



# YMCA Camp Woodstock

## *The Friendship Camp*

## 2018 Parent Information Handbook

Dear Woodstock Parents & Campers,

Thank you for choosing Camp Woodstock for your child's summer camp experience! We are excited to be a part of this important time in your child's life and hope to make your experience and their's, a successful one.



Enclosed in this handbook is information to help prepare both you and your camper for Camp. If you have any questions, please feel free to call our camp office at (800)782-2344 or locally at (860) 974-1336 . More information, along with important camp forms, can be found on our website at [www.campwoodstock.org](http://www.campwoodstock.org) on the "Summer Camp Forms" page.

Whether you are a new or returning family, we hope you are as excited about Summer Camp as we are!

Happy Camping,

Lesley Munshower  
Summer Camp Director

[lesley.munshower@ghymca.org](mailto:lesley.munshower@ghymca.org)

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# PREPARING FOR CAMP

## Open House & Visiting Camp

Visiting Camp prior to arrival can be a very important step in helping both you and your camper feel comfortable. Camp Woodstock is open year-round and offers both an Open House and private tours. Our Camp Open House will be Sunday, April 22<sup>nd</sup> and Sunday May 20<sup>th</sup> from 2-4pm. If you would prefer a private tour with one of our staff or directors, please call our camp office at 1-800-782-2344. We are excited to share our Camp with you and hope you are able to come visit us!

## FORMS, MEDICATION & HEALTHCARE

All camp forms can be found on the "Summer Camp Forms" page of our website: [www.campwoodstock.org](http://www.campwoodstock.org).

### Health Information Completed & Uploaded by May 31<sup>st</sup>

- **Step One:** Complete the health information section online at the time of registration. A printable form is available on the website
- **Step Two:** Upload your camper's records of a physical within the last 12 months of your camper's last day at Camp onto your Camp Registration Account. Directions can be found under the forms section on the website
- **Step Three:** Upload a copy of the front and back of your insurance card onto your Camp Registration Account. Directions can be found on the forms section of the website
- **Step Four:** If your child takes medications (over the counter (OCT) and prescriptions, the **Medical Administration Form** must be completed and signed by their doctor. Please bring this form with you on check in day
  - **Important:** If you are unable to upload forms, you can email medical forms to [cwnurse@qhymca.org](mailto:cwnurse@qhymca.org). **We do not accept forms via fax or mail.**
- **Important:** After May 31<sup>st</sup>, forms will not be accepted via upload or email. You must bring forms with you on check in day.

## Healthcare Information

Two health care staff (at least one of whom is a registered nurse) are on duty for each session of camp and a nearby physician is on call 24 hours a day. In case of minor illness, parents are informed only if the camper is confined in the Health Center for more than 24 hours. In case of emergency, campers are taken to the camp physician or local hospital and parents are notified. For this reason, it is very important you provide Camp with complete emergency contact information. If you plan a vacation or are away and not able to be contacted easily, please notify Camp of the temporary address and phone number.

Campers who may need emergency medication, such as an Epi-pen, must be able to *self-administer* (as noted on the health form) if they are to take part in any off-site activity such as mountain biking or hiking.

**Insurance** - It is the responsibility of the parents to carry adequate insurance coverage in case of injury or illness to their children while at camp.

# CAMP POLICIES & PROCEDURES

## Balance & Refund Policy

Your balance of camp fees is due by May 1<sup>st</sup>, 2018. Any refund of the balance will only be considered upon written request clearly stating the special circumstance (medical, emergency, etc.) why the camper is unable to attend camp. A camper leaving camp before the end of the session for medical or emergency reasons (not homesickness or behavior) will receive a pro-rated refund for the days missed.

- No reservations or cancellations will be taken by phone as written documentation is necessary to complete a registration as well as to authorize a cancellation
- A camper sent home for homesickness or disciplinary reasons is not eligible for a refund
- Written request for a refund/cancellation must be approved through the Executive Director

## Cell Phones

**DO NOT BRING YOUR CELL PHONE TO CAMP!** Parents should collect campers' cell phone on check - in day. Any campers left with cell phones will have 24 hours to hand them into a counselor to be returned on check - out day. If a camper is found to have a cell phone after 24 hours of being at camp a parent will be notified and the camper will be dismissed from camp without a refund.

