



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



BEST SUMMER EVER!
FRIENDSHIP, ACCOMPLISHMENT, BELONGING

Camp Discovery

YMCA OF MIDDLETOWN & SOUTH ORANGE FAMILY YMCA

Camp Handbook

Serving youth ages 5–16

This guide was designed to provide you with comprehensive information on our camp policies and procedures.

YMCA OF MIDDLETOWN

81 Highland Avenue
Middletown, NY 10940
(P) 845 344 9622

SOUTH ORANGE FAMILY YMCA

45 Gilbert Street Extension
Monroe, NY 10950
(P) 845 782 9622

(W) www.middletownymca.org



YMCA Mission

The YMCA of Middletown is a community based not for profit organization dedicated to putting Judeo-Christian principles into practice through programs that build spirit, mind and body for all.

A letter from the Camp Directors:

Dear Parents and Caregivers,

We are so excited and proud to introduce ourselves as Directors of Camp Discovery. There are 14 summers of Camp Discovery experience between the four of us and we can't wait to add another!

We are looking forward to using our beautiful campgrounds to continue our many traditions as well as creating more. To our returning campers, welcome back. To all new campers, welcome to our family.

Sincerely,

Camp Discovery Team

(E) irumsey@middletownymca.org

Camp Discovery Credo

Here at Camp Discovery, new experiences are introduced and lasting memories are made. We reach out to everyone's inner child and build character in the leaders of tomorrow. We change lives, build smiles and provide an environment for people to grow. Welcome to YMCA Camp Discovery; love it, share it, and preserve it for the next generation.

Camp Discovery's Staff Philosophy

Be FUN, have FUN, and give FUN every day!

Character Development

Camp Discovery promotes four character development values by exemplifying the Y's Core Values in all that we do. Camp staff are introduced to these values during training and asked to accept and demonstrate them throughout the summer. Each value is assigned a color that helps staff and campers in the character value education process. The four Core Values are:

CARING - Red

Help others. Be sensitive to others' feelings.

HONESTY- Blue

Tell the truth. Make sure your actions match these values.

RESPECT- Yellow

Treat others as you would have them treat you.

Value the worth of every person including yourself.

RESPONSIBILITY - Green

Do what should be done. Be accountable for your behavior.

Goals of Camp Discovery

- To give all campers a day camp experience based on the YMCA Camp Discovery Philosophy and the Camp Staff Credo.
- To provide programs and activities that encourage leadership, self confidence, independence and socialization skills in ALL campers.
- To focus on specific developmental needs of each group by offering a variety of age appropriate activities through a traditional camp program.

Registration & Payment

With our ever growing camp size, we can't guarantee any spots without the proper deposit and transportation fee (if applicable). Sessions can always be switched as long as there is room to accommodate your child. A non-refundable deposit for each session plus the \$60 bus fee (for those using the transportation services) is due at sign up to ensure your child's placement so we strongly recommend registering for all sessions of your choice in advance and making the appropriate payments to reserve your camper's spot. The remaining balance is due two weeks prior to the start date of each session date. An outstanding session balance will result in your child being unable to attend camp and forfeits the deposit (including the transportation fee) made for that session.

Totally Trip Week must be paid in full by June 1st with no exceptions.

Required Medical Forms

Prior to your child's 1st camp session, you must provide us with your child's **up-to-date physical and immunization records**. Failure to comply will result in your child being unable to attend camp until these documents are received. The Orange County Department of Health requires us to have these documents on file for every camper.

Refund Policy

There are no refunds when a child is dismissed for behavior issues. Refunds for medical reasons will be dealt with on a case-by-case basis by the Camp Director. Camp payments and deposits may be transferred between camp sessions as long as there is room to accommodate your child in the new session.

No refunds or credits will be issued.

Hours of Operation

Camp Day Option #1 7:00am-5:00pm

Camp Day Option #3 8:00am-5:00pm

Camp Day Option #2 7:00am-6:00pm

Camp Day Option #4 8:00am-6:00pm

***Please Note:** Campers must be picked up by the designated end time of their camp day or be subject to a late pickup fee. The fee is due prior to the next day.

