



# YMCA Camp Hi-Rock

## Parent Handbook 2017

### IMPORTANT CAMP CONTACT INFORMATION

For all general information/inquiries, registration questions, or our front desk:

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F (413) 528-4234  
camphirock.org

Jessica Speer-Holmes, Executive Director

(413) 528-1227 x 3001  
executive@camphirock.org

Meghan O'Hara, Camp Director

(413) 528-1227 x 3005  
meghan@camphirock.org

Camp Director

(413) 528-1227 x 3006

Tanya Gaudette, Camper Service Specialist

(413) 528-1227 x 3002  
camperservice@camphirock.org

Day Camp Director (summer only)

(413) 528-1227 x 3003  
daycamp@camphirock.org



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Dear Parents, Guardians, Campers, Families & Friends,**

**Thank you for choosing YMCA Camp Hi-Rock for your camping experience. This handbook provides important information about our policies and procedures. Please read the contents of this handbook carefully to prepare your camper (and yourself) for a successful Hi-Rock summer.**

**Camp Hi-Rock is committed to ensuring that every camper's stay with us is safe, happy, and rewarding. Our goal is to challenge and nurture the individual, build self-esteem, instill leadership and social skills, strengthen the body, lift the spirit, and sharpen the mind. We strive to accomplish this by fostering an atmosphere built around the YMCA's four character values caring, honesty, respect, and responsibility while developing skills, making friends, and having a great time!**

**Please read through this handbook and any other camp documents very carefully, and discuss relevant sections with your camper. All Hi-Rock participants are expected to follow our Code of Conduct (found at the end of this handbook) in order to maintain an environment of safety and respect.**

**Feel free to contact us at any point if you have questions or concerns. The Camp Hi-Rock staff would love to hear from you. If you would like to arrange a tour of camp, please contact us at least one week in advance to help us coordinate your visit. We look forward to seeing you this summer!**

**Sincerely,**

**The YMCA Camp Hi-Rock Staff**

# YMCA Camp Hi-Rock

**Camp With Character, Programs With Purpose since 1948**

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# Camp Hi-Rock: Before Your Camper Comes To Camp

## HIGHLIGHTS

- Please remember to note two important dates:
  - **June 1:** All camp balances due; written notices of any registration changes, additional requests, or cancellations also due (those who register after the deadline must be paid in full upon registration)
  - **June 1:** All medical forms due; camper personal history form may be sent at this time
  - **Fridays preceding your camper's day camp session (day campers only):** Coaching period request form due each week.
- Please remember to put your camper's health insurance information on the Health History Form, and to provide camp with a copy of both the front and back sides of his/her health insurance card. Camp Hi-Rock does not provide insurance for campers.
- The information found in this handbook, as well as all required forms, can be found on our website: <http://camphirock.org> and the Parent Dashboard for enrolled campers: <https://camphirock.campmanagement.com/p/campers/login.php>.
- Camp Hi-Rock is a not-for-profit organization owned and operated by the Central Connecticut Coast YMCA. For more information, please visit: [www.cccymca.org](http://www.cccymca.org).

**\*\*\*PLEASE KEEP COPIES OF ALL MEDICAL FORMS AND BRING COPIES TO CHECK-IN.\*\*\***

## Registration Policies

**Changes and Requests** If you need to make any changes to your original registration form, please contact the camp office and send written notification as soon as possible. Such changes or requests may include: session changes, waterskiing requests, transportation needs, special dietary requests, authorization of persons to pick up your camper, camp store deposits, cabin mate requests (**Resident Camp**), or meal plan changes (**Day Camp**). Because some camp sessions, spaces in our waterski program, and our bus routes reach capacity each year, written notification should be sent no later than May 1. After May 1, changes will be accommodated where possible.

**Custodial Issues** Please inform the camp office, in writing, of any special custodial circumstances of which we should be aware. The camp office must be provided with legal documentation concerning any parental visiting issues.

**Cancellations and Refunds** If, for any reason, your camper cannot come to camp at the scheduled time, PLEASE NOTIFY OUR OFFICE IMMEDIATELY! There may be a waiting list for camp, and someone might be glad to take the place originally reserved for your camper. **The deposit is not refundable** as it covers the administrative costs of registrations and cancellations. Any other payments will only be refunded if the camp office receives written notice of cancellation by May 1. Refunds can take up to 90 days to process, regardless of amount. If a camper is unable to come to camp due to an accident or illness, payments are refundable provided a doctor's note is submitted. Refunds will not be granted to campers who choose not to complete their stay due to homesickness or dislike of our programs, or who are expelled from camp due to their failure to comply with the Camper Code of Conduct (attached to the end of this handbook).

**Confidentiality** Camp Hi-Rock will not release personal records, data, or medical examination reports to anyone without the consent of the camper's parent/guardian.

## **MEDICAL POLICIES AND PROCEDURES**

**Required Medical Forms** Commonwealth of Massachusetts law requires campers to have documentation of a physical examination, conducted by a licensed physician within one year prior to their stay at camp. Camp medical forms are provided for this purpose, and are available on our website, <http://camphirock.org> and the Parent Dashboard for enrolled campers, <https://camphirock.campmanagement.com/p/campers/login.php>:

1. **YMCA Camp Hi-Rock Health History and Release, Indemnity and Authorization for treatment:** The camper's parent/guardian must complete and sign these forms within 6 months of their camper's stay at camp.
2. **Physician's Examination Form and Certificate of Immunization:** A licensed physician must complete and sign the physician's examination form, which includes a medical history, immunization records, and a physical examination report.
3. **Please provide camp with a copy of both the front and back sides of the health insurance card.**
4. **YMCA Camp Hi-Rock Medication Administration Release Form:** Camp Hi-Rock cannot administer any prescription or non-prescription medication brought from home to a camper without a complete Medication Administration Release Form. This form requires details including the name of medication, directions for use, and the patient's name. A parent/guardian must sign this form; if any prescription medications are listed, a licensed physician must also sign this form.

**Please complete all required medical forms no later than June 1. You should retain a copy to bring to check-in or to hand in at the bus stop on the first day of camp.** We cannot allow any camper to remain at camp without a current and complete medical form. The Medical Form includes documentation of parental consent, allowing the camp staff to provide emergency medical attention for a camper if necessary, and basic health insurance information to be used if the camper requires medical care or prescription medication. In order to meet specifications set by our local Board of Health, **only the Camp Hi-Rock medical forms are acceptable.**

**Medical Care.** Daily medical care is provided by the camp nurses, in accordance with standing orders from our consulting medical practice, Macony P.C. Our nurses are available 24 hours a day. Sick call is held four times daily for mildly ill campers. First aid kits are kept in all program areas as well as in the campers' living areas, and are also carried on hikes and overnight campouts. The majority of first aid will be administered by medical staff; however, the general staff are trained in CPR and First Aid and will administer first aid when necessary.

**Medications** All prescription or non-prescription medications must be handed to the camp nurses in their original containers, and placed in a labeled bag, on check-in day or the first day of camp. Medications must be accompanied by a Medication Administration Release Form. All medications, including vitamins, are to be administered under the direct supervision of a camp nurse. These medications will be locked in the camp infirmary when not required. Should a medication be required to be kept on a camper's person, a physician must provide written authorization for the medication to be kept with the camper at all times.

Medications will only be administered once the camp nurses have approved the prescription as detailed on the Medication Administration Release Form. The nurses may administer other non-prescription medications according to our standing orders if needed by your camper during their stay, provided you have not indicated an allergy to such medications on the Medical Form. **(Resident Camp):** Nurses may also administer prescription medications prescribed by a local physician during your camper's stay.

**Camp Medical Policy – Accident or Illness Requiring Medical Attention** At least one of our registered nurses will be on camp at all times, and our counselors are certified in CPR and First Aid. If any serious accident or illness occurs at camp, we will administer medical care and contact parents as quickly as possible. If parents are not available, we will call the emergency contacts listed on the registration form and the medical form. If necessary, campers will be taken to a hospital or doctor's office for further treatment. In the case where the camp emergency vehicle is inadequate given the patient's needs, our Emergency Action Plan will be activated.

