



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# LEA PROGRAM PARENT GUIDE



Trails

CAMP HAZEN YMCA  
204 WEST MAIN STREET  
CHESTER, CT 06412  
(860) 526-9529  
[WWW.CAMPHAZENYMCA.ORG](http://WWW.CAMPHAZENYMCA.ORG)  
[OFFICE@CAMPHAZENYMCA.ORG](mailto:OFFICE@CAMPHAZENYMCA.ORG)

Dear LEAs & Parents/Guardians of LEA's,

Congratulations. You have been selected for the LEA Program for this summer. Get ready for a summer full of excitement, memories and a whole lot of LEAdership. You will learn so much about yourself this summer, grow as an individual and learn how important it is to be a positive role model to the kids we serve. Your experience will require a lot of hard work, dedication and heart – and because of this; it will be a thoroughly rewarding experience.

Enclosed in this handbook is practical information to help prepare both of you for the Leadership Training Program (LEA) at camp. If you have any questions please contact the camp office at (860) 526-9529.

As you know, the LEA Program at Hazen has a different focus than traditional camper years. The Leadership Training Program encourages teenagers to take responsibility for their own experience. Within the LEA Program, you get out what you put in. If you bring a positive attitude and willingness to learn with you, you'll go far.

You're also welcome to join us on Facebook, by 'liking' Camp Hazen YMCA and sending a friend request to Edward Hazen.

Best regards,

A handwritten signature in cursive script that reads "Denise".

Denise Learned  
Executive Director/CEO

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# Our Past...your future

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This is Camp Hazen YMCA's 95<sup>th</sup> year of creating experiences where LEAs learn leadership skills, increased responsibility, working as part of a group while continuing to challenge themselves individually and preparing for a continuing leadership role in future summers at Hazen. As the thousands who have attended Hazen throughout the years know, camp is a community formed during a summer session where your child gains experiences that their peers at home may not have. These positive experiences give your child the confidence to excel in other parts of their life. This program provides a foundation for year-round growth and education. A camp experience will bolster student socialization skills, provide opportunities for leadership development, and help these teens achieve their full potential. Though not academic, your child may learn more about themselves in three weeks of the LEA program than throughout the entire rest of the year.

Camp Hazen YMCA is a co-ed resident camp. Our camp is the perfect place for your child to make friendships that will last a lifetime, while learning about themselves and the world around them. Our 5:1 LEA to staff ratio helps to provide individual attention and provide quality instruction and supervision in all aspects of camp life. Camp Hazen YMCA's philosophy is to utilize our numerous programs to provide individual participants with the opportunity to be a vital part of a larger community. Through this group work, LEAs grow individually in confidence, connectedness and sense of purpose. Our experience shows that this process enables young people to acquire the skills needed to manage the numerous risks of adolescence. It also focuses on assets that are important for success in life.

**Our Staff** is comprised of young adults from throughout the world.

- All staff are chosen based on their desire and ability to act as positive role models and for their maturity, commitment to children's growth and a love of the camp community.
- Through mandatory pre-camp staff training, staff are trained to provide a safe and encouraging environment.
- All of our cabin counselors are high school graduates. Most have completed at least one year of college or have been an Assistant Counselor with us last summer. All our Assistant Counselors have been Hazen LEAs, having completed our LEAdership Program the previous summer.
- A thorough background check is conducted on each staff member.
- Each session our staff includes at least 1 registered nurse, as well as numerous certified lifeguards and first aiders.
- Camp Hazen YMCA has a year-round staff of 15 dedicated professionals. We are here to ensure that your child's experience is the best it can be.
- Our Camp Director, Kath Davies, has a degree in Education and has been on our Professional Staff since 2002.

## Safety

Safety is always a top priority at Camp Hazen YMCA. While our staff will make every reasonable effort to minimize known risks associated with each activity, all hazards cannot be foreseen. By participating in our programs, LEAs and their parents knowingly and willingly assume all risks associated with participation in a summer camp program. LEAs and their parents should fully understand that even after reasonable precautions have been taken, occasional accidents do happen.

# Forms

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## Forms to be mailed, emailed or submitted online by February 13, 2017

### LEA Agreement

- Confirm you know the dates of your session
- This should be signed by both LEA & Parent

### LEA Program Policies

- This should be signed by both LEA & Parent

## Forms to be mailed, emailed or submitted online by May 1, 2017

### 2017 Health History Form - available as a fillable .pdf on our website.

- This form is required of all LEAs.
- The 4 page Health Form must be completed annually.
- Page 4 is an Authorization, Release and Indemnity Waiver. It must be signed by the LEA, their parents or legal guardian and must be witnessed by an adult over 21 years of age.

### 2017 Physical Exam Form

- The physical examination form must be current within 24 months of your LEAs last day in camp. You may attach a different examination form and/or immunization record (i.e., school or sports physical).
- We may have a physical on file from last summer, if you are unsure please contact the office.
- LEAs with expired physicals will not be able to remain in camp.

## Form to bring with you to camp at Check-In:

### Medication Authorization Form (if needed)

- This form must be completed for a LEA to receive any medications (prescription or over-the-counter) brought from home.
- This form must be signed by both a parent/guardian AND a prescribing health care professional, even for over-the-counter medications like vitamins.

