



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PARENT HANDBOOK

YMCA Mission

Inspiring friendships and developing skills with valued role models.

YMCA Camp Ingersoll aims to develop the spirit, mind, and body by instilling the values of caring, honesty, respect, and responsibility through varied programming, valued role models, and an enduring drive towards improving our community.

Character Development

All programs at YMCA Camp Ingersoll are designed to promote positive values. The YMCA focuses on four primary character values each of which is assigned a color that helps the staff in the character education process. YMCA staff are hired based on their commitment to accept and demonstrate these positive values in their own lives. The four values are:

Caring (Red)

Help others

Be sensitive of others feelings

Respect (Yellow)

Treat others as I would have them treat me

Value the worth of every person and myself

Honesty (Blue)

Tell the truth

Make sure my actions match my values

Responsibility (Green)

Do what ought to be done

Be accountable for my behavior

The Day Camp Program

Our day camp program is broken down into two categories Traditional Day Camp and Specialty Camps. Both categories have options for children of varying ages and both categories incorporate some of the classic camp activities that make YMCA camping so special.

Traditional Day Camp

Traditional Day Camp offers campers with the most well rounded camping experience. Campers enrolled in Traditional Camps will be exposed to all of the activities that YMCA Camp Ingersoll has to offer as well as special highlights offered for each of the different age groups. As campers graduate to the next age group, more activities, choices and special events become available. These camps are recommended for first time campers and children interested in all areas of camp. Traditional camp programs are:

Wee Wonders

Middles

Kiddy Camp

Olders 1 (CIO 1)

Youngers

Olders 2 (CIO 2)

Specialty Camps

Specialty camps are designed for campers with a specific interest. The camper spends the majority of the morning focusing on the desired area of interest with the afternoon periods left for more traditional camp activities. These camps are recommended for children who have a specific interest or wish to develop special skills in one area.

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Daily Schedule

Time	Traditional Camps	Specialty Camps
7:00-9:00 AM	Before Camp Program	Before Camp Program
9:00-9:30 AM	Attendance/Flag	Attendance/Flag
9:30-10:15 AM	Safety/Rules/Name Games	Safety/Rules/Name Games
10:15-11:00 AM	Swim Lessons	Specialty Area Instruction
11:00-11:45 AM	Arts & Crafts	Specialty Area Instruction
11:45-12:30 PM	Lunch at Picnic Grove	Ropes Course
12:30-1:15 PM	Field Games	Lunch at Snake Hollow
1:15-2:00 PM	Gaga Ball	Free Swim
2:00-2:45 PM	Free Swim	Capture the Flag
2:45-3:30 PM	Tembuilding/Group Reading	knot tying/campsite development
3:30-4:00 PM	Flag/Skits/Dismissal	Flag/Skits/Dismissal
4:00-6:00 PM	After Camp Program	After Camp Program

***Activity periods may include:**

Swim Instruction	Archery Ropes	Group Games	Hiking	Teambuilding
Arts & Crafts	Campsite Development	Reading	Boating	Field Games
	Nature	Free Swim		

What to Bring

Campers should bring a backpack to and from camp each day. In the backpack should be a lunch including a drink (we will refrigerate), a towel and a water bottle. Campers will also need a one-piece bathing suit. **All campers need to wear sneakers or closed-toe shoes at all times.** Sandals and open toed shoes are prohibited for safety reasons. All campers should apply sunscreen and bug spray before arriving at camp. Campers should also bring sunscreen in their backpacks to reapply throughout the day. Fair skinned campers are encouraged to wear a hat on sunny days. All items should be marked with the camper's name.

What to Keep at Home

We believe that certain items are best left at home to maximize your camper's outdoor experience. Campers may not bring cell phones, iPods, computer games, trading cards, matches, or knives. Any camper who brings weapons to camp will be suspended immediately. YMCA Camp Ingersoll is a drug/alcohol and smoke free facility. Any camper found with tobacco, drugs or alcohol will be immediately suspended from camp. We are also interested in keeping a clean healthy image at our camp. Clothing with messages referring to tobacco, drugs, alcohol, or sex are not permitted.

Family Nights

Family nights are held on the first Thursday of Sessions 1-3 and the last Thursday of Session 4, weather permitting. Special programs are planned for parents and campers. We encourage all families to come to Family Nights to meet their camper's counselors, enjoy our open camp which includes swimming, boating, and our ropes course for all families to try. Notices will be sent home in advance of these events.

Day Trips

Older campers and some specialty camps go on day trips. Day trips are optional but greatly encouraged. Depending on the program trips may include the beach, amusement park, mini-golf or lakes. Parents will receive a permission slip listing the trip destination, items needed (if any) and any additional fee (if applicable). Unfortunately, your child will not be able to participate if the permission slip is not signed and turned in prior to the trip date.





