

# 2025 YMCA Camp Algonquin Overnight Camp Family Handbook



## **A MESSAGE FROM THE CAMP DIRECTOR**

Welcome to another summer of adventure and fun at Camp Algonquin. I am so excited to continue my journey at Camp Algonquin. I am looking forward to seeing all your familiar faces and meeting all our new campers. Camp Algonquin and the YMCA of Barry County is a special place. This community is unlike any other camp I have worked for. As a camp family and community member, you know the value of this experience for your children.

Your support matters.

Summer camp has been a part of my life for over eighteen years, and because of the magic of camp, I have learned new skills, made lifelong connections, and became my true authentic self. As Camp Director, my job is to create a safe and welcoming environment where every participant, whether it be staff, campers, families, or visitors – feel at home and free to be themselves. My goal is to ensure that everyone feels connected to this special place while having the best time possible. Summer camp is a unique experience that is unlike any other. Children have the opportunity to make memories, gain friendships, and learn skills that can last them a lifetime.

This packet is intended to guide you through the camping experience from a first-timer's point of view. In order for us to successfully meet our program goals, and to ensure that all campers have the best experience possible, we ask for your help and cooperation in following the guidelines contained in this handbook.

Please feel free to contact us at any time if you have a questions.

**Megan Muma (She/Her)**

**Direct Phone Line: 269-309-1279**

**Email: [megan@ymcaofbarrycounty.org](mailto:megan@ymcaofbarrycounty.org)**



## **OUR MISSION**

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

## **OUR CORE VALUES**

The YMCA is guided by five core values:

**CARING:** to demonstrate a sincere concern for others, for their needs and well-being

**HONESTY:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs.

**RESPECT:** to treat others as I would want them to treat me, to value the worth of every person, including myself.

**RESPONSIBILITY:** to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises.

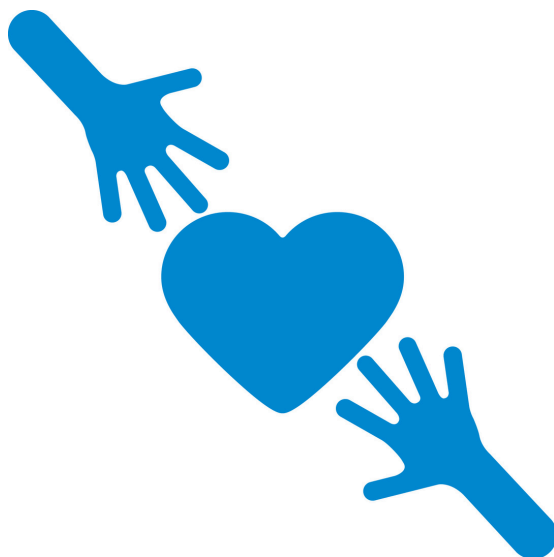
**INCLUSION:** We believe that everyone, regardless of gender, income, faith, ability, sexual orientation or cultural background, has the right to live life to its fullest.

## **Diversity Statement**

The YMCA of Barry County and Camp Algonquin welcomes campers, counselors, staff, and families of all backgrounds. Participants of all races, ethnicities, faith backgrounds, gender identities, gender expressions, socio-economic statuses, and abilities are celebrated and supported. To learn more about our inclusion program, feel free to reach out to our Camp Director, Megan ([megan@ymcaofbarrycounty.org](mailto:megan@ymcaofbarrycounty.org))

## **Land Acknowledgement Statement**

The YMCA of Barry County and Camp Algonquin respectfully acknowledge that we are on the appropriated homelands of the Peoria, Odawa, and Potawatomi Indigenous peoples. We recognize and honor the perseverance and survival of Indigenous communities.



# Overnight Camp Schedule:

## SUNDAY CHECK IN DAY

3:00-4:00 Check-In

4:00-5:30 First Day Rotations

- Health Center Tour
- Swim Tests/Waterfront Orientation
- Teambuilding
- Cabin Photo
- Sign Up for Skill Sessions

5:30 Emergency Procedure Talk

6:00 Dinner

6:45 Community Commitment

7:30 Opening Campfire

9:00 Back in Cabins (wait for showers)

8:30-9:30 Showers

9:30 Youngest Lights Out

10:00 Middle Lights Out

10:30 Oldest in Lights Out

## FRIDAY CHECK OUT DAY

Normal Schedule until 9:30 AM

9:30 Pack & Clean Cabin

10:00-11:00 Cabin Activity #1

11:15-12:15 Cabin Activity #2

12:20 Songfest

12:30 Lunch

1:30-3:30 Final Pack & Kapers

3:30 Luggage to Field

4:00 Check Out

## MONDAY-THURSDAY:

7:30 Polar Bear Plunge

7:45 GOOD MORNING!