- Please do not send any of the medications listed on page 2 of the health form. We keep these medications in stock and our nurses are able to dispense them with your signed permission on page 2 of the Health Form.
- You must complete one form for each medication brought to camp.
- The information on this form must match the label on the medication.
- Please review this form carefully before bringing to camp. We often receive incomplete forms at check-in and are unable to dispense medications to LEAs until this form is properly completed.
- The medications must be in the original containers and properly labeled. This includes epi-pens and inhalers -- often the label is on the box and parents don't realize they **MUST** bring that box with the label.
- This procedure is mandated by both the State of Connecticut and the American Camp Association.

## Before Camp Starts

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### Health Care at Camp

- Two health care staff (at least one of whom is an RN) are on duty for each session of camp.
- In case of illness or accident, our nurses work under standing orders from our physicians at Wildwood Pediatrics in Essex, CT.
- Our Health Lodge is stocked with a number of over the counter medications which the nurses can administer under our standing orders. These medications are listed on our Health History Form.
- In case of emergency, LEAs are taken to the camp physician at Wildwood Pediatrics, or the local emergency treatment facility, Shoreline Medical Center – Middlesex Hospital.
- Parents will be contacted should there be an urgent medical concern, or in the following instances:
  - LEA stays overnight in the Health Lodge
  - LEA visits the nurse multiple times with the same complaint
  - LEAs require a medical visit to an outside provider
- If your LEA requires a visit to an outside medical provider the nurses will make every effort to contact you prior to leaving camp. In the event we are unable to contact you, the nurses will make the determination whether an outside medical visit is necessary.

### Insurance

- You, as the parent or guardian, are responsible for all medical costs incurred due to injury or illness while your child is at camp.
- In an effort to keep camp costs within reason, Camp Hazen YMCA does not provide health/accident insurance.
- Fees for all medical services, including prescriptions, will be attached to your LEAs check-out, or our Business Manager will be in touch with you.
- Be sure to attach a copy of your insurance card to the health form.

### Balance and Refund Policy

- Your balance of camp fees is due by May 1st.

- To set up an automatic payment plan, please call the Camp Office (860) 526-9529.
- If final payment is not received by the due date, your registration may be cancelled and your deposit forfeited. VISA, MasterCard, American Express or Discover may be used to charge your balance.
- Camp Hazen YMCA will refund program fees for cancellations made 30 days prior to the start of the session (less deposit). No refund is made for late arrivals or early departures or in cases of homesickness, withdrawal, dismissal, or sickness.

## **Cabin Assignments & Requests**

- LEA's are placed in a cabin with four other LEAs and one Leadership Staff members. We do not take Cabin Request for LEA's. The whole group works together as a group, and very little time is spent in their cabins.

## Camp Store Account

- LEAs do not need cash while at camp and should not bring any.
- The camp store is open each day and LEAs have the opportunity to buy, sweatshirts, t-shirts, stamps, souvenirs, sportswear, toiletries, flashlights, etc. There is no food or candy sold in the store.
- Store accounts should to be established at the time of final payment. We recommend \$100 be deposited in that account.
- All purchases are recorded and deducted from the LEA's account.
- Unspent camp store money may be donated to Camp Hazen YMCA's Campership Fund or you may request a refund. Balances of less than \$10.00 will automatically be donated.
- Please consider donating store balances and check off this option on your LEA's check-in card on check-in day.
- Please note: refund checks expire 30 days after the date of issuance. Expired checks will automatically be considered a contribution to our Campership Fund.

There are loads of different items available from our camp store, this is just a sample of a few:



**Gray Hoodie**



**Crew Neck**



**Long sleeve T's**



**T-shirts**



**Baseball Cap**

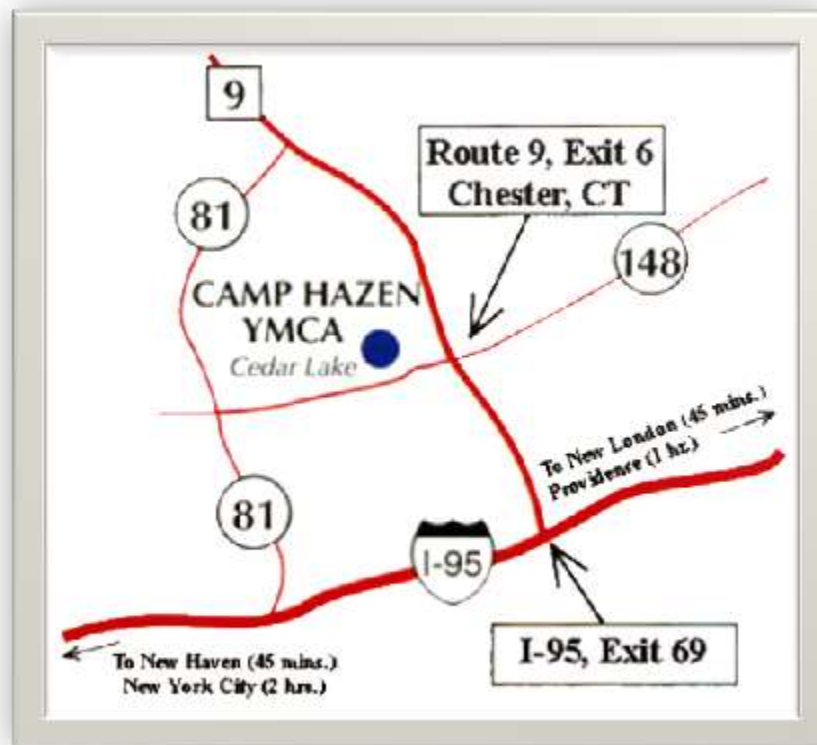


# Directions to Camp Hazen YMCA

## 205 West Main Street . Chester, CT 06412

**From the North:** Take Route 9 South to Exit 6. Turn right at the bottom of the ramp onto Route 148W. The parking for Camp Hazen is 1.5 miles on the left. Please follow the guidance of our signs and parking attendants.

