



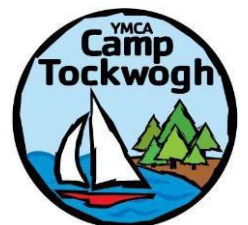
**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**



# 2020 PARENT HANDBOOK

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

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



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# 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

Overnight Camp 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, and is intended for use by campers at both Camp Tockwogh and our Tickwogh Watersports Camp. Please read in its entirety. Please contact Camp Tockwogh at 410-348-6000 or [tockwohinfo@ymcade.org](mailto:tockwohinfo@ymcade.org) with any questions.

### CAMP STAFF

Executive Director	Elizabeth Staib King	<a href="mailto:eking@ymcade.org">eking@ymcade.org</a>
Camp Director	Adam Cook	<a href="mailto:acook@ymcade.org">acook@ymcade.org</a>
Assistant Director	Pat Gizinski	<a href="mailto:pgizinski@ymcade.org">pgizinski@ymcade.org</a>
Assistant Director	Jamie Trainor	<a href="mailto:jtrainor@ymcade.org">jtrainor@ymcade.org</a>
Assistant Director	Krista DeLone	<a href="mailto:kdelone@ymcade.org">kdelone@ymcade.org</a>
Office Manager	Bernadette Robino	<a href="mailto:brobino@ymcade.org">brobino@ymcade.org</a>
Office Specialist	Marisa Raffaele	<a href="mailto:mraffaele@ymcade.org">mraffaele@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 campers who miss home, strategizing to create bonds within the cabin and modeling good behavior.

## REQUIRED INFORMATION

No child will be permitted to stay at camp without a proper health forms on file.

Forms are due by April 1<sup>st</sup>.

The online health history, medication form, and insurance cards 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

Health forms are due by April 1<sup>st</sup>. They must be uploaded to your camper's Campwise account.

\_\_\_\_\_ Physician Medication Administration Authorization- Required, by the State of Maryland, for campers taking ANY medication (prescription and over-the-counter medications that camp does not provide) at camp. Must be completed in detail by the physician and signed by guardian. Then upload to camper's Campwise account.

\_\_\_\_\_ 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 as well. Then upload to camper's Campwise account.

\_\_\_\_\_ Health History- Parent to Complete (Online Form)- 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. This is the information we rely on for healthcare needs.

\_\_\_\_\_ Camper Profile Sheet- Helps the camper's cabin counselor(s) familiarize themselves with your child. It is important to be as detailed as possible when completing this form so your camper's time with us will be a positive experience.

\_\_\_\_\_ 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 or 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, Must be completed online at least 2 weeks before camp begins. 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 camper's parents). All requests must be entered at least two weeks before the start of the session in order to be honored. 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**. Verify that your camper is in the correct village in the Campwise system (Sioux, Ute, Iroquois, Chickasaw, Navajo, Algonquin, Pawnee, Cherokee).

Transportation – Optional for campers flying into or out of PHL or BWI airports, completed online, additional fee applies. 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 a scheduled flight itinerary, which will 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 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 of \$50. 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 two stores, the Dry Store and the Wet Store. Items for sale in the Dry Store include: T-shirts, shorts, hats, flashlights, water bottles, 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 two camp stores. We recommend \$75 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, trail rides, and snacks provided to the campers on the last night of camp. If your child does not spend the entire amount it will be refunded to you after the session is over.

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 is required for anyone picking up a child.

Activity sign ups – Traditional campers. Must be completed online at least 2 weeks before camp begins. 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 must 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, **closed toe shoes and pants required**. At Camp Tockwogh, we offer a series of horseback riding programs for riders of all skill levels.

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.

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 while at camp. No charges will be incurred until the end of the camper's session. Campers will only have an opportunity to go on 1, possibly 2, trail rides during a session. This is a popular activity at camp and fills up quickly.

## 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, vape pens, e-cigarettes, drugs, alcohol and any other substances that can be used in an illegal manner). We allow campers to bring snacks with them to camp as long as they are kept in an airtight container. Otherwise they may be thrown away due to problems with insects and rodents. 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 and disposed of by our administration building staff. Camp Tockwoogh 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
- 12-14 pairs of underwear
- 12-14 pairs of socks
- 2-3 bathing suits
- 2 UV protective/rash guard shirts
- 1 sweatshirt
- 1 raincoat/poncho
- Flip flops for the shower
- 1 pair of water shoes/sandals (to wear in the bay)
- Water bottle (labeled)
- Sun block-SPF 30 or higher/broad spectrum/waterproof



- Sunglasses 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
- Shower caddy

### Optional Items

- Hangers
- Mattress pad
- Camping Chair
- Camera (inexpensive)

### Please DO NOT BRING:

- Cash
- Cell phones or electronics with screens
- Expensive/irreplaceable items



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

Personal belongings are best packed in sturdy suitcases, duffel bags, large Tupperware totes/drawers 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, and there is approximately 1 ft. of clearance from the bottom bunk to the floor. 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 (this is NOT a formal event). The dances have themes for each session. This information will be provided in an email a week before the session begins.

