



Camp Tockwogh Parent Handbook

Summer 2023



24370 Still Pond Neck Road Worton, MD 21678

410-348-6000

This handbook should be used as a tool in preparation for your child's experience at YMCA Camp Tockwogh, and is intended for use by traditional, mini, and Tickwogh campers. Please read it in its entirety!

Table of Contents

PAGE 3	Camper Behavior Contract
PAGE 4	Required Forms
PAGE 5	Optional Information
PAGE 6-7	Conversations to have with your Camper
PAGE 8	Communication with your Camper Lost & Found
PAGE 9	Camper Health & Wellness
PAGE 10	Payment & Refund Policy

As participants at YMCA Camp Tockwogh, you have the opportunity to interact with a variety of people. This is a unique chance to exercise a new level of independence without parental authority. It also means increased responsibility representing your family, YMCA Camp Tockwogh, and most importantly, yourself. This behavior contract is designed to allow you the greatest opportunity while outlining your most important responsibilities to ensure a fun time!

CAMPERS & PARENTS

Please read over the rules below very carefully. When you are sure you understand these guidelines, expectations, and the consequences associated with them, you will sign on the Campwise Portal.

- In keeping with the YMCA mission, appropriate behavior is expected of all participants in summer camp programs. Behavior that conflicts with YMCA values will be addressed in a nature appropriate to the disruptive behavior and is at the discretion of the YMCA staff and directors.
- The use or possession of alcohol, tobacco, weapons, fireworks, any controlled substances, including e-cigarettes & vape pens, or body altering tools/substances (hair dye, tattoo guns, piercing kits), foods with peanuts, and medications not checked in with the nurse by any participant will result in expulsion from the program.
- Criminal behavior of any sort will not be tolerated. This includes the unauthorized use or theft of the property of any YMCA Camp Tockwogh program participant or staff member. Also, negligent use or destruction of property, damage or theft to program vehicles, equipment or any site visited can lead to expulsion from the program for the remainder of the summer, this also includes pranks of any kind.
- Appropriate and respectful interactions with program participants and YMCA staff are at the core of the YMCA mission and essential to having a successful program experience. Non-YMCA patrons will also be treated in a manner that is consistent with the YMCA mission.
- To truly 'disconnect to reconnect' at YMCA Camp Tockwogh's summer programs, no cellphones or screened devices will be brought to camp. If found, they will be confiscated and locked in the office until check-out day.
- As a program participant you will have a daily schedule to follow. Part of your growth at YMCA Camp Tockwogh includes responsibility and independence. If you are not where you are supposed to be at any time your parent/guardian may be called and you may be removed from the camp program.

CAMP DISCIPLINARY POLICY

It is the responsibility of the YMCA to ensure each person's right to achieve goals within the camp setting. In order to do so, the YMCA requests the understanding and application of this proactive disciplinary policy.

- Every person has the right to be safe and healthy within his or her environment, including the following:
 - Security and privacy of personal items
 - Freedom from verbal, physical, mental abuse, and harrassment
- Every person has the right to an opinion, and to be heard in a constructive and positive manner.
- Every person has the right to be respected and treated fairly in a civilized manner.
- Every person has the right to grow in spirit, mind and body and is equally valued and important to the YMCA. It is implied that these rights apply to all individuals, campers, staff and parents alike. If a person infringes on another's rights, the YMCA staff will take action to remedy the situation.
- YMCA staff will do their best to redirect any misbehavior & resolve any issues to achieve a positive outcome for all involved. Parents will be notified if issues arise regarding camper behavior. YMCA Camp Tockwogh reserves the right to suspend or terminate the camper from our program. If a camper is dismissed from the program, they must be picked up from YMCA Camp Tockwogh property within 2 hours. It is under YMCA Camp Tockwogh's discretion if an expelled camper can return to camp the following year.