Dress Code

We promote a clean healthy image here at camp and encourage all campers to dress appropriately. **Bikinis, short shorts, belly shirts, and clothing with inappropriate messages such as drugs, alcohol, or sex are not permitted.** If these items are worn, the camper will be asked to change into something appropriate if available or a parent/caregiver will be called to bring clothes or pick up the child.

Contacting Us

The direct line to Camp Discovery is 914-443-1976.

Don't hesitate to call us, but understand that there are occasions when all staff are out of the camp office. If your call is unanswered, please leave your name, number and a brief message and someone will return your call as soon as possible.

Emergency Contacts

Safety is our first priority, therefore, a list of Emergency Contacts must be provided for each camper in order to attend camp. Camp Discovery staff only release campers into the custody of individuals listed as Emergency Contacts on their health card. Campers are not released to any person other than those specified, regardless of their relationship to the child. Written notification of any changes/additions to this list must be submitted prior to anyone new picking up a camper. Emergency Contact lists should only include people who are capable of picking up a camper in an emergency. Please do not provide names of people who have no means of transportation or can not get to us in a reasonable amount of time. **Anyone coming to pick up your child, including yourself, must show photo ID!** Please be sure to include the proper **working numbers and extensions and update any changes to these numbers as soon as possible.**

Drop Off and Pick Up By Car

If you transport your child to and from camp, you will be unable to use the bus service **at any time** during that session. Pick-up and drop-off procedures:

- When driving on or off camp property please be aware of campers and counselors at all times and stay under 5 mph.
- Stop in front of the Gathering Place and remain in your car.
- A staff member will greet you at your car and help you sign your child in/out.
- A staff member will escort your child into the Gathering Place or to your car.
- After your child is dropped off/picked up, continue driving slowly to the exit.

Bus Transportation (Not available to C.I.T.s or Staff)

Bus transportation is available to and from Camp Discovery with pick up and drop off times available at the South Orange Family YMCA. There is a \$60 fee/session to ride the bus only one way and a \$100 fee/session to ride the bus both ways. Fees are applied for each child. No discounts will be applied. Bus fees and deposits are non-refundable.

Bus Safety Rules

These rules apply at the bus stop and on the bus.

- It is the parent's responsibility to be certain that the proper adult is at the bus stop 10 minutes before the listed time.
- Campers are expected to display the YMCA Core Values (Caring, Honesty, Respect, and Responsibility) to all other campers, adults, and property.
- Campers must be seated, with feet on the floor at all times, facing the front of the bus.
- Pioneer campers must be seated at the front of the bus.
- Campers are not allowed to hang or throw anything out the windows; this includes hanging their arms or any body parts out of the window.
- Consuming food, drink and chewing gum is not allowed on the bus.
- Campers must keep their hands and feet to themselves.
- No more than three to a seat.
- Backpacks and other items must be stored out of the aisles.
- BULLYING of any kind, verbal or physical, will NOT be tolerated.
- Campers are to treat the bus driver, bus monitors & other campers respectfully.
- Foul language or gestures will not be tolerated.
- Older campers need to act as role models for younger campers.
- If your child misses the bus you will have to drive your camper to camp. You may not go to a different bus stop or catch a later bus.

Medication Policy & Forms

Medications such as Inhalers and Epi-Pens are kept in the infirmary with the Camp Health Director but are taken with each counselor on hikes and off-site trips. Counselors carry walkie-talkies so they can always contact the Camp Office and Health Director. If a camper needs to take any of these items, over-the-counter medication or a prescription during the camp day or overnight, our Health Director or designated personnel can dispense medication **only** if the following requirements are met:

