



YMCA
CAMP MATAWA



YMCA Camp Matawa
Day Camp Parent Handbook

Welcome to YMCA Camp Matawa

Dear Parents and Campers:

We are so glad that you have chosen to join us! Whether you are a new or returning camp family, we hope that you are as excited about the summer of 2011 as we are!

Everyday we give campers wonderful experiences based on the following:

- Providing an atmosphere that is physically and emotionally safe for campers of all ages and abilities
- Ensuring that our staff are well trained, mature, role models
- Offering activities that allow campers to develop skills
- Creating positive opportunities to make new friends
- Having Fun!

We hope you will partner with us this summer in order to be successful in providing this experience for your camper. As a start, this Day Camp Parent Handbook will answer many questions concerning your campers upcoming summer day camp experience. Please read and save this guide. You'll need it now and as your summer day camp session approaches. We look forward to working with you and your camper!

In The Spirit of Matawa,

Annie Hernandez
Summer Camp Director
ahernandez@ymcamke.org

Staff Contact Information

The YMCA Camp Matawa staff is available to answer your questions and address any concerns you may have. As a matter of fact we hope you will be in touch at least once before summer! Please feel free to contact us by phone at (262) 626-2149 or at the email addresses listed below.

Jen Feltz, Branch Executive Director, jfeltz@ymcamke.org

Annie Hernandez, Summer Camp Director, ahernandez@ymcamke.org

Wendy Mieske, Senior Program Director, wmieske@ymcamke.org

Erin Gastrau, Camp Administrator, egastrau@ymcamke.org

Andrew Gappa, Inclusion Specialist, agappa@ymcamke.org

N885 Youth Camp Road, Campbellsport, WI 53010

Tel: (262) 626-2149 Fax: (262) 626-8189 E-Mail: matawa@ymcamke.org

Office Hours: Monday – Friday 8:00am to 5:00pm

OPEN HOUSES- April 10, May 1 from 1-4pm and June 5 from 12-3pm

For questions call or email us any time. We are here to ensure that your family has a great experience this summer at Camp Matawa!

Camp Policies

YMCA OF METROPOLITAN MILWAUKEE MISSION STATEMENT

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

YMCA Camp Matawa is an intentionally diverse community, open to all, without regard to race, sex, color, religion, national origin, age within our program guidelines or disability within our available resources.

YMCA CAMP MATAWA VISION STATEMENT

YMCA Camp Matawa provides a welcoming atmosphere and a sense of home through our dedication to quality programming, outstanding service and inclusion. The Spirit of Matawa fosters relationships, builds character and creates memories that last a lifetime.

LICENSING AND ACCREDITATION

Our camp is inspected annually by the State of Wisconsin. Additionally, we are proud to be accredited members of the American Camp Association, meeting nationally recognized standards of quality for youth camping.



BEHAVIOR EXPECTATIONS

Attending camp is a privilege that you have chosen for your camper. It is our intention to provide positive, realistic expectations and guidelines for each camper to ensure their success at camp. Additionally, YMCA Camp Matawa has a strict policy regarding bullying. The atmosphere that is created at camp is intended to make all of our campers feel both physically and emotionally safe. **Please carefully read and sign the 2011 Summer Camp Behavior Agreement regarding these issues to help ensure an enjoyable experience for your child and others.**

CAMPERS WITH SPECIAL NEEDS

YMCA Camp Matawa strives to offer a positive experience for campers of varying abilities within our available resources. Campers with disabilities are welcome to attend any session of camp during the summer. In order to provide the most successful experience for your camper, please contact Andrew Gappa, our inclusion specialist, by June 1 if your camper has special needs, may require additional staffing or if you have questions or concerns.

