



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Welcome to Hampshire Regional YMCA Summer Camps!

Dear Parents and Families,

We are delighted that you and your child have chosen the Hampshire Regional YMCA Summer day camps for your summer 2019! Our experienced and trained staff are looking forward to sharing many fond memories with each and every child at camp. For the first time camper, their feelings of anticipation are mixed with the excitement of meeting new friends, trying new activities, and experiencing new adventures! Let your camper know that we will have a fun filled week of sports, swimming, arts and crafts, games and more that every young child will enjoy! Even the most experienced campers will find joy in the variety of activities planned each week.

The impact that camp has on an individual lasts a lifetime. At camp, a child grows in the company of friendships made within a group of his/her peers. Sharing, cooperation, and compromise are important lessons to be learned. Setting and achieving goals while acquiring new skills result in increased self-esteem.

During your child's day at camp, our goal is to help support youth development through the YMCA core values of caring, honesty, respect, and responsibility. We know how important it is to provide a quality camp, please take a moment to review the parent guide below. If you have any questions please let us know. We look forward to meeting your child, and helping them create many great memories at camp!

Sincerely HRYMCA Camp Directors,

Kim Allae

Mackenzie Sullivan

Shelley Nandi

Salvatore

Molly Keys

2019
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POLICIES & PROCEDURES

REGISTRATION FEES:

As of May 3rd, all payments are due in full upon registration. Balances from registrations prior to May 3rd are required to be paid in full by June 7th. Registrations are non-transferable. A *10% additional child discount* is available for siblings registering for the same camp and session. To qualify for discounted Household Member fees, all HRYMCA Household Memberships must be active for at least six (6) consecutive months, including the session enrolled in camp. Campers will not be allowed to attend the session unless the entire fee has been paid in full and all required documentation has been submitted prior to the deadline specified.

REFUND POLICY:

All payments, minus the \$100 non-refundable down payment are refundable prior to May 3rd. After May 3rd, refunds are only available upon written notice from camper's physician in cases of extreme illness or injury to the camper (excluding camper from more than half of the camp session). Registrations are non-transferrable.

REPORTING ILLNESS/ABSENCES:

Prior to an absence, please contact Camp Norwich Staff directly, 413-667-8777, between 8:00am and 4:30pm. Please contact HRYMCA staff directly at 413-584-7086, for Camp Koala, Camp Prospect & Gymnastics Camp if your child will not be attending camp on any given day during the session.

VISITS:

There are no visitors allowed during any camp session. Drop in visits can disrupt programs, divert staff from their jobs, and sometimes set off homesickness in your own or other campers. If you have any questions or concerns about your child, please feel free to contact the Camp Directors.

MILD TO SERIOUS ILLNESS:

Children who are not feeling well prior to the start of camp are asked to stay home. Should a camper become ill during the day, the camp director will contact the parent or guardian to make arrangements for the child to be picked up within one hour. Please keep your child home if they have any of these symptoms or diagnosis occurs:

- *Skin Rash*
- *Fever 101°F and over (must be fever free for 24 hours to return to camp)*
- *Pinworms or Ringworms*
- *Hepatitis*
- *Measles, Mumps, Chicken Pox, Rubella*
- *Persistent Cough*
- *Diarrhea*
- *Conjunctivitis*
- *Impetigo*
- *Strep Throat*
- *Head Lice with active louse*

INJURY:

If a child attending the program is injured, a trained staff member will provide first aid to the injured child should they require medical attention. First aid kits are available at all times for this purpose. If a child needs emergency medical care as a result of an accident or injury, a staff member will contact emergency medical professionals (911). Parents/guardians will be notified and a YMCA staff member will remain with the child until parents or guardians arrive. A medical log will be maintained by the nurse/Camp Director which shall contain a record of all children health complaints and treatment.

MEDICATION POLICY: *(Camp Koala, Camp Prospect, Gymnastics Camp only)*

All prescription medication must be in the original prescription bottle and must be dispensed by state law according to the directions on the label. If the doctor has changed the dosage or directions for administration, please submit a signed letter from your physician with the new directions. This letter must include the camper's full name, dosage amount, delivery time(s), and any limitations. **DO NOT repackage drugs or submit another person's medication.** (This is prohibited by Massachusetts law). Medications will be turned into the Camp Director at check-in. No medication including over the counter products will be given without prior consent from parents/guardians.

