



**YMCA CAMP
HIGH HARBOUR**
 **AT LAKE BURTON**

Family Handbook 2026

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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.**

OUR GOALS AND OUTCOMES

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. Our goal is to provide a **safe environment for all campers** to leave camp with more independence, **confidence, self-esteem**, and a greater ability to **build relationships and strengthen community** while gaining understanding and respect for the environment we live in. We work to accomplish this through training our staff on appropriate youth development stages, providing campers with opportunities to push themselves out of their comfort zones, and teaching concepts like Leave No Trace, "pack-it-in pack-it-out", and more. **(CR.2.1, CR.2.2)**

Safe Environment

Providing a safe environment for all campers is the number one goal. We maintain a staff-to-camper ratio of 1:7 and provide on-site medically trained personnel 24 hours a day. We strive to help our campers develop safety conscious and inclusive mindsets and look for ways to transfer this mindset to a life back home.

Confidence and self-esteem

Campers participate in icebreakers designed to make them comfortable being their authentic selves at camp. Staff will provide campers with encouragement throughout their time at camp meant to boost their confidence while trying new things. Each camper is provided with opportunities to participate in a mixture of familiar and new activities. Campers set goals for themselves and celebrate their accomplishments.

Strengthen Relationships and Build Community

The community of YMCA Camp High Harbour is built upon the respect of others and learning to become service-based leaders. Our staff serve as role models for our campers to help each to learn to be part of a community, to be respectful, and to put others before themselves. While our campers are having the time of their lives, they are also learning valuable life lessons about Caring, Honesty, Respect and Responsibility

PARTNER ORGANIZATIONS

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

- Bartow County Schools
- Drew Charter Schools
- Rabun County Schools
- Military and First Responders

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. Additionally, the YMCA of Metro Atlanta has recently received Praesidium accreditation status - one of the highest abuse prevention accreditations an organization can hold.

SCHOLARSHIP PROGRAMS & GIVING OPPORTUNITIES

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 or contact our office at 770-532-2267.

As campers return summer after summer they may form memories around specific activities or programs such as the climbing wall, swimming at the waterfront, their time in the Trailblazers program, etc. There are opportunities to give specifically towards these same places and programs, more info can be found: [YMCA Camp High Harbour Donation page](#) .

CAMP DATES 2026

Session 1: May 31 - June 6

Session 2: June 7 - June 13

Session 3: June 14 - June 20

Session 4: June 21- June 27

Session 5: June 28 - July 4

Session 6: July 6 - July 11

Session 7: July 12 - July 18

Session 8: July 19 - July 25

Session 9: July 26 - August 1

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
- YMCA Camp High Harbour Physical form*
- 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)
- Camper Code of Conduct

CONTACT INFORMATION

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

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.

We aim to have someone in the office at all times when campers are awake and in programming, roughly 8am-10pm. If you have missed a phone call from us and have received a voicemail, please listen to the voicemail prior to calling us back. It likely has a lot of detailed information about why we are calling, including the name of who was calling you, whether it was the infirmary, the camp director, etc. This helps us to get you in contact with the person you missed a call from quickly.

Emergency Communications (AD.21.2): In the event that your camper has been injured, been involved in an incident, etc. you will be contacted directly by a member of our full-time team to keep you updated and involved. We will call first and leave a voicemail if we do not get in touch.

ARRIVAL AND DEPARTURE

Lake Burton Site:

ARRIVAL TIME: Sunday, 2:00 - 4:00 pm

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

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 entering the cabin is kept to a minimum. Because we have incredibly limited parking space throughout camp and narrow one way roads, we try to make the check-in/check-out process as seamless as possible. We train our staff on making beds and getting campers settled in, so our staff will do everything to ensure that your camper's comfort is attended to during the arrival process.