**From the East & South:** Take I-95 to Route 9 North (Exit 69). Follow Route 9 to Exit 6. Turn left at the end of the ramp onto Route 148W. The parking for Camp Hazen is 1.5 miles on the left. Please follow the guidance of our signs and parking attendants.



# LEA Packing List

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Suggested minimum amounts for three-week session

## \*Items available in Camp Store

### Clothing

- \_\_\_ 12-15 t-shirts\* (a sun-shirt is recommended)
- \_\_\_ 1 White T-shirt (Tye Dying/All Camp Day Event)\*
- \_\_\_ 1-2 long sleeved shirts\*
- \_\_\_ 6-8 pairs of shorts (girls\*)
- \_\_\_ 2-3 pairs of long pants/jeans
- \_\_\_ Dress Clothes for Final Banquet (button-down, sundress etc)
- \_\_\_ 1-2 sweatshirts\*
- \_\_\_ 2-3 swim suits (one-piece for girls, if doing lifeguarding)
- \_\_\_ 2-3 pairs of pajamas
- \_\_\_ 21 pairs of underwear
- \_\_\_ 21 pairs of socks
- \_\_\_ Raincoat or poncho
- \_\_\_ 1- 2 pairs of sneakers (required for some activities)
- \_\_\_ 1- 2 pairs of flip flops, crocs or sandals

### Gear

- \_\_\_ 1 twin size fitted and flat sheet
- \_\_\_ 1 blanket or comforter
- \_\_\_ 1 sleeping bag
- \_\_\_ 1 pillow and pillow case
- \_\_\_ 2 bath towels
- \_\_\_ 3 beach towels
- \_\_\_ 1 laundry bag
- \_\_\_ 1-2 water bottles\*
- \_\_\_ Sunscreen
- \_\_\_ 1 flashlight\* with batteries
- \_\_\_ Day backpack
- \_\_\_ Insect repellent (non-aerosol)
- \_\_\_ Toiletries  
(soap, shampoo, hairbrush, toothpaste, toothbrush, etc...)
- \_\_\_ Container to store & carry toiletries to shower

### Optional Items

- \_\_\_ Reading material - paper books only
- \_\_\_ Deck of cards\*
- \_\_\_ Stationery & pre-addressed stamped envelopes  
or postcards

(In-Line skaters must bring their own skates -  
all other program equipment is available at camp)

## Packing Guidelines

We recommend packing in large duffel bags that can fold and store easily under the LEAs' bunks. There is only a 9 inch clearance under the bunks where all luggage needs to be stored.

### Please carefully label ALL of your LEA's items.

- Camp Hazen YMCA is NOT responsible for any items that are lost or stolen.
- Laundry is done once during the session.
- Pack together with your LEA. This allows your LEA to know where everything is and to develop a sense of responsibility. This is also a good time to talk about the experiences ahead and about your expectations, including setting realistic goals about how often they can expect to hear from you and you from them.

## What NOT to Bring...ELECTRONICS!

At camp we are totally unplugged. What this means is NO electronics. Period.

LEAs should **NOT** bring any of the following items: cash, any electronic device: iPods, electronic games, e-readers, electric fans, computers, DVD players, cell phones of any type (even if combined with an Ipod, camera or other device), food, pets, fireworks, water guns, vehicles, tobacco products, drugs, drug paraphernalia, alcohol, or weapons of any type.

If a LEA brings any of the above items to camp, the item will be confiscated and either sent home or held until the end of the session. LEAs found in possession of weapons, drugs, alcohol or drug paraphernalia will immediately be dismissed from camp.

# Check-In Day

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- Check-in for each session is on the Sunday your session begins, from 2:00 - 3:00 PM
- Have your child eat lunch before arriving.
- Please leave pets at home.
- The camp store will be open at the Check In Tent. You may buy t-shirts, sweatshirts & water bottle.

## Check-In Day Procedures:

- Upon arrival at camp, you will be directed to a parking area and staff will assist you with unloading luggage.
- Proceed to the check-in tent and sign a check-in card and, if needed, meet with the camp nurses.
- Stop at camp store tent to buy your sweatshirt & t-shirt or water bottle
- Proceed to your LEA's cabin to meet their LEA Director and to help your LEA get settled.
- Say good-bye. Experience has shown us the transition from home to camp is eased by short good-byes that allow your child to jump right into camp life. If you want to stay and get more information or speak to a staff member, please feel free to do so, but allow your LEA to join the group while you have your conversation.

## Medications

All medications must be checked in with the camp nurse. No medications can be kept in the cabins, including over-the-counter medication and vitamins. Have your Medication Authorization Form prepared. If you are bringing any medications from home (prescription or over-the-counter, including vitamins & topical ointments), you must have a completed medication authorization form for EACH medication. This form MUST be signed by BOTH a parent/guardian AND the authorized prescriber. All medication must be in their original container, with a label.

