



**YMCA CAMP  
HIGH HARBOUR**



# **Family Handbook 2024**

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## OUR MISSION

Reflecting its Judeo-Christian heritage, the YMCA of Metro Atlanta is an association of volunteers, members, and staff, open to and serving all, with programs and services which build spirit, mind, and body. Financial assistance is available based on need. The YMCA actively seeks to identify and involve those in need.

## OUR VALUES

We are guided in this pursuit by our four core values: **Caring, Honesty, Respect, and Responsibility.**

## CELEBRATING OUR MISSION & VALUES

At YMCA Camp High Harbour, we put intentional emphasis on holding true to our mission and our core values. This mission is important for the growth and development of our campers, and we continually strive to offer equal opportunities for everyone.

### PARTNER ORGANIZATIONS

YMCA Camp High Harbour works with partner organizations to bring underrepresented populations to camp. Some of our community partners are:

Allatoona Resource Center

Bartow County Schools

Military and First Responders

Rabun County Schools

### HIGH STANDARDS

YMCA Camp High Harbour is fully accredited by the American Camp Association, a nationally recognized association focused on the safety of overnight and day camps.

### SCHOLARSHIP PROGRAMS

As a charitable organization, we raise funds throughout the year for camp scholarships that cover the costs of camp for children who would not otherwise be able to attend. Over \$300,000 dollars is raised annually to help families send their children to camp. We firmly believe that finances should never be the reason a child misses out on a positive camp experience. To help us give the gift of camp to a child, please visit [ymcaatlanta.org/give](http://ymcaatlanta.org/give) or contact our office at 770-532-2267.

## CAMP DATES 2024

Session 1: June 2 - June 8

Session 2: June 9 - June 15

Session 3: June 16 - June 22

Session 4: June 23 - June 29

Session 5: June 30 - July 6

Session 6: July 7 - July 13

Session 7: July 14 - July 20

Session 8: July 21 - July 27

Session 9: July 28 - August 3 (Lake Burton Only)

# CAMP FORMS

Please review the list of camp forms below. Complete and submit forms through your camper(s) CampInTouch Account or the Companion App. All forms must be uploaded and reviewed prior to your camper's sessions.

## Camp Forms Check-List:

### Required Forms: (\*must be uploaded to CampMinder)

- Camper Health History
- Physical\*
- Immunization Record\*
- Parent Authorization\*
- YMCA Participant Waiver\*
- Authorized Grown-Ups
- Medication Pack-Out Information (if applicable)
- Supplemental Food Pack-Out (if applicable)
- Trip Specific Waivers\*  
(required only for Trailblazers, ALC Campers, and BOLD/GOLD Campers)

## CONTACT INFORMATION

<b>Business Office</b>	<b>Lake Burton</b>	<b>Lake Allatoona</b>
40 Old Sandtown Rd SE Cartersville, GA 30121 P  770-532-2267 E  <a href="mailto:registration@highharbour.org">registration@highharbour.org</a> <a href="http://www.camphighharbour.com">www.camphighharbour.com</a>	685 Camp Harbour Ln Clayton, GA 30525 P  706-782-6311 (summer only)  Executive Director: Jessie Emmons E  <a href="mailto:JessieE@ymcaatlanta.org">JessieE@ymcaatlanta.org</a>	40 Old Sandtown Rd SE Cartersville, GA 30121 P  770-966-9668 (summer only)  Executive Director: Aaron Zerkle E  <a href="mailto:AaronZ@ymcaatlanta.org">AaronZ@ymcaatlanta.org</a>

**Business Office Hours:** Monday-Friday 9:00 am - 5:00 pm

In case of an emergency during your camper's session, our recorded voicemail message will list a phone number that can be contacted 24 hours a day.

## **ARRIVAL AND DEPARTURE**

Parents are encouraged to bring their own child(ren) to meet staff and discuss health forms and medical needs.

### **Lake Burton & Lake Allatoona Sites:**

ARRIVAL TIME: Sunday, 2:00 - 3:00 pm

DEPARTURE TIME: Saturday, 10:00 - 11:00 am

Please do not request or attempt to check-in early. The staff will be preparing for your child's session and will not be available until 2:00 pm. In the best interest of all concerned, we ask that you adhere to the check-in schedule. The camp staff will move you through the check-in process as quickly as they can while ensuring you and your camper are taken care of.

Families will be able to travel to their camper's cabin, but we ask that you do not enter the cabin for the safety of our campers and staff. Our staff will do everything to ensure that your camper's comfort is attended to during the arrival process.

**Please do not bring pets to camp on opening and/or closing day for the safety and comfort of all our participants and visitors.**

### **BOAT ARRIVAL/PICKUP**

We will not be accepting boat arrivals or departures during the summer of 2024. We cannot make exceptions to this policy.

### **CHECK OUT**

All sessions conclude on Saturdays at approximately 10:00 am. To officially check your camper out, you will need to sign-out with staff.

Campers picked up by an adult, other than a parent or guardian, Must be listed on the Authorized Grown-Ups form as authorized pick-up person, the parent or guardian must submit written request prior to check out day.

### **PARENT/GUARDIANS AND ALL AUTHORIZED GROWN-UPS ARE REQUIRED TO PRESENT PHOTO ID AT CHECK-OUT.**

Campers still at camp after 12:00 p.m. will be supervised by camp staff. There will be a \$25 per-hour fee for this after-care service.

