



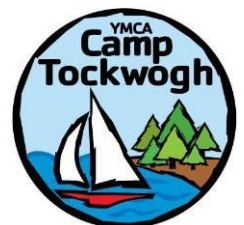
**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**



# 2017 PARENT HANDBOOK

YMCA CAMP TOCKWOGH  
24370 STILL POND NECK ROAD  
WORTON, MD 21678  
TEL: 410-348-6000  
FAX: 410-348-6023

WEBSITE: [www.ymcacamptockwoqh.org](http://www.ymcacamptockwoqh.org)  
EMAIL: Registration – [registration@ymcade.org](mailto:registration@ymcade.org)



## Table of Contents

Mission Statement and Staff Introduction .....	3
Required Information .....	4
Optional Information .....	5
Preparing for Camp .....	6
Discussions to Have with Your Camper .....	7-8
Behavior Contract .....	9
Checking In .....	10
Your Camper's Wellbeing .....	10-11
While at Camp .....	11
Sample Schedule .....	12
Communicating with Your Camper .....	12-13
Checking Out .....	13
Lost and Found .....	13
Off Season Programming .....	13
Making Payments .....	14
Financial Assistance .....	14
Cancellation and Refund Policy .....	14
Mini Camp Specific Information .....	15

# YMCA Camp Tockwogh

## A Branch of the YMCA of Delaware

### YMCA of Delaware Mission Statement

The YMCA of Delaware is an Association of people of all ages, ethnic groups and religious affiliations that strives to cultivate the human potential, self-esteem and dignity of all people. Our organization exists to develop and practice the Christian principles of love, caring, inclusiveness, justice and peace, and to enrich the emotional, physical and social life of individuals, families and our community.

### Camp Philosophy

Resident camping is one of the most formative experiences in a child's life. Camp Tockwogh incorporates outdoor fun and adventure into an experience that allows children to enhance values, build character, develop as leaders and learn lifelong skills.

### Introduction

This handbook should be used as a tool in preparation for your child's experience at Camp Tockwogh. For those first-time campers and camper parents, please be aware that the Parent Handbook is intended for use by campers at both Camp Tockwogh and our Tickwogh Sailing & Skiing Specialty camps. Please read for important information on check-in, check-out, required forms, programs, policies, and other general areas that will prepare you and your child for Camp Tockwogh. Please contact Camp Tockwogh at 410-348-6000 with any questions.

### CAMP STAFF

Executive Director	Elizabeth Staib King	<a href="mailto:eking@ymcade.org">eking@ymcade.org</a>
Camp Director	Courtney Izett	<a href="mailto:cizett@ymcade.org">cizett@ymcade.org</a>
Assistant Director	Alex Jones	<a href="mailto:ajones@ymcade.org">ajones@ymcade.org</a>
Assistant Director	Pat Gizinski	<a href="mailto:pgizinski@ymcade.org">pgizinski@ymcade.org</a>
Assistant Director	Kelly Leibolt	<a href="mailto:kreibolt@ymcade.org">kreibolt@ymcade.org</a>
Office Manager	Bernadette Robino	<a href="mailto:brobino@ymcade.org">brobino@ymcade.org</a>
Office Specialist	Marisa Raffaele	<a href="mailto:mr Raffaele@ymcade.org">mr Raffaele@ymcade.org</a>
Facilities Director	John Hughes	<a href="mailto:jhughes@ymcade.org">jhughes@ymcade.org</a>
Food Service (April-November)	Food & Beverage Assoc.	<a href="mailto:kitchen002@ymcade.org">kitchen002@ymcade.org</a>
Delegating Nurse	Janet Rose	<a href="mailto:jrose@ymcade.org">jrose@ymcade.org</a>

### Our Summer Staff

Our philosophy is that staff is the key to a successful camp experience. Our overall staff to camper ratio is 1:4. Our cabin ratios for staff to campers are the following:

- 5 years & younger – 1:5
- 6-8 years – 1:6
- 9-14 years – 1:8
- 15-18 years – 1:10

Our staff exudes positive energy and excitement. Every one of our 130 staff goes through a detailed interview and background check process; their attitude determines whether they will ultimately be part of the Tockwogh team. Effective staff training is essential. Training covers everything from CPR/First Aid, lifeguarding, horseback riding, and boat driving to working with homesick campers, strategizing to create bonds within the cabin and modeling good behavior.

## REQUIRED INFORMATION

All forms must be complete and submitted prior to your camper's arrival. No child will be permitted to stay at camp without proper health forms on file. Be sure that all necessary forms are signed.

The link to the printable health packet is <http://ymcacampstockwogh.org/wp-content/uploads/2016/09/Health-Forms-Packet-1.pdf>. This packet can also be downloaded from your camper's account in the Campwise system. Physician forms and insurance information will be available to our Wellness Center Staff and sent to the Emergency Department or Doctor's Office should it be necessary.

## NECESSARY FORMS CHECKLIST

**PAPER FORMS:** Health forms are due by May 1<sup>st</sup>. We prefer that they are emailed to [registration@ymcade.org](mailto:registration@ymcade.org). Alternately, they may be faxed (410-348-6023) or mailed.