Arrival and Departure Information

PRE-CAMP CHECKLIST

The following must be received at the camp office by June 1:

- | | |
|--|---|
| <input type="checkbox"/> Complete Health Form | <input type="checkbox"/> Parent/Counselor Confidential Form |
| <input type="checkbox"/> Authorization to Administer Medication form (if applicable) | <input type="checkbox"/> Camper Pick Up form and Store Card |
| <input type="checkbox"/> Bullying Policy and Behavior Agreement | <input type="checkbox"/> Final camp payment |

SIGN IN/SIGN OUT

ALL campers **MUST** be signed in and out **DAILY** by a parent/adult guardian. Photo ID is required at the time of pick up. Please have your license or photo ID ready to show to our staff. There is space on the Camper Pick Up form to list additional adults authorized to pick up your child. Anytime someone other than those designated will be picking up your camper(s) you must notify the Day Camp Staff. Remind the "pick-up" person that they will need to have a photo ID or we will not be able to release the camper to their care. For the safety of your child and all of our campers, there are **NO EXCEPTIONS** to this rule.

A late pick-up fee of \$1 per minute per camper will be charged for each minute after 5:30pm.

ABSENCES

If your camper will be absent or not taking the bus as scheduled, please leave a message for Annie Hernandez at (262) 626-2149 x6209 NO LATER than 10:00 am. The Camp voicemail systems are always available.

OPTIONAL OVERNIGHT

Day campers have the option of spending the night on Wednesday. Breakfast and lunch will be provided by camp for

campers who do.

Preparing Your Camper for Camp

What to Bring Each Day

- Closed toe shoes
- Gym bag or back pack for carrying camp gear.
- Healthy lunch, drink and water bottle (no refrigeration available, no soda permitted)
- Swim suit and towel (plastic bag to keep wet items in)
- Sunscreen and bug spray already on and in your backpack.
- Weather appropriate clothing (rain gear, jacket/sweatshirt)

What to Bring for the Overnight

- Sleeping bag and pillow
- Pajamas
- Full change of weather appropriate clothing
- Toiletries

PLEASE MARK YOUR CHILD'S FULL NAME CLEARLY ON EVERYTHING – WE ARE NOT RESPONSIBLE FOR LOST OR MISSING ITEMS.

Additional Items Required for Pony Club:

Leather shoe with heel, long sleeved shirt, long pants

THE FOLLOWING ARE NOT PERMITTED and may be confiscated

Absolutely NO cellular phones, pagers, radios, TVs, video cameras, personal music devices, video games, laptops, other electronics, fireworks, aerosol spray cans, alcohol, tobacco products, illegal substances or weapons of any kind.

HOMESICKNESS

Going to day camp can be a challenging experience for a child of any age. Short term separation from parents and learning independence are important parts of growing up. Some children have difficulty coping with the challenges that come with going away to camp. This anxiety is perfectly normal and is common.

Talking with your camper prior to camp lets them know you have confidence in their ability to cope with the new camp lifestyle. Focus on the positive aspects of camp: Making new friends, exciting activities and how proud you will be when they succeed. Once at camp, our staff apply the best homesick cure known: We keep campers so busy and having so much fun with their new friends, they have little time to be homesick!

Daily Schedule

7:45	Check In Begins	1:00	Group Activity
8:15	Bus Arrives	1:45	Third Activity
8:40	Morning Assembly	2:45	Snack (included)
9:00	First Activity	3:00	Group Activity
10:15	Second Activity	4:15	Free Swim
11:30	Hopi Hari	5:00	Busses Depart
12:00	Lunch (Parents Provide lunch)	5:30	Check Out Ends

Health Care

HEALTH CARE

We have a well equipped Health Center with an onsite Nurse as well as counselors who are trained in emergency First Aid and CPR. If deemed necessary, you will be contacted to pick up your camper. If your child is ill, has been exposed to a contagious disease such as chicken pox, strep throat or whooping cough in the last 24 hours, or has a temperature, please do not send them to camp. In case of injury, Health Care Staff will take necessary steps to ensure proper emergency care, which may include: treatment by staff for minor injuries, phoning you as the parent for your instructions, calling local EMS providers or transporting to a doctor or emergency care facility.

It is very important that you provide us with complete emergency contact information. If you are traveling on vacation, please list an itinerary and phone numbers where you can be reached. In the case of any injury that requires medical attention, we will make every attempt to contact you prior to treatment. In the event you cannot be reached, we will have on file (on the Health Form) your written authorization to treat an injury.