### **TRANSPORTATION**

YMCA Camp High Harbour DOES NOT furnish transportation for campers to or from camp at Lake Burton or Lake Allatoona.

## **WEEKEND CARRY-OVER CAMPERS**

Campers who are registered for more than one session will remain at camp over the weekend. There is an additional \$120 fee which directly covers our cost for the weekend and is indicated on your camper's invoice. Weekend programs are held at both locations.

### **CARRY-OVER WEEKENDS AVAILABLE DURING DATES BELOW:**

#### **Lake Burton**

June 8th - 9th  
June 15th - 16th  
June 29th - 30th  
July 6th - 7th  
July 20th - 21st  
July 27th - 28th

#### **Lake Allatoona:**

June 8th - 9th  
June 15th - 16th  
June 22nd - 23rd  
July 6th - 7th  
July 13th - 14th  
July 20th - 21st

If campers wish to leave High Harbour with the parent of another camper, that parent must be listed on the Authorized Grown-Ups form as authorized pick-up person for each of those campers.

## **LAUNDRY SERVICE**

Laundry service is available to campers registered for consecutive camp sessions. Laundry fees are included with weekend carryover costs. YMCA Camp High Harbour will provide each carryover camper with a laundry bag with the camper's name on it to send in for service. All clothes must be labeled with camper's first and last names. Only camp issued laundry bags will go out on laundry day. YMCA Camp High Harbour is not responsible for lost, stolen, or damaged clothing.

# CAMP STORE

During their stay, campers will have opportunities to visit the camp store. The store carries many items including snacks, stamps, postcards, flashlights, toiletries, t-shirts, sweatshirts, hats, mugs, frisbees, and much more!

A store credit of \$50 is recommended for a one-week session, and an additional \$25 per session is recommended for campers staying multiple sessions. See page 18 for camp store pricing.

## CAMP STORE MERCHANDISE

We have a camp store that campers visit each day. We will be using CampInTouch to manage camp store accounts. You can add funds to your camper's account by logging in to CampInTouch and accessing the View Camp Store section. You can add funds to their account at any point, even in the middle of their time with us.

The amount you add will be charged to the card on file immediately. **Any unspent funds will be donated to our WHY IT MATTERS Annual Giving Campaign and will help fund scholarships for children who may not otherwise have the opportunity to experience camp.** To help you decide what amount to add, we have listed some example items below:

Item	Cost
Sweatshirts	\$20-\$45
Long Sleeve T-Shirts	\$25
T-Shirts	\$20
Stuffed Animals	\$10-\$20
Sports Equipment	\$10-\$15
Jewelry	\$10-\$15
Water Bottles	\$20-\$25
Snacks	\$3-\$5

## TIPPING & GRATUITIES

As a non profit organization and member of the American Camp Association (ACA), we do not expect or accept tipping of our staff. If you appreciate the service your child receives at YMCA Camp High Harbour, we recommend that you make a contribution (in the staff member's honor) to our **WHY IT MATTERS Annual Giving Campaign - Camper Scholarship Fund**. Contributions may be sent to our camp office or given to a Camp Director.

# CABIN GROUPS & ASSIGNMENTS

Cabin groups remain the same throughout YMCA Camp High Harbour's camp programs. All campers are placed in groups of fifteen to twenty with three to four staff members assigned to each cabin group. Lodging does vary from group to group.

All campers have their own bunk and storage areas for their comfort. YMCA Camp High Harbour's program is progressive in nature, therefore the grouping of campers by grade is required. All campers will be grouped with other campers within no more one grade of each other.

Making new friends is an essential part of the camp experience and cabin assignments are the key to creating a positive camp environment. YMCA Camp High Harbour places campers in cabin groups based on the following criteria:

1. An exclusively mutual request made by two campers who are in the same grade (only one request permitted per camper)
2. Age (less than 12 months apart) or grade
3. Gender
4. Campers are registered for the same program and session

If campers more than 12 months apart request to be together, please know we rarely can accommodate, but please feel free to contact us.

## Attending Camp With a Friend

Campers are welcome to sign up for camp on their own or with friends. Space is provided during registration for you to provide your camper's bunkmate request. Each camper can request up to two bunkmates. Such requests will generally be honored if:

- Requests are mutual
- Campers are within one grade level of each other
- Campers are registered for the same program and session
- Campers are the same gender

Some campers request to be bunked with several other campers. Because of various cabin sizes, we can only facilitate two requests per camper. We try to honor old friendships, encourage new ones, and create a cabin group that will enable a fabulous experience for each camper.

YMCA Camp High Harbour will make every effort to honor special requests for cabin mates, but due to the number of campers registered per session, we do not guarantee placements.



## **CAMP PAYMENT INFORMATION**

Full payment of camp tuition and any optional programs are due to YMCA Camp High Harbour no later than **May 1st, 2024**. YMCA Camp High Harbour cannot hold camper registrations if payment is not received on or before **May 1st, 2024**. Camp payments can be made by check, MasterCard, Visa, American Express, Discover Card, or money order. Checks must be made payable to YMCA Camp High Harbour.

## **REFUND/CANCELLATION POLICY**

YMCA Camp High Harbour is here to make a positive, life-long difference for every camper. Through many years of experience, we have developed a highly refined and successful system. To provide maximum value to each camper's experience, we must provide the finest staff, services and special equipment (boats, etc). The expense to provide and maintain these features is on-going, regardless of whether or not an individual camper attends camp or must return home early from camp for any reason.

