

# YMCA Camp Ockanickon, Matollionequay, and Lake Stockwell

## 2010 Parent Handbook

YMCA Camp Ockanickon, Inc.  
1303 Stokes Road  
Medford, NJ. 08055

1-609-654-8225 (YMCA Main Office)

[www.ycamp.org](http://www.ycamp.org)

[info@ycamp.org](mailto:info@ycamp.org)

Ockanickon For Boys

Director: Brent Birchler

609-678-1524

[brent@ycamp.org](mailto:brent@ycamp.org)

Matollionequay For Girls

Director: Gab Ostroski

609-678-1523

[gab@ycamp.org](mailto:gab@ycamp.org)

Lake Stockwell Day Camp

Director: Jen Segelken

609-678-1522

[jen@ycamp.org](mailto:jen@ycamp.org)

Summer Phone (June 27 – Aug 20)

609-678-1524

Summer Phone (June 27 – Aug 20)

609-678-1440

Summer Phone (June 28 – Sept 3)

609-678-1539

Health Care Provider – 609-678-1466

Health Care Provider – 609-678-1447

Health Care Provider – 609-678-1539

- Page 2. Welcome, Form Information, Fee Deadlines, Cancellations**
- Page 3. Bunkmate Requests, Trading Post, Packing Information**
- Page 4. What Not to Bring, Camp Check-in, Health Procedures**
- Page 5. Absence Policy, Swim Procedures, Homesickness, Camp Communication, Emergency Contact, Visitor Procedures**
- Page 6. Camp Check-out, Themes, Changeover Weekends, Day Camp Overnights, Horseback Programs**

### Forms at the end of the Parent Handbook

(These individual forms are also available online at [www.ycamp.org](http://www.ycamp.org))

**2010 Camper Medical History & Medical Examination Form. (2 sides)**

**Release and Waiver of Liability/Indemnity Agreement. (1 side)**

**Trading Post Card**

**Bunkmate (Buddy) Request Card**

**2010 Parent Confidential Form**

**Behavior Management Form**

**Things to Leave at Home List**

**Lake Stockwell Day Camp 2010 Authorization for Child Release & Behavior Management Form**

**Lake Stockwell Day Camp Bus Schedule**

Dear Parents,

Thank you for the opportunity to be a part of your child's life this summer. We believe your son or daughter will be taking part in a program and a camp setting that are second to none. Our staff works all year to ensure that the time your camper spends here will help develop self-confidence, leadership, initiative, personal responsibility, and the ability to get along and work with others. The YMCA Camp Ockanickon, Inc. experience has been proven over many seasons and is one you'll be proud to share with your child and your friends.

The information in this document is very important. It will help keep camp running smoothly and is in the best interest of all concerned. Please read it carefully and save it to refer to later. If you have any questions, please feel comfortable in giving us a call at 609-654-8225.

We look forward to seeing you,

Brent Birchler  
Boys Overnight Camp Director

Gabrielle Ostroski  
Girls Overnight Camp Director

Jen Segelken  
Day Camp Director

### **Before Coming to Camp**

- We need your forms as soon as possible after registering your child, and prior to **May 1, 2010**.
- **A physician must sign The Camper Medical History & Medical Examination Form for attendance at resident (overnight) camp.** A school physical done within 12 months of camp is acceptable, just attach it to our form and fill in additional information needed.
- **We will not accept any campers without the proper forms.**
- **Please do not send incomplete forms or fax forms to camp.**
- **Send the originals after making copies to bring with you to camp on check-in day as well**

- **Campers Need Some Or All Of The Following Forms (Also Available on Website)**

2010 Camper Medical History & Medical Examination Form (All Campers)

2010 Release and Waiver of Liability (All Campers)

Bunkmate (Buddy) Request Card

Trading Post Account Card

#### **Ockanickon or Matollionequay Campers Also Need**

Parent Confidential Form (All Resident Campers)

Behavior Management Form (All Resident Campers)

Things to Leave at Home List (All Resident Campers)

#### **Lake Stockwell Day Campers Also Need**

Authorization for Child Release (All Day Campers)

Behavior Management Form (All Day Campers)

Bus Schedule (If Utilizing Transportation)

### **Camp Fee Deadline**

- The balance of camp fees must be paid in full by May 1, 2010. Reserved space cannot be held beyond this date. Any registrations taken after this date must be paid in full at time of registration.
- Payment can also be made online at the time of enrollment or by calling the YMCA Camp Business Office at 609-654-8225 and using your Discover Card, MasterCard, Visa, or American Express.

