

# Day Camp Parent Packet

Fantastic memories are made at Camp Edwards, and we hope summer camp will be special for your child. The information below should answer many of your questions and help you and your camper get ready for camp. The staff at Edwards is excited about the coming summer and looks forward to providing a great experience for your child.

## CAMP STAFF

(262)642-7466

Jody Heimos (Executive Director) Ext. 403  
Steve Cummins (Asst. Dir.) Ext. 404  
(Registrar) Ext. 401

Casey Moorefield (Business Manager) Ext. 402  
Fred Triebe (Food Service) Ext. 407  
Zeke Martin (Senior Program Director) Ext. 405

## Day Camp Program

### Daily Activities

The day camp program is divided into 2 different groups based on age. These groups are Squirrels (Ages 7-8) and Eagles (ages 9-13). Squirrels will participate in a program designed specifically for their age group by our day camp staff. The squirrel program will change each week. Eagles will join others in our summer camp program during skill periods and will have the opportunity to choose what they want to do throughout the week. On their first day each week every day camper will have the opportunity to do the swim test to determine their swimming ability to allow them safely to participate in water activities.

The skill activities will be available to Eagles include:

|                     |            |                                 |                 |
|---------------------|------------|---------------------------------|-----------------|
| Swimming            | Archery    | Land Sports                     | Arts and Crafts |
| Nature              | Canoeing   | Kayaking**                      | Fishing         |
| Dance               | Drama      | Snorkeling                      | High Adventure* |
| Kayak Polo**        | Disc Mania | 4DG (4-Square, Dodgeball, GaGa) |                 |
| Wilderness Survival |            | Sailing**                       |                 |

\* Camper Ages must be 10

\*\* Camper Ages must be 12

### **Swimming**

Day Campers go swimming every day, weather permitting. After their swimming abilities are tested, they will be given a swim wristband based on their skill level. It also serves as a security precaution identifying campers from non-campers. We ask that they wear the swim band every day until the end of the session. If a camper is coming to more than one week of Day Camp, they will be given the option to test again at the start of each week if they would like to achieve a higher swim level.

Camper swimsuits must be appropriate and well fitted. We swim in a lake that has Zebra Mussels, an invasive mollusk. Although they do not pose any infectious danger, they are sharp and have the potential to cut the camper's feet. We recommend that all campers wear water shoes.

### **Lunch**

Edwards YMCA Camp will provide a hot lunch daily for our day campers. Lunch will be served at 11:15 a.m. All meals are overseen by a ServSafe certified cook or ServSafe certified director. Breakfast and dinner are available for early and/or late campers for a small fee.

**Please advise the Camp Edwards office and the Day Camp Director of any food allergy concerns or special dietary needs and make sure these concerns are listed on the health form as well.**

**Although we provide lunch, feel free to pack a lunch if you choose. There is no prorated tuition fee for campers that bring their own lunch.**

### **Snacks**

Snacks will be provided twice a day (*mid morning and late afternoon*). They will also have the opportunity to buy additional snacks at Bruce's each day after lunch. Prices for ice cream and snacks vary from \$1 to \$3 each. Food purchases are limited to one snack and/or one drink a day and will deduct from your camper's trading post money.

### **Trading Post**

Day Campers will visit the Trading Post once during the week. The Trading Post has merchandise such as T-shirts, sweatshirts, water bottles, stuffed animals, and jewelry, as well as some toiletries. The average amount for campers per week is \$15-\$40. Please add money to their account via their registration account. **Trading Post money must be added to your camper's account either online, over the phone or in person by Monday morning at 10 am of your camper's session.**

**DO NOT SEND YOUR CAMPER WITH CASH OR CHECKS.**

## **The Camp Edwards Experience**

### **Day Camp Schedule**

|               |                          |
|---------------|--------------------------|
| 7:00 – 7:45   | Early Drop Off*          |
| 8:00 – 8:30   | Hot Breakfast*           |
| 8:15 – 9:00   | Regular Drop Off         |
| 9:00 – 9:45   | Large Group Activity     |
| 9:45 – 10:00  | Snack                    |
| 10:00 – 11:00 | Skill Activity #1        |
| 11:15 – 11:45 | Hot Lunch                |
| 12:00 – 1:00  | Swim Time                |
| 1:15 – 2:00   | Trading Post/Group Games |
| 2:00 – 3:00   | Skill Activity #2        |
| 3:00 – 4:00   | Skill Activity #3        |
| 4:00 – 4:15   | Snack                    |
| 4:15 – 5:00   | Regular Pick Up          |
| 5:30 – 6:00   | Hot Dinner**             |
| 6:00 – 6:30   | Late Pick Up**           |

