Camp Tockwogh Parent Handbook

Summer 2027

24370 Still Pond Neck Road Worton, MD 21678

410-348-6000

This handbook should be used as a tool in preparation for your child's experience at YMCA Camp Tockwogh, and is intended for use by traditional, mini, and Tickwogh campers. Please read it in its entirety!

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CAMPERS: 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 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!

PARENTS/GUARDIANS: During the online registration process you will be asked questions about your camper. It is your responsibility as the parent/guardian to share any & all pertinent information regarding your camper prior to the start of their session with YMCA Camp Tockwogh. The non-disclosure of information may impact our ability to care for your camper and result in dismissal from the camp program.

CAMPERS & PARENTS/GUARDIANS: Please read over the rules below very carefully with your camper. When you are sure you understand these guidelines, expectations, and the consequences associated with them, sign your name at the end.

YMCA CAMP TOCKWOGH RULES/BEHAVIOR POLICY

1. In keeping with the YMCA's mission, appropriate behavior is expected of all participants in summer camp programs. Behavior that conflicts with the YMCA's values will be addressed in a nature appropriate to the disruptive behavior and is at the discretion of the YMCA Camp Tockwogh staff and directors.

2. The use or possession of alcohol, tobacco, weapons, fireworks, any controlled substances, including e-cigarettes and vape pens, or body altering tools/substances (hair dye, tattoo guns, piercing kits), foods with peanuts, and medications not checked in with the nurse by any participant may 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 YMCA Camp Tockwogh program participant or staff member. Also, negligent use or destruction of property, 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 Camp Tockwogh 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's mission.

5. YMCA Camp Tockwogh is a for-all organization. All participants deserve an experience free of discrimination. Behavior that is determined to be discriminatory or inequitable in any way (racist, homophobic, transphobic, sexist, xenophobic, etc.) can result in dismissal from the program.

6. To truly "disconnect to reconnect" at YMCA Camp Tockwogh's summer programs, no cellphones or screened devices are permitted at camp. This includes cell phones with the SIM card removed.

7. As a program participant you will have a daily schedule to follow. Part of your growth at YMCA Camp Tockwogh includes responsibility and independence. If you are not where you are supposed to be at any time your parent/guardian may be called, and you may be removed from the camp program.

YMCA CAMP TOCKWOGH DISCIPLINARY POLICY

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

1. Every person has the right to be safe and healthy within their environment, including the following:
   - Security and privacy of personal items
   - Freedom from verbal, physical, mental abuse, and harassment

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, YMCA Camp Tockwogh staff will take action to remedy the situation.

YMCA Camp Tockwogh will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. Parents will be notified if issues arise regarding camper behavior. YMCA Camp Tockwogh reserves the right to suspend or terminate the camper from our program. If a camper is dismissed from the program, they must be picked up from YMCA Camp Tockwogh property within 2 hours. It is under YMCA Camp Tockwogh's discretion if an expelled camper can return to camp the following year.

CAMP FEES WILL NOT BE PRORATED OR REFUNDED FOR BEHAVIORAL DISMISSAL

MEDICATION ADMINISTRATION AUTHORIZATION

Required, by the State of Maryland, for campers bringing ANY medication to camp (prescriptions, over-the-counter, epi-pen, inhaler, ointments). This must be completed in detail & signed by the physician as well as parent/guardian. Upload completed form to your camper's Campwise account by May 1st, 2026.

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. This must be uploaded to your camper's Campwise account.

CAMPER HEALTH HISTORY

Parent/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. This form can be found on Campwise.

CAMPER PROFILE SHEET

This 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 to ensure a positive experience for your camper. This form can be found on Campwise.

2027 POLICIES & RELEASE FORM ACKNOWLEDGEMENT

Guardians will sign off that they read and understand the parent handbook, the Release of Liability, Medical Insurance, and marketing policies. This form can be found on Campwise.

BEHAVIOR CONTRACT ACKNOWLEDGEMENT

Verifies that you have read, understand, and reviewed the Behavior Contract with your child. This acknowledgement form can be found on Campwise.

