



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2018 Day Camp

Parent and Camper Handbook

Hello Day Camp Families!

There is no place like Camp Jorn – a home away from home where kids laugh, learn, explore and grow in the outdoors, while creating memories and friendships that last a lifetime. Our mission is building character, confidence, and community through enriching outdoor experiences.

At Camp Jorn, caring and professional role models are committed to helping kids build confidence and character. Our highly trained staff helps campers realize that the Y is a place where they can be themselves while trying new things, building new skills and making new friends.

Parents look to the Camp Jorn YMCA for a safe and secure environment where children can learn practical social skills and develop positive values. To ensure the well-being of each child, we review our health and safety policies on an ongoing basis. Our staff-to-child ratio also allows our staff to give each camper the attention and guidance necessary to create a positive and safe environment.

We look forward to a summer that will create memories for your child that last a lifetime! Please do not hesitate to contact us at any time!

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Important Parent Information

Payment

The balance of fees is due on Friday **two weeks** before the start of your camper's session. All sessions start on a Monday. We accept checks, money orders, Visa, MasterCard and Discover. Please make checks payable to Camp Jorn YMCA. There is a \$25 fee for all returned checks. Go to www.campjornymca.org to make your payments directly online.

Or mail payments to:

Camp Jorn YMCA
13591 Zenner Lane
Manitowish Waters, WI 54545
Attn: Camp Registrar

If you would like to register for additional camp sessions throughout the summer, payment is due on **Friday two weeks** before the first day of the camp session. A \$30 nonrefundable deposit per week is due upon registration to guarantee your camper's enrollment and will be credited towards your balance. Forms need to be filled out only once per summer. We will copy them for additional weeks.

Refunds/Cancellation/Changes Policy

We understand that things change in your life. Any changes that need to be made to your camp schedule need to be made in writing to our camp office. We will try to accommodate these changes based on availability. The \$30 deposit is non-refundable. The balance is refundable if cancelled at least 2 weeks before your camper's session start date. Exceptions may be made for medical reasons. Feel free to contact us with questions at any time. Campers are not eligible for refunds or credits for partial or single day absences and or illnesses.

Scholarships Available for All Families

Camp Jorn YMCA believes that every child deserves the chance to experience the wonder of camp and the opportunity to benefit from the camp experience.

We are committed to providing this opportunity to children of all ages, backgrounds, abilities, and incomes. The scholarship form can be downloaded from our website.

How to Find Us

Camp Jorn YMCA is located at: 13591 Zenner Lane, Manitowish Waters, WI 54545.

Camp is situated on a 70+ acre peninsula of mature pine forest in Wisconsin's Northern Highland State Forest. Located on the shores of Rest Lake, part of the Manitowish Chain of Lakes.

Sample Daily Schedule

7:45 – 8:30 am	Child Arrival and Choice Activities
8:30 – 9:00 am	Opening Ceremony
9:00 – 9:15 am	Healthy Snack
9:15– 10:15 am	Play 60 Time!
10:15 – 10:45 am	Activity 1 (by age group)
11:00 – 11:30 am	Activity 2 (by age group)
11:45 am – 12:30 pm	Lunch
12:30 – 1:30 pm	R&R (Reading and Relaxation) Hour
1:30 – 2:30 pm	Swimming & Tubing
2:45 – 3:00 pm	Healthy Snack
3:00 – 3:30 pm	Activity 3 (by age group)
3:30 – 4:00 pm	Activity 4 (by age group)
4:00 – 4:15 pm	Closing Activity
4:30 – 5:30 pm	Choice Activities and Child Pick-Up

Activities

Here at Camp Jorn we believe every camper should have the opportunity to experience every activity! Below are some of the activities your camper will be able to participate in weekly:

Horseback Riding- All groups will have the opportunity to visit our Horse Program and ride a horse around our corral as well as learn about horsemanship. Long pants and closed toed shoes must be worn. Parents will be notified prior to camp session as to which day will be horseback riding.

Tubing – One of the campers’ favorite activities! All groups have the opportunity to go tubing at least one time during the week.

Swimming- Swimming is one of the most favored activities of the day! On their first day here, campers will have the opportunity to participate in a swim assessment to determine their swimming ability. Based on their swimming ability campers are allowed into the shallow, middle or deep sections. Shallow swimmers are allowed to go down our slide in the middle section if they wear a PFD.

