



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

**YMCA CAMP LINCOLN
PARENT HANDBOOK
2023**



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IMPACT & MISSION

Community Impact Statement

The Southern District YMCA (SDYMCA) and YMCA Camp Lincoln foster genuine connections, personal growth, and well-being for all through programs and services that focus on youth development, healthy living, and social responsibility.

Mission Statement

It is the mission of YMCA Camp Lincoln to put Christian principles into practice through programs that build healthy mind, body and spirit for all. It is in the spirit of the mission that the YMCA opens its doors to all people regardless of religious beliefs, race, age, ability, sexual orientation or gender.

YMCA Camp Lincoln uses a holistic approach to create programming that is caring, thoughtful and intentional. We seek to nurture each child's mind, body, and spirit in a healthy environment. Our programming includes:

- Positive relationships with other children, staff members, volunteers and community members
- Physical activity, outdoor play and swimming
- Opportunities to learn new skills such as archery, boating and mountain biking
- Leadership training
- Team building and community service
- Family events

YMCA AREAS OF FOCUS

Youth Development: nurturing the potential of every child and teen

We believe that all participants deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Healthy Living: improving the nation's health and well-being

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

Social Responsibility: giving back and providing support to our neighbors

The Y has been listening and responding to our communities' most critical social needs for 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.

HEALTHY INITIATIVES

Health Innovation

Health Innovation is the YMCA's response to our nation's growing health crisis. YMCA's are redefining how to engage community partners across the country to better support people of all ages who are struggling to achieve and maintain well-being of spirit, mind and body.

YMCA Camp Lincoln is committed to supporting all children, youth, teens, adults, and families whose successful pursuit of health and well-being requires continuous, supportive relationships and environments. YMCA Camp Lincoln is making healthier choices the easier choices by embracing these initiatives for healthy eating and physical activity standards in our programs. By stepping up to meet the needs of our community, local partners are being engaged to do the same.

Seacoast Mental Health

YMCA Camp Lincoln is proud to partner with Seacoast Mental Health (SMH) through a grant provided by the NH Department of Education. SMH's staff of outreach specialists are on-site daily. SMH staff provide guidance and training to Camp Lincoln staff enabling strong, intentional support for all campers. SMH provides camper readiness programs for those new to camp or those who need a helping hand. Contact Whitney at whitney@sdymca.org to learn more.

YMCA STAFF

Leadership Team

Camp Director – Dave Lovely-Taillon – (dave@ymcacamplincoln.org)
Office Manager- Kristina Wagnitz – (kristina@ymcacamplincoln.org)
Program Director/Youth Development Coordinator – Whitney Leyland – (whitney@sdymca.org)

Contact Information

YMCA Camp Lincoln
PO Box 729 / 67 Ball Road
Kingston, NH 03848

Phone - 603-642-3361
Fax - 603-642-4340

Summer Staff

YMCA Camp Lincoln is committed to hiring the most qualified and experienced staff to care for our campers; we ensure that staff have expertise in youth development and specialized skills. Many of our staff have grown up at camp, journeying from camper to counselor in training (CIT) and, finally, to counselor. They know our history, understand each of our traditions and help drive and shape our culture. Each season, we host diverse international staff from a number of different countries. Staff complete First-Aid and CPR training through

the American Red Cross. All staff undergo extensive training in our policies and procedures, which emphasize health and safety. Before being hired, all YMCA Camp Lincoln staff are given background and criminal history checks. In addition, our full-time staff and senior staff are trained in Youth Mental Health First Aid.

Staff to Camper Ratio

Safety is our top priority. Each age group has a minimum of two staff members, and maintains the following staff to camper ratios:

Critters (3 and 4 year olds) – 1:6 ratio

Eagles (grades K-2) – 1:8 ratio

Middlers, Voyagers, Specialty Campers (grades 3-10) – 1:10 ratio

Adventure Trip Campers (ages 11-15) - 1:6 ratio

PROGRAM POLICIES

Camper Dress Code

If clothing is inappropriate for school, then it may not be worn at camp. Campers should dress to participate in all program activities. Clothing should provide appropriate body coverage that allows all participants to feel comfortable. Clothing and footwear should allow for outside play. Only closed-toe shoes are permitted. If a participant is not dressed appropriately as outlined in this policy and at the discretion of program leadership, the participant will be asked to change into clothes they brought, or into clothes provided by the program. Crocs are not permitted when climbing at the High Ropes course.

Campers spend the day outside, rain or shine, so they should dress appropriately for the weather. Raincoats are needed for rainy days, and warm clothes for cool days. Please remember that cotton sweat shirts are not a good choice on rainy days. They get wet, stay wet, and make our campers cold! Ponchos are a great, low cost alternative to raincoats, and store easily in a backpack.

