



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP HAZEN YMCA OVERNIGHT CAMP PARENT GUIDE

Dear Parents/Guardians,

Thank you for choosing Camp Hazen YMCA for your child's summer camp experience.

Enclosed in this handbook is practical information to help prepare both you and your child for your session(s) at camp. If you have any questions, please contact the camp office at (860) 526-9529.

Additional information can also be found on our website at camphazenyumca.org. There is a lot of detailed, helpful information online, especially for new families.

You're also welcome to find 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

This is Camp Hazen YMCA's 95th year of creating experiences where campers learn swimming, canoeing, field sports, archery, outdoor education, drama & the arts. However, as the thousands who have attended Hazen throughout the years know, camp is so much more than that. As a result of the community formed during a summer session, your child gains experiences that peers at home may not. These positive experiences give your child the confidence to excel in other parts of their life. Camp is year-round education. A camp experience will bolster student socialization skills, provide opportunities for leadership development, and help campers achieve their full potential. Though not academic, your child may learn more about themselves in two weeks here than throughout the entire rest of the year.

Camp Hazen YMCA is a co-ed Overnight 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. Each session, Hazen hosts 124 boys and 124 girls entering grades 3 through 10. Our 4:1 camper 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, campers 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 are long time Hazen campers, and have completed our LEAdership Program the previous summer.
- A thorough background check is conducted on each staff member.
- There are at least two staff living in each cabin with eight campers.
- Each of our five villages is led by a Village Director. Village Directors usually have several years of camp experience and have demonstrated a superior level of maturity and skill with children.
- 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, campers and their parents knowingly and willingly assume all risks associated with participation in a summer camp program. Campers and their parents should fully understand that even after reasonable precautions have been taken, occasional accidents do happen.

Forms

Forms to be mailed, faxed, emailed, or submitted online by May 1st.

2017 Camper Information Form

- This is for BOTH you and your camper to complete.
- This information is essential to help your child meet any specific goals you or they may have and to ensure a positive experience for all campers.

2017 Health History Form

- This form is required of all campers.
- The 4 page Health Form must be completed annually, by a parent or legal guardian.
- Page 4 is an Authorization, Release and Indemnity Waiver. It must be signed by the parents or legal guardian.

2017 Physical Exam Form

- The physical examination form must be current within 24 months of your campers last day in camp. You may attach a different examination form and/or immunization record (i.e., school or sports physical).
- Campers with expired physicals will not be able to remain in camp.

Health Form Addendum

- Please complete this form if during the past 12 months your child has seen a Health Care Professional to address mental/emotional health concerns.

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

Medication Authorization Form (if needed)

- This form must be completed for a camper 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 campers without this properly completed form.
- 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

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

- We believe that camp is a great place for children to meet new people. We understand that many campers come to camp with a friend; and, we are concerned with the comfort and happiness of all of our campers and consider the dynamics of the entire cabin group. We do hold preference for first-time camper cabin mate requests over others, as we understand a child's initial experience can seem less intimidating when joined by a familiar face. We do limit cabin mate request to one per camper in grades 3-9, and although we try our hardest to honor these, we are unable to guarantee these requests. Requests must be for campers of the same grade and must be mutual to be considered. Due to the community aspect of Onandaga, our village for 10th graders, we do not take tent request for this village.
- If you have a special situation or concern, PLEASE call us ahead of time.

Camp Store Account

- Campers do not need cash while at camp and should not bring any.
- The Camp Store is open each day and campers 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 be established at the time of final payment. We recommend \$75 per session be deposited in that account.
- All purchases are recorded and deducted from the camper'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 remaining store balances and check off this option on your camper's check-in card at 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



