



**CAMP HIGH  
Y M C A  
HARBOUR**



# 2022 RESIDENT CAMP PARENT HANDBOOK

LAKE ALLATOONA // LAKE BURTON



# CAMPER FORMS CHECKLIST

## UPLOAD FORMS TO CAMPMINDER

*All forms must be uploaded prior to camper's session*

- Camper Health Form
- Immunization Record
- Parent Authorization

## IF APPLICABLE FOR YOUR CAMPER

*Please follow directions on camp document carefully*

- Medication Pack-Out Information
- Supplemental Food Pack-Out

## FOR REVIEW

*Please review prior to camper's session*

- Protocols and Procedures
- Parent Checklist
- Camper Code of Conduct

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# GENERAL INFORMATION

## YMCA CAMP HIGH HARBOUR OFFICE

40 Old Sandtown Rd, SE

Cartersville, GA 30121

(770) 532-2267

[www.camphighharbour.com](http://www.camphighharbour.com)

Lake Burton: 706-782-6311 *summer only*

Lake Allatoona: 770-966-9668 *summer only*

## CAMP OFFICE BUSINESS HOURS

**Monday - Friday, 9:00 am - 5:00 pm**

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

## CAMP FEES PAID

The balance of all Camp Fees must be received by the Camp Office on or before May 1 to avoid cancellation of your registration.

## HIGH STANDARDS

Y Camp High Harbour is fully accredited by the American Camp Association, a nationally recognized association.



## REFUNDS

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:

Registration Fee: Non-refundable

Camper's Fee: 100% refundable

### After May 1:

No Refund

No refunds will be granted for children 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.

## FEES

Campers who are picked up outside of the normal pick-up times of 10:00 to 11:00 am on closing Saturday will be assessed a charge of \$25.

## WEEKEND CARRY-OVER CAMPERS

Campers who are registered for more than one session will remain at camp over the weekend. There is an additional \$100 fee which directly covers our cost for the weekend and is indicated on your camper's invoice. Weekend programs are held at both locations.

## CHECK IN

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 - 4:00 pm

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

Please do not request or attempt to check-in early. The staff will be preparing and in a meeting to get ready 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.

Please remember, camp sites are a natural outdoor setting and have been designed to serve children, not vehicles. Thus, parking may be limited upon arrival and your patience is appreciated, especially in the event of inclement weather. The camp staff will move you through the check in process as quickly as they can allow, while ensuring you and your camper are taken care of.

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

## BOAT ARRIVAL/PICKUP

We will not be accepting boat arrivals or departures during the summer of 2022. 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, please closeout camp store accounts and sign out your camper at their cabin.

If someone other than the person who brought the child to camp will pick him/her up, please notify your camper's site office prior to noon on Friday and note your permission for this departure in writing on your camper's health form. All departing campers should be picked up by 11:00 am. Please remember to check over your camper's belongings before departing, and to reclaim any medications that were left with the infirmary.



## TRANSPORTATION

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

## CAMP SCHOLARSHIPS

Financial assistance is available based on need. Please call the camp office at (770) 532-2267 for details about camp scholarships. We actively seek to involve those in need.



# CAMPER CARE

## INFIRMARY PROCEDURES & PROTOCOLS

1. The infirmary staff or Camp Director will call a parent or guardian when:
  - a. Camper reaches a temperature of over 100.4 degrees; and/or
  - b. Camper is infirmed for more that 24 hours; and/or
  - c. Camper has excessive vomiting and/or diarrhea; and/or
  - d. Camper requires outside medical help.
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. 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 determined 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 of guardian.

Please do not send your camper if they have been exposed to the flu or any contagious illness prior to camp. If your camper has been exposed to someone with strep throat/ pink eye/ or a virus prior to camp, 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 ahead of time your cooperation in helping us keep all campers & staff healthy during their stay at camp.

## SPECIAL NEEDS & CIRCUMSTANCES

If a camper has any special needs, (medicinal requirements, behavioral conditions, dietary conditions), please notify the camp office prior to attending camp.

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 terrain.



### INSURANCE/ILLNESS

Camp High Harbour does not carry accident or sickness insurance on summer youth campers. It is the policy of Camp High Harbour and our medical staff not to keep sick campers for more than one day 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 see the family doctor. The cost of these medications and doctor's visits are the responsibility of the parents. Payment must be called in to attending medical treatment facility or pharmacy.

**Note:** The Health Form with copies of insurance and prescription cards must be completed and brought to camp or uploaded to medical database on or before opening day of your camper's session. Campers will not be allowed to stay at camp for more than 24 hours without a signed Health Form.

### LICE PROCEDURE

It is the responsibility of the parent or guardian to check their camper for lice prior to your 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 DIETS & OTHER NEEDS

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 4 weeks prior to your camper's arrival. 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.