Electronics Usage

The use of electronics, including cell phones, iPods and video games are not permitted at YMCA Camp Lincoln. While we discourage the use of phones on the bus, we also understand that some of our campers do have a long bus ride, and listening to music can help pass the time. Therefore, campers who ride the bus may use these items on the way to and from camp. If electronics are being used inappropriately on the bus, the camper will be asked to put them away. All electronics must be turned off and put away as soon as the bus reaches the camp road. Campers found to be using electronics during the camp day, or using them inappropriately on the bus will be asked to store them in the office until dismissal, and returned to campers upon boarding the bus at the end of the day. YMCA Camp Lincoln is not responsible for the loss or damage of electronic devices at camp.

Authorized Releases

YMCA Camp Lincoln will only release your camper to parents/guardians, emergency contacts or authorized pick up persons listed on their registration form. Staff members will ask for identification until they become familiar with the pick-up person. Parents/guardians can update their authorized pick up list in their online account any time.

If a person NOT on the registration form needs to pick up your camper, advance notification in the form of a written note, email or phone call must be provided. Staff will require identification from this person. Staff will not release campers to an unidentified adult without identification and permission from a parent/guardian.

YMCA Camp Lincoln is to be notified of any custody issues involving children who are enrolled in camp. A notarized, certified copy of the court order must be provided to camp leadership to enforce pre-existing or new legal court orders. New documents must be provided annually.

Illness Concerns

YMCA Camp Lincoln follows school policies with regards to illness. If your camper is vomiting, or has a fever over 100 degrees, they are unable to attend camp. Campers must be free of fever and other symptoms for 24 hours without medication in order to return to program.

If a camper becomes ill during camp, a parent, guardian or emergency contact will be called to come and pick up the camper. If a parent cannot be reached, the Camp Nurse or designee will contact emergency contacts listed on the camper's registration form.

Parents or guardians are required to notify YMCA Camp Lincoln whenever a camper has been exposed to a contagious disease. In the case of communicable infections, the camper must be treated with antibiotics for a minimum of 24 hours before attending the program.

Head lice can be spread whenever there is direct contact of the head or hair with an infested individual. Lice can also be spread through the sharing of personal articles like hats, towels, helmets, hair ties, etc. If we discover your camper has head lice at camp, we will call you and ask that they be picked-up and treated at home. Per recommendations from the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP), campers should receive treatment and prevention of further infestation. After treatment occurs, campers can then return to the regular camp program.

If your camper tests positive for COVID-19, our COVID protocols will be enacted. The Camp Lincoln COVID policy will follow guidelines provided by the NH Department of Health and Human Services, and will be updated as needed. The updated 2023 policy will be emailed to families and available on our website before the start of camp.

Emergency Medical Attention and Communication

Parents/guardians will be notified immediately to pick up their camper if an injury or illness requires immediate medical treatment. Emergency situations may result in ambulance transportation with, or without, parent/guardian permission as per participant waiver signed at time of registration.

Trained staff will take the following steps if emergency contacts cannot be reached:

- A message will be left with the parent and emergency contact(s) that an ambulance has been called
- Camp Director or their designee, will accompany the camper to the hospital and remain with them until the parent/guardian arrives
- A YMCA Camp Lincoln accident report will be completed for all injuries

In addition, the Camp Nurse may call you if your camper has a fever or if they deem it necessary. Examples of when a parent may be called are; fever, inconsistent blood sugar, lice, severe insect bite, allergic reaction, emotional distress, injury or general signs of sickness/ illness. The general camp practice is to contact parents when there is concern about a camper's health and/or when a situation is not progressing as expected.

Medication Administration

Prescribed medication will only be administered under the following guidelines:

- The parent must complete the Medication Authorization form, found on the parent page of our website. Medications will not be administered to participants without the original script and written authorization from the parent
- Non-prescription medication
 - At Camp Lincoln, medications will be administered as per Standing Orders issued by partnering physician. All attempts will be made to consult parents/guardians prior to administration
 - If there is a non-prescription medication you know your camper will need to take while at camp, please fill out the *Medication Authorization Form* in advance.
- Medication is to be given directly to a staff member upon the camper's arrival at camp or bus stop.
- All medication is kept secure in a locked area on-site of the programming, or in a "lock box" if program is going off-site
- All medication must be in its original container with the prescription label on it.
- All medications are administered by the camp leadership, nurse, or designee.
- Epi-Pens and Inhalers can be kept on the person as per state regulations.
 - The Camp Director and Nurse will work with individuals to develop the best suited plan based on age, activities and usage.