## Swim Evaluation

In order to ensure waterfront safety, a swim evaluation will be conducted for all LEAs to determine your child's swimming ability. The swim evaluation is conducted with the entire LEA group after Check-In. Our goal is to make the swim evaluation as fun and comfortable as possible, while determining an accurate level of swimming ability.

## Water Testing

Cedar Lake is a spring-fed 68-acre lake. The many underground springs flowing into the lake contribute to low levels of bacteria and help to keep it cleaner than other lakes in Connecticut. Both the Town of Chester and Camp Hazen YMCA conduct independent water tests to ensure that the lake is safe for recreational swimming.

# Communication at Camp

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## Mail

- We encourage you to write cheerful, positive letters from home.
- Consider writing a letter three days ahead of opening day so your child has a letter during the first mail call.
- Please do not panic if you don't hear from your LEA immediately after arrival, as many LEAs become too busy having fun at camp to write home.
- We recommend sending pre-addressed, stamped envelopes or postcards. First class stamps can be purchased at the Camp Store
- Mail should be addressed as follows:
  - LEA's Name - LEA
  - Camp Hazen YMCA
  - 204 West Main Street
  - Chester, CT 06412

## Packages

- You are welcome to send packages. We ask your full cooperation in NOT sending food items.
- Food attracts many animals to the cabins, especially squirrels who chew through the screens to get to food.
- In addition, we have many LEAs with SEVERE food allergies and if food from home is shared, it could result in a life-threatening situation for a child!
- All LEAs open packages in front of a staff member. If food is sent, it will be confiscated & disposed of.
- There are many non-food items, which can be sent in care packages. Suggestions include comic books, books, cards, games, bubbles and craft projects.

## Telephone Calls

- You are always welcome to call the camp office to inquire how your LEA is doing. Your child's LEA Director will be your point of contact. Please remember that our LEA Directors do not spend long periods of time in the office. They are out around camp leading programs and workshops with the LEAs. They check messages throughout the day and will call you back in a reasonable time.
- To help children develop independence, and also to maintain a safe environment, Camp Hazen enforces a 'No Cell Phone' policy while at Camp. Not only are cell phones disruptive to a child's camp experience, they are expensive and can get lost or stolen. More importantly, if a LEA has an issue and calls their parent rather than coming to our highly trained camp staff, our ability to intervene and rectify a problem is greatly reduced, and your child has missed out on an opportunity to build independence by trying to solve some of their own challenges.
- We will notify you should any urgent situations arise with your LEA.
- If at any time you become concerned about your child, or have an important message that needs to be

relayed, please call your child's LEA Director or the Camp Director.

- We are always happy to discuss your LEA's experience.

## **E-Mail**

- You may send e-mails to your child while they are at camp, using our complimentary email service that you can access through our website.
- Parents receive 30 email credits per LEA per three week session (10 credits per week) at no cost.
- E-mails received by 10AM are printed each day and distributed with mail. (emails received after 10AM are distributed following day)
- LEAs will not be able to return your e-mails.
- To set up an email account:
  - Click on the "Email your camper and view photos" link on our homepage.
  - If you registered online for camp this year, you already have an account. You will use the same account to access the photo and email system.
  - If you did not register online, we will set up an account for you. You will receive an email closer to the start of camp with instructions on how to initialize your account.

## **Photos**

- The focus of our photos are to help first time camper parents feel comfortable with their child in our care. For this reason, you may not see a plethora of photos of LEAs, however there maybe some random ones of them helping out with classes.
- We upload a selection of photos a few times each week to show life at Camp. You can view these photos by clicking on the "email your camper and view photos" link on our homepage.
- Log into your account and click the "View Photos" Link

## **Facebook**

- We make regular updates to our Facebook pages throughout the summer.
- We invite you to friend 'Edward Hazen'.
- We invite you to "like" Camp Hazen YMCA

# Life at Camp

## Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30AM	GML (Good Morning LEAs )	GML	GML	GML	GML	GML	GML
8:00AM	Flag Raising	Flag Raising	Flag Raising	Flag Raising	Flag Raising	Flag Raising	Flag Raising
8:15AM	<b>B R E A K F A S T</b>						
9:00AM	Get Ready for Day!	Get Ready for Day!	Get Ready for Day!	Get Ready for Day!	Get Ready for Day!	9:30AM-Team Meetings	Get Ready for Day!
9:15AM	<b>TEAMBUILDING</b>	*Leadership Styles *Child Abuse w/Camp Dir. *Communication Skills	Program Experience #1	Program Experience #2	Program Experience #3	All Camp Activity!	Program Experience #4
12:30PM	Waiter Bell	Waiter Bell	Waiter Bell	Waiter Bell	Waiter Bell	Waiter Bell	Waiter Bell
12:45PM	<b>L U N C H</b>						
1:30PM	Kitchen Talk/Store Talk/Siesta	Siesta	Debrief Program Experience/Siesta	Siesta	Siesta	Siesta/Speech Practice	Siesta
2:30PM	Strifeguarding 101: What's it All About?	Goal Setting	5 Minute Lessons/Public Speaking	Camp Culture	Stereotypes	All Camp Activity!	CPR/FPR
3:30PM	Expectations for Program Rotations	Camper Management		Late Night with the LEAs Planning	W3TP. (What's Wrong with this Picture?)		

