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FOR HEALTHY LIVING  
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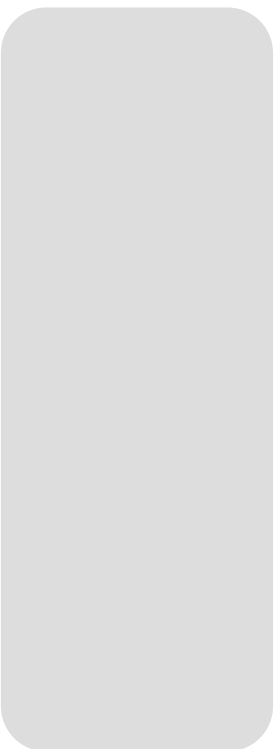


# FAMILY INFORMATION HANDBOOK

**Sussex County YMCA  
Blue Mountain Day Camp**

SUSSEX COUNTY YMCA  
15 Wits End Road  
Hardyston, NJ 07419  
P: 973 209 9622  
F: 973 209 1483  
Camp Office:  
973 383 8000 (Summer Only)

To:



**YMCA BLUE MOUNTAIN DAY CAMP**



## **BLUE MOUNTAIN DAY CAMP PARENTS ADVISORY COMMITTEE**

### **A LETTER FROM THE CAMP DIRECTOR**

#### **DEAR BLUE MOUNTAIN DAY CAMP PARENTS:**

Welcome to the Sussex County YMCA's Blue Mountain Day camp! I am confident that this will prove to be an exciting and fun experience for you and your camper. With more than 100 years of YMCA camping history behind us, it is my pleasure to bring our quality program to you and the Sussex County community.

To aid in your understanding of our camp and its procedures, please take the time to read through this Family Information booklet with your camper.

Please do not hesitate to call me at any time should the information enclosed prompt any questions or concerns.

Sincerely,

YMCA Camp Director

SUSSEX COUNTY YMCA  
15 Wits End Road  
Hardyston, NJ 07419  
P: 973 209 9622  
F: 973 209 1483

BLUE MOUNTAIN DAY CAMP  
1035 Fairview Lake Road  
Newton, NJ 07860  
973 383 8000 (Seasonal)

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

Carolyn Koch, Camp Director - [ckoch@metroymcas.org](mailto:ckoch@metroymcas.org)

Jennifer Gardner, Executive Director - [jgardner@metroymcas.org](mailto:jgardner@metroymcas.org)

Rose Steinwand, Executive Assistant - [rsteinwand@metroymcas.org](mailto:rsteinwand@metroymcas.org)

June Papa, Camp Registrar - [jpapa@metroymcas.org](mailto:jpapa@metroymcas.org)

Formed in 1993, the Parents Advisory committee is a group of parents interested in making our camp the best it can be. We help the Camp Director evaluate the program and facilities, train the staff, and provide support for family-related camp functions.

Each year, our committee seeks new members from the current extended camp family to expand our ranks and help lighten the load. We a sub-committee of the Sussex County YMCA Branch Board of Management's Program Committee. We are therefore represented when policy decisions concerning the camp are made.

Should you wish to learn more about serving on the Parents Advisory Committee, please call the Sussex County YMCA office at 973 209 9622.

### **CELL PHONES**

The Sussex County YMCA values the privacy of its members. No photos or video of any type are to be made of any camper or staff person without the consent of the YMCA Staff. This includes the use of cell phone cameras.

As a result, Sussex County YMCA and Blue Mountain Day Camp is a cell phone free facility.

**Cell phones are expressly prohibited and will be confiscated and returned at the end of the day.**

**We are not responsible for lost items including electronic devices.**

BLUE MOUNTAIN DAY CAMP, SUMMER ONLY 973 383 8000

## LOST AND FOUND

Please make sure that ALL of your child's belongings are clearly marked with his or her name. Expensive items such as jewelry, watches, ipods, and mp3 players or computer games are prohibited at camp. Items found by our staff will be returned. Those not collected will be donated to the Salvation Army or Goodwill.

Items such as audio equipment, computer games, weapons, or other articles deemed contrary to the camp environment may be held by the Camp Director until dismissal. We especially discourage the use of electronic entertainment during the camp program.

## WHAT TO BRING TO CAMP

### DO BRING:

Lunch and drink (clearly marked with camper's name)  
Bathing suit and towel  
Plastic bag for wet articles  
Raincoat or Poncho (weather is unpredictable)  
Sweatshirt or sweater/jacket  
Footwear must be sturdy and closed toe appropriate for camp.  
Sandals, flip flops are not permitted.  
Separate water bottle to be kept in back pack

### FOR OVERNIGHTS

Sleeping bag  
Pillow  
Toiletries  
Flashlight  
Change of clothing  
Extra Lunch

### DO NOT BRING

Valuables  
Cash  
Electronic Devices / cell phones / ipods  
Snacks / Candy  
Weapons of any kind  
Fireworks  
Non-prescription medication (All medications must be turned in to the camp director)  
Illegal or illicit substances including alcohol, cigarettes and other drugs  
Personal sporting / activity equipment.

