2020 FAMILY HANDBOOK

Camp Matocky

YMCA OF THE PINES

EXPLORE. GROW. THRIVE.

YMCA of the Pines
1303 Stokes Road Medford, New Jersey 08055
P 609.654.8225 or 1.800.422.CAMP
www.ycamp.org

GREETINGS!

Thank you so much for choosing to send your child to Camp Matocky this summer!

Our programs and activities are all led by our "Professional Role Models" and their incredible character traits are always on display for your campers. To us, providing a safe place for your campers means creating a place where kids can be themselves, learn about others and gain new skills.

At Camp Matocky, your camper will have opportunities to make new friends, have new experiences and gain skills that will teach your camper about being more independent.

Besides all of the incredible activities we offer during the summer, our favorite part of camp is making new friends, building confidence, and developing character.

The Family Handbook is a useful "how to" for attending camp this summer. Many questions and concerns are answered throughout this book. Please contact us any time if your family has any additional questions or concerns.

Thank you and we can't wait to see you at Camp!

Charlotte Brown & Matt Foran

CONTACT INFORMATION FOR OUR CAMP DIRECTORS

YMCA of the Pines
1303 Stokes Road
Medford, NJ 08055

Phone: 609.654.8225 or 1.800.422.CAMP
Website: www.ycamp.org
Email: info@ycamp.org

Summer Office Hours:

Monday - Friday: 8:30 am – 5:30 pm
Saturday: 9:00 am – 2:00 pm
Sunday: 11:00 am – 5:00 pm

Matt Foran
matt@ycamp.org

Non-Summer Phone
609-678-1524
Summer Phone
609-923-4037

Charlotte Brown
charlotte@ycamp.org

Summer Phone
609-678-1523

*Health Care Provider
609-678-1466

*Health Care Providers will only be available during the summer months. Any questions prior, please contact the Camp Director.

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CAMP DATES

SESSION 1
ONE WEEK SESSION
Monday, July 6th- Saturday, July 11th

SESSION 2
ONE WEEK SESSION
Monday, July 13th- Saturday, July 18th

SESSION 3
ONE WEEK SESSION
Monday, July 20th- Saturday, July 25th

SESSION 4
ONE WEEK SESSION
Monday, July 27th- Saturday, August 1st

CAMPER REGISTRATION AND REQUIRED PAPERWORK INFORMATION

We are excited to once again offer the convenience of online registration to our camp families. Our online registration portal allows you to have access to your camper's registration information 24/7.

For the 2020 camp season, we are implementing the completion of all required camper forms through the parent portal. No more paper forms to complete by hand. No more faxing or mailing. Best of all, no more calling the office to make sure that the forms were received. Upon online submission of the forms, you will see "completed" next to the form name. That's it! Any changes to the information on a completed form can be made by sending an email to registration@ycamp.org. Our registrars will handle the rest!

We strongly suggest that you utilize the convenience of our online registration portal to make the Trading Post deposit at the time of registration.

For those families preferring to submit the initial camp registration by paper, you will be sent a confirmation email once the paper registration is entered into our system. That email will provide you with the necessary instructions on creating a user account and password for our parent portal. You will now be able to access your camper's account to electronically complete the required camper forms. Credit card information is not required to create a user account.

Before your camper arrives at Camp Matocky, we require the following:

- Completed registration
- Payment in full
- Online completion of Camper Medical Form and Parent Confidentiality Form
    - Date of last tetanus shot
- Online Trading Post deposit (optional)
- Friend requests, if applicable

CAMP CANCELLATION POLICY

Due to the unprecedented nature of this summer, families can cancel their camp registration at any time for a complete refund. Families are welcome to transfer their camp tuition to summer 2021.

CHANGE OF SESSION POLICY

Due to the unprecedented nature of this summer, families can change their camper's camp session at any time, as long as there is a room within that session.

FRIEND REQUESTS

All campers are placed into groups of approximately 10 campers with 2 staff. Each cabin (or team) is part of a larger cluster of teams which make up a village. Since camp is about making new friends and cabin assignments are key to creating a positive camp environment, Camp Directors will place campers in cabin groups based on the following criteria:

- An exclusive mutual request made by two campers who are the same age and grade, known as a Bunkmate Request.
- If campers are more than 12 months apart and request to be together, their requests may be honored, but the older camper will be placed with the younger camper's village assignment.
- Camp will make every effort to honor Bunkmate Requests (up to 1), but due to the number of campers registered per session, we do not guarantee requests.
- If you are requesting that your camper not be placed with another camper, it is your responsibility to inform the other family prior to arrival at camp.

