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YMCA CAMP LETTS 2019 PARENT HANDBOOK DAY CAMP



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Table of Contents

Before Your Arrival

- What to Expect
- Goals of Camp
- Camp Staff
- Fees
- Camper Paperwork to be Completed
- Changing or Cancelling Registration
- Clothing
- What Not to Bring
- Cell Phones
- Camp Store
- Special Emotional/Physical Needs

While at Camp

- Camper Drop Off and Pick Up
- Daily Schedule
- Activities
- Lunch and Snacks
- Add On Programs
- Swim Tests

- Equestrian Center
- Waterfront
- Curious What Your Camper is Doing?
- Thursday Night
- Behavior Management
- Shared Responsibilities

At the End of Camp

- Pick Up Authorization
- Awards Ceremony
- Lost and Found
- Refunds

Health and Safety

- Health Care
- Medications
- Illnesses and Injuries
- Insurance
- Emergencies

Suggest Packing List

- Daily Packing List
- Suggested Items for Add On Programs
 - Horse Masters
 - Trail Rides
 - Waterski/Wakeboard
 - Sailing
 - Paintball



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Before Your Arrival

What to Expect

Attending summer camp is a very exciting experience for both campers and parents! It is very natural for both to be a bit anxious and nervous about your camper adopting new routines or daily activities, and meeting new friends. We want to familiarize you and your camper(s) with our procedures, policies, and philosophies in order to minimize any first day anxiety. This handbook is an opportunity for us to take time to explain this and share information with you. Also, take comfort that YMCA Camp Letts has well trained staff, accustomed to making campers feel welcome and at home.

Goals of Camp

At Camp Letts we have three simple goals for every camper:

- Have fun
- Learn something new
- Make new friends
-

Camp Staff

Camp Letts recruits individuals whose warmth, maturity, and companionship will add to your camper's experience. Our diverse camp staff consists of counselors from many different areas of the globe. All camp staff go through an extensive screening process including interviews, character references, fingerprinting, FBI and State background checks for American staff, and Interpol background checks for International staff. As a mandate of employment, all camp staff go through an intense two week training prior to campers' arrival.

Fees

All fees are payable as follows:

- A non-refundable registration fee must accompany all registrations.
- The balance of the camp fee, camp store, and add-on activities must be paid in full **no later than two weeks prior to the camper's arrival**. Bills are not rendered.

Camper Paperwork to be Completed

To ensure the safety of your camper, we must have all of the following paperwork returned to camp at least two weeks prior to your camper's arrival:

- Day Camp Registration and Emergency Pick-Up Authorization Form
- Camper Health History: Including Immunization records *(must be provided by Physician)*
- *IF NEEDED:* Medication Administration Authorization Form: If we are administering medication for your camper, a physician's signature must appear on the Medication Administration Authorization Form. **By law, we are unable to accept medications, including over the counter medications, without a physician's signature.** Medications must be stored in their original container.



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- Participant Waiver
- Proof of Health Insurance

Changing or Cancelling Registration

Any requested changes to a camper's registration, including but not limited to: switching sessions, cancelling sessions, registering for an add-on activity, adding money to the camp store, etc. should be done at least two weeks prior to your camper's first day. Should it be necessary to make any alterations to your camper's registration, please call the Camp Letts main office: 410-919-1400.

Clothing

Please send your camper in appropriate clothing each day, taking into consideration the weather forecast and camp activities. We encourage your campers to wear older clothing to camp as your camper will be in a rugged, natural environment playing sports, hiking through woods, and much more. **Swimwear can be worn under the clothing throughout the day or brought in a backpack to change into for water activities.**

NOTE: If your camper is registered for an add on programs, please have your camper dressed and ready for that activity when dropped off each day.

What Not to Bring

Camp is a natural setting to retreat from electronic technology and to get more in touch with nature and people. Radios, electronic games, cell phones, iPods, MP3 players, CD players, and other electronic devices do not fit into this setting. Camp Letts is not responsible for lost or damaged items from this list. Please leave these at home. Also, please leave firearms, weapons, matches, lighters, knives (Including pocket knives), tobacco products, expensive items, illegal drugs, and money at home.