\_\_\_\_\_ **Physician Health Form**- In compliance with state law and the American Camp Association (ACA) camping standards, **all campers are required to have a physical examination within 12 months of camp attendance** and a health history completed new each year. The date of the exam is required.

\_\_\_\_\_ **Physician Medication Administration Authorization**- Required for campers taking ANY medication (prescription or over-the-counter) at camp. Must be completed by the physician and signed by guardian.

\_\_\_\_\_ **Insurance Card**- This is required for all campers. Include a legible copy of the front and back of your camper's health insurance card. If you have a separate prescription medication card, please include this with your packet as well.

**ONLINE FORMS:** (located in your camper's online account)

\_\_\_\_\_ **Health History- Parent to Complete**- Guardians provide camp with health history and current health information. By signing this form, you give camp permission to seek treatment for your camper if needed.

\_\_\_\_\_ **Camper Profile Form**- Helps the camper's cabin counselor(s) familiarize themselves with your child.

\_\_\_\_\_ **Disclaimer and Acknowledgement**- Guardians will sign off that they understand the refund, release of Liability, Medical Insurance, and marketing policies.

\_\_\_\_\_ **Parent Handbook and Behavior Contract Acknowledgement Form**- Verifies that you have read and understand the content in the Parent Handbook and that you have reviewed the Behavioral Contract with your child.

\_\_\_\_\_ **1/2 Week Program Additional Information**- On this form you will provide information regarding payment plans, stay over weekends, laundry service, Y membership, and Y employment.

## OPTIONAL INFORMATION

### Cabin Mate Request – For Traditional campers, completed online

This is not a guarantee, but parents may enter a request. It is limited to one friend. The campers must be in the same village and attending the same session, and the request must be mutual (submitted by both campers' parents). Campers are housed in either a cabin or lodge depending on the village and number of campers. The villages are grouped by gender and grade completed.

### Transportation – optional for campers flying into or out of PHL or BWI airports, completed online

Camp Tockwogh can arrange to pick up/drop off campers flying into/out of Philadelphia International (PHL) or Baltimore Washington International (BWI) airports who are unescorted by an adult. There will be a fee of \$65.00 per child each way. We are not able to make arrangements for meeting parents or relatives. This service is only available for campers with scheduled flight itinerary, which will also need to be provided in your online registration. This is important for Camp Tockwogh to make travel arrangements. When possible please try to arrange all flights between the hours of 11:00am and 2:00pm on scheduled check-in/check-out days. If this is a problem please contact the camp office. Please note: an additional fee of \$50 will be charged for an unaccompanied minor drop off. The classification of a unaccompanied minor is determined by the airline, not by Camp Tockwogh.

### Laundry Service – optional for "stay-over weekend" campers only, completed online, additional fee applies.

There is no laundry service during sessions. Laundry Service is available to campers attending the stay-over weekend between two or more consecutive sessions, for an additional fee. All clothing should be labeled with your child's name in permanent marker. Campers are assigned a Camp provided laundry bag. The card on file will be charged for the laundry fee.

### Camp Store Allowance – all campers, completed online

Tockwogh has 2 stores, the Dry Store and the Wet Store. Items for sale in the Dry Store include: T-shirts, sweats, shorts, hats, flashlights, batteries, toiletries, stamps, etc. The Wet Store contains snacks. Both stores are open during check in and check out. Campers will visit each store once a week. Parents will set up and pay ahead the amount for your child to use in our 2 camp stores. The average amount is \$50 per session. Without this your child will not be able to purchase items/snacks from the camp stores. There are some miscellaneous things that may be charged to your camper's camp store account. These items are tie dye t-shirts, regatta t-shirts, and snacks provided to the campers on the last night of camp. If your child does not spend the entire amount it can be refunded to you or you may consider making it a donation to camp.

### Alternate Leave Form – optional for campers, completed online

This form must be completed for your child to leave camp before the 6pm check out time, or with any adult other than a legal guardian. Proper identification will be required of anyone picking up a child other than a parent.

### Activity sign ups – Traditional campers, completed online and during the first day of camp

The Tockwogh staff is working hard to ensure all campers get their first choice activity at the waterfront and on the land! Parents and campers may log in to their online account and choose their one "MUST HAVE" waterfront and one "MUST HAVE" land activity, found in the online activities section. This process ensures that all campers are guaranteed activities in which they have a vested interest and are more likely to enjoy. Campers will then fill out the rest of their schedule at camp each Sunday during activity signups. This allows them to pick classes with a friend or try something new. Below are the only activities on camp that have additional charges:

### Equestrian Programs – optional for campers, completed online, additional fee required

At Camp Tockwogh, we offer a series of horseback riding programs for riders of all skill levels. We offer daily trail rides on a regular sign-up basis, an hour-a-day English style riding lesson program and our Equestrian Camp, which combines riding lessons with instruction on horse care and stable maintenance. Our equestrian staff are all experienced riders and lessons are led by CHA certified instructors.

English Riding Lessons – These are single activity/period lessons held daily Monday – Friday afternoons. Lessons will focus on basic riding skills and are available for beginner through advanced riders.

