

REGIONALYMCA OF WESTERN CT
CAMP GREENKNOLL
REGISTRATION INFORMATION
AND
PARENT HANDBOOK
2009

Dear Parents/Guardians,

Attached you will find the registration paperwork and Parent Handbook for the 2009 season at Camp Greenknoll. In the Parent Handbook you will find valuable information regarding our program, policies and procedures. Please keep this information for your records and future reference.

You will also find the necessary registration forms. The registration form and payment information sheet must be completed at the time of registration. Please review our payment policies as well as the payment schedule in the Parent Handbook. Each camper must also have a current medical form on file indicating that they have had a physical exam within 36 months of their attendance to camp. We will accept copies of school physicals. While this form does not need to be turned in at the time of registration it must be received prior to the camper's attendance. If your camper requires any medications to be administered at camp your physician must also complete a medication authorization form. Please see the Parent Handbook for details.

If you have any questions please feel free to contact us. Thank you for choosing Camp Greenknoll for your summer camp needs. We look forward to seeing you this summer.

Sincerely,

Dawn Schulze
Camp Executive
Off-Season-(203) 740-3432 ext 205
Summer-(203) 775-9363
dschulze@regionalmca.org

Shannon Abernethy
Alternate Director/Coordinator
Off-Season (203) 740-3432 ext 204
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sabernethy@regionalmca.org

**YMCA CAMP GREENKNOLL
PARENT HANDBOOK
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Mission Statement- Our Path Today

The Regional YMCA is a community service organization dedicated to building strong kids, strong families and strong communities through the development of spirit, mind and body. We strive to serve all, regardless of financial or physical need. The main goal of any YMCA camp is to incorporate the YMCA mission into each child's experience.

YMCA Camp Greenknoll Philosophy

The focus of YMCA Camp Greenknoll is to make each camper's summer a safe and rewarding experience. Campers learn respect and caring for others, the value of honesty and the importance of responsibility. The goal of our camp program is for our children to build greater self-esteem and gain an appreciation for others and the world around them while having fun!

Hours of Operation

The regular camp day is from 9:00 a.m. until 4:00 p.m. To accommodate busy schedules our optional extended hours begin at 7:00 a.m. and are available until 6:30 p.m. There is no additional charge for our extended hours.

Camp Programs

At YMCA Camp Greenknoll we offer several different programs to accommodate all campers ages 3 through 15.

Preschool Options- For campers ages 3 and 4 we offer a variety of options. Parents may choose to enroll their campers in a full-day or half-day program. Those parents wishing to enroll their child half-day may choose from the morning or afternoon session. Our preschool group is coed and all participants must be potty trained. The half-day option is available for this age group only.

C.I.T. Program- For our campers ages 14 and 15 we offer a Counselor in Training Program. This program is designed to build leadership skills and prepare them to be able to handle the daily activities of being a Counselor and any problems that may arise throughout the day. Campers must be at least 14 in order to participate.

Regular Camp Program- For campers ages 3 to 13 we offer our regular day camp program. During the regular camp day campers are grouped by gender and grade. Each group has a specific schedule of activities which they follow every day.

Camp Staff and Daily Activities

The YMCA Camp Greenknoll program stresses age-appropriate activities for all campers. With that in mind, our camp program also works to integrate traditional camp programs with new innovative ideas that allow children to interact as part of the entire camp. We are licensed annually by the State of Connecticut, Department of Public Health and adhere to ratios of 1:9 for children age 6 and under and 1:12 for children age 7 and older. Often ratios are much lower.

Each group has a Unit Leader that directs them. The Unit Leader is the first contact person for all parents. It is the job of the Unit Leader to supervise the Counselors in the group. During any free periods the tribe has, the Unit Leader plans an activity. All Unit Leaders are selected based on their experience working with children and their ability to supervise other staff. All Counselors are hired because of their interest and ability to work with children in an outdoor day camp setting. Many of our Counselors and Unit Leaders have been returning staff from previous years and even campers themselves.

During the regular camp day, each group has a structured schedule that they follow with activities including arts & crafts, nature, special events, music, drama, games, sports, wood craft and archery (3rd grade and older). Large activity rooms are provided for arts and crafts, music, woodcraft, drama, team building and new games. All of our special activities are planned and run by Specialists. All Specialists are hired because they display an expertise in their particular area. Specialists are responsible for planning fun and creative activities that are age-appropriate for each group. In addition, children entering 3rd grade and younger have a room of their own in which they may change and keep their personal belongings.

Swimming is a very important part of our program. All of our campers are scheduled to swim twice a day, weather permitting. In the morning, we have an instructional swim and in the afternoon campers have a recreational swim. All of our lifeguards are certified. The main goal of our instructional swimming program is to make non-swimmers feel comfortable in the water and to have swimmers improve their skills accordingly. On hot days, we may call a double swim day. During double swim day, our schedules change to accommodate two recreational swims in the afternoon. As with all our activities, swimming is a "challenge by choice." This means that although we will encourage all campers to participate in all activities and have new experiences, no child shall be forced to participate in an activity in which they are not comfortable.