Accommodations and Special Needs

All campers with varying abilities are welcome at YMCA Camp Lincoln. If a camper is assigned a 1:1 aide during the school day for any reason, an aide is required to accompany the camper during camp. We are unable to hire or provide aides. Our Youth Development Coordinator, Whitney, is happy to speak with any families who have any questions or concerns or to determine whether or not camp would be a good fit for their child. We will work with families to explore all options and modifications that can be made. YMCA Camp Lincoln reserves the right to dismiss a camper from program if the needs of the participant cannot be met, or if the camper's conduct is not in the best interest of program goals or the other participants. Please call our Youth Development Coordinator, Whitney, to discuss accommodations for campers requiring special considerations.

If your camper has an IEP or 504 plan, and you would like to share with camp, you can send a copy to the camp office at least a week before your camper's first day. These plans

help our staff provide consistent language and structure for your camper. Plans are private, and only shared with our child development coordinator and unit leader.

If your camper is currently receiving services at Seacoast Mental Health, and you would like to incorporate observation, support or feedback into their camp experience, please reach out to our Child Development Coordinator. We are happy to communicate with our partners at Seacoast Mental Health to help support your camper's wellness while at camp.

Behavior Management Policy

Camp Lincoln supports all campers through the use of positive behavior guidance techniques. Camp Lincoln believes that engaging campers in developmentally appropriate activities and providing positive social interactions is the best way to promote positive behavior. Staff members actively supervise campers during all aspects of the program in order to model and encourage desired behaviors.

It is understood that negative behaviors do occur. Staff members are trained to handle incidents by setting clear expectations and consistent consequences.

In the event of behavior concerns, YMCA Camp Lincoln staff will follow the protocol below:

1. Counselors will bring the behavior to the attention of the appropriate Unit Leader. The Unit Leader will redirect the behavior, and contact the camper's parent or guardian to discuss behavior and expectations.
2. If the behavior continues, the Unit Leader or Camp Director will contact the parents or guardian to collaborate a behavior plan for the success of the camper. Expectations and consequences for future misbehaviors will be clearly described and agreed upon.
3. If the behavior continues the parents or guardians will need to make arrangements to meet with the Unit Leader and Camp Director before the camper is to return to camp. A written contract will be created and signed by all parties that agree on the expectations moving forward for the camper's success in the program.
4. If the behavior continues, the camper will then be asked to leave the program. Removal from the program can be short term (the remainder of the day, or remainder of the session) or it can be long term (the remainder of the summer). This is at the discretion of the Camp Director, and is based on the severity of the behavior.

Violent or threatening behavior, such as injuring a child or staff member or causing damage to YMCA Camp Lincoln and/or another's property can result in immediate suspension or termination from the program.

If your child is terminated from a YMCA Camp Lincoln program, we reserve the right to refuse attendance to other Southern District YMCA programs, including but not limited to vacation camps, in-service day trips, homeschool programs, summer camp and the Exeter Area YMCA.

Bullying

YMCA Camp Lincoln advocates for a “bully free” environment within all camp programs.

If staff members find that bullying has taken place, consequences will be tailored to appropriately address the nature of the behavior, the developmental age of the bully and victims, and the participant’s history of behavior and performances. As a youth development organization, all measures shall be designed to correct documented instances of bullying and prevent other occurrences while protecting and providing support for both the victim and perpetrator to ensure all parties involved feel comfortable continuing in our programs.

Gender Identity Guidelines

INCLUSION STATEMENT

Southern District YMCA Camp Lincoln is committed to providing a safe, inclusive, and affirming environment where campers and staff can discover and be their authentic selves.

SUMMARY AND GENERAL GUIDELINES

Throughout these guidelines “camper” will be used but is understood to be inclusive of and apply to all YMCA Camp Lincoln campers, staff, volunteers, guests, and participants.

It is important to us that Camp Lincoln be a safe place for all. Equal access, inclusion, engagement, and affirmation based on sex, gender expression, and/or gender identity is required at YMCA Camp Lincoln. All programs and activities will be conducted accordingly. Camp Lincoln is committed to working with campers and families to provide an inclusive experience as a member of the camp community. The needs of gender expansive campers will always be taken seriously.

As a general guideline, meeting the needs of gender-expansive campers should be addressed on a case-by-case basis. We encourage families to reach out and have a conversation about how camp can best meet the needs of your camper. We will work to find options while being honest and realistic of any facility or programmatic limitations. All family conversations are confidential.

These guidelines cannot anticipate every situation. The phrase “gender-expansive” is used throughout these guidelines as an umbrella term for individuals who identify as transgender, non-binary, gender-fluid, or broadens commonly held definitions of gender including gender expressions, identities, roles, and/or perceived norms.

Please direct any questions or clarifications to the Camp office.

ADMISSION

Camp Lincoln is a co-ed day camp that is open to all members of our community.