In the case of minor accident or illness, parents will be informed only if the camper requires an overnight stay in our infirmary, or is required to be seen by a doctor. Parents will not be called every time campers visit our infirmary.

**Camp Medical Policy – Accident or Illness Requiring Camper Pick-Up** The Camp Hi-Rock staff and camp nurses will make every attempt to create a positive experience for your camper in the event of injury or illness. However, in the event that we are unable to accommodate a camper under any extraordinary circumstances, parents must have a firm plan prepared to arrange for their camper's pickup by someone authorized in advance on the registration form or through subsequent correspondence. The parents, emergency contact, and/or other authorized pickups must be available to pick up their camper if deemed necessary by the camp staff.

**Insurance and Health Coverage** If your camper requires medical treatment by a doctor, we will transport them to and from the hospital or doctor's office. Any expenses incurred (doctor or hospital fees, medications, etc.) will be the responsibility of the parents/guardians. YMCA Camp Hi-Rock does not provide insurance for campers. Please include your camper's health insurance information on his/her Health History Form, and provide a copy of the front and back sides of the camper's health insurance card.

Because any expenses incurred are billed to the parent/guardian, you may wish to contact the following agencies upon notification of any medical events:

1. Your insurance provider
2. Macony Pediatrics: (413) 528-4047 (if your insurance claims require a referral from your primary care provider, you are responsible for reporting any required information)
3. Fairview Hospital: (413) 528-8019
4. CVS Pharmacy formerly Bill's Pharmacy (prescriptions to be paid by parent with credit card): (413) 528-2860

**Day Camp –Insurance and Health Coverage** Because of their proximity to camp, local parents, when contacted, may wish to pick up their campers and take them to their own pediatrician to avoid any unnecessary complications regarding medical care.

This camp complies with the regulations of the Massachusetts Department of Public Health and is licensed by the local board of health.

## OTHER IMPORTANT CAMP/CAMPER INFORMATION

**Personal History Form** A Camper Personal History Form is provided on the family profile of Camp Hi Rock's Parent Dashboard. This form allows you the opportunity to share information with the camper's Unit Director, the Camp Advisor, and appropriate camp staff. Please include any information that will help us better serve your camper.

**Day Camp -Coaching Period Request Form** YMCA Camp Hi-Rock offers individual choice programming for older day campers. Coaching periods give campers in the Bobcat and Falcon units some scheduling flexibility from week to week, and are an opportunity for them to try new activities or develop skills in others. Camp staff will use your selections on the coaching period request form to sign up campers for activities before their arrival (choices can be altered on arrival). This form must be completed for each week the camper will be attending camp. Each week, the form is due by the Friday before the camp session will begin. You will receive an email reminding you to fill in the form with other important information about day camp the week before your camper is due to begin.

**Camp Birthdays** If your camper's birthday falls during his/her stay at camp, we would be happy to prepare a cake for them and to have the whole camp wish them a happy birthday. Please contact the camp office well in advance to let us know of a birthday that will happen at camp, and please confirm on check-in day that we have your camper in our list of birthdays that session.

**Open Houses and Tours** Camp Hi-Rock will hold Open House events in the spring for families who would like to visit camp before the beginning of summer camp. Please check our website, <http://camphirock.org>, for dates, times, directions, and other details. If you are unable to attend our Open Houses, but would like to familiarize yourself with the buildings and layout of Camp Hi-Rock before the start of summer camp, you and your family are welcome to contact us to coordinate a visit. Please call our office in advance to arrange a tour.

## MORE PARENT RESOURCES

**American Camp Association (ACA)** YMCA Camp Hi-Rock is proud to be accredited by the American Camp Association, a community of camp professionals dedicated to enriching the lives of children and adults through the camp experience. Along with the ACA, we believe that informed parents are best equipped to prepare their children and themselves for a positive camp experience. To that end, we welcome parents to visit the American Camp Association's website geared directly to camp parents (<http://www.campparents.org>) and to contact us with any questions relating to your camper's upcoming stay at YMCA Camp Hi-Rock.

**summercamphandbook.com** The Summer Camp Handbook is an award-winning guide for parents sending children to summer camp. The book, co-written by two longtime camp and youth development professionals, has been published online for free viewing by parents and campers alike. Please feel free to visit <http://www.summercamphandbook.com> and to contact us with any questions relating to your camper's upcoming stay at YMCA Camp Hi-Rock.

<http://www.campparents.org>

<http://www.summercamphandbook.com>

# Camp Hi-Rock: Coming to Camp (and Getting Home)

## HIGHLIGHTS

- Please be very careful to drive slowly and carefully when driving up the mountain road. It is easy to forget the speed limit on such a beautiful, winding road, but there are children living along the road and neighbors walking at all times of day.
- Because our procedures for resident (overnight) camp and day camp vary so significantly, separate sections regarding transportation, packing lists, and the first (and last) day of camp are listed here. Please read relevant sections carefully.
- **(Resident Camp)** Check-in will be on Sundays from 11:30am until 2:30pm. Check-out will be on Saturdays from 9:30am until 11:30am.
- **(Resident Camp)** Don't forget to visit our camp store, before leaving camp, to purchase any final souvenirs for the summer and to settle your camper's account.
- **(Resident Camp)** If your camper is arriving or leaving in the middle of a two-week session, please proceed to our office first so we can check him/her in or out.

## RESIDENT CAMP: TRANSPORTATION

**Directions** Parents/Guardians driving their campers to Camp Hi-Rock can find directions in the appendix of this handbook, on our website, or through most online map websites. If you use directions from somewhere other than Camp Hi-Rock material, please double-check with our directions once you reach the general vicinity of the South Egremont/Mount Washington area. The directions listed by some websites may include some roads with little or no signage and can be difficult to follow for anyone not familiar with the area.

**Bus Transportation** As an alternative to driving your campers to and/or from camp, Camp Hi-Rock offers bus transportation to and from some of our major service areas: Fairfield and Bridgeport, CT, White Plains and Manhattan, NY, and Boston, MA. Buses are only available at the start and end of each two-week session; parents must arrange transportation for campers coming to or leaving camp in the middle of a two-week session. Bus fees are listed on our registration form and are also found online. The bus schedule, as well as specific times and locations, can be found in the appendix of this handbook, on our registration form, and online.

**\* Campers taking the bus home after sessions 1-3 will leave on a Sunday, even though sessions end on Saturday.\***

### Transportation Notes

- If campers are coming to camp on the bus, they must hand in copies of their medical forms in order to board. Please hand all paperwork to the bus monitor.
- Parents/guardians should not expect to pay camp fees at the bus stop. **All fees must be paid in full by June 1, including any store fees.** Those who register after June 1<sup>st</sup> must be paid in full upon registration.
- No campers should be left on their own while waiting to be picked up. Parents must sign for their camper with the camp staff.
- Attendance will be taken before the bus leaves.
- Since the buses run through lunch time, be sure to send a bag lunch and beverage with your camper.



Please do not include peanuts or any food with nut products.

- Parents who pick up campers directly from camp must arrive on Saturday morning.
- All buses run on Sunday except for buses taking campers home on the last Saturday of the summer in August.
- Campers must be seated while on the bus and follow all rules set by the staff.
- If there is an emergency, you will be contacted to change the time of a pick-up or drop-off. The nature of the emergency or change will be explained at that time. The phone numbers we will use are the home, cell and work numbers for parents and emergency contacts you provided on the registration form, please ensure they are correct.
- **Airport Drop-off & Pickup:** If your camper does not live within driving distance, Camp Hi-Rock also offers limited transportation to and from two local airports, JFK and Bradley International Airports. Please contact our office well in advance to coordinate flight details and transportation needs. **All flights must be scheduled to arrive on Saturday except for session 1 (when arrivals should be scheduled for Sunday, the first day of camp).** If other airports or other days are requested, an additional charge may be incurred.