**Therefore, our cancellation policy is as follows:**

### **Prior to May 1:**

Deposit: Non-refundable

Camper's Fee: 100% refundable

Program Memberships: Non-refundable

### **After May 1: No Refund**

No refunds will be granted for campers who are sent home for misbehavior, homesickness, or other reasons beyond the camp's control. Since camp sessions cannot be filled mid-week, no prorated fee is available for late arrival or early departure. Our refund policy is strictly enforced.

## **CAMP CHANGES**

YMCA Camp High Harbour understands that things change in our lives. Any changes that need to be made to your summer camp plans must be made in writing by **emailing [registration@highharbour.org](mailto:registration@highharbour.org)**.

We will try to accommodate changes based on availability. Please contact us with any questions.

# CAMPER COMMUNICATION

## CAMPER MAIL

Encourage your child to write to you by including a self-addressed, stamped envelope in their luggage. Receiving notes from home helps to ensure a safe and secure feeling for our campers.

We recommend you send at least two to three pieces of mail each session your child is at camp. Please note that due to our rural setting, domestic mail can take three to four days to arrive. We recommend sending mail before your camper's week begins.

Campers are encouraged to write home, but they are not forced to do so. Please don't be concerned if you do not hear from your child right away.

## CAMPER EMAIL & PHOTOS

We use Campanion, a mobile app that helps us share your child's camp experience with you. With a personalized stream of content featuring brilliant photography, regular updates from camp, and more, our hope is that Campanion makes you feel closer to your camper's experience than ever before.

To get started, follow these three simple steps:



- Download the Campanion app
- Log in to the app using your CampInTouch account login and password
- Upload a reference photo of your child

## MAIL & PACKAGES

YMCA Camp High Harbour at Lake Burton and Lake Allatoona are package-free camps. Campers may not receive any type of packages while they are at camp. However, campers can receive standard letters via USPS and emails via **Campanion** daily. More detailed information for **Campanion** can be found on our website at [camphighharbour.com](http://camphighharbour.com).

Any packages received at camp will be "returned to sender" when possible or donated to a local homeless shelter.

If your camper has forgotten an important item at home, (ie, glasses, clothing, bathing suit, prescription medication), you can send that item to the attention of the director who will deliver it to your camper or to the infirmary if it is medication.

## YMCA CAMP HIGH HARBOUR MAILING ADDRESSES:

YMCA Camp High Harbour at Lake Burton  
Attn: Jessie Emmons, Executive Director  
685 Camp Harbour Lane  
Clayton, GA 30525

YMCA Camp High Harbour at Lake Allatoona  
Attn: Aaron Zerkle, Executive Director  
40 Old Sandtown Road  
Cartersville, GA 30121

## **CALLING HOME**

Campers are not permitted to use telephones while at camp.

**Please DO NOT tell your child they will be able to phone you while at camp.** Promises such as these can worsen homesickness and cause behavioral issues.

There are several ways to communicate with YMCA Camp High Harbour during the summer. You may call our business office, camp offices, or email us.

**Please do not send your child to camp with a cell phone, wireless device, or any other electronic device.**

## **SOCIAL MEDIA**

We often post pictures and videos on our social media throughout the week of camp. To follow along and see these memories, please follow us on our social media platforms.

Youtube:

<https://www.youtube.com/channel/UCMIGfTUvNdQ2Mn5GxwJ34eQ>

Instagram: @camphighharbour

Facebook: YMCA Camp High Harbour

# CAMP BEHAVIOR & APPROACH TO CONFLICT

## CAMPER CODE OF CONDUCT

YMCA Camp High Harbour is open to and serving all campers while ensuring that everyone who enters the gates of camp has a safe and fun experience. All campers are able to experience and enjoy all aspects of camp. As a camper, I will:

- Respect the other participants and treat them as I would like to be treated.
- Show respect to the camp staff and cooperate with their instructions.
- Communicate in an appropriate manner, not using foul language or gestures, harsh words or tone of voice.
- Responsibly conduct my behavior and refrain from unwelcome teasing, bullying or other unkind behaviors.
- Refrain from causing bodily harm to others. This includes pushing, kicking, hitting or fighting as this will not be tolerated at camp.
- Be respectful of the camp property and the property of others.
- Leave my cell phone and other communication devices at home.
- Not enter into another cabin other than my own.
- Not bring any tobacco products, alcohol, non-prescribed drugs or weapons to camp.
- Take full responsibility for my actions and understand that irresponsible behavior will result in disciplinary action.

The staff will work with individual campers to modify inappropriate behaviors and will notify parents when necessary. The Camp Director may choose to dismiss a camper if inappropriate behavior does not improve. Please see our Behavior Philosophy on page 8 for more information.

Please review the above Camper Code of Conduct with your children prior to their arrival at camp.

## ADULT CODE OF CONDUCT

YMCA Camp High Harbour promises to always treat adults and campers with respect at all times. We ask that families adhere to that same promise. *Any behavior deemed as misconduct towards our staff or the program, including but not limited to threats, harassment, swearing, or pick-up violations, may necessitate the termination of your child's participation in the program.* Your cooperation and adherence to our guidelines are greatly appreciated.

## BEHAVIOR PHILOSOPHY

YMCA Camp High Harbour's Summer Camp program strives to create an intentional and inclusive community for all. This idea drives our approach to conflict. YMCA Camp High Harbour policies are designed to help children develop self-awareness and assume responsibility for their actions. Clear and consistent, age-appropriate rules and limits are established at camp.