Equestrian Camp – This is a more in-depth program designed to teach participants more information about overall horsemanship. In addition to riding lessons, participants will learn tacking, grooming, feeding, trail rides, anatomy, some general veterinary practices and more. This program is offered to riders of all skill levels and is limited to 6 riders per session. The program will run daily for both morning activity/periods Monday – Friday.

Trail Rides – Trail rides may be offered each day (weather permitting) to any age and ability. This form is for parental permission only; the camper must sign up for these rides at camp. No charges will be incurred until the end of the camper's session.

## PREPARING FOR CAMP

The following is suggested for a two-week period. It is a good idea to send mostly older items since outdoor fun can be hard on clothes. Please assist your child with packing to help eliminate items arriving at camp that do not belong (cell phones, video games, expensive audio equipment, sports equipment, trendy clothing or expensive jewelry) and items that are prohibited (weapons, tobacco, drugs, alcohol and any other substances that can be used in an illegal manner). We allow campers to bring snacks with them to camp. Comfort food is great; we only ask for moderation. Too many snacks and sweets tend to generate trash and attract critters. Additionally we want to keep all our campers safe so please consider all allergies, dietary needs etc when packing. There are no products containing nuts allowed at camp. If food of any kind containing nuts is in the cabin it will be removed by the counselor. **Camp Tockwoqh is not responsible for any lost or missing items.** If your camper has a problem with bed wetting, please send a waterproof mattress cover and be sure to notify the counselor. Please note: any personal sporting equipment brought by campers may be required to be stored in the camp office – lacrosse sticks, bows, bats, etc.

### Suggested Items:

- 2 pairs sneakers (required for activities)
- 4 sheets (a set and two flat sheets)
- 1 sleeping bag (required for completed grades 4&5)
- 2 blankets
- 1 pillow
- 2 pillow cases
- 4 bath towels
- 2 wash cloths
- 2-3 beach towels
- 1 laundry bag
- 3 sets of pajamas
- 10-14 T-shirts
- 8-10 pairs of shorts
- 3 pairs of jeans or long pants
- 1 belt
- 10-14 pairs of underwear
- 10-14 pairs of socks
- 2-3 bathing suits
- 3-4 UV protective/rash guard shirts
- 1 heavy sweater or jacket
- 1 sweatshirt
- 1 raincoat/poncho
- 1 pair of water shoes/sandals (to wear in the bay)
- Water bottle (labeled)
- Sun block-SPF 30 or higher/broad spectrum/waterproof



- Sun glasses and hat/visor
- Deodorant
- Comb and brush
- Soap and shampoo
- Toothbrush and paste
- Flashlight
- Insect repellent (non aerosol)
- Postcards/ paper & pen
- Small electric fan
- Small backpack
- Books for leisure reading

### Optional Items

- Bottled water
  - Hangers
  - Mattress pad
  - Camping Chair
  - Camera (inexpensive)
- Please DO NOT BRING:**
- Cash
  - Cell phones or electronics
  - Expensive/irreplaceable items

Note: Phones will be confiscated and returned to campers with a parent present at check-out.

Personal belongings are best packed in sturdy suitcases, duffel bags, large Tupperware totes or trunks. Please label all clothing and personal items. The methods of packing mentioned are not required. If you have other methods please be sure they are able to be handled by the campers. The beds are bunk bed style, no linens are provided. Also keep in mind that your child will have 7-8 other cabin mates. Please be aware that campers have a dance at the middle and end of a 2-week camp session and in the middle of a 1-week session where they are permitted to wear casual clothing (this is NOT a formal event).

## DISCUSSIONS TO HAVE WITH YOUR CAMPER

While we will take every possible measure to ensure that your child has a safe, positive camp experience, we cannot guarantee it. However, with your help, our success rate can and will be high. The following includes topics and suggestions of discussions we would like for you to have with your child. Camp Tockwogh reserves the right to search any camper's belongings if camp leadership deems necessary.

### Weapons

The safety of our campers is paramount. Campers may not bring any weapons with them to camp. Knives/pocket knives, guns, clubs, or any other item that can be used to harm another individual are prohibited. Campers found in possession of these items will be sent home. Any camper that uses any object as a weapon to harm another individual will be sent home. Camp Tockwogh may also file a report with the appropriate authorities in these cases.

### Alcohol, Tobacco and Drugs

The possession and/or use of any type of alcohol, tobacco or drugs are prohibited. Campers found using, being under the influence of or in possession of these items will be sent home. Camp Tockwogh may also file a report with the appropriate authorities in these cases.

### Interactions with Campers and Staff

It is important that all of our campers feel safe while at camp (physically & mentally). It is the responsibility of each individual camper to treat others in a manner consistent with the values emphasized at Tockwogh (Caring, Honesty, Respect and Responsibility). It is each individual's responsibility to behave appropriately. The rule or question we give our staff in order to help them determine what is appropriate vs. inappropriate behavior is: Would they be doing/saying the same thing if their parent were present or if they were at school? Talk to your child about this rule. If they feel mom, dad or their principal would not approve they need to let someone else know what was done or said.