## BLUE MOUNTAIN DAY CAMP FAMILY INFORMATION

***\*\*PLEASE READ WITH YOUR CAMPER\*\****

### YMCA MISSION STATEMENT

Strengthen Community through Youth Development, Healthy Living and Social Responsibility.

### YMCA PROGRAM GOALS

All YMCA programs, while varied, have at their core the drive to meet the following objectives. That participants share opportunities to:

1. Grow personally.
2. Clarify values.
3. Improve personal and family relationships.
4. Appreciate diversity
5. Become better leaders and supporters.
6. Develop specific skills
7. Have fun!

In addition, role-modeling, values activities and the general atmosphere in our camp help to focus on the four components of Character Development, namely Caring, Honesty, Respect and Responsibility.

### YMCA CAMP STAFF

Our Camp Director is certified by the YMCA of the USA as a Camp Director. The counseling and program staff is well trained in supervision, safety, first aid, and in specific program emphases. Many hold CPR, First Aid, or Lifeguard Certifications, and most are working toward a career in caring for the needs of children.

As adults working with children, we recognize the need to foster self-esteem and personal growth in our campers. We accomplish these goals while modeling positive values and life skills, because we know that campers emulate adults in their lives.

All staff are hired on the basis of experience with children in accordance with the standards set forth by the YMCA, the American Camping Association, the Youth Camp Safety Act, the Americans with Disabilities Act and the Department of Child Protection and Permanency (formerly DYFS). References are checked extensively along with a criminal background check that covers County, State and Federal felonies.

## BLUE MOUNTAIN DAY CAMP PROGRAM

The Blue Mountain Day Camp is a values– based recreation program, offering a wide variety of activities for first-time campers as well as for the seasoned veteran.

Activities range from daily swimming lessons with certified instructors (mandatory for all campers), boating, canoeing, fishing, kayaking, hiking and arts & crafts, to nature exploration, sports, outdoor living skills, archery and riflery. Campers choose at least two morning “Coaching Periods” weekly in addition to his or her swim lessons. During the afternoons, camper groups make their own choices for activities on a small, medium or large group basis. Periodic all-camp programs and a recreational swim add further excitement to the schedule. Please discuss your child’s choices and options with them prior to their first arrival.

Campers are expected to bring their lunches to camp and an extra lunch for the days after their assigned overnight. Lunches are refrigerated during the morning and returned to campers at lunch time. The following is a sample of a typical day at the Blue Mountain Day Camp.

### SAMPLE DAILY SCHEDULE

7:30 – 8:30 AM.....Bus routes to camp  
8:30 – 8:50 AM.....Morning Watch (Songs, announcements, etc.)  
9:00 – 11:45 AM.....Coaching Periods I, II & III  
12:00 PM.....Lunch  
12:45 PM.....Team/Club time for older campers  
(special choice activities)  
1:00 PM.....Recreational swim for younger campers  
2:15 PM.....Small, Medium or Large Group Activities  
4:15 PM.....Trading Post  
5:00 – 6:00 PM.....Homeward bus routes

*(Schedule may be changed without notice)*

### OVERNIGHTS AND FAMILY NIGHTS

Overnights occur only during the 2nd and 3rd sessions of camp. Overnights are scheduled by age group and advance notification is given to parents. Our youngest campers, the Turtles, are welcome to come to family nights, but do not sleep over. On overnights, families are invited to join us at 6:00 PM for a camp dinner followed by an evening program including games, tours, campfires and much more. After families say good-bye at 8:00 PM, campers will begin their true overnight experience, staying up late with their friends and counselors. The next day, continental breakfast is served to those who participated on the overnight, and another full day of camp begins. Campers will need to bring an extra lunch for the day after their assigned overnight advance.

## CHILD ABUSE/NEGLECT PREVENTION

The welfare of your child is our primary concern. Our staff are extensively trained in the prevention and recognition of child abuse and neglect. As a child care provider, the Sussex County YMCA is mandated by the State of New Jersey to report all instances in which child abuse in any of its forms is suspected. In all such cases where **reasonable cause** is indicated, a report will be made to the New Jersey Department of Child Protection and Permanency (formerly DYFS) within 24 hours, as is stipulated by law.

Should a parent or guardian suspect an abusive or neglectful situation at camp, an anonymous report may be made by calling the Department of Child Protection and Permanency Abuse Hotline at 1-877 NJ ABUSE (1-877-652-2873).