## RESIDENT CAMP: WHAT TO BRING

- Please help your camper pack appropriately for his/her stay at camp, and discourage him/her from bringing expensive electronics or valuables. We recommend that you use a labeled footlocker for camp no taller than 18 inches so that it will fit underneath the bunk beds. **Please be aware that each camper is responsible for his/her belongings.** We cannot accept responsibility for damage to, or theft of, personal property while at camp. You may wish to bring a combination lock for a footlocker.
- In order to help us operate a smooth check-in day, **please bring copies of all medical forms with you, even if you submitted forms in advance.** If you need to make any last-minute changes to your camper's registration, please be prepared to make written authorizations and to pay for additions or changes with cash, check, or VISA/MasterCard authorization during check-in. All accounts should be settled in advance.
- All prescription and non-prescription medications, including vitamins, must be administered by the camp medical staff during the camper's stay. Please gather these medications and make sure they are listed on your camper's Medication Administration Release Form.
- The Best Name Tape Company provides affordable sew-on and iron-on name labels for clothing and apparel. For more information, visit [www.bestnametape.com](http://www.bestnametape.com)

### **\*\*REMEMBER TO BRING A COPY OF YOUR CAMPER'S SIGNED MEDICAL FORMS\*\***

**Camping Equipment and Personal Property** The following is a list of suggested items for campers to bring to camp. All items should be clearly marked or labeled for identification.

- We advise that campers bring clothes which they will not mind getting dirty. Please remember that activities will still run in periods of light rain.
- Be sure to pack enough warm bedding and clothing; nights can be cold.
- The following items may **not** be brought to camp: glass containers; aerosols; target sport equipment; PSPs, Nintendo DS, or similar handheld games; radios; knives or Leathermans; fireworks; food; gum; TVs; computers; lighters. All technology is banned from camp with the exception of cameras. No cell phones are allowed. Cell phones with camera capabilities are not permitted to be used as cameras, even if the other capabilities of the phone have been turned off. Although rare, exceptions allowing personal music listening devices must be approved in advance by the Executive Director.
- **Please do not send your camper to camp with food** Having food in the cabins attracts raccoons, mice,

chipmunks, and other animals into your camper's living area. Please respect camp policy and do not allow campers to bring any food to camp or send food by mail.

- **Lost & Found** Lost & found items will be washed and sent to Goodwill after each session. If your camper loses something of significance, let our office know and we will do our best to locate it.
- **Open toed shoes** Flip-flops/open-toe shoes may not be worn on camp, except while on the waterfront or inside the shower house. Please do not expect to wear flip-flops at any other times.

## **SUGGESTED PACKING LIST FOR A TWO-WEEK SESSION AT CAMP:**

### **STRONGLY RECOMMENDED**

- 1 heavy blanket
- 1 sleeping bag
- 1 pillow with 2 pillowcases
- 1 pair of pajamas
- 2 sweaters or heavy shirts
- 1 warm jacket
- 4 long sleeve shirts
- 8 T-shirts
- 3 pairs of long pants or jeans
- 6 pairs of shorts
- 14 pairs of underwear and socks
- 2 pairs sneakers
- 3 pairs swim trunks or bathing suits
- 3 towels and wash cloths
- 1 set rain gear
- 1 warm hat
- 1 flashlight with batteries

Toiletries, as needed: shampoo, soap (in container), comb/brush, toothbrush, toothpaste, tissues, sunscreen, non-toxic insect repellent

### **OPTIONAL**

- 2 fitted/flat sheet for mattress
- camera and film or a disposable camera
- reading/writing material
- one nice outfit for the social and banquet
- waterproof boots
- bathrobe
- tennis racquet and balls
- baseball/softball glove
- fishing pole, line, hooks, and lures
- leak proof water bottle
- day pack
- pre-stamped and addressed envelopes
- laundry/dirty clothes bag
- baseball hat/hat with a brim
- shower shoes
- pictures from home, stuffed animal, etc.

**\*\*PLEASE MAKE SURE ALL VALUABLES ARE CLEARLY LABELED\*\***

## RESIDENT CAMP: CHECK-IN

**Check-In Procedure** If you are dropping your camper off at camp, please plan to arrive between 11:30am and 2:30pm. Check-in will occur in the following way (subject to change):

1. When you arrive at the camp entrance, please proceed to our main gate next to the maintenance buildings. Please inform the camp staff of the name of the camper you are checking in. You will receive information on your camper's Unit name and camper number. At this point, please separate your camper's medical forms and swimming materials from the rest of his/her belongings; footlockers, trunks, and suitcases will be transported directly to your camper's unit area.
2. Please park your car, as directed by our camp staff, to reduce impact and improve traffic flow. Staff will be dispersed throughout camp to direct you towards our check-in location.
3. When you arrive at the check-in location, you will meet our Executive Director, Jessica Speer-Holmes, and our Camp Director. It is at this point that you will find information on your camper's cabin assignment.
4. There will be various tables with information on additional programs, such as our waterski program, our Bunk1 one-way email service, and our swim program. Please stop by these tables to confirm registration in, or inquire about, these activities. You will also have the chance to confirm your camper's birthday and verify your contact emails and listings for people authorized to pick up your camper from camp.
5. All balances should be paid in advance, no later than May 1, or upon registration. Please confirm the status of your account at our Billing/Accounts table. At this time, you can also confirm your camper's store account, and add any extra funds.
6. The camp nurses will have a table to meet parents, double-check the status of your camper's medical forms, and to accept any medications and/or vitamins you wish to be administered to your camper while at camp. Campers must have complete medical forms in order to come to camp. Campers will also undergo a lice check by trained staff members.
7. Before finishing check-in, feel free to meet our Unit Directors and other administrative staff. Our Unit Directors will be available to greet you and your camper, and to discuss any issues you would like to address.
  - **Lunch-** Feel free to enjoy a cold lunch buffet prepared for campers and families.
  - **Camp Store-** You may visit our camp store with your camper to purchase items without accessing your camper's store account. Camp store accounts will not be accessible by campers until the first full day of camp
  - **Changeover-** If your camper is coming back to camp from a previous session and you arrive after the conclusion of check-in for new campers, please proceed directly to our office so we can follow proper check-in procedure.
  - **Swim Tests-** After check-in, campers will proceed from their cabins to our waterfront for their swim tests.
  - **Good-Byes -Please say goodbye in a timely fashion to help your camper begin a smooth transition** into camp life.

## RESIDENT CAMP: CHECK-OUT

**Check-Out Procedure** Check-out will occur at camp this summer. If you are picking your camper up at camp, please plan to arrive between 9:30am and 11:30am. Check-out should occur in the following way (subject to change):

1. When you arrive at the camp entrance, please proceed to our main gate next to the maintenance buildings. Please bring proper identification; you must be authorized in advance in writing to take anyone off camp. At the main gate, you will receive a "Check-Out Checklist" with the following steps.
2. Please proceed directly to our office so we can confirm you as an authorized pick-up for your camper. Once we have confirmed you and signed out your camper, you will receive a ticket allowing you to take your camper off camp. **You should hold on to this ticket until you leave camp.**
3. If you have any remaining **account activity**, you can make final payments at this time.
4. If your camper brought any **medications** to camp, please stop by our infirmary next to the office, and retrieve any unused medications. Any medications not picked up may be shipped home at the parents' expense.
5. At this point, please head towards your camper's unit area. You will be able to meet and speak with your camper's cabin mates, counselors, and Unit Director, who will help you bring your camper's belongings to your vehicle. Please show your authorization ticket to your camper's counselor upon arrival in the unit.
6. Please check in front of the dining hall with your camper to view our collection of Lost & Found, especially if he/she knows of any misplaced belongings. Lost & Found items will be washed and sent to Goodwill after each session. If your camper loses something of significance, please let us know and we will do our best to locate it and contact you. YMCA Camp Hi-Rock cannot be responsible for any lost clothing or items.
7. Before leaving camp, please visit our camp store to close your camper's account, and to pick up any summer souvenirs. While there, please indicate what you would like to do with any **remaining camper balances**. Remaining funds can be donated or refunded; please read the "Camp Store\_" section of "While Your Camper is at Camp\_" for more information.
8. When leaving camp, please submit your authorization ticket to the appropriate camp staff at our main gate next to the maintenance buildings.
  - **Changeover** -If your camper is returning for the following session and you come to visit after 11:30am, please proceed directly to our office so we can follow proper procedure.
  - **Authorized pick-ups:** Campers may not leave camp with anyone not previously authorized to take them off camp. Authorizations must be made in writing, in advance, by the camper's parent/guardian.
  - **Bus** -Campers taking the bus home will leave camp the Sunday morning after the end of the session, **except** for session 4. Session 4 campers will depart on Saturday.