Camp is held rain or shine! During inclement weather, we run as close to a regular schedule as possible. We have special rainy day activities that are planned by the staff when program modifications are necessary.

Because every family has a different set of rules for their children, please let our staff know if there is any activity or policy that you are not comfortable with. We support families and enforce consistency whenever possible.

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Lunch and Camp Store

All campers should bring their lunch in a brown bag that is plainly marked with the camper's full name. Please do not send lunch boxes or thermos. All lunches are stored in refrigerators and brown bag lunches are easier to store and are disposable. On Tuesdays, Wednesdays and Thursdays there is an optional pizza lunch offered. Forms will be sent home each Monday with pricing information. If you do not wish for your child to have pizza please provide a bagged lunch. Every Friday is "Cookout Day." All beef hotdogs, chips or cookies, and milk will be provided at no cost. There is no need to send a lunch on Friday. Milk is provided everyday.

After lunch campers will have the opportunity to purchase snacks and drinks from the camp store. Along with the pizza forms, a list of items and prices will be sent home with campers on Mondays.

What to Wear and Bring to Camp

Parents should keep in mind that campers are in a rustic, outdoor environment all day. Therefore, we recommend the following;

1. Comfortable, practical clothing such as shorts and t-shirts.
2. Sneakers or closed-toe shoes. Sandals and flip-flops should be avoided for safety reasons.
3. A bathing suit and towel.
4. A lunch labeled with your camper's name.
5. A duffel bag or backpack.
6. Sun block, visors, hats and water bottles.

Under state law, staff cannot and will not apply sunscreen. Please apply lotion to your child before camp and show them how to apply it themselves. We will remind them to apply it throughout the day. Please label all your child's belongings.

We request that you do not allow your camper to bring toys from home, anything of value, or extra money.

Drop-Off and Pick-Up

Parents should enter the main parking lot of the YMCA, park cars and walk their camper onto grounds. All campers are required to be signed in and out each day. Please use the following as a guide for drop-off and pick-up procedures:

- 7:00 a.m.-8:30 a.m.** - Children must be signed into extended care. A sign-in log will be located immediately after you cross the bridge or next to the office if it is raining.
- 8:30 a.m.-9:00 a.m.** - Children are to be dropped off and signed in with the appropriate Unit Leader in the main field. If you are unsure of what group your child should be in, there will be a master list located at the bridge.
- 9:00 a.m.-4:00 p.m.** - ALL children must be signed in and out of the office during the regular camp day. Someone will be available to escort your camper to/from their scheduled activity.
- 4:00 p.m.-4:30 p.m.** - All campers will be located in the main field and should be signed out with the appropriate Unit Leader.
- 4:30 p.m.-6:30 p.m.** - Parents must sign children out at the bridge or sign out table. Staff members will locate your child.

Photo identification is required for all pick-ups for the safety of all campers. Campers must be picked-up by 6:30 p.m. at the latest. There is a charge of \$1 per minute for all campers picked up after 6:30 p.m. If a child is not picked up by 6:45 p.m. and a parent/guardian is unreachable, the camp may have to contact the authorities to resolve the problem. Repeated late pick-ups may result in the camper being removed from the program.

First Aid, Medical Forms and Medication Policies

In accordance with state law, first-aid staff is on camp grounds at all times. All first-aid staff is certified in first-aid and CPR as well as the use of an AED. All injuries and illnesses should be reported to the medical office immediately.

RECORD OF PHYSICAL EXAMINATION- All campers MUST have a current medical form on file. This form must indicate that the camper has had a physical examination within the past 36 months and list **all** medications and medical conditions. This form must be completed and signed by a physician prior to your camper's arrival at camp.

MEDICATIONS (Prescription and Over the Counter)- If your camper requires medication to be administered during camp hours;

1. The medication must be clearly labeled in it's **original container**
 - a. Prescription medications must be in the pharmacy container with a pharmacy label with the camper's name, medication name and dosing instructions,
 - b. Over-The-Counter medication must be in the original packaging and clearly labeled with the camper's name.
2. A Medication Authorization Form must be completed for each camper and each medication. This form must be signed by the camper's physician as well as the parent/guardian indicating the dosing instructions as well as the circumstances under which it is to be administered.

Medications cannot be shared between campers and will not be administered if these criteria are not met.

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Behavioral and Discipline Policy

At YMCA Camp Greenknoll our purpose is to help the children who participate become better people. Our job is to help build character while having fun. We are committed to promoting Caring, Respect, Honesty and Responsibility in all our campers. We look forward to your child having a great time at camp this summer. We believe that everyone is entitled to a happy, healthy and safe summer. For the safety and well being of all campers and staff, we need the cooperation of everyone in order to encourage positive behavior. We expect the following from all our campers and staff:

1. Treat everyone with kindness and respect.
2. Be fair and accepting of all others.
3. Work and play safely.
4. Use appropriate and acceptable language and behavior at all times.
5. Respect other individuals and their property.
6. Play and share fairly.
7. Be a good sport whether you win or lose.
8. Always tell the truth.
9. Leave personal games, toys, electronics and extra money at home.