CAMP FEES WILL NOT BE PRORATED OR REFUNDED FOR BEHAVIORAL DISMISSAL

THIS FORM IS TO BE SIGNED ONLINE IN THE CAMPWISE PORTAL

PHYSICIAN MEDICATION ADMINISTRATION AUTHORIZATION

Required, by the State of MD, for campers bringing ANY medication or vitamin to camp (prescriptions, over-the-counter, vitamins, epi-pen, inhaler, ointments). This must be completed in detail & signed by the physician as well as parent/guardian. Upload completed form to your camper's Campwise account.

INSURANCE CARD

This is required for all campers. Include a legible copy of the front and back of your camper's health insurance card. If you have a separate prescription medication card, please include this as well. This must be uploaded to your camper's Campwise account.

HEALTH HISTORY- PARENT TO COMPLETE

Parent/guardians provide camp with health history and current health information. By signing this form, you give camp permission to seek treatment for your camper if needed. This is the information we rely on for healthcare needs. This form can be found on Campwise.

CAMPER PROFILE SHEET

This helps the camper's cabin counselor(s) familiarize themselves with your child. It is important to be as detailed as possible when completing this form to ensure a positive experience for your camper. This form can be found on Campwise.

DISCLAIMER & ACKNOWLEDGEMENT

Guardians will sign off that they understand the refund, release of Liability, Medical Insurance, and marketing policies. This form can be found on Campwise.

PARENT HANDBOOK & BEHAVIOR CONTRACT ACKNOWLEDGEMENT

Verifies that you have read and understand the content in the Parent Handbook and that you have reviewed the Behavioral Contract with your child. This form can be found on Campwise.

All forms are due by May 1st

No child will be permitted to stay at camp without proper health forms on file and a negative Covid test regardless of vaccination status