## DAY CAMP: TRANSPORTATION

**Bus Registration** Camp Hi-Rock provides free bus transportation for some of our major service areas: Great Barrington, Sheffield, South Egremont, Stockbridge, and Mount Washington, MA, as well as Austerlitz, NY, Hillsdale, NY, and Salisbury, CT. Specific times and locations can be found in the appendix of this handbook. Parents may specify a morning location that is different from the afternoon location, if necessary. If you would like to change either location for your camper, please contact our office at least one week in advance. Changes to bus routes can only be made before the relevant week has begun.

**Morning Drop-off** Because of daily variation in traffic and driving times, please try to bring your camper to the morning location at least five minutes in advance. Parents or guardians should remain with their campers until our bus arrives, and accompany their campers to the bus in order to sign our sign-in/signout sheet. At this time, you may also submit to the day camp staff any waivers or parental notes you wish to submit to our office.

- Parents should not expect to pay camp fees at the bus stop. **All fees must be paid in full by June 1, including store fees.** Those registered after June 1 must be paid in full upon registration.
- No campers should be left on their own while waiting to be picked up by the bus. Parents must sign their camper in with the camp staff.
- Campers must be seated while on the bus and follow all rules set by the staff.
- If there is an emergency, you will be contacted to change the time of a pick-up or drop-off. The nature of the emergency or change will be explained at that time. The phone numbers we will use are the home, cell and work numbers for parents and emergency contacts you provided on the registration form, please ensure they are correct.

**Day Camp - Absent / Tardy / Change in Bus Schedule** Please contact the Day Camper Director if you know your camper will not be at camp. Also contact the Day Camp Director if your camper will be dropped off or picked-up at camp, has a change in bus stop location, or if you are running late. You may email at [daycamp@camphirock.org](mailto:daycamp@camphirock.org) or call (413) 528-1227 x 3003.

YMCA Camp Hi-Rock will not leave campers unsupervised if a parent is not present at the afternoon pick-up location. There is a fee of **\$1/minute** after the printed pick-up time, until an authorized parent/guardian arrives to pick up his/her camper. If no one arrives to pick up your camper, we will continue on the scheduled route and return to the pick-up location after all other campers are dropped off from the bus. If there is still no one authorized to pick your camper up, we will return to camp and attempt to contact you. In the case that we cannot reach your or an emergency contact, we will notify the local police.

## DAY CAMP: WHAT TO BRING

**Clothing** Campers should bring clothes which they will not mind getting dirty. Please remember that camp will still run in periods of light rain. To avoid lost articles, make sure that all clothing and personal items are clearly labeled. Lost & found items will be washed and sent to Goodwill after each session. If your camper loses something of significance, let our office know and we will do our best to locate it. The Best Name Tape Company provides affordable sew-on/ iron-on name labels for clothing and apparel at [www.bestnametape.com](http://www.bestnametape.com).

**Personal Belongings** Please help your camper pack appropriately for camp, and discourage him/her from bringing expensive electronics or valuables. Each camper is responsible for his/her belongings. We cannot accept responsibility for damage to, or theft of, personal property while at camp. The following items may not

be brought to camp: glass containers, aerosols, target sport equipment, PSP's, Gameboys, or similar handheld games, radios, knives or Leathermans, fireworks, gum, TV's, computers, lighters, hand-held music players such as iPods, any electronic device that will connect to the Internet or cellular phones. If these items are found, they will be confiscated and parents will be notified. We look forward to helping your camper disconnect electronically in order to connect with others face to face and we take this policy very seriously.

**Medications** If you have medications (as specified on the Medication Administration Release Form) which you would like administered to your camper during the day, please label a paper bag clearly with your camper's name and submit that to the camp staff on the bus.

# Camp Hi-Rock: While Your Camper is at Camp

## HIGHLIGHTS

- **(Resident Camp)** Writing to your camper can make a world of difference. Please allow approximately 4 days for mail to travel in either direction.
- **(Resident Camp)** **PLEASE DO NOT SEND FOOD TO CAMPERS** Packages will be opened under staff supervision, and any food that is found will be discarded.
- **(Resident Camp)** Camp Hi-Rock has an affiliation with Bunk1, which provides one-way email to campers. You will receive more information on Bunk1 later in the spring, and can read more about it now by going to our website, <http://camphirock.org>.
- **(Day Camp)** Newsletters and important Day Camp updates will be sent out periodically, either by mail, or with your camper at the end of the day. If you would like to receive the most recent newsletter/update at any point during the summer, please leave a message for the Day Camp Director at (413) 528-1227 x3003.
- **(Day Camp)** Our two older Units, the Bobcats and the Falcons, have the opportunity to take part in "coaching periods" individual choice programming that will allow your camper to customize parts of his/her daily schedule. Please send in the Coaching Period Request Form at least two weeks before the start of camp.

## CAMP INFORMATION

**Resident Camp –Units and Cabins** Campers will generally be placed in cabins according to age and grade. Campers should not come to camp expecting to be in a particular unit since the makeup of each unit changes from year to year, and from session to session, based on total camp enrollment. The unit names are:

- **All of our cabins are wooden, and have bunk beds and electricity.**
- **Unit cabins cluster around a shower house that contains the sinks, toilets, and showers. The Mohawk unit is made up of three-sided Adirondack shelters with electricity.**

**Resident Camp –Cabin Assignments** When assigning campers to cabins, the camp administration does their best to honor cabin bunk mate requests. However, we are unable to guarantee that we will meet requests. Bunk mate requests are limited to two in order to promote camaraderie. Requests should be indicated on your camper's registration form before submission. Any changes should be submitted to the camp office in writing at least two weeks before the camper's arrival.

**Resident Camp– Laundry** Laundry service is only available for campers staying for more than 2 weeks. Pick-up times will be announced in advance. Laundry will be sent to a local laundry service, washed, dried, and folded. Parents will be charged approximately \$1.50 per pound of laundry, and will be charged to the credit card provided on the laundry contract. It is the camper's responsibility to organize his/her laundry. Please provide campers with a large, durable laundry bag that is clearly labeled with your camper's name. If no bag is provided, we will purchase an inexpensive bag on your camper's behalf. Your camper's name may be written on the bag for identification.

**Day Camp –Units and Age Groups** Campers will generally be placed into Units according to age and grade. These age groupings are meant to provide a more developmentally appropriate experience throughout your camper's time at Hi-Rock. Campers should not come to camp expecting to be in a particular unit since the makeup of each unit changes from year to year, and from session to session,

based on total camp enrollment. The unit names are:

Youngest Chipmunks

Middle Bobcats

Oldest Falcons

- All of our Day Camp Units are coeducational.
- Campers in our two older Units, the Bobcats and the Falcons, will have the opportunity to interact with similarly-aged overnight campers at various points in the camp schedule.

