



# 2017 Parent Guide

## YMCA Camp Gorham

### CHECK IN & CHECK OUT

#### Sunday Check-in

Check in will begin at 1:30 and concludes at 3:00 PM. Families arriving early will be asked to wait at our main gate; the jumping pillow, camp store and bathroom facilities will be open. Please remember Camp Gorham does not allow pets on property, even on opening day. If you are planning on arriving after 3:00 PM please contact the camp office, 1-888-518-5671. Please plan one hour for check in. After meeting the Executive Director, you will be directed either to the office, Health Lodge or your child's cabin. If directed to the office you must stop there first to complete the necessary paperwork for your child to attend camp.

Upon Arrival you will at our front gate:

- Meet the Executive Director, Anne Thornton
- Meet the Camp Director, Brian Dana
- Receive your security pass
- Be asked if your camper has a cell phone and to take it home if so (please see our cell phone policies)
- Receive your camper's cabin, table family and specialty track assignments
- Receive your camper's security pass
- You then will be directed to your camper's cabin; you may drive slowly to their cabin

At the office you will:

- Meet the Associate Executive Director, Jackie Rudolph
- Complete any needed paperwork
- Open your camper's store account if not done in advance
- Settle a balance

At the Health Lodge:

- Meet with the Nurse, turn in your camper's medications in the original container

At the cabin you will:

- Meet your child's great counselors
- Share your expectations
- Unload your child's gear (actual bed will be picked by campers once all children in the cabin have arrived)

#### Security Pass

A security pass is issued to each camper parent at check-in with cabin assignments. This card must be presented to your camper's counselor at check out in order for your camper to be released. By giving this card to someone else, you are authorizing him/her to pick up your child. Parents without a security pass report to the health lodge with identification to be positively identified before picking up their camper at their cabin.

#### Saturday Check-out

Check out is between **10:00 AM – 12:00 PM** on June 30, July 15, July 29, August 12 and August 19. If you need to make special pick up arrangements please call the camp office. Campers will be waiting in their cabins.

Please plan to spend approximately one hour at check out. The process includes:

- Greeted by the Executive Director at the main gate, camper cabin photos will be given out at this time.
- Parents present security passes with photo id for the campers they are picking up to their counselors. If parents do not have the pass they will report to the health lodge at Oak Hall with photo id.
- Pick up child and belongings at the cabin.
- Camp Store will be open for purchases. Unused camp store balances will be donated to our Annual Campaign for camper scholarships.
- Lost and Found will be displayed at the dining hall.
- Pick up any medications at the health lodge.
- Camp Gorham invites families for a family barbecue at our dining hall from 10:30 am to 12:00pm.
- Camp's water skiing and equestrian programs will be available for campers wishing to show parents their new skills.

#### Camp Week

- Our camp sessions run from Sunday afternoon to Saturday morning. *Except for Camp Corral which runs Sunday – Friday.* Campers may register for the Saturday night stay-over at no charge if they wish to stay for an additional session. Any camper who is staying for consecutive sessions will automatically be charged a laundry fee of \$20.

### **Camp Gorham Contact Details**

Phone: 315-357-6401 or 888-518-5671

E-mail: [campgorham@rochesterymca.org](mailto:campgorham@rochesterymca.org)

Website: [www.campgorham.org](http://www.campgorham.org)

Facebook: YMCA Camp Gorham

If you have any questions or concerns, please call. Communication is very important to us. We like to hear from you!

### **Camp T-shirt, Village Photo & Water Bottle**

All campers will receive a Camp Gorham t-shirt and camp photo as part of registration. The camp T-shirt will be given to each camper after check in. Those campers attending our Saturday overnight program will receive a water bottle at that time. Water fountains can be found around camp for use during in camp activities. The camp photo will be given to parents at the end of their child's stay.

### **Cell Phone Policy at Camp Gorham**

Camp Gorham is a cell phone free zone. We believe in unplugging and connecting with nature, each other and Gorham's staff. All campers will be asked at check in with their parents if they have a cell phone, then it will be sent home with the parents. Any camper cell phone found at camp will be turned into the main office and returned at the end of the session. Camp Staff is not permitted to exchange cell phone information with campers.

