

If your child is going to be absent from Camp, we request that you call the Camp Office at 203 261 2566. Please provide your child's name, Tribe # and how they get home (pick up, bus, post care). If you wish to pick up your camper before the end of Camp, please notify the Camp Office in writing. No call-in requests will be honored after 12:00 PM. Early pick-up time cannot be after 2:45PM. Normal pick-up will have begun and you will not be able to drive through.

GUARDIAN AUTHORIZATION FORM

Please list any one that has your authorization to pick your child up from Camp. If your child is picked up by someone who is not listed on the guardian authorization form, we must call to verify which results in delaying our dismissal process.

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 Office before your child will be allowed to attend.

MEMBERSHIP

YMCA facility membership allows usage of the Family Program Center as well as a reduced rate and priority registration for programs. Non-members may also register for programs but at the full rate. If you are interested in starting a membership when you register your camper, the membership must last from the time of Camp registration to the last day of your child's Camp session. The membership will continue until you submit a written termination request. We require notice of 48 business hours.

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 May 1st. A physical within the past two years is required. Camp Tepee medical forms are available at www.lakewoodtrumbullymca.org. Families must submit a new form each year.

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.) No controlled medication is allowed to be sent in with a camper. Medication may be dropped off to the camp nurse before child's Camp session. Parents are responsible to pick up any remaining medications. Medication will NOT be sent home by the Camp or with the camper.

Per state law, we may not accept a medication authorization form from a school or childcare. A form stating that the Camp staff may administer medication is required. Forms can be found on our website.

ILLNESS/ INJURY

The Lakewood-Trumbull 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.

PRE/POST CARE

Pre and post care are offered on a weekly basis only. We encourage early enrollment.

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 fenced-in area behind the Manor House.

POST CARE 3:30 – 6:00 PM

Children participate in games, stories, swimming (when possible) 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.

CLOTHING

Children should wear play clothes and sneakers. No open-toe shoes 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 brought to Camp and other items with first initial and last name. This includes towels, one-piece bathing suits, backpacks, water bottles, extra clothing, footwear, and rain gear (for rainy & cooler days). Insect repellent and sunscreen should also be labeled and brought to Camp. These items should be packed into a backpack or gym bag. Girls must wear a one-piece bathing suit (a two piece Tankini will be allowed only for girls 8 years old and younger). Boys will only be allowed to wear water shirts in the pool, no tee shirts will be allowed.

LOST AND FOUND

The Camp Lost & Found is located in the Barn, across from the Office. Parents may check the Lost & Found anytime during Camp hours. All unclaimed items will be donated to charity at the end of each Camp session. So, if you notice something missing, please check Lost & Found right away.

LUNCH

Camp Tepee is an allergy aware Camp. No nuts/nut products are allowed at Camp. All lunches are kept refrigerated. Please send your Camper's lunch in a paper bag or zip-lock baggies (no lunch boxes or coolers) clearly marked with his/her name and Tribe number along with a cardboard/disposable drink. Food items containing any trace of nuts will be confiscated and the Camp will provide a substitute lunch. We are unable to heat lunches for campers.

SNACKS

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

TREATS

If you are planning to send in a treat for your child's birthday or another occasion, please call the Camp Office to check for allergies within the group.

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 and additional footwear.

* Note: In the event of extreme weather conditions, your child may be transported to one of our other facilities.

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. Suspension can also occur if there is a repeated disregard to camp rules and policies by camper or guardian. The Staff is responsible for enforcing YMCA guidelines. Refunds are not given for suspensions!

CAMP REFUND POLICY

The \$75 per session deposit and Camp improvement fees are non-refundable. Refunds on the remaining balance are not issued for any reason other than medical emergencies. A written request for a refund along with a doctor's note must be sent to the Camp Office. If the Camp Director makes an exception the refund will be a system credit, not a cash or credit card refund.