All forms are due by May 1st

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

CABIN MATE REQUEST

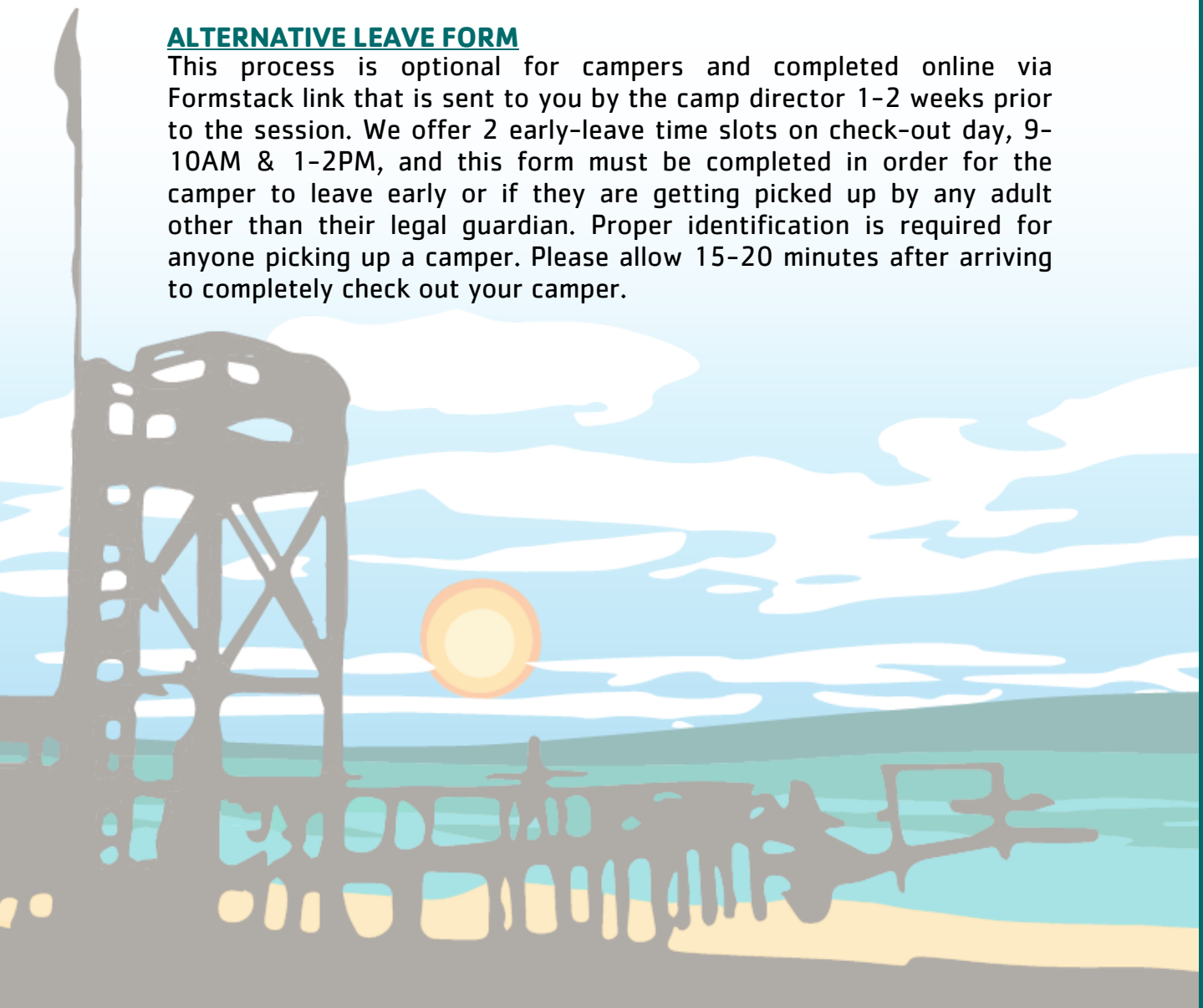
THIS IS NOT A GUARANTEE. Parents may enter a request that is limited to one friend. The campers must be in the same grade, attending the same session, and the request must be mutual (submitted by both camper's parents). All requests must be entered at least three weeks before the start of the session in order to be honored. Families who wish to make a negative cabinmate request should call camp directly to do so. Campers are housed in either a cabin or lodge depending on the village and number of campers. The villages are grouped by gender and the grade that was most recently completed in May/June 2027. Please verify that your camper is in the correct village in the Campwise system (Sioux, Ute, Iroquois, Chickasaw, Navajo, Algonquin, Pawnee, Cherokee).