CABIN MATE REQUEST

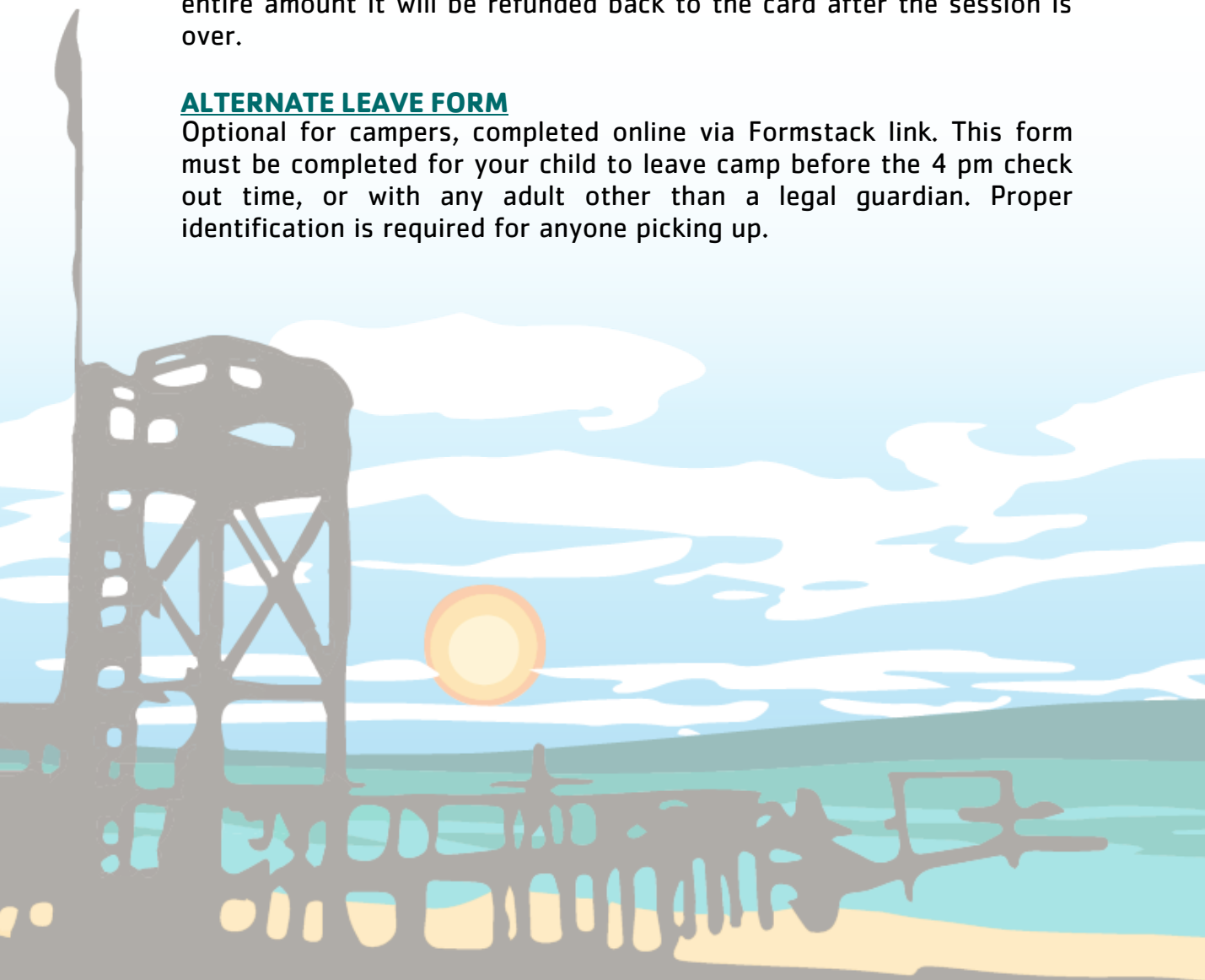
THIS IS NOT A GUARANTEE, but parents may enter a request. It is limited to one friend. The campers must be in the same village and attending the same session, and the request must be mutual (submitted by both camper's parents). All requests must be entered at least two weeks before the start of the session in order to be honored. Campers are housed in either a cabin or lodge depending on the village and number of campers. The villages are grouped by gender and grade completed. Verify that your camper is in the correct village in the Campwise system (Sioux, Ute, Iroquois, Chickasaw, Navajo, Algonquin, Pawnee, Cherokee).

CAMP STORE ALLOWANCE

This is set up on your camper's Campwise account prior to their camp session. We recommend \$75 per session. Without this, your child will not be able to purchase items from the camp store. Items for sale include: T-shirts, sweatshirts, water bottles, stamps, etc. Campers will visit the camp store once a week. If your child does not spend the entire amount it will be refunded back to the card after the session is over.

ALTERNATE LEAVE FORM

Optional for campers, completed online via Formstack link. This form must be completed for your child to leave camp before the 4 pm check out time, or with any adult other than a legal guardian. Proper identification is required for anyone picking up.



We will take every possible measure to ensure that your child has a safe, positive camp experience, but we cannot guarantee it. However, with your help, our success rate can and will be high. The following includes topics and suggestions of discussions we would like for you to have with your child. Camp Tockwogh reserves the right to search any camper's belongings if camp leadership deems necessary.

WEAPONS

Campers may not bring any weapons with them to camp. Knives/pocket knives, guns, clubs, or any other item that can be used to harm another individual are prohibited. Campers found in possession of these items will be sent home. Any camper that uses any object as a weapon to harm another individual will be sent home. YMCA Camp Tockwogh may also file a report with the appropriate authorities in these cases.

ALCOHOL, TOBACCO & DRUGS

The possession and/or use of any type of alcohol, tobacco or drugs are prohibited, including e-cigarettes and vape pens. Campers found using, being under the influence of, or in possession of these items will be sent home. YMCA Camp Tockwogh may also file a report with the appropriate authorities in these cases.