Early Check-in (for a fee) We are accepting extremely limited early check-in spots. Our boardwalk that connects camp end-to-end is in need of replacement, so in an effort to raise funds we are accepting donations for the boardwalk for being able to drop off your camper early: at 9am on check-in Sunday. Spaces are limited, to sign up or boat drop off/pick up, please go to: [YMCA Camp High Harbour Donation page.](#)

Late Drop Offs can be accommodated. Please reach out to our office in advance to coordinate with our Program Directors about when your camper will be arriving. We have designated late drop off windows during times where we have lighter programming happening so staff are more available to help get the camper integrated into the camp setting swiftly.

BOAT ARRIVAL/PICKUP (Burton Only)

We are accepting extremely limited boat drop off/pick ups for the summer of 2026. Our boardwalk that connects camp end-to-end is in need of replacement, so in an effort to raise funds we are accepting donations for the boardwalk for being able to drop off AND pick up your camper by boat! Each family is only asked to donate once per session, and the donation covers every camper in that family coming to camp. You will be able to arrive at camp early and stake your claim on a bunk first as boat drop off is from 1:00pm - 2:00pm on Sunday drop off. Spaces are limited, to sign up or boat drop off/pick up, please go to: [YMCA Camp High Harbour Donation page.](#)

CHECK OUT

All sessions conclude on Saturdays at 10:00 am. To officially check your camper out, you will need to sign-out with staff. **Any adult picking up must bring a photo ID to pick-up AND be listed on the authorized adult list for that camper.** 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. Adults attempting to pick up campers who are not on that camper's authorized adults list will be turned away or held at the office until a full time staff member is able to get in contact with that camper's primary adult and can confirm that adult is authorized. Adults will receive a colored wristband after they have their IDs checked and it is confirmed they are on the authorized adults list. They must show this colored wristband to the Head Counselor when they get to the cabin to confirm their ID was checked.

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.

Early Pick Up is possible, but you need to reach out to our office to coordinate that with our Program Directors. We ask that early pick-ups on Friday mornings do not take place after 8am.

TRANSPORTATION

YMCA Camp High Harbour **DOES NOT** furnish transportation for campers to/from camp.

WEEKEND CARRY-OVER CAMPERS

Campers who are registered for more than one session will remain at camp over the weekend. There is an additional \$200 which directly covers our cost for the weekend and is indicated on your camper's invoice. Weekend programs are held at both locations.

2026 Carry-over Weekends:

June 5-6

June 12-13

June 26-27

July 4-5

July 19-20

July 26-27

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.

Please note that we will not have carry-over weekends between sessions 3-4 (June 20-21), or between sessions 6-7 (July 11-12). **If you have campers coming for multiple sessions and they fall over one of these weekends, you will need to pick your camper up for the weekend** and drop them off again.

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 clearly 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, stuffies, sunglasses, flashlights, toiletries, t-shirts, sweatshirts, hats, mugs, keychains, 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. Campers are limited to buying 4 snacks/popsicles a day.

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 rebuilding our boardwalk and will help ensure campers for years to come will enjoy our waterfront.** To help you decide what amount to add, we have listed some example items below:

Item	Cost
Sweatshirts	\$45-\$60
Long Sleeve T-Shirts	\$30
T-Shirts	\$25
Stuffed Animals	\$10-\$25
Sports Equipment	\$10-\$15
Jewelry	\$10-\$15
Water Bottles	\$20-\$25
Snacks	\$3-\$5

TIPPING & GRATUITIES

As a nonprofit 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 **Annual Giving Program- Camper Scholarship Fund**. Contributions may be made online, sent to our camp office, and/or given to a Camp Director.

You also can make a donation to our capital campaign to redo our boardwalk. This is a space all of our campers use and are looking to update it in a way that is built with purpose and longevity. You can donate to our boardwalk campaign here: [YMCA Camp High Harbour Donation page.](#)

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-five 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 other campers within no more than 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 one bunkmate. 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 one request 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. **We ask that you help encourage your campers to make new friends each summer at camp, this can also help cut down on the heartbreak if they are not in the same cabin as someone else they wanted to bunk with.**

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 **April 15th, 2026**. YMCA Camp High Harbour cannot hold camper registrations if payment is not received on or before **April 15th, 2026**. 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:

- Cancellations made on or before February 28 will receive a refund minus deposits, card processing fees, and the YMCA Program Membership fee.
- Cancellations made between March 1 and April 1 will receive a 50% refund minus deposits, card processing fees, and the YMCA Program Membership fee.
- Cancellations made after April 1 are not eligible for a refund.

