

# **PARENT PACK INFORMATION**

## **Summer Camp**

Resident Camp Staggered Check-in on Sunday's from 12:30-2:45 p.m. and Check Out is on Saturday's between 9-10:30 a.m.

***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**

|                      |                               |                         |                             |
|----------------------|-------------------------------|-------------------------|-----------------------------|
| <b>Jody Heimos</b>   | (Executive Director) Ext. 403 | <b>Casey Moorefield</b> | (Business Manager) Ext. 402 |
| <b>Steve Cummins</b> | (Asst. Dir.) Ext. 404         | <b>Fred Triebe</b>      | (Food Service) Ext. 407     |
| <b>Registrar</b>     | (Registrar) Ext. 401          |                         |                             |

### **WHAT DO YOU NEED TO DO BEFORE COMING TO CAMP?**

1. Complete and return required forms to Edwards YMCA Camp by **June 1<sup>st</sup>**, or if registering thereafter, no later than 2 weeks before camp session begins. Forms are available on-line (gcfymca.org) and will be included with registration confirmation email.
  - HEALTH FORM – completed online, EVERY YEAR, with electronic signature. (no physical needed)
  - RELEASE / WATERBOGGAN / PARENT PACK ACKNOWLEDGEMENT FORM
    - identifies people who can pick up your camper(s), gives permission for your camper(s) to ride on the “banana boat”, and acknowledges your agreement to the Terms and Conditions set forth by Edwards YMCA Camp. These releases can be signed by electronic signature during the on-line registration process.
  - LETTER TO MY CHILD'S LEADER (completed by parents)
2. Pay any **BALANCE DUE** on your child's online account by **May 1<sup>st</sup>**.
3. Make a deposit in your camper's STORE ACCOUNT **at least 2 weeks before** the camp session begins. Average Store Account deposits are \$40-\$50 for a one-week session and \$50-\$100 for a two-week session.

### **CABIN ASSIGNMENTS**

Camp is a great place to make new friends and have new adventures. Cabin assignments are based on camper age, biological sex, and cabin mate request. Please keep this in mind as you request cabin buddies when registering your child. Cabin mate requests **(2 only)** must be within 1 year of the age of your camper and reciprocated by your camper's choice of cabin mate. **We will NOT accommodate large friend groups.**

## **CONTACTING YOUR CHILD AT CAMP**

- Letters:** Send to Edwards YMCA Camp, N8901 Army Lake Road, East Troy, WI 53120. Be sure your **camper's name** is on the letter.
- Mail items early in your child's camp session to ensure delivery. Letters and emails will be delivered daily. Letters received after a camper's session has ended will be returned or forwarded at the sender's/camper's request and expense.
- Packages:** One package per week can be brought to camp and dropped off at the Siegle Welcome Center during check in. All packages will be delivered on Wednesday at Siesta. **We strongly discourage sending food packages,** as these items attract bugs and rodents.
- E-mail:** Visit our website, [gcfymca.org](http://gcfymca.org). Select Camp Edwards Resident Camp (far right side) Select *email my camper* from the home page menu bar on right and follow the prompts. **Do not send attachments—they will not be opened.** Emails that contain vulgar or profane and/or suggestive language will not be distributed. If there is anything potentially harmful or a violation of the law, we reserve the right to contact parents and make them aware of the email.
- Photo Gallery:** Waldo is our free photo gallery and a resource for all camp photos with detailed information to follow. We will post several photos on Facebook as well
- Please note:** Campers cannot make phone calls without the director's permission. **Please leave cell phones at home.** If discovered, they will be stored in office until the end of the session.
- Camp will contact you if there is an emergency. If you need to reach your child because of a home emergency, staff is in the office until midnight daily. After that, your call will be forwarded to the on-call manager for emergencies.

## **SIBLING DISCOUNT**

Upon registering your first camper at full tuition, any subsequent registered sibling will receive a \$20 discount per session. If the original registered camper cancels their registration, the discount will be voided.