Cell Phones

As our society becomes increasingly more dependent on cell phones, and with the growing abilities of today's technology, we ask that campers do not bring cell phones or internet capable devices with them. Camp is a natural environment, an environment in which cell phones do not fit. When campers focus more on their cell phones rather than the human relationships in front of them, they inhibit one of the goals of camp, to make a friend. Also, with the growing abilities of cell phones, such as uploading videos taken with the phone to the internet, cyber bullying becomes a concern. Cell phones also hinder the camp staff's ability to affectively do their job. When a camper has an issue and has a cell phone in their possession, their first reaction is to call you, the parent, rather than speak with the counselor who is there. Camp will always arrange for necessary phone calls. We take this cause very seriously, so please do not allow your camper to bring a cell phone to camp. A cell phone found with a camper will be taken away for safe storage and may be grounds for dismissal.

Camp Store

The camp store offers many "extras" including snacks, drinks, clothing, flashlights, Camp Letts apparel, and other amenities. You have the option of opening a store account for your camper to use while at camp. If your camper is attending more than one session and there is still money in their account at the end of the



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session, that balance will be carried over to the next session they are attending. Campers will have a chance to purchase a snack every day after lunch. Cash transactions will only be accepted during Check Out on Friday from 4:00 pm – 6:00 pm. A minimum of \$5 may be added to the camper's store account. Campers are unable to withdrawal money from this account. Any remaining money at the end of each camp session is donated to our Caring for Communities Campaign. This fund enables more children to attend Camp Letts.

Special Emotional/Physical Needs

If you have any special needs or requests, please let Camp Letts know. The Camp Director is a great resource for any concerns that you may have. We will make every attempt to serve campers who have physical or special emotional needs. Please be thorough and honest when filling out the camper paperwork so Camp can be prepared for the arrival of your camper. We have a policy not to accept campers beyond our training or capabilities.

While at Camp

Camper Drop Off and Pick Up

Time of Drop Off: 8:30 am – 9:00 am

Extended Hours: 7:00 am – 8:30 am

Time of Pick Up: 4:00 pm – 4:30 pm

Extended Hours: 4:30 pm – 6:00 pm

Location: Fisher Hall

Drop off for campers is between 8:30 am – 9:00 am every day, extended hours drop off is 7:00 am – 8:30 am. Please give yourself an extra 20-30 minutes for Monday drop off as there is sometimes a delay on the first day of each session.

Pick up for campers is between 4:00 pm – 6:00 pm every day, extended hours pick up is 4:30 pm – 6:00 pm. Parents are encouraged to join us for our Awards Ceremony at 3:30 pm each Friday. At Camp Letts, we take our responsibility for the welfare of your child very seriously. All individuals picking up a child must present a valid *PHOTO ID EVERYDAY* matching the name as it appears on the approved pick-up list provided by the parent/guardian. Parents/guardians will only be able to pick up a camper if an authorized to pick up card has been issued by the sign out table at Fisher Hall.

All vehicles are requested to adhere to our 15 mph speed limits on the camp road.

Daily Schedule

Below is a sample schedule of what your camper may experience each week. Activities during the "Activity Periods" may vary from day to day and week to week.

MONDAY – THURSDAY

7:00 am – 8:30 am

8:30 am – 9:00 am

9:05 am – 10:00 am

Extended Morning Hours – Early Camper Drop Off

Morning Check In

Activity Period 1



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10:05 am – 11:00 am	Activity Period 2
11:05 am – 11:25 am	Announcements and Cheers
11:30 pm – 12:25 pm	Lunch
12:35 pm – 1:30 pm	Specialized Camp Activities: Canoes, Sea Sled, Zip Line, Pony Rides, Camp Wide Games, Tie Dye, Archery
1:35 pm – 2:20 pm	Min'esta (Mini Fiesta)
2:25 pm – 3:50 pm	Pool (includes transition to and from the pool)
3:50 pm – 4:00 pm	Snack time
4:00 pm – 4:30 pm	Camper Pick Up Begins
4:30 pm – 6:00 pm	Extended Afternoon Hours – If registered for Extended Hours: campers must be picked up by 6:00 pm