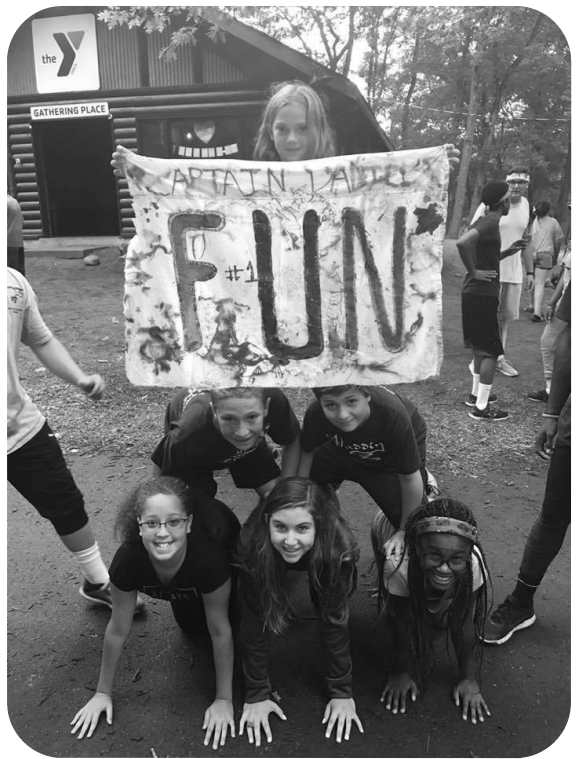
- **The medication must be in its original container with the prescription dispensing directions and child's name on it.**
- **The medication can not be expired and/or in someone else's name.**
- **An Administration of Medication Form must be filled out and signed by a parent/guardian and will be kept on file in our camp office.**

All these requirements must be completed before we can administer any medication, no exceptions.



**RAIN OR SHINE—EACH DAY IS A
NEW ADVENTURE**





FRIENDSHIP BUILDING

BUILDING CONFIDENCE



What to Bring

Please be sure to label all items with your child's name.

- Backpack
- Bagged Lunch – NO Fast Food
- Refillable Water Bottle
- Sunscreen & a Hat
- Bug Repellent (optional)
- Towel, Water Shoes & Bathing Suit – Tankinis are allowed, NO bikinis.
- Sneakers or close-toed shoes must be worn at all times. Sandals or open-toed shoes are prohibited for safety reasons.

Sunscreen & Insect Repellent

Sunscreen and insect repellent (our camp perfume) should be applied before camp and kept in a backpack. Campers may re-apply them on their own at anytime. Campers should not share these types of items with other campers. If a child needs either of these but does not have them available, a parent/guardian is contacted to give us permission to provide it for that one day. Should a child need assistance applying these items, a Topical Ointment Form must be completed.

What To Leave Home

To help campers maximize their camp experience, the following items are not permitted at camp:

- Electronic Devices (i.e. cell phones and handheld video games)
- Trading Cards
- Jewelry
- Pets

Please remind your child about what not to bring and check their bag each day. If brought to camp, such items are placed in the Camp Directors' office for the day. **YMCA Camp Discovery is not responsible for any personal belongings.**

Lost and Found

There Lost and Found basket is located in the Gathering Place. Please have your child check this basket if he/she is missing something. Unclaimed items will be donated to a charity at the end of each session. **Camp Discovery is not responsible for anything left or thrown out at the end of each session.** PLEASE LABEL EVERYTHING.

Staff

Camp Discovery only invites back our most outstanding counselors and when hiring new staff we strive to pick counselors that work in the education field or are furthering their education in the education or recreation field. All of our staff are over the age of 18 and are experienced camp counselors, teachers or individuals furthering their education in the education or recreation field and are enthusiastic and eager to share their passion for day camping and the outdoors.

Staff Ratios & Supervision

Our permit requires that we have a ratio of 1 staff member to 10 campers to provide the ultimate amount of safety and supervision.

Daily Schedule

Most days consist of a non-stop schedule filled with fun, adventure and creativity. Your child will be exhausted after a day at Camp! We will also have specialty days.

7:00am-8:45am	Pre Camp Program
9:00am-9:30am	Morning SPIRIT CIRCLE
9:30am-11:45am	Activity Periods: Swimming, Wilderness, Arts & Crafts, Sports
12:00pm-12:45pm	All Camp Lunch
12:45pm-3:45pm	Activity Periods: Swimming, Wilderness, Arts & Crafts, Sports
3:45pm-4:30pm	Afternoon SPIRIT CIRCLE
4:30pm-5:45pm	Post Camp Program

Activity Periods

Arts and Crafts – Every day, in the Cove of Creation, campers are encouraged to express themselves through art projects that usually pertain to the theme of the week. Projects are sent home daily or some might stay and be used as decorations for the cabins.

