

# HAMPSHIRE REGIONAL YMCA DAY CAMPS 2025 KOALA | NORWICH | PROSPECT



# PARENT HANDBOOK





# WELCOME TO HAMPSHIRE REGIONAL YMCA SUMMER CAMPS!

## **Dear Families,**

We are thrilled that you and your camper(s) have chosen to attend summer camp at the Hampshire Regional YMCA! Our experienced and trained staff are looking forward to sharing many fond memories with each and every child at camp. For first-time campers, their feelings of anticipation are mixed with the excitement of meeting new friends and enjoying new adventures. Let your camper know that we will have a fun-filled week of games, swimming, arts and crafts, sports, and activities that they are sure to enjoy! Even the most experienced campers will find joy in the variety of experiences planned each week.

The impact that camp has on an individual lasts a lifetime. At camp, a child explores, learns, and grows in the company of their peers. Setting and achieving goals while acquiring new skills results in increased self-esteem. The YMCA's core values of [Honesty](#), [Caring](#), [Respect](#), and [Responsibility](#) are directly incorporated into all camp activities. Our everyday goal is to support youth development.

Please take a moment to review the HRYMCA Summer Camp Parent Handbook and let us know if you have any questions or concerns. We look forward to meeting your child, and helping them create many great memories at camp!

Sincerely,

**HRYMCA Camp Team**

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# POLICIES & PROCEDURES

## REGISTRATION FEES/DEADLINE:

A \$105.00 non-refundable down payment is required per camper per session to reserve their spot prior to May 15, 2025. As of May 15, 2025, all registrations must be paid in full at the time of registration. If you made a deposit your balance will be due by May 15, 2025, for all sessions. If your camp balance is not paid in full by May 15, 2025, your camper's spot will be automatically forfeited and there will be no refund. A 5% sibling discount will be applied to the camp balance for campers being registered at the same time and for equal amounts of weeks/sessions. (Sibling discounts and Financial Assistance can not be combined).

## TRANSFERS:

If you are requesting to transfer your camper out of a session for another one, you may transfer between any of our HRYMCA camps and all money paid towards camp will be transferred into the new session requested if space is available. The deadline to request a transfer is May 1, 2025. After the deadline of May 1, 2025, the non-refundable deposit is no longer transferable. Requests for transfers after May 1, 2025 are not guaranteed.

## REFUND POLICY:

If you have registered your camper for one of our HRYMCA Day Camps and choose to cancel your session PRIOR to May 15, 2025 the down payment deadline, refunds will be granted minus the \$105.00 non-refundable down payment.

If you choose to cancel your session AFTER the May 15, 2025 down payment deadline, refunds are available upon receiving written notice from the camper's physician and only in cases of the camper having extreme illness or injury (excluding camper from more than half of the camp session and approval from the camp director). Refunds will be granted minus the \$105.00 non-refundable down payment.

## FINANCIAL ASSISTANCE:

Applying for FA without a non-refundable down payment at the time of registration:

- You can choose not to pay the \$105.00 non-refundable down payment for each session of camp while you wait for the eligibility of your Financial Aid for camp. If your FA is current at the time of registration you will receive FA towards the down payment.
- The submission of the application does not reserve a spot for your camper.
- If FA is approved, and you wish to secure the financial assistance rate, activation must be completed within 30 days of FA award letter.
- Families are now eligible to apply for up to **FOUR** weeks of summer camp per child.
- FA does not apply towards Camp Norwich bus fee.
- Sibling discount cannot be combined with campers receiving FA.

**\*In order to evaluate Financial Assistance eligibility, we require last year's 1040 tax form, and two consecutive paystubs along with a Financial Assistance application. For more information please contact our Financial Assistance team at the Welcome Center at 413.584.7086 or email [Mark.Cabral@hrymca.org](mailto:Mark.Cabral@hrymca.org)**

## MEMBERSHIP:

To qualify for the HRYMCA Household membership rate:

- Have an active Household Membership at **time of registration**
- Have an active Household Membership with a minimum commitment of six continuous months and **MUST** cover the duration of the campers' sessions

## **REPORTING ILLNESS/ABSENCES:**

To report an absence or illness for your camper please contact the Camp Directors directly:

- Camp Norwich Main Line: 413-667-8777
- Camp Norwich Health Office: 413-667-5394
- Camp Prospect Main Line: 413-584-7086 Ext. 122
- Camp Koala Main Line: 413-584-7086 Ext. 130

## **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. If a camper becomes ill during the day, the camp director will contact the parent/guardian immediately 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 and requires medical attention, a trained staff member will provide first aid to the injured child. 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's health complaints and treatment.

