



PARENT HANDBOOK

Building Kids up in Spirit, Mind, & Body Since 1915



Dear Families:

Thank you for joining YMCA Camp of Maine (YCamp)! Steeped in tradition and embracing new trends in camping, we are ready for another exciting year on the shores of Cobbosseecontee.

We hope this resource is a helpful tool as you prepare your camper for YCamp. Everyone should come to camp prepared to have a successful experience. If you have any questions, do not hesitate to contact us via email or phone. For a better overview of YCamp, attend our Open House, view pictures on the website, and follow us on social media.

Sincerely,
Jeff Gleason
CEO/Director
jeff@maineycamp.org

Jodi O'Keefe - Office Manager
Email: jodi@maineycamp.org
Phone: (207) 395-4200

THE YCAMP STATEMENT

Active and successful participation in the resident camp experience at YCamp entails the ability to independently, safely, and cooperatively:

- Live with (i.e. sleep in a cabin and create a summer home with) similarly aged campers in a cabin, and take part in the social and free times of the unit.
- Exhibit suitable behavior without needing more than the usual amount of individual attention.
- Be responsible for personal care, including individual health and safety.
- Follow a varied individual and group activity schedule, and manage free time with minimal supervision.

THE YCAMP EXPERIENCE

- Maneuver rugged, steep terrain and distances between activities that are part of the natural surroundings.
- Enjoy excursions which may require challenging hikes and offer little or no shelter.
- Understand and respond to group instruction for most of the activities offered at YCamp.
- Join in group activities that build community, such as singing, campfires, and family-style meals in the Dining Hall.
- Act appropriately in the event of an emergency/drill.
- Contribute positively to the overall spirit of the YCamp community.

YCamp endeavors to arrange reasonable accommodations to make camp accessible while preserving the rustic facilities, natural surroundings and a quality camping experience for all.

The development of every camper and counselor in Spirit, Mind, & Body is important to the programming at YCamp. The YMCA Core Values (Caring, Honesty, Respect, and Responsibility) are woven through all programming. Every child is unique, yet every child has the same critical need to discover who they are, stretch their wings, and prepare for life ahead. The outdoor, overnight camp program has proven to be a great way for a child to gain many of these assets and YCamp is uniquely suited to deliver a camp experience that will last a lifetime.



We value community.

Individual attention is given to campers by intentional and American staff members who are positive role models who serve as counselors, cabin leaders, and program teachers.

We build relationships.

YCamp provides opportunities for campers to branch out and make new friends by offering traditional and unique activity choices.

There are daily opportunities to learn what it means to have positive friendships, deal with life’s struggles, and grow in character. Building resiliency and encouraging coping mechanisms are tools utilized by counselors and campers alike. The staff work with campers to get through the difficult times encountered during adolescence and guide campers to emerge as stronger individuals.

CAMPER AGES & DIVISIONS

While we firmly believe in younger and older campers learning together, cabins are divided into two and three divisions that help ensure your child’s experience is age and developmentally appropriate. Our campers range from ages 8 to 15.

- Kennebec Girls Porch Ages 8 - 10
- Somerset Girls Porch Ages 11 - 13
- Maine Girls Porch Ages 14 - 15
- Cobbossee Boys Village Ages 8 - 11
- Rotary Boys Village Ages 12 - 15

ABOUT OUR STAFF

Counselors and staff members undergo a background check which includes professional and personal reference checks, and criminal background checks. Staff come from Maine, New England, across the US, and internationally. All staff members participate in a week of training that includes: Policies & Procedures; Child Abuse Prevention; Songs, Skits, and Traditions; Cabin and Behavior Management; Leading with the Core Values; and Program Planning. All staff members are trained in CPR and First Aid. The Lifeguards are trained in an internationally recognized lifesaving program.