Camp Tockwogh will work with campers having a hard time adjusting to camp life. However, if your child's behavior is causing serious ongoing disruptions to others they will be sent home. Please see Cancellation and Refund Policy.

### Relationships with Campers and Employees

Employees and volunteers are not permitted to socialize with program participants outside of YMCA programs, even if participants are 18 years of age. This includes babysitting, private lessons and sleepovers. At times, campers want to stay in touch with their counselor after the camp season has ended. YMCA Camp Tockwogh staff may not phone, message or talk via the Internet to any YMCA participant, including Facebook. Camp staff may write or e-mail campers, but all correspondence should be addressed to the parent's attention. Parents should be aware of and monitor all such correspondence. Parents should preview any letters or notes before passing information on to the child. YMCA staff will respect parental decisions related to this matter. The Camp Director should be contacted if clarification of this policy is needed. Staff may not transport campers in their personal vehicles at any time. Parents should not ask staff to drive their camper home under any circumstances. Advance arrangements should be made to ensure campers are picked up on time.

### Camper Social Networking Policy

If your camper is on Facebook, Twitter, Snapchat, Instagram, or uses the internet for other social networking, it is our hope that they will represent themselves in a positive light, and that they will represent the YMCA and Camp Tockwogh positively if they choose to mention their camp experiences online. No camper should use the internet to defame, bully or otherwise harass another camper or staff member. Campers and staff should not "friend" and/or "follow" one another or communicate online. Posting and/or tagging pictures of other campers/staff without their permission is also not permitted. If it is brought to our attention that your camper is doing these things, we will contact you and expect the inappropriate material be removed. We highly recommend speaking with your camper about these expectations and helping them set the security preferences on their profiles to ensure their online presence is only accessible to their friends and family.

## Homesickness

Being away from home for an extended period of time can produce anxiety for children and their parents. The following information will offer preventative measures and possible coping strategies.

It is important that you set realistic expectations. The following are some helpful tips for parents:

- Do not tell them you will pick him/her up if he/she does not like camp.
- Discuss what camp will be like well before your child leaves, acknowledging feelings.
- Brainstorm with your child about ideas he/she might have to take care of himself/herself if they start to feel homesick.
- If possible visit camp prior to attending. Our Summer Camp Tour Days are February 19, March 19, April 23, and May 21. We also have an Open House on June 4. If none of the dates will work for your schedule, call camp to set up an individual tour.
- Visit [www.summertimehandbook.com](http://www.summertimehandbook.com) for more helpful hints.

It is not unusual for a child to express homesick feelings through a letter mailed home in the first few days of camp. Our staff is trained to handle these situations and will work with the camper to overcome the homesickness. The vast majority of these campers overcome their fears in the first few days of camp. If your camper's homesickness is not lessening, we will call you and ask for advice. If you feel that it is necessary to talk with someone at camp, one of the leadership staff, Parent Liaisons, or camp directors will be available to discuss the situation with you.

It is our strong belief that the summer camp experience is an invaluable resource for children on their way to becoming healthy adults. At camp, children learn to problem-solve, make social adjustments to new and different people, take responsibility and gain new skills to increase one's self esteem. The goal of camp is to provide a fun, learning experience for children while assisting in their growth and development in a safe environment. It would be a major loss if children missed out on all of the benefits camp has to offer because of a case of homesickness.





Camper Behavior Contract  
 YMCA CAMP TOCKWOGH  
 24370 Still Pond Neck Rd. Worton, MD 21678 P: 410-348-6000 F: 410-348-6023

As participants at YMCA Camp Tockwogh, you have the opportunity to interact with a variety of people. This is a unique chance to exercise a new level of independence without parental authority. It also means increased personal responsibility representing your family, YMCA Camp Tockwogh, and most importantly, yourself. This behavior contract is designed to allow you the greatest opportunity while outlining your most important responsibilities to ensure a fun time!

Please read over the rules below very carefully with your parents. When you are sure you understand these guidelines, expectations, and the consequences associated with them, sign your name and the date at the end. Have your parents sign this as well and return it to YMCA Camp Tockwogh before the first day you are attending.

1. In keeping with the YMCA mission, appropriate behavior is expected of all participants in summer camp programs. Behavior that conflicts with YMCA values will be addressed in a nature appropriate to the disruptive behavior and is at the discretion of the YMCA staff and directors.
2. The use or possession of alcohol, tobacco, weapons, or any controlled substances by any program participant will result in expulsion from the program.
3. Criminal behavior of any sort will not be tolerated. This includes the unauthorized use or theft of the property of any Tockwogh program participant or staff member. Also, damage or theft to program vehicles, equipment or any site visited can lead to expulsion from the program for the remainder of the summer.
4. Appropriate and respectful interactions with program participants and YMCA staff are at the core of the YMCA mission and essential to having a successful program experience. Non-YMCA patrons will also be treated in a manner that is consistent with the YMCA mission.
5. To truly "disconnect to reconnect" at Camp Tockwogh's summer programs, no cell phones and tablet computers (iPads) will be brought to camp.
6. As a program participant you will have a daily schedule to follow. Part of your growth at Tockwogh includes responsibility and independence. If you are not where you are supposed to be at any time your parents may be called and you may be removed from the camp program.