## **MEDICATION POLICY:**

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 signed into the Camp Director or for Camp Norwich the Bus monitor or Director based on your transportation option. No medication, including over-the-counter products, will be given without prior written 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. Please note that Camp Norwich buses run on a tight schedule and a timely pick up is imperative. Please refer to your camper's specific pick up time.

## **AUTHORIZED TO PICK UP:**

Campers will be released only to adults authorized by you in Camp Docs. If you wish to add authorized adults to this list, please complete the "Change of Information Form" or communicate directly with the Camp Director on the day of the pick up via email no later than 12:00pm. Campers will be released only to adults authorized on the Parent/Guardian Consent Form who **MUST PRESENT VALID PHOTO IDENTIFICATION AT EACH DISMISSAL.**

**Your child will not be released to anyone not already listed on the authorized pick up list or someone without a valid photo ID.**

## **INCLEMENT & EXTREME WEATHER CONDITIONS:**

Please always plan ahead regarding the clothing your camper brings to camp. 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 guardians, will be applied by your child as necessary.

However, when inclement weather occurs the schedule may be interrupted to avoid exposure to 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.

## **REPORTING CHILD ABUSE AND/OR NEGLECT:**

The Hampshire Regional YMCA staff are recognized as mandated reporters under state and federal guidelines and are obligated 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.

## **GRATUITY POLICY:**

As a non-profit organization, we do not accept tipping of our staff. If you appreciate the service your child receives at the Hampshire Regional YMCA, consider a donation to the [YMCA's Community Impact Fund](#).

## **PHONE:**

If an emergency arises at home, your camper can receive a message. Campers are not permitted personal use of the camp phones.

- Camp Norwich Main Line: 413-667-8777
- Camp Norwich Health Office: 413-667-5394
- Camp Prospect Main Line: 413-588-1918
- Camp Koala Main Line: 413-588-1825

## **ELECTRONICS/VALUABLES/TOYS:**

DO NOT BRING electronic devices or other valuables to camp. We cannot ensure their safety and such items can negatively impact the campers' experiences.

## **CAMPER/STAFF COMMUNICATION**

Staff may not be alone with children they meet in programs outside of the YMCA. This includes: babysitting, sleepovers, and inviting children to your home, phone number exchanges and social media platforms.

## **LOST AND FOUND:**

Please label all belongings with the 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 the camp assumes no responsibility for personal property loss, damage, or stolen while participating in HRYMCA programs. Please make every effort to check the Lost and Found area before departing for home after your family night. All lost items will be left at camp. If you realize that your child is missing an item of clothing, please contact the camp immediately. If lost items are not claimed or labeled within two weeks, they will be donated to charity.

## **STATEMENT ON COMMITMENT TO DIVERSITY AND INCLUSION**

At the Hampshire Regional YMCA camps, we see valuing human diversity as vital to our approach and mission. We feel fortunate to be able to provide a space for our campers, and staff, from all backgrounds, to be welcomed, supported, and appreciated for being their authentic selves. We take pride in our long-standing commitment to meet the challenges of today and tomorrow through programs that develop the individual, strengthen the family, and build safe, caring communities. We respect and value differences among all of our participants and are dedicated to intentionally fostering a welcoming environment of openness and appreciation for all.

We welcome individuals with diverse abilities and if reasonable accommodations or modifications are needed, please contact our Director of Operations, Alison MacLeod at [Alison.MacLeod@hrymca.org](mailto:Alison.MacLeod@hrymca.org)

## **HRYMCA CAMP GENDER INCLUSIVITY POLICY**

Policy: Campers may utilize the bathroom/locker room consistent with their gender identity.

Our DEI policy and statement has been and will continue to be: We support our transgender community and strive to ensure a welcoming inclusive facility for all. In alignment with "An Act Relative to Transgender Anti-Discrimination" we have operated in accordance with the law which gives people the right to access the accommodations that align with their gender identity.

Everyone who walks through our doors has unique needs, and we are a more powerful force for good when we take the time to find out what those needs are, to build empathy and understanding, and to respond to individuals appropriately. We know that the Y has the greatest impact and is most sustainable when we ensure that everyone who comes to the Y:

- b. feels welcome and safe;
- c. is treated fairly and with respect;
- d. has equal access to programs and services; and
- e. is treated with empathy

### **How do you address bathroom use for campers?**

All campers have multiple bathroom options. We have two bathhouses on site with a male and female side. There is also access to non-gendered bathrooms.