Archery/Air Riflery/Slingshots- At each range, campers will have the opportunity to practice shooting targets with their group. Campers must be 7 years old and up to be able to experience target sports.

Overnights- Children participating in the overnights must be 8 years old or older. There is an extra fee of \$40 for the overnight program. Parents can sign up at the time of registration or by calling our camp office. During the overnight campers have a chance to experience more camp activities such as a large group game, gnome hunts, arts and crafts, reading at rest hour, fishing, boating and pontoon rides.

Shuttle Bus Service

Bus service is available from Arbor Vitae-Woodruff Elementary School (AV-W). Please use the transportation form during the registration process to select this option for your camper. There is a fee of \$5 per day per camper. Campers will be supervised by camp staff during their travel to and from camp.

Pick up/drop off location: Back parking lot at AV-W, 11065 Old 51 N, Woodruff, WI 54568

- The shuttle starts loading at 7:10am and leaves AV-W at 7:30 am
- Shuttle leaves Camp Jorn at 4:45 pm and arrives back at AV-W at 5:15 pm.

Check in and check out will be done at the bus stop with Camp Jorn staff. Buses will always have staff on board to supervise campers. Supervisors go through orientation during staff training regarding bus transportation and assisting parents and campers at stops. Bus staff will assist campers during the bus ride (getting seated, roll call, answer questions, help with any needs, etc.) Let your camper know staff is there to help!

We request that all children be picked up from the shuttle drop off by 5:30 pm. If there should be changes that would affect a campers' pick-up or drop off time (emergencies, weather, etc.) camp will email all parents, and use Facebook to notify parents.

If a child is not picked up by 5:30 PM, and no contact can be made with authorized persons, the camper will return to Camp Jorn with their counselor and can be picked up there.

All campers utilizing the shuttle **must be pre-registered** for the bus. A permission form must also be filled out and signed by a parent/guardian.

Please go over with your camper on their first Day:

Camper Expectations and Safety Guidelines on the Bus

1. Have fun on the bus while staying safe
2. Always listen closely to staff/driver instructions
3. Stay seated
4. Respect the driver at all times
5. Respect those around you
6. Speak with an inside voice
7. Take care of your own belongings and garbage
8. You may bring a book or notebook to draw or color in
9. Think of the great times you're going to have/just had at camp!!

Drop off & Pick Up

When you are dropping off or picking up your camper parents/guardians must sign their camper in and out. **Please have a photo ID ready at pick up as our counselors need to verify everyone as an authorized person.** We will not release campers to any unauthorized person. All authorized persons should be listed on the Enrollment Form. If your authorized persons change please notify us in writing to either the Office Manager or Program Director.

- Drop off time at camp: 7:45-8:30am
- Pick up time at camp: 4:30-5:30pm

What to Bring

We suggest that you put first and last name on all items that your camper brings.

- Backpack to hold personal items
- Water bottle with name on it
- Closed toed shoes
- Long pants when cool (and for horseback riding)
- Extra clothing
- Swimsuit & towel (each day)
- Sunscreen
- Insect repellent
- Raincoat
- Sweater, Sweatshirt, or Light Jacket when cool

Items to NOT bring: (Camp Jorn is not responsible for lost or stolen property)

If your campers brings these to camp, we will keep them in the office for the day.

- Electronics: tablets, phones, music devices, etc.
- Valuables
- Camping knives
- Candy/Soft Drinks/food
- Nut-products of any kind

Snacks & Meals

Camp Jorn will provide a light morning snack (9:00 am), lunch (12:00 pm) and a light afternoon snack (4:00 pm), as well as milk and water for meal and snack times. If your camper is participating in an overnight, dinner and breakfast will be provided as well. In the case of any dietary restrictions please make sure to provide all information on the Health Form.

Sunscreen/Insect Repellent

Please send sunscreen and insect repellent to camp with your camper. Sunscreen will be provided by the center if you wish to use that option. Please instruct your camper on how to apply and to periodically reapply throughout the day. Our camp staff cannot apply sunscreen for your camper in body areas covered by a bathing suit, but will remind your camper to reapply periodically, especially before and after swimming.

Weather

Camp is held rain or shine. Campers should dress appropriately for any weather; we suggest packing a spare set of dry clothing and raincoat for rainy days. In the event of severe weather such as extreme heat or rain, campers will be moved inside the YMCA to a safe area where their camp activities will continue.

