



2024 Overnight Camp Parent Handbook



Stevens Point Area YMCA

1000 Division Street

Stevens Point, WI 54481

715-342-2999

abecker@spymca.org

STEVENS POINT AREA YMCA PETERS FAMILY CAMP GLACIER HOLLOW SUMMER OVERNIGHT CAMP INFORMATION

MISSION

- To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PROGRAM GOALS

- To provide campers with an array of varied experiences, to broaden their horizons and improve their understanding of the world in which they live.
- To provide opportunities for campers to practice good health, become physically fit, and share in maintaining good safety standards.
- To provide an opportunity to accept responsibility, practice leadership and serve others.
- To deliver the program in a positive YMCA environment allowing the campers frequent chances to succeed.
- To increase camper's awareness of the diversity of people's personalities, backgrounds and orientations.
- To strengthen the spiritual values of the campers.
- To increase self-reliance, self-confidence, and independence among our campers.
- To give children a safe, supervised, and enjoyable experience as they learn and grow in an outdoor setting.
- To promote the YMCA's character development values of Caring, Honesty, Respect and Responsibility.

MEASURING PROGRAM OUTCOMES

- It's important to us to ensure that we are working towards and achieving these program goals. We seek to measure our program outcomes through the following ways:
 - Frequent review of activities and schedules
 - Frequent review of staff training lessons and continued in-service trainings throughout the summer
 - Surveys sent out to camp families following camp sessions aimed at measuring success in each program goal. Your response is important to us to continue improving and achieving. Please take time to complete the survey when you receive it.

PARTICIPATION

- Ages 7 to 14 years are welcome.
- The Stevens Point Area YMCA will not discriminate by race, color, sex, origin, gender identity, sexual orientation, or creed.

- To ensure that each child's individual needs can be met within the scope of our program, all children who register for Summer Camp do so with the understanding that throughout their session each child will be assessed to determine if they can successfully function within the parameters of our program.
- If this assessment questions the likelihood that the child's individual needs can be met in our program, a conference will be set with parent/guardian to further assess the situation.
- Every effort will be made to provide "reasonable accommodations" for each child as long as the child's participation in the program does not require one-on-one staff time that would not allow for the safety and quality care of the other children in the group. At any time thereafter, if the staff have reason to question the compatibility of a child's continued participation in our program, a conference will be set with the parent/guardian to further assess the situation.
- Campers are encouraged to participate in all camp activities. If your child cannot participate for medical reasons, a note from a doctor is required.
- All campers are required to be in the beach area during Swim Time. If your child does not have their swimsuit with them, they will be asked to play on the beach, and will not be allowed to enter the water.

ENROLLMENT

- The entire registration form, health form, and immunization record must be completed when registering.
- Updating all information, including additional immunizations, changes in address, telephone numbers, authorized pickups or family situation is the responsibility of the parent/caregiver.
- Enrollment is on a first come, first served basis.

CAMPER'S RIGHTS

- Campers have the right to express their thoughts, feelings and desires.
- Campers have the right to be safe and have their body respected.
- Campers have the right to have their feelings respected and not to be teased, frightened or embarrassed.
- Campers have the right to be treated fairly and receive the same privileges and considerations as everyone else.
- Campers have the right to their privacy.
- Campers have the right to have their work and possessions respected by others.

TERMINATION

- **Parent Termination:** A four week notice in writing is required if a parent decides to withdraw their child from the program. The YMCA will return all but the deposit. After four weeks, refunds will not be available and parents will be held responsible for payment.
- **Mutual Termination:** When parents and staff agree that placement of a child into the program has been inappropriate and is not in the child's best interest, the child may be withdrawn with loss of deposit.
- **Camp Termination:** A parent may be asked to withdraw their child when:
 - It is evident the child cannot adjust to the program's environment.
 - A child's behavior becomes detrimental to the other children or staff.
 - A parent fails to complete and submit required forms.
 - A parent fails to pay the fees.

- A parent fails to observe the program’s regulations including but not limited to arrival and departure rules.
- **Camp termination must be approved by the Camp Director, School Age Director or Child Care Director.** Withdrawal will be made without refund of current week, nor any deposits.

CANCELLATION

- If our program offerings change, or your ability to attend camp changes as a result of health and medical circumstances, our cancellation options are:
 - Donate: Instead of a refund, consider turning your registration fees into a tax-free donation, to support the continued work of YMCA camps.
 - Credit: Turn your refund into a credit on your Stevens Point Area YMCA account for a future program.
 - Donate and Credit: Do both! Consider taking a partial refund and making a partial donation.
- Medical documentation, and approval by the Camp Director, will be required should you need to withdraw your camper due to a medical circumstance.

PAYMENTS

- Deposit must be accompanied with registration packet.
- Payment of balance must be made at least ***four weeks*** prior to attendance. Invoices will not be sent out.
- Your child will not be allowed to attend if payment or registration packet is not complete.
- All payments are processed through the Child Development Office.