Swimming & Boating – Our waterfront activities are the highlight of the camp day. Swimming and boating are on a rotating schedule. Swim lessons are given on all swim days except for Free Swim Fridays. Lessons incorporate the basic fundamentals of swimming followed by a short free swim at the end of each class. Campers are taught proper boating protocols and safety. On excessively hot days, boating and swim lessons are cancelled so campers can keep cool in the lake and additional water games and activities give campers extra time to keep cool.

Waterfront Procedures

We strongly believe in providing a fun and safe experience at our waterfront. All waterfront staff hold Waterfront Lifeguarding, First Aid & CPR certifications. On the first day of each session our waterfront rules are explained and campers are swim tested to determine if they are a shallow or deep water swimmer. The rules must be followed at all times and failure to do so will result in the loss of swimming/boating privileges. Campers are encouraged to swim every day. Campers choosing not to swim and/or participate in swim lessons will be unable to swim on Free Swim Friday. During free swim campers are paired together and a "Buddy System" is implemented using "Buddy Checks" throughout the swim period to ensure all swimmers are accounted for. Please pack water shoes for the walk to and from the lake.

Sports – Each day campers get plenty of exercise while learning new games and playing some old favorites.

Wilderness – In the Wilderness Program campers go on an adventures with the Wilderness Director. Here they learn and practice survival skills like building a camp fire, identifying animal prints and sounds, recognizing types of trees and other plant life as well as learning and exploring other elements of nature. We focus on hiking and learning through adventure.

Cabins

Each age group is assigned a group name and cabin. The groups then create their own song and sign, that identifies their group. Campers and staff really enjoy this process because it creates a summer family for our campers. The cabins are screened in. Each camper is given a spot in the cabin where they can create a space of their own. They may bring a chair to sit on and pictures to hang. Please be sure to check out your child's "home away from home" when you come to visit on Family Fun Nights!

Family Nights

We host four Family Nights at Camp Discovery throughout the summer. Family Nights give campers the opportunity to bring their families to camp and show them what Camp Discovery is all about.

Field Trips

To enhance the camp experience we offer a couple field trips throughout the summer. Field trips are optional, but greatly encouraged. Depending on the program, trips may include a baseball game, visiting another YMCA camp, a trip to the zoo, etc. Permission slips listing the destination, items needed (if any) and any additional fees are sent home prior to each trip and must be signed by a parent/guardian and returned to camp. Camper can not attend a trip if the permission slip is not signed and returned to the counselor. Campers who do not attend the field trip may stay at camp and participate in normally scheduled activities.

Over Nights

Overnights are held on the 2nd Thursday of each session and are open to Adventure Campers only. The cost is \$12 per camper and includes dinner as well as breakfast and lunch the next day. Please pack extra drinks for your child. Each overnight has a unique theme. The evenings begin with a swim, then dinner followed by exciting activities, ending with an all camp bonfire where we roast marshmallows and share camping stories. The next morning, breakfast is provided and hot dogs and chips are served for lunch.

The Camp Discovery Store

The camp store is open every day during lunch time and after camp and offers a variety of snacks ranging in price from 50 cents to a dollar. Campers may bring money to camp each day or can open an account for the session. The camp store funds go to restocking the store and providing extra activities for our campers.

Rainy Days & Extremely Hot Days

Yes, we are open when it rains! Rainy day activities take place in the buildings within Camp Discovery. Campers should come prepared with the proper rain gear and be ready to get a little wet and possibly a little muddy. Our counselors are not opposed to a little mud sliding! On extremely hot days, we make sure campers have additional opportunities to keep cool in the water and spend plenty of time in the shade. Please send extra water in your child's backpack.

Health & Safety

Safety is our number one priority. A Health Director, possessing all credentials required by the Orange County Department of Health is on site daily. All injuries are reported to both the Health and Camp Directors and parents are alerted. Please make sure that all numbers and extensions for your camper's emergency contacts are in operation during camp hours. Please update this information as necessary. If any health or safety issue arises you or your designee are contacted, so please update your child's information whenever necessary.