INSURANCE

You, as the parent or guardian, are responsible for any and all medical costs incurred as a result of injury or illness while your child is at camp. For this reason, it is important that you send a photocopy of your insurance card.

HEALTH FORMS

All campers **MUST** have a completed health form on file. We cannot accept campers without this form. **It is required by the State of Wisconsin and our ACA Accreditation.**

1. All parents must complete every question as thoroughly as possible. You must sign the authorization to administer emergency medical treatment located on the front page.
2. As a day camp, the physician signature is recommended, yet not required.

MEDICATIONS

Do not pack any medications in your camper's back pack. Prescription drugs must be submitted to the Camp Staff **in the original container with the licensed physician's instructions**. Please place your packaged medications in a clearly labeled bag, (zip-lock bags work well), with camper's name, dosage and directions for administering.

All medications are administered by the camp health staff under a doctor or parent's written orders. Medications you wish your child to receive must be listed on the Health Form Addendum and Authorization to Administer Medication form. Unused medications can be picked up at check out.

*Non-prescription medications should not be brought to camp. The Health Care staff keep a supply of common non-prescription medications on hand and will administer when necessary.

*Please do not use camp as a time to change or experiment with your child's medications, dosages or times that they receive it. Your child's safety is our number one concern. Camp, much like school, requires that your child be able to focus and follow directions.

MEALS/DIETARY RESTRICTIONS

If your child participates in the over night, extra meals (dinner, breakfast and lunch) will be provided by Camp Matawa. Balanced meals are planned and served by the Food Service Staff. Campers eat family style meals in cabin groups in the dining hall. Cereal is available for breakfast and a salad bar is available for lunch and dinner each day. In addition, vegetarian meals are prepared for our vegetarian staff and campers. Note: To help ensure that we are able to meet your child's needs, if your camper is a vegetarian or has special dietary restrictions please include this information on their health form. Peanuts are not used in any of our meals or desserts due to the high number of peanut allergies.

Payment and Camp Store Information

PAYMENT INFORMATION

Deposit: A \$50 non-refundable deposit per session/per child must accompany your camper's registration and is applied to the total camp fee. ***The balance of the camp fee is due two weeks prior to your camp session.***

Refund Policy:

- Deposits are not refundable under any circumstance.
- In case of homesickness, dismissal due to poor behavior or voluntary withdrawal, there is no refund of fees.
- A physician authorized medical excuse is required to be considered for a refund of camp fees less deposit.

SCHOLARSHIPS

YMCA Camp Matawa is committed to making camp available to as many children as possible. Through the generosity of many donors, the YMCA Camp Matawa Strong Kids Scholarship Fund provides funds to families that would otherwise not be able to send their child to camp. For financial assistance information, please contact our office at (262)626-2149. You may also contact us for details on making a donation to Strong Kids.

PAYMENT PLANS

If you are interested in setting up a payment plan for your camp fees please contact the camp office or one of our staff directly with the contact info listed on page one.

CAMP STORE

We have a wide inventory of t-shirts, sweatshirts and souvenir items, snacks and beverages that campers can purchase. During the week, we do not accept cash at the store. We ask parents to deposit money in your camper's store account prior to camp. The camper then charges items against their balance. This may be a good opportunity for you to discuss fiscal management with your camper!

Please fill out the Store Form with child's name and initial deposit amount and send in with your camp fee balance. Unused store money will be refunded at the end of the session, or you may choose to donate the remainder to the YMCA Camp Matawa Strong Kids Scholarship Fund.

Camp Internet Communication Policy

In general, our camp views social networking sites (e.g., MySpace, Facebook), personal websites, and weblogs positively and respects the right of campers to use them as a medium of self-expression. If a camper chooses to identify himself or herself as a camper at our camp on such Internet venues, some readers of such websites or blogs may view the camper as a representative or spokesperson of the camp. In light of this possibility, our camp requires, as a condition of participation in the camp, that campers observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or employees:

1. Campers must be respectful in all communications and blogs related to or referencing the camp, its employees, and other campers.
2. Campers must not use obscenities, profanity, or vulgar language.
3. Campers must not use blogs or personal websites to disparage the camp, other campers, or employees of the camp.
4. Campers must not use blogs or personal websites to harass, bully, or intimidate other campers or employees of the camp. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person.
5. Campers must not use blogs or personal websites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Any camper found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including dismissal.