8:00 Optional Chapel

8:20 Flag/Songfest

8:30 Breakfast

9:30-10 Cabin Clean Up

10:00-12:15 Skill Sessions

12:20 Songfest

12:30 Lunch

1:15 Kapers

1:30-2:30 BOB Time

2:30-4:00 Swim (Grab snack after swim)

4:00: Change

4:30-5:45 Cabin Activity

5:50 Flag/Songfest

6:00 Dinner

7:00-8:30 Evening Activity

9:00 Back in Cabins (wait for showers)

8:30-9:30 Showers

9:30 Youngest Lights Out

10:00 Oldest in Lights Out





# **Arrival & Departure Times:**

## **Overnight Camp:**

**Check In (Sunday): 3:00–4:00pm**

**Check Out (Friday): 4:00pm**

## **Mini Camp:**

**Check In (Sunday): 3:00–4:00pm**

**Check Out (Wednesday): 4:00pm**

## **Teen Trip:**

**Check In (Sunday): 3:00–4:00pm**

**Check Out (Friday): 4:00pm**

## **Staff Development Program (SDP):**

### **SDP Year One:**

**Check In (Sunday): 3:00–4:00pm**

**Check Out (Friday): 4:00pm**

### **SDP Year Two (Both Weeks):**

**Check In (Sunday): 2:00pm**

**Check Out (Friday): 4:00pm**

## **Family Camp:**

**Check In (Wednesday): 4:00–6:00pm**

**Check Out (Saturday): 12:00pm**

# Registering for Camp

## Statement of Account:

A statement will be emailed to you upon registration for camp. This is your record of any fees due prior to the start of camp. All camp fees must be paid in full the Friday 4 weeks before your camper's session of camp. If your fees have not fully been paid by this date, the form of payment used to register your camper will be charged the remaining balance. Should you wish to set up a payment plan, please contact our office. We will never turn anyone away due to financial circumstances.

## Program Deposit Fees:

In order to hold your camper's spot at camp, we require a registration deposit fee with each camp registration. The deposit fee for Camp Algonquin is \$25 for Tiny Tots Day Camp, \$50 for Day Camp and Mini Camp, and \$100 for all other sessions. This registration deposit fee covers our basic administrative costs for the entire registration process.

## Cancellations and Refunds:

Cancellations and changes to registrations should be made in writing (PO Box 252 Hastings, MI 49058) or sent via email to [megan@ymcaofbarrycounty.org](mailto:megan@ymcaofbarrycounty.org). Any cancellations or changes to registrations that are over the phone will be documented in our camp registrar's notes.

- Cancellations at any time prior to the session will forfeit the deposit for the registration fee.
- If you cancel your camper's registration 2 weeks prior to the start date of their session a 50% refund will be issued.
- If you cancel your camper's registration 1 week prior to the start date of their session a 25% refund will be issued.
- No-shows will be charged the full fee for that session of camp.
- There is no refund for behavior-related issues causing the camper to be sent home. If a camper goes home due to missing home a refund for the remainder of their time will not be refunded.
- Campers who cancel or leave camp on the advice of medical personnel will receive a prorated refund. A physician's note is required.

There is no refund for behavior-related issues causing the camper to be sent home. Campers who go home due to missing home will not be issued a refund for the remainder of the week they miss.

Campers who cancel or leave camp on the advice of medical personnel (the child's doctor, camp health officer, or the camp's on call physician) will receive a prorated refund. A physician's note is required if the child's doctor recommends the child does not attend or return to camp.

# Required Forms for Camp

Please complete your forms online at your Camp Brain page. These forms are due at least four (4) weeks before your child's session begins. Please take the time to fill these forms out carefully — campers will not be admitted without completed paperwork. If your child is attending more than one week of camp, you only need to fill out one set of forms.

## **Health History Form:**

Campers cannot be admitted to camp without a fully completed and signed health form. Please fill the health form out completely, including any medications that will be brought to camp or any stocked medication you do not want administered to your camper. We cannot give treatment to your child if the health form is incomplete. Please note that a physical examination is not required by camp. Please be as specific as possible—all information is completely confidential, and your answers will help guide our staff to provide the best possible experience for your camper. The more information you can provide, the better!