No refunds will be granted for campers who are sent home for misbehavior, homesickness, or other reasons beyond the camp's control, including illness. Camp is a communal setting, like school, where campers may possibly be exposed to illnesses that cause them to miss camp. 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**.

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 five to seven 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.

We will give campers the opportunity to write an email home each week that we will scan through our camp software and email to you. Again, this is optional for campers and we will not force them to write, but we will give every camper the opportunity.

We have over 400 campers with us on average each week so please be patient as it is not a perfect system. We scan every letter given to our full-time team, but sometimes the barcode does not scan, the paper is too wrinkled, etc. We make every effort to get your campers' emails to you.

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 is a package-free camp. 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.

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, (i.e., 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: Camper Name, Session #, Cabin #
685 Camp Harbour Lane
Clayton, GA 30525

YMCA Camp High Harbour at Lake Allatoona
Attn: Camper Name, Session #, Cabin #
40 Old Sandtown Road
Cartersville, GA 30121

CALLING HOME

Campers are not encouraged to call home, that being said we understand every circumstance is different. Calling home when homesick historically has made the homesickness worse, however in recent years sometimes talking through the homesickness with a parent is what the camper needs to make it through the week. While we do not lead with calling home as an option, it is not off the table.

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 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 all adults and 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.

Bullying (verb) - the repeated, intentional hurting of one person or persons, where the relationship involves an imbalance of power.

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)

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.

Please encourage your camper to tell a counselor if someone is making them feel unsafe or uncomfortable.

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

There may be times where these steps are not followed in direct order. Each case of behavior is handled on a case-by-case, person to person basis.

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.

Campers are not to write on any camp property including but not limited to: bunk beds, building support beams, door frames, stair railings, and mirrors.

CAMP TUITION IS 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. In more advanced cases, it can manifest as stomach-ache, headache, nausea, refusal to eat/participate. 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. Let your child know that homesickness is normal and can happen. In more severe cases, 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.** If your camper receives therapy or counseling, they do not have to pause during the camp session if they do not want to. We are able to provide a private space for campers to complete an online visit with their therapist/counselor if needed. Reach out to our full-time team to coordinate this.

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 4 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 (HW.8)

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 4 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 for longer than 4 hours without medication.
 - 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. Parents may be required to pick up their camper if the Camp Director and/or medical staff deem the camper unable to participate due to illness/injury. 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. Refusal to pick up your camper may result in loss of your camper's alumni status.

Sickness occurs at all times, please make sure you have someone that can pick up your camper and that they are listed in the authorized grown-ups section of campminder in the event you are unable to pick up your camper. If you will be over 4 hours away from camp during your camper's session whether it's for an international vacation, a business trip, or a family reunion, please make sure you have an authorized grown-up that can pick up your camper. We are unable to infirm sick campers for longer than 4 hours (8 hours if being picked up in the morning). We are only able to infirm campers overnight in the event that your travel to pick them up would put you here after 10pm.

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 illnesses just as they would in a school environment. Campers who leave camp sick are not eligible for a refund. 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. **Under no circumstances (outside of epinephrine and albuterol) are campers to have medications in their cabins, on their person, or anywhere outside of our infirmary.** 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 at camp.

PARENT NOTIFICATION: (HW.8)

Parents are contacted as soon as reasonably possible by phone if a camper has:

- Fever (100.4 or above, and does not resolve itself with rest and hydration while unmedicated)
- Head injury involving symptoms or monitoring
- Vomiting or diarrhea (more than 1 episode within a 24 hour period)
- Suspected contagious illness
- Injury that may require outside medical care
- Symptoms not improving with rest and basic care
- Any condition requiring follow-up after camp
- A visit to an urgent care, doctor, or hospital is recommended

When Parents Are NOT Typically Called

Parents are usually not contacted immediately for minor issues such as:

- Small cuts or scrapes
- Mild headache relieved with rest or hydration
- Bug bites
- Minor blisters
- Brief homesickness-related symptoms

All visits to the infirmary are documented by infirmary staff in our CampMinder system including phone calls home.