LATE PICK UP POLICY:

If you are late to pick up your child from camp or the bus, the Hampshire Regional YMCA will charge \$1 per minute in additional fees to cover the costs associated with staff time. (NORWICH - Bus drop-offs need to be timely to keep to the schedule).

AUTHORIZED TO PICK UP:

Campers will be released only to adults authorized on the registration form. If you wish to add authorized adults to this list, please complete the "Change of Information Form" or communicate directly with camp staff on the day of the pick-up. Campers will be released only to adults authorized on the Parent/Guardian Consent Form who **MUST PRESENT VALID IDENTIFICATION** (driver's license or other formal ID). **Your child will not be released to anyone not already listed on the registration form under the authorized pick-up section**

REPORTING CHILD ABUSE AND/OR NEGLECT:

The Hampshire Regional YMCA Staff is obligated by state law to report any suspicions, direct evidence or complaints of child abuse and/or neglect. To that end, any suspicions of such will be reported to the Department of Children and Families for further handling and follow-up.

INCLEMENT & EXTREME WEATHER CONDITIONS:

Please always plan ahead regarding the clothing your camper brings. Be aware of rain or extreme heat in the forecast and understand that the camp schedule often remains uninterrupted by the weather. This makes it crucial that your camper is prepared for whatever weather we encounter and needs to be dressed accordingly, as many of the program activities are planned to take place outside. Water will be offered throughout the day and sunscreen, as provided by the parents, will be applied by your child as necessary.

That said, when inclement weather exists, the schedule may be interrupted to avoid exposure to the dangerous elements (high winds, lightning, extreme heat or cold, etc.). Special attention will be given to prevent heat exhaustion and heat stroke. On particularly hot or humid days, the daily schedule may be disrupted in lieu of activities that help keep campers cool and hydrated and sun-exposure will be moderated.

PHONE:

If an emergency arises at home, your camper can receive a message. Campers are not permitted personal use of the camp phones, and should not bring cell phones to camp. All initial correspondence with camper parents will be done by camp staff, meaning campers are not allowed to make calls out of camp.

Camp Norwich main line: 413-667-8777

Camp Norwich nurse's line: 413-667-5394

Camp Koala, Camp Prospect & Gymnastic Camp main line: 413-584-7086

ELECTRONICS/VALUABLES/TOYS:

DO NOT BRING electronic devices or other valuables to camp. We cannot insure their safety and such items can have a very negative impact on the campers' experiences.

LOST AND FOUND:

Please label all belongings with child's full name! Children tend to borrow, loan, exchange, forget and find clothes from others. We will try to get it all straight before they return home, but camp assumes no responsibility for lost articles. Please make every effort to check the Lost and Found area before departing for home after your family night. The lost items will be left at camp and if you realize that your child is missing an item of clothing please contact the camp immediately to see if it is at camp. If lost items are not claimed or labeled within two weeks, they will be donated to charity.

GRATUITY POLICY:

Tipping and other gratuities are not permitted. If you are inspired to give extra, please consider a donation to the YMCA's Annual Fund.

PROGRAM & SAFETY

STATEMENT ON COMMITMENT TO DIVERSITY AND INCLUSION;

The Hampshire Regional YMCA is an inclusive organization open to all. We welcome all people regardless of ability, age, background, ethnicity/race, faith, gender, gender identity or sexual orientation. The Y believes that, in a diverse world, we are stronger when we are inclusive, when our doors are open to all and when everyone has the opportunity to learn, grow and thrive. We work proactively and collaboratively to build organization and individual capacity, as inclusion is important to our strategy and impact. We welcome individuals with diverse abilities and if reasonable accommodations or modifications are needed, please contact your program director or our ADA Compliance Office, Ivy Lenihan – ivy.lenihan@hrymca.org

GENERAL RULES & EXPECTATIONS:

- * Campers shall take a caring and respectful approach with themselves, fellow-campers, staff, and property.
- * Campers will refrain from the use of obscene, abusive or profane language or gestures in light of its offensiveness to others at the camp.
- * Campers shall not attempt to harm others or behave in a way that endangers themselves, fellow-campers, staff or property.
- * Campers shall remain within supervised areas at all times.

