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MYSTIC LAKE YMCA CAMP OVERNIGHT PARENT HANDBOOK

Dear Parent or Guardian:

Thank you for choosing Mystic Lake YMCA Camp for your child's summer camp experience. We have been hard at work planning to make this summer a safe and enjoyable experience for all of our participants. Please make sure you read through our Covid-19 Playbook on our website for more detailed information on our plans to help make camp a safe place during the Covid-19 pandemic.

OUR MISSION, OUR FOCUS & OUR VALUES

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Through our focus of...

Youth Development – Nurturing the potential of youth and teens

Healthy Living – Improving the health and well-being for our communities

Social Responsibility – Giving back and providing support to our neighbors

... each camp program is reflective of the values of honesty, caring, respect and responsibility. We also try our best to help campers grow physically, mentally, and spiritually all within a fun camp environment. Nurturing the potential in each and every child is of the utmost importance and we take on that challenge with an open mind.

GOALS AND EXPECTATIONS:

- To provide a safe, inviting and inclusive camp community for all of our participants
- To ensure trained and qualified staff dedicated to being professional role models work with your child
- To help foster friendships between your child and other campers
- To allow campers to learn and have fun in our exciting activities and traditional camping programs
- To provide children the opportunity to unplug from technology and experience time away in a safe and natural environment

Please use this information as a tool to help better prepare your family for your child's upcoming camp experience. We look forward to partnering with you in helping to bring your child up strong in spirit, mind and body!

If you have additional questions or would like more information please contact us at rwright@lansingymca.org or by phone at (517)827.9650.

REGISTRATION AND PAYMENT INFORMATION

HOW TO REGISTER

You may register for camp by any of the methods listed below. Enrollments are subject to availability.

- Via the website at www.mysticlakecamp.org
- Via phone at (517)827-9650
- By mail via our paper registration form found under our Camp Forms section on our website and mail to the Mystic Lake YMCA Camp at P.O. Box 100, Lake, MI 48632

REQUIRED CAMP FORMS – All Forms Completed Online

- Camper Release Form
- Health Form (includes Participant Waiver with parent signature)
- USDA Summer Food Program Family Information Form (optional)

All campers MUST have a completed health form with parent/guardian signature on file, we accept a camper without this form. This is required by the State of Michigan and the American Camp Association. For accurate health information, all campers need to have their form updated or completed each year. All forms can be found by logging in to your individual account.

REGISTRATION FEE

A nonrefundable registration fee of \$100 is required per session per child and must accompany your camper registration. The registration fee is applied to the total balance.

FINAL BALANCE

Your camper's final balance must be paid at least 15 days prior to the start of their camp session. For your convenience, our registration software will automatically withdraw this final balance at the time, if it has not been paid sooner.

REFUND POLICY

- Registration fee is nonrefundable
- In case of dismissal due to poor behavior or voluntary withdrawal, there is no refund of fees.

- A medical excuse must include a physician's authorized signature to be considered for a refund less the registration fee.
- Due to COVID-19, special exceptions regarding refunds will be made on a case by case basis. Refunds due to COVID-19 may include the registration fee.

FINANCIAL ASSISTANCE

We believe that no child should be turned away due to the inability to pay. Through the hard work of volunteers and generous donors, financial assistance is available for those who demonstrate need. All information is kept confidential and assistance is awarded on a first come, first serve basis.

The application can be found on our website.

ARRIVAL AND DEPARTURE INFORMATION

CAMPER CHECK IN at Camp

Check in is on Sunday from 2:00pm to 4:00pm. Prior to this, camp staff are involved in a staff meeting and preparing for your camper's arrival. A health screening is part of the check-in process. We do not provide early check in. Please see COVID-19 Playbook for additional information on check in.

CAMPER CHECK OUT at Camp

Check out at camp will be on Friday evening from 6-6:30pm. All parents/guardians picking up a camper must be listed on the Camper Release Form and show a picture ID. Please see COVID-19 Playbook for additional information on check-out.