### MEALS

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

### CAMPER'S LAUNDRY

The camp provides a laundry service to campers who stay for more than one week. Laundry fees are included with weekend carryover cost. 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.

# LIVING IN A CAMP ENVIRONMENT

## CAMPER CODE OF CONDUCT/BEHAVIOR

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 cellphone 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.



## VANDALISM

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. The parent 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 to the camper's vandalism is the responsibility of the camper parent or guardian.

## CABIN ASSIGNMENTS

Cabin assignments are gender-specific and are assigned by grade. We will do our best to honor cabin and bunkmate request; however, like most camps, in fairness to camper's who are not attending with acquaintances, we cannot guarantee particular cabins or bunkmates. The goal of YMCA Camp High Harbour is to provide every child with the Camp High Harbour experience while encouraging new friendships and a sense of inclusion.

## 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 removed from the cabin 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 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. Camp High Harbour will not be held responsible for items posted to any social networking site without our express and written permission.

## CLOTHING



When sending your camper to camp, please label all their belongings (clothing, shoes, sleeping bags, etc.) with their **first and last name**. Camp clothes seem to 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 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.**

## 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. We ask that you assist your camper as they pack for camp to ensure that all items brought to camp are appropriate.

# CAMP STORE MERCHANDISE

Dear Parents,

It is very important for us to help make the camp experience for you and your camper the most exciting yet hassle-free time for each of you. This year we will be using Camp In Touch to manage Camp Store Accounts. You can add funds to your camper's account by logging in to Camp In Touch 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 on the spot. Any unspent funds will be considered a donation to the 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:

**T-shirts** *various designs in adult sizes only S-XL*

Short sleeve (100% Hanes Heavyweight)	\$20
Long sleeve (100% Hanes Heavyweight)	\$30

**Sweatshirts** *embroidered with logo in varied colors* \$30

**Hats** *embroidered and in varied colors* \$15

**Flashlights/Lantern** \$8

**Postcards** \$1

**Necklaces** \$5

**Pens & pencils** *variety* \$1-3

**Snacks** *assortment* \$1-2

**Stuffed Animals** \$10-12

**Wishlet Bracelets** \$1

and a variety of other items



# YMCA CAMP HIGH HARBOUR

## THINGS TO BRING CHECKLIST

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Please **TAPE ONE COPY TO THE LID** of the suitcase or trunk and **RETAIN ONE COPY AT HOME**. We suggest a trunk 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.

### CLOTHING LIST

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

- 10 Shirts or T-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 Sweater or Sweatshirt
- 2 Camp Appropriate Swimsuits
- 2 Bath Towels
- 1 Beach Towel for swimming
- 1 Poncho or Raincoat
- 2 Pairs of Pajamas

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

### BEDDING\*\*

\*\*Please do not bring decorative pillows, stuffed animals, rugs, etc\*\*

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

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

### 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
- Bible
- Pre-Addressed, Stamped Envelopes (place in Ziploc bag to avoid moisture)



# YMCA CAMP HIGH HARBOUR THINGS TO BRING CHECKLIST

YMCA RESIDENT CAMP • SUMMER 2022



## OTHER ITEMS (continued)

- Laundry Bag with Name Labeled
- Sunscreen
- Water Bottle

## OPTIONAL EQUIPMENT

- Sunglasses
- Bug Repellent
- Hat

## IMPORTANT FORMS TO UPLOAD

- Health form
- Copy of Insurance/Prescription Cards
- Medication List (\*see medication pack out instructions)

## DO NOT BRING TO CAMP

- Food/drink: we are not allowing any outside food or drink inside cabins
- Cash (we do not have vending machines)
- Any device that can access the internet or social media: Cell phones, CD players, iPods, MP3 players, e-readers
- Valuables: Jewelry, etc.
- Knives, guns, fireworks, etc.
- Any tobacco product, alcohol, any type of e-cigarette

Bringing any of the items listed is **STRICTLY** against the policies of YMCA Camp High Harbour.

Camp will not be held responsible for any of these items if brought to camp and campers can be subject to the removal from camp.

## CAMPER MAIL

We will not be accepting any mail at camp this summer. We encourage using Bunk1 for sending emails.

## PACKAGE POLICY

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.

# YMCA CAMP HIGH HARBOUR PACKAGE-FREE POLICY

YMCA RESIDENT CAMP • SUMMER 2022



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## PACKAGE-FREE POLICY

**YMCA Camp High Harbour is a package-free camp.**

However, campers can receive standard letters via USPS and emails via **Bunk1** daily. More detailed information for Bunk1 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



# YMCA CAMP HIGH HARBOUR

## ALA SUMMER FAQs

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### 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 2022, 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.

# YMCA CAMP HIGH HARBOUR

## ALA SUMMER FAQs

YMCA RESIDENT CAMP • SUMMER 2022



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### MEDICAL AND FOOD

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

All medical forms are located on your **CampMinder** account.

#### 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

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

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