**Swimming Policy** Each camper is given a swim test upon arrival at camp to assess his/her swim level. All campers will be enrolled in swim classes except those who reach our advanced (green) swim level, or those whose parents provide written authorization excusing them from lessons or from all water activities. YMCA Camp Hi-Rock offers a progressive swim instruction program. This program accommodates everyone from the non-swimmer to the very competent swimmer. Our goal is to motivate swimmers at all levels of ability to improve their skills and become more comfortable in the water. Advanced swim and competitive swim classes for green-level swimmers are offered, but are optional. Swim level requirements are listed below (one length = 17 yards):

Green 2 lengths freestyle, 2 back stroke, 2 breast stroke, 6 minutes treading water

Blue 2 lengths front crawl, 2 back stroke, 3 minutes treading water

Red 2 lengths of choice and 30 seconds treading water

Yellow Non-swimmer or novice swimmer

- Swimming in a lake is different from swimming in a pool. It is not uncommon for campers to test differently than expected because of this. Please do not set your camper's expectations before he/she comes to camp.
- You may sign a waiver during check-in if you would prefer your camper not be required to take swim classes, regardless of his/her swim proficiency.
- Most aquatic activities require campers to test at a certain swim level.

**Camp Store** Campers and adults are welcome to visit our camp store while on camp to buy stamps, postcards, souvenirs, clothing and apparel, limited amounts of snacks, and other supplies. Campers should draw on funds deposited towards store accounts during the registration process. We have found that about \$40 is sufficient for a two-week period. If you have not already done so and would like to set up an account for your camper, please contact our office. During camp, campers may visit the store once per day, but are only restricted in their food purchases. Please counsel your camper on proper spending habits. Additionally, store funds can only be applied towards purchases in the store, and cannot be used to fund laundry fees, field trip fees, or other incidental expenditures. Parents will be billed and notified separately for these expenses.

At the conclusion of summer camp, leftover store amounts can be processed in three ways. Please visit our store while you are here to indicate your preference:

1. Remaining funds can be donated. Donations can go either to our Annual Campaign that provides financial assistance to campers and a general subsidy to all of our youth camp programs, or to our Hi-Rock Forever Fund to improve camp facilities and equipment.
2. Leftover amounts can be refunded. If you paid via check or cash, the refund must go through our Association office and can take up to 90 days, regardless of amount.

Store funds left unprocessed will be automatically applied as a system credit to your account for balances under \$15. For balances above \$15, families will be contacted.



# CAMP SCHEDULE

**Daily Schedule** The following schedule represents a typical day at camp from Monday through Friday:

## Resident Camp

7:15 Wake-up Call  
7:30 Flag Raising  
7:45 Breakfast  
8:15 Kapers (Cabin/Unit clean-up)  
9:00 First Coaching Period  
10:00 Second Coaching Period  
11:00 Cabin/Unit Activities  
12:00 Lunch  
  
1:00 Siesta  
2:00 Third Coaching Period  
3:00 Fourth Coaching Period  
4:10 General Swim and free time  
5:00 Staff Swim and Unit time  
5:50 Flag Lowering  
6:00 Dinner  
7:00 Evening Program  
8:00 Lower Unit Devotions  
8:30 Lower Unit Lights Out  
Middle Unit Devotions  
9:00 Middle Unit Lights Out  
Upper Unit Devotions  
10:00 Upper Unit Lights Out

## Day Camp

9:00 Campers Arrive  
9:15 Attendance  
Session Theme Activities  
Falcons: Coaching Period (T-F)  
10:00 Chipmunks: Morning Activity  
Bobcats/Falcons: Coaching Period  
11:00 Lunch  
11:45 Unit Activities  
  
12:45 Instructional Swim  
1:15 Free Swim  
Waterfront Time  
1:50 Chipmunks: Afternoon Activity  
Bobcats/Falcons: Coaching Period  
2:50 Field and Spirit Games  
Snack Time  
3:50 Campers Depart

## Resident Camp Notes:

- Every Wednesday dinner is a unit cookout held in the unit.
- On weekends, different themed activities will take the place of the Coaching Periods, and a segment is devoted to Reflections, an all-camp, non-denominational get-together to consider some of the character values embraced by the YMCA: Caring, Honesty, Respect, and Responsibility.
- Our evening programs include activities such as campfires, scavenger hunts, costume contests, Capture the Flag, mini-Olympics, talent shows, "Clue\_ night, camp socials/dances, and our special Key Log and Candlelight ceremonies, which occur at the end of each 2-week session.

## Day Camp Notes:

- Each two-week session will have its own theme, which will be selected and planned during Staff Training, and will take into account programming needs and staff skills. Previous themes have involved emphases on "green\_ themes, science and discovery, arts and crafts expositions, and character values.
- Morning and afternoon activities will vary throughout the summer, and will depend on program availability and camper interest.
- Please prepare your campers to expect a full day of busy activity!
- Each two-week session we will have a Family Night. This is an opportunity for parents to visit and experience Camp Hi-Rock. The day and the activity will be announced at the beginning of the session and may include a family cookout, a hike on one of our beautiful trails or even a low ropes challenge. Our camp store will also be open at this time if parents wish to make cash purchases of clothing and apparel, food and drinks, or souvenirs.
- Day Campers in Bobcats (the middle unit) and Falcons (the oldest unit) can extend their Hi-Rock experience by staying for an overnight the **second Thursday** of each session. The weekly newsletter will include a permission slip, which needs to be returned the Wednesday before the overnight, as well as a packing list for items to bring to camp that Thursday morning.

## CAMP PROGRAMS

**Resident Camp –Coaching Periods** On Sundays, counselors and staff will review coaching periods to be offered that coming week, and campers will sign up for the four coaching periods they wish to take. We will do our best to help campers get at least two of their most desired coaching periods each two-week session. Some classes have age and swim level requirements. The coaching periods offered each week vary, depending on our staff's specialties and on camper interest. Not all coaching periods are offered every session. Below is a list of typically offered activities.

**Day Camp –Coaching Periods** Older day campers will join our overnight campers in daily, one-hour "Coaching Periods, in which they will take part each week. Campers in the Bobcat Unit participate in one coaching period each morning, while campers in the Falcon Unit participate in two morning coaching periods and one in the afternoon. In order to help us accommodate your camper's interests, please fill out a Coaching Period Request Form and submit it to the office well in advance of your camper's arrival. Campers who do not submit a Coaching Period Request Form will be given the opportunity to sign up for coaching periods on their first day at camp.

## Coaching period notes:

- Campers must be "blue\_ or "green\_ swimmers to participate in wakeboarding, waterskiing, sailing, or kayaking. Campers must be green-level swimmers to participate in advanced swimming or snorkeling.
- Campers must be 12 years old to participate in the high ropes course.
- There is an additional fee for waterskiing or wakeboarding (sign up in advance).
- If there is an activity in which you or your camper is extremely interested (whether or not it is listed above), please feel free to notify our staff in advance to see if special accommodations can be arranged.
- With the exception of the waterfront, close-toed shoes or sneakers are required at all times. Flip-flops may only be worn in the cabin, shower house, and on the waterfront.

**Rainy Day Program** During brief periods of light rain, camp still runs normally, and rain offers a chance for creativity and fun. In the case of heavy rain, thunder, or lightning, the daily schedule will be modified accordingly. Waterfront activities are cancelled under any potentially unsafe weather conditions. Campers will participate in alternate indoor programs that include a variety of fun games and activities. Please make sure your camper comes to camp equipped with appropriate rain gear.

**Overnights** Each camper will go on an overnight campout once during a two-week session, provided the weather cooperates. Overnights are available to resident campers and day campers who are at least 8 years old. All overnights take place at various sites on or adjacent to camp property. The staff and campers cook their dinner, take part in some evening camp activities (campfire songs and skits, s'mores, etc), sleep under the stars, and return in time for breakfast. Campers will need an appropriate sleeping bag for their overnight. **(Resident Camp):** Overnights are rescheduled, if possible, if the weather does not cooperate.

**Waterskiing/Wakeboarding** Waterskiing and wakeboarding are available at an additional charge as outlined on the registration form. Advance payment is needed to reserve a place in the water ski program for your camper, who must be a blue-or green-level swimmer to participate. We will do our best to make sure your camper receives the full number of sessions. In the case of uncooperative weather or other qualifying circumstances, prorated refunds will be issued.

