

PARENT PACK INFORMATION

Winter Camp

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.

CAMP STAFF

(262) 642-7466

Jody Heimos	(Branch Executive) Ext. 403	Mary Miller	(Business Manager) Ext. 402
Peter Ferrill	(Asst. Dir.) Ext. 405	Fred Triebe	(food service) 262-642-7550 Ext. 214
Katie McCarthy	(Asst. Dir.) Ext. 404	Emily Human	(registrar) Ext. 401

WHAT DO YOU NEED TO DO BEFORE COMING TO CAMP?

1. Complete and return required forms to Edwards YMCA Camp by **December 15th**, 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 with electronic signature, reviewed each year. (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.
2. Pay any **BALANCE DUE** on your child’s online account by **December 15th**.
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.

CABIN ASSIGNMENTS

Camp is a great place to make new friends and have new adventures. Cabin assignments are based on camper age, biological gender, 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 age of your camper and reciprocated by your camper’s choice of cabin mate. **Multiple cabin mate requests are not guaranteed.**

Photo Gallery: Visit **Facebook** and search for YMCA Camp Edwards.

Please note: Campers cannot make phone calls without director 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.

YMCA CAMP MEMBERSHIP

Due to a change in our corporate policy, we are no longer offering the YMCA Member discount. All rates published apply to all campers.

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

Long jeans or pants
Sweatshirts or fleece
Long or short sleeve t-shirts
Underwear and socks
Shoes (Shoes (for indoor play))
Winter Outerwear
(snow pants, jacket)
Pajamas or other sleepwear
Winter Hat, Gloves or Mittens, scarf
(extra pairs)
Winter Boots

OTHER ITEMS

Sleeping bag and pillow
Flashlight and extra batteries
BathTowels, washcloth
Bag for dirty laundry –
(please do not send black garbage bags for dirty laundry)
Water bottle - *required*

TOILETRIES

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

OPTIONAL ITEMS

Camera (smart phones cannot be used as cameras)
Book to read during "Siesta"
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 is 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 the camp medical coordinator at that time.

THINGS TO LEAVE AT HOME

Cell phones
Electronic Games
Knives/Weapons
Inappropriate reading materials

Vaping products
Firecrackers
Other Electronic Devices
Apple watches

Alcohol
Tobacco Products
Illegal Substances
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 (children) 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.

OPENING DAY

- Check in on December 27th is at 1:00 pm at Hoffer Lodge.
- **Drop off any medication with the Director.**
- Parents and campers go to Hoffer Lodge for a camper head lice check (see head lice policy pg. 7), to confirm registration, and to add additional money to the Store Account.
- Following check in, parents and campers will meet the Winter Camp Staff. 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.
- **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

- Check out is from 9:30-10:30 am on December 30th.
- 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 Lodge. 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.**
- You will need to check on Trading Post balances. You may choose to donate left over money to our **Staff Gratuity Fund**, donate it to our **Friends Drive** (used to purchase program equipment and fund scholarships); or receive a check refund by mail. **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.

LODGING

Campers sleep in Runge or Hoffer Lodges. Meals will be in Micklewright Lodge.

HOMESICKNESS / EMERGENCIES

Campers who are healthy and well rested when they come to camp are less likely to become homesick. Our professional YMCA 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. 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, dependent 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.

MEDICATIONS and HEALTH CONCERNS

- All medications must be given to the director during the 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 after prior to your camp session in your CampBrain account
- Any medical complications, besides minor first aid, will be handled by the medical coordinator.
- The director 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 have given a copy of your insurance cards to the office.

PAYMENT TERMS

Session fees are to be paid in full by **December 15th**. 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.

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.

We do not believe this annoyance should dictate or prevent your camper's participation, as the camp experience is a strong motivator in helping to grow a responsible, socially well-rounded, independent, and respectful child.

As our medical doctor, the CDC, websites, and pest control companies have attested, Bed Bugs pose no serious health risk, but can be very annoying, and tough 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.

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.