ANTI-BULLYING POLICY:

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. At the HRYMCA, bullying is inexcusable, and we have a firm policy to protect our campers from any type of bullying. We work together as a team to ensure the physical and mental safety of each child.

- **FIRST OFFENSE:** Parent will be notified of incident and asked to reinforce the camp staff's message of appropriate and kind behavior upon the camper's return home. Incident will be documented and kept on record at the HRYMCA.
- **SECOND OFFENSE:** Child will be removed from camp immediately and placed on a one day suspension from camp. Steps from first offense will be repeated.
- **THIRD OFFENSE:** Child will be removed from camp and asked not to return. Incident will be documented and kept on record at the HRYMCA.

Extremely violent, disruptive and/or threatening behavior (such as housing a weapon in the program, inflicting serious injury, threatening to hurt other children or staff, property damage, intentionally fleeing the program, etc.) can result in immediate termination at any time.

DISCIPLINE POLICY:

Discipline and guidance shall be consistent and based on an understanding of the individual needs and the level of maturity of each child. Developmentally appropriate methods of behavioral management will be used in dealing with unacceptable behavior.

Repeated behaviors that threaten the physical and/or emotional safety of the child, other children, or staff (such as hitting, biting, verbal assault, kicking, throwing objects, pushing, temper tantrums, etc.) could result in the following (please note that this is a sliding scale depending on the severity of the incident which is ultimately a judgement call by senior staff):

- **First Occurrence:** The child will be removed from the situation and have the opportunity to discuss the incident with a staff person. Alternate appropriate behaviors will be suggested at that time. An incident report will be written to document the behavior.
- **Second Occurrence:** The child will again be removed from the situation and given the chance for discussion. An incident report will be completed and the guardian will be informed through email from the Camp Director (Norwich) or upon pick-up of the child (Koala, Prospect, and Gymnastics). The Assistant Director will come to observe the child and site within one week of the second offense and provide suggestions when appropriate.
- **Third Occurrence:** There will be a meeting between the guardian(s), Camp Director, and the relevant unit head/camp counselor to develop a behavior management plan. During this meeting the Director will be willing to offer referrals to parents for evaluation, diagnostic or therapeutic services.
- **Fourth Occurrence:** The camper will be asked to leave the camp without a refund.

PLEASE NOTE: The following will be grounds for immediate removal from the program without a refund: possession of smoking materials, possession of drugs or drug paraphernalia, alcoholic beverages, fireworks, weapons of any sort, severe physical fighting or violence directed toward other children or staff, intentionally fleeing from the group, or dangerous play/behavior in the swim area.

All children have the right to expect a safe and secure environment while attending camp. We expect mutual respect among campers and staff members. Enforcement and emphasis of basic rules promotes a positive attitude toward campers and staff members, with the goal that campers will abide by camp policies and procedures. The Camp Director and staff will interpret these rules and particular attention will be paid to safeguard the dignity of each person involved.

Camp Safety: As guest of the Hampshire Regional YMCA, all campers are required to follow the safety rules in place at the facility. Camp counselors are trained to supervise, support, and guide each child to ensure that every child has a safe camper experience during their time at Camp.

All HRYMCA camp staff and personnel are First Aid and CPR trained.

Camp Rules:

- Obscene, abusive or profane language or gestures are not permitted
- Spitting and other such displays or inappropriate conduct is not permitted.
- Bullying and harassment of others is not permitted.
- Fighting, pushing, or behaving in a way that endangers persons or property will not be permitted.
- Leaving supervised area(s) without express permission is not permitted.
- Misuse or malicious destruction of property and or items is not permitted.

No camper shall be punished for soiling, wetting, or not using the toilet.

No camper shall be denied food or shelter for punishment.

READINESS TO PARTICIPATE: My camper will only participate in those HRYMCA Summer Camp events and activities for which I, as parent/guardian, believe they are physically and psychologically able. My camper will not participate if they are sick, injured, or in any way unable to do so.

WAIVER AND RELEASE: I am fully aware of and appreciate the risks, including the risk of catastrophic injury, as well as other damages and losses associated with my or my child's participation in camp activities and events. I further agree that the HRYMCA, along with the employees, agents, officers, and directors of this organization, shall not be liable for any losses or damages occurring as a result of my camper's participation in the event.