### **Communications**

We encourage parents to write letters to their campers. Mail is delivered to campers each day in the afternoon. We also provide campers with a stamped postcard each week to send home. Not hearing from your child probably means they are having a great time! For younger campers it is a good idea to send preaddressed and stamped envelopes so ensure delivery home.

Letters should be addressed in the following manner:

Camper name – Cabin name  
Camp Gorham  
265 Darts Lake Road  
Eagle Bay, NY 13331

E-mail: Bunk1.com is a service that allows parents to send one-way e-mail to campers daily. Please visit the Gorham website to set up an account. Information and passcode will be distributed at check-in.

The Executive Director will be sending an email to parents regarding each village's experience midweek. This replaces our "parent postcard". We are excited about using updated technology so that parents may hear about the camp experience in a timely fashion. Also pictures will be uploaded on Facebook each day so parents may get a look at all our fun.

### **ACA Accreditation**

Camp Gorham is proud to be an American Camp Association (ACA) accredited camp. The ACA nationally recognizes over 400 high standards in health, safety, and program quality.

### **CHA Accreditation**

Camp Gorham's equestrian program and facility are accredited by the Certified Horsemanship Association (CHA). The CHA provides the accepted Standards for Equestrian Programs. CHA requires accredited members meet standards for safety, education and animal welfare through a detailed process which examines the site, program content, staff qualifications and equine management.

### **Camp Inspection**

Camp Gorham is licensed to operate as an overnight camp by the New York State Department of Health. Camp is inspected three times annually. Reports are filed with the Herkimer County Department of Health, as well as Camp Gorham.

## **CAMP PREPARATION**

### **What to Pack**

Please review the following list as you make decisions about packing for camp. This list is based on a 2-week stay at camp. Those staying longer or for only a 1-week session, should adjust accordingly. Please label items with your camper's name to help us return lost items to them.

- 10 T- shirts (as much in your village color as possible, please do not make special purchases)
- 4-6 Pairs of shorts (enough for length of stay)
- 2 Pairs of sweat pants
- 2 Sweatshirts, heavy sweaters or medium weight jackets
- 4 Pairs of jeans or long pants (enough for length of stay)
- 3 Pairs of wool or synthetic socks
- 14 Pairs of regular socks and underwear
- 2 Swim suits (GIRLS - if 2-piece, please make sure it is modest)
- 2 Pairs of warm pajamas
- 2 Pairs of tennis shoes/sneakers - low top or boater style (1 pair to remain dry and 1 pair to get wet.)
- Comfortable boots for hiking (shoes w/good ankle support are fine)

- Boots with a heel for horseback riding as cabin groups (hiking boots are fine)
- Shower sandals
- Slippers for cabin wear
- Baseball hat/bandanna for sun protection
- Sunglasses
- Raingear (poncho or rain jacket)
- 3 Towels/washcloths
- Pillow, blanket and sheets (single bed size)
- Sleeping bag (for use on overnights)
- Day pack (book size backpack for use on overnights)
- Toiletries (toothbrush/paste, soap, deodorant, tissues, shampoo, comb, brush, etc.)
- Lip balm/lotions (sunscreen, insect repellent - non aerosol)
- Water bottle
- Flashlight/extra batteries
- Camera/film
- Laundry bag
- Nice outfit for closing banquet. Collared shirt for boys, skirt or dress for girls.
- Riding boots or boot with pronounced heel (campers registered for horseback riding lessons)

Please leave at home:

- Cell phones (if a camper possesses a cell phone at camp it will be kept in the main office until check out)
- Knives or weapons
- Animals
- Walkie Talkies
- Fireworks/firearms
- Illegal drug/alcohol
- Items of high personal or monetary value

### Camp Structure

Camp Gorham campers are divided into Villages, based on age and gender of camper. Each Village has a color; campers are encouraged to bring clothing in their villages color for special events at camp.