CAMP STORE ALLOWANCE

This is set up on your camper's Campwise account prior to their camp session. We recommend $75 per session. Without this, your child will not be able to purchase items from the camp store. Items for sale include: T-shirts, sweatshirts, water bottles, stamps, etc. Campers will visit the camp store once a week. If your child does not spend the entire amount, any balance over $5 will be refunded back to the card 1-2 weeks after the session ends.

ALTERNATIVE LEAVE FORM

This process is optional for campers and completed online via Formstack link that is sent to you by the camp director 1-2 weeks prior to the session. We offer 2 early-leave time slots on check-out day, 9-10AM & 1-2PM, and this form must be completed in order for the camper to leave early or if they are getting picked up by any adult other than their legal guardian. Proper identification is required for anyone picking up a camper. Please allow 15-20 minutes after arriving to completely check out 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. YMCA Camp Tockwogh reserves the right to search any camper's belongings if camp leadership deems necessary.

WEAPONS

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. YMCA Camp Tockwogh may also file a report with the appropriate authorities in these cases.

ALCOHOL, TOBACCO & DRUGS

The possession and/or use of any type of alcohol, tobacco, marijuana, controlled substance, 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. YMCA Camp Tockwogh may also file a report with the appropriate authorities in these cases.

CAMPERS AND STAFF INTERACTIONS

It is important that all of our campers feel physically & mentally safe while at camp. It is the responsibility of each individual camper to treat others in a manner consistent with the values emphasized at YMCA Camp Tockwogh (Caring, Honesty, Respect, Responsibility, and Inclusivity). 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 as if their parent or their principal would not approve they need to let someone else know what was done or said.

YMCA Camp Tockwogh will work with campers having a hard time adjusting to camp life. However, if your child's behavior is causing serious disruptions to others they will be sent home. Please see our Cancellation and Refund Policy on page 10.

RELATIONSHIPS WITH CAMPERS AND EMPLOYEES

Employees and volunteers are not permitted to socialize with program participants outside of YMCA programs, even if the participant is 18 years of age. This includes babysitting, private lessons, and sleepovers. At times, campers may want to stay in touch with their counselor after the camp season has ended. YMCA Camp Tockwogh staff may not call, message, or talk via social media to any YMCA participant, including but not limited to Facebook, Instagram, X, Snapchat, and TikTok.

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. Arrangements should be made in advance to ensure campers are picked up on time.

CAMPER SOCIAL NETWORK POLICY

If your camper is on Facebook, X, Snapchat, Instagram, TikTok, or uses the internet for other social networking and chooses to mention their camp experience, it is our hope that they will represent themselves in a positive light as well as the YMCA and YMCA Camp Tockwogh. 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 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.

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

- Do not tell them you will pick them up if they do not like camp
- Discuss what camp will be like well before your child leaves, acknowledging feelings
- Brainstorm with your child about ideas they might have to take care of themselves if they start to miss home
- If possible, visit camp prior to attending
- During drop off, keep your parting brief and pleasant so that your child does not become upset about your departure.
- Visit www.summercamphandbook.com for more helpful hints

CELLPHONE/ELECTRONICS WHILE AT CAMP

YMCA Camp Tockwogh is a no screens camp. Phones (with or without a SIM card), tablets, smart watches, and similar devices are not permitted. Please ensure your camper understands they will be without any of their devices for the entirety of their stay. Any devices brought to camp will be confiscated & securely stored in the Administration Building until a parent/guardian picks it up on check-out day.