Medications

Should your camper need to receive any medication while at camp, the parent/guardian must complete, sign and return the "Authorization to Administer Medication" form available on our website at

campjournymca.org. Prescription medication must be in the original bottle supplied by the doctor or pharmacist with the camper's name, date, dosage, directions for administering and physician's name printed on it. Non-prescription medication is to be labeled with the camper's name and the form signed by the parent/guardian including the dosage and directions for administration.

Medical/Emergency Procedures

If a minor injury occurs at camp, the camp staff follows standard first aid procedures. Any injury that may result in a scar, an injury to the head, face, or mouth, camp staff will call parents as soon as possible. In the event of a serious injury or illness, the camp staff will notify the parents/guardians immediately to secure permission for appropriate medical attention or need to pick up the child. If the injury requires immediate medical treatment, the camp staff will call 911 and then notify the parents/guardians. The designated hospital for treatment of any serious injury is Howard Young Medical Center – Emergency Room, Woodruff, 715-356-8005.

Health Concerns

Any health concerns listed on your camper's health form (non-food allergies, ADHD, etc.) will be addressed by the Health Officer. Staff working directly with your camper will be aware of any additional needs your camper may have while in our care.

Ill child procedure

When a child with an illness or condition, such as vomiting or diarrhea, having the potential to affect the health of other persons is observed at camp, the child shall be isolated in the Health Center Room. Our isolation rooms have a bed and are monitored by our health care staff. Isolation shall be used until the child can be picked up from camp. The child's parent, or emergency contact will be contacted as soon as possible after the illness is discovered and your camper will need to be picked up as soon as possible.

Trading Post

During their time at camp, your camper will be able to visit Trading Post, our camp store. Trading post has many items such as t-shirts, sweatshirts, water bottles, stickers, hats, mugs, and flashlights. A store deposit of \$10-20 is recommended your camper.

Lost and Found

Please mark all personal items clearly with camper's full name. If your camper loses a personal item at camp, please contact our camp office as soon as you notice. If the item has been found we will work with you to get it returned to you.

Unclaimed personal items are stored until September 15th and then we donate them to a local charity.

Camper Conduct and Behavior

Camp staff is trained in behavior management techniques, including positive guidance, redirection, and the setting of clear limits and expectations. Our intent is for your camper to have a very positive experience at camp. With your support, we will ensure that everyone has a great summer. Attempts to correct behavior through action plans, behavior contracts, and parent/guardian meetings are all part of our behavior management plan. Behavior that disrupts programming, endangers self or others, disrespects property or individuals, or requires repeated one-to-one attention may result in the camper being suspended and/or expelled from Camp Jorn. Any disciplinary action taken will relate directly to the child's action, not personality and will be handled in a timely manner. No physical punishment, humiliation, scare tactics, or controlling measures will be used by our staff. Methods using food or sleep deprivation, or extended isolation time will not be permitted.

Behavior Management Guidelines:

- ✓ Problem behavior addressed by on site staff.
- ✓ Parents notified based on seriousness and if behavior persists.
- ✓ Action plans with set time line created and put into place for camper's continuation in programs.
- ✓ Follow up meetings are set.
- ✓ Outcome–decision made regarding continuation or removal from program.

Camp Staff

Our counselors are selected on the basis of their proven abilities in working with children. Each staff member goes through an extensive hiring process including a criminal history background check, reference checks and an interview. All counselors receive 40 hours of training prior to the start of camp, including training in camp program areas, relating to children, licensing policies, health and safety skills and are certified in CPR and Standard First Aid and many will be certified life guards. Counselor to Camper ratio is:

5 & 6-year-old campers: 2 staff: 12 campers

7 years old and over: 2 staff: 18 campers

Questions and Who to Contact

Please do not hesitate to contact us at any time!

If your child won't be attending camp on a day they are scheduled to please contact us no later than 7 am. You can text Elizabeth at 920-379-8088 or call our office at 715-543-8808 and leave us a message.

For any questions about our day camp program please call
Elizabeth Mayer, senior program director at 715-543-8808 ext. 209 (office) -or-
920-379-8088 (cell)

For registration or payment questions, please contact Emir Butler, Office Manager at 715-543-8808.