- Adirondack: Girls ages 7–12 • Village color = Green
- Frontier: Girls ages 13–16 • Village color = Yellow
- Big Moose: Boys ages 7–12 • Village color = Red
- Lumberjack: Boys 13–16 • Village color = Blue
- Teen Adirondack Guides: Co-ed aged 14- 15 • Village color = Tie-Dye Black (campers will be given a logo white shirt to dye)
- Xtreme TAG: Co-ed aged 15 – 16 Village color = Tie-Dye (campers will be given a logo white shirt to dye)
- Counselor in Training: Co-ed aged 16–17 • Village color = Sky blue
- Adventure Trips: Co-ed 13–16

*(Frontier campers may be housed in Waterfront cabins or our High Peaks Village.)*

Our staff-to-camper ratio is age specific according to American Camping Association and NYS Health Department guidelines.

### Forms

Please complete and return all forms prior to **May 1, 2017** by following the instructions in your Parent Dashboard. Here you can track what you have submitted and what is missing. These forms are required for every camper attending camp and must be updated annually. We strongly suggest making a copy of all forms. Please follow the instruction in your Parent Dashboard for submitting forms electronically. All forms are also available as a pdf file on Camp Gorham's website: [campgorham.org](http://campgorham.org).

**1. 2017 Medical Health History & Exam** (submit web form using your Parent Dashboard and upload one page pdf using form provided) The ACA requires a physical within **12 months of your child's last day of camp**. This form must be completed and signed within 12 months by the camper's parent/guardian and a licensed medical professional. **Your physician must authorize both prescription AND over the counter medications.**

**2. 2017 Parent Confidential Form** (submit electronically using your Parent Dashboard)

Please try to answer all questions as thoroughly as possible. We will use this information to provide the best possible experience for your child. All information is kept confidential. Please free to discuss any specifics with your camper's cabin counselor or Unit Director at check-in.

### Health & Safety

We have a well-equipped Health Center on site with a RN or LPN in charge of medications and first-aid needs 24 hours a day. To speak with our nurse on duty call 315-357-6401.

Parents will be contacted if a camper has an injury or illness that: requires staying in the health lodge for an extended period; needs medical care more than a band-aid; requires stitches; requires treatment or hospitalization at an off-site health care facility; has a fever; or that in the judgment of the Executive Director, Summer Camp Director or Camp Nurse necessitates parental notification.

**Medications:** Medications **must** be in original manufacturer's packages or we cannot dispense. **Please place all medications your camper is bringing (prescription and over-the counter) in a zip-lock bag with your child's name clearly marked on it. Your physician must authorize both prescription AND over the counter medications.** Those whose campers are riding the bus to camp are asked give their medicine bag to the Gorham staff-member assigned to the bus. Please make sure your child's prescription will last throughout your child's entire stay. All medications are kept locked in our Health Center. However, campers requiring an inhaler for breathing ailments or an Epi-pen for allergies are allowed to keep these items with them. **These are the only exceptions and require a physician's order. All medications should be picked up at the infirmary on the last session day.** By law, we are not allowed to keep camper medications for more than 24 hours after his/her departure. If your camper is riding the bus back to Rochester or Syracuse, please pick up your child's medications from the Gorham staffer assigned to the bus. Parents are contacted by our health care staff if a camper's illness or injury requires treatment by a physician. Please contact the camp office with any questions on your medical forms.

**IMPORTANT:** If you plan to be away during your child's stay at camp (i.e. vacation, business trip), please attach a separate page listing your itinerary (with dates of travel and phone numbers where you can be reached) and/or the names and phone numbers of 1 or 2 family members or friends who would be able to make decisions regarding your child's health in an emergency situation.

### **Cabin Mate Requests**

Camp is about friendships, both new and old. In order to create harmonious cabin groups we strive to mix campers so that they all have opportunity to make new friends. Camp Gorham will honor one mutual cabin mate request and the campers ages are no more than 1 year apart. Please note we will not accept multiple cabin mate requests.