NAMES & PRONOUNS

Campers have the right to be addressed by their self-identified names and pronouns. Camp Lincoln will respect and use the names and pronouns that campers introduce themselves with. The intentional or persistent refusal to respect someone’s gender identity will not be tolerated.

FACILITY ACCESSIBILITY

Access to gendered spaces (restrooms & overnight accommodations) should be on the basis of gender identity. Sex assigned at birth, physical characteristics, and/or presentation should not determine the use of any gendered space. Camp Lincoln acknowledges that requiring someone to use a gendered space that does not reflect their self-identified gender can be harmful to their well-being and safety. No camper will be required to use an alternative cabin or restroom because they are gender expansive.

CHANGING & RESTROOMS

Restroom assignments will be made based on gender identity. If a camper is not comfortable using a gender-specific restroom, individual all-gender restrooms are available at the Lodge and Office. All options should be presented in an unbiased way. All campers are provided the appropriate private space for all changing and restroom needs. Each Unit has individual changing stalls or bathroom stalls. All restrooms at Camp Lincoln are either private or provide locking individual stalls for camper safety and comfort.

OVERNIGHT ACCOMODATIONS

Overnight accommodation assignments should be on the basis of gender identity. In the case of non-binary identity, campers will be asked to select a gendered space in which they will feel most comfortable. If participating in multiple overnight programs, campers will be invited to choose again at the beginning of the next program.

COUNSELORS & STAFF

All Camp Lincoln programs are co-ed programs and are staff accordingly. Counselor's assignments are based on what will best serve campers. All staff complete a thorough application process and undergo background checks. YMCA Camp Lincoln takes great care in providing mentors and positive role models for all campers.

RECORD KEEPING & CONFIDENTIALITY

Camp Lincoln will use camper's self-expressed gender and name on all official documents unless otherwise required by law. All efforts will be made to avoid the inadvertent disclosure of confidential information in the circumstances that a camper's legal name or gender be used (ex: medical forms, background checks). The knowledge of a camper's gender identity should be protected in the same ways that health information is protected.

FREQUENTLY ASKED QUESTIONS

Will I be notified if a gender-expansive camper or staff is in my child's cabin?

No. Camp Lincoln does not disclose to families the names, medical histories, or personal information of any campers.

Will campers and counselors discuss gender identity at camp?

Maybe! Camp may be the first place a camper is in a community with a gender-expansive peer which can lead to healthy and natural questions. To the extent that is appropriate and respects the privacy of all campers, staff should address those questions. Counselors are trained to lead age-appropriate conversations, prevent and respond to bullying, and refocus camper's attention toward camp if necessary. At no point in time will staff prompt these conversations.

Do other camps have policies like these?

Yes! YMCA Camp Lincoln is accredited by the American Camp Association (ACA), a national organization that sets standards for health, safety, and program quality for over 2,400

camps across the nation. The ACA provides guidance for working with gender-expansive campers.

Are there New Hampshire laws that address gender identity?

Yes, Camp Lincoln abides by New Hampshire law which prohibits discrimination based on gender identity. To learn more, please reference the resources below.

RESOURCES & REFERENCES

- The Trevor Project – Provides an important look at [Gender Identity](#)
- The Human Rights Campaign – [Tools for Equity and Inclusion](#)
- The Human Rights Campaign – [Expansive glossary of terms related to sexual orientation, gender identity, and gender expression.](#)
- American Camping Association – [Several resources and guidance provided to camp leadership nationwide](#)
- [New Hampshire’s Anti-Bullying Laws & Policies](#)
- [New Hampshire’s Revised Statutes \(Laws\)](#)

DAILY SCHEDULE (subject to change)

7:00 – 8:15	Pre-Camp
8:15 – 8:30	Drop-offs at Camp
9:00 – 9:25	Morning Amphitheatre
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 – 4:30	Pick up at camp, buses depart
4:30 – 6:00	Post-Camp

TRANSPORTATION & ATTENDANCE

Absences

During the summer, if your camper will be absent, notify the Camp Office as soon as possible. Absentee emails will be sent mid-morning to confirm with families if no notification has been received. Notifications can be sent in advance to the Camp Office.

Transportation

Most of our campers travel to and from Camp Lincoln by bus. Use of the bus is free! Bus use and carpooling are encouraged to reduce our environmental impact, and minimize car traffic at camp.

Off-Site Drop off or Pick up

Due to liability, YMCA Camp Lincoln does not permit any off-site drop-offs or pick-ups. Campers participating in off-site field trips must be dropped off and picked up from Camp Lincoln or ride the bus home.

Drop-Off @ Camp

Between 8:15 and 8:30 AM, parents/guardians drive to the top of the hill and wait in their car. A staff member will greet each vehicle, escort the camper out of the car, and check the camper into camp. In effort to minimize congestion during drop-off, parents/guardians should leave after their camper has been checked in to camp.