## Trading Post

Camp operates a Trading Post (camp store) with items like snacks, t-shirts, stamps and drinks. There is no need for campers to have cash while at camp. Instead, we ask parents to deposit money into their child's store account prior to their arrival or upon check-in. The camper then charges items against their balance. For most campers, \$25-30 per week is sufficient and camp manages limits on the amount that may be spent daily on candy or ice cream. Unused money may be refunded upon check-out or you may choose to donate the remainder to our World Service fund which helps to support our sister YMCA in the Dominican Republic.

## Cabin Assignments & Requests

Cabin assignments are created by camp management and are made with the dynamics of the entire cabin group in mind. While we strongly believe camp is a place for campers to meet new people and have new experiences, we also understand many campers come to camp with a friend who they would like to share a cabin with. To this end, we limit cabin mate requests to one per camper. Both campers must be of the same gender and within one year of each other in age. Both families must also mutually request the campers to be in the same cabin group. If multiple requests are listed on the registration form, we will pick one who has also selected your child on their form. We are unable to change cabin assignments on the day of registration and cabin assignments will not be given out prior to check-in. If you have a special situation or concern, please call us ahead of time. **No changes can be made on check-in day.**



## Behavior Expectations

We are excited to have your child as part of our Woodstock family and close-knit community. In order to provide the best experience for our entire camp, we expect each camper to respect themselves and others, as well as the facilities and natural surroundings. We work to provide positive, realistic expectations and guidelines for each camper to ensure their success at camp. The atmosphere created at camp is intended to make all of our campers feel both physically and emotionally safe. If issues arise, we will work with your child to resolve them and will contact you to keep you informed of the situation. Campers whose conduct jeopardizes these ideals may be sent home at the discretion of the Camp Director without a refund.

## Meals & Dietary Restrictions

Balanced meals are planned and served by the Food Service Staff each day, including a salad bar at both lunch and dinner. If your child has any special dietary restrictions, please include this information on the health form and speak to the nurse as well as your child's counselor. Please feel free to also call camp and speak with one of our Directors or our Food Service Manager.

## Laundry

Laundry service will only be provided for campers signed up for and remaining at Camp for a Stay-Over weekend.



## Birthdays!

We love celebrating birthdays at camp! If your child has a birthday while at camp, please feel free to send a special card or care package. We will provide the rest of the fun and a special treat for your camper's birthday!

## STAY-OVER WEEKENDS

Campers enrolled for more than one session consecutively (3 or 4 weeks) may either remain at camp or go home with their parents to return the next day. In order for a camper to remain at Camp during this time, the Stay-Over registration form must be filled out and sent in by May 31<sup>st</sup>. During Stay-Over, campers are supervised by camp staff, have their laundry done and a day trip is taken to a movie or other local attraction. The cost of the stay over weekend is \$90. **Your child may not stay at camp unless the permission form and payment has been received.**

## OUT-OF-CAMP TRIPS

Campers choosing hiking and mountain biking will travel by vehicle driven by approved YMCA staff to local areas. Campers staying for Stay-Over Weekends will travel to a local area attraction. Campers in the LIT program take a bus for a camping trip to Vermont and for a one-day beach trip. Campers in the Yurt program will travel in Camp vehicles to a local campground for an overnight and climbing or canoeing. Unit One campers staying two weeks will travel off site to get ice cream on Saturday evening.

# Packing for Camp

Camp is all about having fun outside! Please pack accordingly and do not pack items you don't want getting dirty or stained. We recommend packing in a suitcase, large duffel bag, storage bin or trunk that can easily fit under your child's bunk (13 inch clearance). Below is a suggested packing list for 2 weeks at camp. Please carefully label all of your camper's items.

## Suggested Two Week Packing List

### Clothing

- 8-10 t-shirts
- 1-2 long-sleeved shirts
- 6-8 pairs of shorts
- 2-3 pairs of long pants/jeans
- 1-2 sweatshirts/fleeces
- 1-2 bathing suits
- Pajamas
- 13-15 pairs underwear & socks
- 2 pairs of sneakers
- Raincoat/poncho
- Sandals or waterfront shoes
- Summer dress or polo shirt for dress up dinner/Chapel

### Gear

- 1 Sleeping bag & bottom sheet
- 1 Pillow
- 1 Bath Towel
- 1 Beach Towel
- 1 Laundry Bag
- Waterbottle
- Toiletries (soap, shampoo, hairbrush, deodorant toothpaste, toothbrush, etc.)
- Sunscreen
- Bug repellent (non-aerosol)
- 1 Flashlight
- Small backpack