## CORRESPONDENCE

**Resident Camp -Mail** Mail is extremely important to campers. Writing to your camper can make a world of difference. When writing mail, please keep your letters cheerful, and avoid mentioning how much your camper is missed at home. You can send personal correspondence to:

**<Camper's Name> -<Unit>**

YMCA Camp Hi-Rock 162 East Street Mount Washington, MA 01258

- Please allow approximately four days for mail to travel in either direction. Even express mail takes up to three days to arrive, so please plan accordingly. If you send any correspondence via overnight or other priority mail services, please indicate a waiver of the signature requirement to expedite delivery. Failing to do so can increase delivery time by up to two days.
- Your camper will be encouraged, but not required, to write home. Please do not expect too many letters, as camp is a very busy place. Why not pre-stamp and address envelopes or postcards for your camper to mail? Stamped mail can be dropped off at our camp store or our camp office. Stamps, postcards, and envelopes are available at our camp store.
- You will learn the name of your camper's unit during check-in. If you do not know your camper's unit

name, please contact our office or leave it blank, as incorrect unit names will increase the chance of mail being misplaced.

**Resident Camp –Food. PLEASE DO NOT SEND FOOD CARE PACKAGES TO CAMPERS!** Having food in the cabins attracts raccoons, mice, chipmunks and other animals into your camper’s living area. Please respect camp policy and do not send packages of food to your camper. Camp Hi-Rock will inspect packages for campers’ safety. Any food sent to camp will be donated to local community centers or discarded.

**Resident Camp –Telephone Policy Campers may not make or receive phone calls.** If you would like to hear how your camper is doing, you may call our office and request that your camper’s Unit Director call you back. In special circumstances, arrangements can be made for you to talk to your camper’s counselor or to the Camp Advisor, whose duties are to help campers and staff with any problems or issues. Please make sure your camper understands that he/she will not be allowed to call home. Saying otherwise causes distress and contradicts camp policy. **Campers may not bring cellular phones to camp.**

**Resident Camp –One-Way Email** YMCA Camp Hi-Rock has a new relationship with Bunk 1, who will provide email services for our Hi-Rock parents. Through Bunk 1, parents can send one-way email to their campers quickly and easily. Emails will be distributed in the same fashion as regular mail. All emails sent before 9am each day will be processed and distributed that afternoon. For more information, please contact our camp office. Detailed information on Bunk1 will be sent out in the spring; you can learn more by visiting either our website (<http://camphirock.org>) or theirs ([www.bunk1.com](http://www.bunk1.com)).

**Resident Camp –Visits** Although there is no official visiting day, parents of campers staying for more than 2 weeks are welcome to visit their camper on the Saturday between two-week sessions; please refer to registration material for these “changeover\_ dates. When you arrive, check in at the office. If you will be taking your camper off camp, it is necessary to sign him/her out to facilitate an accurate count of all campers on camp. For this same reason, we ask you to sign your camper in when you return. You must have proper identification and be authorized on a camper’s registration form to take that camper off camp. On these changeover Saturdays, parents may take campers off camp for the day or for an overnight visit, returning by 3pm on Sunday.

**Day Camp –Family Night** Each two-week session we will have a Family Night. This is an opportunity for parents to visit and experience Camp Hi-Rock. The day and the activity will be announced at the beginning of the session and may include a family cookout, a hike on one of our beautiful trails or even a low ropes challenge. Our camp store will also be open at this time if parents wish to make cash purchases of clothing and apparel, food and drinks, or souvenirs.

**Day Camp– Overnight–** Day Campers in Bobcats (the middle unit) and Falcons (the oldest unit) can extend their Hi-Rock experience by staying for an overnight the **second Thursday** of each session. The weekly newsletter will include a permission slip, which needs to be returned the Wednesday before the overnight, as well as a packing list for items to bring to camp that Thursday morning.

**Day Camp –Newsletters** The Day Camp staff will produce a newsletter for parents several times each week. These newsletters will highlight planned events, such as our Family Nights or overnights, announce weekly themes, review highlights of the previous week, and introduce some of the staff members. A copy of the newsletter will be sent home with campers each day that they are produced. If you do not receive a copy of the newsletter, or would like to be sent additional copies, please contact the Day Camp Director by calling (413) 528-1227 x16 during the summer.

**Day Camp -Important Updates** The camp office will do its best to stay in frequent communication with Day Camp parents regarding any changes to the program, its policies, or procedures. Because we will be constantly making changes to meet your needs and interests, please carefully read any updates we send you, either through your camper or separately through the mail. You are always welcome to contact our office and leave a message for the summer Day Camp Director, who will be happy to call you back and speak with you within 24 hours.

## DAY CAMP MEALS

**Lunch** Day campers are automatically enrolled in our meal plan unless otherwise indicated on the registration form, or by contacting the office by June 1. Our meal plan includes 5 fresh lunches each week, provided by our camp chefs and kitchen staff. Please contact our office before the start of the session with any questions. If you opt out of the meal plan, you must pack a lunch for your campers, but please be aware that refrigeration is generally not available for bag lunches. YMCA Camp Hi-Rock does not allow any nuts on camp nor any food prepared with nuts; please do not send any food containing either peanuts or tree nuts to avoid endangering the health of campers with nut allergies. If you have questions about the food service program at Camp Hi-Rock, or would like to hear from our food service coordinator, feel free to call us at (413) 528-1227.

**Snacks** Campers will receive a light snack in the afternoon before leaving camp. As part of Activate America™, YMCA Camp Hi-Rock is committed to promoting healthy living and nutrition. For more information on Activate America™, please visit: <http://www.ymca.net/activateamerica>.

**Camp Birthdays** You are welcome to send in cupcakes or other food for your camper to share with other day campers during snack time. YMCA Camp Hi-Rock does not allow any products containing nuts; to avoid endangering children with highly sensitive nut allergies, please do not send food items containing peanuts or any other type of nuts.

## HAVING TROUBLE AT CAMP?

**Following the Camper Code** At YMCA Camp Hi-Rock, we want all members of our community to develop the character values of caring, honesty, respect, and responsibility. We aim to provide a sense of fellowship, an atmosphere of freedom, a sense of enjoyment, and a respect for others. To this end, we have developed a set of behavioral standards for campers to follow called the "Camper Code of Conduct." This document will be sent to families and is available at the back of this handbook. It is critical that parents read through this document with their campers, and that everyone understands the nature of these standards before coming to camp.

Please contact our office if you have any questions or concerns regarding our expectations of camper conduct. Violations of the Camper Code of Conduct are grounds for removal from camp, without refund, at the discretion of the Executive Director or the Camp Director. Staff members must sign and abide by a similar code of conduct while at camp.

**Homesickness** Often, homesickness lasts only until the camper becomes adjusted to the camp schedule. Our staff members are trained to aid campers in becoming adjusted as quickly as possible. However, if you suspect your camper may experience some homesickness, you can help his or her transition by saying goodbye promptly during the first day of camp. Please refrain from making a fuss or from suggesting that your camper might become homesick while in his or her presence.

Please do not call camp expecting to talk with your camper. If you wish to hear how your camper is doing, you

may contact our office and ask to hear back from your camper's unit director. In both our experience and that of other camp professionals, homesickness is aggravated, rather than reduced, by calls from home. It is for this reason campers are not permitted to receive phone calls.

**Resident Camp -Bed Wetting** If your camper is prone to wetting the bed, please notify us in advance. Our staff can work discreetly with mild cases and cooperative parents and campers to help provide a normal camping experience. For more information, please contact our camp office.