FINANCIAL ASSISTANCE

- The YMCA is a non-profit organization open to people of all ages, races, religions, gender identity, sexual orientation, income and abilities. Anyone requiring financial assistance to participate in a YMCA program or activity should call us at 715.342.2999. Financial Assistance is made possible through contributions to our Annual Campaign and support from the United Way of Portage County.

DROP OFF/PICK UP

Sign In and Out Procedures:

- Specific Camp Drop Off-Pick up information will be sent out at a later date.
- Campers registered to attend Overnight Camp who do not arrive during Drop Off time at will receive a phone call to verify attendance unless prior notification has been made.
- Have picture identification ready for Camper Pick-Up. Only authorized adults will be able to pickup campers.

TRANSPORTATION

- Campers may be transported in school buses, the YMCA mini bus, or YMCA van. In an emergency, campers may be transported via ambulance, at the parents’ expense.
- When transportation is provided by school bus all rules of the bus driver/bus company must be followed.
- In addition, camp staff will implement safety rules including, but not limited to:
 - Sitting by age/group
 - All passengers must be in an appropriate seat
 - Remain seated while vehicle is in motion

- Any necessary safety restraints will be required
- Evacuation procedures.
- Staff will spread themselves out in the vehicle for optimal supervision of all campers

VEHICLES

- All personal vehicles should be left in designated parking area unless otherwise instructed. Avoid parking in front of trail entrances, roadways, or down by the bathrooms.
- Please drive slowly through camp and refrain from unnecessary traffic to the lodge or other buildings.

HEALTH

- Please take time leading up to the beginning of your camp session for the preceding 2 weeks, to monitor your child for the following symptoms:
 - Fever, coughing, diarrhea, rash, vomiting, and any signs of communicable diseases.
 - If any of these symptoms are present, please keep your child home.
 - If a child develops any of the above symptoms while at camp, he/she will be placed in temporary isolation and parents will be notified to pick up the child.
- If the staff requires assistance with a sick child, they may consult with a licensed physician, YMCA Director, YMCA personnel, or other experienced professional.
- Any child at camp shall be considered well enough to participate in all outdoor activities. A written doctor's note will be needed if an exception is to be considered.
- A notice shall be posted if any child comes down with a communicable disease. Please notify us if your child has been exposed to or develops any communicable disease.
- Medication will only be administered when an "Authorization to Administer Medication" form is on file. This form, along with all other medical documentation will be sent out at a later date. All medication (prescription and nonprescription) must be in its original container and must be labeled with the child's name, dosage, time and date.
- Do not supply your child with any prescription or nonprescription medications to take on his or her own at camp.

COVID-19

- We will continue to monitor and follow guidelines from local and state health departments, CDC, and American Camp Association (ACA) regarding the best ways to address COVID-19 in the camp setting. These practices are subject to change as more information and recommendations become available.
- We encourage all campers to take extra precautions prior to attending camp similar to current travel guidelines.
- Efforts have been made to improve the ventilation in the cabins.

INJURY

- Camp staff will take whatever steps necessary to obtain emergency medical care. These include but are not limited to the following:
 - Attempts to contact the parent/guardian.
 - Attempts to contact the parent/guardian through emergency contacts.
 - Call 911, an ambulance, or paramedic.

- If your child has any type of injury to the head we will notify you about the nature of the injury.
- A written Incident/Accident Report will be filed at the YMCA and in our Medical Journal. Parents will be notified of the incident/accident upon end of day pick up if not contacted earlier and asked to sign report.

SUNSCREEN/INSECT REPELLENT

- Send sunscreen and insect repellent to camp with your camper, labeled with their name.
- When dropping your camper off, please apply sunscreen.
- Prior to camp, instruct and practice with your camper on how to apply sunscreen.
- Our camp staff will remind campers to reapply sunscreen throughout the day and make sure they have adequately covered themselves, however, our staff will not apply sunscreen to campers.
- We will also have a supply of sunscreen and insect repellent at camp, however a signed authorization is necessary for your child to use our supply.

NUTRITION

- Breakfast, lunch, dinner, and a snack will be provided each day.
- Water is a requirement at camp. Ensure that your camper has a water bottle, labeled with their name.

PARTICIPATION

- Campers are encouraged to participate in all camp activities. If your child cannot participate for medical reasons, a note from a doctor is required.
- All campers will be required to be in the water/beach area during swim time.

WEATHER

- Camp runs rain or shine.
- Camp Glacier Hollow has two tornado shelters, located in the Outpost and the Welcome Center.

FIELD TRIPS

- In the event of an off-site field trip, transportation will be provided via school bus, minibus or van.
- When transportation is provided by school bus all rules of the bus driver/bus company must be followed.
- In addition, camp staff will implement safety rules including:
 - Sitting by age/group
 - All passengers must be in an appropriate seat
 - Remain seated while vehicle is in motion
 - Any necessary safety restraints will be required
 - Staff will spread themselves out in the vehicle for optimal supervision of all campers

VISITORS

- For health and safety reasons, visitors/guests must be approved by the Camp Director.