During the first day/night at camp, each cabin will establish community guidelines that are consistent and age-appropriate, consented to by consensus. These guidelines are informed by the socially-conscious, collectively-oriented interests of the group. Our camp community should be an inclusive and welcoming space, where all can feel that they belong. While we strive to produce this environment, our staff will work with campers to ensure that they are growing into, and working towards, true inclusion. As with all communities, we are bound to encounter conflict as we — campers and staff, alike — all learn and grow. Some techniques in approaching conflict that our staff are trained in include:

- Redirecting campers
- Reinforcing positive behavior
- Encouraging campers to talk about their feelings
- Modeling how to speak and interact with campers in a positive manner
- Conversationally addressing conflict intentionally, respecting the autonomy and agency of those involved
- Implementing breaks when appropriate

In addressing and approaching conflict, our staff try to work with campers to design and implement the changes to the social environment that would most support campers who experience conflict at camp. In moments of conflict, some campers may not be willing to share important and vital personal, cultural, or familial information

and context that impacted how they responded to the conflict they experienced. In those times, we most value parent/guardian input on camper health forms and follow up conversations in order to ensure that every camper is set up for success.

Any behavior modifications, or conflict approach measures used will relate to each child's specific actions and will be handled in a timely fashion. No physical punishment, humiliation, scare tactics, or controlling measures shall be allowed. Methods associated with food deprivation or extended isolation are not permitted. All behavior coaching measures intend to support the camper with healing any harm done and strengthening their positive connections with others.

### **BEHAVIORS THAT DAMAGE THE CAMPERS' COMMUNITY ARE DEFINED AS:**

- Likely to, or does, result in harm — physical, mental, or emotional — to themselves or others;
- Likely to, or does, result in damage to one another's personal belongings and/or surrounding space;
- Involves any physically escalated interaction with campers and/or staff;
- Camper is not open to feedback or willing to work towards improvement
- Involves bullying, teasing, emotional taunting of others, or hate speech

It may be necessary to separate the child from the group until their actions have been appropriately addressed.

### **HATE SPEECH**

YMCA Camp High Harbour's community is one where no two people are completely alike. We expect our campers to display the same respect for others as we work towards inclusion and strive to intentionally create a community where all feel included, embraced, and celebrated. We expect our campers to join us in that mission, and to themselves work towards inclusion. **We take incidents of hate speech or harassment very seriously and such behavior will not be accepted.** In incidents of hate speech or harassment we will support the affected campers in healing from harm done, we will **educate** those who are demonstrating hate speech or harassment, and **create** a plan for moving forward that prioritizes the safety of the community.

If a child's behavior is inconsistent with our shared mission, after reasonable measures have been made to assist the child in adjusting to the camp setting and embracing our collective responsibility, parents will be contacted by the Camp Director to determine if the child is able to continue at camp. Staff will always work toward developing a cooperative plan of action to maximize a camper's chances of success at summer camp. YMCA Camp High Harbour understands that an individual program cannot always meet the needs of each camper. If reasonable conflict approach measures have not adequately supported the growth of a camper, and/or a camper continues to act in contradiction to our mission of creating an intentional and inclusive environment, YMCA Camp High Harbour may determine that the camper and the program are not well-suited for one another. If behavior that damages the community continues, it may be determined that the program is not a productive experience for the camper at that time.

### **YMCA CAMP HIGH HARBOUR TAKES ALL FORMS OF BULLYING SERIOUSLY AND ON A PERSON-CENTERED BASIS.**

If a camper is intentionally displaying any behaviors that cause harm to their camp community, the following guidelines are used for behavior coaching:

#### **FIRST MEETING**

- Official warning of child's behavior and education of impact
- Plan of action for camper (warning of possible dismissal if camper continues to exhibit disruptive behavior)
- Phone call to parent/guardian to inform of behavior, consult on the best plan of action, and outline steps that are being taken by camper and camp to restore the community.

**SECOND MEETING** if behavior continues, and camper is not receptive to coaching:

- Phone call home to parent/guardian to discuss behaviors and inform of camper's plan to correct the harm they caused to their community
- Revisit the behavior coaching plan with the camper and clearly explain the potential consequences
- Depending on the severity of the situation and the harm done, or the potential for harm, the camper might receive a final warning or a dismissal from the camp program

**FINAL MEETING** (if applicable):

- Dismissal from camp program
- Open conversation to help the camper debrief and heal from their experience

YMCA Camp High Harbour and staff reserve the right to immediately send a camper home from the Summer Camp Program. Serious behavior that harms the community may warrant dismissal and is at the discretion of the Camp Director.

Campers dismissed from the camp program may not be eligible to return to YMCA Camp High Harbour camp programs in the future.

**JUULING/VAPING POLICY**

It is YMCA Camp High Harbour's policy that Juuls or other vaping devices are forbidden on camp by campers and summer camp staff. These items are considered contraband. If a camper is found with a JUUL or Vape device, they will be subject to immediate dismissal from camp. This Vaping policy is in conjunction with our mission to promote healthy living at camp. As such, camp is also a drug, alcohol, tobacco, and weapon-free zone as well.

**VANDALISM/GRAFFITI POLICY**

YMCA Camp High Harbour is lucky and proud to be able to offer two beautiful locations to host our guests and campers. Our maintenance team and program staff work incredibly hard to maintain our facilities. YMCA Camp High Harbour does not tolerate graffiti, destruction, or defacing of any of our property. Graffiti or defacement of buildings and facilities can result in fines starting at \$250 or more depending on damage. This is something we take seriously as we want our spaces to be enjoyable for all.

