



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GETTING READY FOR CAMP

Parent Handbook  
YMCA of GLENDALE



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## A LETTER FROM THE RESIDENT CAMP DIRECTOR

Dear Parents, Guardians, Campers, and Friends,

Welcome to the 2018 Summer Camping Season with the YMCA of Glendale. This year we are celebrating our 93<sup>rd</sup> year of camping on Catalina Island and we are thrilled to welcome the next generation of campers to our little island paradise.

Beginning in 1926 the Glendale YMCA has provided children from all over the world "the experience of a lifetime" with a week-long summer camp at Camp Fox. It is our goal each year to provide your child with a safe and fun-filled week of swimming, games, archery, kayaking, rock climbing, snorkeling, stand-up paddle boarding, and so much more to make an impact in their life that will create memories lasting a lifetime. Many campers since 1926 and beyond still remember these time-honored traditions and continue to keep the camp spirit alive as they are now sending their own children and grandchildren to camp, where the tradition continues each year.

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. Our camps exemplify the YMCA's 4 core values by creating a welcoming environment for all. As a YMCA program our goal at Camp Fox is to support and reinforce family values. Campers may express their own beliefs and daily rituals during all camp activities and may have the opportunity to further improve themselves in all aspects of their lives.

Our camps are run by a group of individuals who continue to amaze me every year and I can say with full confidence that our Directing and Counseling Staff is one of the best camp staffs in the world. With years of experience under their belt, our Directing Staff truly understands the importance of our mission and continues to provide their time each year to make a difference. Behind them are a group of amazing counselors, many who once were campers themselves. They are carefully selected, screened, and trained to help your child have the best possible experience. All the directors and counselors are volunteers whom sacrifice their time and share their enthusiasm to create a camp environment like none other.

As stated earlier we strive to provide the best experience for our campers every year. In the 2017 Camp Season we were extremely proud that we were able to offer 5 Week-Long Summer Camps and 1 Labor Day Weekend Family Camp for more than 1300 campers. This year we hope that we can match that success and continue to provide a home away from home for years to come.

In conclusion, we would like to thank you for your continued support each year and we look forward to a fun-filled week with your child that will provide lasting memories and friendships. If you have any questions or concerns please feel free to contact us at any time. We can't wait to see your child at camp!

Sincerely,



Ray "Gator" Calame  
Resident Camp Director  
YMCA of Glendale

## LET'S GET STARTED

Welcome to CAMP FOX! You are now a part of a community of men, women, individuals and children joined together by a shared commitment to nurture the potential of kids, promote healthy living and foster a sense of social responsibility. The Y is made up of people of all ages and from every walk of life working side-by-side to strengthen communities. Together we work to ensure everyone, regardless of race, gender, income, faith, sexual orientation or cultural background has the opportunity to live life to its fullest. The Y is a force for building bridges among all people as we share the values of caring, honesty, respect, and responsibility.

This Handbook is a great tool to help you get acquainted with our program and understand our policies and age guidelines. We encourage you to take some time and speak with any one of our helpful staff members to better understand the Y's amenities, rules, policies and age requirements.

### The Volunteer / Staff Partnership

Our YMCA camp community has provided a unique relationship between the employed staff and participating members. In many cases, participants that have been involved as members in their youth have grown fond of camp and go on to be the leaders that are verified to run the camp programming. Through this, our community is able to create an opportunity for our past participants to "become our future leaders" who help to develop a philosophy that allows us to maintain high quality programming for generations to come.

The YMCA of Glendale counseling staff consists of adult and young adult volunteers who are enthusiastic and youth-focused individuals seeking to be positive role models in the lives of our participants. All volunteers and camp staff go through rigorous screenings and background checks to ensure the best qualified individuals lead our programming. To ensure that our staff are fully prepared for any situation that may arise, we provide them with the best training including: health and safety, specific age-group behavior corrective practices, risk management, youth supervision, child abuse prevention, and many more camp related topics.

## RESIDENT CAMP DEPARTMENT POLICIES AND INFORMATION

### Deposits, Registration, and Cancellations

The \$75 deposit for all of our camps is a **non-refundable deposit** and will be forfeited in the event of a cancelation. The deposit is part of the camp fee not in addition to.

