YMCA OF THE BIGHORNS CAMP ROBERTS PARENT & CAMPER HANDBOOK



TABLE OF CONTENT

3	Welcome Message
4	Mission & Values
5	Sessions & Themes
6	Sessions & Themes
7	Youth Outcomes
8	Check-In
9	Check Out
10	Homesickness
11	Daily Schedule
12	General Camp Info
13-1	Medical Policies
15	Health & Safety Information
16	Special Needs
17	Specific Location Supervision
18	Behavior Management
19	Diversity & Inclusion
20	What to Bring
21	Packing List
22-2	Parent Communication
24	Staff

4

3

WELCOME FROM CAMP ROBERTS

Whether you are one of our many returning camp families or new to the program, we would like to welcome you to another fun-filled, action-packed summer with old and new friends. Overnight Camp at the YMCA of the Big Horns is a fun way to enjoy the summer and give children a positive experience that builds character and self-esteem. Communication and parent involvement are essential for a positive camp experience. Please make every attempt to read the literature emailed or mailed home. Your understanding and cooperation with camp policies will ensure a smooth summer for all of our campers. This guide provides helpful camp information. If you need additional information or have questions, please contact the Camp Director at (307) 674-7488 ext. 235, kmodaff@sheridanymca.org

We look forward to serving your family this summer! -The YMCA Camp Team



VALUES & MISSION

Mission Statement

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Core Values

YMCA Camp of the Big Horns is committed to a value-based character development program. We seek to teach the following core values in all camp activities and programs:

- <u>Caring</u>: To love others, to be sensitive to the well-being of others, and to help others includes compassion, forgiveness, generosity, and mercy.
- <u>Honesty</u>: Telling the truth, earning other's trust, having integrity, and making sure your choices match your values – includes trustworthiness and fairness.
- <u>Respect</u>: Treating others as you would have them treat you and valuing the worth of every person, including yourself – includes acceptance, empathy, self-respect, and tolerance.
- <u>Responsibility</u>: Doing what is right, what you ought to do, and being accountable for your behavior, actions, and obligations – includes commitment, determination, self-discipline, cleanliness, and helpfulness.
- Inclusion: Together, we strive to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender expression, gender identity, ideology, income, national origin, race, or sexual orientation has the opportunity to reach their full potential with dignity.

In keeping with our mission and core values, appropriate behavior is expected of all participants in YMCA Programs. Respectful interactions between staff, campers, and families are at the core of our mission and necessary for a successful camp experience.

SESSIONS & THEMES

June 17th-21st Resident Camp

Experience holidays from around the world. From Christmas to Holi. Discover the magic of camp at Camp Roberts! Campers will experience a wide variety of activities including archery, climbing, crafts, canoeing, kayaking, mountain biking, nature, geocaching, and swimming.

July 1st-3rd Resident Camp

This week we will be learning about Music though the generations from the 80s all the way to 2000s. Discover the magic of camp at Camp Roberts! Campers will experience a wide variety of activities including archery, climbing, crafts, canoeing, kayaking, mountain biking, nature, geocaching, and swimming.

July 8th–9th Stayover

Come check out the YMCA's Resident Camp! Spend 2 exciting days and 1 night with all your friends. This is the perfect opportunity to sample the resident camp experience. We will leave the YMCA at 8:00 AM and return the following day at 5:00 PM.

June 17th-21st Up-a-Notch

Enjoy the ULTIMATE teen summer camp experience. Campers will experience a number of traditional activities offered at Resident Camp but will be challenged to a higher level of adventure and skill. Teen campers can look forward to embarking on a series of outings that include kayaking, mountain biking, fishing and hiking!

05

July 1st- 3rd Up-a-Notch

Enjoy the ULTIMATE teen summer camp experience. Campers will experience a number of traditional activities offered at Resident Camp but will be challenged to a higher level of adventure and skill. Teen campers can look forward to embarking on a series of outings that include kayaking, mountain biking, fishing and hiking!

July 8th–9th Watercolor backpack

Join our counselor team and local artist Patty Bills for a night under the stars and on the trail away from camp. Campers will spend the night in hammocks and experience the outdoors from the artist's perspective. Join us on an adventure where the wild comes to life on canvas right before our eyes!

SESSIONS & THEMES

July 15th-19th Learn to Cook

A summer adventure filled with fun, learning, and lots of incredible flavors. The young chefs will enjoy learning to cook over a fire or in the ground. Come enjoy a week of hands on cooking, walk away with a variety of new skills, and have memories from sharing time with others in the kitchen.