Campers involved in vandalism or malicious mischief either against camp property or against another camper or staff are disciplined immediately. Vandalism includes any kind of graffiti on camp beds, walls, bathroom stalls, etc. Parents will be contacted immediately. Violation of this policy may result in the camper being sent home early from camp. Payment to repair any damage accrued as a result of the camper's vandalism is the responsibility of the camper parent or guardian.

**CAMP TUITION IN NON-REFUNDABLE AND WILL NOT BE REFUNDED OR PRORATED.**

## HOMESICKNESS

Homesickness is, above all, a normal and perfectly understandable feeling. It is a natural result of a feeling of separation from home comforts and loved ones/family. It varies in intensity between people of all ages and can manifest itself in very different ways depending on the person. Many campers at a summer overnight camp will experience mild homesickness in the first couple of days which quickly resolves itself, and only few will experience a prolonged, more intense feeling of missing home.

Homesickness usually displays itself as sadness, crying, and mild anxiety about being away from home. This is managed by our trained staff as they know the signs and have many strategies for alleviating these negative feelings, ranging from “get to know you” games, one-on-one conversations, writing letters home, as well as creating an exciting and energetic schedule of activities. You may receive a letter early in the session from your camper relaying strong feelings of homesickness during this transitional period. This is perfectly normal and is nothing to be overly concerned about. If you receive a second letter, please feel free to contact your Camp Director.

Another important element of your camper being away from home is the fact that you will miss them as much as they miss you, and as such it’s very important for families to be aware of their own emotions and avoid passing them on to their child. For example, instead of saying “I’m really going to miss you,” say “I’m looking forward to hearing all about the fun you’ve had when you get home.” If you have any concerns, your first point of contact should be the Camp Director.

Homesickness is only really ever a problem that needs addressing when the negative feelings become so strong that making friends, having fun, sleeping, eating, or participating in activities is difficult for the child. In this extreme and rare case, the Camp Director will contact you to work together to resolve the issue.

## SOCIAL AND EMOTIONAL HEALTH CONCERNS

YMCA Camp High Harbour’s goal is to provide a positive experience for all campers. Anxiety and other mental health issues are a reality for many children and teens. At our core we are a recreational program. Since mental health evaluation or treatment falls outside of our scope of practice, we are sometimes unable to meet the full extent of a child’s needs.

Please know that we do our best to nurture our campers as if they are our own children. If you have a concern about your child’s mental health, please reach out to our Camp Directors. We are more than happy to review any concerns you might have. Often we are able to develop processes that put you and your camper at ease. If we feel that we cannot provide a successful experience, we might recommend another option for your child.

We can’t reiterate strongly enough: **our goal is to make the adjustment to camp life a smooth transition for all.**

We understand that it takes time for campers to settle into the routine of camp. Communication and consistency are key to creating a positive experience for all campers.

**Campers:** We want you to feel comfortable speaking to any of our overnight camp staff or the Infirmary staff in the event that you should experience anxiety, homesickness, or any other mental health concerns. Your concerns will be taken seriously. We understand that because camp is a new environment, it may require an adjustment period. Our goal is to help you have as smooth a transition as possible.

**Parents/Guardians:** You know your child best. We want to work with you to give your camper the best experience possible. **There’s a place on our Health History Form where you can relay any information that can help us best support your camper. We are here for you, and you can always reach out to us by phone or email.**

## HEALTHCARE AT CAMP

We have an experienced medical staff of Registered Nurses, LPNs, EMTs and Advanced First Aid staff with experience in pediatrics, pre-hospital emergencies, and a host of other experience that adds perspective and depth to our medical team.

Our infirmary is staffed with an EMT, Nurse, or Advanced First Aid staff member on duty 24 hours a day for emergencies.

In addition, all of our cabin and program staff are trained and certified in CPR with AED, Bloodborne Pathogens, Child Abuse and Maltreatment identification, Basic First Aid, and Lifeguarding to aid in early detection and intervention with medical emergencies.

## IN CASE OF ILLNESS OR INJURY AT CAMP

Our goal is for your child to have an outstanding camp experience by helping them feel better and return to activities as soon as possible when they are ill or injured. In the event your child becomes ill or injured, our team of experienced medical professionals will evaluate and treat your child within the parameters of their scope of care.

In the event your child's condition falls outside of general supportive care, additional medical support may be recommended.

Parents/Guardians will be notified of all conditions requiring recovery or observation in the infirmary for longer than 2 hours, emergency care that exceeds basic first aid, visits to the doctor or Emergency Room, and when the medical staff requires additional information that is not provided on the Health History Form.

Payments for the services of an outside provider such as a dentist, the Emergency Room, or medication co-pays are the responsibility of the parent.

## INSURANCE

YMCA Camp High Harbour does not carry accident or sickness insurance on summer youth campers. It is the policy of YMCA Camp High Harbour and our medical staff not to keep sick campers for more than 8 hours in our camp infirmary. Campers who miss more of the camp program should not be at camp; therefore, we ask that the parents care for the child at home and seek medical care independently.

YMCA Camp High Harbour does not infirm campers. If a camper needs to see a medical professional it is the responsibility of the camper's Parent/Guardian to provide transportation to and from camp for those visits.