Medications should be handed to staff at this time on the first day of camp.

If a camper is having a difficult time leaving their parent/guardian and/or vehicle in the morning, staff members will work with the parent/guardian to transition the camper in to camp. Additional camp leadership may be called on to help the family and other staff members. If necessary, camp leadership will develop strategies with the family to help the camper with the daily transition to camp.

Pick-Up @ Camp

Beginning around 4:30 PM – after final attendance for the day has cleared and all campers' final transportation is confirmed – parents/guardians drive to the top of the hill and wait in their car. A staff member will bring each camper to their car when dismissals have begun. Every vehicle will be given a "name card" on the first day at pick-up. Please write your camper's name on the card so counselors can easily spot which car each camper goes in to. Please be patient with the staff through this process. Every camper must get home safely and this process takes more time on some days. Personal identification of drivers will be checked until staff members are familiar with each camper's pick-up driver.

Drop-Off @ Bus Stop

When dropping campers off at a bus stop, parents/guardians will need to walk their camper(s) to the bus and check-in with the bus counselor. **Campers may not be left unattended at the bus stop at any time.**

Medications should be turned in to bus counselors at this time on the first day of camp.

Pick-Up @ Bus Stop

Parents/guardians need to approach the bus and show their photo ID and sign their camper out with bus counselors. Camper's safety is very important to us, so please allow time to show identification until staff members are able to identify camper's regular pick-up rides. It is a good idea to arrive 5 minutes before your assigned stop time. Because of actual dismissal times from camp and traffic between stops, bus times may fluctuate. If regular

occurrences of missed times become regular, contact the Camp Director. **Campers will not be left unattended at the bus stop at any time.**

If the adult dropping off or picking up a camper at a bus stop has mobility concerns and is not able to walk to the bus, please contact the camp office. We would be happy to make sure your camper is safely checked in and out each day.

Late Arrivals and Early Dismissals

It is important for campers to arrive on time, and stay through the entire camp day. Late arrivals and early dismissals are disruptive to activities, create scheduling challenges for staff, and often leave campers feeling anxious as they try to join activities already in progress, or miss out on the culmination of an afternoon of fun. We understand that occasionally campers need to have a shortened day because of an appointment or outside activity, but please make every effort to allow your camper to enjoy the full day at camp.

Late Arrival

If a camper is coming late to camp, parents/guardians need to drive to the top of the camp road and wait in their vehicle with their camper until a staff member approaches and greets the vehicle. If a staff member does not greet you after a few minutes please honk your horn once or call the office. Parents/ guardians are to stay in their vehicle, a staff member will walk with the camper to join their scheduled activity.

Early Dismissal

If a camper needs to leave camp early, the parent/guardian should call or email the camp office before noon. Camp requires adequate notice so the camper can be at the office ready for dismissal.

When picking your camper up drive to the top of the camp road and wait in your vehicle until a staff member approaches and greets you. If a staff member does not greet you after a few minutes please honk your horn once or call the office. Parents/ guardians are to stay in their vehicle, be prepared to show your identification before signing your camper out. If you send an individual who is not a parent or guardian to pick-up your camper, contact the office in advance via phone or email.

Early pick-ups are permitted until 3:45pm. If dismissal is requested after 3:45 pm, the camper(s) will be placed in regular pick-up and the parent/guardian will need to wait until final dismissal has begun. **There will be no dismissals between 3:45 and 4:30.**

For the safety of our campers and staff, campers will not be dismissed during inclement weather.

Transportation Changes

Notify the camp office, in writing, of any changes in your child's pick-up or drop-off procedure. Notification should be made by noon on the day of the dismissal to allow office staff adequate time to adjust.

Please note: Due to the popularity of our bus routes, we are not able to allow campers to change buses during a session.

IN CASE OF EMERGENCY

If you need to contact camp during the camp day, call 603-642-3361. Campers will not have access to a telephone during the day. Leadership staff is happy to relay messages as necessary.

YMCA Camp Lincoln has Emergency Procedures that are reviewed on an annual basis. In the event of an emergency or delay in programming, communication will occur through phone calls and emails to parents/guardians of participants immediately impacted by the event. A letter will be sent home if deemed appropriate by the Camp Director. In the event of an emergency, please be conscious of our limited phone space and trust that we will contact you if your camper is being immediately impacted by the event.

YMCA Camp Lincoln has evacuation plans in place in the event of an emergency at Seabrook Power Station. If this type of event occurs all of our campers and staff will be transported to either West High School or Beech Street High School in Manchester. Please do not attempt to come to camp to pick your child up. Someone from camp will be in contact with you to notify you of your camper's location.

WHAT SHOULD I BRING TO CAMP?