When completing the health form, at least one of the camper's emergency contacts must be able to pick up the camper within two hours of contact from Camp Staff. These individuals also must be listed on the Camper Release Form.

## **Authorized Pick Ups Form:**

List any adult individual who may be picking up your child. We cannot release campers to anyone other than those who are listed on this form, including parents. Please don't forget to list all parents, step-parents, caregivers, etc. on the Camper Release Form! Anyone who picks up a camper must also present a form of photo identification or campers will not be allowed to leave with that individual. Adults will be asked to present a valid ID at check-out time. You can add more authorized adults during the session by calling our camp office at 269-945-4574, emailing Megan ([megan@ymcaofbarrycounty.org](mailto:megan@ymcaofbarrycounty.org)), or verbally telling the staff running check-in.

## **Confidential Camper Inclusion Form:**

Every child should have the chance to go to camp. If your camper requires special accommodations (dietary, physical, behavioral, etc.), please fill out the Camper Information Form accordingly. If you indicate that your camper will need additional assistance, additional detailed questions will open up. Our Inclusion Form will help us get a better understanding of your camper's needs so reasonably necessary accommodations may be made prior to your camper's arrival. This information sheet is given to your child's counselor to help them meet your child's goals and expectations most effectively. These forms are confidential. Only the counselor, inclusion specialist, health officer and camp director will see these forms. Campers are not allowed to see Confidential Camper Inclusion Forms.

## **Buddy Request: OPTIONAL –**

Camp Algonquin welcomes campers who wish to come to camp with a friend. We make every effort to place campers with requested cabin-mates.

- Campers may request up to TWO campers within a year of camper's age on their registration form.
- The camp director may split up cabin mate requests of groups over three to decrease the impact of cliques
  - If you know this may be a concern, it is helpful to talk to the other parents and to include a note on suggested pairings weeks before their camp session.
- Campers must list each other as their cabin mates on the registration form to ensure the pairing is made.
- Make sure the campers are coming the same week and are within one year of each other.
- If you feel we should consider your situation differently, please contact the Camp Director if you have a particular request.

Please understand that cabin requests are NOT guaranteed due to enrollments or other reasons. Also, remember that even if two campers are not in the same cabin, there are many opportunities to spend time together at camp.

**If you forget to fill out the buddy request on the camper information form please email the Camp Director ([megan@ymcaofbarrycounty.org](mailto:megan@ymcaofbarrycounty.org)) at minimum of 4 weeks before your camper's session.**



# Communicating With Your Camper

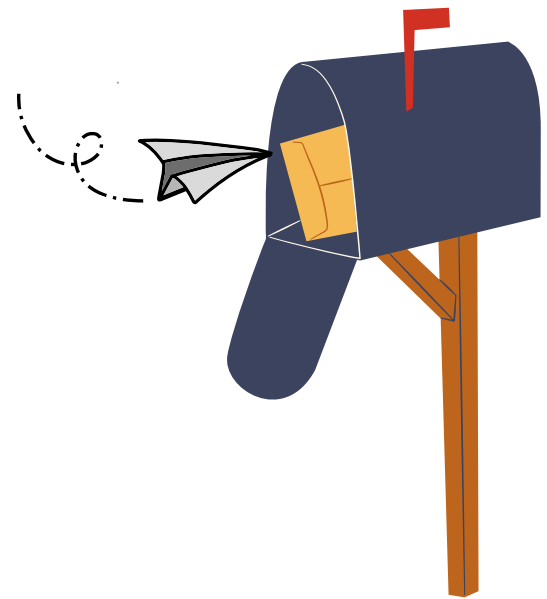
## Things to Consider When Sending Your Camper Mail:

- 1** If you want your camper to open their mail while at camp put your mail in the post at least 3 days before the intended delivery day!
- 2** Bring mail to check-in with your camper's name and what day you would like it delivered.
- 3** Email the office a letter and it will get printed and delivered at lunch every day! Any emails sent after 12pm will be delivered the following day.

Care packages are a welcomed sight during mail call. Ideas include: books, games, magazines, stickers, playing cards, glow sticks or stationary. Do remember that campers are very active during their stay; please refrain from sending food with any allergens. In the spirit of equity, if you send a care package, remember that there are children in the cabin who may not be receiving packages. If you choose to send food snacks must be in air tight container to prevent rodent infestations. Any food not in containers will be stored in the Director's office. Please consider providing enough of at least one item you send to share with other children in the cabin.