- For mini-camp packing list see page 16 of the Parent Handbook.

## DISCUSSIONS TO HAVE WITH YOUR CAMPER

We will take every possible measure to ensure that your child has a safe, positive camp experience, but 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, including e-cigarettes and vape pens. 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 our [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 social media to any YMCA participant, including Facebook, Instagram, Twitter, and Snapchat. 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.

### Missing Home

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 miss home.
- If possible visit camp prior to attending. Our Summer Camp Tour Days are March 15, April 19, and May 17. We also have an Open House on June 7. If none of the dates will work for your schedule, call camp to set up an individual tour.
- During drop off, keep your parting brief and pleasant so that your child does not become upset about your departure.
- Visit [www.summertimehandbook.com](http://www.summertimehandbook.com) for more helpful hints.

It is not unusual for a child to express feelings about missing home through a letter mailed home in the first few days of camp. Our staff is trained to handle these situations, and the vast majority of these campers overcome their fears in the first few days of camp. If your camper continues to miss home, we will call and ask for advice. If you feel that it is necessary to talk with someone at camp, one of the parent liaisons, leadership staff, 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.





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!

#### Campers & Parents:

Please read over the rules below very carefully. When you are sure you understand these guidelines, expectations, and the consequences associated with them, sign your name and the date at the end. Parents must 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, including e-cigarettes and vape pens 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, this also includes pranks of any kind.
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, or screened devices 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 ensure 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.**

Thank you for your online signature!

## CHECKING IN

Check in for sessions 1-5 is on Sunday from 1:00pm to 3:00pm.

- Please do not arrive before 1:00pm. If you arrive before 1:00pm, you will be asked to wait at the camp entrance to allow us to continue our final preparations to greet your campers.

All campers forms must be complete and submitted prior to your campers arrival. If a camper arrives at camp without one (or more) of these forms, both the parent and camper must report to the Administration Building prior to checking into their cabin.

When you enter Camp Tockwogh, you will be greeted by a staff member. If your camper is bringing medicine with them or has any preexisting concerns or updates to health information, you will proceed directly to the Dining Hall. All creams, medicines, and vitamins must be turned in to the Wellness Team during check in, in their original containers, pharmacy labeled with contents, directions for administering, and camper's full name. In addition, you will need to have a Medication Administration Authorization form completed and signed by a physician and a guardian.

After meeting with our Wellness Team (if applicable), you will head to your camper's cabin. 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 it relates to your child.

During check in, we will ask you to provide a list of authorized individuals who are able to pick up your camper at the end of their session.

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 they will have to tread water for 30 seconds in order to participate in aquatic activities. Campers who are not able to demonstrate these skills are required to take daily swimming instruction 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.

## YOUR CAMPER'S WELLBEING & THE WELLNESS CENTER

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 an AED. 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 are available 24/7. Emergency equipment on site, includes EpiPen, AmbuBags, Oxygen, Narcan, 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 health history and camper information by April 1. Campers must have complete health history before they can attend camp.

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 could

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 email the Wellness Center for any concerns. Together we can prepare for and look forward to a safe and happy camp experience.

The goal of YMCA Camp Tockwogh is to meaningfully include all youth and provide accommodations in our programs when needed. To help us achieve this goal, we respectfully ask parents or guardians to inform Camp Tockwogh, prior to the start of the program, of any special circumstances which may affect your child's ability to participate. By providing information regarding the strengths and needs of your child, the staff can prepare helpful accommodations which will better serve all children in our programs. Upon being informed of such circumstances, the Program Director or other staff member may request a meeting to gather more information and discuss the accommodations that can be created to successfully include your child.

MEDICATION ADMINISTRATION is mandated by state law. All MEDICATIONS must be in the original pharmacy labeled containers, which must exactly match the Medication Administration Authorization form, signed by both the doctor and the parent. For example, if your child has an inhaler, it must be in the original pharmacy box or preferably have a pharmacy label on it. All medications including prescriptions and over the counters (vitamins & creams), and self-carry rescue medications must be checked in with the nurse. All self-carry rescue medications must be checked in by both the parents and the camper.

