



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CAMP LETTS 2021 PARENT HANDBOOK DAY CAMP



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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 recruit's individuals whose warmth, maturity, and companionship will add to your camper's experience. All camp staff go through an extensive screening process including interviews, character references, fingerprinting, FBI and State background checks. 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.
- Participant Waiver
- Proof of Health Insurance
- Negative PCR test- Proof of a negative Covid-19 PCR test taken at least 3- 5 days prior to the first day of camp.



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- Covid-19 Waiver

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



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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 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

Time of Pick Up: 5:00 pm – 5:30 pm

Location: Rustics Parking Lot

*****Please note, due to COVID- 19 restrictions, Extended Hours will not be offered Summer 2021. Please check our website in the fall for information regarding summer 2022.***

Drop off for campers is between 8:30 am – 9:00 am every day. 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 5:00 pm – 5:30 pm every day. 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



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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 – FRIDAY

8:30 am – 9:00 am	Morning Check In
9:05 am – 11:25 am	Morning Activities
11:30 am – 12:25 pm	Lunch
12:35 pm – 3:00 pm	Afternoon Activities
3:00 pm – 3:15 pm	Snack time
3:15 pm – 5:00 pm	Afternoon Activities cont.
5:00pm – 5:30 pm	Camper Pick Up Begins

Lunch and Snacks

Campers should bring a bag lunch including snacks and drinks every day. We will provide drinking water throughout the day. Please do not pack any food containing nuts.

Add On Programs

**** Please note: Due to COVID- 19 restrictions, Add On Programs including Horse Masters, Trail Rides, Waterski, Wakeboard, and Sailing will not be offered for summer 2021. Please check our website in the fall of 2021 for information on summer 2022.**

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 regardless of their swim level will be able to participate in Canoeing, Kayaking, and Stand Up Paddle boarding.

Equestrian Center

*****Please note, due to COVID-19 restrictions, Horse Masters and Trail Rides will not be offered Summer 2021. Please check our website in the fall for information regarding summer 2022.***

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 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 or long sleeve shirt to avoid stings.

Curious What Your Camper is Doing?



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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>
- Instagram: @campletts
- Tiktok: @ymcacampletts

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

*****Please note, due to COVID-19 restrictions, Thursday Overnight and Camp Fire will not be offered Summer 2021. Please check our website in the fall for information regarding summer 2022.***

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 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



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No camper will be released to someone unless they are listed 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 their Counselors. Please have photo ID ready when picking up your camper.

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 and set up for display in the Rustics Parking Lot 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.

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



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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.

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.

If a camper displays symptoms of COVID-19, that camper will be moved into a monitored isolation room and their parent/guardian will be notified. The campers group mates will undergo additional health screenings and will continue operating as a separate cohort. The camper displaying COVID-19 symptoms must be picked up as soon as possible and will have to remain at home until a negative COVID test can be produced and they are free of COVID symptoms. The test must be a PCR test. Rapid Antigen test will not be accepted. The camper may return to camp once they have a negative COVID test result AND are symptom free.

If a camper test positive for COVID-19, contact tracing workflows from the Maryland Department of Health will be followed and the camper's cohort will continue to participate in activities separate from other campers. As long as the group mates are symptom- free, they will be able to participate in camp activities away from other campers.

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



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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.

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"/> 2 masks that cover both nose and chin, no neck gaiter, bandanas, or masks with valves please | <input type="checkbox"/> Optional: Raincoat or poncho |
| <input type="checkbox"/> Backpack (no wheels) | <input type="checkbox"/> Optional: Light jacket |
| <input type="checkbox"/> Lunch – labeled with camper’s name | <input type="checkbox"/> Optional: Insect repellent |
| <input type="checkbox"/> Water bottle | <input type="checkbox"/> Optional: Hat or baseball cap |
| <input type="checkbox"/> Bathing suit | <input type="checkbox"/> Optional: Sunglasses |
| <input type="checkbox"/> Towel for swimming | |
| <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) | |
| <input type="checkbox"/> Mask that will cover both chin and nose | |

Reminder: Please no electronics and valuables at camp