**WHAT TO BRING TO CAMP**  
**(and what to leave at home)**

**Please label each item of clothing and other items with your camper's name.**

**CLOTHING**

Shorts and long pants  
Sweatshirts or fleece and t-shirts  
Underwear and socks  
Shoes (at least one pair with enclosed toes)  
  
Pajamas or other sleepwear  
Swimming suit(s) – *Bring 2 packed on top*  
Rain poncho  
Lightweight jacket or hooded sweatshirt  
Hat or cap  
Nicer outfit - Honors Night (girls may want to bring a dress)

**TOILETRIES**

Toothpaste, toothbrush  
Soap, deodorant (non-aerosol), shampoo  
Hairbrush, comb  
Sunscreen (required)  
Kleenex

**OTHER ITEMS**

Sleeping bag and pillow  
Towels, washcloth  
Beach towels – *packed towards top*  
Bag for dirty laundry –  
(please do not send black garbage bags for dirty laundry)  
Flashlight and extra batteries  
Insect repellent (*non-aerosol*)  
Clothespins (4)  
Water bottle - *required*  
Edwards Neckerchiefs (returning campers)

**OPTIONAL ITEMS**

Camera (smart phones cannot be used as cameras)  
Book to read during “Siesta”  
Letter writing materials and stamps  
Fishing gear  
Journal for memories

Please do not pack newer clothing. Camp life can get dirty.  
Camp is not responsible for damaged or lost personal items.

**Please Note: If you need to bring an inhaler or Epi-Pen to camp, please bring two,  
(one stays with the camper and one kept in the health center).**

**Do not pack medications in your camper's luggage.**

**Bring medications to check-in with you so they can be given  
to camp Medical Coordinator at that time.**

**THINGS TO LEAVE AT HOME**

|                                 |                          |                    |
|---------------------------------|--------------------------|--------------------|
| Cell phones                     | Vaping products          | Alcohol            |
| Electronic Games                | Firecrackers             | Tobacco Products   |
| Knives/Weapons                  | Other Electronic Devices | Illegal Substances |
| Inappropriate reading materials | Apple watches            | Nooks/Kindles      |

- Staff will check through luggage if suspicion arises that any of the above articles are in your camper's possession. Items deemed inappropriate will be kept in the camp office until departure. Illegal possession of certain items will be grounds for expulsion from camp.
- To foster values and appropriateness, Edwards YMCA Camp reserves the right to ask campers to change their clothes if they are deemed inappropriate. This includes, but is not limited to, extremely short shorts, baggy pants worn below the hip, shirts with vulgar or rude messages, and clothing that is too revealing.

## **HOW DO I GET TO CAMP?**

Each camper's family is responsible for getting their child(ren) to camp on opening day and picking them up at the end of the session. A map and written directions to Camp Edwards are available on our website - [gcfymca.org/program/camp-edwards-resident-camp](http://gcfymca.org/program/camp-edwards-resident-camp).

### **OPENING DAY (no pets, please)**

- Check in on opening day is the Sunday of your camper's session. If your camper's last name begins with **A-I, check in will be from 12:30 pm- 1:15 pm**, last names beginning with **J-Q will check in between 1:15 pm- 2:00 pm**, and last names **R-Z is between 2 and 2:45 p.m.** **(Mini Camp check in is staggered with two times. A-N is between 12:30-1:15pm and M-Z is between 1:15-2 pm.** If you are unable to check in between these times, please contact the office in advance.
- You will be met at the parking lot by helpful Camp Edwards' staff who will take your camper's gear to the appropriate cabin.
- **Drop off any medication and packages at the Seigle Welcome Center**
- Parents and campers go to Micklewright Lodge for a camper head lice check (see head lice policy pg. 10), to confirm registration, and to add any additional money to the Store Account. **Please do not go to your camper's cabin before completing the check-in process.**
- Following check in, parents and campers will go to the assigned cabin to meet their Cabin Leaders. Campers remain at the cabin; parents say good-bye and head on their way.
- Bed assignments will be made after all cabin mates have arrived. A lottery system is set up in an effort to be fair to every camper.
- The Trading Post will be open for parents and campers to see what is available and to purchase camp memorabilia or forgotten personal items.
- **If you are unable to check in during the posted times, please call us to arrange a time. If you do not show up the day of check in, we will call you to verify your participation.**