The Wellness Center Staff WILL MAKE ALL EFFORTS TO 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. In the case of necessity for a doctor visit, without insurance card, camper will be sent to the urgent care and billed as self-pay.

#### CAMP PSYCHOLOGIST

As a part of our wellness services, camp has contracted with Dr. Regan H. King, a licensed psychologist to provide supportive service to any camper whom may be in need. In the event of greater need or emergency, you will be contacted by camp administrative staff for further discussion. Dr. King is available at the Dining Hall during check-in if you have any questions or concerns.

### STAYOVER WEEKENDS

Stayover weekends are optional for campers staying for two or more consecutive sessions. This is completed online and an additional fee will be applied.

Campers can stay under the supervision of camp counselors in a relaxed atmosphere. Campers are able to visit the pool, waterfront, play large group games and enjoy a relaxing weekend. Campers are not permitted to stay over if they are not registered for the next week's session.

i.e. Suzie is attending sessions 2 and 3. Suzie will be participating in our "stayover" program and remain on camp for two consecutive sessions, including the Friday night, Saturday and Sunday morning between sessions.

## WHILE AT CAMP

### Visitors

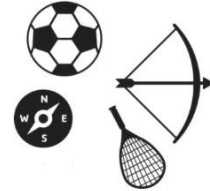
There are no visitation days during camp sessions. If your child is staying at camp between multiple sessions they are attending, you may visit them on the Saturday of stay-over weekend or sign out and take your child off camp.

### 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:

- |  |   |   |  |
|--|---|---|--|
| <ul style="list-style-type: none"> <li>• Tennis</li> <li>• Archery</li> <li>• Dance &amp; Drama</li> <li>• Newspaper</li> <li>• Arts &amp; Crafts</li> <li>• Nature</li> </ul> | <ul style="list-style-type: none"> <li>• Jewelry</li> <li>• Basketball</li> <li>• Football</li> <li>• Cooking</li> <li>• Volleyball</li> <li>• Mountain Biking<br/>(6<sup>th</sup> grade and up)</li> </ul> | <ul style="list-style-type: none"> <li>• Lacrosse/Field Hockey</li> <li>• Climbing Wall</li> <li>• Gaga Ball</li> <li>• Soccer</li> <li>• Bay Adventures</li> <li>• Guitar</li> <li>• Target Sports(6<sup>th</sup> grade and up)</li> </ul> | <ul style="list-style-type: none"> <li>• Survival Craft</li> <li>• Horseback riding</li> </ul> |
|--|---|---|--|



**Waterfront Programs** – 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. During 2-week sessions, our youngest campers (Pawnee/Cherokee) will be pre-registered for sailing and swim instruction. All campers and staff are required to wear life jackets when participating in waterfront activities. The activities that each village will be able to participate in are as follows:

### Younger Villages (completed 2<sup>nd</sup>–5<sup>th</sup> grades)

- Sailing
- Waterskiing/Wakeboarding
- Corcling and Kayaking



### Older Villages (completed 6<sup>th</sup>–10<sup>th</sup> grades)

- Sailing
- Waterskiing/wakeboarding
- Canoeing
- Windsurfing
- Paddleboarding

Camper Name: \_\_\_\_\_ Cabin: \_\_\_\_\_ Village: \_\_\_\_\_

	1	2	3	4
<b>Older</b>	Eq Camp Beg Sailing Int Sailing Adv Sailing Big Boat Beg Ski Int Ski Adv Ski Windsurfing Canoe/Kayak Basketball Tennis Gaga Ball Climbing Arts and Crafts Guitar Mountain Biking Survival Craft Pool	Beg Ski Int Ski Adv Ski Windsurfing Archery Soccer Gaga Ball Climbing Arts and Crafts Guitar Mountain Biking Survival Craft Pool	Riding Lessons Beg Sailing Int Sailing Adv Sailing Big Boat Beg Ski Int Ski Adv Ski Windsurfing Basketball Backyard Games Lacrosse Mountain Biking Sports and Games Volleyball/Field Hockey Jewelry Sticks and Fire Nature	Riding Lessons Beg Sailing Int Sailing Adv Sailing Big Boat Beg Ski Int Ski Adv Ski Windsurfing Canoe/Kayak Archery Backyard Games Soccer Mountain Biking Sports and Games Football/Rugby Arts and Crafts Cooking Photojournalism Survival Craft Bay Studies Pool

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

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.