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YMCA Camp Ingersoll Staff

YMCA Camp Ingersoll is dedicated to recruiting and developing an outstanding group of directors and counselors that are committed to providing each camper with the best possible day camp experience. We believe that the success of our program lies in the quality of our staff. Staff people are selected on their experience, ability to lead camp related activities and their personal commitment to role modeling positive values.

Our program is unique because we have many camp staff who serve as child care professionals during the school year with our Kids Korner and Youth programs. Furthermore, we strive to retain seasonal staff members from summer to summer. Your child may already know many of our staff from their Kids Korner site or from camp last year. These seasoned staff bring a great deal of knowledge and experience to the YMCA Camp Ingersoll summer program.

In mid-June, our staff participates in an in-depth training program that covers areas such as program goals, emergency procedures, group work skills, child development, and risk management. Each staff person receives training and is certified in American Red Cross First Aid and CPR. Besides sharing a commitment to safety, our staff has one thing in common- they love working with children.

Staff Ratios

YMCA Camp Ingersoll has a counselor to camper ratio that may range from 1:6 to 1:12. Our youngest campers the Wee Wonders have a 1:6 ratio, Kiddy Campers are 1:8, Youngers, Middle, Olders, and Specialty Camps maintain a 1:12 ratio. Counselors are generally 18 years or older and have prior camp related experience.

Our Facility

YMCA Camp Ingersoll is a beautiful 77 acre facility consisting of woods, fields, and streams ideal for a rewarding outdoor experience. Our property is on Jobs Pond and we access about 15 acres along the north shore with two separate waterfronts for swimming and boating. We have a Nurse's Station, a Camp Office, changing rooms and bathrooms, Arts and Crafts cabin, Nature Yurt, several pavilions, and various shelters. We also have a large indoor program building used for additional rainy day space. There are trails to explore, sports fields, basketball courts, slingshot range, 33' climbing tower, high and low ropes courses, and an archery range.

Waterfront

Our waterfront programs are one of the highlights of a camper's day. The waterfront is divided into three areas that vary in depth based on the ability of the swimmer. We strongly believe in providing a fun and safe atmosphere at our waterfront. Swim lessons are provided for all traditional day camp units and some Specialty Camps. Campers are encouraged to participate each day, so please send note if your child will not be participating on a certain day.

On the first day of each session, all campers will be given a swim test. This allows the swim staff to determine whether campers are shallow or deep-water swimmers. It also enables us to put campers in the appropriate swim instruction group.

The "buddy system" is used during recreational swim time. "Buddy Checks" are conducted throughout the period to be sure all swimmers are accounted for. The lifeguard to swimmer ratio is 1:20 with additional counselors assisting on the supervision. Swim instruction group ratios are kept at 1:10 or below.

The YMCA certifies all of our waterfront staff. All waterfront staff hold current Lifeguard, First Aid, and CPR certifications and are drilled periodically during the summer to practice their skills.

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Rainy Days/ Extremely Hot Days

We do operate on rainy days. Most rainy days take place inside different buildings and under pavilions. However, campers should be prepared with proper rain gear for transitions to and from program areas. Please send campers with a raincoat, extra clothing, and appropriate footwear on rainy days.

We also operate on extremely hot days. On these days we make sure campers have ample opportunity to get drinks of water and spend time on the shade. Please send campers with a water bottle and an extra beverage for lunch. Sunscreen should be applied before the campers arrive. We also make every effort to provide campers with water-based activities to keep them cool.

First Aid

All directors at YMCA Camp Ingersoll are certified in CPR and First Aid. In addition we employ the service of an RN who is on site during all normal camp hours. In the event of an emergency or illness, the camp nurse will notify parents/guardians. Please keep sick campers home so that germs and illnesses will not spread to other campers and/or staff.

Unless otherwise notified, any camper that requires further medical attention will be transported to Middlesex Community Hospital. In addition, a doctor is on call and supervises our medical and emergency procedures.

Emergencies

We devote a lot of time and attention to emergency procedures during our staff training in June. We have specific procedures for a lost camper at the waterfront or on land, as well as fire, severe weather, and medical emergencies. We practice these procedures during staff training and throughout the summer so that campers and staff will be prepared in the event of an emergency.

Sunscreen/Insect Repellent

We very strongly recommend that campers wear sunscreen. Campers should apply sunscreen or bug repellent before coming to camp each morning. Campers that need to reapply during the day should pack an extra bottle of lotion and our staff will assist the child with the application.