FRIDAY

7:00 am – 8:30 am	Extended Morning Hours – Early Camper Drop Off
8:30 am – 9:00 am	Morning Check In
9:05 am – 10:00 am	Activity Period 1
10:05 am – 11:00 am	Activity Period 2
11:05 am – 11:25 am	Announcements and Cheers
11:30 am – 12:25 pm	Lunch
12:35 pm – 1:30 pm	Specialized Camp Activities
1:35 pm – 2:20 pm	Camp Fire
2:25 pm – 3:20 pm	Pool (includes transition to and from the pool)
3:30 pm – 4:00 pm	Awards Ceremony
4:00 pm – 4:30 pm	Camper Pick Up Begins
4:30 pm – 6:00 pm	Extended Afternoon Hours – If registered for Extended Hours: campers must be pick up by 6:00 pm

Activities

Each morning there are two one-hour long activity periods. During this time, campers will be given the option of two different activities based on their age group. For example, Juniors may be able to choose between a nature hike or indoor games during an activity period.

Every camper will be given the opportunity to experience the following Camp Letts activities: canoeing, sea sled, zip lining, pony rides, camp wide games like Counselor Hunt, tie dye, campfire with s'mores and archery.

There are more activities at Camp Letts than your camper can participate in during a session. Also, it is unavoidable that very popular activities must turn away several campers due to maximum capacities. Please do not be disappointed if your camper does not participate in everything he or she desires, but encourage them to look forward to another year when they may participate in new activities. Preregistering is only accepted for paid Add-ons.

Activities are weather dependent and may be cancelled or rescheduled at the discretion of Camp.



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Lunch and Snacks

Campers should bring a bag lunch including snacks and drinks every day. We will provide refrigeration and drinking water throughout the day.

Campers registered for the Thursday Sleepover will be provided dinner on Thursday night and breakfast and lunch on Friday. Campers registered for the Thursday Campfire will be provided dinner on Thursday night and should be picked up no later than 9:30 pm.

Add On Programs

Add On programs are those programs that should be preregistered for before camp to ensure your campers get a space in the program. These are camp activities with an additional cost. Most activities take place during the morning between 9:15 am – 12:15 pm, some programs may vary. Campers signing up for an add on program will be limited to the number of additional activities they can participate in each week. Only one add on program can be registered for each week.

Swim Tests

All campers must take a swim evaluation test during the opening day of the session to demonstrate their swimming ability. This helps the staff establish the safest areas in which campers may swim or boat. All campers who receive our red band will be required to participate in our Swim Safety Program. The goal of the Swim Safety Program is to help each camper reach a green band where they need to demonstrate basic swimming abilities. There is no additional cost for participating in the Swim Safety Program. Parents may waive their camper out of these lessons.

Equestrian Center

The Equestrian Center offers several different programs throughout the summer, for our Day Camp this includes Pony Rides and Horse Masters. All campers enrolled in the Horse Masters Program will take a riding assessment the first Monday of the session to determine his or her riding abilities to be placed in the appropriate Horse Masters Program level. Depending on the program your camper is enrolled in depends on the required riding gear you must pack.

- Pony Rides: Must have closed heel shoes (no flip-flops, sandals, clogs, etc.) Tennis shoes or sneakers are acceptable.
- Horse Masters: Must have long pants (jeans, breeches, jodhpurs, etc.) Footwear must have at least a 1/2 inch heel and must be closed toe and closed heel. Tennis shoes, sneakers, mountain boots, construction boots, or snow boots are NOT permitted due to rider safety.

Waterfront

Camp Letts is lucky to be located on an inlet of the Chesapeake Bay along the Rhode River. This is both a natural waterway and public water. As with all natural waterways along the Chesapeake Bay, native plants and animals can be found in the water along our coast, including jellyfish. The population of jellyfish varies



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not only from summer to summer, but from week to week and day to day. The jellyfish found in our waters are nonthreatening, but will sting. Stings are nonlethal and are easily treated by our staff. If you or your camper is concerned about the possible sting of a jellyfish, you are more than welcome to pack a wetsuit to avoid stings.

Curious What Your Camper is Doing?

Camp Letts has several different social media outlets that are updated frequently throughout the summer. Please check them out at:

- Website: www.campletts.org
- Facebook: www.facebook.com/campletts
- Flickr: <https://www.flickr.com/photos/ycampletts>

We will try to update our Flickr page at least once throughout the week. Unfortunately, not all campers will be photographed, though we try our best to photograph as many campers as we can.

Thursday Night

Our Day Campers have the option of getting a taste of Overnight Camp each Thursday through two different options.