**Incidents Requiring Pickup from Camp** The Camp Hi-Rock staff will make every attempt to create a positive experience for your camper. However, in the event that the Camp Director determines that a camper may not remain at camp, **parents must have a firm plan prepared to arrange for their camper's pickup by someone authorized in advance on the registration form or through subsequent correspondence at any point in the camper's stay. The parents, emergency contact, and/or other authorized pickups must be available to pick up their camper if deemed necessary by the camp staff.**

# Camp Hi Rock: After Camp

## HIGHLIGHTS

- Initiate a dialogue with your camper to find out more about his/her time at camp. This section includes some sample questions to start this important conversation.
- Don't forget to complete our online parent survey, available through Zoomerang™. The link to the survey will be available on your check-out packet, and will also be emailed to you at the conclusion of each two-week session.
- Does your camper want to stay an additional week? Contact our office to extend and add to your camper's experience by calling (413) 528-1227.
- Camp Hi-Rock offers many family activities and a year-round retreats program in addition to summer camp! Our week-long Family Camp starts immediately after summer camp in August, and our Fall Family Fun weekend will be in mid-October. Please see our website for more information: <http://camphirock.org/groups.html>

## “SO, HOW WAS CAMP?”

- **Open-Ended Questions** Asking your camper the right questions can promote a greater understanding of his/her camp experience. Sample questions are distributed with our check-out packets. The following are examples of some open-ended questions:
- (Staff Questions) Who were your counselors, and where were they from? Tell me more about them. Were there any other awesome staff members?
- (Friendship Questions) Can you tell me about the other kids in your cabin? Who did you become friends with?
- (Friendship Questions) Can you tell me about a time when you helped someone out at camp?
- (Activity Questions) Can you tell me about your coaching periods (and what exactly is a coaching period?)
- (Activity Questions): Can you tell me about your favorite evening/weekend program? What were some of the activities you participated in?

**Parent Surveys** At the conclusion of the summer, a third party named SEER Analytics will email parents with a link to our online parent survey. We use your valuable feedback to help us make important decisions about managing camp each summer. Please take the time to respond to help us continue to improve camp. If you have feedback or concerns that are time sensitive and could help us improve the camp throughout the summer, please feel free to contact our executive director at any time by phone at 413-528-1227 or by email 413-528-1227 x11.

## HAVING A GREAT TIME?

**Adding Sessions** If your camper is interested in attending camp for an additional session, we would be delighted to accommodate you! Please call our office to see if there is space in our program and to arrange registration details (bus transportation, meals, programming, etc) and payment information. If possible, please contact us by the Wednesday prior to the relevant week that you would like your camper to attend.

**Annual Campaign** Every summer, hundreds of children experience the magic of Camp Hi-Rock. Many of the children who experience that magic each summer would not be able to do so without generous support from donors who contribute to our Annual Campaign. Camp Hi-Rock is a special place at the top of a mountain where children build positive memories that will sustain them for a lifetime, and where they have experiences that will leave an indelible mark on their character. Please consider making a tax-deductible contribution to this tradition of community. All of the funds raised through this campaign will go directly toward financial assistance for campers and overall improvement of our youth camp programs. Thank you for helping us ensure that no child is denied the opportunity to have a life-changing experience at YMCA Camp Hi-Rock.

**Hi-Rock Forever** Another option to support Camp Hi-Rock is to donate to our Hi-Rock Forever Fund. Amounts donated to this fund will be set aside specifically to improve and maintain facilities and to replace and improve all camp equipment. Please contact our office if you have questions regarding the application of donated funds.

## KEEP IN TOUCH!

We hope that you and your camper have had a great time being a part of YMCA Camp Hi-Rock this summer. Please continue to stay in touch and let us know how you are doing throughout the year. Feel free to call, write, or email to keep us current with happenings in our extended community.

As we publish new information about camp, we would love to keep you informed. If at any point your contact information changes, please email us at [info@camphirock.org](mailto:info@camphirock.org) or call (413) 528-1227 so we can update your listing.

If you enjoyed your camping experience, or would like to introduce someone to camp in a family or group setting, please contact our Group Camping Director, at [retreats@camphirock.org](mailto:retreats@camphirock.org), or by phone at (413) 528-1227 x 3005. Our family and group activities include, but are not limited to: Family Camp; Fall Family Fun Weekend; Winter Family Camp and the Ice Tee Open; Women's Wellness Weekend; and various Volunteer Work Weekends.



# Appendix

## PARENT/GUARDIAN CHECKLIST

### **Before Receipt of Confirmation of Registration email:**

- Enrollment request and deposit submitted
- Anyone who picks up your camper must be authorized on the registration form. Please contact our office if you need to update this information.

### **Upon Receipt of Confirmation of Registration email:**

- Complete all necessary forms as detailed in email
- Account checked for accuracy; office contacted in the case of inaccuracies
- Please make sure your camper has a physical examination within 12 months of his or arrival at camp.

### **No Later than June 1:**

- All camp balances paid in full: camp session fees, membership, changeover, transportation, waterskiing, camp store, meals (day camp)
- Any official changes or requests submitted, in writing, to camp office

### **June 1:**

- All medical forms and insurance cards completed, signed, and submitted
- Copies of all medical forms made and saved
- Camper Personal History Form submitted

### **Friday before each week the day camper will attend:**

- (Day Camp only) Coaching Period Request Form submitted

### **By Time of Camper's Arrival:**

- "Camper Code of Conduct" (located at the back of the handbook) read and discussed with camper
- Copies of medical forms brought to camp

# CAMPER CHECKLIST

## Before You Come to Camp:

- Have you packed carefully?
  - The items on our “Strongly Recommended” packing list?
  - Clothes for all types of weather?
  - Do you know where your bathing suit is, for your swim test? (keep this separate from the rest of your luggage so you can take your test while you wait for your luggage?)
  - Have you clearly labeled your important belongings?
- Have you read through the Camper Code of Conduct (located at the end of this handbook) with your parents?
- (Resident Camp): Do you have addresses, to write to your friends and family?
- Have you thought about what coaching periods you want to try?
- Are you excited to make new friends, and to see old ones?

## RESIDENT CAMP BUS PICK-UP/DROP-OFF LOCATIONS AND TIMES 2016

### Bus Schedule:

Session Dates	Bus Pick-Up Date	Bus Drop-Off Date
Session 1: 6/25-7/8	Sunday, 6/25	Sunday, 7/9
Session 2: 7/9-7/22	Sunday, 7/9	Sunday, 7/23
Session 3: 7/23-8/5	Sunday, 7/23	Sunday, 8/6
Session 4: 8/6-8/19	Sunday 8/6	Saturday, 8/19

- Campers taking the bus home after sessions 1-3 will leave on a Sunday, even though sessions end on Saturday.\*

### Bus Locations:

Area Pick-up	Time	Address	Phone #
Fairfield: Fairfield YMCA	10:00 AM	841 Old Post Road Fairfield, CT 06824	(203) 255-2834
Bridgeport: Bridgeport YMCA	10:30 AM	850 Park Ave Bridgeport, CT 06604	(203) 334-5551
Greater Boston Area	10:30 AM	615 Washington St Brighton, MA 02135	(617) 782-3535
Manhattan: 92nd St Y	10:30 AM	1395 Lexington Ave New York, NY 10128	(212) 996-1100
White Plains: White Plains Family YMCA	10:30 AM	250 Mamaroneck Ave White Plains, NY 10605	(914) 949-8030

**\*\*\*COPIES OF THE MEDICAL FORMS MUST BE BROUGHT WITH YOU IN ORDER TO BOARD THE BUS!\*\*\***

## **DAY CAMP –BUS PICK-UP/DROP-OFF LOCATIONS AND TIMES \***

(subject to change)

<b>Town</b>	<b>Location</b>	<b>AM Pick-up time</b>	<b>PM Drop-off time</b>
<b>Route 1:</b>			
Austerlitz	Fire Department	8:05 AM	4:45 PM
Hillsdale	Taconic Lawn & Garden	8:20 AM	4:30 PM
Mount Washington	Church	8:50 AM	4:10 PM
<b>Route 2:</b>			
Stockbridge	Lot behind Red Lion Inn (skate park)	8:00 AM	4:55 PM
Great Barrington	Kmart/Price Chopper	8:15 AM	4:40 PM
Great Barrington	Big Y	8:25 AM	4:30 PM
<b>Route 3:</b>			
Salisbury	White Hart Inn	8:00 AM	5:00 PM
Sheffield	Post Office	8:20 AM	4:30 PM
South Egremont	Fire Department	8:40 AM	4:20 PM

- **If you would like your camper to use transportation, please indicate this on your registration form, or submit written authorization to our camp office at least one week in advance.**
- **This schedule is subject to change. Parents will be notified via phone, mail, or updates sent home with campers.**
- **Locations may be added if there is sufficient interest; please contact our office at (413) 528-1227 to express interest in additional locations.**

## **DIRECTIONS TO YMCA CAMP HI-ROCK**

Please note: GPS may lead you astray on your way to Hi-Rock. These directions may differ from online websites because they follow the clearest and best-marked routes. Please bring these directions along even if you plan to rely on GPS or Internet based directions such as [googlemaps.com](http://googlemaps.com) or [mapquest.com](http://mapquest.com)

**From Fairfield County and Points South:** Drive north on Rt. 8 until the expressway ends. Turn right on Rt. 44, west through Winsted to Canaan. Take Rt. 7 North to Sheffield, MA. Proceed through the town of Sheffield. About 200 yards past the sign for "The Bridge\_ Restaurant (on the right), take a diagonal left onto Egremont Road, to the town of South Egremont. At the town center, take a left onto Rt. 23. Proceed through the town of South Egremont and turn left onto Rt. 41, just past the U.S. Post Office (on the right). Then follow directions posted below.