DAILY SCHEDULE

7:30 AM Wake Up	1:00 PM Rest Period
8:00 AM Chapel- a non-denominational message based on the YMCA Core Values	2:00 PM Free Time
8:15 AM Flag	3:00 PM Activity Period 3
8:30 AM Breakfast	4:00 PM Activity Period 4
9:00 AM Cabin Clean-up	5:00 PM Flag
10:00 AM Activity Period 1	5:15 PM Dinner
11:00 AM Activity Period 2	7:00 PM Evening Program
12:15 PM Lunch	8:30 PM Cabin Time
	9:00 PM Lights Out

MEALS

Three well-balanced meals are served each day in the Dining Hall. Food is prepared by our Chef and Kitchen Staff who plan kid-friendly meals that are healthy. Campers eat family-style with their cabin mates, while counselors emphasize the importance of healthy eating and



manners. Announcements and singing provide spirit and energy at mealtimes. Food options to reasonably accommodate dietary restrictions are available. The Chef and Nurse work with parents to make sure the dietary restrictions of their child are reasonably met.

CHECK-IN (ARRIVAL) AT THE BEGINNING OF EACH SESSION

Check-In is on Sunday between 1 – 3 pm. Prior to check-in, staff are busy preparing camp and making sure everything is ready for the start of the session. At 1 pm, check-in will begin. Staff members will be assisting with parking and helping with directions.

All campers will line up outside the Auditorium to complete Head and Health checks -they have their scalps checked to ensure no one entering camp has head lice and their general health/temperature are checked to ensure they are healthy when arriving. All campers with medication will need to see the medical staff in the Dining Hall to drop off medications and to double check for any changes in medication or paperwork. Everyone's health and well-being are our first priority. If a camper does have lice or has other medical issues, the medical staff may require the camper to go home until the noted issues have been resolved. After campers complete their Head and Health checks, (and seen the nurses as needed) they will receive their cabin assignments outside the Auditorium.

Once campers have been cleared by the medical staff, campers and their families can head to their cabins to get settled. Wheel-barrows are available for moving luggage to cabins. Wheel-barrows need to be returned to the parking lot as soon as they are empty so other families can use them.

If a camper will be late arriving to camp, the office should be notified as soon as possible. Families who have not checked-in their camper by 3 pm will receive a phone call from YCamp Leadership for a status update.

CHECK-OUT (PICK-UP) AT THE END OF THE SESSION

Families should come pick-up their campers at the end of the session between 9:30 am – 11:00 am on Saturday. Come prepared with your camera to capture the last memories of the session.

Unclaimed Lost & Found will be located outside of the Auditorium. Make sure to check the area for towels, sweatshirts, and other clothing. Please label belongings with the camper's last name so they can be returned during the session.

INFIRMARY/HEALTH CENTER

The on-site Infirmary (Health Center) is the home of Camp's Medical Staff consisting of trained medical personnel (LPN, RN, PA, DR, DO). Campers who become sick or injured will be under the care of the Medical Staff who will contact families to coordinate care. In the event of a medical emergency, the Medical Staff (or other YCamp Leadership) will start with "Parent 1" listed for the effected camper(s) and work through the other contacts listed until contact is made. Under the authorizations provided during registration, YCamp will act in accordance with permissions and Standing Orders to provide care. In the event of a non-emergency medical concern, the Medical Staff will call "Parent 1" listed for the camper(s). If initial contact is not immediately made, the Medical Staff will work to make contact with another listed contact person in a reasonable and timely matter.

Health forms are required for all campers. Doctor's signatures must be within the last two years spanning the entire time a camper is at camp. Previous year's forms at camp may be



carried over as long as the Doctor's signature remains valid. Valid health forms must be received by the Medical Staff by June 1 in order for the camper to attend camp.

All medication must be given to the Medical Staff during Check-In and must be in their original bottles. Medications include: prescriptions pills, inhalers, epi-pens, and over the counter (PRN's: Tylenol (generics), Ibuprofen (generics), anti-histamines, eye drops, vitamins, prescription eye drops, birth control, etc). Medical Staff will keep record of dispensing directions and ensure campers are receiving their medications at appropriate times.

The Infirmary operates under Standing Orders in partnership with a local physician. If a medical condition is presented and requires additional consultation, the issuing physician will be consulted. The Standing Orders permits dispensing of PRN's that are stocked in the Infirmary. Parents will be notified if there are persistent issues with their camper.