If you choose to cancel your camp registration, this can be done so at any time. We would like to remind you that a cancelation does not guarantee a full or partial refund. All refunds are all subject to approval from the Resident Camp Director and must meet the following guidelines:

- If canceling 8 weeks prior to camp a refund request may be eligible for 75% of the amount paid after subtracting the \$75 non-refundable deposit.
- If canceling 4 weeks prior to camp a refund request may be eligible for 50% of the amount paid after subtracting the \$75 non-refundable deposit.
- If canceling after the 4 weeks prior to camp refunds a refund request may be eligible on a case-by-case basis and approval from the Resident Camp Director.

All forms and fees are due a **minimum of four weeks prior to camp date** to hold your camp reservation and to help insure your camper's cabin assignments. For information on payment of fees please see the section on payments.

### Your Campers Health

#### ***Information on Insurance and Physical Examinations***

The YMCA of Glendale does not offer accident or health insurance to program participants and assumes no financial obligation in the event of any injury. We require that you upload a copy of your health insurance card to your camp forms under the "Insurance Section". If you do not have health insurance please answer "no" under the "Insurance Section" and contact us. If you answer "no" you are subject all financial obligation in the event your child must be taken to a hospital.

Physical Examinations are not required to attend camp but are strongly recommended within 24 months of attending camp due to the rigorous physical activities participants may engage in at camp.

## ***Immunization Information***

We require that all of our campers are current with their immunizations and require that the dates of those immunizations are imputed into the "Immunizations" Section of our camp forms. For a faster and easier option, you may upload a copy of your immunizations under the "Immunization" Section.

The YMCA of Glendale and the Resident Camp Department follow strict guidelines and regulations from the State of California. Effective January 1, 2016 the State of California amended California Health and Safety Code, Sections 120325-120375 in regard to Immunizations. Those changes and our policy are as follows:

- Changes in the State of California Health Code made all immunization waivers for personal beliefs not valid and require all children to be immunized for enrollment.
- The YMCA of Glendale and the Resident Camp Department follow the regulations of the State of California and the Glendale Unified School District and require immunization for attendance to camp and do not accept any type of waiver for personal beliefs.
- The only exemption to this policy is if your child has an exemption for medical reasons. This exemption must be brought to the attention of the Resident Camp Director with a Doctors Letter stating the exemption.
- For further information please contact Ray Calame, Camp Development Director, at 818.696.2581 or visit [www.shotsforschool.org/laws](http://www.shotsforschool.org/laws).

## ***Information on Medications at Camp***

Taking Medication at Camp is just like it would be at home however there are a few policies we must follow. Below are our listed policies for Medications at Camp:

- In accordance with Federal Drug Regulation and guidelines from the FDA we require all prescription medication that is sent to camp to be in the original pharmacy containers with dosage type by your pharmacist or a written and signed letter from your primary care physician. Any parental modification will not be accepted.
- Over the counter medications also must be in the original packaging and labeled by the parent with camper's name and dosage.
- **DO NOT PACK MEDICATION IN LUGGAGE**. All medications, prescription or over the counter, must be placed in a clear zip lock bag with Campers Name and given to the Camp Medical Director upon arrival at the Boat.

Prior to boarding the boat we require parents with medication to fill out the "Medications" section of the camp forms with exact information stated on the prescription bottle from the pharmacist.

Any unused medications will be returned by the Camp Medical Director upon boat arrival back from camp and it is parent/guardians responsibility to pick up medications at the harbor. Any medications left with the Camp Medical Director after everyone has departed from arrival will be given to the Camp Development Director and taken back to the YMCA of Glendale. Medications will be held up to 30 days for pick or to be mailed out. It is the parent's responsibility to pick up medications from the YMCA or pay for postage for them to be mailed. After the 30 days, any medication left will be properly disposed of through our local fire department or hospital.

## ***Medical Treatment Standards and Guidelines***

The Camp Fox Medical Staff is committed to providing your child with a safe and healthy camping experience. We follow treatment standards that have been approved by trained, qualified physicians. We will contact the parent/legal guardian immediately should the services of the physicians in Avalon be required. A camper's parent/guardian will be contacted using the following guidelines:

- Minor First Aid, i.e. minor scrapes, or scratches
  - Injuries falling in this category do not require emergency medical care; as such we will inform parents of these types of injuries upon our return.
- Minor Illness / Injury, i.e. sore throat, headaches, nausea
  - This category is at the discretion of the camp medical staff as to when parent / legal guardian is contacted. Prolonged symptoms will initiate a phone call.