BUNK1

The method for communicating with your camper during their stay is through bunk notes & bunk replies using a service called Bunk1. Bunk notes are one-way electronic messages, similar to emails, that get printed and delivered to campers daily. You are able to purchase bunk replies, which gives your camper the option to write a handwritten note back to you, which then gets scanned & sent to your Bunk1 account. To participate, you will pay directly on the Bunk1 website, www.bunk1.com. For the safety of your camper, parents/guardians have control over who emails your camper. Please note that our staff may read or review bunk notes & replies in order to monitor communication for safety & well-being.

You can access secure online photo albums from your camper's session through Bunk1. For safety, you must register on the Bunk1 website & use the access code provided by the Camp Director via email 1–2 weeks before camp begins. Albums are organized by session. Due to our small photo team, we cannot guarantee that every camper will be photographed each day.

CAMPER & PARENT PHONE CALLS

Campers are not permitted to make or receive phone calls during their stay. The camp directors are available to campers should they wish to discuss anything. If an issue arises, we will contact you on behalf of your camper and collectively decide the best course of action. We will also contact you in the event of an emergency.

The phone in the main office at YMCA Camp Tockwogh will be answered between 8 AM and midnight only when traditional camp is in session. Parents may call camp in the event of an emergency. If you wish to know how your child is doing while at camp, you are able to contact the camp office and request a call back from the communication team. A return call will be made to you as soon as possible.

CAMPER MAIL/PACKAGES & SNACKS

Mail is delivered Monday - Saturday. Please note that because of our rural location, at times, the mail is not timely. YMCA Camp Tockwogh is not responsible for lost, damaged, or delayed mail. Pre-written letters & care packages can be dropped off at the post office during check-in. Please indicate on the letter/box what day you would like for it to be delivered. Parents may drop off up to two care packages per camper, per session. Each package must be no larger than the size of a standard boot box. Additional packages will be turned away. Nut-free snacks are allowed to be packed with the camper on check-in day or sent to the camper in a care package. Any items brought/sent that contain nuts will be confiscated and thrown away. If you send your camper with snacks, we ask that you send enough for the whole cabin to share (8-10 campers) and place them in a small, air-tight container to prevent critters from wanting to enter the cabin.

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

VISITORS

There are no visitation days during camp sessions.

LOST AND FOUND

We suggest you send your camper with only old clothes & write their full name on all of their belongings. Lost and found items are located in two areas during the camp session & on checkout day: next to the mail shed and between the tennis courts and the administration building. We strongly urge you to check this area, as well as the cabin, to ensure your camper has all of their belongings prior to departure. YMCA Camp Tockwogh is not responsible for any lost items. Items left at camp can be mailed at the parent/guardian'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. Only items that are clearly labeled will be kept & sorted. Unclaimed items are donated to a local shelter at the end of the summer.

WELLNESS CENTER & STAFF

The wellness team is comprised of registered nurse(s) who are on site throughout each session as well as 3 other staff members who are trained as Certified Medication Technicians. They live in the Wellness Center & are available 24/7. The wellness team will make all efforts to contact parents/guardians if your camper needs to be taken to an off-site medical professional or the hospital, or is in the Wellness Center for 24 hours. Emergency equipment on site includes EpiPens, AmbuBags, Oxygen, Narcan, and AEDs. YMCA Camp Tockwogh is licensed through the State of Maryland and is accredited by the American Camp Association.

MEDICAL TRAINING FOR OUR STAFF

Staff participate in various & extensive safety training workshops which include: CPR, First Aid, Ellis Lifeguard Training & the use of an AED. All power boat drivers are certified through the State of Maryland.

YOUR CAMPER'S WELLBEING

Parents/guardians contribute to our ability to be prepared for your camper's health & safety by thoroughly completing & submitting the health history & camper profile sheet by May 1st. Campers must have complete health history forms 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 as well as 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.

Our goal is to meaningfully include all youth & provide accommodations in our programs when needed. To help us achieve this goal, we respectfully ask parents/guardians to inform us, prior to the start of the program, of any special circumstances which may affect your camper's ability to participate. By providing information regarding the strengths & 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, a staff member may request to discuss the accommodations that can be created to successfully include your camper.