YCamp wants to work with families to keep campers in good health. Toward this effort, Medical Staff will communicate issues with parents to partner in nursing campers to good health and getting them back engaged with camp. Beds are available for campers in the Infirmary when additional rest is necessary.

Campers will be transported to the Hospital or Doctor's Office when deemed appropriate by the Medical Staff &/or Camp Administration in coordination with the camper's family. The families Health Insurance is the primary coverage for any medical care provided outside of YMCA Camp of Maine's purview.

Off-site program health needs are covered by the trained staff members accompanying the trip. Health needs and concerns will be communicated by the off-site staff members back to the Medical Staff &/or Camp Administration on a regular basis. Additional resources will be coordinated with all involved parties. Communications with families in the event of off-site medical needs will come from the Medical Staff &/or Camp Administration.

EMERGENCIES AT CAMP

YMCA Camp of Maine is located on 350 acres of woodlands and fields, on the shores of a large lake. With guidance from the Board of Directors and local Fire and Police, a comprehensive plan is in place to keep everyone safe in the event of an emergency. During Staff Training, all counselors and staff members rehearse the safety plans and during sessions with campers, drills are conducted similar to ones in schools.

If there is an emergency at camp, families will be contacted via phone &/or email with more details. Please do not contact camp unless directed to do so. There are limited phone lines and we will need to have outside access in the event of an emergency.

BEHAVIOR POLICY

The Y's four core values (Respect, Responsibility, Honesty, and Caring) are the hallmarks of behavioral expectations at YCamp. Every camper and staff member is expected to lead by example and exemplify the four core values in everything that is done. Using positive reinforcement to encourage compassion for each other and the environment is how they approach Behavior Management. When campers are unclear with expectations and are not following the safety rules of camp, staff members first work to help the camper understand what the expected behavior is.



Three strikes are given to campers if their behavior does not improve. When a second strike is issued, parents/guardians will be notified by Camp Administration to discuss the issues and concerns. Families can help shed light on existing behavioral issues, coping techniques, and guidance. Keeping the safety and well-being of everyone at camp in mind, campers who are detracting from the experience of others at camp will be removed for the betterment of the community. Upon receiving a third strike, families are notified and expected to immediately come pick-up their camper and not return to camp for the remainder of the summer. No refund or pro-rating of fees will be issued when a camper is removed from camp for behavioral issues.

Bullying – as defined by repetitive, malicious, and targeted behavior – is not tolerated at YCamp. Counselors work with campers who are bullying and if no resolution can be reached, the bullying camper(s) will be removed from camp.

Physical and verbal aggression are not tolerated at camp. Campers who exhibit aggressive behaviors may be asked to leave camp immediately to protect the safety and well-being of the camp community.

Families should discuss their camper's existing behavioral issues with the Camp Director prior to the beginning of summer. It is the goal of YCamp to help every camper grow and develop. With proper planning and foresight, staff members can be better prepared to manage existing issues. If the Camp Director feels that a camper's needs require attention above and beyond what can be reasonably accommodated for, registration may be canceled with a full refund. If an existing behavioral issue comes to light during camp and a camper needs to be removed from Camp, no refund will be issued.

The camp environment should be free of distractions. Staff and campers are not permitted to use, or be in the possession of tobacco, vape, marijuana (actual &/or derivative) drugs, and/or alcohol while at camp. Individuals found with these items at camp will be sent home immediately.

SPECIAL NEEDS AND ACCOMMODATION POLICY

YCamp will provide services to children with disabilities or any special needs in the same manner as services are provided for other children of comparable age. Camp will make reasonable accommodations that do not fundamentally alter the nature of the residential camp experience as described in the "YCamp Experience Statement." Requested accommodations shall be reviewed on a case-by-case basis as outlined.

EXPECTATIONS OF PRIVACY

While your child is at YCamp, Camp Management acts in loco parentis — this means that they are legally acting as the underage child's parent/guardian while at camp. Because of the close shared living quarters and bath houses, campers and staff should have limited expectations of privacy. But as always, the camp community expects considerate, respectful, and safe behavior by all.

