

YMCA CAMP MATAWA



YMCA Camp Matawa Overnight Camp Parent Handbook

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 will last a lifetime.

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 Parent/Camper Handbook will answer many of your questions concerning your campers' upcoming summer camp experience. Please read and save this guide. You'll need it now, and as your summer 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 including Physician's Signature | <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 |

CHECK-IN

Check-in is held each **Sunday from 2:00-3:00 p.m.** Prior to this, the camp staff are making final preparations for the week and may not be available to greet you. For campers who have turned in all necessary paperwork prior to arrival at camp, we have an express check-in available. Also, please bring medications separately, not packed with gear, for review with our Camp Nurse. **All campers will complete a health check as part of the check-in process.**

CHECK-OUT*

Each Friday, camper's families are invited to join us for dinner beginning at 5:30 p.m. If you are unable to join us for dinner our parent program begins at 6:30 p.m. with check out at 7:00 p.m. Please be on time to pick up your camper. All parents/guardians picking up campers are required to be listed on the campers pick up form and to **show a picture id**. *Please note: Mini session check-out is at 6:30 p.m. Wednesday. Extend your stay check-out is at 10:30 a.m. Sunday.

BUS TRANSPORTATION

For those making advanced arrangements, bus service is available between YMCA Camp Matawa and the West Suburban YMCA located at 2420 N. 124th Street in Wauwatosa. The cost is \$35 one way or \$50 round trip. The bus picks up at 11:30 a.m. on Sunday and drops off at 8:00 p.m. on Friday. **A photo id will be required at pick up.**

Staying in Touch with Your Camper

We encourage letters from you as the best way of communicating with your camper. Positive, supportive letters let your camper hear from you in a constructive way. You may want to send a letter a few days prior to the session to ensure it is received while your camper is at camp. Campers are encouraged to reply by writing letters as they are generally* not allowed to use the phone, fax or computers. We suggest that campers bring paper and pre-addressed stamped envelopes.

**Of course, in the case of an emergency, arrangements will be made to have the camper contact the family immediately. With this understanding, we ask that parents work with us in ensuring that campers do not bring cell phones to camp. Your assistance in this endeavor is greatly appreciated.*

LETTERS, EMAIL & FAXES

Letters: Camper Name, Session # & Cabin Name
YMCA Camp Matawa
N885 Youth Camp Road
Campbellsport, WI 53010

Email: Emails can be sent to campers via the camp website. Visit <http://www.matawa.org/Camper-Parent.php>.

Faxes: (262) 626-8189, include Camper Name, Cabin Name

CARE PACKAGES

Although all campers enjoy receiving packages from home, we discourage care packages containing food items, as they can create quite a bit of controversy in the cabin, as well as exposing campers with allergies, or other dietary restrictions to items that are unhealthy for them. Other great items for care packages are travel games, decks of cards, Madlibs and other fun things your campers can share with the whole cabin!

HOMESICKNESS

Going away to 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

GENERAL SCHEDULE *Schedules may vary by program

Our 2010 Daily Schedule continues to focus on the most important part of camp, helping campers to build friendships. For more specifics, please call the camp office!

7:00	Rise and Shine	1:45	Third Activity
7:15	Optional Morning Activity	3:00	Cabin Time
8:00	Breakfast	4:15	Free Swim
8:40	Morning Assembly	5:45	Dinner
9:00	First Activity	6:30	All Camp Activity/Village Activity
10:15	Second Activity	7:30	Cabin Time
12:00	Lunch	9:00	Reflections
12:45	Siesta	10:00	Lights Out

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. In case of illness, campers will be housed in the Health Center for no more than 24 hours. 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 all medical costs incurred as a result of injury or illness while your child is at camp. Please attach a copy of your insurance card to the health form.

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. A physician must complete and sign the appropriate sections.
3. For returning summer campers your last year's health exam may be acceptable if it occurred less than 24 months prior to this year's camp attendance. Please call our office to confirm if this is the case for your child.

MEDICATIONS*

Do not pack any medications in your camper's luggage. Prescription and over the counter drugs must be submitted to the Health Care 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 Authorization to Administer Medication form. Unused medications will be returned to your camper before 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.

MEALS/DIETARY RESTRICTIONS

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 \$100 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 June 1.***

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, souvenir items, ice cream and popsicles 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!

We recommend store deposits of \$40 per session. 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 can be picked up in the camp store at the end of the session, or you may choose to donate the remainder to the YMCA Camp Matawa Strong Kids Scholarship Fund.

Camp Packing List

This packing list is to assist in your preparation. **Please mark all clothing and equipment with the camper's name.** This will help us return lost items. Items listed are for a 1 week session. Add items accordingly for 2 week sessions. The YMCA is not responsible for lost or damaged personal items. Please leave valuables at home.

- | | | |
|---------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Sleeping Bag | <input type="checkbox"/> Sweatshirt– 2 | <input type="checkbox"/> Warm Sweater/Jacket |
| <input type="checkbox"/> Pillow | <input type="checkbox"/> T-Shirts– 5 | <input type="checkbox"/> Sneakers– 1 or 2 pair |
| <input type="checkbox"/> Toiletries | <input type="checkbox"/> Shorts– 5 pair | <input type="checkbox"/> Swimming Suit– 2 |
| <input type="checkbox"/> *Day pack/backpack | <input type="checkbox"/> Underwear– 6 pair | <input type="checkbox"/> Pajamas |
| <input type="checkbox"/> Towels– 1 bath, 1 beach | <input type="checkbox"/> Socks– 6 pair | <input type="checkbox"/> Hat or Cap with Brim |
| <input type="checkbox"/> Chapstick with sunscreen | <input type="checkbox"/> Water Bottle | <input type="checkbox"/> Insect Repellant (non aerosol) |
| <input type="checkbox"/> Raingear/Poncho | <input type="checkbox"/> Sunscreen (SPF 15 or higher) | <input type="checkbox"/> Returning campers! Bring your compass award! |

Optional Items:

- | | | |
|--------------------------------------------------------|------------------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Skateboard, helmet, pads** | <input type="checkbox"/> Reading Material | <input type="checkbox"/> Camera and Film |
| <input type="checkbox"/> Stationary, stamps, envelopes | <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Laundry Bag |
| <input type="checkbox"/> T-shirt for tie-dyeing | <input type="checkbox"/> Red and Blue shirt for Capture the Flag | |

*Campers do not return to cabins between activities and will need a bag to carry swimsuit, water bottle, etc.

**Helmets are required for skateboarding or rollerblading.

Additional Items Required for Equestrian Camp and Pony Club:

Leather shoe with heel, long sleeved shirt, long pants– 2 pair

*****Laacke and Joys stores in the Milwaukee Area are offering a 10% discount on items on this packing list! Take this list in to one of three locations to receive your camp supplies discount!**

Laacke & Joys - Downtown Milwaukee

1433 N. Water Street | Milwaukee, WI 53202
(414) 271-7878

Laacke & Joys - Brookfield Store

19233 W. Bluemound Road | Brookfield, WI 53045
(262) 782-2960

Laacke & Joys - Mequon Store

1515 W. Mequon Road | Mequon, WI 53092
(262) 241-4500

LAUNDRY

Please pack enough items for the length of your campers stay. Laundry facilities are generally not available for campers.

LOST AND FOUND

The camp experience is an opportunity for a camper to learn responsibility for their personal items. Please discuss with your camper the importance of caring for and keeping track of their gear as we are not responsible for lost or missing items.

THE FOLLOWING ARE NOT PERMITTED and may be confiscated

Absolutely NO pets, 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. It is not recommended to bring personal sports equipment that may be damaged at camp.