Recognizing the gravity of such complaints, and that in most cases, there are two sides to each concern, the administration of Blue Mountain Day Camp and the Sussex County YMCA request that individuals with such concerns first address them through the Camp Director at (973)383-8000.

### EMERGENCY PROCEDURES

Many of our staff hold certifications in or are trained in First Aid or Emergency Management. A nurse is on duty in the camp Infirmary and will attend to accidents, illnesses, or injuries. Should your child become seriously ill or injured, the following procedures will be followed:

1. The patient will be treated for injuries.
2. An ambulance will be called to transport to the nearest emergency care facility, if necessary.
3. The patient’s parent / guardian or Emergency Contact will be called and notified. **PLEASE MAKE SURE THAT ONE OF THESE PERSONS IS AVAILABLE AT ALL TIMES TO TAKE OUR CALLS.**

Please note that the YMCA does not provide accident insurance for campers. All medical bills incurred while participating in this program will be the sole responsibility of the patient’s family.

### PRESCRIPTION MEDICATIONS

By law, prescription medications must be dispensed from the original container labeled with the patient’s name, physician, pharmacy address and telephone number, dosage schedule amount. Please contact your child’s physician or pharmacist to make sure container is appropriate. Medications must be turned in to the bus counselor or Camp Director upon arrival. **UNDER NO CIRCUMSTANCES WILL CAMPERS BE ALLOWED TO KEEP OR DISPENSE THEIR OWN MEDICATION. All campers must have medication paperwork on file.**

## VISITATION AT CAMP

Parents are welcome to visit the camp at any time unannounced but in order to provide parents with the highest level of service and a tour (no one may tour camp unescorted), advance notice is requested. Accompanied by a member of our administrative staff, you will be able to view our quality programs and watch your son or daughter participate in activities.

Friends or siblings of campers will not be permitted to attend camp on a visitation basis. They must be registered campers.

## TRIPS

Camp trips of recreational or educational points of interest are scheduled throughout the summer and all excursions are by bus. Trips consist of state parks, Camel Beach Waterpark, New Jersey State Fair etc. Advance notification will be given to parents. On trip days, campers must bring a disposable bag lunch that does not need to be refrigerated.

## TRADING POST

Open once daily, the Trading Post offers a variety of snacks, beverages and souvenirs for campers. A debit account system is used, which may be set up upon registration. The camp staff recommends an account of approximately \$3/day. The Trading Post is closed during days of trips and last day of each session.

## RAINY DAYS

We save the best activities for rainy days. Exciting indoor games and events are held in reserve. Story telling, nature and Native American Lore, Fire building, Cooking and a variety of small group activities round out the day. Please note that the Blue Mountain Day Camp is primarily an outdoor facility and that movement from one activity to another will entail some outdoor travel. **PLEASE SEND A RAINCOAT OR PONCHO WITH YOUR CAMPER ON DAYS WHEN WET WEATHER IS FORECAST!**

## PRESCHOOL TURTLES

Our "Turtles" program for preschoolers (3-5 years) is specially designed for younger and first-time campers. A more structured, caring environment is fostered while developing self-esteem, independence, and introducing your children to camp life. Campers enjoy most of our camp activities while exploring their new surroundings under the close supervision of our highly trained staff. Special one week sessions are available for this program only. Campers must be toilet trained to enroll. Please call the YMCA office at (973) 209-9622 for details.

## CAMP RULES AND DISCIPLINARY PROCEDURES

We ask that you support our efforts to maintain a safe environment for your child. "Safe" implies not only a cushion from physical harm, but also the emotional security required for personal growth. Campers will not be asked to follow a long list of "Don'ts" (although the usual list will apply: Don't hit, steal, curse, etc...!). We will however ask them to follow three simple "Do's":

- 1. DO Respect others** (their wishes, needs, belongings, bodies, etc.)  
Refrain from activity or behavior that hurts another in any way.
- 2. DO Be Responsible** (for your behavior, belongings, for knowing the rules, etc.)
- 3. DO Stay with your Counselor or Buddy** (The Buddy System is an effective supervision technique used by our staff.)

Minor infractions of these rules will be dealt with in the group and will probably not involve parents unless you specifically ask your child's counselor about behavior. Repeated or purposeful infractions will be addressed by a camp administrator via a telephone call to parents or guardians.

For most behavior issues, administrators will make up to two telephone calls before serious action is taken. The second phone call will result in an automatic two-day suspension from the camp program. Upon a camper's return from suspension, any subsequent need for a call home will result in automatic expulsion from camp **WITHOUT REFUND**.

In the most serious cases, usually when a camper endangers the welfare of themselves or others, immediate expulsion may be necessary. Please instruct your child that hitting, spitting, kicking, biting, other aggressive behaviors and running away will not be tolerated and may result in immediate expulsion.