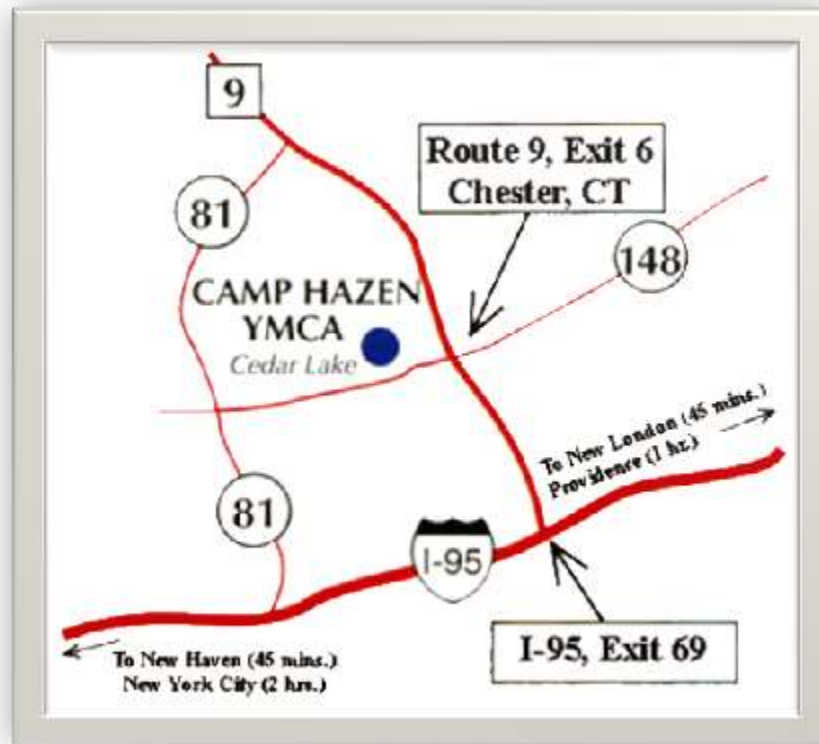
Baseball Cap

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.



Camper Packing List

Suggested minimum amounts for two-week session

(Adjust accordingly for a one-week session)

***Items available in Camp Store**

Clothing

- 8-12 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
- 1-2 sweatshirts*
- 2-3 swim suits
- 1-2 pairs of pajamas
- 13-15 pairs of underwear
- 13-15 pairs of socks
- Raincoat or poncho
- 1- 2 pairs of sneakers (required for some activities)
- 1- 2 pairs of flip flops, crocs or sandals
- Dress Clothes for Final Banquet

Gear

- 1 twin size fitted and flat sheet
- 1 blanket or comforter
- 1 sleeping bag
- 1 pillow and pillow case
- 2 bath towels
- 2 beach towels
- 1 laundry bag
- 1-2 water bottles*
- Sunscreen
- 1 flashlight* with extra 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/printed books only
 - Deck of cards*
 - Stationery & pre-addressed stamped envelopes
or postcards
 - Skateboard/in-line skates/protective pads & helmet
 - Other program equipment:
tennis racket, softball glove, etc..
- (In-Line skaters must bring their own skates -
all other program equipment is available at camp)

Packing Guidelines

We recommend packing in large duffle bags that can fold and store easily under the campers' bunks.

There is only a 9 inch clearance under the bunks where all luggage needs to be stored.

Please carefully label ALL of your camper's items.

- Camp Hazen YMCA is NOT responsible for any items that are lost or stolen.
- No laundry is done during the session.
- Pack together with your camper. This allows your camper 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.

All Camp Days

Shirts can be brought from home, or you can buy a white

Hazen shirt for around \$13 in the camp store

Session A - Hazen Series - white shirt required

Session B - Hazen Bowl - white shirt required

Session C - Olympics - red, blue, yellow, green (depends on team)

Session D - World Cup - white shirt required

What Not to Bring

At camp we are completely unplugged, which means...No Electronics. Period.

Campers should **NOT** bring any of the following items: cash, any electronic device: iPods, electronic games, e-readers, electric fans, computers, 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 camper 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. Campers found in possession of weapons, drugs, alcohol or drug paraphernalia will immediately be dismissed from camp.

Check-In Day

- 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.
- Proceed to your camper's cabin to meet their Village Director and Counselors and to help your camper 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 camper to join the group while you have your conversation.
- At 3:00pm, there will be a New Parent Welcome session with the Camp Director, held in the Dining Hall. Please plan on arriving at camp by 3:00pm if you would like to attend this session.

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 campers to determine your child's swimming ability. The swim evaluation is conducted with the entire cabin 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. For our two-week sessions a swimmer that qualifies as a "flying fish" level (in accordance with YMCA Swim Program standards) will not be required to participate in instructional swim lessons. As we believe that swim safety and skills are important, swim lessons are mandatory for all campers that are below the "flying fish" level.

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

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 camper immediately after arrival as many campers 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:

Camper's Name - cabin#_
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 campers with SEVERE food allergies and if food from home is shared, it could result in a life-threatening situation for a child.
- All campers 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. Check out Camp Hazen's Pinterest page (www.pinterest.com/camphazenyumca) for some other fun care package ideas!

Telephone Calls

- New camper parents will receive a phone call from your child's Village Director by the end of the day Wednesday of the first week to let you know how your camper is doing at Hazen.
- You are always welcome to call the camp office to inquire how your camper is doing. Your child's Village Director will be your point of contact. Please remember that our Village Directors do not spend long periods of time in the office, they are out around camp interacting with the children. 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 camper 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 ask that you communicate this policy to your child before their arrival at camp and encourage letter writing as their primary means of contact so that there are no surprises upon arrival.