**Note:** The Health Form with copies of insurance and prescription cards must be completed and brought to camp or uploaded to CampInTouch on or before opening day of your camper's session. Campers will not be allowed to attend camp without these forms.

In the event any treatment recommended by the Emergency Room or Camp Physician is refused, the camper must return to the care of their parents as soon as possible.

## INFIRMARY PROCEDURES & PROTOCOLS

1. The infirmary staff or Camp Director will call a parent or guardian when a camper:
  - Shows signs and symptoms of any communicable disease, including but not limited to: rashes, pink-eye, etc.
  - Remains in the infirmary for more than 8 hours
  - Has multiple sick calls for the same illness
  - Needs to be evaluated by a Physician
  - Is going to be sent to the Emergency Room for evaluation (Campers will always be escorted by a High Harbour staff member even when being transported via ambulance).
  - Obtains an injury to the head, back, eye, or a cut that may leave a scar
  - Has a temperature greater than 101°F
  - Needs to be seen by an orthodontist or dentist
2. As the infirmary completes accident/incident reports, the Infirmary staff will review reports with the Camp Director on a daily basis. The Camp Director will sign each form to verify that he/she has reviewed it. In addition, when an injury occurs, the Camp Director and/or infirmary staff will send the accident/incident report to the parent via email upon request to see if there are other decisions or questions to address.



3. After reviewing accident/incident reports and after speaking with the camper's parent or guardian, it will be at the Camp Director's discretion to send the camper home. The Camp Director's decision will always be in the best interest of the camper's well-being and health. If a parent is unable to pick up the camper in a timely manner, the Camp Director will call 911 and have the camper taken to a local medical facility.

4. When necessary, a child may be transported to a local medical facility, or we will coordinate with the parent or guardian for the transfer of the camper to another medical facility or their home. Any medical expenses incurred will be the responsibility of the parent or guardian.

Please do not send your camper if they have been exposed to any communicable disease prior to camp. If your camper has been exposed, we suggest a doctor's clearance and visiting the infirmary at check-in. The camp setting is communal, and campers are subject to contract things just as they would in a school environment. We appreciate your cooperation in helping us keep all campers & staff healthy during their stay at camp.

### **LICE PROCEDURE**

It is the responsibility of the parent or guardian to check their camper for lice prior to arrival at camp. If a camper is found with lice, they will be removed from camp as soon as possible. There is no refund due to the time missed at camp. In order to return to camp, the camper must have a signed document from a professional organization stating that the camper is free of lice and/or nits.

### **SPECIAL NEEDS & CIRCUMSTANCES**

If a camper has any special needs (medicinal requirements, behavioral conditions, dietary conditions), please indicate on the health history forms.

Reasonable accommodations will be made for campers who have special needs, provided there is a written request made at least one month prior to your child attending camp. One-on-one aides are not provided by Camp.

No camper will be denied acceptance unless his or her presence would pose a significant risk to himself or herself, or the greater population, as determined by the Camp Administration as well as Camp Medical Advisory Committee. Moreover, if YMCA Camp High Harbour cannot meet the child's needs through reasonable accommodations, the placement cannot be accepted. A physician's specific approval may be required in some programs. Children whose lack of ability to self-monitor and attend to the rules results in an unsafe situation for themselves or others cannot be accepted. All sites are open environments with several natural hazards and uneven terrain.

Campers with special emotional or physical needs should be called to the attention of the Camp Director and staff by fully describing any unique requirements of your camper on your Camper Information Sheet.

Please call the camp office if you have questions regarding campers and their special needs.

# PRESCRIPTION MEDICATIONS

Any medications provided by a parent/guardian must follow the Medication Pack-Out form located in the camper's CampInTouch Account.

The following policies and procedures are in place:

- Medications (both prescription and non-prescription) MUST include the original labeled container and must contain the instructions or a copy of the prescription from the providing physician).
- The parent/legal guardian is responsible for assuring the camp receives specific instructions regarding medication usage, including the medication and related equipment.
- The parent/legal guardian is responsible for informing the camp of any changes with the medication. New medications or new doses WILL NOT be given until the dosage is updated on the Health History Form.

All medication should be taken directly to the designated medication check-in location by the parent/guardian on check-in day. All unused or discontinued medication will be properly returned on closing day.

Trained staff assist campers with medication administration at designated times (meal times and bedtime). However, camp staff will not assume any liability for supervising or assisting in the administration of medication (to include choking, allergic reactions, side effects and/or any health risks related to this medication).

YMCA Camp High Harbour provides the following over-the-counter medications or their generic equivalent for occasional use: Tylenol, Motrin, Sudafed PE, Robitussin, Dramamine, Benadryl, Bacitracin ointment, Hydrocortisone cream, Claritin, Zyrtec, Maalox, Imodium, Calamine lotion and Allegra. **Please DO NOT send these medications to camp with your camper unless they are given on a scheduled basis.**

If you have any questions in regards to how medications should be sent to camp, please contact us at 770-532-2267.

## UNUSED MEDICATIONS

Unused medications will be returned to you on check-out day. If the medications are not picked up they will be destroyed within three months after Summer Camp finishes. If you realize you forgot to pick up your child's medication please contact the camp office for assistance.

## MEDICATION CHANGES AFTER FORMS HAVE BEEN SUBMITTED

If you need to make any changes to your child's medication information, please update their CampInTouch account before they arrive to camp.