**CAMP DISCIPLINARY POLICY**

It is the responsibility of the YMCA to insure each person's right to achieve our goals within the camp setting. In order to do so, the YMCA requests the understanding and application of this proactive disciplinary policy.

1. Every person has the right to be safe and healthy within his or her environment, including the following:
  - Security and privacy of personal items
  - Freedom from verbal, physical and mental abuse (bullying)
2. Every person has the right to an opinion, and to be heard in a constructive and positive manner.
3. Every person has the right to be respected and treated fairly in a civilized manner.
4. Every person has the right to grow in spirit, mind and body and is equally valued and important to the YMCA. It is implied that these rights apply to all individuals, campers, staff and parents alike. If a person infringes on another's rights, the YMCA staff will take action to remedy the situation.
5. The YMCA staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. Parents will be notified immediately if issues arise regarding camper behavior. If positive outcomes cannot be achieved, the YMCA reserves the right to suspend or terminate the camper from our program. Camp fees will not be prorated or refunded for behavioral dismissal.

I understand that I must comply with camp's rules and standards of conduct at all time while I am a participant at Camp Tockwogh. I understand that that my participation in the program may be terminated if I do not maintain these standards.

Camper's Printed Name: \_\_\_\_\_

Camper's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that my child must comply with camp's rules and standards of conduct at all time while a participant at Camp Tockwogh. I understand that that my child's participation in the program may be terminated if they do not maintain these standards.

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECKING IN

Check in for sessions 1-5 is on Sunday from 1:00pm to 3:00pm. Please do not arrive prior to 1:00pm or you will wait at the Camp entrance to allow us to continue our final preparations to greet your campers. A staff member will be at the gate to greet you on check-in day. Check-in is in your child's village. Parents who plan to travel to camp by boat need to contact the camp office before check-in day.

### Cabin Check-In

Your child's counselor will be at the cabin to greet you and to introduce your child to the other campers. Please share any information that will assist the staff as we relate to your child. It is best to make your partings brief and pleasant so your child does not become upset about your departure.

As soon as the cabin group is complete, the orientation program will begin. The campers will begin with a tour of the camp, a health check, swim evaluation and waterfront orientation prior to the evening meal. The swim evaluation has campers demonstrate a forward-moving stroke and tread water for one minute in order to participate in aquatic activities. Campers who are not able to demonstrate these skills are required to take daily swimming lessons if they wish to participate in aquatic activities. The health check assesses any bumps, bruises, wounds, lice, rashes or athlete's foot. Any health issues discovered during the check may affect your camper's stay. If your camper has any preexisting concerns or updates to health information, you must check in with the Wellness Center Staff before leaving camp.

## YOUR CAMPER'S WELLBEING

Ensuring the health and safety of your child while they are at camp is of the utmost importance to us. Camp Tockwogh is licensed by the state of Maryland and accredited by the American Camp Association. Our staff participates in various and extensive safety training workshops pre-season which include: CPR, First Aid, ELLIS Lifeguard Training, and the use of AED. We have staff certified by the US Sailing Association and also USA Waterski members. All of our power boat drivers are licensed through the state of Maryland.

Registered Nurses are on site throughout the summer. A team is trained as Certified Medication Technicians, three of whom live in the Wellness Center with the nurse. Wellness staff is available 24/7. Emergency equipment on site, includes EpiPen, AmbuBags, Oxygen and AED's.

Our on call Camp Physician is Dr. Freddy O. Araujo, of Chestertown Pediatrics, (410)- 778-1420. He is certified by the American Board of Family Practice and the American Board of Pediatrics. In the event of an emergency, most children will be taken to University of Maryland Shore Medical Center, accredited by the Joint Commission on Accreditation of Health Care Organizations. 100 Brown Street, Chestertown, MD 21620. (410)-778-3300.

Parents contribute to our ability to be prepared for health and safety by thoroughly completing and submitting medical forms and camper information by May 1. In the event that the actual Doctor's physical has to be postponed due to insurance authorization, we ask that you send us the rest of the packet and note the date of the scheduled physical. Doctors book up for camp physicals quickly and we require one to be completed within a year of your child's camp start date. Campers must have complete health forms before they can attend camp. Schedule appointments early!

We require that you update us in writing of any changes from the original form with regard to travel out of the country, exposure to or infection with any communicable illness, or any injuries or other changes to your camper's health which potentially impact their stay with us. Please take the time to familiarize yourself with all of the parent handbook and the activities we offer so you can notify us of any restrictions or provide any information that will help us provide the best care of your camper.

Feel free to call or stop by Wellness for any concerns.

Together we can prepare for and look forward to a safe and happy camp experience.

MEDICATION ADMINISTRATION is mandated by state law. All MEDICATIONS must be in the original pharmacy labeled containers, which must match exactly the Medication Administration Authorization Form, signed by both the doctor and the parent. All

medications including prescriptions and over the counters and self-carry rescue medications must be checked in with the nurse by an adult. For example, if your child has an inhaler, it must be in the original pharmacy box or preferably have a pharmacy label on it.