AUTHORIZATION FOR AUDIO/VIDEO RECORD: As the Parent/Guardian of this camper, I understand that the YMCA may make recordings of this camping event. I hereby authorize the YMCA to have and use photographs, slides, moving pictures, and audio/video tapes of my child for purposes of YMCA public relations, and/or advertising. Opt-out option available on registration form.

Parent Guide to Camp Koala

Daily Camper Needs: When checking in campers for their daily sessions in camp it is important that the family member send the camper each day with:

- Suitable and appropriate clothing for a variety of activities: sports and games and activities, and arts and crafts. Please note that the daily activities of campers may cause permanent marring of clothing, and plan accordingly.
 - Appropriate clothing for both indoor and outdoor play.
 - Sweatshirt or Jacket
 - Change of clothing including undergarments
 - A bathing suit and towel (it is more efficient if campers can arrive at camp daily with swimsuits already being worn under clothing to allow children more time in the pool swimming)
 - Plastic bag for wet swimsuits and swim gear
 - A hat or other head covering for outdoor play
 - Sunscreen with SPF 15 or greater, lip balm, and bug spray (if desired)
 - A water bottle (staff and child will refill as needed)
 - A comfortable pair of shoes suitable for a variety of indoor and outdoor activities (please no flip-flops, boots, or heeled shoes)
 - Daily home packed lunch
 - An additional snack
- Your child/children must be fully toilet trained to attend Camp Koala

CAMPER DROP OFF AND PICK UP:

- Whether you're dropping off a first time camper or a veteran camper, arrival at camp can be a time of apprehension, excitement, and wonder. The best thing you can do for your child is to get him/her checked in, kiss the child good-bye, and let the counselor take it from there. We like to say "unpack, say good-bye, play". We also recommend that the arrival/drop-off is 3 to 5 minutes, this helps to ensure a smooth transition for you and your child.
- Upon arrival you will be greeted at the check-in area, which is located next to the lobby, in the kitchen area, Monday - Friday, sign in at 8:30 am.
- The Camp Koala day ends at 1:30 pm for half-day and 4:30pm for full-day. Campers should be picked up promptly. You must sign your child out of camp at the sign out area. Campers will be released only to adults authorized on the Parent Consent Form. Please put all authorized parties in addition to yourself on the consent form. Please have a valid I.D./license with you for identification purposes when picking up your child. Your child will not be released to anyone not previously authorized on the form.

Late Pick- Up Fee:

Camp Koala ends at 4:30p.m. If you are late to pick up your child, you will be charged a late fee of \$1.00 per minute after 4:30pm. We understand that emergencies do occasionally occur. If you have an emergency, contact the program at 413-584-7086. At the time of the late pick-up you will be asked to sign a Late Pick-Up Form that will be returned to the Program Director.

Lunch/Snack:

Campers must provide their own lunch, utensils and afternoon snack. Camp Koala will provide the morning snack.

Family Event:

We invite families to attend our Family Performance Potluck on the Friday of each session from 1:00 to 1:30 p.m. Come watch your camper perform a song or two, meet the counselors, meet the other children and guardians and enjoy potluck refreshments. There will be a sign-up sheet at the check in/out area to let us know how many will be attending in your party, and to indicate what item you'll be sharing.

A DAY AT CAMP KOALA

AM

8:30-9:00	Sign-in
9:00 -9:30	Art project
9:30-10:00	Snack/Bathroom
10:00-10:45	Outside
11:00-12:00	Swimming (Small Pool)

PM

12:00-12:30	Lunch
12:30-1:00	Tumble and Play (Gym)
1:00-1:30/2:00	Amaze Place (Half day dismissal)
2:00-2:45	Quiet
3:00-3:30	Afternoon Snack
3:30- 4:15	Organized Game (Outside)
4:15-4:30	Pick-ups (Kitchen)

Parent Guide to Camp Prospect

Daily Camper Needs: When checking in campers for their daily sessions in camp it is important that the family member send the camper each day with:

- Suitable and appropriate clothing for a variety of activities: sports, games, and activities, and arts and crafts. Please note that the daily activities of campers may cause permanent marring of clothing, and plan accordingly.
- Appropriate clothing for both indoor and outdoor play.
- Sweatshirt or Jacket
- A bathing suit and towel
- Plastic bag for wet swimsuits and swim gear
- A hat or other head covering for outdoor play
- Sunscreen with SPF 15 or greater, lip balm, and bug spray (if desired)
- A water bottle (staff and child will refill as needed)
- A comfortable pair of shoes suitable for a variety of indoor and outdoor physical activities (please no flip-flops, boots, or heeled shoes)
- Daily home packed lunch
- An additional snack

CAMPER DROP OFF AND PICK UP:

- Camper drop off is at 9:00 am. If your camper is registered for our new early care option, drop off is 8:00 am. A punctual arrival is important, as it sets the stage for all we plan to do with our campers. Upon arrival you will be greeted at the check-in area, which is located in the aquatics/gymnasium hallway.
- Whether you're dropping off a first time camper or a veteran camper, arrival at camp can be a time of apprehension, excitement, and wonder. The best thing you can do for your child is to get him/her checked in, kiss the child good-bye, and let the counselor take it from there.
- The camp day ends at 5:00 pm. Campers should be picked up promptly. You must sign your child out of camp at the check in area. Campers will be released only to adults authorized on the Authorized Pick up list. Please put all authorized parties in addition to yourself on the pick-up list (e.g. mom, dad, brother, sister, friends, etc.) Your child will not be released to anyone not previously authorized on the form

Late Pick- Up Fee:

Camp Prospect ends at 5:00p.m. If you are late to pick up your child, you will be charged a late fee of \$1.00 per minute after 5:00pm. We understand that emergencies do occasionally occur. If you have an emergency, contact the program at 413-584-7086. At the time of the late pick-up you will be asked to sign a Late Pick-Up Form that will be returned to the Program Director.

Family Event:

We invite families to attend our Family Potluck and Showcase on the Friday of each session from 4:10 to 5:00 p.m. Come watch your camper put on a showcase, meet the counselors, meet the other children and guardians, and enjoy potluck refreshments. There will be a sign-up sheet at the check in/out area to let us know how many will be attending in your party, and to indicate what item you'll be sharing.

Lunch/Snack:

Campers must provide their own lunch, utensils and afternoon snack. Camp Prospect will provide the morning snack.

A DAY AT HRYMCA CAMP PROSPECT

- 8:00am - Early Care
- 9:00am - Check-in and Ice Breakers/Games
- 9:30am - 1st Sport Activities
- 10:15am - 2nd Sport Activities
- 11:00am - Snack Time
- 11:30am - 3rd Sport Activities
- 12:15pm - Lunch
- 12:45pm - Playground/Free time
- 1:15pm - 4th Sport Activities
- 2:00pm - Physical Challenge
- 2:30pm - Swim
- 3:25pm - Arts and Crafts (M/W), Dance / Movement (T/TH)
- 4:10pm - Snack
- 4:45pm - Clean up and Back Pack Grab
- 5:00pm - Dismissal

Parent Guide to Gymnastics Camp

Daily Camper Needs:

- Gymnastics attire (leotard or dry bathing suit for girls, t-shirt & shorts for boys) & hair pulled away from the face.
- Water Bottle
- Swim suit
- Towel
- Lunch
- Extra snack
- Sunscreen w/SPF of 15 or greater and lip balm
- Change of clothes
- Sweatshirt/jacket
- Comfortable shoes
- Day pack (“book bag”) to carry everything

CAMPER DROP OFF AND PICK UP:

- Camper drop off is at 9:00 am. If your camper is registered for our new early care option, drop off is 8:00 am. A punctual arrival is important, as it sets the stage for all we plan to do with our campers. Upon arrival you will be greeted at the check-in area, which is located in the aquatics/gymnasium hallway.
- Whether you’re dropping off a first time camper or a veteran camper, arrival at camp can be a time of apprehension, excitement, and wonder. The best thing you can do for your child is to get him/her checked in, kiss the child good-bye, and let the counselor take it from there.
- The Gymnastics camp day ends at 5:00 pm. Campers should be picked up promptly. You must sign your child out of camp at the check in area. Campers will be released only to adults authorized on the Authorized Pick up list. Please put all authorized parties in addition to yourself on the pick-up list (e.g. mom, dad, brother, sister, friends, etc.) Your child will not be released to anyone not previously authorized on the form

Late Pick- Up Fee:

Gymnastics Camp ends at 5:00p.m. If you are late to pick up your child, you will be charged a late fee of \$1.00 per minute after 5:00pm. We understand that emergencies do occasionally occur. If you have an emergency, contact the program at 413-584-7086. At the time of the late pick-up you will be asked to sign a Late Pick-Up Form that will be returned to the Program Director.