\*\$15 fee for Early Drop-Off and Breakfast

\*\*\$15 fee for Late-Pick-Up and Dinner

### **Supervision**

Day Campers will be supervised by Camp Edwards' staff solely devoted to the Day Camp program. Our Day Campers of all ages will always be supervised by the Day Camp counselors. All counselors and staff are trained in American Red Cross CPR and First Aid. Our waterfront staff are all certified American Red Cross Waterfront Lifeguards. Camp Edwards' staff-to-camper ratios are within the mandated ratio of the American Camp Association standards. We will always maintain a 1:8 ratio counselor to camper.

### **Behavior**

The staff at Camp Edwards works proactively with your camper to instill the YMCA principles of Caring, Honesty, Respect, and Responsibility and expect all campers to treat each other with these principles in mind. However, if a camper makes a poor decision, we will respond appropriately with those same principles in mind. Most issues can be resolved with a few respectful words, and we are off to have fun again.

The following behaviors will result in the Day Camp Director becoming involved and possible dismissal of a camper from our program without refund: ***Physical violence toward another person or one's self, aggravated threats, inappropriate language or physical touching, bullying, bringing of any type of weapon or contraband, or storming away from supervision.***

### **Withdrawal from Camp**

Edwards YMCA Camp reserves the right to withdraw a child from the program if, at their discretion, the enrollment of the child negatively affects the integrity of the program and/or the Y's legal obligations through and under the Division of Children and Family Services.

#### **At Parent's Request**

- No refunds or credits will be issued.

#### **Camp Edwards' Request**

- Notification is not required from Camp Edwards if there is cause for action.
- We reserve the option to withdraw a child for any of the following reasons:
  - Non-payment of fees as agreed upon.
  - Failure to provide program with forms or current medication information as stipulated by state licensing.
  - Hostility by parents towards staff.
  - Chronic disruptive behavior by the child.

### **Cell Phone**

Campers cannot make phone calls without the director's permission. **Please leave cell phones at home. If discovered, they will be stored in the office until the end of the day.** If you are picking up your child early or need to communicate with who is picking up your child, **call the office at 262-642-7466.** We will inform your camper and their counselors. Camp will contact you if there is an emergency. If you need to reach your child because of a home emergency, staff are in the office all day.

Cell Phones at camp are a distraction and prevent campers from making the most of their outdoor experience. We have had situations which resulted in accidental EMS calls, parents being contacted before staff are able to help, and parents arriving to pick up their campers early without our knowledge. **Please understand that for the benefit and safety of all campers, cell phones have no place here.**

### **Hydration**

Camp Edwards will provide milk, water, and juice during meals. Water is always available throughout the day. All campers are **required** to bring their own water bottle to camp each day. If your camper needs a water bottle, Camp Edwards will supply one for the cost of one from the camp store. Please label your camper's water bottle with their name.

## Drop off & Pick Up

### Drop off

Daily drop-off begins at 8:15 a.m. Staff will not be present at the day camp tent before 8:15 a.m. to accommodate early drop-off and staff breakfast. **Do not leave your child without staff being present.** Drop Off will happen in front of the day camp tent each day. You are welcome to drive up and stay in your car or you can park in the parking lot and walk them over to the day camp tent.

### Pick Up

Daily pick-up is between 4:15 p.m. and 5:00 p.m. Daily pick up will occur in the same location as the drop off. An approved guardian must pick up the camper before he/she is released from Camp Edwards' supervision. If anyone other than the parent or legal guardian is authorized to pick up the camper, the person making the pick-up must be listed on the Release Form. **A photo ID may be requested for the pickup of campers. Camp Edwards will not release any child into the custody of an individual not approved by the registering parent or guardian.**

Due to custody disputes, Camp Edwards will not release a child into the custody of a parent not listed as authorized on the Release Form. We take your camper's safety very seriously and will do everything in our power to keep them safe. Please be sure to list everyone authorized to pick up your camper on the release form, including yourself.