**The Wellness Center Staff will CONTACT PARENTS if your camper:**

Is in the Wellness Center for 24 hours, needs to be taken to a medical professional off site, or is taken to the hospital.

**MEDICAL INSURANCE/ MEDICAL COSTS**

Parents/guardians are responsible for medical insurance coverage for their child while at camp. If needed, it is expected that you will make arrangements with your insurance company prior to arrival. Pre-existing health issues are the responsibility of parents. All medical bills and expenses are ultimately the responsibility of the camper's family.

You must supply camp a copy of your child's Medical Insurance card.

**WHILE AT CAMP**

Visitors

There are no visitation days during camp sessions. If your child is staying at camp between multiple sessions they are attending, you may visit them on the Saturday of stay-over weekend or sign out and take your child off camp.

Land Programs

YMCA Camp Tockwogh offers your child a wide variety of activities. Please spend a few moments with your child to discuss the activities he or she may want to sign up for while at camp.

The following is a brief list of activities that may be offered:

- Tennis
- Archery
- Dance & Drama
- Photography
- Arts & Crafts
- Nature
- Gardening
- Ropes Courses
- Jewelry
- Basketball
- Flag Football
- Cooking
- Sports and Biking
- Mountain Biking (6<sup>th</sup> grade and up)
- Lacrosse
- Climbing Wall
- Creative Writing
- Soccer
- Field Hockey
- Guitar
- Survival Craft
- Horseback riding
- High Ropes Challenge Course (6<sup>th</sup> & 7<sup>th</sup> grades only)



Waterfront Programs – Sailing, Waterskiing, Wakeboarding, Canoeing, Windsurfing, paddle boarding, corcling (younger villages only) and Kayaking. The older villages (Chickasaw, Ute, Iroquois, and Sioux) campers will use the Main Beach as their waterfront. The younger villages (Pawnee, Navajo, Cherokee, and Algonquin) campers will use Cherokee Beach as their waterfront. Younger campers will be able to participate in all waterfront activities with the exception of windsurfing and paddleboarding. Our youngest campers (Pawnee/Cherokee) will be pre-registered for sailing and swim lessons. All other activities offered at the Main Beach will be also offered at Cherokee Beach. All campers and staff are required to wear life jackets when participating in waterfront activities.

Below is a sample of what the activity signup sheet looks like:

Camper Name:	Cabin:		Village:	
Older	1	2	3	4
Eq Camp			Riding Lessons	Riding Lessons
Beg Sailing			Int Sailing	
Int Sailing			Adv Sailing	
Adv Sailing			Big Boat	
Big Boat				
Beg Ski	Beg Ski	Beg Ski	Beg Ski	Beg Ski
Int Ski	Int Ski	Int Ski	Int Ski	Int Ski
Adv Ski	Adv Ski	Adv Ski	Adv Ski	Adv Ski
Windsurfing	Windsurfing	Windsurfing	Windsurfing	Windsurfing
Canoe/Kayak	Archery	Basketball	Basketball	Canoe/Kayak
Basketball	Soccer	Backyard Games	Backyard Games	Archery
Tennis	Gaga Ball	Lacrosse	Lacrosse	Backyard Games
Gaga Ball	Clay Court	Mountain Biking	Mountain Biking	Soccer
Jewelry	Arts & Crafts	Sports and Games	Sports and Games	Mountain Biking
Cooking	Nature	Volleyball/Field Hockey	Volleyball/Field Hockey	Sports and Games
Dance and Drama	Survival Craft	Jewelry	Jewelry	Football/Rugby
Sticks and Fire	Pool	Sticks and Fire	Sticks and Fire	Arts and Crafts
Bay Studies		Nature	Nature	Cooking
				Photojournalism
				Survival Craft
				Bay Studies
				Pool

Period 1	Period 2	Period 3	Period 4
Inter. Ski	Archery		

Each camper will receive their own sheet with their "MUST HAVE" waterfront and "MUST HAVE" land activities pre assigned. The rest of the activities are filled out during activity signups held each Sunday.

Two week campers have another opportunity to select a "MUST HAVE" activity for their second week of camp. Campers will work with their counselors to get their choice. This reduces the difficulty of receiving their top choice of activity for their second week.

## SAMPLE SCHEDULE

7:15 am	Wake-up Call
7:55 am	Flag Raising
8:00 am	Breakfast
8:30 am	Village Detail & Cabin Clean Up
9:15 am	Cabin or Village Activity
10:15 am	First Activity Period
11:15 am	Second Activity Period
12:30 pm	Lunch
1:00 pm	Rest Period in Cabins (camp store)
2:15 pm	Third Activity Period
3:15 pm	Fourth Activity Period
4:15 pm	Fifth Activity Period
5:25 pm	Flag Lowering
5:30 pm	Dinner
6:00 pm	Sixth Activity Period
7:15 pm	Cabin or Village Activity
8:30 pm	Showers - Younger Villages
8:30 pm	Socialization Time - Sioux & Ute
9:00 pm	Cabin Fellowship/Devotions
9:30 pm	Lights Out based on age
10:30 pm	Lights out based on age