Campers registered for the Thursday Sleepover will join our Overnight Campers starting at 5:45 pm for the lowering of the flag. The rest of the day will be packed with dinner, fiesta, and our closing campfire. Campers will sleep in a sleepover setting, not in cabins, in either Fisher Hall or the Boat House. With wake up around 7:00 am Friday morning the overnight experience continues with raising the flag and joining in on breakfast.

Campers will be provided three meals throughout the sleepover, these include: Thursday dinner, Friday breakfast, and Friday lunch. Any snacks or drinks should be packed with the camper.

Packing list: sleeping bag, pillow, change of clothes for Friday, pajamas, toiletries, and a flashlight.

Campers registered for the Thursday Campfire will join our Overnight Campers just like the Day Campers staying for the sleepover. They will join Overnight Camp for lowering of the flag, dinner, fiesta, and our closing campfire. Campers should be picked up no later than 9:30 pm and should call 443-871-0501 upon arrival.

Behavior Management

Camp Letts uses a behavior management system based on the four core principles of the YMCA: Caring, Honesty, Respect and Responsibility. In all areas requiring discipline (which literally means "to teach"), it is our primary aim to help children educate themselves, so that they learn to make better choices in the future. Our trained counselors and staff try to help campers genuinely help themselves and make restitution for any harm that has been caused. Problems are an opportunity for campers to grow. In the event of any serious problems, parents will be promptly notified. If behavior problems continue or exceed our capacity, campers



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will be sent home. Please contact us before your camper's first day at camp to discuss known, significant issues. There are no refunds for campers dismissed due to behavioral or psychological issues.

Shared Responsibilities

Personal responsibility and group cooperation are important elements of the camp experience. Mature, caring counselors work with campers on the importance of caring for one's personal area and belongings, assisting in daily clean up, and pitching in on general camp tasks such as all camp clean up. We strive to imprint these characteristics on each camper so they will carry over this responsibility to home and school.

At the End of Camp

Pick Up Authorization

No camper will be released to someone not on the Pick Up Authorization information, including a parent. Please be thorough when completing the form. If you need to make additions/alterations after the forms have been submitted, please email the Camp Director or call the office.

All campers must be signed out properly with the check out table and Counselors. Please have photo ID ready and be sure to collect an Authorized to Pick Up card before collecting your camper. Any person trying to collect a camper without the Authorized to Pick Up card will be asked to visit the check out table.

Awards Ceremony

At the end of each week, all Camp Letts campers will meet together one last time for our Awards Ceremony. This is a great opportunity for parents to meet your camper's new friends and favorite counselors. The Awards Ceremony is at the Boathouse (white building near the waterfront) at 3:30 pm every Friday. Awards from the week will be recognized, campers will show off the Crew chants from the week, Staff of Week will be recognized, and the most important part, the Crew Cup will be awarded to the Crew that earned the most points Crew points throughout the week.

Lost and Found

We will make every effort to return lost and found items while your camper is at camp. Please mark all items with a permanent marker or laundry label for easy identification and return. Lost and found items from the camp week will be collected in the Dining Hall and then set up for display near the store during check out each Friday. Please check this area before leaving camp to ensure your camper has not left anything behind. If you discover any lost items when you arrive home, please call the office at 410-919-1400 and we will try to locate the item(s). Any unclaimed items are stored for one week only and then donated.



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Refunds

Upon registration, the parent/guardian agrees and understands in cases of dismissal, homesickness, or voluntary withdrawal from camp, there will be no refund of camp fees. If it is deemed advisable by the camp to send a camper home due to medical reasons, a parent/guardian must request, in writing, a pro rata refund for the remainder of the session. **There will be no refunds for no shows or cancellations made within two weeks of the expected arrival date.** There are also no refunds for cancellations of activities due to weather related conditions. The YMCA reserves the right to refuse any applicant and to cancel any reservation.

Health and Safety

Health Care

Our Health Center is staffed on a rotating basis with a Registered Nurse and Certified Medicine Technicians. All of our camp staff is also trained in emergency procedures and certified in First Aid and CPR.

Medications

Please do not pack medications in camper's belongings. All medications must be checked in with the Day Camp Director during camper drop off.