Lost and Found

Lost and Found accumulates very quickly. Please make every effort to label your child's belongings. Should items be lost at camp, have your camper look for their item at our lost and found area located just outside of the office. These items will remain at camp for one session.

Camp Store

YMCA Camp Ingersoll has a small store that sells snacks, ice cream and some camp merchandise like key chains, water bottles, shirts, and bracelets. Campers visit the store as their schedule permits so each child may not visit the store each day. Please note that the camp is not responsible for money brought in by campers. Camp Merchandise will also be available for purchase during family nights.

Registration

Registration for participants who attended YMCA Camp Ingersoll last summer begins one week prior to open registration. Registrations can be completed online or sent in the mail YMCA Camp Ingersoll, 99 Union Street Middletown, CT 06457. A \$50 non-refundable deposit is required per child per session. Please note that we do NOT accept American Express and payments made using a Discover card must be made in person at the YMCA or over the phone with our Camp Registrar, Helen, at (860) 343-6230.

- **All remaining balances are due by June 1st for Preview Week and Sessions 1 & 2, and July 1st for Sessions 3 & 4 and Finale Week unless enrolled in the Auto Credit Card Option. Any unpaid balance will result in your child being unable to come to camp.**
- Late charge of \$15.00 applies to each late payment. We recommend using our **Auto Credit Card Option** where payments are automatically drafted, no late fee, no risk of lost space.
- All deposits are refundable until April 1st, 2017. After that time all deposits are non-refundable nor transferrable.

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- All cancellations must be received ***IN WRITING*** at least 30 days prior to the start of the camp session to receive a full refund minus the \$50 deposit per session and the \$10 camp improvement fee.
- All cancellations must be received ***IN WRITING*** between 15-29 days prior to the start of the camp session to receive a 50% refund minus the \$50 deposit per session and the \$10 camp improvement fee.
- Requests for changes in camp session, busing, or group assignment will be honored only if space permits and request is submitted in writing. A \$15 transfer fee will be applied after May 1st.
- **No refunds will be granted less than 15 days prior to the start of the camp session.**
- **NSF (bounced checks) Fee of \$50.00 will be charged to all NSF transactions.**

Financial Assistance

Financial Assistance is available from the Camp Ingersoll to families with an annual income of less than \$55,000. Assistance is provided through the Middlesex United Way, The Peach Pit Foundation, and private contributions. Reduced fees will be granted following an application process.

Camp Improvement Fee

YMCA Camp Ingersoll has a one-time camp improvement fee of \$10 per child, to be paid at the time of registration. This fee will be reinvested into the camp for specific program improvements.

Hours of Operation

YMCA Camp Ingersoll	9:00 AM- 4:00 PM	Monday-Friday
Extended Care AM	7:00 AM- 9:00 AM	Monday- Friday
Extended Care PM	4:00 PM- 6:00 PM	Monday- Friday

No Camp on July 4th

Camp Medical Forms

Medical forms are given out at the time of registration or sent through the mail. If you did not receive a medical form please contact camp at 860-342-2267. A physician must complete the medical form and these forms must be submitted to us by June 1st. **No child will be allowed to attend camp without a completed and current health form.** Campers must have had a physical within the last three years.

Membership

All campers must have a current YMCA membership before they can begin camp and must keep the membership current through the camp season. Memberships at other local YMCAs will be honored. If you do not have a YMCA Membership, you can purchase a \$20 Summer Membership at the time you register for camp.

Medication Policy and Forms

If your camper needs to take medication (either over the counter or prescription) during the camp day or at an overnight, our Camp Nurse can dispense medication if the following requirements are met:

1. The medication is in its original bottle with the child's name printed on the prescription.
2. A physician has filled out and signed the Administration of Medication Form and it is on file in the camp office.
3. The medication has not expired.
4. All medication, including inhalers, must be given to the bus monitor or delivered to camp. Medications cannot remain with a child at camp. Children with a medical release may carry inhalers after speaking to the Camp Nurse.
5. Any remaining medication must be picked up by the parent on the last day of camp or it will be destroyed. We will not hold medications after the last day of camp!