In case of an emergency where authorized individuals cannot pick up the child, the parent must call the camp office to advise the staff as to who will pick up the camper(s).

During pick up, the counselors will share any accomplishments, cool stories, problems, or concerns regarding their camper's activities during the day with the parents or guardians.

### Early Drop-off and Late Pick-up

Edwards YMCA Camp can provide parents and guardians needing early drop-off and/or late pick-up of campers for a fee of \$30 camper/option. This option can be added to your camper's registration. This \$30 fee is either for early pick up or late drop off. If you would like your camper to be dropped off early and picked up late, it will be a \$60 fee. **We will not accept drop-offs earlier than 7:00 a.m. Late pick-ups must occur before 6:30 p.m. Do not leave your child without staff being present.**

### Camper Absence

If a camper is unable to attend the day, **please call the office as soon as possible** so we can inform the counselors of the absence. There is no refund or prorated discount for unapproved absences.

## Registration Information

| 2027 Day Camp Dates and Rates                                                     |            |                |            |            |            |         |          |           |
|-----------------------------------------------------------------------------------|------------|----------------|------------|------------|------------|---------|----------|-----------|
| Session                                                                           | Week 1     | Week 2         | Week 3     | Week 4     | Week 5     | Week 6  | Week 7   | Week 8    |
| Week                                                                              | June 21-25 | June 28-July 2 | July 12-16 | July 19-23 | July 26-30 | Aug 2-6 | Aug 9-13 | Aug 16-20 |
| \$20 sibling discount will be applied for each camper after the first per session |            |                |            |            |            |         |          |           |

| Program             | Session fee     | Deposit (non-refundable)     |
|---------------------|-----------------|------------------------------|
| Day Camp Program    | \$275 each week | \$50 non-refundable deposit  |
| Full Summer Program | Last Week Free  | \$350 non-refundable deposit |

Registration fee includes camp programs, lunch, snacks, day camp art project where applicable.

### Payment Procedures

Camp Edwards accepts payment by check, credit card, cash, and money orders. If paying by check, please include your child's name and the session attending on the check. A \$35 fee will be charged for any returned checks.

***All fees must be paid the Friday before any session. Failure to submit payment in a timely manner may result in the cancellation of your child's registration for a session.***

### Refunds and Credits

**All deposits are non-refundable and non-transferable.** Session fees are not refunded after the camper's session has begun unless the absence of the camper is due to a medical condition that requires the camper to stay home from the program. A physician's note is required within a week of the camper's doctor visit to receive a refund.

Campers who leave camp due to medical reasons or injuries at the direction of the camp staff will receive a prorated refund for the time missed.

Camp Edwards does not refund fees if behavior or psychological related problems occurring at camp result in a camper's removal from the program.

### **Financial Assistance (*Camperships*)**

If you would like more information on Financial Assistance, please contact the camp office at 262-642-7466. An application form, which can be downloaded and submitted for review, is also available on our website [campedwards.org](http://campedwards.org). **All campership applications are due by April 15<sup>th</sup>**, we will not accept any late applications.

### **Forms**

Every camper must have the following forms filled out online prior to participation in the Camp Edwards Day Camp Program.

- Health Form
- Pick Up Authorization Form
- Banana Boat/Waterboggen Waiver
- Parent Handbook Acknowledgement / Emergency Release Form

All forms can be found online using the login information you used to register your camper and must be completed two weeks prior to your camper's session. If the appropriate paperwork is not complete prior to your camper's session it may result in the cancellation of your child's registration.

