



# Hidden Falls Mobile Camp

## 2018 Parent Handbook

### About YMCA Day Camps

YMCA Day Camps are wonderful places for your child to experience fun, outdoor adventures in the summer! New and returning campers thrive during a week packed full of exciting, structured traditional and specialty activities. Campers participate in small, age-appropriate groups where they build self-esteem and learn new skills. Our experiences are built on the Y's Core values of caring, honesty,



## Contents

Registration and Forms	3
Transportation Information	4
Life at Camp	7
What to Bring	9
Health & Safety	10

## This Document

This document undergoes occasional changes. You can always find the most up to date version at [https://www.ymcamn.org/camps/day\\_camp\\_streefland/forms\\_publications](https://www.ymcamn.org/camps/day_camp_streefland/forms_publications)

## Contact Information

Hank Carlson, Camp Director. 952-435-9008 . Call him if you have specific questions about programs, concerns about a camper, etc

Niall Murton, Camp Director. 952-435-9015. Call him if you are unable to reach the above contact.

Midway YMCA. 651-646-4557 . Call for general questions about camp or after camp hours in the summer.

Address:

1761 University Ave.,

St. Paul., MN

55104

Summer Office Hours: 7:30 a.m.—5:30 p.m.

## Letter from the Summer Camp Director

Welcome to Hidden Falls Day Camp! My name is Hank Carlson and I am the Director of the YMCA's mobile camping unit. Through efforts put forth by several organizations including the YMCA, City of St. Paul and the National Park Service we have brought Day Camps to the city. Hidden Falls Regional Park is located on the Mississippi National River and Recreation Area and is the perfect location for youth to explore, learn and play! While we encourage the participation of activities that develop body, mind and spirit, we also hope to introduce our campers to a place that they can revisit year round with their friends and family. I look forward to seeing you this summer!

-Hank Carlson



## Registration and Forms

### Registration

Registration can be completed online at [campstreefland.org](http://campstreefland.org) or by downloading a registration form from [https://www.ymcamn.org/camps/day\\_camp\\_streefland/forms\\_publications](https://www.ymcamn.org/camps/day_camp_streefland/forms_publications)

You will receive confirmation by email immediately if you register online or within 24 hours of your paper registration being processed.

The balance for your session is due one week prior to your child attending camp, unless you have a pre-approved payment plan established with the Customer Service Center.

### Changes and Cancellations

Changes or cancellations must be made, in writing, by Monday, one week prior to your camper attending camp. Visit [www.ymcamn.org/contact\\_us](http://www.ymcamn.org/contact_us) to write to customer service with your request.

There is a \$10 change fee to any changes made to registration, including camp/session changes, as well as transportation or before/after care changes.

Cancellations made less than one week prior to your session's first day will not be refunded.

The \$50 deposit is non-refundable.

Please note that camp does not offer refunds for injury, illness, weather or outdoor related ailments. We occasionally make exceptions for medical issues with a doctor's note, please contact us if that is the case.

### Diversity & Inclusion

It is the YMCA of the Greater Twin Cities' vision to serve relentlessly with out community until all can thrive in each stage of life. At camp, we gladly welcome campers regardless of race, ability, creed, national origin and gender.

Please contact us if you have perspective on you camper that may help us better support your camper while they are at camp or complete our [Individual Camper Care Plan](#), found on our website.

### Forms

All forms are available at [campstreefland.org](http://campstreefland.org) under the 'forms and publications' tab.

The [Medication Release Form](#) must be submitted if you are sending medications, prescription or non-prescription, with your camper to camp.

The [Child Release Waiver](#) is for campers in our teen programs, that are allowed to check themselves out from the bus.

The [Individual Camper Care Plan](#) is for if you think there is anything important or specific your child's counselor should know about working with him/her. This includes, detailed allergy information, camper's fears/reservations, behavior concerns and tips etc.

The [Program Liability Waivers](#) form must be submitted in order for your campers to participate in partner led programming including Canoeing with Wilderness Inquiry and Climbing with the City of St. Paul.

### Day Camp Member Discount

To receive the \$25 member discount, day campers must be part of an active family or dual membership at the time of registration and during their participation at Day Camp. Day campers that are not members when they participate at camp will be charged the nonmember rate. Youth and summer only memberships are excluded from the member discount.

### Personal Pricing Plan

The Personal Pricing Plan is a needs-based scholarship fund. Day Camp scholarships can be applied toward a maximum of two weeks per child. To apply for personal pricing, download an application at: [ymcamn.org/summer](http://ymcamn.org/summer). Enter the key words: Personal Pricing in the top right corner and follow instructions. Please submit application with, registration form to the Customer Service Center.



## About Day Camp Streefland

### Transportation

Hidden Falls Day Camp provides free, supervised transportation to and from camp; you are responsible for signing your child in and out of the bus each day, with the bus captain.