All prescription medication brought to camp must:

- Be in the original prescription container
- Be accompanied by written orders (Medication Administration Authorization form) that is signed by a Physician
- Include the camper's name, dosage, and time to be administered

All medication, including over the counter (Ex. Vitamins, ointments, ibuprofen, etc.) must be checked in and dispensed by the Health Center staff as required by Maryland State Law.

Camp Letts stocks most over the counter medications needed at camp so it is not necessary to bring these items. You may call at any time to see if we keep a particular medication in stock. Emergency inhalers and Epi-pens are stored with a counselor and follows the camper from activity to activity. Please be sure to pick up any medication that was checked in during Friday pick up. Any left or forgotten medication will be stored at Camp Letts for one week. If the medication has not been claimed within one week, the unclaimed medication will be disposed of by a local pharmacist.

If your camper is attending multiple weeks and you wish to leave medication, please notify the Health Center staff that your camper will be back this summer.



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Illnesses and Injuries

Sometimes illnesses and injuries happen and we take them very seriously at Camp Letts. In cases of illness or injury, a parent/guardian as indicated on the camper paperwork will receive a phone call from one of our Health Center staff or Day Camp Directors.

If a child becomes ill while at camp, they will be treated in our Health Center. If the illness persists, the Health Center staff will follow up with you regarding details and to discuss further options. A parent/guardian will be asked to pick up a camper that has been in the Health Center for an extended amount of time. A camper that is sick before camp begins should be kept home for his or her own sake and that of others. Please inform the office if your child is sick and will be absent for the day.

Injuries will be treated by our camp and Health Center staff within our scope of care. Any emergencies and injuries that need further attention may require outside medical care. We will contact a parent/guardian in these situations and keep you up to date. If health care is sought by an outside health care facility, a doctor must give permission for the camper to return to camp. If any restrictions are requested, Camp Letts will do our best to make any accommodations.

Insurance

Camp Letts does not carry accident and sickness insurance on summer campers. Parents/guardians must include their personal Health Insurance information and a copy of the health card as part of the camper paperwork. This information will only be used if outside medical treatment is required. In the event of serious illness or accident, the parents/guardians will be notified. Parents/guardians are responsible for prescriptions and charges incurred for outside medical treatment. Services rendered by the camp Health Center are at no additional fee.

Emergencies

Emergency calls to campers should be done through the Camp Letts office (410-919-1400). If there is a situation where either the phones are down or outside of business hours (9:00 am – 5:00 pm), please call our emergency line (443-871-0501). Please remember this is an emergency line and should only be used for emergency purposes.



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Suggested Packing List

Daily Packing List

The following is not an exhaustive list of items to pack but the essential items. All items will need to be in a backpack that can be carried around all day. We are a rugged terrain so backpacks with wheels will probably not work.

- | | |
|--|---|
| <input type="checkbox"/> Backpack (no wheels) | <input type="checkbox"/> Optional: Raincoat or poncho |
| <input type="checkbox"/> Lunch – labeled with camper’s name | <input type="checkbox"/> Optional: Light jacket |
| <input type="checkbox"/> Water bottle | <input type="checkbox"/> Optional: Insect repellent |
| <input type="checkbox"/> Bathing suit | <input type="checkbox"/> Optional: Hat or baseball cap |
| <input type="checkbox"/> Towel for swimming | <input type="checkbox"/> Optional: Sunglasses |
| <input type="checkbox"/> Water shoes, sandals or sneakers that can get wet (a heel strap is suggested for campers in water activities) | |
| <input type="checkbox"/> Sunscreen (waterproof) | |

Reminder: Please no electronics and valuables at camp

Suggested Items for Add On Programs:

Horse Masters:

- Mandatory:** Long pants or Jodhpurs – required to ride
- Mandatory:** Closed toe and heel shoes with at least a 1/2 inch heel – required to ride – no tennis shoes, sneakers, mountain boots, construction boots, or work boots are permitted to ride during the Horse Masters program due to the skills and activities.

Pony Rides:

- Mandatory:** Closed toe and heel shoes

Waterski/Wakeboard:

- Optional:** Ski gloves
- Optional:** Rash vest or wetsuit (performance gear (ie. Under Armour will also help protect against jellyfish stings)

Sailing:

- Optional:** Sailing gloves

Paintball:

- Suggested:** Long sleeve shirt
- Suggested:** Long pants