### **How will you handle privacy and changing clothes?**

We believe that campers should have the opportunity for privacy when desired, including a private space for changing clothes. Staff are trained to respect and maintain the privacy of campers and to reinforce a culture in which campers respect one another's privacy, and each unit is encouraged to develop and define their own boundaries and ensure that staff then help to support and reinforce those boundaries.

### **Does camp offer programming specifically around gender and sexuality?**

We do not offer programs around gender and sexuality. The focus of our program is to live, learn, and discover the spirit of YMCA's Camp Norwich, through new friendships, independence, and exploration of the outdoors. Our staff is trained on how to have age-appropriate and positive conversations without making judgments when these questions or topics arise, including how to refocus everyone's attention toward camp.

### **I'm not familiar with the terms non-binary gender identity, gender inclusion, or gender expansiveness. What is all this about?**

According to [www.genderspectrum.org](http://www.genderspectrum.org), gender-expansive is an umbrella term used for individuals that broaden their own culture's commonly held definitions of gender, including expectations for its expression, identities, roles, and/or other perceived gender norms. Gender-expansive individuals include those with transgender and non-binary identities, as well as those whose gender in some way is seen to be stretching society's notions of gender.

# YMCA STANDARD OF CAMP BEHAVIOR

## **BEHAVIOR PHILOSOPHY:**

The HRYMCA's Summer Camp programs are dedicated to creating an intentional and inclusive community for all. This outlook drives our approach to conflict at camp. Our behavioral approach is designed to help children develop self-awareness and responsibility in a safe and compassionate setting. This guidance is established through clear, consistent, and age-appropriate rules/limitations at camp.

Behavior management and guidance at the HRYMCA camps shall be consistent and understanding of individual needs, and level of maturity of each child. Our camps will follow that mirror the YMCA Core Values:

- To have a respectful environment where everyone is treated with dignity,
- To have a safe and caring environment where all children can play, learn and have fun,
- To teach and model behaviors of honest and responsible citizens,

All campers are expected to model these expectations during camp hours:

## **Treat everyone with respect:**

- Speak in a courteous tone of voice (no whining, yelling, or dissing)
- Use respectful language (no curses, swears, putdowns, name – calling)
- Disagree without being disagreeable
- Take turns
- Wait patiently
- Listen when someone else is speaking

## **Behave Safely:**

- Walk with their group and remain with both counselors during transitions
- Leave dangerous objects out of camp (weapons, matches, and lighters)
- Follow safety rules of the waterfront
- Follow safety while participating in specialties
- Follow directions of staff in charge of the bus, arrival/dismissal, camp specialists
- Follow immediate directions in regards to wildlife and weather

## **ANTI –BULLYING POLICY**

The Hampshire Regional YMCA core values are caring, honesty, respect, and responsibility. The Y does not tolerate any form of bullying. We will investigate all reports and complaints of bullying, including cyberbullying, and will take prompt, effective action to end that behavior and prevent its recurrence. This prohibition includes anyone associated with the YMCA including but not limited to members, staff, administrators, parents, program members, and guests. The YMCA will perform all due diligence with regard to bullying response and prevention, including penalties for false claims. Our efforts to prevent bullying include staff training and program curriculum.

## **DEFINITION OF BULLYING**

The Hampshire Regional YMCA will use a modified version of the state definition and defines "Bullying" as the following: The repeated use by one or more students/members/participants [aggressor(s)] of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property
- Places the target in reasonable fear of harm to him/herself or of damage to his/her property
- Creates a hostile environment within our programs or facilities for the target
- Infringes on the rights of the target within our programs or facilities
- Materially and substantially disrupts a program or membership benefits or the orderly operation of a program or at a Y facility.



Camper behaviors that threaten the integrity of the camp environment may result in the following:

- **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. The guardian will be informed through email and phone call from a member of the Camp Norwich Team or upon pick-up by the camp director of Camp Koala or Camp Prospect.
- **Second Occurrence:** There will be a meeting between the guardian(s), Camp Director, and relevant staff to create a behavior expectation plan for the camper. This plan must be followed on a consistent basis for a camper to remain at camp. Camp staff will support the implementation of this plan to ensure camper success.
- **Third Occurrence:** The camper will be dismissed from camp and asked not to return. The incident will be recorded and kept on file at the HRYMCA. NO refund will be granted.