- Backpack
- Closed-toe shoes
- Swimsuit and towel
- Sunscreen and bug spray
- Lunch and Snacks (no refrigeration required, we are **NOT** nut free)
- Refillable water bottle
- Sneakers are required on the ropes course

Other items may be necessary due to the nature of the campers Specialty Camp, Activity Periods, Adventure Trips, or Special Events. "Equipment" lists will be sent home as necessary.

All of these items are important to keep campers safe and comfortable throughout the day. **Please label everything** with the camper's first and last name!

LOST & FOUND

Please label every item with your camper's first and last name. When registering for camp, you will be provided with a link to order printed labels for your camper's belongings. Whether you order labels there, or somewhere else, they are a great way to help identify lost items. Our staff work hard to return labelled items to their owners if they turn up in the lost and found. Lost and found items are collected at the "Lost and Found Canoe" next to the amphitheater and will be available to pick up at any time. During Family Night, lost and found items will be on display and parents are encouraged to check for missing items.

At the end of each camp session (every two-weeks), lost and found items are cleaned and donated to local charities. Due to the amount of lost and found accumulated each week, staff members are unable to search for items. Parents and campers are welcome to look for lost belongings before donation. Items of significant financial value are held at the Camp Office through September.

ITEMS TO LEAVE AT HOME

Drugs, alcohol and tobacco

Illegal drugs, alcohol, medical marijuana or tobacco use are not permitted on camp property. Campers found to be under the influence of or in possession of any drugs or alcohol at Camp Lincoln will be dismissed from the program.

Weapons

For the safety of all program participants and staff, YMCA Camp Lincoln does not allow any potentially dangerous items to be brought into any Camp programs. Possession or use of firearms and other dangerous weapons on YMCA grounds or in YMCA programs is strictly prohibited, and is grounds for immediate termination from the program. YMCA Camp Lincoln reserves the right to inspect all packages, bags, backpacks, purses or suspicious clothing to assure compliance with this policy.

Some of our camp programs, such as outdoor living skills, and survivor specialty camp may include the supervised use of pocket knives as part of their curriculum. In these cases, knives will be provided by Camp Lincoln, used under the direct supervision of trained staff, and returned after use. Campers may not bring pocket knives from home.

Pets

Please do not bring your pets to camp during the camp program or any family events throughout the summer.

Personal sports equipment

Camp Lincoln will provide all necessary equipment for the activities offered during camp programs. If campers prefer to bring their own equipment, (including, but not limited to mountain bikes, helmets, fishing rods and baseball mitts), it is permitted with permission from the camp office. YMCA Camp Lincoln bears no responsibility or liability for the personal property of campers. Owners of personal sports equipment are required to follow all camp policies related to the program area involved, and should clearly label all personal equipment with their name. The Director of Camping and Program Director have final say over what equipment can and cannot be used based on safety protocol.

FAMILY NIGHTS

Camp Lincoln Family Nights are held the second Thursday of each two-week session from 6pm to 8pm. Our free Family Nights are a great chance for parents to meet staff and participate in the fun of camp through daily activities. Following activities and dinner, the evening ends with songs and skits around the campfire.

All campers will return home as usual at the end of the day, and can return to camp at 6:00 with their families to enjoy family night.

COMMUNITY NIGHTS

Camp Lincoln Community Nights are held monthly in June, July and August. They are free and open to the public. Community Nights run from 6pm to 8pm, and include dinner and many camp activities (such as high ropes, boating and archery) for the entire family. Our community nights for 2023 will be held on:

- June 20, 2023
- July 23, 2023
- August 22, 2023

PAYMENT POLICY

At the time of registration (prior to May 15), the following fees must be paid:

- Registration fee of \$40 per camper
- 50% of your total tuition deposit
- Remaining balances are due May 15

Registration fees and 50% deposit are not transferable or refundable at any time.

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

Registrations submitted after May 15 must be paid in full at time of registration.

Remaining balances after June 1 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.

Refunds & Cancellations

- **Registration fee and 50% deposits are not refundable.**
- Cancellations must be made in writing thirty days in advance of canceled session or full tuition payment will be due.
- Registration fees and 50% deposits are non-refundable.
- Cancellations made with at least 30 days' notice are eligible for a 50% refund.
- Cancellations made with less than 30 days' notice are not eligible for any refund.
- Cancellations for medical reasons must be submitted with a doctor's note. Partial refunds for medical cancellations may be awarded at the discretion of the Camp Director.
- Our policy regarding COVID refunds for 2023 will be emailed to all families and posted on our website before the start of camp.

Payment Plans

Families are able to establish payment plans with Camp Lincoln to manage account balances. To learn more about establishing a Payment Plan, contact the Registration and Communication Manager.

