



## **2011 Parent Information Handbook**

The YMCA continues to provide quality Camp experiences in the Seacoast for New Hampshire, Maine and Massachusetts residents. Last year's partnership with Camp Gundalow was successful for campers, parents, staff members and our community. Because of last year's community support, we are able to continue offering two diverse and quality programs. We hope that you and your family have positive and enriching camp experiences with us.

The updated information in this handbook talks about transportations, discipline policies, Family Nights, Registration changes, bullying, quality insurance, and what to bring every day. Please call us if you have questions.

Whether your child is looking for a challenging outdoor experience, a chance to build lasting friendships, or just a fun place to relax and play this summer, you have made the right choice. Campers here can expect to participate in a wide variety of outdoor activities that include swimming, field trips, games, arts and crafts, hiking, and much more.

The summer staff at YMCA Camp Lincoln is trained for forty hours before camp starts. They learn how to use our four core values (Respect, Responsibility, Honesty & Caring) to create a community that builds strong kids, families and communities. We want to make sure that every camper has a positive experience that is physically and mentally safe. If you have any concerns during the summer, please contact us immediately.

Thank you for choosing to spend time with us this summer. We hope your experience at YMCA Camp Lincoln is enriching and we look forward to serving you and your family now and in the future.

Jeff Gleason - Director of Camping  
Brian Roy - Program Director  
Kristina Wagnitz - Office Manager

## **Traditional Camp Day**

8:30 – 8:45	Morning Amphitheatre
8:55 – 9:15	Cabin Time
9:15 – 9:25	Unit Flag
9:35 – 10:35	Period 1
10:45 – 11:45	Period 2
11:55 – 12:25	Lunch
12:25 – 1:25	Free Period
1:35 – 2:35	Period 3
2:45 – 3:45	Period 4
3:45 – 4:00	Unit Time
4:00 – 4:15	Afternoon Amphitheatre
4:15	Depart

## **Pick Up/Drop Off**

**Drop off begins at 8:15 AM.** If you are dropping off a camper, drive to the top of the hill and wait in your car. A staff member will greet you, escort your camper out of the car, and check them in to camp.

**Pick up begins at 4:15 PM.** Drive to the top of the hill and wait in your car. A staff member will bring your camper to the car for you when dismissals are ready to begin.

**Please Note:** If you need to drop your camper off late, or pick up early, sign them in or out at the camp office. For early pick-ups, give the camp office adequate notification so we can have your camper ready for you. Early pick-ups are permitted until 3:45pm, after which campers will be brought to their vehicles by a staff member after 4:15pm.

## **What should I bring to camp every day?**

- Backpack
- Closed-toe shoes (sneakers)
- Swimsuit and towel
- Sunscreen
- Lunch and Snack
- Refillable water bottle
- Bug spray (optional)

All of these items are important to keep your child as safe and comfortable as possible throughout the camp day. **Please label everything with your camper's name!**

## **Lost and Found**

Lost and found items are collected in one area of camp, and will be available to pick up at any time. They will be on display at each Family Night event.

At the end of each camp session, lost and found items are cleaned and donated to local charities. Due to the amount of lost and found accumulated each week, staff is unable to search for items. Parents and campers are welcome to look for lost belongings before donation. Items of significant financial value are held through September.

## **Camper Dress**

Campers' clothing should reflect good taste and concern for the values and standards of other campers. Inappropriate dress includes but is not limited to the following: short shorts, revealing shirts with inadequate coverage, clothing promoting alcohol, drugs, or tobacco products, or provocative 2-piece swimsuits. Campers may be asked to change their clothes if the Director deems the attire to be inappropriate.

## **Child Safe Environment Commitment**

Help us maintain a child safe environment at the YMCA by doing the following things:

- Talk to your child about their experience in the YMCA
- Read our "Creating a Child Safe Environment" brochure. (Included in your confirmation email.)
- Contact us immediately if you ever see or hear of concerning behavior or events.

Child safety is everyone's job; please help us in this effort to keep our kids safe!

## **Off-Site Specialty Camps**

Off-Site campers should bring a backpack with them each day to keep track of their belongings. Remember, we may be outside in hot or rainy weather, so dress accordingly. Please bring each day:

- Closed-toe shoes (sneakers)
- Lunch & Snack
- Water
- Sunscreen
- Swimsuit & towel
- Bug spray (optional)

Campers are responsible for all their own items. **Please label everything with your camper's name.**

Due to liability, we are not permitted to allow any off-site drop offs or pick ups. Campers must be picked up from Camp Lincoln or ride the bus home.