## MEALS

Each site offers a dining hall where all meals are served with the exception of special meals for certain programs. Campers will eat with their cabin group. Meals are well-balanced, reviewed by a dietitian and served by our professional food service staff.

## SPECIAL DIETS

Our camp dining hall can serve a limited variety of special diets if your camper requires uncomplicated dietary needs. You must notify the camp office in writing four weeks prior to your camper's arrival.

Please call the camp office if you have questions regarding campers and their special needs.

### Sample Meals:

<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Pancakes Bacon Eggs Yogurt Cereal Fruit	Chicken Tenders Fries Rolls Salad Bar Fruit Ice Cream	Lasagna Green Beans Rolls Salad Bar Fruit Cookies

# **TECHNOLOGY POLICY**

We are really encouraging our campers to unplug this summer. Please do not send your child with electronics to camp. We will not replace any lost, missing, or broken electronics.

If your camper arrives with a phone, a digital book reader, or a device that is capable of sending messages, we will be placing the item in a locked box until camper check-out or arrangements to pick-up the device can be made.

## **CELL PHONES**

It is the policy of YMCA Camp High Harbour to not allow cell phones to be brought into camp by campers. Cell phones will be handled in accordance with our Technology Policy above and returned on closing day. Camp will not be held responsible for lost, stolen, or broken cell phones. Should an emergency arise with your camper while at camp, you will receive a phone call from our camp personnel. Should you need to get a message to your camper, please contact camp directly.

## **CAMERAS**

Cameras with the ability to shoot "still photography only" are allowed at camp. Any device that has the capability to shoot video IS NOT allowed at camp. These include but are not limited to cell phones, iPads, Go Pros, drones, personal video recorders, etc. Uploading any footage or photo of YMCA Camp High Harbour to any online media outlet without permission from the Directors is strictly prohibited.

## **SOCIAL NETWORKING**

We recognize that many YMCA Camp High Harbour campers take part in social networking websites such as Facebook, Instagram, Snapchat or other similar sites. We encourage parents to be aware of your child's activities online. YMCA Camp High Harbour will not be held responsible for items posted to any social networking site without our express and written permission.

## **FAQ'S:**

### **WHAT IF MY CAMPER WANTS TO TAKE PICTURES?**

YMCA Camp High Harbour posts pictures every day. Parents and guardians will receive secure access to Companion where you can see what your child is doing at camp. You can also send your camper to camp with a digital (non-video) or disposable camera.

### **IS MY CHILD ALLOWED TO BRING A PHONE TO LISTEN TO MUSIC TO FALL ASLEEP?**

We completely understand that some campers need music to fall asleep at night or to decompress after a long day. You may send your child to camp with an MP3 player. There are inexpensive MP3 players available that allow you to add music. The device cannot have bluetooth or airdrop capabilities.

### **HOW WILL MY CAMPER STAY IN CONTACT WITH ME?**

A big part of the experience is being fully present at camp and gaining responsibility and independence. If a camper wants to contact home, we encourage them to write letters home about all their camp adventures.

### **HOW OFTEN IS MAIL DELIVERED?**

Mail is sorted and delivered daily (when the local post office is open). Mail is delivered to campers by their Head Counselors daily. You can also email your camper with our one-way email system.

# PACKING FOR CAMP

A suggested clothing and equipment list is listed below. Your camper can use this list as a repacking guide at the end of camp by taping it into their trunk or suitcase, or by placing it in their duffel bag.

## **LABEL EVERYTHING!**

Even socks and underwear. Use a name tag, laundry pen or permanent marker.

## **LIMIT YOUR LUGGAGE TO:**

- One duffel bag, suitcase or trunk
- A laundry bag
- Bedding

## **SPECIAL SUGGESTIONS**

- To make your cabin more comfortable we suggest bringing a favorite stuffed animal, pictures, and a comfy pillow.
- Good shoes are important to safely navigate camp. There will be activities that require campers to wear closed-toed shoes.
- Warm clothing for cool evenings!
- All backpacks & luggage should have a **PERMANENT** label inside and out.

**YMCA Camp High Harbour is not responsible for any lost, stolen, or damaged items. WE WILL NOT REPLACE ANY ITEMS.**

## **LEAVE THE FOLLOWING ITEMS AT HOME:**

- Expensive clothing and jewelry
- Electronics. Please see our full policy on Page 15
- At no time are alcohol, cigarettes, vaping devices, Juuls, illegal drugs, drones, weapons (including pocket and hunting knives) allowed on camp by campers or summer camp staff. These items are considered contraband. Violation of this policy will lead to **immediate dismissal**.
- Please leave personal sports equipment at home, including but not limited to bats, hockey sticks, skateboards, and scooters.
- At no time are campers allowed to have pets at camp.
- Lastly, campers may not drive themselves to camp and must arrive with an adult.

When sending your camper to camp, please label all their belongings (clothing, shoes, sleeping bags, etc.) with their first and last name. Camp clothes see a lot of wear and tear, please consider sending items that are comfortable and well broken in. Please do not send new items for your camper to have at camp. We will make every attempt to return lost and found items while your camper is attending camp.

**Please note:** While our staff try to help all campers keep up with their belongings, **it is ultimately the responsibility of your camper to make sure they have all of their things**. If your camper accidentally leaves items behind at camp, we are only able to return items that have the camper's full name clearly marked on them. Items will be mailed at parent's expense. Items without names and/or left for longer than two weeks will be given to a local charity.

