

# MYSTIC LAKE

## YMCA RESIDENT CAMP



# FAMILY HANDBOOK

Lansing YMCA Mystic Lake Camp  
9505 Ludington Dr.  
Lake, MI 48632  
Phone: (517) 827-9650  
[www.mysticlakecamp.org](http://www.mysticlakecamp.org)



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Download a detailed version of this handbook at <https://mysticlakecamp.org>

Updated 3/28/24

# HOW TO REGISTER

## PHONE

Call our office to register over the phone at  
517.827.9650

## ONLINE

Register online at [mysticlakecamp.org](http://mysticlakecamp.org)

## MAIL

Our paper registration form can be found  
under our Camp Forms section on our  
website and mail to:  
Mystic Lake YMCA Camp  
P.O. Box 100, Lake, MI 48632

Enrollments are subject to availability.

## REQUIRED CAMP FORMS

Camp Forms must be completed online 15 days prior to your child's arrival for camp. All forms can be found by logging in to your individual account.

Required Forms

- 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 cannot legally accept a camper without this form. This is required by the State of Michigan and the American Camp Association. For accurate health information, all health history forms will be completed annually.

## CABIN MATE REQUEST

Campers in the same program and age group may mutually request one another on your registration. We will attempt to honor all requests, though differences in ages and program may not be accommodated.

## REGISTRATION FEE

A nonrefundable registration fee of \$100 is included in the camp fee and is required per session per child. The registration fee must accompany your camper registration.

## 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.

## 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

The \$100 registration fee is nonrefundable. In the case of dismissal due to poor behavior or voluntary withdrawal, there is no refund of fees.

# ARRIVAL AND DEPARTURE AT CAMP

## CAMP CHECK-IN

Check-in at camp is on Sunday from 2:00pm to 4:00pm. Check-in will be by last name.

A-M are 2:00 pm - 3:00 pm

L to Z are 3:00 pm - 4:00 pm

Prior to this, camp staff are involved in a staff meeting and preparing for your camper's arrival. We do not provide early check in.

## CAMP CHECK-OUT

Check out at camp will be on Friday evening from 6:00pm - 6:30pm.

Anyone picking up a camper must be listed on the Camper Release Form and must show a picture ID.

## BUS TRANSPORTATION

Lansing Bus Location is the Parkwood YMCA 2306 Haslett Road, East Lansing.

The fee for this service is \$30 each way. You must register in advance for bus transportation.

## BUS CHECK-IN

Check-in at the bus is Sunday morning at 11:30am and the bus leaves the Parkwood YMCA at 12:00pm.

## BUS CHECK-OUT

Check-out at the bus stop is 7:45pm on Friday.

Anyone picking up a camper must be listed on the Camper Release Form and must show a picture ID.

## 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.

T-Shirts	\$15 - \$20	Stuffed Animals	\$13 - \$16
Sweatshirts	\$28 - \$45	Bucket Hats	\$18 - \$22
Jewelry	\$2 - \$6	Water Bottles	\$6 - \$10

# HEALTH

All campers must have a completed health form with their parent/guardian's signature on file each year. This is required by the State of Michigan and the American Camp Association. Forms are found on the registration site. Parents are responsible for all necessary health care expenses while your child is at camp.

## HEALTH CARE CENTER

Mystic Lake YMCA Camp has a 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. 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 in Clare 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.

## COMMUNICABLE DISEASE

Monitor your child's wellness prior to their arrival to camp. If your child shows any symptoms such as runny nose, sore throat, cough, fever, diarrhea, vomiting, fatigue or generally not feeling well, please call camp to reschedule your child's week.

If your child has been in close contact with anyone who has had Covid19, flu, cold or any other illnesses, please call camp to reschedule your child's week. We want to keep our camp community healthy.

Please prep your child for camp so they know to wash hands before and after eating, not to share personal items such as hair brushes or anything that goes near eyes and mouth, including water bottles.