### **CLOSING DAY (no pets, please)**

- Check out is from 9-10:30 am on **Saturday of the camp session A-M is 9-9:45 a.m., and N-Z is 9:45-10:30 a.m.** **(Mini Camp checkout time is Wednesday, July 2, 2024, between 9-10 am)**
- If you need to pick up your child early, please contact the office in advance to make arrangements. Check out in the office after meeting your child.
- Meet your camper(s) at his/her cabin. Campers will be released only to people whose names are on the Release Form. Cabin leaders will ask you to sign the Release Form when picking up your child or another camper. **As a registering parent, please list yourself on the pick-up authorization form.** **Please do not be alarmed or affronted if asked to provide identification.**
- Go to the Trading Post to check on Trading Post balances. Trading Post account fund balances are not available for use at check out. You may choose to donate left over money to our **Staff Gratuity Fund** (used to fund a staff appreciation dinner at the end of the summer); donate it to our **Friends Drive** (used to purchase program equipment and fund scholarships); or receive a check refund by mail. We will not refund balances under \$5. **You must sign our refund form on check-out day.** **Any monies left over 30 days will be allocated to Staff Gratuity and you will forfeit your refund.**
- **Upon departure, please stop by the Health Lodge to pick up and remaining medications.**

## **A TYPICAL DAY AT CAMP EDWARDS**

Each day at camp follows a structured schedule. Cabin Leaders and other staff plan each day's special theme and activities.

Meals are served family style in Micklewright Lodge dining room. Cabin groups sit together and help serve and clean-up for each meal. "Hoppers" come to the dining room a few minutes before each meal to set the table. All campers are expected to help. Skits by the Cabin Leaders, camp songs, mail call and other entertainment helps make mealtime fun. Daily activities are as follows:

- Each camper on the check in day will be swim tested, and after dinner, selects four skill activities to participate in each day for the entire week. Cabins are called to choose randomly and we can normally get your camper into at least one of their top choices. (Trekker campers choose three skills unless otherwise noted)
- "Siesta" is an hour of quiet time, when campers can write letters home, read a favorite book, or rest.
- Camper's Choice in the afternoon is a time to swim, do arts and crafts or other activities.
- Evening activities may be an outside campfire, all camp games, or an indoor program in Micklewright or the Cooper Recreation Center.
- Everyone gathers on the final evening for Honors presentations (when neckerchiefs earned are given to the campers.).

### **LODGING**

Campers sleep in cabins near Micklewright Lodge. Trekker boys are in the plats (three season cabins). LITs (Leaders in Training) stay in Runge Lodge. JL's (Junior Leaders) stay in Hoffer Lodge and may be in a cabin during their final week of training.

### **SIESTA SNACKS**

Siesta Snacks, a snack and drink of the camper's choice, may include Skittles, granola bar or bag snack. Beverages are water, Gatorade or Propel. The fee for Siesta Snacks is included in your camp fee.

### **ARTS & CRAFTS**

A camper may choose to participate in Arts and Crafts as a skill activity. The fee for Arts & Crafts is included in your camp fee. Your camper is welcome to bring a white clothing item to tie-dye or a white t-shirt can be purchased through their trading post account.

### **HONORS PROGRAM**

Since our beginning in 1929, Camp Edwards has had the Honors Program designed to help individuals set, work towards, and achieve personal goals. The levels of the Honors Program are marked by colored neckerchiefs awarded at the end of each session. The colors of the neckerchiefs (green, red, blue, gold, black, and purple) designate the level a person has attained. Campers are encouraged to try new things, demonstrate courage, show friendship and honesty, exhibit visible and invisible leadership, and show a dedication to self-improvement. If a camper chooses not to put forth the effort to achieve their goals, the next neckerchief will not be granted.

Each new camper (except mini campers) receives a green neckerchief and an explanation of the Honors Program on their first day at camp. Campers completing the five-step Honors Program earn the title of Senior Master Camper and become a member of the alumni group, the Tribe of Nani-Ba-Zhu.