Mail can be sent to:  
**YMCA CAMP ALGONQUIN  
(CAMPER'S NAME & SESSION)  
PO Box 252  
Hastings, MI 49058**

Emails can be sent to:  
**[office@ymcaofbarrycounty.org](mailto:office@ymcaofbarrycounty.org)**



# Getting Ready for Camp

There is no formula for when a child is ready for the overnight camp experience, but the number one characteristic of a happy camper is that the camper **WANTS** to be at camp. The following information can act as a guide to prepare your child for their first time at camp.

## **PREPARING YOURSELF**

It's totally normal for parents and guardians to have mixed feelings when their camper goes away – whether it's their first time away or not. Remember, you have chosen a fun and safe place and your camper will be well cared for. The staff is trained to deal with any problem from homesickness to first aid. Try not to let your camper know how much you are going to miss them. Be strong! You don't want them to worry about you while they are at camp.

## **PREPARING YOUR CAMPER**

One of the primary goals of camp is to offer progressive experiences that allow children to develop new skills and confidence. Coming to camp and being away from home and family for an extended time provides a great opportunity to grow. Each camper must be able to care for their general well-being. While counselors are always there to support them, campers are expected to eat meals, shower, groom, dress, and communicate their needs with camp staff. Please note that we only have showers available at camp. There are no bathtubs. Help your camper get ready for camp by being excited! Let your camper know that you want them to have fun and learn new things. Emphasize that your camper is "going" to camp, instead of saying you are "sending" them. If your camper has any anxiety about the dark, bugs, night noises, or being away from home, please start preparing them for these things now and make sure you include those notes on their camper forms. We want your camper to be successful.

# Staffing at Camp:

We hire a selective group of individuals from the United States as well as from abroad to celebrate worldwide connections. All Camp Algonquin staff are carefully chosen and interviewed for their skills, abilities, and belief in the ideals of the YMCA. They love the outdoors, are responsible, and have an interest in helping children grow. All staff complete intensive training related to their position, including first aid, CPR, camp craft skills, child development, and waterfront skills.

**Our counselors are selected for their maturity, attention to safety, and ability to interact positively with campers.**

**They represent all demographics, cultural backgrounds, and gender identities.  
As stated in the Y mission, our camp community is a welcoming place for all.**

# Safety and Security:

Access to the camp property is limited, controlled, and only authorized visitors are allowed on site. To ensure the safety and security of camp, please limit interruptions in the camp program, and prevent homesickness among campers, unauthorized visitors are not allowed on site. If you need to stop at camp please call the camp office before your arrival.

## **Severe Weather:**

At camp, we have a communication system to alert all staff and campers of any weather watches and warnings. Our staff are trained and drilled in emergency procedures and participate in drills to make sure that they are prepared in case of a weather-related emergency. Campers are also aware of what happens during different types of emergencies. In case of a weather-related emergency, updates can be found on the YMCA Camp Algonquin Facebook Page as well as emails to parents from our Camp Director.

## **Safety Supervision:**

Our campers' safety and well-being is our number one concern while they are at camp. For this reason, we practice "sight and sound" here at Camp Algonquin. All campers must be within sight and hearing distance from a counselor at all times. Campers always travel in groups of at least two.

## **Mandated Reporter:**

All YMCA of Barry County staff are considered mandated reporters. If we suspect that a child may be subject to maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse, we are legally required to make a report to Child Protective Services



# Code of Community:

YMCA Camp Algonquin strives to develop young people's respect for self, others, and the environment by providing opportunities to experience nature and community building in a safe and positive space. We expect that all members of the camp community will behave, maturely, responsibly, inclusively, and respect the rights and dignity of others. All actions at camp should reflect the YMCA Core Values: Caring, Honesty, Respect, Responsibility, and Inclusion.

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 without permission.
- Use of abusive, discriminatory, or vulgar language, name-calling or shouting at others in anger
- Physical contact with another person in an angry or threatening way
- Sexual innuendo or sexual behavior that intimidates or offends others
- Exclusivity towards others (Purposely excluding others from activities)
- Harassment or intimidation by words, gestures, body language or any other menacing behavior
- Theft or behavior which results in destruction of property or the natural environment
- Carrying or concealing or using devices or objects as weapons
- Using or possessing illegal chemicals, alcohol or tobacco including nicotine gum, vapes and e-cigarettes on YMCA property and throughout the experience
- Engaging in intentionally risky behavior that endangers the wellbeing of self or others

## Behavior Expectations and Accountability

Our staff will work with all campers who demonstrate behavioral challenges while at camp. However, if these challenges cannot be solved, at the discretion of the Camp Director, they have the right to dismiss any camper who does not follow respectful behavior expectations as outlined above. In the event that a camper is asked to leave, there will be no refund of session fees.