## **Health Form, Medical Release, and Medication**

Adhering to the standards set forth by the American Camp Association (ACA) and the State of Wisconsin, all Camp Edwards participants must submit a **Health Form** prior to participation in the camp program. The Health Form must be completed and signed by the camper's parent or guardian every year. **Camp Edwards cannot accept any camper who does not have a current Health Form and insurance information on file.**

All medication, including over-the-counter medications, must be given to the day camp director on the first day of camp. Medication will be given to the medical coordinator and dispensed per the camper's medication schedule and the parent must sign off that the information given is accurate. **Medication must be in the original bottle listing the type of medication, date, and dosage. If possible, please DO NOT send liquid medication to camp if possible.**

Do not allow your camper to carry medication in their backpacks. Inhalers and Epi-pens are the only exception. If your camper needs to carry an inhaler or Epi-pen, please send two, one for the camper to carry and one to be kept in the health center in case of emergency.

All campers should carry sunscreen and bug spray labelled with your camper's name. Campers will be asked to put on lotion and bug spray several times a day.

### **Health and Safety**

If an accident or illness occurs at camp, your child will visit our health center and be treated by our medical coordinator. If the accident or illness is treated by our camp medical coordinator and does not require advanced medical help, our staff will notify you of the treatment at the end of the day. If the injury or illness is serious, the camp reserves the right to make the decision to send or take your child immediately to ProHealth Care in Mukwonago or Waukesha Memorial Hospital for treatment. We will make every attempt to contact you or the camper's emergency contact person.

**Each camper is covered by their permanent guardian's insurance carrier.** Edwards will not be held accountable for medical expenses. Please provide camp with a copy of your valid insurance card prior to arrival.

### **Inclement Weather**

In case of inclement weather, all drop off and pick up of campers will occur at the Cooper Recreation Center. The CRC is located on the right side of the main road just before you arrive at the main lower parking lot.

## **Personal Information**

### **Photographs and Video Production**

Photos of campers and activities will be taken throughout the day by our Media Coordinator and/or the Day Camp Director.

Your signature on the registration form gives Edwards YMCA Camp permission to use your child's picture or video image for future marketing projects and website development. Full names or other personal information will not be included in the production. If you do not want your child's image to be used, YOU must contact the office to make us aware of your desires.

### **Release of Personal Information**

Camp Edwards will not release any information to the public regarding your camper without written consent from the parent or legal guardian. However, we reserve the right to release confidential information to medical personnel in the procurement of treatment for your camper or to DHS in the rare case that abuse is suspected. Edwards YMCA Camp is a Mandatory Reporter, and any suspected abuse of a camper must be reported to DHHS. Our commitment is to the safety and well-being of your children.

### **Personal Belongings**

Please do not allow your camper to bring personal items not required by Camp Edwards. A list of such items can be found on the last page. Please label all personal items such as beach towels, clothing, cameras, etc. with your child's name.

Lost and Found items are placed on the porch of Micklewright Lodge as well as in the day camp tent. Please ask the Day Camp staff about any lost articles or come to the office before checking the lost and found on the porch.

**Edwards YMCA Camp is not responsible for lost or stolen items.**

### **Camp Clothes**

Camp is a place where kids get DIRTY!!!! Please send your camper in clothing that is inexpensive but comfortable. Please send a daily change of clothes including shorts or pants, an extra t-shirt, socks, shoes, and underwear. Be prepared for cool days by sending a jacket or fleece. We recommend sending these items in a backpack with your camper's name on it.

Swimsuits can be worn under clothing, however all campers who participate in swimming must change after being in the water to prevent chafing.

In an effort to foster values and appropriateness, Edwards YMCA Camp reserves the right to make campers change their clothes if they are deemed inappropriate, including extremely tiny shorts, baggy pants that are worn below the hip, vulgar or rude shirts, etc.

# **Packing for Day Camp**

## **PLEASE LABEL ALL BELONGINGS!**

### **What to Bring**

- Extra change of clothes (each day)
- Backpack
- Sunscreen (labeled with camper name)
- Non-aerosol bug spray (labeled with camper name)
- Sturdy shoes
- Swimsuit
- Beach towel
- Water shoes or sandals
- Water bottle
- Raincoat or poncho
- Sweatshirt for chilly days
- Disposable Camera (optional)

### **Do Not Bring**

- Video Games or Electronics
- Headphones
- Weapons including pocket knives
- Aerosol cans
- Matches or lighters
- Drugs or other illegal substances
- Alcohol
- Cell phones
- Collector Card Games
- Large Tackleboxes

**All items of clothing and other things brought to camp should be labeled with the camper's full name.**