## **HOMESICKNESS / EMERGENCIES**

Campers who are healthy and well rested when they come to camp are less likely to become homesick. Our staff is trained to help your child if he/she becomes homesick and every effort is made to help ease their fears. If necessary, we will call for your input and, as a last resort, may ask you to pick up your child. **DO NOT tell your camper that you will pick them up if they do not like camp. Once the camper knows they have an “out”, it makes it extremely difficult for our staff to work through the homesickness.** Remember, the first letter from camp may not be glowing, but by the time you receive it, most likely your camper has forgotten what they wrote because they are having a great time. **Please note: Campers who leave early due to homesickness will not receive a refund.**

We do our best to avoid injuries during activities by emphasizing safety. The Medical Coordinator handles all major first aid. If necessary, we will take your child to Urgent Care or Emergency Room at ProHealth in Mukwonago or Waukesha Memorial Hospital. You will be notified immediately of any illness or injury requiring professional medical treatment.

## **BEHAVIORAL POLICY and MANAGEMENT**

Edwards YMCA Camp subscribes to a behavioral practice designed to curb inappropriate behavior by promoting positive behavior. We recognize differences in children and use a variety of discipline methods to handle situations that may arise. We do not use physical or emotional punishment or any other type of technique that would physically or emotionally harm the campers.

Camp Edwards has a tier of staff in place to work with behavior concerns. Parents will be notified if their camper has been involved in a situation involving inappropriate language and/or touch, disruptive behavior, profanity, blatant disrespect or violation of rules, or other behavior deemed unsuitable for camp. As a last resort, the Executive Director or Assistant Camp Director will intervene to determine a camper's level of participation in camp activities.

Edwards YMCA Camp does not tolerate physical fighting, bullying or illegal activity. If this should occur, parents may be notified and asked to pick up their child, depending on the circumstances. **Refunds will not be given if a child is sent home because of a behavioral problem.**

## **BEDWETTING**

Bed-wetting can be very embarrassing for a child. Please notify us if your camper may have a problem so we can handle it discreetly and professionally. Please assure your camper that his/her Cabin Leaders are there for their needs and will help them through these types of challenges.

## **PROPERTY and EQUIPMENT DAMAGE**

Parents are financially responsible for intentional damage to equipment and facilities caused by their camper. This includes graffiti on cabin walls as well as elsewhere on the grounds, malicious destruction of property, intentional misuse of equipment, etc.

## **FINANCIAL ASSISTANCE**

Families in need of Financial Assistance should contact the camp office for Campership Forms or download an application from our website. **Applications are due by April 15<sup>th</sup>** for that summer's camp session.

## **CAMP EDWARDS STAFF**

Camp Edwards' staff is chosen based on their maturity, responsibility, and dedication to the betterment of the campers we serve and the YMCA mission. Many of our staff have grown up through Camp Edwards and have successfully completed our Leadership Development programs. However, each year we try to employ new people to expand our ideas and international staff to expose campers to different cultures. We are proud to say that we typically maintain a 55-65% return rate with our staff.

Camp Edwards employs only those who want to be a positive role model for our campers. Any violation of staff policy is investigated, and personnel are reprimanded as procedure dictates. We do this to maintain the highest quality of staff.

The hiring process begins with an in-depth application review and a face-to-face interview. Those from out of town will take part in a video interview. Upon the initial decision to hire, references are confirmed, and a Criminal Background Check is completed. The staff then participates in a two-week staff training that encompasses behavior management, working with homesickness, conflict resolution, games, skills, lifeguard training, CPR and First Aid training, songs, campfires, daily schedule, and other topics needed to successfully operate a quality summer camp.

Questions regarding our staff practices can be addressed by speaking to the Executive Director.

## **MEDICATIONS and HEALTH CONCERNS**

- **All medications must be given to the Medical Coordinator during the opening day check in process.** This includes prescriptions, allergy medications, vitamins, and over the counter medications. The only medications to be kept by a camper are an extra inhaler or Epi-pen. Wisconsin Law now allows the camper to carry their own Epi-pen.
- Medications to be administered by the Medical Coordinator **MUST** be in the original container and labeled with the camper's name. If more than one medication is to be administered to your camper throughout the week, please place all medications in a plastic bag. **Please, if at all possible, DO NOT send liquid medications**
- You can fill out the Medical Distribution Form online when you register or any time prior to your camp session in your CampBrain account.
- Any medical complications, besides minor first aid, will be handled by the Medical Coordinator.
- The Medical Coordinator or Executive Director will make the decision to seek advanced medical care for a camper.
- In case of emergency, parents/guardians will be notified immediately after advanced medical care is summoned to be informed of the situation.
- Campers who are "sick" for more than 24 hours will be sent home and refunded at a pro-rated tuition.
- Please be sure you enter your insurance card information in the medical section of the registration.