## MANAGEMENT OF COMMUNICABLE DISEASE

If an individual has any of the following signs and/or symptoms of illness they will be immediately isolated and may need to be picked up from camp:

- Diarrhea
- Severe cough
- Difficult or rapid breathing
- Yellowish skin or eyes
- Temperature of 100.4 F or higher
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff Neck
- Vomiting
- Evidence of lice, scabies, or other parasitic infection
- Severe stomach or head pain

If any of these symptoms are present prior to the start of camp, please do not proceed to camp to ensure the well-being of others. If an individual has a communicable disease, a return note from a physician is required for program participation.

# MEDICATIONS

All medications and vitamins are to be given to the Health Officer at check-in.

All medications, including inhalers and epi-pens, must be sent in their original container with the packaging. The child's name, label, 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. Campers may not keep any medications in their cabins. Second doses of emergency medications such as epi-pens or inhalers are allowed.

Per state of Michigan licensing medications not in original containers will not be accepted by camp. All medications must be administered according to the dosing instructions on the labels including prescribed medications and over counter medications. Expired medications, pill organizers or loose medications will not be accepted.

# 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. Parents are responsible for all necessary health care expenses while your child is at camp.

# MEALS

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

Meals typically include camper favorites such as chicken tenders and mac n cheese, deli sandwich and chips lunch, baked spaghetti and pancakes and sausage. Talk with your child about how food at camp will be different from food at home and encourage them to try the new food.

Campers are provided breakfast, lunch, afternoon snack, dinner and evening snack.

Campers do not need to bring snacks from home as they are provided throughout the day. If your child chooses to bring snacks they must be labeled and stored in a plastic container. No snacks may be processed in a facility with peanuts or tree nuts and may not contain any peanuts, peanut butter or nuts of any kind. Snacks containing nuts will be removed from cabins and discarded.

# CAMPER ACCOMODATIONS

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

Mystic Lake YMCA facilitates programming focusing on our four core values: honesty, caring, respect, and responsibility. All campers begin their day with an all camp gathering to highlight each of these values. The four core values are modeled by our staff and practiced by all of our campers. It is our intention to provide positive, realistic expectations and guidelines for each camper to ensure their success at camp. Campers are managed through focusing on their positive choices, redirecting their behavior and offering them new strategies. The following kinds of behaviors are not allowed and campers may be removed from the program:

- Leaving the group/camp
- Possession of tobacco, vaping materials, illegal drugs or alcohol
- Excessive, deliberate use of profane language or hate speech
- 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 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
- Camper is unwilling to work toward improvement.
- Any behavior that damages the camp experience of another camper.

Parents will be notified when a camper's behavior escalates beyond their cabin counselor. When a leadership team member is involved parents will be notified and may be asked to speak to their child. If behavior support and redirection do not result in a changed behavior the family will be asked to pick up their child from the program.

**BULLYING:** 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 and education of the harm of their actions, parents will be required to pick up their child.

No refunds or proration will be given for a camper being removed from their program due to unallowed behavior.

# KEEPING IN TOUCH

A big part of the camp experience is being fully present at camp. 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 them to check in to insure it is received while your camper is here. Campers are encouraged to reply by writing letters as they are not allowed to use the phone or computers. We find that phone calls exacerbate missing home as opposed to soothing it.

## SCHEDULED EMAILS AND DAILY PHOTOS

Camp directors will communicate with parents of current campers via email on Monday and Thursday. The Monday email will contain a link to our daily photo album from camp. You will be able to see daily photo albums of camp the week your child is with us. Some days your child will not be in pictures. We ask children before we take their photo and if they say they are not interested - we do not take their picture.

## CARE PACKAGES

You can send games, bubbles, puzzles or cabin décor. If you do send care packages containing food, all food must not be made in a facility with nuts and may not contain peanuts, peanut butter or tree nuts of any sort. They can expose fellow campers to allergies or other dietary restrictions.

## LETTERS

Mystic Lake YMCA Camp  
Camper Name  
Dates Attending  
P.O. Box 100  
Lake, MI 48632

## E-MAIL

Parents may email their camper at [mysticcampers@lansingymca.org](mailto:mysticcampers@lansingymca.org). Please list the camper's name and the cabin (if known) in subject line. Campers will not be able to reply via email. Emails received after 12:00 pm may not be delivered until the next day. The final delivery of email will be Friday at 12:00 pm.