FAMILY NIGHT:

We invite families to attend our Family Performance Potluck on the Friday of each session from 4:10 to 5:00 p.m. Come watch your camper perform a song or two, meet the counselors, meet the other children and guardians and enjoy potluck refreshments. There will be a sign-up sheet at the check in/out area to let us know how many will be attending in your party, and to indicate what item you'll be sharing.

Lunch/Snack:

Campers must provide their own lunch, utensils and afternoon snack. Gymnastics Camp will provide the morning snack

A DAY AT GYMNASTICS CAMP

- 8:00am - Early Care
- 9:00am - Check in and Ice Breakers
- 9:30am - Event 1
- 10:15am - Event 2
- 11:00am - Snack
- 11:30am - Event 3
- 12:15am - Lunch
- 12:45pm - Playground/Free Time
- 1:15pm - Event 4
- 2:00pm - Team Builder Challenge
- 2:30pm - Swim
- 3:25pm - Arts & Crafts
- 4:10pm - Afternoon snack
- 4:15pm - Games
- 5:00pm - Dismissal

PARENT GUIDE TO CAMP NORWICH

TRANSPORTATION

Whether you're dropping off a first time camper or a veteran camper, arrival at camp can be a time of apprehension, excitement, and wonder. Our experience is that a quick goodbye after checking your camper in is the best way to allow your child, as well as yourself, to transition to camp. If you have specific busing concerns, please address them with your designated bus monitor at drop-off or pick-up. In order to make sure no mistakes in communication are made, no changes will be made to bus rosters at any point during the session.

BUS TRANSPORTATION

Bus Number	Town	Location	AM Departure	PM Return
1 & 2	Northampton	YMCA	8:15 AM	5:15 PM
3-A	Hadley	Home Depot	8:15 AM	5:25 PM
3-B	Florence	JKF School	8:25 AM	5:00 PM
4-A	Florence	Ryan Road School	8:05 AM	5:25 PM
4-B	Southampton	Conant Park (Clark St.)	8:25 AM	5:05PM
4-C	Westhampton	Outlook Farm	8:40 AM	4:50 PM
Parent Pick-Up/Drop-Off		Camp Norwich	8:45 Drop-Off	4:15 Pick-Up

*Please leave a 10-minute variance in time for drop-offs and pick-ups at all stops due to changes in daily traffic flow. Buses will leave each stop at the scheduled time.

BUS DROP-OFF:

Upon arrival at the YMCA, we ask that you sign your camper(s) in at the bus with all required belongings. Please arrive about 10 minutes before departure time to insure a smooth transition. Children must not be left unsupervised. Parents are not permitted to leave until the bus has arrived and are responsible for children until they board the bus.

BUS PICK-UP:

Camper(s) will be released only to adults authorized on the Parent/Guardian Consent Form who **MUST PRESENT VALID PHOTO IDENTIFICATION** (for example –a driver's license). Your child will not be released to anyone not on the authorized pick-up form. If the authorized adult is not there to pick up a child at the end of the day, the child will ride the bus to the last stop and stay with the bus monitor until an authorized party arrives to pick-up.

CAMP NORWICH DROP-OFF:

If you drop-off your camper at Camp Norwich please plan on being at camp at 8:45am (first day only). Every other day of the session, sign in is between 8:50 – 8:55am. Upon arrival you will be greeted and directed to the check-in area.

PARENT PICK-UP:

Camp ends at 4:30 p.m., which is when buses leave. If you plan to pick up at camp, we ask that you do so between 4:15 and 4:30 in order to avoid disrupting or being behind the buses. There will be a designated Parent Pick-Up staff member who will check for valid ID and with whom you will sign out the camper. Campers will be released only to adults authorized on the Parent/Guardian Consent Form who **MUST PRESENT VALID IDENTIFICATION**. **Your child will not be released to anyone not already listed on the registration form under the section authorized pick-up.**

AUTHORIZED TO PICK UP:

Campers will be released only to adults authorized on the Registration Form. If you wish to add authorized adults to this list, please complete the "Change of Information Form" or communicate directly with camp staff on the day of the pick-up. Campers will be released only to adults authorized on the Parent/Guardian Consent Form who **MUST PRESENT VALID IDENTIFICATION** (driver's license or other formal ID). **Your child will not be released to anyone not already listed on the registration form under the authorized pick-up section.** If an authorized adult is not there to pick up a child at the end of the day, the child will ride the bus to the last stop and stay with the bus monitor until an authorized party arrives to pick-up.