BRINGING MEDICATION TO CAMP

All medications must be in the original pharmacy labeled containers, which must exactly match the Medication Administration form, and signed by both the doctor & parent/guardian. For example, if your child has an inhaler, it must be in the original pharmacy box with a pharmacy label displayed. Parents/guardians must check in ALL MEDICATIONS, including prescriptions, over-the-counter drugs & creams with the nurse on check-in day. Any self-carry rescue medication must be checked in by both parent/guardian & the camper. If left at camp, medications are not able to be mailed home.

MEDICAL INSURANCE/MEDICAL COSTS

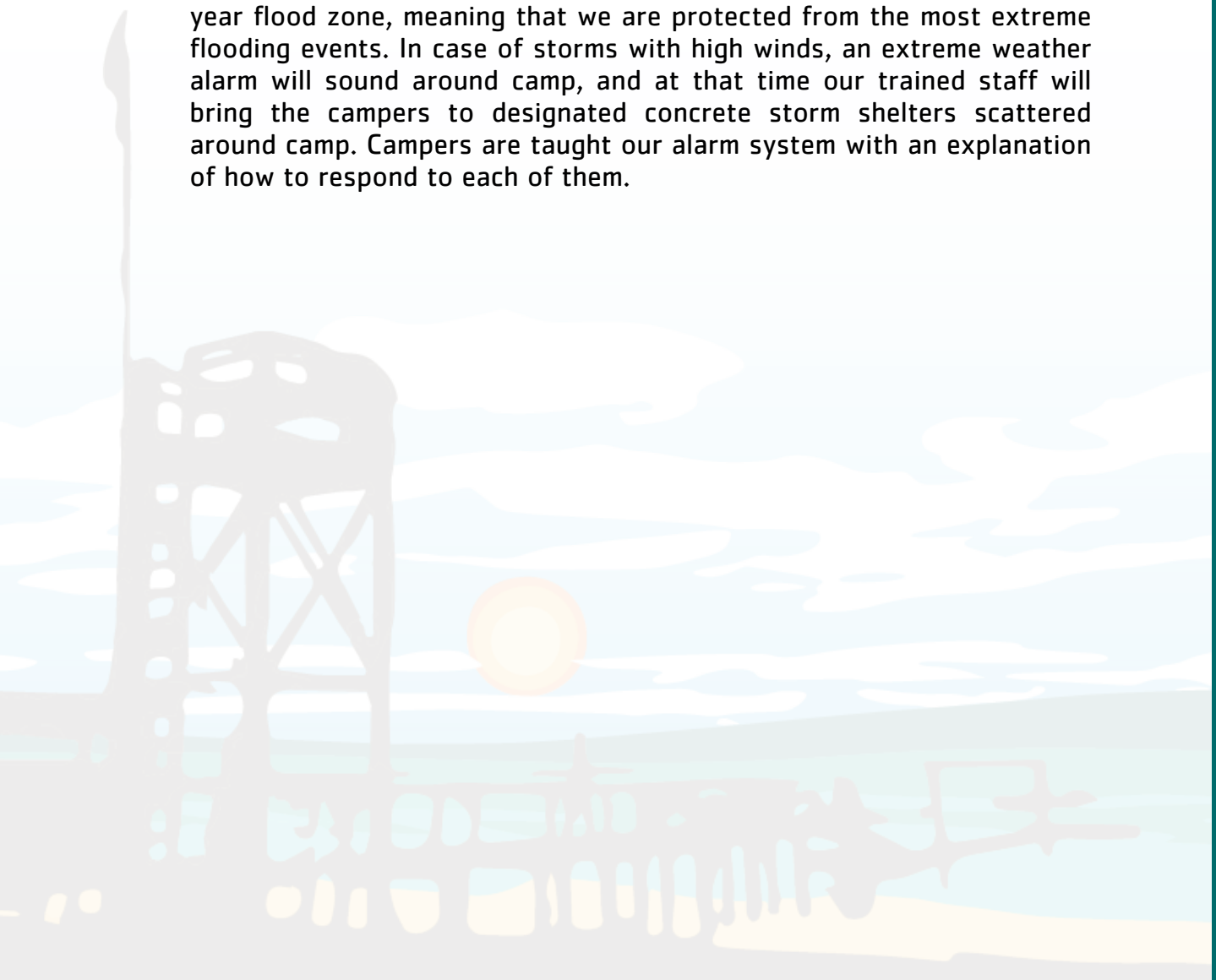
Parents/guardians are responsible for medical insurance coverage for their child while at camp. Pre-existing health issues are the responsibility of parents. All medical bills & expenses are the responsibility of the camper's family. If it becomes necessary for your camper to be sent off-site for a doctor's visit & an insurance card has not been uploaded to their Campwise account, the camper will be sent to the urgent care & billed as self-pay. If a prescription needs to be picked up & an insurance card has not been uploaded, the prescription will still be picked up, billed as self-pay & the card on file on Campwise will be charged. Parents/guardians will be responsible for working with the pharmacy to work out any price discrepency.