BUS TRANSPORTATION

Lansing Bus Location is the Parkwood YMCA 2306 Haslett Road, East Lansing. Check-in at the bus is Sunday morning at 11:30am and the bus leaves the Parkwood YMCA at 12:00pm. The bus will return to the Parkwood YMCA at approximately 7:45pm on the following Friday. The fee for this service is \$30 each way. You must register in advance for bus transportation.

CAMP STORE-

From water bottles and t-shirts to sweatshirts and bandanas, camp offers a wide range of souvenirs and snacks for your child to purchase. The average store account is typically \$50 for one week of camp. Camp store accounts can be set up during the registration process so your child has an account waiting for them when they arrive at camp. **All store accounts must be set up with a credit/debit card.**

The camp store will not be available during check in on Sunday or check out on Friday evenings.

HEALTH INFORMATION

All campers must have a completed health form with parent/guardian signature on file each year. This is required by the State of Michigan and the American Camp Association.

INSURANCE

Mystic Lake YMCA Camp does not provide health insurance for campers. Please list your insurance carrier, insurance number and primary physician on the Health History Form.

MEDICATIONS

All medications, including inhalers, must be sent in their original container. The child's name, physician name and the directions including dosage and frequency must be clearly printed on the label. Send only the supply needed for your camper's stay. All medications and vitamins are to be given to the Health Officer at check-in. Parents are responsible for all necessary health care expenses while your child is at camp.

Inhalers and epi pens must have original labels.

MEALS

Our kitchen staff plan and prepare well balanced meals. Campers eat in cabin groups in designated locations. To help ensure we are able to meet your child's needs, if your child has a dietary restrictions, include this on their Health Form. You can call camp to discuss any dietary restrictions.

Please see more information on Food Service in our COVID-19 Playbook.

HEALTH CARE

Mystic Lake YMCA Camp has a well equipped Health Care Center with around the clock care from a Certified Health Officer. All staff are trained in first aid and CPR. We have a strong relationship with our local fire and rescue departments. Mystic Lake YMCA Camp has hosted training events with our local department to enhance their ability to respond to incidents at camp.

In case of illness, campers will be temporarily housed in the health center. If necessary, you will be contacted to pick up your camper. In case of sudden illness or injury, your camper may be transported by camp vehicle to Mid-Michigan Urgent Care or the Emergency Room in Clare. We will contact you or the emergency contact you have listed right away. If necessary, for the well-being of your camper, Mystic Lake YMCA Camp will transport your child via local ambulance.

Complete the emergency contact information thoroughly. If you are traveling, include the itinerary and phone numbers where you can be reached. In case of any injury or illness that requires medical attention, we will make every effort to contact you prior to treatment. In the event you cannot be reached, we will contact the emergency contacts.

Please see more information on Health Care in our COVID-19 Playbook.

CAMPERS WITH SPECIAL NEEDS

Mystic Lake YMCA Camp strives to offer a positive experience for children of all abilities whenever their needs can be met. We request that you call camp to review your child's needs and level of staff involvement. We will work with you to determine if Mystic Lake YMCA Camp is the right choice for your child.

CAMPER BEHAVIOR POLICY

It is our intention to provide positive, realistic expectations and guidelines for each camper to ensure their success at camp. We ask that all campers

make a commitment to following the camp rules. The following kinds of behaviors are not allowed. Campers could be sent home for the following:

- Leaving the group/camp
- Possession of tobacco, vaping materials, illegal drugs or alcohol
- Excessive, deliberate use of profane language
- Physical or emotional abuse of another camper or staff
- Being at or in the lake when not part of a scheduled activity
- Provoking fights or fighting
- Forcing others to do something they don't want to do
- Stealing
- Lying to camp staff about matters that are necessary for staff to know to protect camper's rights and welfare
- Deliberately damaging property
- Disrespecting camp rules and staff

BULLYING

Mystic Lake YMCA Camp takes bullying very seriously. Our staff works diligently to prevent campers from abusing physically, mentally or emotionally other campers. All behavioral incidents will be dealt with on a case by case basis. In most situations, should a second incident occur after the initial warning, parents will be required to pick up their child.