- Services Involving a Hospital or Physician, i.e. cuts requiring sutures, prolonged vomiting, etc.
  - Parent/Guardian and Emergency Contact is contacted by camp staff and hospital.

**Campers with Special Diets and Medical Needs**

It is our goal to make every participant feel included and welcome at camp, with that in mind, we understand that some dietary or medical requests may be made. We will try to accommodate all requests and will contact parents if unable to.

Special meals such as: vegetarian, vegan, lactose-free, among others are able to be accommodated at camp. Please note all special dietary needs on the camp forms under "Health History – Part Two" by answering yes to the question, "Any other physical, mental, or emotional health condition that the camp should be aware of?"

Special medical accommodations or other specific requests need to be addressed with Ray Calame, Camp Development Director, by phone or in person (appointment required).

**Prohibited Items Policy**

Camp has a **zero-tolerance policy** regarding bringing any drugs, alcoholic beverages, weapons, smoking, or publications with adult content at camp.

We also have a **zero-tolerance policy** regarding anyone who compromises the safety of our campers or staff by failing to observe all camp safety rules, refusing to treat others and their property with respect, and refusing to listen to our volunteers and program staff.

Camp reserves the right to search any and all belongings during anyone's stay at camp.

Knives, Needles, or any Sharp Objects are prohibited at camp for the safety of the camp.

Camp attendance is a privilege. Any camper or volunteer staff member may be sent home at any time at the discretion of the camp manager/director for failing to adhere to camp schedules, policies and/or code of behavior.

It will be the responsibility of the parent/guardian of camper and/or volunteer staff member to provide or purchase transportation from Avalon, California to his/her final destination if camper or volunteer staff member is asked to leave camp.

If camper or volunteer is under age 18 the parent/guardian will also have to pay for the chaperone.

**What Not to Bring to Camp**

At camp we encourage all of our participants to allow themselves to experience camp to its fullest potential. To do so, we ask that parents encourage campers to leave any items at home that can be easily, misplaced, lost, broken, or taken. Below is a list of examples of such items:

- |                              |                                 |
|------------------------------|---------------------------------|
| a. Personal Sports Equipment | f. Expensive cameras or jewelry |
| b. Personal Vehicles         | g. Portable Gaming Devices      |
| c. Pets                      | h. Laptops                      |
| d. Radios                    | i. Inappropriate clothing       |
| e. Cell Phones/iPods         |                                 |

Such items are subject to be confiscated by camp staff and returned upon arrival back from camp.

Items such as digital cameras may be brought to camp but it is the responsibility of the campers to keep items safe.

The YMCA of Glendale and Camp Fox is not responsible for any broken or stolen items that are brought to camp.

## What to Bring to Camp

### ***Suggested Packing List***

We want to make packing for camp an enjoyable experience for both parents and campers to engage in together. Below is a suggested list of items to pack to be used as a guide to be best prepared for a great camp experience:

#### The Essentials

- |  |   |
|--|---|
| <input type="checkbox"/> Sleeping Bag                  | <input type="checkbox"/> Socks  |
| <input type="checkbox"/> Pillow (pack in sleeping bag) | <input type="checkbox"/> Hat  |
| <input type="checkbox"/> Underwear (7)                 | <input type="checkbox"/> Bag for Dirty Clothes  |
| <input type="checkbox"/> T-Shirts/Tank Tops (8)        | <input type="checkbox"/> Towels/Wash Cloths (2) (roll up in sleeping bag)   |
| <input type="checkbox"/> Long Pants (2)                | <input type="checkbox"/> Toothbrush and Paste   |
| <input type="checkbox"/> Shorts (2)                    | <input type="checkbox"/> Hand Lotion  |
| <input type="checkbox"/> Tennis Shoes (2)              | <input type="checkbox"/> Shampoo/ Conditioner   |
| <input type="checkbox"/> Beach Shoes                   | <input type="checkbox"/> Soap   |
| <input type="checkbox"/> Writing Materials/Stamps      | <input type="checkbox"/> Sunscreen & lip protection (note: camp also has ample sunscreen available for campers use) |
| <input type="checkbox"/> Sweater/Sweatshirt or Jacket  | <input type="checkbox"/> Flashlight (bag the batteries)   |
| <input type="checkbox"/> Swim Suit (2 is best)         | <input type="checkbox"/> Positive Attitudes ☺   |
| <input type="checkbox"/> Pajamas                       |   |