COMMUNITY SAFETY & ABUSE PREVENTION

YCamp thoroughly conducts background checks on all staff members in accordance with protocols from Y-USA, Redwoods Group, ACA, Praesidium, and State of Maine. Safety is taken seriously and any allegations of abuse &/or mistreatment are investigated immediately by Camp Administration, the Board of Directors, and law enforcement personnel as necessary. Campers are included in discussions regarding safe behavior and how to report issues they experience or witness. The concepts of appropriate touch and consent are discussed at age



appropriate levels with each group on the first day of each session as a part of orientation. Since bullying is considered as possible grooming for future abuse and is demeaning and harmful, bullying is not tolerated at YCamp. Steps will be taken to protect the bullied while correcting the behavior of the bully with parents/guardians as a part of the conversations. If the situation can not be corrected, campers will be sent home. For more information on this topic, contact the Camp Director.

PAYMENT POLICY

When registering for camp, a \$100 per week deposit is due. Remaining balances are due June 1. Registrations completed after May 31 require payments in full at the time of submission.

Families requesting a cancellation prior to 30 days before the start of their camper's session may have the amount of their tuition returned. However the initial deposit is nonrefundable. Cancellations requested within the 30 days prior to the start of their camper's session will not receive any refund.

Campers who are dismissed from camp for behavioral issues will not receive a refund.

Families select which payment plan they would like at the time of registration: "Monthly Installments" -where the Office Manager automatically charges the card on file the first business day of each month, or "Pay By Check" -where the parent sends a check or charges their own card on file, however many times a month best fits the family budget. All balances must be paid in full by June 1.

Financial Aid and Scholarships are made available through the generosity of Alumni, community groups, and camp families. No one will be turned away because of an inability to pay for camp. Once the Financial Aid Application has been completed and returned to YCamp along with the appropriate supporting documents, the Scholarship Committee will confidentially review each application and determine the financial aid amount awarded based on need, available funds, and a sliding scale.

Scholarships for families with an actively serving (including National Guard or Reserve) military family member are available. This scholarship is supported through special gifts which covers a one-week tuition at Y Camp, minus the initial deposit. If campers attend a two-week session or LIT program, the family is responsible for covering the remaining balance.

CAMP STORE

The Camp Store is open during Check-In and Check-Out only. Store items include sweatshirts, sweatpants, hats, water bottles and other items to show your YCamp pride all year long. Please do not leave money with your camper -they will not be able to spend it during the session.

ELECTRONICS POLICY

Being outdoors and at camp is a good excuse to unplug. Cell phones, tablets, handheld video games, and other electronic devices are not permitted at Camp. When devices are found at Camp, they will be sealed in an envelope with the campers name on it and locked in the camp safe. Items need to be retrieved by families at check-out. YCamp is not responsible for items which are lost, stolen, or broken. Smart watches are only permissible for the use of timekeeping. If a camper is found to be using their smart watch for purposes other than telling time &/ or if the device becomes a distraction to the camper &/or others, the device will be stored in the camp safe until parents/guardians arrive for pick-up.



International campers and American campers who are traveling via plane to attend YCamp will have their electronic devices placed in the safe along with their passports, tickets, travel money, etc. when they arrive at Camp. Items will be sealed in an envelope with the campers name on it and kept in the camp safe. The campers cell phones will be returned to the camper the last night of the session, for charging purposes only.

Pictures should be taken to capture the special memories that are created at Camp. Reminiscing warm, summer days help the cold of winter melt away. Cameras (not attached to phones, iPods, or other electronic devices) are permitted and encouraged at Camp. Because not all campers have given photograph permission to camp, campers may be asked to limit the pictures they take in their cabin. Counselors will work with campers to take advantage of perfect photo ops. Misuse of a camera will result in the camera being stored in the camp safe until Check-Out and any inappropriate pictures will be deleted at the discretion of the Administration.

PACKING LIST

This list is a guide to help make sure campers have everything they need while at Camp. Enough supplies should be packed for the entire session unless Laundry Services have been utilized for an additional fee of \$35 each washing. Luggage is stored underneath or at the end of beds in cabins. Keep that in mind when packing.