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:

Breakfast	Lunch	Dinner
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.

Our LITs will be allowed to bring their cell phones **under firm guidelines:**

- Cell phones are only to be used during designated periods
- Cell phones will remain in locked Yondr pouches when not in the designated cell phone time
- Cell phones are not to be used for any social media, posting, or content creation, but for connecting with family and friends during approved break times.
- Cell phones must be used with the guidance of the four core values: respect, caring, responsibility, and honesty.

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.

SMART GLASSES

In an effort to keep camp both safe and a safe place where campers feel free to be themselves we ask that no smart glasses (Meta Glasses, LucyD, etc.) be worn or brought to camp. We have a media team to take photos and videos of campers throughout their experience who are known to the campers and staff. We try to avoid hidden technology in the camper experience when possible.

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, utilize opportunities to write emails home, and journal so they can tell you about their adventures when they come home.

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, which are printed out and put in mailboxes before lunch so campers receive them for rest hour.

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.

Our lost and found is not fully collected until after check-out is over. If your camper is missing items after their session, please email our office at hhyofficestaff@ymcaatlanta.org a description of what you are missing, your camper's name, and a photo if possible. We will make every effort to return forgotten items, but cannot guarantee anything will be found.

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.
- Any and all snacks containing any nut product (**we are a NUT FREE facility!**)
- Weapons, explosives, firearms, and fireworks
- Smart glasses of any kind
- 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 without names and/or left for longer than one week 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' midribs. Closed-toed shoes are required for active camp programs and walking about on rough terrain. Clothing with alcohol, tobacco, drugs, sexual content, political messaging, 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.

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.

CLOTHING LIST

This list is ONLY a suggested list.
Please pack based on your camper's personal needs.

- ___ 10 Shirts
- ___ 7 Pairs of shorts
- ___ 2 Pairs of long pants
- ___ 10 Pairs of underclothes
- ___ 10 Pairs of socks
- ___ 2 Pairs of sneakers
- ___ 1 Pair of flip flops/water shoes for showers
- ___ 1 Light jacket

- ___ 1 White T-shirt for Arts and Crafts
- ___ 1 Sweater or sweatshirt
- ___ 2 Camp appropriate swimsuits
- ___ 2 Bath towels
- ___ 1 Beach towel for swimming
- ___ 1 Poncho or raincoat
- ___ 2 Pairs of pajamas

BEDDING**

Please do not bring decorative pillows, rugs, excessive stuffed animals, etc.

- ___ 1 Sleeping Bag
- ___ 2 Sheets (required; twin size -1 fitted AND 1 flat)
- ___ 1 Pillow
- ___ 1 Pillow Case

OTHER ITEMS

- ___ Shower caddy or bucket for toiletries
- ___ Personal size hand sanitizer
- ___ Soap or soap gel
- ___ Shampoo
- ___ Wash cloth
- ___ Toothbrush and toothpaste
- ___ Comb/brush
- ___ Flashlight with batteries
- ___ Pre-Addressed, stamped envelopes (place in Ziploc bag to avoid moisture)
- ___ Laundry bag with name labeled(different than camp given bag)
- ___ Sunscreen
- ___ Water bottle
- ___ Battery-operated fan
- ___ Chapstick
- ___ Insect Repellent

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?

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
- non-smart Watch
- Alarm Clock
- Backpack

Can my ALA bring a phone to camp?

ALCs may not bring their phones to camp. LITs may bring their phones to camp, but it must be turned into their staff to be locked in a Yondr pouch when

not in use, and is ultimately the responsibility of the LIT. LITs must adhere to all policies regarding their cell phone usage as aforementioned in this handbook.

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.

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. Make sure all clothing items are labeled in the event they get separated in the wash.

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.