### **Camp Cancellation**

- Deposits are **non-refundable under any circumstances**.
- Refunds on balances paid, less the deposit amount, may be approved up to May 1, 2010. There will be no refunds issued after May 1, 2010.
- Refunds are disbursed in the same form that payment was made. **All refund requests must be made in writing.**
- **Homesickness or behavioral issues resulting in a camper being asked to leave camp do not qualify for refund purposes.**

## **Bunkmate Requests**

- Please use the Bunkmate (Buddy) Request card to request a camper placement
- Bunkmates must be within one year of each other's age
- The bunkmate request must be mutual- both campers must request each other.
- There is only one request per camper
- Bunkmate requests cannot be guaranteed
- In cases where several campers have linked their names together, each choosing a different bunkmate (buddy), camp will place campers as it feels is in the best interest of all concerned.
- If you are requesting that your child not be placed with a certain child, **it is your responsibility to inform the other family prior to arrival at camp.**

## **Trading Post (Camp Store)**

- The Trading Post sells Camp clothing items such as sweatshirts, pajama bottoms, t-shirts, and shorts; souvenir items such as pens, lanyards, mugs, and hats; toiletries such as toothbrushes and toothpaste; and healthy snack items.
- Campers should not have money in their possession while in Camp. Money may be deposited in your child's Trading Post account by cash, check or credit card, prior to their arrival at camp.
- OVERNIGHT CAMP: We recommend depositing \$25 for a one-week session and \$50 for a two-week session.
- DAY CAMP: We recommend depositing \$20 per one-week session.
- The Trading Post will be opened for cash purchases only on OVERNIGHT CAMP check-in and check-out days.
- At the end of your camper's final session you will receive a cash refund of your camper's unspent trading post balance. You must pick up the cash refund in person at the Camp Store. Any unclaimed cash refunds will be donated to the Camp scholarship fund.

## **Packing Information**

- Clearly mark NAME on ALL ARTICLES
- Campers should bring clothing that can get wet and dirty without concern.
- Old sneakers are needed because campers may not wear sandals or open-toed shoes except in the showers.
- Pack enough for the length of stay. Laundry service is not available.
- All clothing must be in good taste
- Swim attire should be boxer-type trunks for boys and one-piece or modest two-piece swimsuits for girls
- If registered for Horseback Programs, campers must bring long pants and hard-soled shoes or boots with a ½ heel
- Lost and found items will be held for two weeks and then donated to charity

### **RESIDENT CAMP- two-week session (Adjust accordingly for a 1-week session)**

water bottle	13 changes of underwear	Optional:
flashlight & batteries	13 pairs of socks	camera & film
sleeping bag & pillow	night wear	fishing rod
2 sets of sheets & a blanket	2 swimsuits	stationery, pen & stamps
1 rain jacket or poncho	2 towels & wash cloths	reading material
1 lightweight windbreaker	laundry bag	journal
2 sweatshirts	shampoo & soap	sunglasses
3 pairs long pants	toothbrush & toothpaste deodorant	
8 pairs shorts	sanitary supplies	
13 t-shirts	hat	
1 pair closed toe shoes (required)	sunscreen lotion	
1 old pair sneakers	bug repellent lotion (non-aerosol)	
1 pair shower shoes (optional)		

### **DAY CAMP- daily**

backpack	change of clothes	sunscreen	walking shoes- must be closed toe
swimsuit and towel	water bottle	non-aerosol bug repellent	raincoat on rainy days

## What NOT to Bring to Camp

- Electronic equipment or equipment that requires the use of electrical outlets.
- Cell phones, Portable CD/tape/MP3 players, radios, electronic games, pagers, laptop computers, PDA's, etc.
- Illegal drugs, drug paraphernalia, tobacco, alcohol, knives, guns, fireworks, matches, or candles. Possession of any of these items will be grounds for immediate dismissal from camp.
- Any valuables that cannot be replaced
- DAY CAMP: A hot lunch and a snack are provided every day. No other food is necessary. If you come to extended hours in the morning, have your child eat breakfast before they come, as breakfast is not provided.

## Camp Check-In Procedures

- To ensure a smooth check-in for your camper, send in all your required forms and pay your balance on time.
- Make sure you arrive on the correct session, the correct check-in day, and the correct time.
- Please follow the signs and directions of staff for Check-In. Detailed directions for each camp will be posted on the website before the summer sessions begin. Please go to [www.ycamp.org](http://www.ycamp.org) for those directions.

### Resident Camp

- Check-in is between 1-3 pm on opening Sundays. Please do not arrive early.
- You will accompany your camper to his/her assigned cabin so you may meet and talk with the counselors. Please feel free to ask questions of any camp staff as we wish to make your camper's stay as pleasant as possible. If someone other than yourself is picking up your child at check-out, or if you will have a mid-week pick-up or early check-out, please inform the Village Chief so they can write it down on the Sign-In/Sign-Out Sheet.