## CONTACT WITH STAFF AFTER CAMP

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, Snapchat, 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 us.

# SAMPLE DAILY SCHEDULE

**7:00 AM** RISING AND SHINE!

**8:30 AM** FLAG RAISING & BREAKFAST

**9:00 AM** MORNING ACTIVITIES

**12:30 PM** LUNCH

**1:30 PM** REST HOUR

**2:30 PM** AFTERNOON ACTIVITIES

**6:00 PM** DINNER

**7:00 PM** EVENING ACTIVITIES

**8:30 PM - 10:00PM** LIGHTS OUT BY AGE GROUP





# 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 of shorts
- 2 pairs of blue jeans and/or pants
- Heavy sweater, sweatshirt or jacket
- 6 shirts (1-2 long sleeved)
- Swim suit
- Rain gear
- Closed toed shoes
- Flip-flops or sandals for showers
- Pajamas

## BEDDING AND TOILETRIES

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

The following are not permitted: illegal substances, weapons of any kind (including pocket knives), cell phones, personal music devices, laser pointers, video games, smart watches or fireworks.

## EQUIPMENT

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

## OPTIONAL ITEMS

- Camera
- Fishing pole & tackle (equipment is available at camp)
- Writing & reading materials
- Stamps and envelopes (pre-addressed is best!)
- White t-shirt for tie-dyeing
- Small fan (battery powered is best)

## TECHNOLOGY

In today's day and age young people are rarely given the opportunity to unplug for a week. In our programs we ask campers to go outside their comfort zones and connect to their cabin mates in an organic way. For the privacy of other campers and camper safety we ask parents to partner with us and keep your child's cell phone at home. Campers who bring a cell phone will have it confiscated and stored in the office. Camp is not responsible for damage to any electronics brought to camp.

## LOST AND FOUND

Label everything your child brings to camp with their first and last name. 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.

## LAUNDRY

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

# PREPARING YOUR CHILD FOR CAMP

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, that they have little time to miss home!

Missing Home usually displays itself as sadness, crying, and mild anxiety about being away from home. This is managed by our trained staff as they know the signs and have many strategies for alleviating these negative feelings, ranging from "get to know you" games, one-on-one conversations, writing letters home, as well as creating an exciting and energetic schedule of activities. You may receive a letter early in the session from your camper relaying strong feelings of missing home during this transitional period, this is normal.

Do not promise your child you will come get them if they don't like camp. This is a phrase we often see campers struggle through. Talk with your child about "when" not IF. When talking with your camper about camp let them know they may miss home and that they will be ok! Remind them all of their counselors are away from home too. Help them remember they are brave and capable of practicing their independence while they are at camp. Talk with them about all the new learning they are going to do at camp as well! There will be camp activities they will do for the first time, and it is great to be new at things! The bed will be different than at home, the food will be a little different, and remind them how brave they are and how much fun they will have!

Camp is a very physically and emotionally busy week. Campers will meet new people and spend their entire day with others, they will walk (a lot) and be learning new things. Please prepare your child with the items they need to be physically prepared for camp as well as their courage to learn new things and learn about new people. Many of the Mystic Lake staff are international counselors so your child may have an additional opportunity to learn about a new culture.

# PREPARING PARENTS FOR CAMP

You will miss your child as much as they miss you! It's vital for families to be aware of their own emotions and avoid passing them on to their child. For example, instead of saying "I'm really going to miss you," say "I'm looking forward to hearing all about the fun you've had when you get home."

If you have any concerns, your first point of contact should be the camp director. Missing home only becomes a problem when the negative feelings become so strong that making friends, having fun, sleeping, eating, or participating in activities is difficult for the child. In this extreme and rare case, the camp director will contact you to work together to decide the course of action. No proration or refunds will be given due to departing camp for missing home.

# See you soon!



*This institution is an equal opportunity provider.*



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virtual tour of camp!**