					Workhop.		
4:30PM	Beach Party	Beach Party	Beach Party	Beach Party	Beach Party	Beach Party	Beach Party
5:30 PM	Harambe	Harambe	Harambe	Harambe	Harambe	Harambe	Harambe
6:00PM	<b>D I N N E R</b>						
7:00PM	Flag Lowering	Flag Lowering	Flag Lowering	Flag Lowering	Flag Lowering	Flag Lowering	Flag Lowering
7:15PM	Meet with Program Directors	Cabin Nights	Lesson Planning- Workshop	LNWTL/Cabin Nights	LNWTL Cabin Nights	Evening Activity	Chapel (TBD)
8:00PM	Q & A with the Executive Director.	8:15PM- Return from Cabin Nights, Debrief Experiences	Late Night with the LEAs Briefing	8:15PM-Return from Cabin Nights, LNWTL, Debrief	8:15PM-Return from Cabin Nights, LNWTL, Debrief	Closing Ceremonies!	
9:00PM	Chapel Assignments		LNWTL Planning Time/Speech Writing/LEA Happy Time	LEA HAPPY TIME, Speech Writing	LEA HAPPY TIME, Speech Writing/Run Throughs	LEA HAPPY TIME, Speech Writing/ Practice	LEA HAPPY TIME/ Leadership Exercise
9:15PM	LEA HAPPY TIME	LEA HAPPY TIME					
9:45PM	Chapel Speech Writing	Chapel Speech Writing					
10:00PM	In Cabins	In Cabins	In Cabins	In Cabins	In Cabins	In Cabins	In Cabins
10:30PM	Lights Out!	Lights Out!	Lights Out!	Lights Out!	Lights Out!	Lights Out!	Lights Out!

LEAs will rotate through all of our Program Areas, including Day Camp. In a morning program block, LEAs will remain in a program area for all three periods, getting to shadow the counselors and help out in three different classes with campers.

- Sometimes LEA Siesta does get moved to different periods throughout the day.
- Each LEA will be required to write a Chapel Speech and will be given ample time to write and practice their speech.
- Every LEA will participate in a **SOLO Overnight** once during their session, where they will be given time to reflect and improve on their LEA experience.
- LEAs will remain at camp for the duration of their LEA Session (3 weeks). There is no changeover in the middle of a session.
- Each group of LEAs will partake in one All-Camp Day: Session 1; Hazen Series, Session 2; Olympics, Session 3; World Cup.

## Camp Activities

Each week your LEA will participate in a variety of different activities. There will be Leadership Workshops on topics such as communication, stress management and public speaking. There will be Hazen specific workshops on lesson planning, camper age characteristics, and child abuse prevention. LEA's also spend time shadowing counselors in program areas and in the cabins. LEA's spend time at the end of each day debriefing their experiences and share them with the group. They go on the Hazen Values Journey, experience a solo overnight and complete a community service project.

## Meals

LEAs eat meals family-style with the LEA group in Bunting Dining Hall. Each LEA takes turns to be the waiter. Our two-week cycle menu is nutritionally balanced and designed to appeal to most appetites. Fresh fruit, salad and a daily vegetarian selection are always available. We are very used to having LEAs that are 'picky eaters', and just as we do with all of our campers, we will work with them to try a 'no-thank-you-helping' but we will also make sure everyone gets something to eat! We do want to meet the needs of all dietary restrictions. If your child has specific needs, please contact us ahead of time. Occasionally, LEA's will eat an early lunch if they are shadowing our Day Camp Program

## Behavior Guidelines

- As a close-knit community, Camp Hazen YMCA expects each LEA to respect themselves and others at camp, as well as the facilities and natural surroundings.
- All members of the Camp Hazen community, including LEAs and staff, are expected to behave responsibly and appropriately at all times.
- We have done a significant amount of work on our cabins in the past few years, and we ask that you reinforce our no graffiti policy with your LEA.
- Families will be charged for the removal of any graffiti or other damage that their LEAs are responsible for.
- Due to the highly selective nature of the LEA program, it is very unusual for us to experience inappropriate behavior from our LEAs. In the event that we do, we will work through the same steps as we do with all campers.
  - Staff will work with LEAs to modify inappropriate behaviors.
  - Parents will be notified if a LEA is placed on a written "behavior contract" to help address recurring inappropriate behaviors. The terms of the "contract" will be made very clear to both the LEA and parent.
  - A LEA, at the discretion of the Camp Director, may be dismissed for the remainder of his/her session or the rest of the summer for a serious infraction or if inappropriate behavior does not improve.
  - Behaviors which may result in being placed on a behavior contract and/or being dismissed from camp include, but are not limited to the following: use of bad language, threats, fighting or bullying and possession or use of tobacco, drugs or alcohol.



- We ask all our LEAs to agree to the following:
  - I agree that while participating in programs at Camp Hazen YMCA:
    1. I will listen and follow all safety instructions given to me by Hazen Staff
    2. I will be respectful of those around me
    3. I will be responsible for my belongings and my actions
    4. I will care for the Camp environment and the equipment I use
    5. I will be honest when I do not understand and ask questions
  - I understand that disrespectful behavior is not tolerated in the Hazen Community. If I am having a hard time, the following steps will be taken:
    1. Conversation with Counselor
    2. Conversation with Leadership Staff
    3. Conversation with a Director
    4. Placed on a Behavior Contract, parents will be informed
    5. Dismissal from Camp Hazen YMCA

## **The LEA program is 3 week continuous program**

Even though our LEA Program runs concurrently with 2 sessions of our Resident Camp Program, it is a continuous program with no break. Workshops continue throughout the weekend when other campers are not onsite.