#### Optional Items

- Disposable Camera
- Musical Instrument
- Reading Materials
- Fishing & spear poles (without reels, lines, hooks or spear tips attached)

All Lost and Found items left at camp will be taken back to the YMA of Glendale. Items left after 1 month will be donated to charity.

Pack all items in a roller or duffle bag with camper's name written on the side.

### **The Sugar Shack: Camp Store**

If you will like to provide some pending money for campers to buy snacks at the Sugar Shack while at camp, a maximum of \$30.00 should be more than enough. Your child will have the ability to buy daily snacks.

Spending money must be cash placed in a sealed envelope clearly labeled with your child's name. Pack that envelope in your child's luggage where he/she can find it to give the cabin counselor upon arrival at camp.

Once the money is handed over to the counselor it will be recorded and may be used as a sort of "camp checking account" at the Sugar Shack so campers can purchase items at the store without the need to carry around the money you provide for them.

The Camp Store is operated for the convenience of the campers. The following items will be available for purchase: Candy, soda, snacks, postcards and some craft supplies.

Any unspent dollars at the end of camp is returned to the camper on departure day at camp and is always

available to be donated to World Service.

## **World Service**

Campers will have the opportunity to make a contribution to the YMCA World Service Program. Money donated through this program helps children in the United States enjoy some of the same opportunities we have enjoyed at Fox. It makes a great impact upon the campers when they realize that each person giving so little can accomplish so much. Many campers give from \$1.00 to \$10.00. Once combined, these gifts are able to pay for a week of camp for someone less fortunate. A donation to this fund is optional and is left to your discretion. Should you and your child choose to contribute to the World Service fund; the amount should be included in your child's spending money.

## **Communication While at Camp**

### ***Phone Service and Phone Communication from Your Camper***

To allow our campers to get the full experience of camp, we request that your camper leaves his/her cell phone at home. Aside from having bad reception, we want to minimize the effect of homesickness that a call from parents can have for a child away at camp.

Aside from the possibility of creating home sickness from a camper calling home, as staff we would like to avoid a situation where everyone would want to call home if others are to find out that a camper called home. With many years of expertise, we reassure you that every camper will return on Saturday safe and sound.

### ***Communication with Camp Staff***

With limited wireless service, communication with Camp Directors is minimally accessible through email with the Camp Registrar, Justin Kennally, at [jkennally@glenymca.org](mailto:jkennally@glenymca.org) and **should only be used in the event of an emergency.**

### ***Camp Mail***

The only approved communication with your child at camp of course is always the good ole fashion United States Postal Service.

Letters, postcards or parcels should be mailed by the Thursday before departure for camp and no later than the Wednesday your camper is in camp to assure delivery. Please be aware that FedEx and UPS do not ship to camp and only the USPS can mail to camp.

To ensure that any mail gets to the right camper please make sure to include: camp session and senders on the return address in case that mail needs to be returned. As always if a parent chooses to, we encourage sending more than one letter to your camper.

Please address all camper mail with:

Camp Fox, Camp Dates, Camper's Name,

P.O. BOX 1920, AVALON, CA 90704

Mail is checked every day and given to campers as fast as possible, just know it takes longer for mail to get to camp then it does on the mainland so make sure you provide ample time for sending mail.

## **Getting to Camp**

### ***Departure***

All of our camps depart from the Queen Mary Parking Lot at the Catalina Express Building in Long Beach on the Sunday of Camp.

All parent/guardians must be present during check-in. Check-in for Camp is between 7:30 AM and 8:15 AM.

### ***Arrival***

We will return from Camp Fox on the following Saturday to the port.

Parents picking up their kids must bring their harbor cards they received at check in to pick up their campers.