### **PAYMENT TERMS**

Session fees are to be paid in full by **MAY 1st**. Failure to submit final payment at least two weeks before the session begins could result in cancellation of the camper's registration.

### **CANCELLATION, SESSION CHANGE & REFUND POLICY**

- **Registration deposits are not refundable or transferable to relatives or friends. We will allow you to transfer the deposit to an immediate registered family member.** Cancellation of a session or program registration within 30 days of camp, for any reason other than medical, will not receive a refund. A medical excuse must accompany a written request for a refund if the registration is cancelled.
- Prorated refunds will be given if a child leaves camp early due to illness or accidental injury. Fees are not refunded or prorated if a camper is sent home due to inappropriate behavior or homesickness. Please understand your camper fills a spot at Camp and we have many children on wait lists. If your child leaves early or does not show at the last minute, we cannot fill their spot. Therefore, fees are not refunded.

### **ACCIDENT, ILLNESS OR LOSS**

- In the event of accident or illness, your signature on the health form gives the camp permission to secure medical attention if unable to communicate with you directly.
- There is some inherent risk in camp activities and accidents sometimes occur. The camp fee does not include accident insurance. All medical expenses will be the responsibility of the camper's family.
- Records necessary for treatment, referral, billing, and insurance purposes may be released to the proper authorities.
- I agree to waive any claims against Edwards YMCA Camp and its employees and volunteers for injuries that may result from the conduct of other persons, including participants in the Edwards YMCA Camp program.
- Edwards YMCA Camp is not responsible for lost, stolen or damaged articles.

### **TRANSPORTATION / PHOTOS / TRADING POST**

- Parental permission is required for a camper to participate in planned activities or authorized camp trips and to ride in authorized vehicles for the purpose of transportation to off-site activities or for medical care.
- Edwards YMCA Camp may use photos or videos of my child in promotional literature. If you do not want your child to be pictured, please advise the camp office.
- If there is money left in your campers Trading Post account at the end of their session, you may donate it to the Staff Gratuity Fund, Friends Drive or receive a check refund by mail. You must sign our refund form on check-out day. Any monies remaining in your camper's balance for 30 days will be allocated to Staff Gratuity. Refund checks must be cashed within 30 days of issuance, or it will become void. We will not issue a refund check for under \$5.

## Bed Bugs

### Protect Yourself

Bed bugs are back in the United States. Without a proven deterrent like DDT, which was banned back in the 70's, coupled with the amount of overseas travel more Americans enjoy, Bed Bugs have become common in our daily lives.

We, unfortunately, have been the recipient of Bed Bugs in the past. We have spent a considerable amount of time and money to rid ourselves of these pests, but they are a reality of life. We try our hardest to minimize exposure by frequent cleanings, heat treatments, and if necessary, professional extermination. We also have contracted with Wil-Kil Pest control to perform two K-9 inspections of the entire property, May and September. We would not intentionally expose our campers to this nuisance, but the fact of the matter remains, they can come in at any time, and there is absolutely no 100% way to stop them from entering our camp or even places you go on a daily basis.

As our medical doctors, the CDC, websites, and pest control companies have attested, Bed Bugs pose no serious health risk, but can be very annoying, and tough to get rid of. Therefore, we recommend you take the following precautions in packing and unpacking from your trip.