## Bullying Policy

At YMCA Camp Algonquin, bullying is inexcusable, and we have a firm policy against all types of bullying. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience. Failure to meet Y Camp's standards of respectful behavior may result in communication with parents/guardians for assistance and potentially the dismissal of the camper. Our leadership addresses all incidents of bullying seriously. We train all camp staff to identify bullying and to promote honest communication between themselves and campers. Our goal is to work together as a team to ensure that campers gain self-confidence, make new friends and go home with fond memories of their camp experience. Campers are strongly encouraged to report bullying to their counselors, program leaders, or any camp staff, including the camp director. Our staff are trained to be diligent to mitigate bullying, but we don't see everything. Reporting is key to the prevention and correction of bullying behavior.

## Diversity and Inclusion

It is YMCA Camp Algonquin's vision to serve relentlessly with our community until all can thrive in each stage of life. At camp we make sure that all really does mean all; we gladly welcome campers of all backgrounds, walks of life, identities and genders. We cherish diversity and want to make sure all feel enthusiastically at home at YMCA Camp Algonquin.

Please contact us if you have perspective on your camper that may help us support your camper better while they are at camp.



# Packing for Camp

As you pack, mark the items off on the list. Check again upon returning home while unpacking. Since practicing personal responsibility is part of the camp experience, please discuss with your child the importance of keeping track of all personal items. To help recover lost items, please have full names on all belongings.

A specific packing list will be sent to families of our Teen Trip campers regarding items to bring for their Sleeping Bear Dunes trip.

By following these easy tips, your camper will be prepared for anything during their camp adventure.

- Pack your camper's possessions in a duffel bag or plastic tub with a secure lid.
- Encourage your camper to pack everything into one suitable-sized container for their session because this helps ensure things do not get lost.
- Clearly mark all clothing and equipment with the camper's name, including luggage or tubs
- Pack comfortable, lightweight clothing that is easy to clean as clothes **WILL** get dirty at camp
- Have your camper wear properly fitting, sturdy shoes to camp. Campers need to wear sturdy shoes every day due to the natural hazards at camp. Sturdy sandals with a heel strap are acceptable for some camp activities; however, tennis shoes are necessary. Campers may only wear flip-flops in the shower.
- Pack extra clothing/shoes in case of rainy weather, etc. Zip Lock bags are great for keeping items dry and keeping wet items from leaking on clothes.



# Guidelines for Clothing at Camp

In striving to provide an environment of Caring, Honesty, Respect, Responsibility, and Inclusion we ask that you help with the choices of clothing your child brings to camp. We request that sayings/pictures on clothing will be in good taste and do not include alcohol, tobacco, drugs, sexual or political content.

Camp reserves the right to prohibit the wearing of clothing the Camp Director deems inappropriate. Campers need to have enough clothing to last the duration of their stay. Campers should bring clothing that can get wet and dirty without concern. All clothing should be marked with the camper's full name. Laundering services are not available for campers except for unplanned, reasonable situations.

## Swim Attire:

Campers have the opportunity to swim every day while they are at camp. In order for campers to be able to have the most fun possible in the water we ask that everyone wears swim attire that will not easily fall off while participating in activities. We recommend board short style shorts for male identifying participants and swimsuits that do not tie for female identifying participants.

## Challenge Course:

All campers must have closed toe shoes when climbing either the rock wall or high ropes course. All campers will be wearing waist harnesses that include leg loops; please be sure that campers have pants/shorts that will be comfortable while climbing with a harness on. Crocs and sandals are not acceptable footwear for the tower or high ropes course. Long hair will need to be tied up and any dangling jewelry (necklaces/earrings) will need to be removed before participating in high adventure activities.