- We will notify you should any urgent situations arise with your camper.
- 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 Village Director or the Camp Director.
- We are always happy to discuss your camper'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 20 email credits per camper per two week session (10 credits per one week session), at no cost.
- E-mails received by 10am are printed each day and distributed with mail. (emails received after 10am are distributed the following day)
- Campers 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

- 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

Social Media

- Facebook
 - We invite you to friend 'Edward Hazen'
 - We invite you to become a fan of 'Camp Hazen YMCA'
- Instagram
 - Follow us [camphazenyumca](#)
- Twitter
 - Follow us [@camphazenyumca](#)



Life at Camp

Schedule of the Day

7:00 am	Sunrise Club
7:30 am	Reveille
8:00 am	Waiter's Bell Flag Rising Med Call
8:15 am	Breakfast
8:45 am	Cabin Clean-Up
9:15 am – 10:20 am	Skill Class 1
10:15 am – 11:20 am	Skill Class 2
11:25 am – 12:25 pm	Skill Class 3
12:30 pm	Waiter's Bell
12:45 am	Lunch Mail Delivery and Package Pick up
1:30 pm – 2:30 pm	Siesta
2:30 pm – 3:30 pm	Skill Class 4
3:35 pm – 4:35pm	Skill Class 5
4:40 pm- 5:40pm	Beach Party Dickinson's General Store Open
5:45 pm	Harambe - Village Meeting Waiter's Bell Med Call
6:00 pm	Dinner
7:00 pm	Flag Lowering Evening Program
8:30 pm	Showers Cabin Chat
9:30 pm	Taps



Camper – Villages & Age Groups

Our camp is divided into 5 living groups or “Villages” that help to ensure your child’s experience is age appropriate:

- Junianta younger boys (generally grades 3 through 7)
- Sachem older boys (generally grades 7 through 9)
- Mosawka younger girls (generally grades 3 through 7)
- Tamarack older girls (generally grades 7 through 9)
- Onandaga teen boys and girls (generally grades 9 through 10)

Camp Activities

Each week your camper will participate in 4 daily skill classes. Your camper chooses one activity in each of our four program areas: Water Sports, Land Sports, Outdoor Pursuits and Creative Arts. Each cabin group will also participate in Quest, a program of self-discovery & exploration. Hazen offers approximately 30 skill classes each summer. Campers rotate between activities with others in their age group and each camper has a custom schedule. In addition to the instructional activities, your camper will participate in Cabin Activities, Village Activities and All-Camp Activities. Camp Hazen YMCA also offers an hour of “Beach Party” time each day for campers to participate in their favorite activities (from swimming, to boating, to skate park, to land sports) and to socialize with other campers and staff. We believe this schedule offers each camper a variety of opportunities to make new friends and learn from a wide range of peers.

One Week Sampler Camp Program: Our one-week program is designed for campers to try many of our activities. Campers will have one hour in each of our four program areas, and try a different activity each day. They can choose which ‘Sampler Class’ they would like to participate in for each Program Area.

Traditional Two-Week Program: Our two-week program is designed for campers to have the choice to specialize in one activity in each program area, each week. They also have the option to choose a ‘Sampler Class’ in each program area if they prefer.



Program Preferences

One Week Sampler Camp & Session A: For those in our sampler camp program, counselors will go over each of the activities offered on the very first day of camp and campers rank their favorite activities by personal preference. During the one-week session, we want campers to experience an array of all that camp has to offer so the classes are combined into “Sampler Classes” that teach a new activity in that program area each day.

Sessions B, C, D: In the Spring we will email your camper a program booklet and a preference sheet. The booklet will

describe all the activities available to different age groups. Preference Sheets can be completed electronically and emailed back by May 1st. Campers will be assigned to activities based on their preferences. We encourage you to talk to your child about their program choices, but hope you let them make their own choices.

Meals

Campers eat meals family-style with their cabin group in Bunting Dining Hall. Each camper takes a turn 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 campers that are 'picky eaters', 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.

A Note on Missing Home

Missing home is a natural feeling and the counselors are there to help. There are many things you can do to help your child be successful. During camp write cheerful, positive letters asking lots of questions about activities and new friends. Express confidence in your child's ability to succeed. Be assured that our staff is well trained to identify and help campers who are missing home. If you receive a letter from your child expressing homesickness, please feel free to contact the camp office. However, please understand that letters sent early in a camp session may relay strong feelings of missing home during this transitional period. Your camper's Village Director will contact you if a camper is really struggling with missing home and discuss ways to improve the situation. (Please do NOT tell your child that you will pick them up or that you will call them if they miss home, as this does not set them up for success).

