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Parent Handbook

24370 Still Pond Neck Rd | Worton, MD 21678

410-348-6000

tockwoghinfo@ymcade.org

"Whatever form it takes, camping is earthy, soul-enriching and character building, and there can be few such satisfying moments as having your tent pitched and the smoke rising from your campfire as the golden sunsets on the horizon – even if it's just for a fleeting moment before the rain spoils everything."

- Pippa Middleton

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**YMCA
Camp
Tockwogh**





YOU CAN CONTACT US AT:



410-348-6000



tockwoghinfo@ymcade.org

Staff Contact Information

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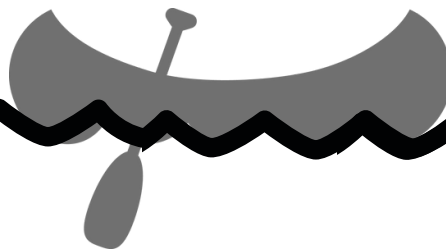
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Executive Director

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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 it in its entirety!



REQUIRED INFORMATION



NO CHILD WILL BE PERMITTED TO STAY AT CAMP WITHOUT PROPER HEALTH FORMS ON FILE AND A NEGATIVE COVID TEST REGARDLESS OF VACCINATION STATUS.

ALL FORMS ARE DUE BY MAY 1ST AND MUST BE UPLOADED TO YOUR CHILD'S CAMPWISE ACCOUNT!

NECESSARY FORMS CHECKLIST

Physician Medication Administration Authorization-

Required, by the State of Maryland, for

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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.

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Health History- Parent to Complete (Online Form)-

Guardians provide camp with health history

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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

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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

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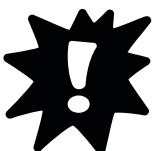
of Liability, Medical Insurance, and marketing policies

Parent Handbook and Behavior Contract Acknowledgement Form-

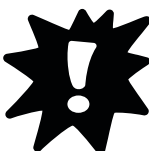
Verifies that you have read

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and understand the content in the Parent Handbook and that you have reviewed the Behavioral Contract with your child.



We will be sending out pre-camp Covid -19 related health forms to fill out once camp gets closer!





OPTIONAL INFORMATION



Cabin Mate Request- **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).

Camp Store Allowance- All campers, completed online Tockwogh offers a camp store. Items ☐ for sale in the store include: T-shirts, sweatshirts, water bottles, stamps, etc. Campers will visit the camp store once a week. Parents will set up and pay ahead the amount for your child to use in our camp store. We recommend \$75 per session. Without this your child will not be able to purchase items from the camp store. 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 4 pm check out time, or with any adult other than a legal guardian. Proper identification is required for anyone picking up.

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, TikTok, 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.

No Screens!? Camp Tockwogh is a no screens camp. Make sure your camper understands they will be without any of their devices for their stay here. 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.
- Follow our Facebook for upcoming Open House dates.
- During drop off, keep your parting brief and pleasant so that your child does not become upset about your departure.
- Visit 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 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



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 AND 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.

parent/guardian signature

Date

camper signature

Date



YOUR CAMPER'S WELLBEING AND 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.

Parents contribute to our ability to be prepared for health and safety by thoroughly completing and submitting health history and camper information by May 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.



COMMUNICATION WITH YOUR CAMPTER



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
for details.



CAMPER PHONE 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. If 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.

VISITORS- There are no visitation days during camp sessions

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 PACKAGES IN THE FOLLOWING MANNER

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

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.



MAKING PAYMENTS

All summer camp payments are due on or before May 1st. If registering after May 1st, 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 1st. 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!

CANCELLATION AND REFUND POLICY

Cancellations made on or prior to March 1st will receive a full refund minus a \$75 processing fee.

CANCELLATIONS AFTER MARCH 1ST, OUTSIDE OF COVID-RELATED ISSUES, WILL BE CHARGED THE \$300 DEPOSIT.

All payments are due by May 1st. Any mini- camp cancellations made before May 1st will forfeit their \$35 deposit. If cancellation is made after May 1st, 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 Tockwogh Behavior Contract, we reserve the right to dismiss any child who displays unreasonably bad behavior, and NO REFUND WILL BE GIVEN.

In the event that the child leaves camp due to medical conditions or they have been seen by our camp healthcare professional 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.