You may also drop your child off at camp between 9:00-9:15am daily.

### Before/After Care

For your convenience, our before and after care provides your camper with extended, supervised activities prior to and following the end of the program day. There is an additional \$40 per week charge. You should register for this program at the same time as registering for camp. See locations listed on the following page.

### Pick-up

Safety of your child is our number one priority.

Bus security procedures are in place for the safety of your family. It is not our intention to offend anyone when we question the person's right to pick up a child.

Campers can only be picked up by someone listed on their authorized to pick up list (emergency contacts) and carrying their photo ID.

If you need to add an authorized pick up or change a pick up location, camp needs that in writing. Please give a hand written note to the bus captain at the beginning of the week or email camp this addition.

Campers in our Teen Programs are allowed to walk home from a bus stop, with your permission. You must fill out, sign and return the Teen [Release Waiver](#), found on our website.

In order to stay on schedule, busses cannot wait pass their scheduled time. If you are late for pick up please call camp. If we do not hear from you, we

will attempt to reach you by phone. If you are not reached, we will call persons listed as emergency contacts. Your camper will be transported to the closest Before/After care site. After 1 hour, the authorities will be called to ensure the safety of your child.

### Camp Drop Off and Pick Up

Please note, you are not able to register your child for a different morning and afternoon bus stop locations. Please contact camp if you need to make special arrangements.

When registering, if you selected "No Bus Needed," you can drop and pick up directly at camp. Camp Drop Off is between 8:50-9:10 AM. Camp Pick Up is between 3:20-3:50.

Below is the Bus Route for Pick Up and Drop off:



## Life at Camp

### Our Camp Community

YMCA Programs are about learning skills, developing character and making friends. But few environments are as special as camp, where kids become a community as they learn both how to be more independent and how to contribute to a group as they engage in camp activities.

**Camp Groups.** Campers are assigned to camp groups based on age. Counselors will lead the camp group of 10-12 campers through a rotation of scheduled camp activities.

In addition to the group rotations, camp often gives campers the opportunity to interact with some of the other groups through large group, all camp, or camper's choice activities.

**Camper Buddies.** Campers will have an option to be placed in a group with friends, if they are close in age, in the same program and the request is made in advance. If the request was not made on the registration form, there is no guarantee that your camper will be placed with a buddy. Children make many new friends at camp in addition to enjoying their old ones. We limit the number of friends in the same group to help ensure that every camper has the opportunity to make new friends.

**Camp Staff.** Each staff member goes through an extensive hiring process including criminal history background & national sex offender check, reference checks, and interview.

They receive over 40 hours of training in camp program areas, relating to children, health and safety skills, and are First Aid and CPR certified.

Camp staff members are committed to being positive role models for campers.

### Lost and Found

We display our lost and found as we accumulate it for campers to see and parents to peruse during the day or on Family Night. If you return home and realize you have left something give

us a call and we'll try to find it. Items left at the end of the camp week, will be brought to the Burnsville YMCA and held for two weeks. After two weeks, items will be donated to a local charity.

Please assist us with Lost & Found by labeling everything with your camper's full name. Valuables and meaningful items should be left at home. YMCA Day Camps are not responsible for any lost, stolen, or damaged items.

### Communication

While your camper is at camp, all communication should be directed to the Hidden Falls HQ (not the child). We encourage campers to learn independence while at camp; communicating with your camper through the office staff is strongly encouraged. If you have an emergency please call 952-221-5577 or email [henry.carlson@ymcamn.org](mailto:henry.carlson@ymcamn.org), and a lead staff member will address your situation as necessary. Most of our weekly communication is done through counselor notes, that will be sent home in your camper's backpack.

#### Pro Parent Tip

Check your camper's backpack for information handouts and schedules on Monday on what your camper's week will look like.

## Life at Camp

### Camp Activities

Campers will experience a variety of activities during their camp experience. Our camp staff aim to encourage campers' creativity, skill development, understanding of the world around them. Often times, during these creative learning experiences in a camp setting, campers are exposed to the natural elements of camp. They will experience dirt, mud, bugs, plants, and various types of weather—but camp will go on. Our staff are trained to recognize and avoid unsafe situations. However, if your child has a specific reaction (allergies, fears, etc) to any camp elements; be sure to indicate this in their health information. Also if necessary, to help us work with your camper, please fill out the Camper Individual Care Plan, found on our website.

### Camper Behavior

Caring, honesty, respect and responsibility are the YMCA's core values and the foundation of our behavior guidelines.

#### Camp's general behavior rules:

- Campers take responsibility for their actions
- Campers respect themselves, one another, the environment and camp equipment
- Campers should be honest with one another and their counselors
- Campers should care for themselves and one another.