### Minimize the Risk by following these suggestions

- Pack items in zip lock bags- Bed Bugs cannot chew through plastic
- Pack in a **duffle bag or backpacks**, things that can be easily washed and dried
- Make sure used clothing is stored in a separate bag after use
- Do not send a pillow or sleeping bag with holes in the fabric
- Upon return home, **DO NOT take any luggage inside.**
- Bring laundry inside in the plastic bags and empty contents into an awaiting washer
- Wash everything in **HOT** water
- Dry half loads on **high heat for at least 60 minutes**
- Use a **local Laundromat** if possible since their dryers typically heat hotter than home models
- **Talk to your camper about reporting bites.** Many times, the bites are from mosquitos, but Camp Edwards investigates all complaints.

### Photo Gallery Information

Since many people are getting off social media and let's face it, only us old people are on Facebook, we will be using Waldo for our photo gallery. We will still post some pictures on Facebook, but the full gallery will be at the Waldo site. Information about Waldo will be sent in subsequent emails upon registration. If on Facebook, search YMCA Camp Edwards to view posted photos of your camper's session.

### **Head Lice Policy**

Our local physician has informed us that RID is **no longer** an effective method of treating head lice and cannot treat campers at camp. Therefore, during the check-in process, if staff discover living lice, even the presence of eggs (nits), the Medical Coordinator will confirm the findings and you, the parent, will have three options:

- A. Remove your child from camp and receive back 50% of the camp tuition.
- B. Remove your child and have them treated by a lice professional in your area. Return of the camper must be accompanied by documentation stating that the child was treated and is lice and nit free. (No prorated discount)
- C. Have your camper treated at a local Lice Doctors franchise in Waukesha or Milwaukee, WI. The cost of the treatment is the responsibility of the parent. The treatment, average for a female camper with long hair, takes approximately 1 ½ hours. More information at [www.licedoctors.com](http://www.licedoctors.com).

### **Communicable Illness**

Living in communal conditions instills many positive values of respect, teamwork, constructive communication, and empathy. However, it also can also provide challenges in the way of communicable illnesses. Strep throat, pink eye, influenza, Covid, and stomach flu are some illnesses that can be passed from camper/staff to camper/staff. No camp, or organization in general, can guarantee that illnesses will not be shared in their setting.

We will follow the attending physician's advice for your camper's participation. Most illnesses require a 24-hour quarantine once medication is prescribed and taken. Therefore, we will offer to quarantine at camp or give you the option to pick up your camper. In the case of Covid or Influenza, you will be contacted to remove your camper from participation. Since quarantining for these illnesses are more than 24 hours, it is more beneficial for them to rest at home, and it allows camp to sanitize and provide a clean sick room for other campers.

We do strongly recommend that campers returning home from camp are monitored for signs of illness and kept away from high-risk family members and friends for several days. If we are notified of influenza or Covid, we will contact the ill campers cabin mates through an email to advise of being in close contact.

### **NOTES FROM "EXPERIENCED" CAMP PARENTS**

- Send self-addressed stamped envelopes if you want to hear from your camper. Don't be surprised if you do not receive a letter. They are out being kids and having fun.
- Send old clothes. Camp is not a fashion show and your camper's stuff will get dirty.
- Label everything and pack light.
- Send two (2) swimsuits since campers are in and out of the water all day long. Helps to prevent chaffing.
- Submit all forms and pay all fees (including Trading Post) well in advance. It saves time during check-in.
- THERE ARE A LOT OF KIDS TRYING TO GET INTO THE SAME SKILLS. If your camper does not get what he/she wants this year, encourage them to try again the following summer. Some activities are restricted based on swim ability and age.
- Your camper will come home tired after a week of high energy activities. Don't be surprised if they sleep a lot.
- When sending mail, keep it upbeat and avoid telling your camper how much you miss them.
- DO NOT TELL YOUR CAMPER THAT IF HE/SHE DOESN'T LIKE CAMP YOU WILL PICK THEM UP. THIS GIVES YOUR CAMPER A REASON TO NOT FULLY ENJOY THE EXPERIENCE.
- Make sure your camper knows his/her cabin leader is there for them.
- Camp is one of those great places where kids can escape over-stimulation of gadgetry. Leave cell phones and electronic things at home. Camp provides an opportunity for socialization without the need for electronic games.
- **THE CAMP STAFF REALLY WANTS TO KNOW THE GOOD AND THE BAD. CALL OR EMAIL THE DIRECTOR .**