INCLEMENT WEATHER PROTOCOL

At YMCA Camp Tockwogh, camper safety is always our top priority, especially when it comes to changing weather. We work closely with the Kent County Emergency Planning Department to receive the most up-to-date information and expert recommendations. During our staff training, we go over how to respond to weather emergencies in detail.

Our team in the office continulously monitors weather systems in the area to ensure our response is both timely and appropriate. On camp, we use a lightning detection system that provides an early alert when strikes are within 10 miles, at which point all water-based activities will halt. If lightning is detected within 5 miles, a camp-wide alarm sounds. At that time, all campers and staff are required to move indoors or under cover until the system clears, ensuring everyone's safety. All full-time directors have emergency weather radios/alarms in their homes which will alert them if there is a new weather broadcast from the National Weather Service.

Additionally, YMCA Camp Tockwogh sits at an average of 85 feet about sea level, and all residential buidings are located outside of the 500-year flood zone, meaning that we are protected from the most extreme flooding events. In case of storms with high winds, an extreme weather alarm will sound around camp, and at that time our trained staff will bring the campers to designated concrete storm shelters scattered around camp. Campers are taught our alarm system with an explanation of how to respond to each of them.



MAKING PAYMENTS

Payments should be made in the Campwise system with any major credit card. Checks are also accepted and can be mailed to camp for payment.

FINAL PAYMENT

Final payment is due on May 1st. If registering after May 1st, payment in full is due at the time of registration. If final payment has not been made by May 1st, YMCA Camp Tockwogh reserves the right to charge the card on file on May 2nd for the balance due.

PAYMENT PLANS

This can be requested by completing the form on Campwise titled "Payment Schedule & Refund Policy." Once this is requested, camp staff will set up the payment plan on the account for equal monthly payments to be charged on the first of each month through May 1st. Your initial $300 deposit will go towards the balance. The sooner you enroll, the more time you have to spread out your payments!

CANCELLATION/REFUND POLICY

DATE OF CANCELLATION	POLICY
Before March 1, 2027	Full refund less a $75 processing fee
March 1-April 30, 2027	Full refund less $300 deposit/$50 for Mini Camp
May 1, 2027 & After	No refund given (except for medical reasons that would preclude them from participation. A doctor's note must be provided)

LATE CANCELLATIONS

If cancellation is made after May 1st, a credit will only be awarded if there is a verifiable medical emergency which will make it impossible for your child to attend camp. You must submit a written notice and call the camp immediately. The amount of the refund will be determined by the Executive Director.

DISMISSAL FROM CAMP

- If 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 communicable disease outbreak during a session, the state of Maryland mandates that campers who are not up-to-date on their vaccinations for that disease be excluded from participating.

NON-REFUNDABLE DISMISSALS

- If a camper arrives without health history, or an undisclosed condition that requires dismissal parents/guardians will not be refunded.
- If a camper must be sent home due to a break in the Behavior Contract on page 3 parents/guardians will not be refunded. YMCA Camp Tockwogh reserves the right to dismiss any child who displays unreasonably negative behavior.