**YMCA Camp High Harbour will not be held responsible for any lost items, but will make every effort to return all labeled items.**

# SUGGESTED CAMPER PACKING LIST

**NOTE:** Please pack appropriately for camp. Modest bathing attire is suggested. T-shirts should cover campers' midriffs. Closed-toed shoes are required for active camp programs and walking about on rough terrain. Clothing with alcohol, tobacco, drugs, sexual content, or inappropriate language will not be permitted. YMCA Camp High Harbour will provide any sports equipment campers need for activities.

**DRESS CODE:** We rely upon our parents' discernment to ensure their camper has packed to be dressed appropriately in their clothing and swimsuits at all times for a co-ed YMCA camp.

Please TAPE ONE COPY TO THE LID of the suitcase or trunk and RETAIN ONE COPY AT HOME. We suggest a trunk or suitcase no larger than 15 inches in height to fit under the camper's bunk. We make every effort to return lost items by displaying all lost and found daily at lunch and dinner. PLEASE LABEL ALL ITEMS SENT TO CAMP with first and last names.

**TRUNK SIZE recommendation:** (Trunks are recommended but not required.) 15 inches or less in height.

<p><b>CLOTHING LIST</b> This list is ONLY a suggested list. Please pack based on your camper's personal needs.</p> <ul style="list-style-type: none"> <li>_____ 10 Shirts</li> <li>_____ 7 Pairs of shorts</li> <li>_____ 2 Pairs of long pants</li> <li>_____ 10 Pairs of underclothes</li> <li>_____ 10 Pairs of socks</li> <li>_____ 2 Pairs of sneakers</li> <li>_____ 1 Pair of flip flops/water shoes for showers</li> <li>_____ 1 Light jacket</li> <li>_____ 1 Sweater or sweatshirt</li> <li>_____ 2 Camp appropriate swimsuits</li> <li>_____ 2 Bath towels</li> <li>_____ 1 Beach towel for swimming</li> <li>_____ 1 Poncho or raincoat</li> <li>_____ 2 Pairs of pajamas</li> </ul> <p><b>BEDDING**</b> **Please do not bring decorative pillows, rugs, excessive stuffed animals, etc**</p> <ul style="list-style-type: none"> <li>_____ 1 Sleeping Bag</li> <li>_____ 2 Sheets (required; twin size -1 fitted AND 1 flat)</li> <li>_____ 1 Pillow</li> <li>_____ 1 Pillow Case</li> </ul>	<p><b>OTHER ITEMS</b></p> <ul style="list-style-type: none"> <li>_____ Shower caddy or bucket for toiletries</li> <li>_____ Personal size hand sanitizer</li> <li>_____ Soap or soap gel</li> <li>_____ Shampoo</li> <li>_____ Wash cloth</li> <li>_____ Toothbrush and toothpaste</li> <li>_____ Comb/brush</li> <li>_____ Flashlight with batteries</li> <li>_____ Pre-Addressed, stamped envelopes (place in Ziploc bag to avoid moisture)</li> <li>_____ Laundry bag with name labeled</li> <li>_____ Sunscreen</li> <li>_____ Water bottle</li> </ul>
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# ADVANCED LEADERSHIP ACADEMY (ALA)

## Frequently Asked Questions

This is specifically for ALC and LIT Campers

### **CAMP ARRIVAL AND DEPARTURE**

#### **When does my ALA report to camp?**

- ALC members will report at camper drop off between 2:00 pm and 4:00 pm on the first Sunday of their assigned session.

- LIT members will report at 9:00 am on the first Sunday of their assigned session.

#### **When does my ALA get picked up from camp?**

All ALA members will be picked up on the last Saturday of their session between 10:00 am and 11:00 am.

#### **Can my ALA drive by themselves to camp and/or check themselves into or out of camp?**

No. All ALAs must be accompanied by an adult to properly check them in and out of camp.

#### **Can I check my other child(ren) into camp when I drop off my LIT?**

We apologize for any inconvenience, but we ask that all campers go through the check-in process for their assigned program.

#### **Can we drop off or pick up by boat?**

For 2023, we are not allowing boat arrivals and departures for ALA members.

### **THINGS TO BRING/NOT TO BRING**

#### **What additional items should my ALA pack for camp?**

Outside of the camper "Things To Bring List" please bring the following:

- Two pairs of khaki shorts
- Belt • Tennis Shoes
- Watch
- Alarm Clock
- Backpack

#### **Can my ALA bring a phone to camp?**

No. We ask all cell phones to be left at home. If you need to contact your camper, please call the main camp office.

#### **Where can I find the medical forms needed for camp?**

All medical forms are located on your CampMinder account. All ALA members must follow the same medical standards for all campers while at camp.

#### **Can my ALA bring food or drinks to camp?**

We ask that you do not bring snacks to camp to help with food allergies and trash in the cabins. Snacks will be available in the camp store daily for purchase. We do encourage your ALA to bring a refillable water bottle.

### **WEEKENDS**

#### **What will my ALA member do on the weekends?**

All LITs will stay at camp and prepare for the next session

ALCs will go on an overnight rafting trip

#### **Will my ALA have a chance to do their laundry at camp?**

We hire a laundry company to wash all clothes between sessions at camp. This fee is already built into your carryover weekend account.

### **CABIN ASSIGNMENTS (LITs only)**

#### **When will my LIT receive their cabin assignments?**

Cabin assignments will be given upon arrival at camp, and the beginning of each week.