# Overnight Packing List:

## Bedding:

- Sleeping Bag
- Sheets/Blanket
- Pillow/Pillowcase

## Clothing:

- Underwear
- Socks
- Shorts
- Sweatshirt/Sweater
- T-shirts
- Long sleeve shirt
- Jeans/Leggings/Sweatpants
- Pajamas
- Light jacket/Coat
- Raincoat
- Swimsuit
- Tennis shoes
- Sandals with back straps
- Hat/Baseball cap

## Other Optional Equipment:

- Flashlight
- Backpack or Daypack
- Stationary with pre-addressed envelopes, pens, and stamps
- Sunglasses
- Books, magazine, journal
- Watch
- Water shoes
- Personal fan for bunk
- Safety strap for glasses
- Bandana
- Theme clothing/costume

PLEASE LABEL ALL OF YOUR CAMPERS ITEMS.  
THIS WILL HELP OUR STAFF ENSURE THAT CAMPERS  
RETURN WITH THE GEAR THEY BRING TO CAMP.

## Toiletries:

- Shampoo & Conditioner
- Soap
- Deodorant
- Hairbrush and other hair accessories
- Toothbrush & Toothpaste
- 2 Towels (1 for the beach and 1 for showers)
- Laundry bag
- Insect repellent
- Sunscreen
- Eye care & Dental care needs
- Water bottle
- Feminine hygiene supplies



# Teen Trip Packing List:

## Bedding:

- Sleeping Bag
- Sheets/Blanket
- Pillow/Pillowcase

## Clothing:

- Underwear
- Socks
- Shorts
- Sweatshirt/Sweater
- T-shirts
- Long sleeve shirt
- Jeans/Leggings/Sweatpants
- Pajamas
- Light jacket/Coat
- Raincoat
- Pajamas
- Swimsuit
- Tennis shoes
- Sandals with back straps
- Hat/Baseball cap

## Toiletries:

- Shampoo & Conditioner
- Soap
- Deodorant
- Hairbrush and other hair accessories
- Toothbrush & Toothpaste
- Towels (1 for the beach and 1 for showers)
- Insect repellent
- Sunscreen
- Eye care & Dental care needs
- Water bottle
- Feminine hygiene supplies

## Other Equipment:

- Flashlight
- Large bag (to hold all of your possessions you need for a 3 day stay in a tent)
- Backpack or Daypack (to carry your items on day hikes on the dunes)
- Sunglasses
- Books, magazine, journal
- Watch
- Safety strap for glasses
- Bandana
- Inexpensive camera with batteries/charger
- Ziploc bag (to keep items dry)

## Optional:

- Sleeping pad

PLEASE LABEL ALL OF YOUR CAMPER'S ITEMS.  
THIS WILL HELP OUR STAFF ENSURE THAT CAMPER'S  
RETURN WITH THE GEAR THEY BRING TO CAMP.



# Belongings at Camp:

## **Are there any items my child should NOT BRING to Camp?**

For health and safety reasons, no pets are allowed on camp property, including families bringing animals to check-in/out. Being a natural environment designed for children to get a break from the pressures of the world, camp will continue with, and enforce, the policy of no electronic equipment; campers may not bring portable IPODs, air pods, cellphones, tablets, radios, electronic games, laptop computers, etc. Campers are allowed to bring personal battery operated fans to be used in their cabins.

Exceptions can be made for medical devices, and need to be approved by the camp director prior to camper arrival.

If it is discovered that your child does have any of these items after checking in, the items will be locked in the office until the camper checks out. Parent/guardian will be notified by camp staff if a device is found and held. We want to encourage wholesome outdoor recreation in the beauty of the natural world.

The possession of illegal drugs, drug paraphernalia, tobacco, vaping, alcohol, knives, guns, or any acts of violence or sexual misconduct will be grounds for immediate dismissal from camp.

# Lost & Found:

## **What if my camper is missing some of their belongings when they return home?**

Our counselors make every effort to ensure that your child will return with everything they brought to camp, but your child is responsible to ensure that nothing is lost. Please be sure all items brought to camp are plainly marked with your child's first and last name and please counsel your child to keep close track of all items.

Any lost and found items will be collected at the end of each session with the exception of dirty socks and underwear, which will be thrown away. On Monday all lost and found is washed and photographed to be posted on the Lost & Found Google Photo Album. If you discover something is missing upon your return home, please call or email our camp office as soon as possible. The more time that passes, the less likely it can be found. Lost and found items will be held until September 1st and taken to a local charity after that time.



# Health & Safety:

Your child's health and safety at camp are of great importance to the Health & Wellness staff. Please ensure that all information on the health form is current, accurate, and complete so in case of an emergency we can provide proper treatment for your child. This includes specific information on how to reach YOU at a moment's notice, if necessary.