CAMPERS AND STAFF INTERACTIONS

It is important that all of our campers feel safe while at camp (physically & mentally). It is the responsibility of each individual camper to treat others in a manner consistent with the values emphasized at YMCA Camp Tockwogh (Caring, Honesty, Respect, Responsibility, and Inclusivity). It is each individual's responsibility to behave appropriately. The rule or question we give our staff in order to help them determine what is appropriate vs. inappropriate behavior is: Would they be doing/saying the same thing if their parent were present or if they were at school? Talk to your child about this rule. If they feel as if their parent or their principal would not approve they need to let someone else know what was done or said.

YMCA Camp Tockwogh will work with campers having a hard time adjusting to camp life. However, if your child's behavior is causing serious ongoing disruptions to others they will be sent home. Please see our Cancellation and Refund Policy.

RELATIONSHIPS WITH CAMPERS AND EMPLOYEES

Employees and volunteers are not permitted to socialize with program participants outside of YMCA programs, even if the participant is 18 years of age. This includes babysitting, private lessons, and sleepovers. At times, campers may want to stay in touch with their counselor after the camp season has ended. YMCA Camp Tockwogh staff may not call, message, or talk via social media to any YMCA participant, including but not limited to Facebook, Instagram, Twitter, Snapchat, and TikTok.

Camp staff may write or e-mail campers, but all correspondence should be addressed to the parent's attention. Parents should be aware of and monitor all such correspondence. Parents should preview any letters or notes before passing information on to the child. YMCA staff will respect parental decisions related to this matter. The camp director should be contacted if clarification of this policy is needed. Staff may not transport campers in their personal vehicles at any time. Parents should not ask staff to drive their camper home under any circumstances. Advance arrangements should be made to ensure campers are picked up on time.

CAMPER SOCIAL NETWORK POLICY

If your camper is on Facebook, Twitter, Snapchat, Instagram, TikTok, or uses the internet for other social networking and chooses to mention their camp experience, it is our hope that they will represent themselves in a positive light as well as the YMCA and YMCA Camp Tockwoh. No camper should use the internet to defame, bully, or otherwise harass another camper or staff member.

Campers and staff should not “friend” and/or “follow” one another or communicate online. Posting and/or tagging pictures of other campers/staff without their permission is also not permitted. If it is brought to our attention that your camper is doing these things, we will contact you and expect the inappropriate material be removed. We highly recommend speaking with your camper about these expectations and helping them set the security preferences on their profiles to ensure their online presence is only accessible to their friends and family.

MISSING HOME

Being away from home for an extended period of time can produce anxiety for children and their parents. The following information will offer preventative measures and possible coping strategies.

It is not unusual for a child to express feelings about missing home through a letter mailed home in the first few days of camp. Our staff is trained to handle these situations, and the vast majority of these campers overcome their fears in the first few days of camp. If your camper continues to miss home, we will call and ask for advice. If you feel that it is necessary to talk with someone at camp, one of the leadership staff or camp directors will be available to discuss the situation with you.

It is our strong belief that the summer camp experience is an invaluable resource for children on their way to becoming healthy adults. At camp, children learn to problem-solve, make social adjustments to new and different people, take responsibility and gain new skills to increase one’s self esteem. The goal of camp is to provide a fun learning experience for children while assisting in their growth and development in a safe environment.

It is important that you set realistic expectations. The following are some helpful tips for parents:

- Do not tell them you will pick them up if they do not like camp
- Discuss what camp will be like well before your child leaves, acknowledging feelings
- Brainstorm with your child about ideas they might have to take care of themselves if they start to miss home
- If possible, visit camp prior to attending
- During drop off, keep your parting brief and pleasant so that your child does not become upset about your departure.
- Visit www.summertimehandbook.com for more helpful hints

CELLPHONE/ELECTRONICS WHILE AT CAMP

YMCA Camp Tockwoh is a no screens camp (phone, tablets, watches, etc.). Make sure your camper understands they will be without any of their devices for the entirety of their stay. If they are caught with their device, it will be confiscated & locked away in the Administration Building until a parent/guardian picks it up on check-out day.