**\*HRYMCA staff reserve the right to enact immediate removal from the program, skipping the above the procedure due to the severity of the behavior. (credits and refunds will not be granted)**

**\*Removal from one of the HRYMCA Summer Camps may affect registration in all HRYMCA camps for the current season.**

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

**\*No camper shall be denied food or shelter for punishment.**

HRYMCA staff reserve the right to enact immediate removal from the program without refund in the event of extremely violent, disruptive, and/or threatening behavior such as:

- Housing a weapon in the program
- Inflicting serious injury
- Threatening/intention to hurt other children or staff
- Property damage
- Intentionally fleeing the program
- Dangerous behavior in the swim area
- Possession of smoking materials
- Possession of drug/alcohol or drug paraphernalia

#### **CAMP SAFETY:**

All campers are required to follow the safety rules in place at camp. Counselors are trained to supervise, support, and guide each child to ensure that they have a safe camper experience.

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

#### **THE BELOW WAIVERS WILL REQUIRE A SIGNATURE ON CAMP DOCS:**

**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.

## FAMILY GUIDE: **CAMP KOALA**

### DAILY CAMPER NEEDS

When checking in campers for the day, it is important that the family member sends them with:

- Suitable and appropriate clothing for a variety of indoor and outdoor activities: sports, games, activities, and arts & crafts. Please note that the daily activities of campers may cause permanent marring of clothing, and plan accordingly.
- 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 swimming pool).
- Reusable 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, heeled shoes, or open-toed shoes.
- Daily home-packed lunch; clearly marked with a name.
- Morning and afternoon snack.
- Day pack (backpack) to carry everything.
- Full-day campers; small pillow and blanket for rest time.

**\*Your child/children must be fully toilet trained to attend Camp Koala\***

### CAMPER DROP OFF AND PICK UP

- Upon arrival you will be greeted at the check-in area.
- 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 them checked in, kiss them goodbye, and let the counselor take it from there. We like to say "Unpack, say goodbye, 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. To make drop off as efficient as possible, we kindly ask the adults to remain outside of the camp rooms.
- 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 photo 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 4:30pm. 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 [Welcome Center at 413.584.7086](tel:413.584.7086) – all information will be forwarded to the camp directly.

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.\* Payments for late fees can be made at the Welcome Center\*.

### LUNCH/SNACK

Campers must provide their own morning and afternoon snack, lunch, and utensils. Water bottles will be filled throughout the day.

# FAMILY GUIDE: **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, activities, and arts & 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.
- Reusable 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 clearly marked with name.
- An additional snack.
- Day pack (backpack) to carry everything.

**\*PLEASE DO NOT BRING:** Personal toys, phones, tablets, and trading cards of any kind.

**Fidgets and emotional support stuffed animals are okay for those that need them and parents can reach out to the director for any questions regarding personal items.**

## CAMPER DROP OFF AND PICK UP

- Check-in and check out area is located outside at the playground in front of the HRYMCA. If there is weather, we move inside to the gym and have parents check in at the grey door near the bike rack.
- 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 them checked in, hug them goodbye, and let the counselor take it from there. We like to say "Unpack, say goodbye, 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.
- Camper drop-off is at 9:00 am. If your camper is registered for our early care option, drop-off begins at 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.
- The Camp Prospect day ends at 5:00pm. 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 Authorized Pick up list. Please put all authorized parties in addition to yourself on the consent form. Please have a valid photo 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 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 ext 138. 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.

**\*Payments for late fees can be made at the Welcome Center\***

## LUNCH/SNACK

Campers must provide their own snack, lunch, and utensils. Camp Prospect will NO LONGER provide snacks.

\*We will have emergency food supplies for campers who did not come with a lunch/snack (parent forgot, spilled lunch, etc).

## FAMILY GUIDE: 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.

**\*Campers must ride the same bus to and from camp on a daily basis. Campers are not permitted to switch buses for any reason.**

BUS #	TOWN	LOCATION	CAMPER ARRIVAL	BUS DEPARTURE	PM RETURN
1 & 2	Northampton	YMCA	8:05 AM	8:15 AM	5:05 PM
3-A	Hadley	Home Depot	7:55 AM	8:05 AM	5:25 PM
3-B	Florence	JFK School	8:15 AM	8:25 AM	5:00 PM
4-A	Florence	Ryan Road School	7:55 AM	8:05 AM	5:25 PM
4-B	Southampton	Conant Park (Clark St.)	8:15 AM	8:25 AM	5:05 PM
4-C	Westhampton	Outlook Farm	8:30 AM	8:40 AM	4:50 PM
<b>Parent Pick-Up/Drop-Off</b>		Camp Norwich	9:00 AM Drop-Off		4:00 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 ten minutes before departure time to ensure 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

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 consent form. Please have a valid photo 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 and/or without a valid photo ID. 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.