Camp Staff are trained to encourage positive behavior and redirect misbehavior. We make every attempt to work with children to teach appropriate behavior. Parents will be notified if consistent behavior problems occur.

#### Unacceptable Camper Behaviors

- Fighting & Bullying
- Refusing to follow behavior guidelines & rules
- Use of profanity, vulgarity or obscenity
- Stealing or damaging personal or camp property
- Refusal to participate in activities or cooperate with staff
- Leaving the program area, without permission

## What to Bring

### Bring

- Lunch and 2 snacks (AM & PM)
- Layers appropriate for the weather of the day
- Re-fillable water bottle
- Tennis Shoes that can get dirty
- Insect repellent and sunscreen
- Backpack/Bag (labeled)—to tote all items

#### Pro Parent Tip

If your child is especially prone to mosquito bites, be sure to send long layers (long sleeve shirts/pants) to help prevent future discomfort.

### Do Not Bring

- Electronic Equipment, cell phones, iPods/mp3 players, cards/games, personal sports equipment except when requested for specialty camp
- Firearms, pocket knives or weapons
- Alcohol or drugs
- Unregistered friends/family

We reserve the right to send a camper home, without a refund, if consistent misbehavior affects the experience of other campers and/or camp programming.



## Health & Safety

**Inclement Weather.** Camp is held rain or shine. Please make sure your camper dresses for the weather, with appropriate rain gear. On rainy days, fun filled activities are held inside our rain shelters and buildings. Your child may return home wet and muddy!

In extreme heat situations, certain activities may be cancelled to keep campers safe. Campers will be encouraged to drink more water, will play more water games and enjoy activities in the shade.

In the case of severe weather, campers will be taken directly to the Tornado Shelter. The camp director will notify the YMCA as soon as possible about camper safety and any bussing delays. Updates will also be posted on our Facebook page and by email and text, when available.

**Illness Procedures & Guidelines.** For the health & safety of all campers, please do not send your child to camp if they are ill. If your child is ill and must miss camp, please notify camp by phone or email. Camps only provide a refund for sick days, with a doctor's note.

If your camper contracts a communicable disease, parents must notify the Camp Director as soon as possible. The camp director will inform other participants in writing about the communicable disease. Please follow the below guidelines before sending your camper back to camp:

- Fever over 100F: please keep your camper home until he/she is fever free without fever reducing medication for 24 hours
- Influenza like illness: Keep your camper home until fever free for 24 hours, without medication.
- Vomiting or Diarrhea: please keep camper home for 24 hours after last episode of vomiting or diarrhea.
- Bacterial Pink-Eye/Conjunctivitis: please keep camper home until he/she has been on antibiotics for 24 hours or until doctor has determined they are no longer contagious. This includes no more mattering or drainage from the eyes.
- Strep Throat: please keep camper home until he/she has been on antibiotics for 24 hours and is feeling well.
- Possible Impetigo/Other Rash: keep camper home until doctor determines whether or not rash is contagious. If treatment is started, student should be on medication 24 hours before returning.
- Head Lice: Keep camper home until first completed treatment and no lice and/or nits are visible.

**Injury & Illness at Camp.** Campers are well looked after. All camp staff are First Aid & CPR certified.

We will treat bumps, bruises, and scrapes. For an injury that requires more attention than our staff are trained to do, Y Staff will:

### Pro Parent Tip

Don't be alarmed if you get a call from camp. We like to get parent input on even minor health, homesickness, and behavioral issues.

- Call 911, perform immediate first aid and contact you or emergency contacts, if you cannot be reached.
- If emergency transport is required, a staff member will accompany the child to the hospital and remain until the parent/guardian arrives.

In the case of illness, parents or emergency contacts are called to make arrangements for treatment or pick-up. If your child is ill and must miss camp, please notify camp by phone or email.

**Medications.** Medication will be turned into the director upon arrival. Medication must be in the original container and marked clearly with dosage, frequency and camper's name. This includes over-the-counter drugs. Please only send medication that will be needed for your child's week at camp. Additionally, a [Medication Release Form](#) will need to be completed upon arrival and turned in with medications. The form can be found on our website.

**Child Protection Policy.** Your child's safety is our top priority. If you witness or feel that your child is in danger of any type of verbal, physical, sexual or emotional abuse, please report it to our Human Resource Department at 612-465-0551. Parents may observe the program at any time.

**Risks at Camp.** YMCA Day Camps are members of the American Camp Association, meaning we are rigorously held accountable on over 300 standards regarding health & wellness, transportation safety, aquatic and program safety and more. These standards guide us to use the best practices regarding camper safety & behavior, staff training and much more. Nonetheless, like all other experiences, camp is not risk-free. Please refer to our waiver on our website if you would like to review our indemnification policies.