BUNK 1

The method for communicating with your camper during their stay is through "bunk notes" & "bunk replies" using a service called Bunk1. "Bunk notes" are one-way electronic messages, similar to emails, that get printed and delivered to campers daily. You are able to purchase "bunk replies", which gives your camper the option to write a handwritten note back to you, which then gets scanned & sent to your Bunk1 account. To participate, you will pay directly on the Bunk1 website, www.bunk1.com. For the safety of your camper, parents/guardians have control over who emails your camper.

You can also access secure online photo galleries taken during your camper's session. For safety reasons, you must register on the Bunk1 website & provide an "invitation code" to have access to YMCA Camp Tockwogh's photo albums. Albums are sorted by session and will also require a password that is specific to the session your camper is attending. The access code & password will be provided by the camp director in an email before the session begins.

CAMPER & PARENT PHONE CALLS

Campers are not permitted to make or receive phone calls during their stay. The camp directors are available to campers should they wish to discuss anything. If an issue arises, we will contact you on behalf of your camper and collectively decide the best course of action. We will contact you in the event of an emergency.

The phone in the main office at YMCA Camp Tockwogh will be answered between 8 am and midnight. Parents may call camp in the event of an emergency. If you wish to know how your child is doing while at camp, you are able to contact the camp office and request a call back from the parent liaison. A return call will be made to you as soon as possible.

CAMPER MAIL & PACKAGES

Mail is delivered Monday - Saturday. Please note that because of our rural location, at times, the mail is not timely. YMCA Camp Tockwogh is not responsible for lost, damaged, or delayed mail. Pre-written letters & care packages can be dropped off at the post office during check-in. Please indicate on the letter or box what day you would like for it to be delivered.

ADDRESS ALL PACKAGES IN THE FOLLOWING MANNER

YMCA CAMP TOCKWOGH
CAMPER'S NAME
VILLAGE & CABIN (given at check-in)
24370 STILL POND NECK ROAD
WORTON, MD 21678

VISITORS

There are no visitation days during camp sessions.

LOST AND FOUND

We suggest you send your camper with only old clothes & write their name on all of their belongings. Lost and found items are displayed between the tennis courts & administration building during the camp session and on checkout day. We strongly urge you to check this area, as well as the cabin, to ensure your camper has all of their belongings prior to departure. YMCA Camp Tockwogh is not responsible for any lost items. Items left at camp can be mailed at the parent/guardian's expense. Please note that it can take anywhere from 2 days to 2 weeks to get back to you about lost and found items. Unclaimed items are donated to a local shelter at the end of the summer.

WELLNESS CENTER & STAFF

The Wellness team is comprised of registered nurses who are on site throughout each session as well as 3 other staff members who are trained as Certified Medication Technicians. They live in the Wellness Center & are available 24/7. The wellness team will make all efforts to contact parents/guardians if your camper needs to be taken to an off-site medical professional or the hospital, or is in the Wellness Center for 24 hours. Emergency equipment on site includes EpiPens, AmbuBags, Oxygen, Narcan, and AEDs. YMCA Camp Tockwogh is licensed through the state of MD and is accredited by the American Camp Association.

MEDICAL TRAINING FOR OUR STAFF

Staff participate in various & extensive safety training workshops which include: CPR, First Aid, Ellis Lifeguard Training & the use of an AED. All power boat drivers are licensed through the state of MD.

YOUR CAMPER'S WELLBEING

Parents/guardians contribute to our ability to be prepared for your camper's health & safety by thoroughly completing & submitting the health history & camper profile sheet by May 1st. Campers must have complete health history forms before they can attend camp. We require that you update us in writing of any changes from the original form with regard to travel out of the country, exposure to, or infection with any communicable illness, or any injuries or other changes to your camper's health which could potentially impact their stay with us. Please take the time to familiarize yourself with all of the Parent Handbook as well as the activities we offer so you can notify us of any restrictions or provide any information that will help us provide the best care of your camper.