Sometimes families have specific concerns regarding their child's behavior, or are working in the home and school to modify some behaviors. Our camp staff welcome the opportunity to support these efforts. Please apprise a camp administrator of your specific needs and we will be happy to include your child's counselor(s) in a discussion with you regarding special techniques or concerns.

## YMCA "HOUSE RULES"

The YMCA of the USA has developed the following set of guidelines for use in group activities. We will employ them and ask that you go over them with your child prior to arrival at camp:

1. NO PUTDOWNS...Who needs them anyway!
2. SPEAK FOR YOURSELF...Use only "I" statements.
3. LISTEN TO OTHERS...And they will listen to you.
4. SHOW RESPECT FOR OTHERS...The Golden Rule applies!
5. TAKE RESPONSIBILITY FOR YOURSELF...For your behavior, your actions, and what you get out of being at camp.
6. EXPECT UNFINISHED BUSINESS... We may not get to everything or everybody, but we'll sure try!

## REGISTRATION

All camper accounts are required to be PAID IN FULL for each session by June 1, regardless of when the camper is attending camp. Campers sent with unpaid balances will not be placed on homeward bound busses, and parents will be required to personally pick them up from camp. Payment will be expected at that time.

All campers must have the following forms on file with the camp on June 1:

Registration Form

**Health Examination Form**

**(must be signed and stamped by a physician)\***

Parent / Counselor Confidential Form

Additional Expenses Form (Trading Post, Photos, etc.)

Overnight Permission Form (if applicable)

Trip Permission Form

Financial Aid Request Form (if applicable)

\*Campers will not be admitted on the bus without completed form.

## PAYMENT OF FEES

A deposit of \$100.00 plus all membership fees per camper, per session will hold spots for your children. DEPOSITS ARE NON-REFUNDABLE and full payment of balances due is required by June 1, regardless of when the camper is attending camp. An administrative fee of \$50 will be assessed to anyone registering or paying after June 1.

## FINANCIAL AID

The YMCA's policy is that no one is turned away from its programs based upon their ability to pay. Income qualified families may apply for financial aid after having applied to NORWESCAP at (973) 383-3461.

The Blue Mountain Day Camp program may be considered eligible for subsidies or vouchers for child care through your municipality, county, state or place of employment. Please explore all options in order that we may help all who need our limited financial aid. Deadline for application is **April 15**.

## TRANSPORTATION

As a service to our campers, Blue Mountain Day Camp offers transportation to and from camp. Bus routes are provided throughout Sussex County for your convenience. See bus service schedule on our website. Please indicate which stop you will use on your registration form. Stops will be cancelled from the route with less than the 3 camper minimum. New stops will be added at the discretion of the Camp Director with a minimum of 5 campers. Changes of bus stops must be received in writing in the camp office at least 24 hours in advance.

Each bus will be supervised by at least one staff member in addition to the driver. Behavior standards will be strictly enforced due to the dangers inherent to bus travel.

In the event that a camper is not met at a bus stop on the homeward journey, the bus counselors have been authorized to hold the bus at the stop for a short period beyond the scheduled stop time (no more than five minutes). If no one arrives within the allotted time period, the bus will continue on its route. The bus counselor will not hold the bus again at the next stop. If a camper is still not picked up, the bus will finish its route, will wait five minutes at the last stop, then the police will be called. The Camp Director will be notified, and will make arrangements for parents to retrieve the camper from the local authorities.

**More than one instance of this nature may result in expulsion from the camp program without refund.**

**\*Additional late fees will be applied after the first offense.**

## PICKUP AND DROP OFF PROCEDURES

Parents are expected to supervise their children at bus stops until they board the bus. Please be on time at morning pickup as the bus may not wait. Please plan to arrive for drop off at least five minutes prior to the scheduled arrival of homeward bound busses. Traffic, discipline, and unsupervised drop-offs may delay busses, especially on the first day of a session.

It is imperative that the camp office be notified well in advance of any changes in your child's schedule. Only authorized adults may pick children up from camp or bus routes. **No child will be dropped off at a bus stop without an authorized adult to pick them up. No camper will be able to walk home alone.**

## UNAUTHORIZED PICKUPS AT CAMP

Your child's safety is our primary concern. In the event that you wish to send an unauthorized adult to retrieve your child from camp, we must have written notice at least 24 hours prior to the pickup. **A COPY OF THAT AUTHORIZATION MUST ACCOMPANY YOUR DELEGATE** at the time of pickup or your child will not be released to that individual. All adults picking children up from camp should expect to show proof of identity at any time. Campers must be signed out at the Camp Office. Please notify us in writing if there are particular individuals who may present a problem in this area.