

YMCA CAMP TOCKWOGH

PRE-CAMP PARENT CHECKLIST

REGISTRATION FORMS & DEPOSIT

Due Upon Registration

- Complete all required forms on Campwise
 - Payment Schedule & Refund Policy
 - 2024 Policies & Release Forms
 - Health History
 - Camper Profile Sheet
 - Behavior Contract
 - Activity Selection (n/a for Tickwogh & mini campers)
- Read Parent Handbook
- Upload copy of the front & back of insurance card
- Upload copy of prescription medication card
- Make \$300 deposit to hold camper's spot

OPTIONAL ITEMS

- Request monthly payment plan
- Request cabinmate (n/a for Tickwogh campers)
- Add funds to camper's store account (n/a for Mini Camp)
- Set up Bunk1 account to view photos/send letters to your camper while they are at camp **Invitation code & album passcode are sent 1 week prior to the session start date*
- Prepare any packages/letters you would like your camper to receive during their session **These can be dropped off at the camp post office on check-in day*

PAYMENTS

- Make final payment before May 1st, 2024

FOR CAMPERS BRINGING MEDICATION

- Complete Medication Administration Form
 - Have prescribing doctor sign the Medication Administration Form
 - Parent/guardian sign the Medication Administration Form
 - Upload the completed Medication Administration Form to Campwise **Due by May 1st, 2024**
- Ensure that any medication is in original container/package. **Pharmacy label must match what Medication Administration Form indicates (this includes topical solutions, birth control, inhalers, EpiPens)*

FINAL DETAIL REVIEW

Due one month before session begins

- Log into Campwise and make sure original selections are valid:
 - Cabinmate *(update info→optional items→manage cabin mates)*
 - Camper's activities *(update info→forms→"Activity Selection")*
 - Camper grade- must show the grade they completed by June 2024 *(update info→camper→personal info)*
 - Camper's Health History *(update info→forms→"Health History" & "Camper Profile Sheet")*
- Add funds to camper's store account (optional)
- Review Behavior Contract with your camper

DAY OF CHECK-IN

- Take at-home COVID test
- Take photo of COVID test results & bring to camp
- Double check packed items- make sure camper is not forgetting any items, including medication
- Ensure camper leaves cellphone/valuables at home
- Arrive at your assigned check-in time **Please call the office if you're going to be late on check-in day*
- Check in medication at Dining Hall
- Drop any packages/letters off at camp post office
- Turn in the health summary & authorized pick-up form (given to you on check-in day) to counselor

PRIOR TO CHECK-OUT DAY

- Complete Alternative Leave Form if your camper is being picked up:
 - By anyone other than the parent/guardian listed on the account
 - Before the normal check-out time of 4:30-7pm

DAY OF CHECK-OUT

- Arrive to camp with valid ID
- Check lost & found at the dining hall for any missing items
- Pick up medication

PARENT HOW-TO GUIDE

REQUEST A CABINMATE

NOTES:

- Request must be mutual to be guaranteed
- Campers must be in the same grade/village to be bunked together
- Not applicable to Tickwogh Campers
- Can be changed up until two weeks before the session begins
- Two weeks prior to the start of camp this button no longer shows up in Campwise
- Campers will receive their cabin assignment **ONLY** once they get to camp on check-in day

1. Visit <https://www.ymcacamptockwogh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Depending on where you are in the registration process, click the **UPDATE INFO/COMPLETE REGISTRATION** button next to your camper's name
5. Click the box titled **OPTIONAL ITEMS**
6. Click **MANAGE CABIN MATES**
7. Type the first and last name of your camper's cabinmate request
8. Click **SAVE**
9. Reach out to the requested camper to make sure a mutual request has been made

UPLOAD INSURANCE CARD

NOTES:

- The online registration system does not allow you to make a payment to hold your camper's spot until the insurance card is uploaded
- We need to keep a copy of **BOTH** the front and back of your camper's insurance card on file
- We need to see the back image because that includes the member services phone number for your insurance provider
- If you are in the military, please upload a copy of the front and back of your military ID
- Please follow the same steps below if your insurance changes after the date you originally uploaded the first insurance card

1. Visit <https://www.ymcacampstockwoqh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Depending on where you are in the registration process, click the **UPDATE INFO/COMPLETE REGISTRATION** button next to your camper's name
5. Click the box titled **FORMS**
6. Scroll towards the bottom of the page and view the **UPLOAD FORMS** tab
7. Click the drop-down menu and select the option that says **PLEASE UPLOAD COPY Front of Insurance Card- Required**
8. Press **CHOOSE FILE** to select an image of the **FRONT** of your insurance card from your computer/phone
9. Click **UPLOAD**
10. A blue box will appear and you will get a message that the upload has been completed
11. Click the drop down menu once again and select the option that says **PLEASE UPLOAD COPY Back of Insurance Card- Required**
12. Press **CHOOSE FILE** below to select an image of the **BACK** of your insurance card from your computer/phone
13. Click **UPLOAD**
14. In order to ensure these have been successfully uploaded in the system, click tab that says **UPLOAD HISTORY** and make sure you see the name of both forms that you uploaded as well as the date you uploaded the form

UPLOAD PRESCRIPTION MEDICATION CARD

NOTES:

- This only needs to get uploaded if this is a separate card from your camper's health insurance card
- We use the prescription medication card in the event we need to pick up medication at the pharmacy for your camper during their stay
- We need to keep a copy of **BOTH** the front and back of your camper's prescription card on file
- Please follow the same steps below if your prescription medication coverage changes after the date you originally uploaded the first card

1. Visit <https://www.ymcacamptockwoqh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Depending on where you are in the registration process, click the **UPDATE INFO/COMPLETE REGISTRATION** button next to your camper's name
5. Click the box titled **FORMS**
6. Scroll towards the bottom of the page and view the **UPLOAD FORMS** tab
7. Click the drop-down menu and select the option that says **PLEASE UPLOAD COPY Front of Prescription Medication Card**
8. Press **CHOOSE FILE** to select an image of the **FRONT** of your prescription medication card from your computer/phone
9. Click **UPLOAD**
10. A blue box will appear and you will get a message stating the upload has been completed
11. Click the drop down menu once again and select the option that says **PLEASE UPLOAD COPY Back of Prescription Medication Card**
12. Press **CHOOSE FILE** below to select an image of the **BACK** of your prescription medication card from your computer/phone
13. Click **UPLOAD**
14. In order to ensure these have been successfully uploaded in the system, click tab that says **UPLOAD HISTORY** and make sure you see the name of both forms that you uploaded as well as the date you uploaded the form

UPLOAD THE MEDICATION ADMINISTRATION FORM

NOTES:

-Due May 1st, 2024

-Only needed if camper is bringing medication (prescribed, over-the-counter, vitamins)

-Must be signed by prescribing physician

-Must be signed by parent guardian

1. Visit <https://www.ymcacampstockwoqh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Depending on where you are in the registration process, click the **UPDATE INFO/COMPLETE REGISTRATION** button next to your camper's name
5. Click the box titled **FORMS**
6. Scroll towards the bottom of the page and view the **UPLOAD FORMS** tab
7. Click the drop-down menu and select the option that says **2024 MEDICATION ADMINISTRATION FORM**
8. Press **CHOOSE FILE** to select an image of the **COMPLETED** medication administration form
9. Click **UPLOAD**
10. A blue box will appear and you will get a message stating the upload has been completed
11. In order to ensure this has been successfully uploaded in the system, click tab that says **UPLOAD HISTORY** and make sure you see **2024 MEDICATION ADMINISTRATION FORM** on the list and the date you uploaded the form

SELECT ACTIVITIES

NOTES:

- Not applicable to Tickwogh Campers or Mini Campers
- Campers will pick 2 activities prior to their session and will pick the rest when they get to camp
- Can be changed up until two weeks before the session begins
- Two weeks prior to the start of camp this form no longer viewable in Campwise

1. Visit <https://www.ymcacamptockwoqh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Depending on where you are in the registration process, click the **UPDATE INFO/COMPLETE REGISTRATION** button next to your camper's name
5. Click the box titled **FORMS**
6. Click the form titled **ACTIVITY SELECTION**
7. Select preferred Land Activity & Water Activity
8. Click **SAVE/NEXT**

SET UP PAYMENT PLAN

1. Visit <https://www.ymcacamptockwoqh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Depending on where you are in the registration process, click the **UPDATE INFO/COMPLETE REGISTRATION** button next to your camper's name
5. Click the box titled **FORMS**
6. Select the **PAYMENT SCHEDULE & REFUND POLICY** form
7. Select **YES** under the question that asks: Would you like to set up automatic monthly payments to the card on file that was used for the deposit?
8. Camp staff will apply the payment plan on the backend and send an email confirmation to the email on file

MAKE A PAYMENT

NOTES:

-You are not allowed to make a payment on the online registration system until all forms are completed and insurance card is uploaded

-Camp staff will not take a payment over the phone until all forms are completed and insurance card is uploaded

1. Visit <https://www.ymcacamptockwoqh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Click light blue button that says **MAKE A PAYMENT**
5. Select all campers that you want to make a payment for
6. Click green button that says **PROCESS SELECTED CAMPERS**
7. Type in the payment amount that you'd like to process
8. Click **SAVE/NEXT**
9. Type in credit card details
10. Click **SAVE/NEXT**

ADD MONEY TO THE CAMP STORE

1. Visit <https://www.ymcacamptockwoqh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Click light blue button that says **MAKE A PAYMENT**
5. Select all campers that you want to make a store payment for
6. Click green button that says **PROCESS SELECTED CAMPERS**
7. Select the **CAMP STORE** tab
8. Type in the payment amount that you'd like to make (\$75 is the recommended amount, anything that is not used will get refunded after camp)
9. Click **SAVE/NEXT**
10. Type in credit card details
11. Click **SAVE/NEXT**

VIEW THE PARENT HANDBOOK

- Direct link: <https://www.ymcacamptockwoqh.org/parents-handbook/>
- By website:
 1. Visit www.ymcacamptockwoqh.org
 2. Click the button in the top right corner that says **PREP FOR CAMP**
 3. Scroll halfway down the page and find the blue box on the right-hand side and click the **PARENT HANDBOOK** link

VIEW THE MEDICATION ADMINISTRATION FORM

- Direct link: <https://ymcacamptockwoqh.org/wp-content/uploads/2023/09/2024-Medication-Administration-Form-1.pdf>
- By website:
 1. Visit www.ymcacamptockwoqh.org
 2. Click the button in the top right corner that says **PREP FOR CAMP**
 3. Scroll halfway down the page and find the blue box on the right-hand side and click the **MEDICATION ADMINISTRATION FORM** link

VIEW THE BEHAVIOR CONTRACT

1. Visit <https://www.ymcacamptockwoqh.org/>
2. Click orange button on top right of the screen that says **REGISTER/LOGIN**
3. Log into your camper's account with username and password
4. Depending on where you are in the registration process, click the **UPDATE INFO/COMPLETE REGISTRATION** button next to your camper's name
5. Click the box titled **FORMS**
6. Click the form titled **BEHAVIOR CONTRACT**

SET UP BUNK 1

1. Visit www.bunk1.com
2. Click orange button on top right corner that says **NEW HERE? GET STARTED**
3. Enter the **INVITATION CODE** given to you by the camp director (emailed 1 week before camp)
4. **CREATE YOUR ACCOUNT**
5. Select account type
6. Type **CAMPER'S FIRST AND LAST NAME**
7. Select **GALLERY** to view daily photos (the album code is emailed 1 week before camp)