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

## SAMPLE SCHEDULE

7:15 am	Wake-up Call
7:30 am	Medication Administration (Med 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
12:00 am	Med Call
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
5:00 pm	Med Call
5:25 pm	Flag Lowering
5:30 pm	Dinner
6:00 pm	Sixth Activity Period (camp store)
7:15 pm	Cabin or Village Activity
8:00 pm	Med Call
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.bunk1.com](http://www.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 or any other electronic device with a screen. 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 8:00 am until 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 Tockwogh 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 can 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 – Saturday. Mail can be dropped off at the post office during check-in. Make sure your camper’s name, village, and date you want it to be delivered on are clearly written on the package.

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.

• **No perishable item!**

### CHECKING OUT

Check out for sessions 1–5 is on Friday, from 6:00–8:00pm.

- If you would like to pick up your camper before 6:00pm, please fill out the Alternate Leave form online. **No pick-ups are permitted from 5–5:30 pm on check-out day.** If you come for an early check out you will report to the Administration Building to sign your camper out.

From 6–8 pm, please proceed directly to your camper’s cabin, where you will be greeted by his/her counselor. Make sure you do the following at check-out:

- Show a valid form of ID to sign out your camper. YMCA Camp Tockwogh will not release campers to persons other than those authorized by a caregiver as indicated at check-in. Camp Tockwogh will not release a camper to anyone who does not show photo ID.
- Pick up your campers medications at the front gate. We are not able to mail medications that are left.
- Complete and return your campers “Are You In?” card to secure their spot for next summer!
  - 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. You will also receive a limited edition shirt!
- Complete the short survey that has been emailed for immediate feedback.

If a camper has not been checked out before 10pm the parents will be charged the stay over fee for that particular weekend.

### 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. Please 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 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 at the parent’s expense. Please note that it can take anywhere from 2 days to 2 weeks to get back to you about lost and found items as the summer months are extremely busy for our staff.

### OFF SEASON PROGRAMMING

Your Camp Tockwogh experience is not 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 Summers End Family Camp just after the last camp session. Contact camp by email at [kdelone@ymcade.org](mailto:kdelone@ymcade.org) for more information.

## MAKING PAYMENTS

All summer camp payments are due on or before May 1<sup>st</sup>. If registering after May 1<sup>st</sup>, payment in full is due at the time of registration. Payments should be made in the Campwise system by credit card. 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. You will request the plan in the online forms and our office staff will set it up for you. This will allow your major credit card to be charged monthly through May 1<sup>st</sup>. Your payments for camp will be divided into equal payments, minus your initial \$300 deposit. This does not affect or change your total camp cost. The sooner you enroll, the more time you have to spread out your payments!

## FINANCIAL ASSISTANCE

You may request an open doors scholarship application from Camp Tockwoh or you may download this form by visiting our website, [www.ymcacamptockwoh.org](http://www.ymcacamptockwoh.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 \$75 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 \$75 processing fee. Cancellations made between March 1<sup>st</sup> and May 1<sup>st</sup> will receive a refund less their \$300 deposit. Any mini-camp cancellations made before May 1<sup>st</sup> will forfeit their \$35 deposit. Full payment is due by May 1<sup>st</sup> to ensure your child's place in a session.

If cancellation is made after May 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 a break in the YMCA Camp Tockwoh Behavior Contract, 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 history, or an undisclosed condition that requires dismissal no refund will be given.

In the event of a communicable disease outbreak during a session, the state of Maryland mandates that campers who are not vaccinated up-to-date for that disease, be excluded from participating.

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





YMCA CAMP TOCKWOGH  
2020 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 24<sup>th</sup> 10am – 12noon (There will be a greeter at the entrance of camp)

**Check-out:** Friday, June 26<sup>th</sup> 4pm – 6pm (Parent pick up for campers at cabins)

**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                             | Optional items:                |
| 3-4 pairs of socks                                 | Goggles                        |
| 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)           |
|  | Small electric fan             |

**\*\*Cell phones and electronics with screens are not permitted at camp. They 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.bunk1.com](http://www.bunk1.com) for details. We will not be utilizing the camper email portion for Mini-camp.

**Letters and care packages:** Due to camp being in such a rural area, our mail service can sometimes be a little delayed. We suggest you drop any packages and/or letters at the mail shed during check in so that you can ensure your camper will receive their mail while at camp.

**Activities:** Mini-campers will have a chance to participate in a variety of activities including waterfront, sports, and outdoor exploration, and arts & crafts. 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 be submitted online. The prescription form is available on the website for download. If you have questions please email [registration@vmcade.org](mailto:registration@vmcade.org).