Behavior Guidelines

- As a close-knit community, Camp Hazen YMCA expects each camper to respect themselves and others at camp, as well as the facilities and natural surroundings.
- All members of the Camp Hazen community, including campers 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 camper.
- Families will be charged for the removal of any graffiti or other damage that their campers are responsible for.



- Staff will work with campers to modify inappropriate behaviors.
- Parents will be notified if a camper 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 camper and parent.
- A camper, 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 campers 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

Multiple Session Campers – Stay-Over Weekends

- If your camper is registered for two or more consecutive sessions, we offer the option of having them stay-over at Camp Hazen the weekend between the two sessions.
- The program is designed for the campers to have a relaxing weekend after a busy session of camp. Staff will be on duty to supervise the campers, provide program activities and meals and help them with their laundry.
- Campers may call home during this time.
- No camper will be allowed to leave camp or be visited by anyone other than parents or legal guardians unless written permission is granted. We ask you to call the camp office in advance if you plan on visiting during a stay-over weekend.
- As we have less than 250 people in camp, we are no longer required to have a Registered Nurse on site to be a licensed youth camp by the State of Connecticut. This means only medications that are accompanied with a Medication Authorization Form signed by a parent/guardian and the prescriber may be administered.
- The fee for the stay-over weekend is \$125 which covers all expenses, including laundry. Please call the office if you wish to register your child for the stay-over weekend.

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 campers and staff before each meal. A couple of times during a session, campers 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.

Target 289

Through Target 289, Camp Hazen YMCA's Annual Giving Campaign, our goal is to provide financial assistance to 289 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

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.

- In case of illness or accident, our RN's work under Standing Orders from Dr Nicholas Condulis, MD, from Wildwood Pediatrics in Essex.
- Our Health Lodge is stocked with a number of over the counter medications which the nurses can administer also, under our standing orders. These medications are listed on our Health History Form.
- 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.
- In case of emergency, campers 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:
 - Camper stays overnight in the Health Lodge
 - Camper visits the nurse multiple times with the same complaint
 - Campers require a medical visit to an outside provider
- If your camper 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.

If you have any questions with regards to health care at camp, please feel free to call Kath Davies, our Camp Director.

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.
- If there is a fee for any medical services, including prescriptions, and we have not received payment by the end of your child's Camp Session, we will use any remaining funds from your child's store account to go towards this balance. Then our Business Manager will contact you directly if there is still an outstanding balance.
- Be sure to attach a copy of your insurance card to the health form.

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 if the nurse is concerned. 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. And encourage them to see the nurse if they ever have any medical concern.

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/cisportsmed/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

- All one-week sessions end on the Friday at the end of the week.
- All two-week camp sessions end on the second Friday.
- Check-out is from 6:30 - 7:30pm. We discourage early check out, but if you need to arrange to pick up your camper early, we ask you to do so before 3:30 to avoid traffic congestion with our Day Camp pick up.
- Please make sure to bring a photo ID with you as this is required for camper pick-up
- Each family will receive a "check-out packet", including detailed camp store purchases and any refunds (if applicable), a cabin photo, sign up card for next Summer and note from your campers counselor.
- Each camper must be signed out before leaving camp.
- Recognize a staff member, by donating to Target 289 in their name.
- Don't forget to save your spot for next summer!

Luggage

- Upon arrival at camp, you will be directed to a parking area.
- The Hazen Staff will help you find your child's luggage location.
- Upon departure your child's luggage will be in the same location as you dropped it off, marked with their name on tags.
- PLEASE....have your camper double check that you have picked up all of their gear before departing Camp Hazen.
- Don't forget to collect your camper'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 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 camper'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.

Evaluations & Surveys

Each session, campers are asked to complete surveys on their last day. In addition, parent evaluations are sent home in your check-out package and we will e-mail you with the link to an on-line evaluation. We appreciate you taking the time to complete our evaluation as it helps us to determine what is working and what may need to be changed. Your positive comments as well as your constructive criticism are needed for the continued growth of our facilities and programs and in order for us to best meet the needs of all future Hazen families!

Keeping in Touch

- Our camp office is open throughout the year. Please feel free to contact us at any time at (860) 526-9529 or 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 campers or staff. Campers may obtain this information from other campers themselves if they wish to stay in touch.
- We strive to help Hazen campers 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 “cyber communication.” For help in ensuring that your child is safe on-line, a great resource is

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.



Staffing

We take the responsibility of looking after you children extremely seriously, and we instill this in our staff. The following pages are copies of some of the policies we have our staff sign to upon hiring them.

CODE OF CONDUCT FOR YMCA STAFF AND VOLUNTEERS

Staff will always consider safety of campers and safety of themselves as a priority in all situations.