## **Visiting Days**

Parents, relatives and friends are invited to visit camp at check-in and check-out times. There are no visiting days during the camp session. Visits can be disruptive, as campers are very involved with their activities and new friends. If you are concerned about your child, please call the camp office to speak to his/her Village Director. If you have not had the opportunity to see camp and would like a family tour before camp begins, please call the office.

## **Spiritual Emphasis**

Camp Hazen is an independent YMCA. We stress honesty, caring, respect and responsibility through sensitive and mature leadership. We live in a community that holds a system of values and a positive atmosphere, rather than an emphasis on a particular religious faith. Grace is sung by LEAs and staff before each meal. A couple of times during a session, LEAs visit our Chapel. The program is non-denominational and focuses on the core values of the YMCA: honesty, respect, caring and responsibility, in addition to speeches from staff on Healthy Bodies, Open Minds and Awakened Spirits. If you would like your child to attend Catholic Mass on the middle Sunday of a their session, please inform the camp office and we can make the arrangements.

## **Ticks and Lyme Disease**

LEAs spend the majority of their time outside at camp. Many of our program areas are wooded and we expect that children will come in contact with ticks. Each child showers daily, which should wash off any tick that has

not yet imbedded. It is also an opportunity for them to check themselves for ticks. In addition, staff are well-trained to encourage LEAs to check themselves for ticks. For privacy reasons, counselors do not check LEAs for ticks. You will be notified of any reported tick bite or rash that appears during your child's stay at camp. You should also discuss with your LEA the need to check themselves regularly for ticks during their stay at camp and after any outdoor activity.

## **Protection from Sun & Heat**

LEAs spend the majority of their time outside at camp. LEAs are responsible to bring their own protective clothing, sunscreen & water bottle. Hazen Staff will remind LEAs to apply sunscreen & carry their water bottle regularly throughout the day.

## **Target 289**

Through Target 289, Camp Hazen YMCA's Annual Giving Campaign, our goal is to provide financial assistance to 289 more children who could not afford to attend Hazen otherwise. As a non-for-profit youth servicing organization we believe in teaching philanthropy. Your child will learn about Target 289 while at camp, and have the opportunity to support it by donating \$0.50, \$1.00 or \$2.89 from their store account. If you choose to donate the remainder of your child's store account, rather than requesting a refund, it also goes to Target 289.

# HEALTH CARE AT CAMP

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## Health Lodge

The health and safety of our campers is our number one priority. To be a licensed youth camp in the state of Connecticut we are required to have a registered nurse (RN) on site. We hire 2-3 RN's per session, our RN's are generally camper parents that work at camp while their children attend, many have done this for several years. Our RN's work under Standing Orders from Dr Nicholas Condulis, MD, from Wildwood Pediatrics in Essex. On our Health Form is list of medications are able to administer under these Standing Orders. Any other medications a camper needs while at Hazen must be brought to camp in the original container and be accompanied by a Medication Authorization Form that is signed by both a parent/guardian and the prescriber. All medications, other than emergency medication such as Epi-Pens and asthma inhalers, must be kept in the Health Lodge. Med Call is in the morning and evening of each day the same time as our Flag raising/lowering Ceremonies. Campers can go and see the nurse if something is bothering them after breakfast, after lunch and before dinner at Beach Party. If you have any questions with regards to health care at camp, please feel free to call Kath Davies, our Camp Director.

## Ticks and Lyme Disease

Campers spend the majority of their time outside at camp. Many of our program areas are wooded and we expect that children will come in contact with ticks. Each child showers daily, which should wash off any tick that has not yet imbedded. It is also an opportunity for them to check themselves for ticks. In addition, staff are well-trained to encourage campers to check themselves for ticks. For privacy reasons, counselors do not check campers for ticks. You will be notified of any reported tick bite or rash that appears during your child's stay at camp. You should also discuss with your camper the need to check themselves regularly for ticks during their stay at camp and after any outdoor activity.

## Protection from Sun & Heat

As campers spend the majority of their time outside at camp. Campers are responsible to bring their own protective clothing, sunscreen & water bottle. Hazen Staff will remind campers to apply sunscreen & carry their water bottle regularly throughout the day.

## CONCUSSION

Campers will participate in a variety of activities while at camp. As with all physical activities there is a chance that a child may receive a concussion. In the event that a child shows signs of a concussion then they will be evaluated by a member of our healthcare staff and will be removed from activities until assessed by our camp doctor or medical facility, if it is deemed necessary. We are required by the State of Connecticut to provide you with the following information on Concussions:

## CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE CONCUSSION MANAGEMENT AND RETURN TO PLAY REQUIREMENTS

### “WHEN IN DOUBT – SIT IT OUT”

A concussion is a type of traumatic brain injury or (TBI), “that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost” (Centers for Disease Control and Prevention, 2009).

#### PART I -- SIGNS AND SYMPTOMS OF A CONCUSSION

A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure.

##### 1. Signs of a concussion may include (what the athlete looks like):

- Confusion / disorientation / irritability
- Act silly / combative / aggressive
- Trouble resting / getting comfortable
- Repeatedly ask same questions
- Lack of concentration
- Dazed appearance
- Slow response / drowsiness
- Restless / irritable
- Incoherent / slurred speech
- Constant attempts to return to play
- Slow / clumsy movements
- Constant motion
- Loss of consciousness
- Disproportionate / inappropriate reactions
- Amnesia / memory problems
- Balance problems

##### 2. Symptoms of a concussion may include (what the athlete reports):

- Headache or dizziness
- Over sensitivity to sound / light / touch
- Nausea or vomiting
- Ringing in ears
- Blurred or double vision
- Feeling foggy or groggy

Note: Public Act No. 10-62 requires that a coach MUST immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who (A) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or (B) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred.