### **Food Brought by Campers to Camp**

Camp Gorham does allow campers to bring or receive food in care packages. We ask that parents help us teach healthy lifestyles by not sending sugary snacks, sodas or candy to camp. We find that having "junk food" readily available is how campers will choose to fill their bellies rather than with Camp's healthy meals. Having proper nutrition during Camp's busy days is important. All camper-brought food will be stored in camp cabins, thus the quantities should remain at a minimum and sharing of food is greatly encouraged. There is no refrigeration in the cabins. **Glass containers and gum are not permitted at camp.** The camp reserves the right to remove food from cabins; parents will be contacted should this occur. Please remember campers are very excited to receive care packages. If a parent is reluctant to send a package campers have been known to send messages home that they are "starving" in order to receive goodies. Please trust that camp is feeding healthy filling meals, but if a parent does have a concern they are encouraged to call camp regarding our food service.

## **CAMP LIFE**

### **Elective Choices**

Elective period schedules are based on each camper's preference, skill level and ages. **Campers indicate their elective preferences on line prior to coming to camp.** Campers participate in 3 elective periods for 5 days.

**Campers may register for camp's water ski or horse riding lessons. These programs provide five lessons during an activity period in either the morning or afternoon. (Additional fees may apply.) Campers registering for horse riding MUST bring riding boots/shoes with pronounced heel and long pants that come to the ankle for riding. Lessons are 1 1/2 hours with equestrian staff. After assessments, riders are grouped into beginner, intermediate and advanced classes. Riding helmets are provided. No special equipment is necessary for our water ski lessons.**

### **Weekends**

Weekends are a special time at Camp Gorham where campers will participate overnight Adirondack Adventures and our "Sunday Fun Day" event. Please check our website at [campgorham.org](http://campgorham.org) for information on our Sunday Fun Day plans.

### **Saturday Adirondack Adventure Overnights**

On Saturday's during two week sessions, all campers participate in an overnight adventure so they can fully explore Camp Gorham and the Adirondacks. Typical adventures include kayaking, swimming and hiking. Campers with trained staff cook their own dinner and breakfast out on our beautiful property. Older campers may go to a local camp site for their experience. Trained, certified staff takes campers on off-site adventures. Younger campers sleep in wooden shelters and older campers in tents (supplied by camp).

### **Camp Store**

Parents may set up a store account for their camper by completing a store form and returning to camp by May 1, 2017. An amount of between \$25-\$35 is generally sufficient for a two week stay. Each camper will have the opportunity to visit the store twice each week. Items that may be purchased are sweatshirts, t-shirts, novelty items, small toiletry items, ice cream, and fresh popped popcorn. Unused balances are not refundable and will be donated to our Annual Campaign for camper scholarships.

### **Laundry**

All campers staying for two weeks regardless of the session combination should bring two weeks' worth of clothing. All campers staying for a change over will be charged for laundry services and their laundry will be done. Please mark all your child's belongings clearly with their full name. In the case of accidental soiling of clothing or bedding, camp will ensure it is fully cleaned at no additional charge.

### Meal Choices

Camp will provide a family style main meal for breakfast, lunch and dinner with a vegetarian option for each meal. At breakfast there will also be a cereal bar with fresh fruit. At lunch and dinner a salad bar will be available. Milk and juice are available at breakfast. Water and milk will be served at lunch and dinner. Camp also provides a peanut and jelly or peanut butter sandwich option at lunch or dinner. Camp will serve mainly healthy desserts. Our main goal is to provide healthy eating for our campers so they may be energized for their day.

### Special Diets

For campers with special food needs, please call camp by June 1, 2017 to discuss with camp staff. Campers that require specific foods may be asked to bring their own meals which can be prepared by Camp Gorham kitchen staff.

### Visitors

We welcome camper visitors on opening and closing days of each session. If you would like to visit camp while camp is in session, please call our office to make arrangements. If a family has a child staying a week and a child staying for a two week session camp welcomes an opportunity to visit your child who is staying. **It is very important that you contact us in advance so your child is available to visit. This is our overnight day and some campers have already left on their experience which can take up to an hour to retrieve them back to main camp. Simply email or call our Associate Executive Director to arrange for a quick visit during one week check in.**

### Lost & Found

Lost & Found items are held up each day before lunch for camper to claim. Please label all items for a successful return. Lost & Found accumulated throughout the week is displayed at the dining hall during check out. Please visit this area with your child prior to check out. All items unclaimed are donated to charity one month after the last day of the camp season.