July 29th-Aug 2nd Art Nomads

What is Art? Where is Art? Uncover and explore the life of art. Local artist Patty Bills will provide insight and support to discover several genres of art. View the world through different eyes, tools, habitat, and story! Know more, see more, and feel more as everyday life takes on a new hue!

Aug 5th-9th Resident Camp

Join us for an adventure around the world.

Discover the magic of camp at Camp Roberts! Campers will experience a wide variety of activities including archery, climbing, crafts, canoeing, kayaking, mountain biking, nature, geocaching, and swimming. This week we will be learning about different cultures from all over the world.

July 15th-19th Hunter Saftey

06

A riflery/archery camp teaches campers calm deliberation and concentration. Campers will learn how to safely handle firearms as well as techniques for the field. This course will be facilitated by a certified Game and Fish instructor to ensure kids stay safe and have fun. Upon successful completion of this course campers will earn their Hunter Safety license.

July 29th-Aug 2nd Survival

Learn the art of survival from the comfort of Camp Roberts. Discover different methods of fire/shelter building, and other key skills to get you through any situation! This camp is perfect for beginner survivalists who also want a blend of the traditional activities offered at Camp Roberts

Aug 5th-9th Up-A-Notch

Enjoy the ULTIMATE teen summer camp experience. Campers will experience a number of traditional activities offered at Resident Camp but will be challenged to a higher level of adventure and skill. Teen campers can look forward to embarking on a series of outings that include kayaking, mountain biking, fishing and hiking!



CAMP YOUTH OUTCOMES

The primary goal of attending summer camp at the YMCA of the Bighorns Camp Roberts is to gain new skills, build confidence, and make lasting friendships in a safe and supportive environment. The Camp staff will work with your camper as they explore and build on the following outcomes:

- Friendship Skills: make friends and maintain relationships
- Independence: rely less on adults and other people for solving problems and for their day-to-day activities
- Teamwork: become more effective when working in groups of their peers
- Family Citizenship: encourage attributes important to being a member of a family
- Perceived Competence: believe that they can be successful in the things they do
- Interest in Exploration: be more curious, inquisitive, and eager to learn new things
- Responsibility: learn to be accountable for their own actions and mistakes
- Affinity for Nature: feelings of emotional attraction toward nature
- Problem-Solving Confidence: believe they have abilities to resolve problems
- Camp Connectedness: feeling welcomed and supported at camp
- Spiritual Well-Being: having purpose and meaning in life, transcendence

We appreciate your support as we work to provide a safe, fun, and supportive environment for your camper.

CAMP CHECK-IN

We aim to make the check-in and check-out process smooth and efficient for campers and their families. Below are the different options for check-in and check-out. If you did not sign up to ride the bus at registration, arrangements need to be made before your camper's stay.

YMCA CHECK-IN

(with Bus Transportation)

Location: Sheridan County YMCA, north of the YMCA entrance. Look for the big yellow bus parked next to the sidewalk.

Check-in Time: 7:30 am Departure time: 8:15 am

The Y bus will arrive in Buffalo at the Johnson County YMCA for camper pickups by 9:00 am. Please plan to arrive no later than 15 minutes before the bus leaves.

CAMP ROBERTS CHECK-IN

(without Bus Transportation)

Location: Camp Roberts Main Lodge

7845 US Highway 16 West Buffalo, WY

From Buffalo travel up US Hwy 16 W approx. 13 miles, Camp Roberts will be on the left.

Check In: 9:00am - 10:00am

*We are unable to check campers in early

Please bring the following items with you at check-in:

- 1. Completed Camper Information Sheet (if not completed online)
- 2. Download the ProCare app (instructions on page 22)
- 3. Camper medications with detailed instructions. Medication must be in the original container with your campers name.
- 4. Campers personal belongings (see packing list on page 21)
- 5. Cash for your camper to purchase various items from the camp store & letters/notes you would like your camper to receive during their stay.

CAMP CHECK-OUT

YMCA CHECK OUT

(with Bus Transportation)

Depart Camp Roberts promptly at 3:30 pm. Campers will arrive at Johnson County YMCA by 3:50 pm Campers will arrive at Sheridan County YMCA by 4:45 pm

If you plan to pick your child up at camp at the end of their session, prior arrangements must be made with the camp director.