#### PART II – RETURN TO PARTICIPATION (RTP)

Currently, it is impossible to accurately predict how long concussions will last. There must be full recovery before someone is allowed to return to participation. Connecticut Law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (Physician, Physician Assistant, Advanced practice Registered Nurse, Athletic Trainer) trained in the evaluation and management of concussions.

#### Concussion management requirements:

1. No athlete SHALL return to participation (RTP) on the same day of concussion.
2. Any loss of consciousness, vomiting or seizures the athlete MUST be immediately transported to the

hospital.

3. Close observation of an athlete MUST continue following a concussion. This should be monitored for an appropriate amount of time following the injury to ensure that there is no escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated from a licensed health care professional (Physician, Physicians Assistant, Advanced Practice Registered Nurse, Athletic Trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain written clearance from one of the licensed health care professionals mentioned above directing them into a well defined RTP stepped protocol similar to one outlined below. If at any time signs or symptoms should return during the RTP progression the athlete should cease activity\*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals mentioned above for them to fully return to unrestricted participation in practices and competitions.

### Medical Clearance RTP Protocol (Recommended one full day between steps)

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified	Recovery
Light aerobic activity	Walking, swimming or stationary cycling, keeping intensity, <70% of maximal exertion' no resistance training	Increase Heart Rate
Sport Specific Exercise	Skating drills in ice hockey, running drills in soccer, no head impact activity	Add Movement
Non-contact training drills	Progression to more complex training drills, i.e., passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
Full Contact Practice	Follow medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff

\* If at any time symptoms should return during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, s/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don't resolve, the athlete should be referred back to their medical provider.

#### References:

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82.  
<http://www.nfhs.org>
2. McCrory, Paul MBBS, PhD; Meeuwisse, Willem MD, PhD; Johnston, Karen MD, PhD; Dvorak, Jiri MD; Aubry, Mark MD; Molloy, Mick MB; Cantu, Robert MA, MD. Consensus Statement on Concussion in Sport 3rd International Conference on Concussion in Sport Held in Zurich, November 2008. Clinical Journal of Sport Medicine: May 2009 - Volume 19 - issue 3 -pp 185-200  
<http://journals.www.com/cjsportsmed/Fulltext/2009/05000/Consensus Statement on Concussion in Sport 3rd.1.aspx>
3. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*.  
<http://www.cdc.gov/NCIPC/tbi/Coaches Tool Kit.htm>.
4. U.S. Department of Health and Human Services Centers for Disease Control and Prevention. *A Fact Sheet for Coaches*.(2009). Retrieved on June 16, 2010. [Http://www.cdc.gov/concussion/pdf/coaches Enql.pdf](http://www.cdc.gov/concussion/pdf/coaches Enql.pdf)

#### Resources:

- Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on June 16, 2010.  
<http://www.cdc.gov/TraumaticBrainInjury/index.html>
- Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2010.

# Check-out Day

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- Check-out is from 6:30 – 7:30 PM on the last Friday. We discourage early check out, but if you need to arrange to pick up your LEA early, we ask you to do so before 3:30 to avoid traffic congestion with our Day Camp pick up.
- Each family will receive a “check-out packet”, including detailed camp store purchases and any refunds (if applicable), a LEA photo
- Each LEA must be signed out before leaving camp.
- Recognize a staff member, by donating to Target 289 in their name.

## Luggage

- Upon arrival at camp, you will be directed to a parking area where you will unload your LEA's luggage.
- The Hazen Staff will help you find your LEAs luggage location.
- Upon departure your LEAs luggage will be in the same location as you dropped it off, marked with their name on tags.
- PLEASE...have your LEA double check that you have picked up all of their gear before departing Camp Hazen. We are unable to ship forgotten items.
- Don't forget to collect your LEA's medications from the camp nurse.

## Tipping

- If you would like to recognize a staff member for the job they have done, a contribution in their name may be made to the Camp Hazen YMCA Target 289.
- It is against camp policy and the standards of the American Camp Association for staff members to accept tips.

## Lost and Found

- There will be a lost & found table set up beside the check-out tent.
- Please be sure to inspect the table for your LEA's items.
- Camp Hazen YMCA cannot be held responsible for articles left behind.
- All unclaimed articles will be donated to a charitable organization at the end of the summer.
- In the event that we are able to locate an item that was left behind, it is your responsibility to make arrangements to pick it up.
- Camp Hazen YMCA is unable to ship or deliver forgotten items.

## Keeping in Touch

- Our camp office is open throughout the year. Please feel free to contact us at any time at 1-860-526-9529 or [office@camphazenyumca.org](mailto:office@camphazenyumca.org)
- In order to protect your family's privacy, we do not distribute personal mailing addresses, phone numbers,

e-mail addresses or any screen names for LEAs or staff. LEAs may obtain this information from other LEAs themselves if they wish to stay in touch.