Our goal is to meaningfully include all youth & provide accommodations in our programs when needed. To help us achieve this goal, we respectfully ask parents/guardians to inform us, prior to the start of the program, of any special circumstances which may affect your camper's ability to participate. By providing information regarding the strengths & needs of your child, the staff can prepare helpful accommodations which will better serve all children in our programs. Upon being informed of such circumstances, a staff member may request to discuss the accommodations that can be created to successfully include your child.

BRINGING MEDICATION TO CAMP

All medications must be in the original pharmacy labeled containers, which must exactly match the Medication Administration Authorization form, signed by both the doctor & parent/guardian. For example, if your child has an inhaler, it must be in the original pharmacy box with a pharmacy label on it. Parents/guardians must check in ALL MEDICATIONS, including prescriptions, over-the-counter drugs, vitamins & creams with the nurse on check-in day. Any self-carry rescue medication must be checked in by both parent/guardian & the camper. If left at camp, medications are not able to be mailed home.

MEDICAL INSURANCE/MEDICAL COSTS

Parents/guardians are responsible for medical insurance coverage for their child while at camp. If needed, it is expected that you will make arrangements with your insurance company prior to arrival. Pre-existing health issues are the responsibility of parents. All medical bills & expenses are the responsibility of the camper's family. If it is necessary for your camper to be sent off-site for a doctor visit & an insurance card has not been uploaded, camper will be sent to the urgent care & billed as self-pay.

CAMP PSYCHOLOGIST

Licensed psychologist, Dr. Regan H. King, has been contracted to provide supportive services to any camper who may be in need. He is available at the Dining Hall during check-in if you have any questions or concerns. In the event of greater need or emergency, you will be contacted by camp administrative staff for further discussion.

MAKING PAYMENTS

Payments should be made in the Campwise system with any major credit card. Checks are also accepted and can be mailed to camp for payment.

FINAL PAYMENT

Final payment is due on May 1st. If registering after May 1st, payment in full is due at the time of registration. If final payment has not been made by May 1st, YMCA Camp Tockwogh reserves the right to charge the card on file for the balance due on May 2nd.

PAYMENT PLANS

This can be requested by completing the form on Campwise titled "Additional Information Form." Once this is requested, camp staff will set up the payment plan on the account for equal payments to be charged on the first of the month through May 1st. Your initial \$300 deposit will go towards the balance. The sooner you enroll, the more time you have to spread out your payments!

CANCELLATION/REFUND POLICY

DATE OF CANCELLATION	POLICY
Before March 1, 2023	Full refund less a \$75 processing fee
March 1-April 30, 2023	Full refund less \$300 deposit/\$35 for Mini Camp
May 1, 2023 & After	No refund given (except for medical reasons that would preclude them from participation. A doctor's note must be provided)

LATE CANCELLATIONS

If cancellation is made after May 1st, a refund will only be awarded if there is a verifiable emergency which will make it impossible for your child to attend camp. You must submit a written notice and call the camp immediately. The amount of the refund will be determined by the Executive Director.

DISMISSAL FROM CAMP

- If the child leaves camp due to medical conditions or they have been seen by our camp healthcare professional or been taken to the hospital, written notice from the doctor must be provided before any refund/credit will be considered
- In the event of a communicable disease outbreak during a session, the state of Maryland mandates that campers who are not up-to-date on their vaccinations for that disease be excluded from participating

NON-REFUNDABLE DISMISSALS

- If a camper arrives without health history, or an undisclosed condition that requires dismissal
- If a camper must be sent home due to a break in the YMCA Camp Tockwogh Behavior Contract. YMCA Camp Tockwogh reserves the right to dismiss any child who displays unreasonably bad behavior