



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 2020 Summer Camping Season with the YMCA of Glendale. This year we are celebrating our 95th 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.

Camp Fox on Catalina Island has always been a fun and exciting summer adventure but last year we have the privilege to expand our camping program onto the mainland with our Mini-Mountain Camp Adventure. Due to the success of this camp we have added an additional week in the mountains so that our land lovers are still able to enjoy a Y Camp experience without crossing an ocean to get to camp. These 2 new mountain mini summer camp adventures now have a new home at Camp Lolek, a beautiful forest camp located in the Wrightwood Mountains adjacent to the Angeles National Forest just a 1 1/2 hour bus ride from Glendale. This new location will provide our campers with amazing opportunities that they will treasure for the rest of their life and we cannot wait to share it with you. Just like last year our Mini-Mountain Camps will be staffed with our awesome Glendale YMCA Camp Fox staff with myself, Ray "Gator" Calame, serving as lead director for Mountain Camp 1 (June 20-25) and Ken "Panto" Lund serving as lead director for Mountain Camp 2 (July 5-10).

Just like last year we are pleased to offer a "Surf and Turf" opportunity for anyone who attends Camp Lolek and then attends a Fox Camp this summer will get a \$25 credit towards each of their Camp Fox experience. Travel to and from Camp Lolek will be by charter bus leaving from Fremont Park in Glendale with check in between 8:30 to 9:00 am. Any additional questions can be answered with a call to my direct line (818) 696-2581. This new addition is very exciting for us and we hope that this will give more campers the opportunity to experience a Y Camp.

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 2019 Camp Season we were extremely proud that we were able to offer 6 Week-Long Summer Camps and 1 Labor Day Weekend Family Camp for more than 1500 campers. This year we hope that we can match that success and continue to provide a home away from home for years to come. As a reminder I would also like to point out that any family that decides to attend our Labor Day Family Camp, September 5th to 7th and has a camper attend our youth camps will receive a \$10 reduction for family camp.

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 Glendale YMCA Summer Camp Program! 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

Camp Tuition, Cancellations, and Payments

Tuition and Deposits

The 2020 Camp Fox Tuition is as follows:

YMCA Member Rate: \$700.00

Non-Member Rate: \$725.00

The 2020 Mountain Camp Lolek Adventure Tuition is as follows:

YMCA Member Rate: \$500.00

Non-Member Rate: \$525.00

There is a \$75.00 **non-refundable deposit** that is included in the Camp Tuition not in addition too. A deposit guarantees placement into a camp but *it shall be forfeited in the event of a cancellation*. Additionally, in the event of a past due account a \$50 reinstatement fee will be applied to your account, for more information please see the section titled "Due Dates and Past Due Accounts" below.

Cancellations and Refunds

You are able to cancel your camp registration at any time *put please be aware that a cancellation does not guarantee a full or partial refund*. Additionally, we request that any cancellation request be submitted in writing to the any member of the Resident Camp Department. Furthermore, any and 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 refunds, including those that are on the basis of medical needs, require the approval of the Resident Camp

Director and can take anywhere between 7-14 business days to complete.

Any refunds that are on the basis of medical needs may require a written doctor note with the prognosis submitted to the Resident Camp Director before approval. All refund requests are not approved, and each are taken on a case by case basis.

Due Dates and Past Due Accounts

All forms and fees are due a **minimum of four weeks prior to camp date** to hold your camp reservation. Failure to pay camp fees in full and complete your camp forms by your camps due date will result in cancelation of your camper's registration. Your camps due date can be found below.

Payment and Forms Deadline Date (by Camp)

Co-Ed Youth One: Tuesday, June 16, 2020

Co-Ed Youth Two: Tuesday, June 30, 2020

Co-Ed Youth Three: Tuesday, July 14, 2020

Teen Camp One: Tuesday, June 23, 2020

Mountain Camp Lolek 1: Tuesday, May 26, 2020

Teen Camp Two: Tuesday, July 7, 2020

Mountain Camp Lolek 2: Tuesday, June 9, 2020

Any Fees or Forms not received by the above deadline will result in cancelation and the camper's family will have a five-day grace period to be reinstated to the program with a \$50 reinstatement fee posted to the campers account. After the five days you will be subject to a full cancelation and are not entitled to a refund.

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 wavier 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, additionally your camper must have Doctors clearance within 30 days of the camp they are going to attend. Once cleared we require doctor to forward that documentation to us confirming they are medically fit to attend camp.
- For further information please contact Ray Calame, Camp Development Director, at 818.696.2581 or visit www.shotsforschool.org/laws.