**\*Parents/guardians cannot relay information through bus monitors. They must email the camp before 12:00pm if they require changes to be made for pick up.**

### CAMP NORWICH DROP-OFF

If you decide to 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 at the lodge.

## **PARENT PICK UP**

There will be a designated staff member who will oversee camper pick up at Camp Norwich. This staff member will check for a valid photo ID, and assist the camper sign out. Photo IDs will be checked on a daily basis. 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 consent form. Please have a valid photo I.D./license with you for identification purposes at every pick when picking up your child. Your child will not be released to anyone not previously authorized on the form.

## **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 a variety of activities including, but not limited to, arts and crafts, outdoor living skills, athletics, performing arts, team-building games, fishing, boating, low ropes course, and woodworking. 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 snacks, lunch, and utensils. Please pack lunches in a lunchbox with a freezer pack if needed along with snacks for throughout the day. Lunches will not be refrigerated or warmed for campers.

## **CAMP T-SHIRTS**

Each child will receive a camp T-shirt. All campers receive one shirt for the summer, regardless of the number of sessions in which they are enrolled. The t-shirt will be given out by the last day of the session.

## **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.

## **WHAT TO BRING DAILY**

If campers have swim lessons assigned in the morning (which they will know after the first day), they can arrive wearing their swimsuit in order to speed up the changing process. Please note that daily activities may cause extra wear and tear on clothing. Additionally, campers should pack the following in a backpack daily:

## **DAILY CAMPER NEEDS**

- Suitable and appropriate clothing for a variety of activities: sports, games, activities, and arts & crafts. Please note that the daily activities of campers may cause permanent marring of clothing, and plan accordingly.
- Appropriate clothing and footwear for indoor and outdoor play.
- Sweatshirt or jacket.
- A bathing suit and towel.
- Change of clothing, including undergarments.
- Reusable bag for wet swimsuits and swim gear.
- A hat or other head covering for outdoor play.
- Rain gear.
- 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 clearly marked with name.
- An additional snack.
- Day pack (backpack) to carry everything.

**\*Please LABEL ALL belongings with the child’s FULL NAME prior to sending them to camp**

**FAMILY NIGHTS AND VISITING CAMP**

One of the most special events of each camp sessions 2 through 4 is our Family Night. It is a time when campers can immerse their families in Camp Norwich and share their camp experiences. The night includes dinner, a few activities around camp, and a campfire with skits and songs. The schedule for these special evenings is below.

**\*Animals are not permitted at camp pick drop off/pick up and family nights.**

**\*We will also be asking families to bring a valid photo ID for this event. You will be asked to sign your camper out at the lodge before going down to the family night**

GROUP	SPECIAL EVENING	SESSION 2	SESSION 3	SESSION 4
Explorers (K-2 Grade)	Families invited 5:30-7:30 PM for Dinner and Campfire	7/29	7/30	8/13
Adventurers (3-5 Grade)	Families invited 5:30-7:30 PM for Dinner and Campfire.	7/17	7/31	8/14
Trailblazers (6-8 Grade)	Families invited 5:30-7:30pm for Dinner and Campfire.	7/17	7/31	8/14

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.

## HAMPSHIRE REGIONAL YMCA SUMMER CAMP 2025 CANCELLATION/REFUND POLICIES

### CANCELLATIONS

If you have registered your camper for one of our HRYMCA Day Camps (Camp Norwich, Camp Koala, Camp Prospect) and choose to cancel your session PRIOR to the May 15, 2025 down payment deadline, refunds will be granted minus the \$105.00 non-transferable, non-refundable down payment. Cancellation requests MUST be received by noon on May 14, 2025.

If you choose to cancel your session AFTER the May 15, 2025 down payment deadline, refunds are available upon receiving written notice from the camper's physician and only in cases of the camper having extreme illness or injury (excluding camper from more than half of the camp session and approval from the camp director). Refunds will be granted minus the \$105.00 non-transferable, non-refundable down payment.

**\*All cancellations must be requested via email to each camp director. You will receive an email confirmation that your request has been processed.**

### TRANSFERS

If you are requesting to transfer your camper out of a session for another one, you may transfer between any of our HRYMCA camps and all money paid towards camp will be transferred into the new session requested if space is available. The deadline to request a transfer is May 1, 2025. After the deadline of May 1, 2025 the non-refundable deposit is no longer transferable. Requests of transfers after May 1, 2025 are not guaranteed.

**\*Please contact your Camp Director for a potential transfer.**

### PAYMENT DUE DATES

If your camp balance is not paid in full by May 15, 2025, your camper's spot will be automatically forfeited and there will be no refunds.

## 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.