CLOTHING:

- Shorts
- T-Shirts
- Jeans/long pants (2+ prs.)
- Sweatshirts/fleece (2+)
- Socks
- Underwear
- Pajamas
- Bathrobe
- Light jacket
- Rain coat
- Swim suits (3) (girls one-piece or tankini only, boys no speedos)

FOOTWEAR:

- Sneakers (1-2 prs.)
- Sandals/flip flops/shower shoes (2 prs.)
- Rain boots

BEDDING:

- **Sleeping Bag and sheet set OR sheet set and blanket/comforter
 - Pillow with case
- **If your camper is a bet-wetter bring 2 sets of bedding for discreet washing

TOILETRIES:

- Soap
- Shampoo/Conditioner
- Deodorant
- Toothbrush/Toothpaste
- Razors/Shaving Cream
- Hair Brush/Comb/Hair Ties
- Bath Towels (2)
- Beach Towels (2)



- Face Cloths
- Shower Bucket to hold above items
- Cloth/Mesh Laundry Bag
- Feminine Hygiene Products -as appropriate

OTHER IMPORTANT ITEMS:

- Flashlight (with extra batteries)
- Insect Repellant
- Sunscreen
- Water Bottle
- Stationery, Pens & Stamps
- Ball Cap / Sunglasses

OPTIONAL ITEMS:

- Tennis racquet
- Musical instruments
- Camera
- Notebook for journaling
- Books
- Playing Cards
- White T-shirt(s) to tie-dye
- Baseball / Softball Glove

PLEASE DO NOT BRING:

- Personal Electronics (TVs, radios, cell phones, iPods & music players, iPhones, digital book readers, computers, tablets, game players, smart watches, etc.)
- Valuables
- Expensive cameras
- Jewelry
- Pocket knives
- Guns
- Duct tape
- Hatchets
- Fireworks
- Hair dryer, curling iron, straightening iron
- Skateboards & Roller Blades.

Please note that Camp is not responsible for lost, broken, or stolen items. The Camp Disco is an evening program that does not have a specific, formal dress code. Some campers enjoy dressing up with nice, casual clothes for the evening (a sundress for girls and khaki shorts with polo for boys).

Every sessions hosts a Camparet (variety show). Campers and staff members have this opportunity to sing, dance, show a talent, or read a poem. Some groups form during the session and share their talents together. Individual campers will also get on stage and show their talent, also. If interested, Campers should consider coming to Camp with the supplies needed to perform their talent.

LETTERS, PACKAGES, BAGGAGE ... HOW TO GET THEM TO CAMP!

Letters to your camper should be sent to this address:



(Camper's First & Last Name, Boys/Girls Cabin Number)
YMCA Camp of Maine
PO Box 446
Winthrop, ME 04364

If you would like to encourage your camper to write home, include self-addressed and stamped envelopes in their luggage along with some stationery and a pen or pencil. Counselors will remind campers to write home – we cannot guarantee results.

Campers are not able to send email. They can receive email -to jodi@maineycamp.org in the subject line write (Fill in the Blank) Full Name -Boys/Girls Cabin # _____. The office manager will print emails daily. They will be delivered after lunch with the rest of the mail.

Please do not send food, powdered drinks, candy, chocolate or gum. Food attracts mice, raccoons, skunks and more. All food sent to camp will be discarded. Camp provides enough food and snacks each day for your camper. Packages larger than a size 10 shoe box will be held, unopened until the parent/guardians claim them at pick-up.

Baggage, Trunks and packages should be sent UPS or FedEx, addressed to the camper. Please notify Camp if you plan to ship baggage.

ON HOMESICKNESS

Initial letters home might involve strong homesick feelings, especially from first-time campers. If a second unhappy letter is received at home, parents can call camp to discuss their concerns. Families with an unconsolable homesick camper will receive a phone call from Camp Leadership before (we hope) the second letter is mailed home.