CAMP ROBERTS CHECK OUT (without Bus Transportation)

Pick up Time at Camp Roberts is between 2:30 pm- 3:15 pm

- Campers must check out with Y staff before departing.
- Parent/Guardian/Authorized Adult present at check-out will be required to show Photo ID and sign for the camper(s) they are picking up.
- All adults signing a camper out of camp must be listed on the camper's release form and must present a photo ID to retrieve a child.
- If you are planning on having someone pick up your camper who is not currently listed as an authorized pick-up person, please submit information in writing to the Camp Director. Information will then be verified over the phone before the child will be released to the adult in question.

We appreciate your cooperation in keeping our campers safe.

Custody Agreements

At the time of enrollment, you will be required to inform of us any standing arrangements regarding a custody agreement. If there is a custody agreement that prohibits a family member from picking up your child, we require a copy of the said agreement, as well as for the information to be documented in our camper info form. If this information changes, please notify the camp office within 24 hours. YMCA Camp Roberts will operate lawfully and within the scope of the custody agreement. We expect all parties involved in the agreement to communicate with the camp and each other with the best interests of the child in mind. If you anticipate an issue with your agreement circumstances, please notify the Camp and Afterschool Director (Kylie Modaff,) with concerns.

HANDLING HOMESICKNESS 10

After a session at camp, most campers leave with increased self-confidence stemming from their newfound independence. Homesickness is a normal part of this development, seen to some degree in 85% of campers nationwide. To prepare for camp, your family can:

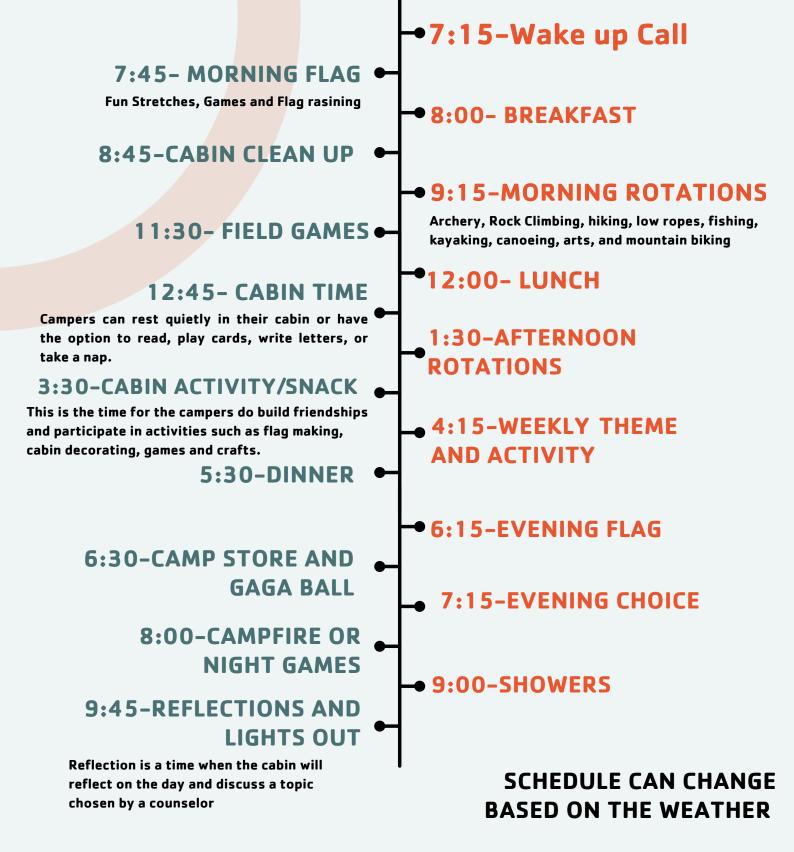
- 1. Make the camper a part of preparing for camp. Have them assist in packing their bags, addressing envelopes, and selecting items from home (like photos or stuffed animals) that will help them feel comfortable in the cabin.
- 2.Keep your hesitations or nervousness to yourself. It's completely normal for parents to get anxious about sending children to camp, but sharing a lot with your camper can cause them to fixate on those emotions as well.
- 3. Use positive language. Tell them you're proud of them and you're confident they'll have fun. Remind them of the activities they are looking forward to.
- 4.Do not promise phone calls home. Numerous studies have shown that phone calls increase a camper's homesickness.
- 5.Campers love receiving mail, so plan to write them a letter or two during their stay and counselors will distribute the mail at breakfast time. Please bring at Check-In time. We will call you if we are concerned about your camper's experience.
- 6. Practice basic tasks like applying sunscreen and bug spray, especially with younger campers, to help them feel more confident. Campers should also be able to manage their personal hygiene (e.g. brushing teeth, taking showers, etc.) independently.
- 7. If this is your child's first time away from home, consider having them sleepover with a relative or friend before camp. This will allow them to experience a night away from home before spending a full session at camp.
- 8. Teach your camper to know when to ask for help and to advocate for their needs.