### Optional

- Camera
- Reading material
- Stationery & pre-addressed stamped envelopes or postcards
- Sturdy shoes for hiking
- Deck of cards
- Crazy clothing for the Saturday night dance
- Small fan (Battery-operated)

## PLEASE DON'T BRING:

- Cell phones (even if combined with an iPod, camera or other device)
- iPods/iPads
- Electronic games
- Food
- Pets
- Fireworks
- Expensive sports equipment
- Portable TV's or other electrical appliances
- Knives, hatchets or weapons of any type
- Tobacco products, alcohol, drugs or drug paraphernalia

**If a camper brings any of the above items to camp, the items will be confiscated and held until the end of the session. Campers found in possession of weapons, drugs, alcohol or drug paraphernalia will immediately be dismissed from camp and a police report will be filed.**



## CHECK-IN DAY

1. Upon arrival at camp, you will be greeted by camp staff and volunteers and directed to the parking area.
2. You will proceed to the check-in area where you will find out your child's cabin, pay any remaining camp balance, set up a camp trading post account and see the camp nurse.
3. You will then proceed to your camper's cabin to meet their counselors and help them get settled.
4. Say goodbye. Your camper will have a more successful time transitioning to camp life if your goodbye is short and your camper jumps right into cabin life. Unit Leaders and the Camp Directors are around to help answer any questions you may have.
5. If you are a new camp parent, please join us for our **NEW PARENT ORIENTATION** at 2:00 and 2:45 in the Friendship Triangle.

### Check-In for 1 & 2-week "A" Sessions

Last name beginning A-M → 2- 3pm

Last name beginning N-Z → 1- 2pm

**\*Please join us for a cookout lunch.. All proceeds support our partner YMCA in the Dominican Republic!**

### Check-In for 1 week "B" Sessions

(1B, 2B & 4B)

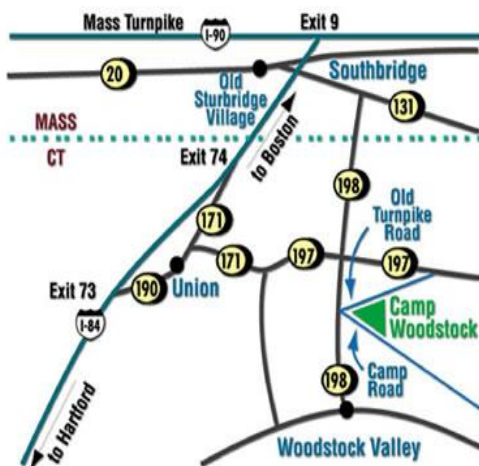
Arrival for all campers is 1:30 – 3:00pm.

\*No cookout during the B week check in\*

If two campers checking in together with the same adult have last names at different ends of the alphabet, they should check in from 2-3pm.

### Medications

All medications **MUST** be checked in with the Camp Nurse. No medications (excluding rescue inhalers & Epi Pens) can be kept in the cabins, including over-the-counter medication and vitamins.



## HOW TO GET TO CAMP

(42 Camp Rd, Woodstock Valley, CT 06282)

Camp Woodstock is located 45 minutes northeast of Hartford, about 3 hours from New York City and 1.5 hours from Boston. Full directions can be found below:

From Interstate 84 **EAST** take Exit 73 (Route 190) and turn right on 190, proceeding approx. 3 miles through Union and to the junction of Rt. 171. Turn Right on Rt. 171 and travel about 2 miles to the junction of Rt. 197. Veer left on Rt. 197 and follow about 2 miles to the blinking light at Rt. 198, turn right. Our camp is located one mile down on the left.



From Interstate 84 WEST take Exit 74 (Route 171) and turn left at the end of the exit. Take the next left and cross over the interstate. At the stop sign, turn right onto 171 and proceed 2.3 miles and stay on 171 as it takes a turn left. From here you follow the directions above starting at "Turn Right on Rt. 171".

## STAYING IN TOUCH WITH YOUR CAMPER

Because we know the camp environment provides a wonderful opportunity for independence and growth in children, we ask you limit your communication with your child to the following ways:

- 1.) **Letters!** We encourage letters from you as the best way of communicating with your camper. Positive, supportive letters let your camper know you support them having a great time at camp. Similarly, we encourage our campers to write a letter home at least once a week, so we suggest sending them with pre-addressed stamped envelopes and writing materials so as to make this process easier for them.