Homesickness can be a natural part of the camp experience. Counselors create an atmosphere of belonging and friendship within their cabin. Campers who are not fitting in, having a difficult time adjusting, or otherwise not having fun at camp will receive extra attention from staff members while we work out the issue.

Camp should be a rewarding, fun, growth experience for everyone who attends. If a camper is not able to overcome their homesickness after working with counselors, directors, staff, and support from home, further arrangements will be made. Camp should not end up being a negative experience.

Unit Leaders will be in touch with parents as situations arise. We want to work with families to keep the YCamp Experience positive. Parents can often provide insight for their camper which will help us enforce a positive experience. We greatly discourage campers talking with their families as we have found this to be counter productive in transitioning into the camp environment and fully submersing the camper in to the YCamp Experience.

FREQUENTLY GIVEN ANSWERS

- Telephones are not allowed for camper use. Any cell phone found will be brought to the office for safekeeping until parents pick up at check-out.
- E-mail is not accessible to campers.
- Snacks are provided daily by Camp; we do not allow food in cabins as it attracts animals. Any food sent to Camp will not be given to your child.



- Tipping the staff individually is discouraged, but we do have a “staff appreciation fund” for special pizza parties, etc. If you wish to show your appreciation, speak with the CEO/Directer.

SURVEYS

While you are on your way home, a survey will be emailed to you. Please take the time during your ride home to talk with your camper about their experience and let us know what you think — both good and bad! By completing the survey, we can continue to improve.

FACEBOOK, TWITTER, TUMBLR, YOUTUBE, INSTAGRAM AND CAMP

The YCamp’s position is to discourage camper-staff interactions on social media sites. However, YCamp does maintain its own monitored Facebook page, where campers and staff may keep in contact with each other.

We hope parents can help their campers understand that this allows staff to have “their own space” where they can participate in their private lives, while still giving a public location for campers and staff to communicate.

As a close-knit community, social networks present a special challenge for YCamp during the year. We encourage parents to talk to their children about this issue, and research their own children’s internet activities so they can stay informed.

LIT’s

Leaders In Training (LIT’s) are 15 year old American campers or 16 year old International campers who have the ambition and interest to be a better leader. Registration for the LIT program is done via the Camper Registration. During the two-week session, campers learn about leadership skills (leading with character, group management, and organization) as it pertains to YCamp and “real life.” LIT’s are evaluated at the end of the session and recommendations are made for participation as a Counselor In Training (CIT) the following summer.

CIT’S

Counselors In Training (CIT’s) are 16 year old Americans, or 17 year old Internationals. CIT’s are selected from the pool of the previous summer’s LIT’s. The selected candidate’s are invited to apply for CIT Staff Positions. If hired, CIT’s are staff members for 3 or 4 weeks at camp to continuing developing their Leadership Skills. There is no charge to participate in this program.

CIT’s spend time in cabins and program areas honing their counselor and leadership skills. Informal evaluations are conducted on CIT’s throughout their experience and a formal evaluation is completed at the end. Recommendations for hiring will be made to the Director at the end of the summer.

ACCREDITATION AND MONITORING

YCamp is proud to be accredited by American Camp Association (ACA). This is a voluntary accreditation which helps us stay inline with the industry standards of camping. From camper safety and supervision ratios, to Director Qualifications and Mass Site Planning, ACA is a valuable resource we use to provide a program that is safe, enriching, and quality. Learn more: acacamps.org.

YCamp also uses the following groups to set policies, stay up to date with current trends, and help provide a quality experience:



- Redwoods Group
- Maine Summer Camps
- Praesidium
- State of Maine
- Y-USA

CONCLUSION

We are excited to share YCamp of Maine with your family. Our hope is that the experiences of YCamp help your camper be a resilient leader, positive role model, and stronger communicator. We consider 21st Century Learning Skills when we develop new programming and consider updating traditional activities.

In the spirit of heritage and tradition, some of our Camp's aspects are still rooted in the "old ways." We understand and acknowledge the need to update practices and policies to answer the needs of our changing world.

Please let us know what feedback you have, what questions you have, and how we can help to make the YCamp Experience more impactful.

Thank you,
YCamp Staff