9. Attend the resident camp Open House on June 5th, 2024 at 5:00 pm-6:30pm

YMCA Camp Roberts staff are trained to help your camper work through these feelings while they are at camp. Many times, keeping busy for a day or two is all a child needs to settle into the fun. If there are concerns about your camper's experience the Camp Director or lead staff will contact you to develop a plan to best support your camper's individual needs.

DAILY SCHEDULE EVENTS

11



GENERAL CAMP

CAMP STORE

We have a small camp store that carries a variety of souvenirs, clothing, camp gear, and candy. Campers will have a chance to visit the camp store daily. If your child would like to purchase any of these items we recommend that you set up an account for them at check-in. Campers may not keep money in their cabin. Recommended amount to send for the store: \$10-\$15 a week. Any leftover funds will be returned to the parent at check out.

SITE SAFETY

All Camp Staff are identified with a name badge and/or staff shirt. For the safety of our campers, visitors are not allowed without prior authorization from the Camp Director. Any visitors must check in at the Camp Office and be escorted around the camp by a staff member. We do receive regular visits from local emergency services that patrol the area. Camp Roberts regularly practices missing camper drills and other emergency procedures. Authorized pick-ups are permitted to sign campers out to visit with them off-site. Please contact the Camp Office (307-555-5555) if a non-custodial adult will be signing a camper off-site for a visit during their camp session.



RAINY DAY

Please note that while we will do our best to keep campers dry and warm, we are an outdoor facility. Please pack your child with a raincoat/poncho, rain boots, and sweatshirt for use on rainy days. In case of weather emergencies, Camp Roberts staff are trained to keep campers calm and safe in cabins or the lodge at camp. If camp needs to close due to a weather emergency, all campers will be safely transported from camp once transportation is safe. We will use all possible methods of communication to keep parents up to date should this circumstance arise.

MEDICAL POLICIES

ILLNESS

Please keep your camper at home if they are sick. Many communicable diseases start with cold-like symptoms. If at any time camp staff feel that your child is too sick to remain in camp, the Camp Director or lead staff will contact you to arrange pick up. This policy is for the safety of all campers and staff.

Your camper will be sent home if any of the following conditions are present:

- A temperature of 101 degrees or higher within 24 hours of camp session
- Vomiting or diarrhea within 24 hours of the camp session
- Rash (if the cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections such as strep
- Nits or lice in hair

MEDICAL POLICY (CONT.)

MEDICATION

As a part of the camper information paperwork, you will be asked to provide information about any medications your child will take while at camp. Please provide up-to-date information on dosage and times administered. All medication (prescription, vitamins, and over-the-counter) must have a prescription, be kept in the original container, and be labeled with your camper's name. Do not pack medication in the camper's luggage, as all medication (prescription, over-the-counter, and vitamins) must be checked in with the Camp Director during check-in. All information will be kept locked in the infirmary for the safety of our campers. Medical staff will distribute medications as indicated in the information form.

ALLERGIES

When filling out health information online, please be sure to include any allergies your child has to food or materials. If your child requires an epinephrine injector, please provide at least one to keep at camp. It is the parent's responsibility to ensure that new injectors are given to the Camp Director when existing ones expire. We require a note from a physician if your child is authorized to administer their emergency medication. It is our policy that if an injector is used in an emergency, emergency services will be notified. Parents will be responsible for the disposal of used epinephrine injectors. If your camper has a food allergy we will notify the kitchen to ensure that a suitable alternative can be provided at meals. Please contact our office with any questions.

HEALTH & SAFETY INFORMATION

Medical Emergency Procedures

In case of an accident, the following emergency procedures will be followed:

- 1. A certified staff will administer immediate, basic first aid.
- 2.911 is called for all serious head/neck injuries. A lead staff will accompany the child to the hospital and stay until the parent or guardian arrives.
- 3.A staff member will contact the parent if immediate medical care is necessary.
- 4. Information regarding the accident will be recorded. Any necessary forms will be completed by YMCA staff.

Medical Insurance

In the event that your camper needs medical treatment, the family's medical insurance will be billed. Parents will be notified of any serious accident or illness that requires treatment.