Staff will respond to children with respect and consideration and treat all children and co-workers equally regardless of sex, race, religion, culture, economic level of the family, or disability.

Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

Working with Children

Supervision of Campers

- To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
- Staff shall never leave a child unsupervised.
- Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three) and, whenever possible, with staff.
- Staff should conduct or supervise private activities in pairs— changing, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
- Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).

Behavior Management

- Staff need to understand that we discipline children to protect them from hurting themselves or others (physically or emotionally) and to teach them acceptable behavior. The goal of discipline is to teach a child to develop control of his or her actions independently.
- Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age- appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.

Child Abuse

Staff shall not abuse children in any way, including

- a. physical abuse—striking, spanking, shaking, slapping; hazing and so on;
 - b. verbal abuse—humiliating, degrading, threatening; and so on;
 - c. sexual abuse—touching or speaking inappropriately or showing inappropriate materials;
 - d. mental abuse—shaming, withholding kindness, being cruel, and so on; or
 - e. Neglect—withholding food, water, or basic care.
- No type of abuse will be tolerated and may be cause for immediate dismissal or arrest.
 - Staff will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by a bathing suit.
 - Children are never to be touched against their will (unless in the case of clear and present danger) or against their discomfort expressed verbally or non-verbally.
 - Staff must read Staff Manual and follow all precautions outlined in section on Child Abuse. Any allegation must be reported to the Camp Director.

Interactions with Campers

- While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by professional standard and conduct set forth by the YMCA. Discussion with campers regarding private staff/adult relationships, sexual education or political views is prohibited. Parents will decide how children learn the 'facts of life', they do not expect camp staff to do this. Staff are expected to seek out the Camp Director, Leadership Staff or Camp Nurse if you have a socially sensitive situation with your camper(s).

- Staff members may be in a situation where they are informed of a camper’s disability or illness, and must respect camper confidentiality regarding any medical information and refrain from discussing medical situations with anyone other than Health Staff and necessary Camp Directors.

Professional Image

Personal Appearance & Behavior

- Staff must appear clean, neat and appropriately attired. The first impression is the one that counts and staff need to remember to be positive role models. The Executive Director will have the final say in any attire, tattoos, body piercing etc that he/she finds to be inappropriate
- Staff must wear one-piece bathing suits and clothing that covers the body appropriately. Inappropriate attire while at camp includes bikinis, half-shirts, excessively short shorts, see-through clothing and t-shirts with inappropriate language or designs.
- Smoking and use of tobacco related products are prohibited at Camp.
- There will be no alcoholic beverages anywhere in summer camp buildings or on camp property. Possession of, use of, or being with persons possessing or using alcohol will mean automatic dismissal from camp. Staff members in camp will be expected to observe the Connecticut State laws regarding legal age for use of alcohol when they are out of camp on time off. No staff member will be allowed to come on to YMCA property from time off having had too much to drink. You are considered on duty anytime you are on camp property. Breaking the alcohol rules will mean automatic dismissal from Camp Hazen YMCA.
- Use of any drugs not prescribed for medical reasons will not be permitted. Possession of, use of, or being with persons possessing or using marijuana or other illicit drugs will mean automatic dismissal from camp.
- All prescribed medication and over the counter medication for staff will be kept in the Health Lodge, not in cabins.
- No weapons of any kind will be brought to camp.

Personal Interactions

- Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.
- Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
- Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
- Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
- Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
- Staff are to understand there is a clear power difference between themselves and campers and are not to take advantage of this difference. Staff may not have any physically intimate or emotionally inappropriate relationship with program participants, including LEA’s.
- Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

Internet

- The YMCA discourages allowing campers to see your personal websites or social media information. Staff may not initiate contact with campers outside of camp.
- You are expected to represent yourself and the YMCA positively and responsibly year-round. Inappropriate photos, comments, stories and questionable interactions that are viewable to campers, parents, alumni and administrators puts Camp’s reputation at risk and your employment at risk (including future references for other jobs). We expect you to continue professional boundaries with campers year-round.
- Using YMCA computers & wifi to access pornographic sites, sending e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.

Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

In signing this document, I agree to the following:

- To watch for signs of stress in myself and others as a way of maintaining a safe environment for everyone at Camp Hazen YMCA
- To ask for help if I do not understand a policy or feel I am in a situation that is uncomfortable or has the potential to become harmful.
- To adhere to this Code of Conduct and understand that any violation of this Code puts campers, staff and myself at risk and may result in termination.