Contact with Staff Outside of YMCA of Lansing Programs

For the safety of the children in our programs and the YMCA staff, the YMCA of Lansing has a policy prohibiting contact between staff and children outside the YMCA, including babysitting and popular social networks such as Facebook, Snap Chat, Instagram, etc.

Parents please remember to monitor your children's internet use and to review personal web pages and blogs. If you notice that your child has been contacted by YMCA staff outside the YMCA, including social networks, please contact the Camp Director.

PACKING LIST

Write your child's name on everything. Add additional items for a two week stay accordingly. The YMCA is not responsible for lost or damaged personal items. Please leave valuables at home.

Clothing

- 4 pairs shorts
- 2 pairs blue jeans &/or pants
- Heavy sweater, sweatshirt or jacket
- 6 shirts (1-2 long sleeved)
- Swim suit
- Rain gear
- Flip-flops or sandals

Equipment

- Bag for dirty laundry
- Bin, tote or trunk to keep your child's belongings organized.
- Insect repellent
- Sunscreen (SPF 15 or greater)
- Flashlight, extra batteries & bulb
- Hat with brim
- Daypack or small backpack
- Water bottle

Bedding and Toiletries

- sleeping bag
- Bag or container to hold toiletries for one week
- Twin sheet to cover mattress
- Pillow and cover
- Pajamas
- Toothbrush & toothpaste
- Comb/brush
- Soap
- Washcloth & bath towel
- Deodorant
- Small bottle of hand sanitizer

Optional Items

- Camera
- Fishing pole & tackle (we have equipment at camp)

- Writing & Reading Material
- Stamps & envelopes (pre addressed is best!)
- White T-shirt for tye-dyeing
- Small fan
- masks

The following are not permitted: cell phones, personal music devices, laser pointers, video games, electronics, unapproved food items, or fireworks

LAUNDRY

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

KEEPING IN TOUCH

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. We suggest you send a letter a week prior to your child's session or bring to check in and hand to staff to insure it is received while your camper is here. Campers are encouraged to reply by writing letters as they are generally not allowed to use the phone or computers.

CARE PACKAGES

Although all campers enjoy receiving these packages from home, we discourage care packages containing food items. They can expose fellow campers to allergies or other dietary restrictions. Please keep snacks at home, our kitchen will provide snacks to campers. Campers can also purchase snacks in the camp store.

LETTERS

Mystic Lake YMCA Camp
Camper Name, Cabin Name (if known)
Dates Attending
P.O. Box 100 Lake, MI 48632

E-MAIL

Parents may email their camper at mysticcampers@lansingymca.org. Please list camper name and cabin in subject line. Note that campers will not be

able to reply via email. Emails received after 12:00pm may not be delivered until the next day. The final delivery of email will be Friday at 12:00 pm.

Scheduled Emails from Camp

Camp directors will communicate with parents of current campers via e-mail on Monday and Thursday via email. You will have the opportunity to look at a daily photo album and receive periodic emails from camp.

MISSING HOME

Going 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. 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. We keep campers so busy and having so much fun with their new friends, they have little time to miss home!

LOST AND FOUND

The camp experience is an opportunity for a camper to learn responsibility for their personal articles. Please discuss with your camper the importance of caring for and keeping track of their gear. Any unclaimed items will be held for a period of 2 weeks and then donated to charity.

Typical Day at Mystic Lake YMCA Camp

7:00am	Wake up
8:00am	Breakfast
9:15am-12pm	Morning Activities
12:30pm	Lunch
1:30pm	Rest Hour
2:30pm – 5:30	Afternoon Activities/Open Swim
6:00pm	Dinner
7:00pm	Evening Activities
8:30-10pm	Lights Out by Village/Age

Thank you for choosing Mystic Lake. Please reach out to use at any point about your preparation for camp.

Ricky Wright, Executive Director, rwright@lansingymca.org

Amiee Woodrow, Senior Program Director, awoodrow@lansingymca.org