### Homesickness

Homesickness is natural for a child when they are out of their comfort zone. Staff is trained to help each camper have a positive, memorable experience and get involved with all of the wonderful activities at camp. Our Head of Campers will keep parents informed of extreme cases of homesickness but encourage parents to allow their camper space to overcome this feeling. Overcoming obstacles and reaching accomplishments is a huge part of camp life.

If parents are having a difficult time being away from their camper, they may call the Camp Office and arrangements will be made for the Head of Campers to check on the camper.

Campers are discouraged from calling home during our camp experience. Should a camper request to call home it will be discussed with the Head of Campers. Typically the Head of Campers will call home without the camper present to discuss with parents prior to a call. Campers are not permitted to have cell phones at camp. Parents are encouraged to call or email camp to check in on their campers and staff will update them.

### Showering at Camp

Camp life is fast paced and we keep our campers busy each day. Cleanliness of our camp and campers is important to us. Campers will have an opportunity to shower every other day at camp. Campers staying in the lodge or High Peaks Village have showers in their cabins while all other campers use centralized shower houses with private shower/changing stalls. Shower schedules are posted for campers and staff. If for some reason a cabin group needs to shower on a non-scheduled day due to a particularly muddy or hot activity every accommodation possible will be made. Please prepare your child for this schedule of every other day showering.

## FINANCIAL

### Financial Assistance

Camp Gorham's financial assistance program is made possible through generous donations to the YMCA Annual Campaign. Applications for assistance are confidential and available on the Camp Gorham website or by calling the office. The amount of assistance granted is based on individual need and family circumstance. All camper financial assistance applications are processed on a first come, first serve basis. To be considered for financial assistance, please submit the camp registration form and the financial assistance form along with a \$75 deposit. Payment plans can be established by calling the camp office. All requests are asked to be made by May 1, 2017 with a two week processing time.

### The Easy Payment Option

The Easy Payment Option (EFT) is the preferred billing method for Camp Gorham. Simply provide a credit or debit payment method and tuition will be automatically paid on June 1, 2017. This payment method is required unless alternate arrangements are made with your Associate Executive Director.

### Monthly Payment Plan

Enroll online for monthly payment options – your account will automatically be billed on the 15<sup>th</sup> of each month beginning Jan 15<sup>th</sup>. A 15% non-refundable deposit is still due at the time of registration.

### Flexible Payment Plans

You may make interim payments in any amount you wish as long as the final balance due is paid in full by June 1, 2017. To set up a flexible payment plan, please contact the Camp Office. State your child's name, camp and session number(s) on all checks. Your cancelled checks and/or credit card statements are your confirmation that payment has been received. A \$25 service fee will be charged for returned checks.

### Changes in Registration

Parents are responsible for informing the camp office in writing or e-mail all changes to camper registration and updating contact details including itineraries and address/phone numbers. Personal information may now also be updated by families utilizing the Parent Dashboard.

### Cancellations & Refunds

The 15% registration deposit and \$65.00 membership fee are neither refundable nor transferable to any other YMCA program. EXCEPTION: Fees can be applied when a camper is switching from one session to another session at Camp Gorham. Room and board fee refunds due to illness or injury require written verification from a physician. If a camper is sent home by a licensed physician, a refund will be made for the remaining days of that camper's session. A camper will be sent home at parent's expense with no refund if they possess, use and/or sell alcohol, drugs, tobacco product or if a camper's behavior becomes so disruptive as to disturb the experience or endanger the physical safety of the other campers. There is no refund for a child who leaves camp early due to homesickness.

### Behavioral Policy

We have high, but reasonable, expectations about our camper's behavior. If a child's behavior becomes as disruptive as to endanger their own physical or mental safety (i.e., sneaking out of their cabin), the safety of other campers (**the YMCA has a zero tolerance policy for violence and destruction of other's property**), the Executive Director may deem it necessary to remove him/her from the program. We seek to follow these steps when handling discipline at camp:

**First Offense:** Behavior is discussed between camper, counselor and Village Head. Desired behavior and expectations of camper are discussed; consequences of further negative behavior are clearly spelled out. The Head of Campers will call home to let parents know of the situation.