## COMMUNICATION WITH YOUR CAMPER

### Camper E-mails

Camp uses an e-mail service called Bunk1. Bunk1 provides a service for e-mailing campers, a camper reply service and the ability to view camp pictures. To participate in the e-mail services of Bunk1 you will pay them directly on the Bunk1 website. For the safety of your child, parents have control over who e-mails your camper; you may invite others to e-mail your camper. E-mails are printed and delivered daily Monday - Friday. There is a reply option you may choose allowing your child to write you a letter and have it sent to you electronically. Throughout each camp session pictures are taken and posted on the Bunk1 site Monday - Friday. You are able to log on and view these pictures at no cost; however for safety reasons you must register on the site. You also have the option of purchasing pictures and gift items. A one-time security approval code will be provided to you by camp.

Visit: [www.YMCACampTockwooh.bunk1.com](http://www.YMCACampTockwooh.bunk1.com) for details.

### Camper Telephone Policy

Telephone usage is discouraged while your child is at camp. Parents may call the camp office and leave a message to talk with our Parent Liaison if there is a concern. Campers are not permitted to call home or receive phone calls. Campers are **not permitted** to have cellular phones. In the event of an emergency we will contact you. If you wish to know how your child is doing while at camp, you are able to contact the camp office, a return call will be made by our staff as soon as possible. Someone is available to answer the phone from 8:30 am until 12 midnight. You may call the camp in case of an emergency. The Camp Directors are available to campers should they wish to discuss anything. As issues arise, we will contact you on behalf of your camper, and collectively decide the best course of action. Another great way to keep up to date with Camp Tockwoogh is to view and like our Facebook page. It is updated daily and provides valuable Camp information and promotions.

### Camper Mail and Packages

Most campers do not write many letters and this is usually an indication that they are busy and having a good time. Addressed stamped envelopes or cards will help to facilitate letter writing. Stamps are available for campers to purchase in the Camp Store. We suggest that you write your child cheerful letters regularly. Dwelling on how much you miss your child will make their adjustment to being away from home more difficult. Mail is delivered Monday - Friday.

Address all mail in this manner:



YMCA CAMP TOCKWOGH  
CAMPER'S NAME  
VILLAGE & CABIN NAME (secured at check-in)  
24370 STILL POND NECK ROAD  
WORTON, MD 21678

*Due to the amount of packages received, Camp Tockwogh is not responsible for any lost items through shipping.*

### CHECKING OUT

Check out for sessions 1-5 is on Friday from 6:00pm to 8:00pm. Please fill out the Alternate Leave form if you need to pick your child up before the scheduled time or if you wish to designate someone other than a parent to pick up your child. Please try to arrive before the checkout deadline. We require notification if you will arrive later than posted check out times. If a camper has not been checked out before 10pm the parents will be charged the stay over fee for that particular weekend. During checkout, medications will be available at the front gate. They must be picked up by an adult at this time or they will be discarded. Your feedback is important to us. At the conclusion of each session, a short survey will be emailed to receive your immediate feedback. A more detailed survey will be emailed at the end of the summer to each family.

During checkout, you may secure your spot for the next summer, at the current rates, by participating in the "Are You In" program! Not only do you already know you will be at Camp for the next summer, you will also receive a limited edition shirt! Registration cards will be available throughout the checkout process. Fill out an "Are You In" card and hand it in at the gate just before you leave. It is as easy as that. No worrying about getting your spot at Camp!

### LOST AND FOUND

We strongly urge you to mark all camper belongings with their name in permanent marker. We suggest not purchasing new items for your child to wear at camp. You can purchase items from your local "Thrift Store", "Good Will" or only bring old clothing to camp. At the end of the summer many items are left behind at camp, i.e. towels, shoes, clothes, pillows, sleeping bags, etc. If no one claims these items, which in most cases they do not, we bag and ship these items to our local shelter/clothing donation center. Please check the lost and found before leaving camp. It is located in the area between the Tennis Courts and the Administration Building. Camp is not responsible for any lost items. Camp will mail items left at camp if requested but it will be at the parent's expense.

### OFF SEASON PROGRAMMING

Your Camp Tockwogh experience is not just limited just to our summer programming! We are open year round and offer a variety of options for any type of conference group or family retreat. Jealous of all the activities your campers enjoy at Tockwogh? Parents can join in the fun too! We offer Family camp twice a year - Memorial Day Weekend and just after the last camp session. Contact our Conference Director, Kelly Leibolt, by email at [kleibolt@ymcade.org](mailto:kleibolt@ymcade.org) for more information.

## MAKING PAYMENTS

All summer camp payments are due on or before June 1. If registering after June 1<sup>st</sup> please contact the camp office for payment arrangements. Payments should be made in the Campwise system by credit card or e-check. Visa, Master Card, Discover and American Express are all accepted. Checks or money orders may be mailed to camp for payment if internet access is unavailable.