The Camp Wellness Team member is on duty at camp at all times. In emergencies and cases of non-routine illnesses and injuries, parents/guardians will be notified immediately. In cases of minor injuries or illnesses (ex: bug bites, scrapes, headache, minor sunburn, etc.), treatment will be provided. If the wellness team has questions or concerns regarding these minor cases, parents/guardians will be contacted.

YMCA Camp Algonquin's wellness team may be contacted at [camphealth@ymcaofbarrycounty.org](mailto:camphealth@ymcaofbarrycounty.org) between May-August. If you have health-related questions or concerns outside of the regular camp season, please contact our Camp Director at [megan@ymcaofbarrycounty.org](mailto:megan@ymcaofbarrycounty.org).

## **Health Information:**

Health information is required for all campers, regardless of session and program. Health/medical forms are available on your household's online registration portal or by calling the office. All campers must complete the record of immunization section. A current tetanus booster (administered within the last 10 years) is required for all campers. The security, confidentiality, and privacy of your camper's personal health information will always be protected. Only our wellness team will have access to camper health information.

## **What happens if my child becomes ill while at camp?**

YMCA Camp Algonquin has many over-the-counter medications in stock at the camp health office that are able to be administered to campers to treat minor illnesses. When completing the camper's Health Form, be sure to review the entire list of stocked medication and select any medication your camper cannot have/you would not like administered to them. When administering over-the-counter medications, a camper's health form will be consulted for any over-the-counter medication restrictions. When a medication is administered, it will be recorded in the camp health office administration log. The Camp Director or Camp Wellness Team will notify the parent/guardian of any visit to the health center that requires care beyond basic first aid or has made multiple visits for a recurring issue. The parent/guardian can make recommendations on how to treat the camper or pick the camper up to be taken for further evaluation.

If a camper requires advanced medical attention, parent/guardian will be contacted and a plan of action will be devised. Should a camper need to be seen by a medical professional, it is recommended that parent/guardian or emergency contact pick the camper up from camp and take them to a preferred health care provider for evaluation. If parent/guardian or emergency contact is unable to be contacted or is unavailable to pick up camper, camp staff, with parent/guardian or emergency contact approval, will take the camper to a local medical facility to be evaluated or our on call physical will come and do an assessment of the camper.

**Head Lice:**

YMCA Camp Algonquin has a no lice, no nit policy. The presence of nits, live lice, or dead eggs will require the camper and their belongings to be treated at home before re-admittance to camp. The camper's laundry will also need to be treated at home to ensure it is lice-free. No camper will be admitted back to camp until all lice and eggs (nits) have been removed after the application of a lice-killing product. All belongings, including clothes, pillows, and sleeping bags, must be laundered in hot water and dried in a hot dryer. The camper will need to be completely nit free to return to camp.

## Medications at Camp:

**Medications:**

**\*\*All over-the-counter and prescription medications must be in original containers with the correct, current label, including the camper's name. All medication should be checked in on opening day with the wellness team, who will oversee the proper administration of all medications. Medications may NOT be kept by campers with the exception of rescue asthma inhalers, EPI-Pens and diabetic supplies (which must be made know to the health officer during check in)\*\***

Camp is a different environment from home and school, with new procedures and rules. We want your camper to have a positive experience. If your camper takes prescription medication for any health-related condition, we strongly advise that they continue these medications under the supervision of our wellness team. This will ensure that the transition to camp life is smooth and successful.

If the dose of medication the camper is receiving is different than the pharmacy or container label states, a new prescription stating the current dosage, signed by the camper's physician must be included. This applies to over-the-counter medications as well if the dosage or age (i.e. melatonin) is different than what's stated on the label.

Please let us know if your camper's doctor has advised that your camper not take their medications during camp.

The Health Center does carry a limited number of over-the-counter medications to treat minor conditions such as headache, nausea, constipation, and allergic reactions. These products will be given per manufacturer's instructions. If you do not want your camper to receive these, please select this when completing the health form.

# Dietary Needs/Allergies:

YMCA Camp Algonquin has a full-service kitchen able to provide food to accommodate most dietary needs including common food allergies, vegetarian and vegan options. Please indicate any dietary needs when completing your camper's Health Form. Specific questions can be directed to Jay Logsdon, Food Services Director, at [jay@ymcaofbarrycounty.org](mailto:jay@ymcaofbarrycounty.org)



## Camp Store:

The camp store is open every afternoon for campers to purchase souvenirs.