LATE PICK UP POLICY:

If you are late to pick up your child from camp or the bus, the Hampshire Regional YMCA will charge \$1 per minute in additional fees to cover the costs associated with staff time. Bus drop-offs need to be timely to keep to the schedule.

DAILY ACTIVITIES:

Campers will participate in variety of activities including, but not limited to, arts and crafts, nature study, athletics, drama, music, team-building games, fishing, boating, STEAM and outdoor living skills. Campers will also enjoy swimming instruction and free-swim daily in beautiful Lake Norwich. The staff at Camp Norwich strives to nurture an environment in which each child can feel successful and which promotes the YMCA Core Values of caring, honesty, respect and responsibility.

LUNCH/SNACKS:

Campers must provide their own morning snacks, lunch and utensils. Please pack lunches in a lunchbox with freezer pack if needed along with snacks for throughout the day. Lunches will not be refrigerated or warmed for campers. Please note that Camp Norwich will provide an afternoon snack every day along with breakfast and lunch for the campers who stay overnight.

WHAT TO BRING DAILY:

Campers should arrive wearing comfortable clothing and shoes suitable for a variety of indoor and outdoor activities (no flip-flops or heeled shoes). If campers have swim lessons assigned in the morning (which they will know after the first day), they can arrive wearing swim suit in order to speed up the swim lesson changing process. Please note that daily activities may cause extra wear and tear on clothing. Additionally, campers should pack the following in a back pack daily:

***Please label all belongings with child's full name prior to sending them to camp**

- Swim suit
- Towel
- Plastic bag for wet swim suits and swim gear
- Change of clothing, including undergarments
- Non-aerosol insect repellent (please instruct your child on how to use and apply repellent)
- Sunscreen (please instruct your child how to use and apply sunscreen), chapstick
- Hat
- Rain gear
- Sweatshirt/jacket
- Day pack (backpack) to carry everything
- One Water Bottle (staff & child will refill as needed)
- Lunch (in container clearly marked with name)

FAMILY NIGHTS AND VISITING CAMP:

One of the most special events of each camp session is our family night. It is a time when campers can show their families the camp and explain the activities they have had a chance to be involved in during the session. The schedule for these special evenings is below.

Other than family nights, there are no visiting times during any camp session. This is first and foremost to protect our campers from unknown or unauthorized adults being on camp. Staff is trained to approach and handle all unknown people and escort them to the camp director. Additionally, drop in visits can disrupt programs, divert staff from their jobs, and sometimes set off homesickness in your own or other campers. If you have any questions or concerns about your child, please feel free to contact the Camp Director.

On the following page is a list of dates and descriptions of the special evenings in which each unit will have the opportunity to participate. Please note the dates of the family nights that pertain to your camper(s). An email will be sent to RSVP. Please note that RSVP will be required to attend the family night two weeks prior to the family night either through email or by phone. We will not be taking RSVP through bus monitors this summer as we want to ensure the right amount of food and beverage is available for the event.

OVERNIGHTS

Explorers do not have an overnight.

Adventurers spend the night on the 2nd Thursday of the session, after the family night is complete. Trailblazers will spend the night on the second Wednesday of the session (Except for session 1, which will be on a Tuesday).

CITs will spend the night on the 2nd Wednesday of the session, and will be invited to stay for family nights and overnights with their assigned groups once they are assigned in the 3rd week of their session.