### Day Camp

- Drop-off time is at 8:30 am daily at Lake Stockwell Lodge located off the entrance at McKendimen Road.
- Pick-up time is 4:00 to 4:30 pm daily at Lake Stockwell Lodge located off the entrance at McKendimen Road.
- Every Monday morning during drop-off you will receive one Parent Pick-Up card. Show this at pick-up time to quickly move through the line. If you do not have a pick-up card we will ask you for identification for safety purposes.
- For late pick-up, a fee of \$ 10.00 will be charged for each 15-minute interval for the additional time.
- Extended hours are also available at an additional cost per session per child. The extended hours are offered from 7:00-8:30 am and from 4:30- 6:00 pm.
- Bus Transportation is available. If you would like to use this service, you must pay for the sessions and identify the bus stop. The time indicated is when the bus leaves that stop. If a parent is not at the bus stop location to pick up a child, the child will remain on the bus and be taken to the last stop. It is then the parent's responsibility to meet the bus there to pick up their child. If you are unsure of where a particular site is, or where at a site the bus will stop, please call the Day Camp Director.

## Health Procedures

- Medication must be in **original container**. Medications in Zip Lock Bags and Pillboxes will not be accepted.
- Medication will be dispensed as instructed on the **original container**. A doctor's note is required for dose changes.
- Please be sure to include enough medication for the entire stay.
- All medications must be turned over to the Camp Health Care Provider or designated staff on registration day; Please note that the process of dropping off your child's medications can take up to 30 minutes (at resident camp).
- Medications may only be administered by the Camp Health Care Provider or designated staff with written consent from parent or guardian.
- If bedwetting is a problem, please contact the camp director before the session to discuss options.
- We check for head lice or the presence of nits on the first day, directly after check-in. Our doctor's standing orders are to send children home if head lice or nits are discovered because it spreads quickly. It is the responsibility of the parents to have their children checked for head lice before coming to camp. The treatment of this condition takes time, and refunds are not considered for time lost.
- If your child becomes sick while at camp, the health care provider, or a designated staff member will notify you. Parents will be responsible to pick up their child if they become sick. For injuries and accidents, parents will be immediately consulted to determine the course of action. In the case of serious accidents or injuries requiring immediate medical attention, the appropriate emergency authorities will be immediately contacted, and your child transported to the emergency room. All attempts will be made to notify the parents or the emergency contacts immediately. Parents are responsible for all fees charged by attending physicians, by the ER, EMS, and/or by the pharmacy for any medications or services prescribed that are not immediately covered by your existing insurance.

## Absence Policy

- Please call camp to report any time a camper will be absent. Please be aware that if your child is absent any day during the camp session(s) that you have registered them for, there are no opportunities to make that time up. There is no refund for missed days due to illness or family activity.

## Swimming Procedures

- Every child must participate in a swimming evaluation if they wish to swim while at camp.
- Lifeguards will make the determination of swimming ability and place campers in appropriate swim classes.

## Homesickness

- Homesickness is not uncommon at Camp, especially with first time campers. Our staff are trained to make the transition from home to Camp as easy as possible.
- You can help your child and us by avoiding “pick-up deals.” Assume that your child will love Camp.
- We suggest that you mail a positive, cheerful letter or two a few days before your child leaves for Camp.
- If there is a serious case of homesickness, the Camp Director will contact you.
- We do not give refunds for homesickness. We will, however, work with you and your child to determine the best course of action. With sensitive guidance almost all children can overcome any initial difficulties and become happy and active campers! Visit [www.campspirit.com](http://www.campspirit.com) for more guidance on how to prevent homesickness.

## Camp Communication

- E-MAIL: **Resident Camp Only.** One-way emails to campers are available through an outside vendor. E-mails from this service will be printed and delivered each day. There is a cost. Information will be posted on our website before summer sessions begin.
- PHOTOS: **Resident and Day Camp.**  
The above vendor also offers the ability to view daily pictures from overnight camp and weekly photos for day camp. This website is password protected. A flyer about this service is handed out on check-in day and the link will be posted on our website. We cannot guarantee to get a picture of your child online every day.
- MAIL: **Resident Camp Only.**  
Incoming mail will be distributed daily after dinner. Please clearly mark all envelopes with the child’s name, the camp (boys or girls), the session attending, and the village if known.  
Campers will be encouraged to write one letter home each week. Stamps and stationery are available for purchase in the Trading Post, or your child may bring their own. The best way to ensure that your camper will write home is to provide them with already addressed and stamped envelopes.
- PACKAGES: **Resident Camp Only**  
Packages should be mailed, but may also be dropped off only at the Camp Business Office during regular business hours, Monday-Friday, 9 am to 5:30 pm. Packages arriving at the office after 1pm will be delivered on the following day. Any snacks brought to camp must be stored in an **airtight container and will be kept in** Village Chief’s cabin and will be available only at certain times.
- PHONE CALLS  
Campers are not permitted to make or receive phone calls while at camp.