### Payment Plans:

Payment plans may be set up online, or with the camp office upon request. This will allow your major credit card to be charged monthly through June 1<sup>st</sup>. Your payments for Summer Resident Camp will be divided into equal payments, minus your initial \$200.00 deposit. This does not affect or change your total camp cost. The sooner you enroll, the more time you will have to spread out your payments!

## FINANCIAL ASSISTANCE

You may request an open doors scholarship application from Camp Tockwogh or you may download this form by visiting our website, [www.ymcacamptockwogh.org](http://www.ymcacamptockwogh.org). Only one application per family is needed. Complete the application accurately, attach all requested documents indicated on the application and return as soon as possible. Applications cannot be processed without all required information and documents. Applications may be returned via mail, fax (410-348-6023), or emailed to ([brobino@ymcade.org](mailto:brobino@ymcade.org)). Once processed you will be notified by email with regard to your award amount and given further instruction on how to register your camper(s). The deposit when registering for an approved scholarship recipient is \$25 per session per camper.

## CANCELLATION AND REFUND POLICY

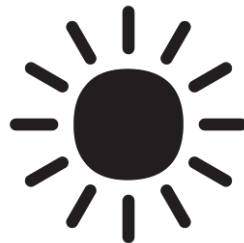
All cancellations must be submitted in writing. Cancellations made prior to March 1<sup>st</sup> will receive a full refund less a \$50 processing fee. Cancellations made between March 1<sup>st</sup> and June 1<sup>st</sup> will receive a refund less their \$200 deposit. Any mini-camp cancellations made before June 1<sup>st</sup> will forfeit their \$25 deposit. Full payment is due by June 1<sup>st</sup> to ensure your child's place in a session.

If cancellation is made after June 1<sup>st</sup>, a refund will only be awarded if there is a verifiable emergency. In the event of an emergency or similar circumstance, which will make it impossible for your child to attend summer camp, please submit a written notice and call the camp immediately. The amount of the refund will be determined by the camp Executive Director.

In the event that a camper must be sent home due to behavior problems/abuse (physical or verbal) towards another camper or staff, no refunds are given. We reserve the right to dismiss any child who unreasonably displays bad behavior.

In the event that the child leaves camp due to medical conditions or they have been seen by our camp doctor or been taken to the hospital, written notice from the doctor must be provided before any refund/credit will be considered. In the event of a camper arriving without health forms, or an undisclosed condition that requires dismissal no refund will be given.

June 1<sup>st</sup> All payments are due!





## YMCA CAMP TOCKWOGH 2017 MINI-CAMP Additional Parent Information

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Welcome to Mini-camp! Our Parent Handbook contains useful information for summer camp but Mini-camp is different in some areas so we have this additional sheet for information that just pertains to our Mini-campers.

**Check-in:** Wednesday June 21<sup>th</sup> 10am – 12noon (There will be a greeter at the entrance of camp)

**Check-out:** Friday June 23<sup>th</sup> 4pm – 6pm (Parent pick up for campers is at cabins or rec hall)

### Suggested Packing List:

Sleeping bag and/or sheets & blankets	Sunscreen lotion
Pillow	Water bottle (labeled)
Sneakers (required for activities)	Soap and shampoo
Bath towel	Toothbrush and toothpaste
Beach towel	Comb/brush
Pajamas	Flashlight
3-4 T-shirts	Insect repellent (non aerosol)
3-4 pairs of shorts	Small backpack
3-4 pairs of underwear	
3-4 pairs of socks	<b>Optional items:</b>
1-2 bathing suits	sunglasses
1 sweatshirt or jacket	hat/visor
1 raincoat/poncho	books for leisure reading
1 pair of water shoes/sandals (to wear in the bay)	camera (inexpensive)

**\*\*Cell phones are not permitted at camp. Phones will be confiscated and returned at check-out\*\***

**Bunk1:** This is a service for parents to view photos while your camper is here experiencing Tockwogh. There are no fees for viewing photos but you do need to set up an account please visit: [www.YMCACampTockwogh.bunk1.com](http://www.YMCACampTockwogh.bunk1.com) for details. We will not be utilizing the camper email portion for Mini-camp.

**Letters and care packages:** There will be a staff member at our post office on camp if any parents wish to drop off letters and or care packages on check-in day.

**Activities:** Mini-campers will have a chance to participate in a variety of activities including waterfront, sports, and outdoor education. They will move to pre-set activities as a group with their counselors.

### Daily Schedule:

7:15 am	Wake-up Call	2 pm-5 pm	Activity Time
7:55am	Flag Raising	5:30 pm	Dinner
8:00 am	Breakfast	6-7:30 pm	Cabin/Village Time
9 am-noon	Activity time	7:30 pm	Showers
12:30 pm	Lunch	8:30 pm	Cabin Fellowship
1:00 pm	Rest hour	9:00 pm	Lights Out

**Camp Store:** Our camp store will be open for campers and their parents to visit during check-in and check-out times.

**Online forms and paper forms:** Parent Health form, Parent Confidential form and cabin mate requests will now be done online. The Physician Health form, Prescription form and Permission to Leave form are attached. If you have questions please email [registration@ymcade.org](mailto:registration@ymcade.org).