*(Care Packages – We discourage care packages that contain food items as some campers have food allergies and food can attract unwanted insects and animals to the cabins. Any food in packages will be kept in our Program Office and given to your camper upon request from their counselor during free time.)*

- 2.) **E-mail!** We have partnered with Bunk1 to provide e-mail and photo services for our camp families. Previewing the daily pictures is free, but there is a small fee for the e-mailing service. E-mails are downloaded and printed each morning and distributed to campers after lunch with the rest of our mail.

**Please address all letters to:**

"Camper Name"

"Cabin #"

YMCA Camp Woodstock

42 Camp Rd.

Woodstock Valley, CT 06282

If you would like to check on your child's experience while they are at camp or have an important message to pass along to them, please call camp and one of our staff will be happy to speak to you and deliver any message. In addition, in order to keep you well informed, we will be contacting you via e-mail on several occasions. The e-mail will come from [camp.woodstockymca@qhymca.org](mailto:camp.woodstockymca@qhymca.org) or [lesley.munshower@qhymca.org](mailto:lesley.munshower@qhymca.org). Please make sure these addresses are not blocked as SPAM.

### DAILY PICTURES & UPDATES

Each day one of our staff works to capture the life at camp in a series of photos and brief updates. These photos & updates are posted online on Bunk1 & our Facebook page. If you do not want your child's photograph taken at camp, please call us and speak to our Camp Director.



### VISITING DAYS

There are no visiting days during the camp session. If you have not had the opportunity to see camp and would like a family tour before camp begins, please call our camp office and arrange a visit.

# CHECK-OUT DAY

- Check-out is between **9:30 and 10:30am** on the last Saturday of the Session.
- Before proceeding to your child's cabin, it is very important you stop in Pop's Lodge (where you checked your child in) to sign-out your camper, check lost & found, pick up any medication, and receive reimbursement for any money left on your child's Trading Post account. Please double-check with your camper that they have not left any belongings (sleeping bag, shoes, pillows, etc.) in and around their cabin.
- We must have written permission for someone else to pick up your child. This can be given to camp staff on check-in day or e-mailed to the Camp Director.



## Lost & Found

*All lost and found will be placed on the porch of Pop's Lodge during check-out. Please inspect this area for your camper's items. Camp Woodstock is not responsible for any items left behind. In the event your child leaves an item behind, it is your responsibility to make arrangements to pick it up within a week of your child's last day of camp. All unclaimed articles will be donated to a charitable organization. Camp Woodstock is unable to ship or deliver forgotten items.*

## Tipping

*If you would like to recognize a staff member for the job they have done, we encourage you to make a contribution in their name to the YMCA Camp Woodstock Campership Fund. This will let the Director know of a job well done and will also help send a child to camp.*

We hope this information helps you and your camper prepare for camp! Please feel free to call Camp at 860-974-1336 or e-mail us at [camp.woodstockymca@qhymca.org](mailto:camp.woodstockymca@qhymca.org) with any further questions you may have prior to your child's arrival. You may also contact any of our Directors with specific questions at any time:

- Tony Gronski, Executive Director [tony.gronski@qhymca.org](mailto:tony.gronski@qhymca.org)
- Lesley Munshower, Summer Camp Director [lesley.munshower@qhymca.org](mailto:lesley.munshower@qhymca.org)
- Lauren Remillard, Conference and Retreats Director [lauren.remillard@qhymca.org](mailto:lauren.remillard@qhymca.org)
- Helen King, Office Manager [helen.king@qhymca.org](mailto:helen.king@qhymca.org)
- Sarah Kryzak, Registrar [sarah.kryzak@qhymca.org](mailto:sarah.kryzak@qhymca.org)

## LAST MINUTE CHECK LIST

- ✓ Balance of fees, health form, copies of insurance information, trading post money sent by **May 31<sup>st</sup>**
- ✓ Medicine Authorization form signed by a physician to be brought on check-in day (DO NOT MAIL)
- ✓ Packing complete (with camper's name clearly labeled on all belongings)
- ✓ Recheck your scheduled arrival day & time!

**WE CAN'T WAIT TO SEE YOU AT CAMP THIS SUMMER!**