## Emergency Contact

- In the event of an emergency at home, parents should contact the camp at 609-654-8225 Monday through Friday from 9 am to 5:30 pm.
- If calling outside of office hours, please use the director’s numbers listed on the first page.
- In the event of an emergency at camp, we will call each camper family by an automated phone message service or a volunteer phone bank and post messages on our website at [www.ycamp.org](http://www.ycamp.org).

## Visitor Procedures

- Visits are allowed, although discouraged, because the camp experience is partly about developing a sense of independence and this can be disrupted by scheduled or unscheduled visits.
- We request that you notify us one day in advance by calling the Director of the appropriate camp.
- For safety reasons we require that you check-in with the front office upon your arrival at camp.
- We encourage you to use this policy judiciously as visits may escalate those children already prone to homesickness and can have a negative effect on other campers who don’t receive visits from their families.

## Camp Check-Out Procedures

### Resident Camp

- Go directly to your child's cabin between 1:00-3:00 PM on the Friday of pick-up. Please be on time.
- Sign your child out on the Sign-Out Sheet with the Village Chief.
- Sign off on your trading post form with the Village Chief.
- Visit the store to pick up your cash refund.
- Pick-up any medications from the infirmary.
- Check to make sure your child has everything they came with and visit lost and found if necessary.

### Day Camp

- Pick-up time is 4:00 to 4:30 pm daily at Lake Stockwell Lodge located off the entrance at McKendimen Road.
- On the Friday of your last Day Camp Session, be sure to pick up any medications from the Health Care Provider, and to check lost and found.
- Parents who need to pick their campers up at any time other than the regular 4:00 to 4:30 PM pickup time **must** send a note or call one day in advance. We can make arrangements for necessary pickups as needed throughout the day, but there are natural breaks between 11:30 and 12:30 or at 2:30. Pickups at these times allow for the least amount of schedule interruption. All people who pick up a child from camp early must stop at the main office.

## Theme Programs

- We encourage you to bring costumes (resident camps), or wear costumes (day camp) to the theme weeks/events.

Day Camp Themes		Resident Camp Dance Themes
Session 1: Wacky Week Session	Session 6: Pirate Week	Session 1: Western
Session 2: Disney Week	Session 7: Holidays Week	Session 2: Halloween
Session 3: Harry Potter Week	Session 8: Color Wars	Session 3: Disney
Session 4: Stockwell Spirit Week	Session 9: Superhero Week	Session 4: Decades
Session 5: Earth Week	Session 10: International Week	Session 5: Aloha

## Changeover Weekends

- **Resident Camp Only:** For those campers staying multiple sessions we offer the opportunity to remain at camp. Campers must be pre-registered for the changeover program and payment is due at the time of registration. The changeover option is only offered to those campers who will be staying for the next session.
- Those campers staying for more than one session will have the opportunity to have their clothing laundered by an outside service during the weekend using their Trading Post spending money (about \$1.25/lb with a minimum fee of \$10.00). Laundry service is not available during the session. If bedwetting is a problem, please contact the camp director before the session to discuss options.

## Day Camp Overnights

- Offered on Wednesdays during Sessions 1, 4, 6, & 8 for youth aged 7 and older.
- Overnights are offered at an additional cost and are on a first come, first served basis.
- Enrollment and payment should be made at the time of registration.
- Bring a sleeping bag, pillow, change of clothes, bathing suit, toiletries, towel, non-aerosol bug repellent, flashlight, and sleep wear. Unapproved items are subject to confiscation and will be returned at the end of the camper's stay.

## Horseback Riding

- Horse Riding Lessons and a Horsemanship Program are offered for an additional fee.
- The programs are for basic and intermediate level campers with a minimum age of 8 to participate.
- Advanced level riders are welcome to participate.
- All campers who participate in the equestrian program must wear a pair of sturdy, hard-soled shoes/boots with at least a 1/2-inch heel and smooth bottom and long pants.
- All riders must wear a safety helmet while mounted. Camp provides helmets, but it is permissible for your child to bring their own, as long as the helmet is SEI/ASTM certified.
- **Please note that equestrian participants will be absent from some other activities, and the missed activities cannot be made up. Credits will not be given for missed lessons.**