Printed Name

Employee or Volunteer Signature

CHILD ABUSE REPORTING & RESPONSE PROCEDURES

In the event of an accusation of child abuse, the Camp Hazen YMCA will take prompt and immediate action as follows:

1. At the first report or allegation that child abuse has occurred, the staff person it has been reported to will notify a Village Director and the Camp Director, who will review the incident with Executive Director.
2. The Camp Director or Executive Director will see to the immediate safety and medical care of all persons at issue.
3. Camp Hazen YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
4. If the Executive Director is not immediately available, this review by the supervisor, cannot in any way deter the reporting of child abuse by mandated reporters.
5. All camp staff members are mandated by law to report reasonable suspicion of abuse.
6. It is not our job, to prove that a child has been abused, only to report reasonable suspicion.
7. Failure to report by a mandated reporter makes that person subject to arrest and prosecution.
8. CT State Law states "All persons, institutions, or agencies reporting in good faith is immune from any liability, civil or criminal."
9. An oral report must be made to immediately (within 12 hours) to the Commissioner of DCF or his representative or the local police or state police.
10. A written report must follow within 48 hours to both DCF and the State Health Department.
11. The Department of Children and Families Hotline telephone number is 1-800-842-2288.
12. In the event the reported incident involves a volunteer or staff member, the Executive Director will immediately, without exception, suspend the volunteer or staff person from duties until an investigation is complete.
13. The Camp Director or Executive Director will see to it that any camper who is accused of child abuse is removed from the presence of the other campers to an isolated location and supervised by at least two staff at all times.
14. The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. If more than one set of parents is involved (e.g., child-on-child abuse), the YMCA's responsibility is to keep the names and contact information of those involved confidential.
15. The Executive Director will be the spokesperson for the camp and will follow the Camp Hazen YMCA crisis management procedure.
16. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth- involved nature of the YMCA).
17. Reinstatement of the program volunteer, employed staff person, or YMCA member will occur only after all allegations have been cleared to the satisfaction of the Executive Director.
18. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with the executive director or his or her designate.
19. All full-time and part-time employees and program volunteers must read and sign this policy.

PERSONNEL POLICIES – SCHEDULE

EMPLOYMENT: Camp Hazen YMCA offers equal employment opportunities to all individuals regardless of race, creed, gender, sexual orientation, age, disability, national origin or veteran status. A completed application with references is required before any consideration for employment is given. In addition to this, the individual must have a signed agreement and a completed, signed medical examination before being considered employed.

WORKER'S COMPENSATION: Staff members are covered by Workmen's Compensation for injuries received in the course of work related duties.

INSURANCE: Staff must bring health insurance information with them to Camp. Doctor or hospital bills may not be charged to the Camp for illness or injury. Accidents that are work related incidents would be referred to Workmen's Compensation.

HEALTH: Staff who are injured or ill must report to the Health Lodge so proper evaluation and treatment can be given. All medication must be turned in to the Health Lodge. Cabin counselors are responsible for the general health, safety, and well being of campers, and for reporting any injury or illness of a camper to the nurse. Any illness or injury of a staff member, which prevents the person from carrying out assigned duties in a satisfactory manner, may necessitate replacement duties or change of assignments. Staff members will not be compensated for work missed due to injury or illness. A physical examination for staff must be completed within twenty-four months prior to the beginning of staff training. Prior to the start of employment and on an annual basis thereafter, all staff members must complete a Health History/Immunization Record.

WORK HOURS, TIME OFF, CURFEW

1. During the season, Overnight Camp staff members will generally have three days off for per two-week session worked. Time off is as follows: one day from 10am to 11pm, one overnight from 6pm to 4pm the next day, and at the end of a session from Friday at 10pm to Sunday at 9am. Days and times may vary according to staff positions and actual responsibilities. Staff under the age of 18 must have signed parental permission to leave Camp during time off. Days off may not be accumulated during the season.
2. Day Camp staff will generally have Saturdays and Sundays off during two-week sessions. Day camp staff who live on-site will be able to leave camp at 10:00am Saturday morning and must indicate whether or not they are staying at camp Saturday evening. If staying at camp, staff must return to camp by midnight. Day camp staff who live on site will be expected to participate in Camp evening activities, and may be asked to live in a camper cabin if needed.
3. All staff will generally have the Saturday between each session as a Day Off. However, every 5th year Camp Hazen holds an anniversary event on a middle Saturday and therefore days off may be arranged accordingly.
4. During staff training, staff members will have one evening off
5. When not on cabin duty, all staff must be in their cabin with the lights out by midnight.
6. Other than scheduled days off, no one is permitted to leave camp without the Camp Directors permission. Other than time off periods, staff will be on the camp property either on duty or on stand-by duty (downtime). 'On duty' means having scheduled responsibilities for activities or Campers. 'Downtime' means having no scheduled responsibilities, however you are not on time off and therefore must be available as needed.
7. Staff must sign out on the log at the Camp office when leaving Camp for any reason, and must sign in immediately upon returning to Camp.
8. Any other time off or absence from Camp must be arranged with the Camp Director.
- 9.