- We strive to help Hazen LEAs develop healthy, positive relationships at camp and hope that this will carry over to any communications outside of camp, including through the internet. However, as youth development professionals, we are very aware that many young people do engage in inappropriate “online communication.” For help in ensuring that your child is safe on-line, a great resource is [www.wiredsafety.org](http://www.wiredsafety.org)
- We also ask our staff not to have contact with your children after camp. We utilize our Facebook page, so friends of Hazen can interact in a public forum.
- Camp staff are hired for the summer and we are not able to monitor their actions off-season. We recommend that you supervise your child’s online activities just as you do other aspects of their life in your home. We need you to take full responsibility for any off-season contact your child has with friends and staff from Camp Hazen.

Please do not hesitate to contact the camp office if you have any concerns.

## **Applying to be an Assistant Counselor (AC’s)**

- Each year we hire 10 male and 10 female Assistant Counselors.
- Assistant Counselors work for half of the summer (4 weeks)
- Assistant Counselors are required to attend a weekend training in May and a 4 day training in June
- The application to become an AC is on our website, under 'Staff & Alumni' then 'Join our Team'
- Application deadline is December 1st.
- Group Interviews take place at the end of December
- Only past campers that have successfully completed our LEA program are eligible to apply.

# Camp Administration

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Denise Learned, Executive Director  
Katherine Davies, Camp Director

## PROGRAM STAFF

Rhino Merrick, Assistant Camp Director  
Alex Learned, Senior Program Director  
Carolyn Learned, Program Director  
Celia Kosinski, Program Director

## OFFICE STAFF

Laurie Bouchard, Office Manager  
Claudia Martin, Business Manager  
Sarah Menzel, Project Manager  
Stephanie Proulx, Development Assistant

## FOOD SERVICE STAFF

Keith Stewart, Food Service Director  
Alex Welch, Sous Chef

## MAINTENANCE STAFF

Michael Learned, Maintenance Director  
Dan Feltus, Maintenance Staff  
Jordan Fauteux, Maintenance Staff  
Will Clark, Maintenance Staff





# 2017 Calendar

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January 13-15	Winter Camp Weekend
January 16	Martin Luther King Jr. Day- Vacation Day
February 20-21	Overnight EXPO
February 20-21	February Vacation Days
March 10-12	Teen Leadership Weekend
April 7-9	Spring Camp Weekend
April 10-14	April Vacation Days
May 5-7	Father & Son Weekend
May 7	Healthy Kids Day
May 26-29	Memorial Day- Family Camp Weekend
June 11-24	Skills Week/Staff Orientation

<b>Overnight Camp - Traditional</b>		<b>Lifeguard Sessions</b>		<b>LEA Sessions</b>	
Session A	June 25 - July 7	Sampler 1	June 25 - June 30	Session 1	June 25 - July 14
Session B	July 9 - July 21	Sampler 2	July 2 - July 7	Session 2	July 16 - August 4
Session C	July 23 - August 4	Sampler 3	August 20 - 25	Session 3	August 6 - 25
Session D	August 6 - 18				

September 1-4	Labor Day- Family Camp Weekend
October 6-8	Mother & Daughter Weekend
October 9	Columbus Day- Vacation Days
November 17-19	Fall Reunion Weekend
December 27-31	December Vacation Days

## OPEN HOUSES

Sundays 2pm-4pm

January 15, February 26, March 12, April 9

# Parent Resources

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The following are some sample topics for discussion that will help prepare your child emotionally for the big adventure at camp:

**Friends:** “Camp is about making new friends. If you are shy about meeting new kids, then learn to get to know others by being a good listener. Ask questions. Share what you have. Join in. Remember that not everyone in your group has to be your best friend. As long as you treat others with respect and they do the same with you, then you will have a few good friends at camp and that is fine. Of course, if you have more, that’s great!”

**Activities:** “There are many exciting things to do at camp, many of which you may never have tried before. You may not like all the activities or you may be better at some than others. That’s normal. I do, however, expect you to try. The more you put into camp, the more you will get out of it.”

**Respect:** “No matter how you feel about anyone else, I expect you to treat people with respect. It is OK to sometimes have angry feelings.....it is not OK to do angry things. If you are having trouble with another LEA, you can always talk to your counselor, your Village Director, Alex or McD-the Program Directors, Rhino - the Assistant Camp Director or Kath - the Camp Director.”

**Getting help:** “Everyone has good days and bad days. If you are having a problem, your counselor is there to help you! You don’t have to wait to tell us if you are upset about something. After all, if your counselor doesn’t know what might be troubling you, they can’t help you. Be honest and ask for what you need. If your counselor doesn’t seem to be concerned or doesn’t help you, then you can go to your Village Director, or Kath, Rhino, Alex or McD.”

**Self-image:** A great thing to remind your first-time LEA about is what his or her strong points are. I would focus not just on what they do well, but their positive qualities as well, such as what makes them a good friend or the type of person other kids would want to know. Helping children to identify their strengths can help them when they are having a set back - one of the inevitable growing pains all children have from time to time.

Talking with your child about these kinds of issues is a great way to support them as they get ready to take this important step on the road to independence.

Though camp is certainly about making friends and having fun, it is also about being on your own and being part of a community. One of the most important things you, as a parent, can do to help prepare your child for both of these aspects of camp is to talk with your child about it before they go. In fact, it may be better to have several brief talks rather than one long conversation, as children often absorb more when there is less to think about at one time. Children usually do better with this sort of conversation if it is part of a more general discussion, either at the dinner table or while riding in the car doing errands.