*All immunization records uploaded to your camper's health profile will be reviewed by a member of the Resident Camp Department and the Camp's Medical Director. If documents, such as exemptions to regulations, are uploaded to your campers' medical profile instead of valid immunization documents they will be flagged by our team. Once flagged, discussion between the camper's parent or guardian and the Camp Development Director or his agents will be required so we are able to ensure the health and safety of your camper.

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 Camp parents should discuss with their camper their medication schedule while at camp and prior to boarding the boat for Camp Fox or bus for Camp Lolek 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 for Camp Fox and at Freemont Park for Camp Lolek. 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 at owners' expense. 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 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 One" by answering yes to the question, "Does your child have any dietary restrictions?"

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 health and 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 and our campers.

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 (Camp Fox) or from Camp Lolek (Mountain Camp) 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 | c. Pets | f. Expensive cameras or jewelry | h. Laptops |
| b. Personal Vehicles | d. Radios | g. Portable Gaming Devices | 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, Camp Fox, and Camp Lolek 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. Additionally, please place your campers' initials on all items your camper brings to camp. 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"/> Sweater/Sweatshirt or Jacket | <input type="checkbox"/> Hand Lotion |
| <input type="checkbox"/> Pillow (packed inside sleeping bag) | <input type="checkbox"/> Swimsuit (2 is best) | <input type="checkbox"/> Shampoo/ Conditioner |
| <input type="checkbox"/> Underwear (7) | <input type="checkbox"/> Pajamas | <input type="checkbox"/> Soap |
| <input type="checkbox"/> T-Shirts/Tank Tops (8) | <input type="checkbox"/> Socks | <input type="checkbox"/> Sunscreen & lip protection (note: camp also has ample sunscreen available for campers use) |
| <input type="checkbox"/> Long Pants (2) | <input type="checkbox"/> Hat | <input type="checkbox"/> Flashlight (bag the batteries) |
| <input type="checkbox"/> Shorts (2) | <input type="checkbox"/> Bag for Dirty Clothes | <input type="checkbox"/> Refillable Water Bottle |
| <input type="checkbox"/> Tennis Shoes (2) | <input type="checkbox"/> Towels/Wash Cloths (2) (roll up in sleeping bag) | |
| <input type="checkbox"/> Inexpensive Water Shoes | <input type="checkbox"/> Toothbrush and Paste | |
| <input type="checkbox"/> Writing Materials/Stamps | | |

Optional Suggested Items include a Disposable Camera, Musical Instrument, and Reading Materials.

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 duffel 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.

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 Department Assistant or Rebecca Messler, at rmessler2@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.

Please address all camper mail for Camp Fox 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 for Camp Fox Camps on Catalina Island

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

A parent/guardian must be present during check-in unless previously communicated to Camp Development Director. Check-in for Camp is between 7:30 AM and 8:15 AM.

Arrival for Camp Fox Camps on Catalina Island

We will return from Camp Fox on the following Saturday to the Queen Mary Port at **1:30 PM**.

Parents or guardians 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.**

Parking and Directions to the Queen Mary in Long Beach for Camp Fox Camps

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/Queen Mary Port is: *1046 Queens Hwy, Long Beach, CA 90802*

Departure for Camp Lolek Mountain Camp Adventure

Our Mountain Camp Lolek will depart from Fremont Park in Glendale, CA by Charter Bus.

Check in for this camping adventure is between 8:30 AM and 9:00 AM and all a parent or guardian must be present during check-in.

The address for Fremont Park is: *600 Hahn Avenue, Glendale, CA 91203.*

Arrival for Camp Lolek Mountain Camp Adventure

We will return from Camp Lolek around 5:00 PM on scheduled return date by charter bus to Fremont Park in Glendale, CA.

Parents picking up their kids must bring their camper return 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 camper return card to pick up your camper. We need this to make sure they are going with the right people. **Picture I.D. is required.**

The address for Fremont Park is: *600 Hahn Avenue, Glendale, CA 91203.*

Late Pick Up

Upon return to Long Beach for Camp Fox Camps or to Fremont Park for Circle Lolek Camps, 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 and will incur a fee.

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

Mrs. Rebecca Messler (Synott)

Camp Registration, Volunteer, and Communications Coordinator/Coed Youth Camp Director

E-Mail: rmessler2@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.