Child Abuse Reporting

The Child Protective Services Law of Wyoming requires any persons in contact with children to report any suspected child abuse. Every staff person at the YMCA will comply with this law to protect the health and safety of all of the children.



SPECIAL NEEDS AT CAMP ROBERTS

Camp Robert's goal is to provide high-quality programs and qualified staff to enable your camper to have a fun, successful, and enjoyable learning and social experience. However, the staff at Camp Roberts are not experienced in managing special needs for medical, physical, behavioral, or intellectual abilities and challenges.

If your camper has an IEP or behavioral plan, we welcome the opportunity to meet with you and your camper before starting your camper stay. This will ensure that your camper's experience will be fun and rewarding in a supportive environment. Campers in overnight camps must be able to care for their own basic hygiene and have basic self-regulation skills. If you have any tips or suggestions that would help us make sure your camper has an enjoyable and successful camp experience, please contact the Camp Director and input the information into the Camper Info form.



CAMP SUPERVISION

Cabin Supervision

Camp Roberts staff are required to stay in the cabins with the campers. There will be a minimum of two counselors in each cabin. In the event a counselor is unable to stay with the campers, the Camp Director or Coordinator will stay in the cabin. Camp Roberts staff follows child abuse prevention guidelines closely and will require campers to stay in their own individual bunk/bed.

- Counselors assigned to cabins must remain inside the cabin.
- Counselors may not visit other cabins after lights out
- If a camper wakes up a counselor in the night to ensure safety- the counselor must wake up another counselor or camper to ensure the rule of three.
- Campers are made aware of whom to wake up in the night and where those counselors' beds are.

Dining Hall Supervision

- Counselors will sit at the tables with the campers during meal times.
- Counselors will check in with each camper to make sure they have enough food for each meal and assist with finding alternatives as needed.
- If a camper needs to use the restroom during meal times, a counselor will be in direct visual supervision of the camper going to the restroom or will take a group to follow the rule of three.

Staff Expectations

Camp Roberts seeks to provide a safe and high-quality experience for your child. We would like to create a partnership between counselors and families in our programs. If at any time you have concerns regarding your child's emotional or physical well-being, please call the Camp Director. Camp Roberts staff are trained for a minimum of 40 hours on proper conduct when working with campers in a camp setting. This training includes professionalism, youth development, program facilitation, risk management and policies, as well as First Aid, CPR, Child Abuse, Mandatory Reporting, and water safety.

BEHAVIORAL MANAGEMENT

It is the goal of Camp Roberts to provide a healthy, safe, and secure environment for all campers. Camp Roberts teaches the core values of caring, honesty, respect, and responsibility. Campers are expected to follow the behavior guidelines listed below.

Behavior Guidelines:

People are responsible for their actions. We respect each other and the environment. Honesty and caring will be the basis for all relationships and interactions. If a camper needs reminders of acceptable behavior, the following steps will be taken:

- Staff will redirect the camper to more appropriate behavior. The camper will be reminded of camp rules and guidelines.
- If the behavior persists, the camper will participate in a discussion with camp staff.
- If behavior persists, or based on the severity of the situation, parents will be notified, and a meeting will take place with the Camp Director, parent/guardian, and the camper to develop a course of action.
- If a camper's behavior at any time threatens the immediate physical safety or well-being of that camper, other campers, or staff, the parent/guardian will be notified and expected to pick up the camper as soon as possible.

The following behaviors are not acceptable and will result in a phone call to parents:

- Stealing or damaging YMCA Camp Roberts or personal property.
- Continuing to refuse to follow the behavior guidelines or camp rules.
- Using inappropriate language.

Bullying Prevention:

At Camp Roberts, bullying of any kind will not be tolerated. This includes, but is not limited to, physical, verbal, and emotional bullying. Camp staff are trained in preventing and addressing bullying. Any camper determined to be bullying others and cannot be redirected will need to be picked up from camp at the time of the incident. The Camp Director and parents will need to have a meeting to discuss the behavior before the camper may return to a future camp session.

DIVERSITY & INCLUSION

19

Camp Roberts does not discriminate on the basis of age, race, nationality, religion, disability, sexual orientation or gender identity. We believe that diversity in our camp program is a key component in creating a strong foundation in our camper's lifelong values.

If any camper has needs that we should know about to better support them, please call our Camp Director (307–674–7488). You will also be directed to input the information in your camper's info form. Information will be shared as needed with camp staff in an effort to respect your camper's privacy.