We hope to resolve most problems through a discussion. If we are not able to resolve a problem, and it is taking away from the other campers' experience, we will need to contact the parents of all campers involved. If continued problems occur or a camper displays behavior that threatens the safety of themselves, other campers or staff, the child may be asked to leave the program.

What We Ask of Parents

YMCA Camp Greenknoll stresses an open-door policy for parents. Parents should feel free to come and visit our camp anytime. All visitors MUST check in at the camp office upon arrival. We also ask that parents:

- Let staff know if their child will not be attending for the day.
- Observe the rules and policies of the YMCA Camp Greenknoll program.
- Share their concerns with the appropriate staff if it is felt that the program is not meeting their child's needs.
- Listen to concerns that staff members have about their child's behavior and work towards an agreeable solution to any problem.
- Sign their child in at the beginning of each day and out at the end of each day.
- Be prepared to show photo identification at every pick-up.
- Notify the office in writing when another authorized person will be picking up their child.
- Keep their child's records up-to-date with changes of phone numbers and addresses.
- Provide a current medical form for their child. This is required by state law. Any child not having a current physical form on file will not be allowed to participate in camp.

Communication

At YMCA Camp Greenknoll, we are open to all comments, suggestions, thoughts, ideas and compliments. Unit Leaders and Counselors should be apprised of any concerns parents may have regarding their child. The staff is responsible for communicating with parents daily about their child's activities at camp. First-aid personnel are available at all times to discuss any concerns you have regarding your child's medical care at camp. If you wish to make adjustments to your child's attendance we ask that you speak directly to the office staff and provide the requested changes in writing.

Should a problem arise that cannot be handled by our front line staff, please ask to speak with a director. At least one director is available at all times. Otherwise, the following people can be contacted for assistance in the order in which they are listed.

Dawn Schulze
Executive Director
YMCA Camp Greenknoll
(203) 775-9363

Sandi Lubin
Senior Vice President
Regional YMCA
(203) 775-4444

Marie Miszewski
President/CEO
Regional YMCA
(203) 740-3432

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Sibling Discount

The first child must pay the full fee and each additional sibling is eligible for a \$10 per week discount on any YMCA Camp Greenknoll program. Registration forms for all siblings must be handed in together in order to receive the sibling discount.

Payment Policies

Please review the following to make sure you are clear on all our policies.

1. All campers must be a member of the Regional YMCA in order to participate in our program. If your camper is not a member, there is a \$55 membership fee required at the time of registration.
2. The first two weeks your child attends must be paid in full at the time of registration.
3. If paying by check, please note child's full name in the memo line of the check.
4. THERE WILL BE A \$30 SERVICE FEE FOR ANY RETURNED CHECKS.
5. A \$ fee will be charged when registering the Friday, Saturday and Sunday before the week of camp you wanted. No exceptions will be made.
6. Post-dated form and payments must be handed in with initial registration. This form requires the use of a credit or debit card to make future payments to your camper's account.

Please Remember: We cannot hold a camper's space without payment arrangements.

Payment Schedule

Parents have the option to pay the entire cost of camp up front if they choose. Otherwise, payment is required as listed below.

At the time of registration, the initial payment includes:

- ✓ Membership Fee (if applicable)
- ✓ Insurance Fee (if applicable)
- ✓ Payment for the first two weeks for which you are registering your camper.

The credit/debit card on file will be charged in accordance with the following payment schedule for the remaining weeks:

Week #	Payment Date	Program Dates
3	6/24	6/29-7/3
4	7/1	7/6-7/10
5	7/8	7/13-7/17
6	7/15	7/20-7/24
7	7/22	7/27-7/31
8	7/29	8/3-8/7
9	8/5	8/10-8/14
10	8/12	8/17-8/21

Financial Aid

Camperships are available to those in need. Applications will be available at the Greenknoll YMCA beginning February 1st. The application deadline is April 30th, no exceptions. Camperships are awarded on the basis of financial need, special circumstances and the amount of funds available. Each application is evaluated based on the criteria set forth by the campership committee. Although the Regional YMCA tries to grant camperships to all children in need, this is not always possible due to the overwhelming requests and the limited availability of funds.

Refund Policies

1. At least ten (10) days written notice must be given in order to receive a credit or refund for camp changes.
2. Once the camp week begins, there will be ABSOLUTELY no credits or refunds for that week, regardless of illness, vacation, removal from camp due to disciplinary problems or other situations.
3. A \$15 change fee will be collected for camp credits and refunds. No exceptions will be made.

Thank you for your cooperation in these matters and we look forward to an exciting, fun-filled summer!



YMCA

**We build strong kids,
strong families, strong communities.**