Financial Assistance

YMCA Camp Lincoln serves all regardless of ability to pay. Through generous support of community members, foundations and grants, Camp Lincoln is able to provide financial assistance so families can participate in summer camp. Assistance is provided based on established need and program enrollment.

It is important to completely fill out the Financial Assistance form. The following documentation is necessary to submit with the form:

- A registration form for YMCA Camp Lincoln(online submission)
- At least 2 of your most recent paystubs
- A copy of your 2022 tax return
- Any state subsidy that you may be receiving
- A letter stating the family's benefit of program participation

Financial Assistance applications are reviewed during the first week of each month (January through June). All information is kept confidential. Once the Financial Assistance Committee has made a decision, families are notified by e-mail. Financial assistance forms must be submitted annually to YMCA Camp Lincoln.

Camp Lincoln also partners with several community organizations to provide additional opportunities for financial assistance.

- Participants in the #areuin? program can receive assistance by presenting their current #areuin? card.
- The NH Department of Education offers scholarships of up to \$650 for children to attend camp. Assistance can be income based, or based on medical diagnosis.
- Camp Lincoln partners with the Derry Community Fund to identify children who would benefit from camp, and provide tuition assistance.
- Families working with Seacoast Family Promise can receive assistance so that adults can continue working during the summer months.

Tax Information

Our tax identification number is **04-3383996**. YMCA Camp Lincoln provides billing statements in accordance with the programs billing policies later defined. Families are responsible to maintain necessary financial records for their child care expenses, and can log into their accounts online to print statements for tax purposes. ***End of year statements can be printed at any time in your online portal.***

FREQUENTLY ASKED QUESTIONS

Can my child be placed in a cabin with a friend?

While we hope your camper will look forward to making new friends at camp, we do understand that the first day can be a little easier with a friend. When you register for camp, you can request one friend that your camper would like to share a cabin with. Cabin requests must be mutual, and are not guaranteed, but we work hard to honor as many as possible.

Who are the staff at Camp Lincoln?

Camp Lincoln strives to hire staff who are dedicated, enthusiastic, and responsible. Every staff member must pass a background check and reference checks, and be certified in CPR and first aid. Then we spend over 40 hours training them in child development, behavior management, creative age-appropriate programming and problem solving. Our staff range in age from 16 to 45, and include high school students, college students, and recent college graduates. Many are teachers, paraprofessionals and child care professionals. We are here to provide a safe space for every child to feel welcome and have fun!

Does my child need to know how to swim to come to camp?

Non-swimmers are welcome! Here at Camp Lincoln, we know that swimming is an important life skill. When Eagle and Middler aged campers arrive on their first day, they will take a swim test to determine their ability, and are placed in an appropriate swim lesson group. Each day will include a swim lesson and some free swim time. Swim is optional for Voyager and Specialty campers, and no lessons are provided for their age group.

What do campers do when it rains?

Many of our camp activities will continue in light rain, so make sure your camper dresses for the weather every day! If it is unsafe to be outside, campers will return to their cabins to play games, sing songs, and ride out the storm.

How are medical concerns handled at camp?

All of our camp staff are certified in first aid and trained to handle the basics, such as scraped knees and bee stings. Our registered nurse steps in for any injuries that may require additional assistance, manages all medication administration, and communicates with parents about any medical concerns throughout the day. Questions about your camper's specific medical needs? Reach out to our camp office any time!

Can I visit camp before summer begins?

We hope you will! A visit to camp can answer a lot of questions, and help you and your camper feel comfortable and confident on the first day. We offer a summer kick-off open house event on Saturday June 3, 2023 for all families to come take a tour of camp, ask questions, and meet our staff. Mark your calendars now!

How are food allergies handled at camp?

Camp Lincoln is not a nut free environment. Campers bring their own food from home, and sharing is discouraged. A nut free area is provided at lunch time, and campers can choose to sit there if they desire.

How are cabin assignments made?

Campers are assigned to cabin groups each session by their Unit Leader based on many factors, including camper age and grade, staffing, and behavior. Campers may request to be placed in a cabin with a friend. Unit Leaders will take into account one cabin placement

request per session. **Requests must be mutual and made in advance.** Cabin placement changes will not be made once the session has begun. Requests can be made at the time of registration, or emailed to the Camp Office at least one week before the start of camp. Unit leaders will do their best to accommodate, but cabin requests are not guaranteed.

What is different about the Critters program?

Our Critters (ages 3 and 4) follow a modified schedule to allow adequate time for bathroom breaks, snacks and travel time around camp. They have a “rest time” after lunch where many of them sleep. Critters who choose not to sleep will be provided with quiet activities such as books or coloring. All Critters must be able to use the bathroom independently, and change into and out of a swim suit without assistance.

What options are available for my camper?