Required Items:

Sleeping Bag
Pajamas
Bug Spray

Pillow
Jacket or Sweatshirt
Flashlight

Clothes for next day
Toiletries
Healthy Snacks for night

Group	Special Evening	Session I	Session II	Session III	Session IV	Session V-A&B
Explorers (K-2 Grade)	Families invited 5:30-7:30p for Dinner and Campfire	7/2 (Tuesday)	7/17	7/31	8/14	N/A
Adventurers (3-6 Grade)	Families invited 5:30-7:30p for Dinner and Camp-fire. Overnight for campers with breakfast and lunch the next day	6/27	7/18	8/1	8/15	N/A
Trailblazers (7-9 Grade)	Overnights: Dinner and a campfire for campers followed by breakfast and lunch the next day.	7/2 (Tuesday)	7/17	7/31	8/14	N/A

CAMP T-SHIRTS:

Each child that is registered for camp will receive a free camp T-shirt and the opportunity to purchase Camp Apparel. All campers receive one shirt for the summer, regardless of the number of sessions in which they are enrolled. The t-shirt will be handed out on the first day of camp.

BAG SEARCH POLICY

Hampshire Regional YMCA reserves the right to conduct a bag search if there is cause for suspicion of a prohibited item/substance on Camp Norwich grounds. This may include, but is not limited to weapons, alcohol, marijuana or illegal drugs. If a search is carried out, parents will be contacted by email before the end of the camp day. Circumstances will determine the scale of the search and whether local authorities will be involved.

OVERNIGHT CONSENT (CAMP NORWICH 3RD-9TH GRADERS ONLY): My child has permission to participate in scheduled overnights at Camp Norwich and I understand that any information pertaining to my camper's evening or morning routine will be communicated either on the camper's camp medical form or directly to the Camp Director or Camp Nurse prior to the event.

Camp Director Contact Information

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Directions to Day Camp Norwich

1 Wrightway Road, Huntington, Massachusetts 01050

From Amherst follow Route 9 to Center of Northampton

From the North Travel South on I-91 take exit 20, US-5/RT-10.

The exit ramp puts you on Route 5 south. (King Street)

Follow Route 5 for 1.4 miles to the center of town and make a right onto Routes 9 & 10 (Main Street)

Center of Northampton

Follow Main Street 0.1 miles and turn Left onto Route 66 West.

Follow Route 66 West 12.1 miles to Huntington town line.

Make your first right after the town line onto Allen Coit Road

At the first fork stay right on Pisgah Road which becomes a dirt road very soon after fork.

Follow Pisgah road about two miles and make a left at the Camp Norwich Sign.

The Camp entrance is 300 feet on right.

From the South Travel North on I-91 take exit 17B for Route 141 West.

Follow Rt. 141 West down the mountain and into Easthampton.

Stay to the Right at the Mill Pond intersection.

Route 141 West ends after 3.6 miles at Route 10.

Make a left on route 10.

Center of Easthampton

Follow Route 10W and make your first right onto Glendale Street. (.8 miles)

Follow Glendale Street which becomes Loudville Road for 3.2 miles until it ends at Route 66.

Make a left on Route 66.

Follow Route 66 4.3 miles to Huntington Town line.

Make your first right after the town line onto Allen Coit Road

At the first fork stay right on Pisgah Road which becomes a dirt road very soon after fork.

Follow Pisgah road about two miles and make a left at the Camp Norwich Sign.

The Camp entrance is 300 feet on right.

From the West Travel East on the Massachusetts Turnpike take Exit 2.

Turn left at the end of the ramp onto Route 20 East.

Follow Route 20 East 23.1 miles and make a left on Route 112 in the center of Huntington

Follow Route 112 North 3.8 miles and make a right onto Route 66.

Follow Route 66 2.8 miles to the top of the hill and make a left on Allen Coit Road

At the first fork stay right on Pisgah Road which becomes a dirt road very soon after fork.

Follow Pisgah road about two miles and make a left at the Camp Norwich Sign.

The Camp entrance is 300 feet on right.

From the East Travel West on the Massachusetts Turnpike take Exit 3.

Make a right at the end of the ramp onto Route 10.

Follow Route 10 into Westfield 1.4 miles.

Make a right on Route 20 West.

Follow Route 20 West 12 miles and make a right onto Route 112 North.

Follow Route 112 North 3.8 miles and make a right onto Route 66.

Follow Route 66 2.8 miles to the top of the hill and make a left on Allen Coit Road

At the first fork stay right on Pisgah Road which becomes a dirt road very soon after fork.

Follow Pisgah road about two miles and make a left at the Camp Norwich Sign. The Camp entrance is 300 feet on right.