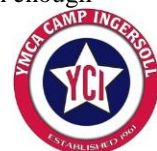
Early Pick-Up

The camp office must be notified either in writing or by phone if a child will be picked up early or will not be taking the bus home. Please provide extra time when picking up a camper early from camp. We will make every effort to have your camper ready and waiting for you in the office if we are given enough

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advanced notice. We always appreciate your patience. If you are picking your child up early, please pick them up BEFORE 3:15 or wait until 4:00. **If the camper will be picked up by someone other than a parent, we must have written permission from the parent to allow the child to leave with that person. That individual will be asked to show a photo ID.**

Transportation Policy

Campers can be dropped off at camp or they can take one of our 9 buses. AM drop-off is between 8:45am-9:00am if your camper is not enrolled in Before Care. If your camper will be taking a bus to and from camp, the same bus stop must be used unless using AM/PM Camp Care. Parent pick-up at camp is between 3:50pm-4:00pm. Please note when selecting a bus for your camper that Preview Week offers only a limited number of bus stops. If you have any questions, please call 860-342-2267. We do our absolute best to keep our buses running on time, but please understand that especially on the first day of a session, you can expect a delay. We are just making sure that we have all of our campers on the right bus. When picking up your child from their afternoon bus stop, please call the camp office (860-342-2267) if you are running late. We will only hold the bus for 2 minutes at any stop for late parents. If the bus arrives at your camper's bus stop and no one is there to pick them up, we will call to make sure you are on your way. If we cannot get a hold of you, we will keep your camper on the bus and send the bus to the next stop.

Bus Policy

We're always trying to get better here at camp and find ways to improve, especially when it comes to communicating with parents. We do our best to immediately email parents if we know a particular bus is running especially late and we use our facebook page to notify everyone if all buses are departing camp more than 5 minutes late at the end of the day. In an effort to keep everything running smoothly with our buses this summer, below is our bus policy that each of our bus monitors follow. We hope that understanding our bus policies and procedures will help clear up some questions.

AM Bus:

If a camper is at a bus stop but not on the bus list, the camper's name will be written down and the camper will be allowed on the bus to camp.

If you are running late and can't make it to your stop on time, head on over to the next stop! It's no problem for your child to get on the bus at a different stop.

Please note that morning buses do not wait. They leave the stop as close as possible to the time listed on the bus schedule to make sure everyone arrives on time to camp

PM Bus:

At the end of the day, we do our best to stay as organized as possible to get everyone on the right bus so the buses depart camp at 4:00pm. We know that mistakes are made, so here's how we handle them:

If a camper is on a bus and they are not on the bus list, we check their original registration to see what was selected for their PM bus. We make sure they are put on that bus to get home.

If a camper is insistent that a parent told them they were going home on a different bus, we attempt to call the parents. With 600+ campers, we do our very best, but without a note or phone call from you, if we can't get a hold of anyone on the phone, your camper will go home on their usual bus.

When a bus arrives at a stop, the bus monitor will require parents to sign their camper off the bus. Only authorized persons will be able to sign a camper out. An authorized person is a parent, emergency contact, or approved pick up. You may also choose to select "Wait Unattended" on the registration. If selected, campers can walk home or wait alone. **To sign out a camper, a photo ID MUST be shown.** Please contact us if you need to add anyone else as an authorized person for pickup. The bus will only wait 5 minutes before moving on to the next stop. The camper can be picked up at the next stops. At the end of the bus route, the camper will be brought back to camp and will need to be picked up from there.

Inappropriate behavior on the bus will not be tolerated. Our bus monitors will inform us of any issues on the bus (teasing, bullying, inappropriate language or touching, etc.) and parents will also be contacted.

Constant behavioral issues or substantial safety issues will result in loss of bus riding privileges.





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Behavior Policy

At YMCA Camp Ingersoll we believe that the best way to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well organized, we believe that many potential problems can be avoided.

Disrespect toward staff or property, injuring other children or staff, disruptive behavior, stealing, leaving camp property, and profanity will not be tolerated. If such a problem arises, the following steps will be taken.

1. Verbal discussion with the child and an attempt to redirect the child.
2. If inappropriate behavior continues, the child will be removed from the group for a specified time frame or privileges will be taken away.
3. When there is a serious concern about a behavior or discipline problem, the staff will share their concerns with the parents and will make an effort to work with the parents to resolve the problem.
4. If the problem persists, or a serious infraction (such as violence towards another camper or staff member) has been made, the camper will be put on suspension or asked to leave the program.

Absenteeism

If your child will not be attending camp on a specific day, please contact the Camp Office at (860) 342-CAMP (2267). Each day we email the parents of campers who are absent unless we have been called in advance or notified of absences in writing.

YMCA Camp Ingersoll Offers so Much More!

If you enjoyed your summer day camp experience, you should know that we also offer a variety of other programs for families, school groups, companies and other organizations all year round. Our versatile staff can customize a program to fit the needs or goals of your group!

Team Building Programs using high and low ropes course elements
Outdoor Education Programs
Facility Rentals
Birthday Parties
Volunteer Opportunities
Outdoor Center Membership

For more information on these or other exciting programs please contact Ben Silliman at (860) 342-2267.

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