CONTACTING YOUR CAMPER

- If you have an emergency, and need to relay a message to your Camper, contact Camp Glacier Hollow at 715.824.5267 or the Child Development Office at 715.342.2999. Campers are engaged in activities and programs throughout the entire day, and will not be easily accessible for phone calls.

- If you wish to provide mail to your Camper, we will have a drop-box available at Camp during Drop-Off. Please deposit mail in the drop-box. It will be delivered to campers throughout the week. No physical mail service is available at Camp.
- Mail can be sent via email throughout the camp session. Emails should be sent to glacierhollow@spymca.org. Campers name should be typed in the subject line. Campers do not have computer/internet access to respond to emails.

WHAT TO BRING

Personal items that are not required, or that become a hindrance to Camp programs and rules, may be confiscated and returned to parents upon pick-up. We are not responsible for lost or stolen items

Alcohol, drugs, and weapons are not allowed on camp premises at any time.

Personal equipment such as fishing poles, sports equipment, etc. should be labeled with camper's name and is the responsibility of the camper.

Any animals being allowed on camp for any reason must be approved by the Camp Director.

Our "Suggested Packing List" will be available at a later date.

LOST AND FOUND

- Label all personal belongings.
- Unclaimed items are only stored for two weeks. Due to the high volume of lost and found, communication regarding lost and found items will not be sent to families or campers. It is the responsibility of the Camper or Family to claim their lost and found items.

TRADING POST

We offer supplemental snacks, beverages, and Camp swag at our Trading Post. Campers will be given opportunities to browse and purchase items during their session. Snacks and beverages range in price from \$1-3, while swag prices range from \$3-\$25. Do not send money directly with your Camper. A Trading Post account can be setup ahead of time by contacting BreAnn Constantineau at bconstantineau@spymca.org or 715-952-9363.

CELL PHONES AND TECHNOLOGY

We do not allow cell phones, tablets, laptops, or other electronic devices at camp. Campers caught violating this policy will have their item confiscated until the last day of their session. Aside from the fact that cell phones are expensive and can get damaged, lost or stolen, and that the physical camp environment is not kind to such items, there is a fundamental challenge with campers having cell phones at camp. That challenge is trust. When children come to camp, they—and you—are making a leap of faith, temporarily transferring primary care from you as their parents to us. This is one of the growth producing aspects of camp. As children learn to trust other caring adults, they grow and learn, little by little, to solve some of their own challenges, developing independence. We believe this emerging independence is one of the greatest benefits of camp. Contacting you, or another family member/friend by phone essentially means they have not made this transition. It prevents us from getting to problems that may arise and addressing them quickly. Sending a cell phone to camp is like saying to your child that you as the parent haven't truly come to peace with the notion of them being away from you and in our

care. The safety of your child is at the top of our priority list.... It directs everything we do at camp. On that note, be assured that we work diligently to keep your camper safe, and will communicate directly with you should we have a health, safety, or behavior concerns.

CAMPER CONDUCT AND BEHAVIOR

- Campers are expected to be courteous and respectful to each other and camp staff.
- Improper language, name-calling, fighting, dangerous behavior, stealing and disrespect to others will not be tolerated. We reserve the right to remove a camper from a camp session for improper or unsafe behavior without a refund.
- Please remind your child of proper behavior so that all campers may have an enjoyable summer.

DISCIPLINE POLICY

Character Development is at the core of everything we do. The YMCA's core values of Caring, Honesty, Respect and Responsibility reinforce the emotional foundation that you've already established. Our core values are used to acknowledge, guide and thank our campers for their behavior choices.

- Staff will attempt to redirect your camper to behave appropriately.
- If the behavior continues to cause a problem, staff may remove the child from the group for a one-on-one discussion.
- If the behavior is threatening or intimidating to another, you may be required to pick up your camper for the remainder of the camp session.
- At any time, a conference may be scheduled by staff to assess the situation and develop a plan to help your camper succeed.
- Every effort will be made to enlist the cooperation of the camper, parents and staff to solve problems. If chronic behavior problems occur, it will lead to termination from the program, without reimbursement.

STAFF LEADERSHIP

- Our Camp Staff are carefully selected and screened young adults who not only serve as positive role models for your child, but also provide close guidance and valuable companionship.
- Our staff are trained through pre-camp and continuous on-going staff training. Our Camp Leadership Team prides itself in helping your camper succeed, by helping our staff succeed!

PARENT COMMUNICATION

- You will receive a parent letter approximately one week prior to each registered session. This will give you more information about arrival/departure times, list of things to bring, and the fun adventures to come!
- We will communicate with you directly, throughout the summer, should a problem or concern arise.

POINTS OF CONTACT

- AJ Becker, 715-952-9313, abecker@spymca.org
- BreAnn "Rooster" Constantineau, Member Services Director, 715.952.9363, bconstantineau@spymca.org
- Rachel Mews, Child Care Enrollment Specialist, 715.342.2999, rmews@spymca.org