3 and 4 year olds	Traditional Camp Critters
Entering kindergarten-2 nd grade	Traditional Camp Eagles
Entering 3 rd grade	Traditional Camp Middlers
Entering 4 th grade	Traditional Camp Middlers On-Site Specialty Camp
Entering 5 th grade	Traditional Camp Middlers On-Site Specialty Camp Off-Site Specialty Camp
Entering 6 th -9 th grade	Traditional Camp Voyagers On- Site Specialty Camp Off-Site Specialty Camp Overnight Adventure Trips
14 years old	Jr CIT Overnight Adventure Trips
15 years old	Sr CIT (by invitation only) Overnight Adventure Trips

PREPARING YOUR CHILD FOR CAMP

Thank you for trusting YMCA Camp Lincoln to care for your camper this summer. Camp Lincoln is a great place to learn, grow, make new friends and try new things. For some of our campers, we know this might be the first time away from home without family. Here are a few tips to help your camper (and you!) feel more prepared for that big first step.

READINESS PROGRAMS

Seacoast Mental Health and Camp Lincoln partnered to provide Camp Readiness programs for anxious first-time campers or others who are still working on their skills in social settings. Readiness groups are available to all registered campers who would benefit from this group. Groups are half day sessions to get familiar with basic group expectations, meet some helpful faces, and work on our social skills! Contact Whitney at whitney@sdymca.org to learn more.

REMEMBER, CAMP IS FUN!

Children are naturally excited about camp. As parents, we might feel worried for our children, but we don't need to let them know. If you seem stressed about camp, they will feel stressed. If you are excited, they will be excited. If you are worried about camp, please don't hesitate to reach out to us. We are happy to answer your questions. But when talking with your child, talk to them about what a great time they are going to have. Keep them excited, and they will feel confident and ready for their first day.

RESPONSIBILITY AT CAMP

If your camper will be away from home for the first time, here are a few things to talk about with them before the first day of camp:

Make sure your camper can identify all of the items they are bringing to camp. If you buy a new swim suit they've never seen and put it in their bag, they won't recognize it among the other swim suits at camp. Have your camper pack his or her own bag each day so they remember what they need to bring home again each night. Expect that these items make it home. If they don't, remind your camper to check the lost and found at camp. **Label everything with your camper's full name.** We have over 600 campers here each day, so initials aren't enough.

Sun Screen and bug spray are essential items for comfort and safety at camp. Both should be applied at home before coming to camp, and reapplied during the day. While our counselors are happy to help apply these items, it's great if your child can do some of it independently. The more time counselors spend applying sun screen, the less time there is for adventure. Have your child practice applying both at home. Be sure to remind them to keep away from eyes and mouth. Sun screen sticks and sprays make application faster and easier.

Campers who attend Camp Lincoln must be able to use the bathroom independently, including wiping, flushing, washing hands and changing into and out of swim suits each day. A wet swim suit can be tricky to remove if a camper hasn't done it without help. Practice putting on and taking off swim suits, and placing all clothing back in their backpack when done. This will help them feel confident and eliminate lost items.

Choose footwear wisely. Camp is located in the woods. Campers enjoy running, hiking, climbing and walking on uneven ground, with roots, rocks and sticks. Make sure their footwear keeps them safe and comfortable. Toes must be covered, so please do not send flip flops or other open toe sandals. If your camper does not know how to tie shoes, please send them with shoes that don't need to be tied. They are too likely to walk around with untied shoes and trip. There are plenty of great sandal options with covered toes which are sturdy enough for camp.

HOMESICKNESS ISN'T JUST FOR OVERNIGHT

Although campers are only with us during the day, some of our younger campers haven't been away from home before. This can cause them to be nervous before the first day of camp. Here are some tips to help them feel confident and prepared.

Practice

Have your camper spend a day with someone familiar. Go out with grandparents, or spend the day at a friend's house without Mom and Dad. Help them learn that it's fun to leave home and that you will be back to pick them up at the appropriate time.

Visit camp

We offer a summer open house with tours of camp. Meeting staff, seeing our facility and asking questions in person can alleviate a lot of anxiety. Your camper will feel more comfortable arriving at camp for the first day because they are familiar with the facility. Open house will be held on June 3, 2023.

When dropping your camper off, allow them to experience camp in their own way.

Remember, camp builds confidence! So when your camper gets out of the car, and heads to camp for the day, they will feel proud and excited. If you linger and watch them, they may wonder why. They may assume they can't make it on their own, and start to question themselves. If your camper has a difficult time adjusting, we will call you. If you are worried, you are welcome to call or email our office. We would be happy to check on your camper and give you a call back.

If your camper is nervous, please don't promise to pick them up early.

Remind them that camp is a lot of fun, and you can't wait to hear about their day. If you offer to pick them up early, they may feel like you don't believe they can be successful.