- Parents are encouraged to add money to their camper's store account before arriving at camp. If you have trouble accessing your online store account, please contact the main office.
- Each day campers have the opportunity to go to the camp store, and their account is tallied. At the end of their camp session, the credit card is charged only for the money used without going over the parent set limit. A credit card is preferred! The account is only charged what the camper spent.
- We recommend placing \$25-\$40 in your camper's account. A balance system is kept daily, and campers are aided by staff budgeting their money.

Any funds in the camper's Camp Store Wallet remaining at the end of the summer will be refunded after summer is over.



# Check-In Procedures:

## Check-in Day Procedures:

All sessions check-in on Sunday afternoon from 3:00–4:00 p.m.

If you arrive before the scheduled check-in time, the camp staff are likely in a meeting preparing for camp and are not available to greet you. First day activities begin at 4:00 p.m., so please try to arrive with enough time for your camper to settle into their cabin.

Before leaving home, check:

- Be sure that all forms have been completed on your camper's online account.
- Prescription medications, over-the-counter medications, and vitamins must be in their original containers. Our licensing does not permit our health officer to accept medication NOT in the original container.
- Labeled camper's clothing, gear, including sleeping bag or bedding and pillow.

## Checking in at camp:

1. Please wait patiently for check-in to start upon arrival. Your first point of contact will be a Greeter– a camp staff person to greet you. They will direct you to the first checkpoint –Roster.
2. At the first check-in point, a camp staff member will check to make sure all your forms are submitted and inform you what cabin your camper(s) will be in.
3. All forms must be completed and uploaded to your online account BEFORE arriving at camp.
4. After the first station you will be directed to the second station where you will check your camper's store balance and get the QR code for that sessions Google Photo album.
5. After the second station you will be directed to the third station (Health & Wellness).
6. If your camper has medication, go to the Health Center to review health information with the Health Officer and turn in all medication and camper health history form.
7. Once you are done with the three stations you will be directed to your camper(s) cabin.
8. Unload your luggage and walk to your camper's cabin to meet your camper's Counselor. Be prepared to walk about 100–300 yards to the cabin with your camper and their luggage.
9. Help your camper unpack, make their bed, and get settled.
10. Once your camper is settled, it is time to say goodbye.
11. We urge parents to leave camp shortly after getting their camper settled, allowing new campers to become actively involved. If you suspect your camper is homesick, don't delay your departure from camp. Your camper is in good hands, and the counselors will take over right away.

# Check-Out Procedures:

## Overnight Camp Check-Out Procedures:

The staff understands that you will be excited to see your camper. Please follow the checklist below before picking up your camper.

- Checking-out at camp: Check-out time is between 4:00–4:30 p.m. on the last day of your camper's session (Friday).
- Park at the main lodge parking lot where a staff person is located to help you.
- You will meet a staff person at the sidewalk near the parking lot to sign the Camper Release form before being united with your camper.
- **Bring a photo ID to sign out your camper.**
- Under no circumstances will camp release a child to someone not authorized on the Camper Release Form unless given verbal consent from the parent at check-out.
- If someone other than a custodial parent or guardian picks up your camper, Camp Algonquin **MUST** have written parental consent by listing persons on the release form; otherwise, the camper cannot be released.
- Camper medication will be placed in your camper's luggage.
- Pick up your camper and your camper's luggage at the zipline field.
- Meet your camper's counselor and take a group picture :)
- Make certain that you have everything that your camper came to camp with!

# Notes from “Experienced” Camp Parents:

- Send self-addressed stamped envelopes if you want to hear from your camper.
- Don't be surprised if you do not receive a letter. They are out being kids and having fun.
- Camp is about running and playing outside! Send old clothes. Camp is a place your camper's stuff will get dirty.
- Make sure your camper knows that their cabin counselor(s) are there for them.
- Send two (2) swimsuits since campers are in and out of the water all day long. It helps to prevent chafing.
- Be sure to send spray sunscreen, so the cabin counselors can help their campers be protected from the sun.
- Keep it upbeat when sending mail/email, keep it positive and avoid telling your camper how much you miss them.
- Label everything and pack light.
- Camp is one of those great places where kids can escape the over-stimulation of gadgetry and become “unplugged.” Leave cell phones and electronic things at home. Camp provides an opportunity for socialization without the need for electronic games.