We Believe

We believe the Y must continue to lead the way to a brighter future by following our belief that we are stronger when our doors are open to all. Our policies, practices and programs must advance our organizational commitment to diversity and inclusion. We must ensure all people across all dimensions of diversity feel welcome and valued as part of the Y family.

WHAT TO BRING

We suggest that you and your camper use the packing list on the next page so they are aware of what items they are bringing. When your camper returns home, check the list again to ensure that all items have been returned. Please write your camper's name legibly on all items.

The weather in the Bighorn Mountains can be cold and is unpredictable even in the summer.

- Make sure your camper has plenty of layers. Label all personal belongings with your camper's name.
- Do not bring new clothing; camp can quickly become muddy and rainy.
- Packing more clothes than days often is needed due to clothes getting wet/dirty.

We ask that you DO NOT send your camper to camp with the following items:

- Cell Phones/tablets
- Music & Gaming devices
- Toys
- Cash/debit/credit cards
- Outside food, candy and drinks
- Fireworks or any form of fire starter
- Knives/pocket knives/hatchets, etc.
- Fishing poles/tackle (camp will provide appropriate equipment)

We appreciate your help on making sure your camper

comes with appropriate items.

PACKING LIST

CLOTHING

- 7 Shirts
- 4 Shorts
- 4 Pants
- 8 socks
- 8 underwear
- Jacket or Fleece
- Sweatshirt
- Swim Suit
- Rain Coat
- Sturdy Hiking shoes
- Tennis Shoes
- **Water** shoes

BEDDING

- Pillowcase/ Pillow
- Sleeping Bag
- **Sleep** sack

MISCELLANEOUS GEAR

- Hat/cap
- Reading Materials
- Water bottle
- Backpack/Day Camp
- Sunglass
- Flashlight

TOILETRIES

- 🗖 Soap
- Toothpaste
- 🗖 Comb/Brush
- Shampoo & Conditioner
 - <mark>] S</mark>unscreen
 - **2** towels
- Chapstick

PARENT COMMUNICATION 22

Communication Expectations

It is our belief that communication and cooperation between the parents and the camp staff are key to providing and maintaining the highest quality camp experience for your camper. We will respond to all messages within 24 hours, and as soon as possible in emergency situations.

Methods of Communication

Please make sure that you are set to receive messages from the ProCare app. Please scan the QR code to download the app. All email communication will be sent to the primary account holder on your account. If you are not the primary account holder, please inform the Camp Director to be added. The primary account holder must configure permission for anyone to be added.

How to sign up for ProCare

- Click the web link in your email invite, then select Parent.
- Complete the Create account as parent screen using the email address your invite was sent to, then click Sign Up.
- Once you are logged in, click Add Child.
- Enter the 10-digit code from your email invite and click Submit

How to Contact Us

The camp office is open from Monday – Friday, 7:00am-7:00pm. Due to the nature of our program, Lead Counselors may be out of the office and in camp actively engaged with the camp program. We will do our best to respond quickly to your inquiry (within 24 hours, in emergencies as soon as possible). Email: kmodaff@sheridanymca.org or use the ProCare App.



BEST SA SUMMER EVER

PHONE CALLS

We will have the Camp Office open every Tuesday & Thursday after dinner if your camper would like to make a phone call home. While we offer this form of communication for you and your camper please know we cannot facilitate this arrangement daily. In addition to a busy schedule, phone calls home can give your camper a mix of emotions and sometimes are unpredictable. Please know this can cause your camper to miss home more and can lead them to want to be picked up.

While at camp we encourage you to keep your communication with them upbeat and positive. Let them know that you're proud of them, remind them of what they were excited about, and tell them that you'll see them at checkout and can't wait to hear about their experience in person.

If you need to inform your campers of an event that may negatively affect them, please contact the Camp Director prior to speaking with your child so we can best support your camper.

The Camp Director will be in touch if we have questions or concerns on how to best support your camper in our program. If you have extenuating circumstances and need to place a phone call, please let us know so that we can assist.

Parent Notification

YMCA Camp will contact a parent in the following instances:

- In the event of a head injury
- If the camper is too sick to participate in the daily program
- If the camper must go to a hospital
- If we are dealing with a behavior issue and need your assistance
- If the camper violates the camper behavior agreement and is dismissed from camp

We expect parents to provide Camp Roberts with updated phone numbers and emergency contacts that can be reached during the work day in case of an emergency situation. If we ask for your camper to be picked up from camp due to any situation listed above, we expect full cooperation from the contacted parties.

We are excited to welcome your camper to summer camp 2024!!