**Second Offense:** A meeting between camper and Head of Campers is conducted. Identification of negative behavior is made and the camper is informed that any subsequent actions will result in camper being sent home. A phone call is made by the Head of Campers to the camper's parent/guardian explaining behavior and result if said behavior continues.

**Third Offense:** A meeting with camper, Head of Campers and Executive Director. An incident report is filled out and the camper's parent/guardian is notified to pick up child immediately.

**PLEASE NOTE: Possession, use and/or sale of alcohol, drugs, and tobacco products will be cause for immediate dismissal from camp. Campers who exhibit extreme negative behavior towards other campers or staff will be dismissed from the program at the camp's discretion. There is no refund for campers leaving camp due to disciplinary reasons or homesickness.**

## TRANSPORTATION – Rochester AND Syracuse

Bus transportation is offered to and from the Carlson Metro Center YMCA, 444 East Main St, Rochester, NY with a stop to pick up campers from the Syracuse area at 6789 E Genesee St, Fayetteville, NY 13066 (Wegman's parking lot - row 12) on the opening and closing day of each full session. Please note that return transportation is not available for session 1a, 2a and 3a.

### Opening Day (Sunday)

The bus will depart from Carlson Metro Center YMCA, at 10:15 AM on opening day (Sunday) of each session. Check-in begins at 9:15 AM. The bus will arrive in Dewitt at 11:45 AM and Depart for Camp at 12:15 PM. **PLEASE NOTE:** The Gorham staff members assigned to the bus will issue Security passes to parents/guardians of campers at that time as well as collect any overdue paperwork and medications your child needs while at camp. (See Health & Safety, pg. 3.) The bus arrives at Camp Gorham at approximately 2:30 PM.

### Closing Day (Saturday)

The bus leaves Camp Gorham between 8-8:30 am; Arrive in Dewitt at 10:30; Depart for Rochester at 11:00 and arrive at the Carlson Metro Center between 12:30 & 1:00 pm on closing day of camp (Saturday). Parents, or their designees, must present the Security Pass along with proper identification to the staff member assigned to the bus before the camper is allowed to leave. Any medications your child has brought to camp with him must also be picked up from the assigned Gorham staffer at that time (see above\*). **NOTE:** You may call the Carlson Metro Center YMCA after 9:30 AM, 585-325-2880, to find out an approximate arrival time.

### Important Transportation Information

The Camp Gorham bus runs round-trip for our two week sessions (sessions 1, 2, 3, 4). Two Camp Gorham Staff Members always accompany campers on the bus and stay with the children until they are dropped off at camp or picked up in Rochester. The fee for this bus service is as follows: \$145 one-way/\$205 round trip. Camp Gorham reserve the right to cancel the bus due to low numbers. Those registered would receive a refund for any transportation that had been cancelled. Storage of luggage on the bus is limited and we ask that those riding the bus pack accordingly. (One large suitcase and one carry on are recommended.) When picking your camper up, please don't forget all your child's belongings. Any medications must be retrieved from the Camp Gorham staff member.

### **Airport Transportation Information**

Round trip transportation is available from Syracuse Hancock International Airport. Please contact the camp office to arrange for airport pick-up and/or drop-off. Our staff is available for pick-up/drop-off on Saturdays between 2:30 and 6:00 pm. Incoming campers should plan on arriving the day before their session begins; departing campers will leave on the last day of their camp session. The fee for airport transportation is \$350.00 per camper round-trip.

### **Camp Gorham Contact Details**

Phone: 315-357-6401 or 888-518-5671

E-mail: [campgorham@rochesterymca.org](mailto:campgorham@rochesterymca.org)

Website: [campgorham.org](http://campgorham.org)

Facebook: YMCA Camp Gorham

If you have any questions or concerns, please call.

Communication is very important to us. We like to hear from you!