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Additionally, campers may not use the Camp Matawa logo or other representation of camp signs or facilities or photos of other campers without express written permission.

Directions to Camp

From the Milwaukee area and locations South of Camp:

Follow Hwy 41/45 North out of Milwaukee. When 41/45 split, stay on Hwy 45 towards West Bend. Follow Hwy 45 into the town of Kewaskum. Turn right on Hwy 28 East (third stoplight on Hwy 45) Follow to County Road S and turn left. Travel 2 miles on Hwy S to intersection of Hwy G. Stay straight on Hwy G. Travel 2.5 miles on Hwy G to Youth Camp Road. Turn right onto Youth Camp Road and travel one mile to entrance of camp on left.

From the Fond du Lac area and locations North of Camp:

Follow Hwy 41 South to the Campbellsport Exit, Hwy 67. Follow Hwy 67 to and through Campbellsport (pay close attention as Hwy 67 turns throughout the village). Follow 67 out of Campbellsport to Hwy 45. Turn right on Hwy 45 (South). Follow Hwy 45 South to Auburn Ashford Road (watch carefully for sign). Turn left onto Auburn Ashford and follow to point where it dead ends into Hwy G. Turn left and follow Hwy G to Youth Camp Road. Turn right onto Youth Camp Road and travel one mile to entrance of camp on left.

Day Camp Bus Routes*

Sessions 1, 3, 5, 6 and 7

Pick up: 7:45 am West Bend Silverbrook Middle School

8:05am Kewaskum Municipal Lot– Hwy 28

8:20am Arrive At Camp!!

Drop off: 5:00pm Leave Camp

5:15 pm Kewaskum Municipal Lot– Hwy 28

5:30 pm West Bend Silverbrook Middle School

Sessions 2 and 4

Pick up: 7:15 am Port Washington Feith Family Ozaukee YMCA

7:45 am West Bend Silverbrook Middle School

8:05am Kewaskum Municipal Lot– Hwy 28

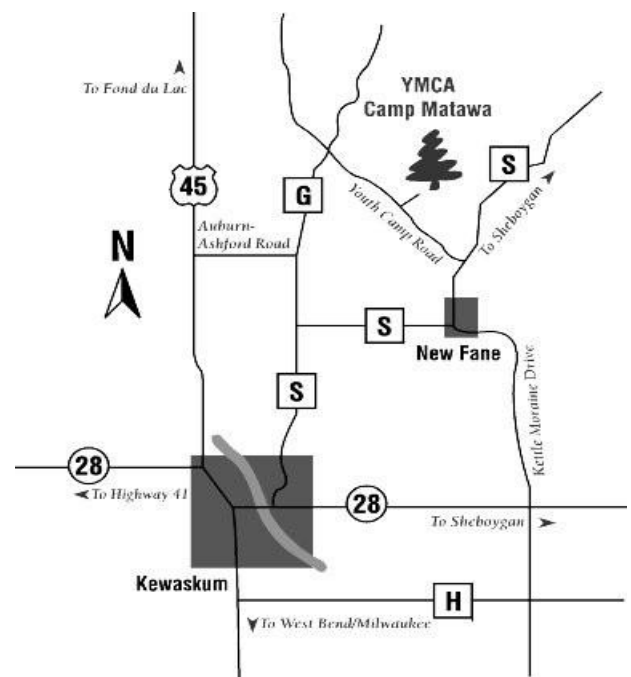
8:20am Arrive At Camp!!

Drop off: 5:00pm Leave Camp

5:15 pm Kewaskum Municipal Lot– Hwy 28

5:30 pm West Bend Silverbrook Middle School

6:00 pm Port Washington Feith Family Ozaukee YMCA



*Bus transportation is optional. \$25 additional fee per child per week. Bus transportation dependent on minimum number signed up.

BUS RULES

Campers are to follow the guidelines of the Behavior Agreement while on buses. Campers are to remain seated on the bus at all times. No food, drinks or candy are allowed to be consumed while on the bus at any time.