## **Electronics Policy**

iPods, game boys, speakers, DS games, MP3 players and digital cameras are expensive electronic devices and camp recommends leaving these items at home. Camp is not responsible for lost or damaged equipment, nor will camp assist in the recovery of stolen equipment. Campers bringing these items will be responsible if these electronic devices are lost or damaged while at camp. For campers choosing to bring iPods, game boys, SDS games, discmans, MP3 players to camp, these devices are only permitted on the bus to and from camp.

## **Adventure Trips**

Adventure Camps begin on Sunday nights at 5:00PM. Dinner WILL NOT be provided, so please eat before arriving at camp. Campers will receive a welcome packet including a packing list and itinerary before camp begins. Adventure campers must be picked up between 5:30 and 6:00 on Friday night at Camp Lincoln.

## **In Case of Emergency**

If you need to contact YMCA Camp Lincoln during the camp day, you can call 603-642-3361. Campers will not have access to a telephone during the day, but our staff would be happy to relay a message if needed.

YMCA Camp Lincoln has Emergency Procedures that are reviewed on an annual basis. In the event of an emergency or delay in programming, we will send a Tweet through Twitter ([www.twitter.com/CampLincoln](http://www.twitter.com/CampLincoln)) and start making phone calls to parents of participants immediately impacted by the event. A letter will be sent home if deemed appropriate by the Director of Camping. In the event of an emergency, please be conscious of our limited phone space and trust that we will contact you if your child is being immediately impacted by the event.

## **Transportation Changes**

Notify the camp office, in writing, of any changes in your child's pickup or drop off procedure. When picking your camper up at the office, please be prepared to show your identification and sign out your camper. If you send an individual who is not a parent or guardian to pick up a camper, please send written notification in advance.

## **Family Nights**

Family Nights are held the second Thursday of each two-week Traditional Day Camp session from 6pm to 8pm.

This is a great chance for parents to meet staff, enjoy a bite to eat, and participate in the fun of camp through activities such as swimming, boating, and archery. The evening ends with songs and skits around the campfire.

## **Payment Policies**

At the time of registration, the following must be paid in full:

- Registration fee of \$30 per camper
- 50% of your total tuition deposit
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***These fees are non-transferable and non-refundable***

Any changes to your enrollment must be made in writing, are subject to availability and will incur a \$15 change fee.

- Registrations submitted before May 15, 2011 are due with 50% deposit and \$30 registration fee per camper.
- Remaining balances are due May 15, 2011
- Registrations submitted after May 15, 2011 must be paid in full at time of registration.

Remaining balances after June 1, 2011 will result in a \$25 late fee, and will jeopardize the camper's ability to attend the program.

Returned checks will incur a \$25 charge payable by cashier's check or money order. All future payments must be made with a credit card, money order, or cashier's check.

## **Accommodations & Special Needs**

During camp, a 1:1 aide is required to accompany any child that has a 1:1 aide assigned to them during the school year, regardless of the aide's function. We do not hire or provide aides. It is understood that all campers are treated as individuals with respect shown for different tastes, preferences, and a range of behavior patterns. All children of varying abilities are welcome at camp, however, we require that the safety and security of everyone is maintained. The YMCA reserves the right to dismiss a child from camp whose special needs are not able to be met or when the camper's conduct is not in the best interest of camp and the other participants and staff members. Call the Camp Director if you have questions regarding the accommodations and special needs of your camper. Refunds will not be granted if a camper is dismissed from camp for any reason.

## **Behavior Policy**

We enforce and abide by the four core value of the YMCA – Respect, Responsibility, Honesty and Caring. When a camper has issues following the expectations of our programs, parents will be notified and corrective guidelines will be set. If the camper's behavior continues to disregard camp policies, the camper will be dismissed from the program. If violent or threatening behavior towards another camper or staff member occurs or damage to camp and/or other property is caused, the camper may be dismissed from the program (i.e. hitting, kicking, threatening, and damaging of property). Refunds will not be issued in any instance that a camper is dismissed from camp.

## **Health Forms**

NH state law requires that all children attending camp in New Hampshire have **a record of inoculations and a physical exam** signed by a physician be on file with YMCA Camp Lincoln. There needs to be a **valid signature dated within the past two years** of the camp attendance dates. Health forms are due by June 1<sup>st</sup> and must be sent in every year. ***If a child arrives at camp without their health forms on file, they will not be permitted to participate.***

A blank health form is available on the website for your convenience, however, any form your doctor provides which includes an exam date, physician's signature, and permission to participate in camp activities will also be accepted. Health forms may be mailed or faxed.