**From Hartford and Points Southeast:** Go west on Rt. 44 from Hartford to Canaan. Take Rt. 7 North to Sheffield, MA. Proceed through the town of Sheffield. About 200 yards past the sign for "The Bridge\_ Restaurant (on the right), take a diagonal left on to Egremont Road to the town of South Egremont. At the town center, take a left onto Rt. 23. Proceed through the town of South Egremont and turn left onto Rt. 41, just past the U.S. Post Office (on the right). Then follow directions posted below.

**From New York City and Points Northwest and Southwest:** Take I-684 North to Brewster, NY, where I-684 turns into Rt. 22. Continue on Rt. 22 to Hillsdale. In Hillsdale, go east on Rt. 23 to South Egremont, MA. Turn right on Rt. 41 (if you reach the U.S. Post Office, you have missed the turn). Then follow directions posted below.

**From Boston and points Northeast:** Take the Mass. Pike (I-90) to exit 2 for Lee, MA. Proceed on Rt. 102 to Stockbridge and Rt. 7 South. Stay on Rt. 7 South through the town of Great Barrington. As you exit Great Barrington, stay in the right lane. Turn right onto Rt. 23 (at traffic light) and continue about 5 miles to South Egremont. At the town center, bear left on Rt. 23. Proceed through the town of South Egremont and turn left onto Rt. 41, just past the U.S. Post Office (on the right). Then follow directions posted below.

**To get to camp from the town of South Egremont:** At the town center, drive west on Rt. 23. Proceed through the town of South Egremont and turn left onto Rt. 41, just past the U.S. Post Office (on the right). Take an immediate right onto Mt. Washington Road and continue up the mountain for approximately 9.5 miles. The YMCA Camp Hi-Rock driveway is at number 162 East Street on the left hand side of the road, opposite the Mt. Washington State Park, and is clearly marked. The camp driveway is a dirt road and is about 2 miles long.

**Please remember, this is a children's camp. PLEASE DRIVE SLOWLY!**

## YMCA CAMP HI-ROCK CAMPER CODE OF CONDUCT

Dear Campers, Parents, and Guardians:

Camp Hi-Rock is a very special community where our mission is “to challenge and nurture the individual, build self-esteem, instill leadership and social skills, strengthen the body, lift the spirit and sharpen the mind.” The following are standards we have established to sustain an environment in which every member of the Hi-Rock community can feel welcome and respected. We aim to promote the YMCA Character Values of caring, honesty, respect and responsibility in all aspects of our program, and to provide an atmosphere of freedom and a sense of fellowship and enjoyment for all. We ask that all campers and parents/guardians read this code together before arriving at camp.

### **RESPECT**

- Campers will be respectful, cooperative and will contribute positively to the experience of fellow campers.
- Campers will be careful that their actions won't hurt other campers' feelings or hurt them physically, either intentionally or accidentally.
- Campers will leave rocks, sticks, and soil on the ground (except when gathering sticks for a campfire).

### **PERSONAL SPACE AND PROPERTY**

- Campers will only enter their own cabin and their own unit.
- If campers need to enter their cabin between coaching periods, they will only do so accompanied by a counselor.
- Other than their own cabin, campers will only enter buildings on camp where they have an assigned activity.
- Campers will be respectful of the personal property of other campers/staff and will only borrow property with clear, expressed permission from the owner. Any borrowed property will be returned at the agreed upon time.
- Campers will be respectful of camp property.
- Campers will never mark, deface or destroy camp or personal property or nature.
- Campers will only sit on or lie in their own bed.
- Campers will leave all pets at home rather than bringing them to camp.
- Campers and LITs will be transported to camp and will not bring their own vehicles.

### **EXPRESSION**

- Campers must be respectful in their expression through apparel, language, gestures, or writing, without being profane, obscene, humiliating, degrading, threatening, harassing, hateful, or in any way offensive in reference to race, religion, ethnicity, nationality, gender, orientation, culture, ability, or belief.

### **MEDICINE**

- Campers must keep prescription or non-prescription medicine at the infirmary with the nurse and not in their cabins or on their person. All medications must be turned into the camp nurse during Check-In and will be administered by the nurse. Any special circumstances must be cleared by the nurse during Check-In.

### **ELECTRONICS**

- All technology items, such as TVs, cell phones and handheld video games, are banned from camp with the exception of cameras. **Cell phones with camera capabilities are not permitted to be used as cameras, even if the other capabilities of the phone have been turned off.** Although rare, exceptions allowing personal music listening devices must be approved in advance by the Executive Director. Such equipment will be confiscated and returned to parents upon departure. Hair dryers are allowed.

- Only one piece of electronic equipment may be plugged in per electrical outlet. Power strips or other devices may not be used to add additional pieces of equipment.

### **VALUABLES**

- All valuables are brought to camp at your own risk. We do not recommend that you bring valuables or expensive clothing to camp.
- All cash should be deposited into the camp store upon arrival or turned in at the office.
- Camp is not responsible for the theft of or damage to any personal property.

### **DANGEROUS PROPERTY**

- Campers may not possess knives, weapons, fireworks, aerosol cans, matches, or lighters at camp.
- Campers may not possess tobacco products, alcohol, or other illegal substances at camp.
- Dangerous property will be confiscated if brought to camp and may result in the camper's expulsion from camp.

### **PRANKS**

- Pranks are only allowed if approved by the Assistant Camping Director or the Executive Director.
- No prank will be allowed which is emotionally hurtful, compromises safety, involves trespassing within someone's personal space, or is destructive or wasteful of personal or camp property.

### **BOUNDARIES**

- Campers will report to and stay within the program area to which they are assigned at all times.
- During Free Time, campers will stay within the limits of the camp grounds described on check-in day unless accompanied by a counselor.
- Campers must stay in their cabins from the end of evening program to wake-up call except to use the bathroom.
- Campers will only enter the areas of the waterfront, ropes course, climbing tower, ski dock, or the riflery, BB, or archery ranges when under the supervision of a staff member.
- No campers shall ever enter the lake at any location other than the waterfront or ski dock.

### **SAFETY**

- Campers will comply with all rules. General safety rules will be introduced on check-in day. Safety rules specific to a program area will be introduced before campers use that program area.
- Campers will protect their feet by wearing closed-toe shoes or sneakers at all times. Flip-flops (and bare feet) will only be worn at the waterfront, inside the cabin, and in the shower house.

### **PHYSICAL DISPLAYS OF AFFECTION**

- Physical displays of affection or of a romantic nature are not allowed under any circumstances.

### **PHONE**

- Campers may not use the phones at camp, nor may they receive phone calls. All phone messages will be passed along through the staff.

### **FOOD**

- Campers may not store or eat food in their cabin at any time as it attracts unwanted animals and insects.

### **SWIMMING**

- All campers must take swimming lessons unless their parent/guardian signs a waiver during check-in or the camper passes the Green swimmer swim test.