Your child may be picked up by a friend or family member but make sure they are given the harbor card to pick up your camper. We need this to make sure they are going with the right people. **Picture I.D. is required.**

### **Late Pick Up**

Upon return to Long Beach, if your child is not picked up by the time the final staff person leaves for Glendale, he/she will remain in our care and will be transported to the YMCA of Glendale, 140 N. Louise St., Glendale, CA 91206 and will remain under our supervision until your arrival. This should not be used as an alternative to picking up your child in Long Beach and will incur a fee.

### **Parking and Directions to the Queen Mary in Long Beach**

Parking at the Queen Mary does cost money and you should be aware of all the costs of parking. Below is the cost breakdown for parking:

- 0-29 minutes is free
- 30-59 minutes is \$8
- 60 minutes & up is \$18

The YMCA of Glendale, Resident Camp Department, and Camp Fox does not control this area and we are unable to negotiate a special price.

The address to Catalina Classic Cruises is: 1046 Queens Hwy, Long Beach, CA 90802

### **Financial Assistance**

The YMCA of Glendale provides financial assistance to the extent possible to those in need. Assistance will be granted on a first come, first serve basis. Assistance will be granted for the length of the program every year. For more information on requirements please contact Ray Calame, Resident Camp Development Director.

### **LTC/CIT Program**

The Leadership Training Camp Program (LTC) or Counselor in Training Program (CIT) is a great program that offers teens the opportunity to learn and practice skills to one day become Camp Counselors and Leaders in their community. Team building, leadership techniques, and methods are some of the topics taught to the participants of this program, while enjoying all the fun of Summer Camp activities. The LTC program is still considered a camper and therefore must pay the full camp tuition to attend camp. LTC's are campers being introduced to a program where they will learn to be the leaders of tomorrow. Service hours can be given upon request.

### **Cabin Requests**

Cabin Request is one of our most popular questions. Every camper wants to make sure they are paired up with all of their friends. Although we do our best to try and accommodate as many requests as possible, we do ask you to please limit your list to your top 4 cabin mates you would like to request. All requests must be within 21 months of each other.

It is at the discretion of the Camp Development Director and leadership staff to make any changes in the cabins after a cabin has already been assigned. These changes will only be made in circumstances where the change will benefit the experience of all the campers in the cabins.

Cabin assignments begin to be assembled about one (1) week prior to camp and can change all the way up to your camper's arrival at camp. Because of this we will not be able to provide cabin assignments to parents early. Camp is a place for all of our participants and staff to grow and develop as individuals. Making new friends is another way through which this can be achieved.

## CONCLUDING INFORMATION

### Contacting the Camp Department

Here at the Camp Department we are here for you for any question or concern you may have at any point of the process. If you do have any questions or concerns, please contact us at the following

### All Questions or Concerns

Mr. Ray "Gator" Calame

Camp Development Director

Phone: 818.696.2581

E-Mail: rcalame@glenymca.org

Mr. Jeff Reisbeck

Teen Camp Director

Phone: 626.340.1078

E-Mail: jreisbeck@glenymca.org

Mr. Justin Kennally

Camp Registrar/Camp Assistant

E-Mail: jkennally@glenymca.org

### Volunteer Opportunities

Mr. Justin Kennally

Camp Registrar/Camp Assistant

E-Mail: jkennally@glenymca.org

### Donations

The YMCA of Glendale is a non-profit organization and always accepts donations. Contributions provide the help to send youths to Camp. Your tax-deductible contribution of any size will help a youth have a memorable camping experience that will have life-changing experiences. To make a donation please contact Ray Calame at 818.696.2581, or mail your donation by separate check to YMCA of Glendale, Attn: Campership Dept., 140 No. Louise St., Glendale, CA 91206. Thank you in advance for your continued support.

## ADDITIONAL INFORMATION REQUEST AND FEEDBACK

For additional information on camp please contact Justin Kennally, Camp Registrar/Camp Assistant, at jkennally@glenymca.org for more.

2018 marks the beginning of Camp Registration Online and we would love your feedback. Let us know how we did or how we can improve by email to Justin Kennally, Camp Registrar/Camp Assistant, at jkennally@glenymca.org with the subject: ONLINE CAMP FEEDBACK.