First Aid – In addition to the Camp Health Director, one staff person in each group is certified in First Aid and CPR. The Health Director is here from 8:30-4:45pm everyday. During Overnights, the Health Director or designee is available all night. Our infirmary is located in our Camp Directors' cabin.

First Aid Notification Process – All injuries are recorded in the First Aid Log Book by the Health Director or appropriate staff person. In case of a serious injury or illness, a parent or emergency contact is notified immediately and an incident report is completed and filed in the Camp Office and reported to the Health Department. The Health Director or appropriate staff use their professional discretion for mild injuries and illness.

Emergencies – We devote a lot of time during our staff training to our safety procedures. There are specific procedures for a "lost camper" as well as fire drills, severe weather, and medical emergencies. We will practice these drills with the staff and our campers throughout the summer.

Illness – When a camper becomes ill, a parent is contacted immediately to discuss the child's condition and asked to pick up the child. If a parent cannot be reached and the child's illness is deemed to be serious, we will proceed to contact one of the emergency contacts and make every effort to keep the child comfortable until a parent or a designee arrives. Please make arrangements with your Emergency contacts, so that in the event your child becomes sick and we cannot get in contact with you or you cannot pick up in an acceptable time frame, he/she will be available to pick up. For the health and safety of your child, other children and staff, please do not send your child to camp if he/she is not feeling well. Campers who arrive at camp with any visible signs or symptoms of illness will be sent home following the procedure stated above. Please let us know if your child is diagnosed with any communicable illness while enrolled in camp so we can alert our families.

Discipline Policy

At Camp Discovery we believe that many potential problems can be avoided by keeping campers engaged in well organized supervised activities. When a problem arises it's addressed verbally by the counselor in hopes of resolving it immediately. If inappropriate behavior continues, the child is removed from the group for a specific time frame and/or privileges are taken away. When there is a serious concern about behavior, safety or discipline, the counselor removes the child from the group and brings them to the Directors' Office where a phone call is made by the child to their parent/guardian alerting them of the situation. This gives campers ownership of their behavior. If the problem persists further, the camper may be suspended or possibly dismissed from camp. Camp Discovery is determined to provide a safe and fun environment for all campers and staff, free from bullying and put downs and other possible negative behaviors that may disrupt a positive day camp experience.

“No Put Down Zone”

Our staff is well trained to stop all negative behaviors with our “See Something, Say Something, Don’t Ignore It” policy. This helps to provide a safe, enjoyable environment for your child. We understand that “put downs” will happen. But our slogan “This is a No Put Down Zone” was put in place to help prevent “put downs” from occurring. We have a zero tolerance policy and when a put down is heard it is immediately addressed.

Camp Evaluations

At the end of camp, a camp evaluation form is handed out to each camper. We ask that each family completes an evaluation form to tell us about their camper’s experience. We look forward to reading each of these responses to help us determine what the campers enjoy and what they would like us to improve on.

Camp Discovery Philosophy

In addition to our Credo, we have a philosophy that provides us with a foundation to best serve our campers. Our philosophy is as follows: All campers must be provided opportunities for achievement, to build positive relationships and feel a sense of belonging. Using these 3 concepts ensures that all aspects of our camp program have a positive impact.

Financial Assistance Information

Assistance based on financial need is available on a limited basis. Applications are available at both of our branches. Please call 845.344.9622 for details on our Access Program. These forms must be completed and returned no later than June 1st. Please allow at least four weeks to process your request.

CAMP WISH LIST

Make a wish, it may come true! Below is a list of things that we can always use more of at YMCA Camp Discovery. If your family, friends, employer, or even a local business you know of might be interested in donating any of these wish list items please contact our Camp Directors. Donate today and leave your legacy at Camp Discovery! Donations are tax-deductible.

The Camp Discovery Wish List Includes:

- Wooden Adirondack Chairs
- Pop-Up Canopies
- Folding Tables
- Fans
- Large Storage Bins with Lids
- Oversized Yard Games
- Sharpies
- Sidewalk Chalk
- Pitchforks
- Golf Cart

**Thank you for choosing Camp Discovery.
Now let’s have lots of FUN!!!!!!**