AGREEMENTS: A signed agreement (letter of agreement) is mandatory. Any information purposely left off or falsely presented on the staff application that might materially affect a hiring decision is grounds for release.

PAY PERIODS, BENEFITS: Pay checks are issued every two weeks beginning approximately three weeks after a staff member begins working. Salary advances are not allowed. All staff in residence receive room and board in addition to their contracted salary. Should employment be terminated prior to the end of the Camp season, salary will be prorated to the last day worked. Bonuses will not be allowed for terminated employees.

PERFORMANCE EVALUATIONS: At least once during the summer a performance evaluation will be completed by the staff member and his/her supervisor. It will be based on job description, mutually agreed goals, and performance standards.

UNSATISFACTORY PERFORMANCE: An employee may be dismissed for any of the following reasons:

1. Failure to abide by policies or to carry out an assigned task.
2. Inability to live and work in harmony with Campers and/or other staff.
3. Any type of sexual harassment of campers or staff members, including inappropriate on-line behavior.

4. Medical condition which, in the opinion of the Director, the Camp Nurse, or a Physician may interfere with the welfare or best interest of the Camp, Campers, the employee or other employees.
5. Possession or use of alcoholic beverages or of illegal or illegally used drugs in Camp.
6. Reporting to work (duty or stand by duty) or interacting with Campers while under the influence of alcohol or drugs (other than as prescribed).
7. Striking or physical discipline of a Camper.
8. Misconduct on or off Camp property.
9. Gambling or use of profane language.
10. Disrespect and/or disloyalty to Camp.
11. Refusing to continue job assignments during the time agreed upon in the contract and/or refusing to change job assignments in the best interest of the Camp.
12. Such other grounds deemed in the best interest of the Camp, Campers, the employee, or other employees.

AGREEMENT ADJUSTMENTS: Staff contracts may be adjusted for the following:

1. Any shortening of Camp season or sessions which may be caused by fire, epidemic, accident, natural disaster, etc.
2. Insufficient Camper enrollment to warrant retention of full staff.

BEHAVIOR: All employees agree that while at Camp they will adjust their personal habits, actions, and life-styles to the customs, policies, procedures, and ideals of the Camp. They will conduct themselves at all times, both in Camp and out of Camp, in such a manner that they will be a credit to themselves and to the Camp. Staff members must abide by common standards of decency and are not to use obscenities.

TRAINING: Staff training is required of all staff. It is held the full week immediately preceding the first Camper session. Staff who miss any part of staff training due to school must make satisfactory arrangements with the Camp Director.

SPECIAL WORK ASSIGNMENTS: From time to time special work assignments may be given which are not specifically within a person's job description. Such assignments are necessary and vital to the smooth operation of the Camp.

GENERAL POLICIES:

1. Under no circumstances will staff members accept tips and other monetary rewards from Campers and/or parents.
2. All Camper cabins and staff cabins are off limits to the opposite sex. Family cabins are the only exception to this policy.
3. Staff members must agree to keep their personal quarters and themselves in a neat, clean, presentable manner. Personal appearance must be in keeping with the character role modeling responsibilities of a Camp Hazen staff member.
4. Firearms and Knives are not permitted on Camp property without prior permission by the Camp Director. Bows are considered firearms. The exception : a small folding pocket knife is acceptable (examples: Boy Scout or Swiss Army Type)
5. Staff are not permitted in the kitchen at any time without permission of the Food Service Manager, Executive Director or Camp Director.
6. Staff must be physically and mentally capable of handling responsibility for Campers and in a condition acceptable for the Camp Hazen YMCA.
7. At least one staff member must be in each cabin after Cabin Chat.
8. Smoking and use of tobacco products including dip or chew is NOT permitted on camp property. Camp Hazen is a smoke-free environment.
9. Body piercing jewelry (other than earrings) and tattoos are not permitted except by prior arrangement with the Camp Director.
10. Any significant change of personal appearance not in keeping with character role modeling responsibilities, as determined by the Camp or Executive Director, prior to or during employment may result in dismissal.
11. Staff visitors are discouraged. The Camp Director will consider only special requests. Visitors may not use equipment. Meals are available with prior arrangements and permitted only with permission of the Director.
12. At no time, and not for any reason, is there to be physical punishment of Campers. Any incidence of physical punishment of a Camper may result in dismissal. Physical punishment is not the same as physical restraint used to prevent a Camper from an action that may be harmful to him or herself or others.
13. Staff may not bring personal vehicles to Camp unless the Camp Director gives prior permission. Parking areas will be assigned, license numbers and make of cars are to be recorded in the office.
14. Pets may not be brought to Camp except by prior arrangement with the Camp Director.
15. Camp Hazen YMCA is not responsible for loss or damage of staff member's personal property, whether in transit or at Camp.
16. Staff members are obliged to immediately report to the Executive or Camp Director any incidence which they observe or learn of involving physical or sexual abuse, molestation, physical or sexual harassment, or any conduct which adversely affects the morals of the Campers and/or Staff.
17. Staff members are expected to be present and on time for all meals, activities, events, programs, and meetings.

ROMANTIC RELATIONSHIPS: It is especially important that all staff conduct themselves as positive role models to our Campers. All public displays of affection should represent the values of what Camper's parents would want their children exposed to. As romantic relationships develop (and they naturally do at Camp) displays such as kissing, caressing, sitting on laps, holding hands, and hanging around each other, etc. will not be considered appropriate for public display. These

relationships must not in any way interfere with the job you have agreed to do.

USE OF CAMP FACILITIES AND PROPERTY

1. All Camp staff are responsible for the care and use of Camp facilities, property, and equipment.
2. Camp vehicles may be used only with permission of the Camp or Executive Director.
3. The resources of the Camp are available for staff use during time off only when such use will not interfere with Camp Programs.
4. All staff agree to abide by policies and procedures established for each program area.
5. Any staff member found with Camp property or materials for which there is no reasonable justification may be dismissed and prosecuted at the discretion of the Camp or Executive Director.
6. Staff members who are in charge of a designated activity or program area are responsible for all materials and equipment for that area.
7. Use of Camper equipment or property by staff is strictly prohibited.
8. Cabins will be inspected for neatness and cleanliness. Cabins (Camper and staff) will also be inspected at the beginning of the Camp season for damage or other irregularities. It is the responsibility of the staff person living in a cabin to report any damage or malfunction within or about the cabin. Any damage beyond that of normal wear will be the responsibility of the staff member living in the cabin. Writing on walls, floors, ceilings, rafters, or furnishings is prohibited.
9. Counselors and other staff living in Camper cabins must not place a barrier between their quarters and the main cabin area. Free access to both doors must be afforded at all times. This is a fire and safety requirement.
10. Staff must refrain from decorating or personalizing the cabin with items that are unsafe or of questionable taste. Alcohol containers (even if they are empty) are not to be used. Posters must be in keeping with the wholesome atmosphere of the Camp Hazen YMCA.
11. Staff must limit their use of electrical appliances to the number of outlets provided. It is a fire hazard to overload outlets by using cube taps or extension cords. Heating devices such as hot plates or heaters are not permitted without permission of the Executive Director.
12. Staff telephone use is limited to the staff lounge phone and only during personal time. Phone cards are available from the office. Any calls coming in for staff members on the business telephone line cannot be transferred. Only messages will be taken.
13. Staff may only use personal cell phones, lap-tops and other electronic media during time-off and out of sight of campers.

LAUNDRY SERVICE: Laundry facilities are not available in Camp for staff use. However, there are Laundromats close to Camp and a drop off service is available.

INTERNET POLICY: Of course, the YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions or words are not private.

- The use of photos, logos or images of the YMCA or it's programs is prohibited. This includes pictures of children in our programs. If you use the YMCA's name (including names of camps or other programs) in any such communication, you should be especially careful to support and certainly not to harm or ridicule the YMCA's image or mission.
- Staff must uphold the YMCA's value for the individual and avoid making defamatory statements about YMCA employees, campers, partners, affiliates and others, including competitors.
- The YMCA Code of Conduct requires that staff do not initiate outside contact with members or program participants. Under no circumstances should an employee encourage access or provide access information to his or her personal website, blog, or social media to a camper.

Camp Administration

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

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

Overnight Camp - Traditional		Overnight Camp - Sampler		Day Camp	
Session A	June 25 - July 7	Sampler 1	June 25 - June 30	Session 1	June 26 - July 7
Session B	July 9 - July 21	Sampler 2	July 2 - July 7	Session 2	July 10 - July 21
Session C	July 23 - August 4	Sampler 3	August 20 - 25	Session 3	July 24 - August 4
Session D	August 6 -18			Session 4	August 7 - 18
				Session 5	August 21 - 25

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 27-329	December Vacation Days

OPEN HOUSES

Sundays 2pm-4pm

January 15, February 26, March 12, April 9

Parent Resources

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 camper, you can always talk to your counselor, your Village Director, Alex or Carolyn - 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, Carolyn or Celia.”

Self-image: A great thing to remind your first-time camper 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.

Sending your child to camp for the first time is a major milestone for most families, one that is often marked with excitement, anticipation and perhaps even some anxiety. 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.