EMERGENCY CONTACT

- In the event of an emergency, parents should contact the Main Office at 609.654.8225 during our business hours outlined on page 1.
- If calling outside of office hours, please use the Director's phone number listed on page 1.
- In the event of an emergency at camp, we will contact each camper's family, post messages on our website at www.ycamp.org as well as updates on our Facebook page.

VISITATION POLICY

Due to the unprecedented nature of this summer, families are unable to visit camp while camp is in session. Parents/ Guardians are required to remain in their vehicles during camper pick-up and drop-off.

CAMPER COMMUNICATION

At camp, one of our priorities is to facilitate communication with you. We want to ensure that you have avenues of communication with your camper and feel as comfortable as possible with the camp experience. We are committed to doing everything that technology allows us to do to make that happen.

Ways to Communicate With Your Camper:

Photos: Photos are also available through www.Bunk1.com. This service offers the ability to view daily pictures for camp. An access code is needed and will be available on check-in days or by contacting our Main Office at 609.654.8225. Photos are available for purchase. We cannot guarantee every camper will have pictures taken while at camp.

You may drop off snacks at our Main Office during regular business hours. **Any snacks brought to camp must be stored in an airtight container.** All snacks will be kept in the dining hall and will be available only at certain times.

Phone Calls: Campers are not permitted to make or receive phone calls while at camp. If there are any issues with your camper the Camp Director will contact you.

TRADING POST (CAMP STORE)

- For this summer, The Trading Post will mainly sell various beverages and snack items.
- Campers should not have cash in their possession while at camp. Funds may be deposited in your camper's Trading Post account through online registration or via cash, check or credit card, prior to their arrival at camp.

We recommend depositing $10.00 for a one-week session.

Any unspent Trading Post funds will be donated to the Camper Scholarship Fund. Your camper will have an opportunity to spend down their account on their last scheduled visit to the Trading Post.

SWIM PROCEDURES

Every camper must participate in a swimming evaluation if they wish to swim while at camp. Our certified lifeguards will make the determination of swimming ability and place campers in the appropriate swim level sections. Each of our waterfronts is sectioned off into three different swimming levels; white, green, and red.

The white section is open to all campers and is the shallowest section. The green section is the middle section and requires a little more endurance. Finally, the red section is our deepest section at the waterfront and is best for campers who can comfortably swim for extended periods of time.

Campers are able to retest for higher swimming levels at the beginning of each week.

HEALTHCARE AT CAMP

We have a skilled medical staff of registered nurses with experience in pediatrics, emergencies, critical care and pre-hospital emergencies.

Camp Matocky has an on-staff health care provider and a fully stocked, climate controlled infirmary to address all campers' medical needs. In addition, many of our staff are trained and certified in CPR with AED, blood borne pathogens, child abuse, basic first aid, certified first responder, wilderness first aid and lifeguarding. The Camp's health care providers live on-site while camp is in session.

In Case of Illness or Injury at Camp

Our goal is for your camper to have an outstanding camp experience, by helping him or her feel better and return to activities as soon as possible. In the event your child becomes ill or injured, our team of experienced health care staff will evaluate and treat your child within the parameters set forth by you and in conjunction with our standing orders. Parents will be notified of all conditions requiring emergency care that exceeds basic first aid, visits to the hospital or urgent care, or in cases where the health care staff require additional information that is not provided on the online Camper Medical Form. Payments for the services of an outside provider are the responsibility of the parent. In the event any treatment recommended by the hospital Emergency Department is refused, the camper must return to the care of their parents as soon as possible.

Our health care staff will contact you if any of the following occur to your camper while at camp:

- Remains in the Infirmary for more than 2 hours.
- Has multiple visits to the Infirmary for the same issue.
- Needs to be evaluated by a physician for non-emergencies.
- Is going to be sent to a hospital or clinical care for evaluations – campers will always be escorted by a camp staff member when being transported via ambulance.
- Obtains an injury to the head, back, spine, eye, or a cut that may leave a scar.
- Receives a bee/wasp sting.
- Has a temperature greater than 101°F

Care for Ill or Injured Campers

Our health care staff is prepared to care for most childhood illnesses. Campers who are convalescing in the infirmary are monitored by our health care staff and camp counselors. The health care staff may request your camper convalesce at home for illnesses or injuries that would disrupt the camper's abilities to participate in activities for more than 24 hours or if the camper is contagious and at risk of infecting other campers. For instances of home convalescence, your camper will be able to rejoin camp only after an evaluation from the camper's physician and a clean bill of health.

Prescription & Over the Counter (OTC) Medication

Our health care staff is able to administer all prescription and over the counter medicine, supplements, vitamins, and topical ointments. For the safety of your camper, we require the following steps to be taken:

- All medications sent to camp must be in the original prescription container or packaging. Outdated medications, pill organizers, or loose medication in containers will not be administered to your camper.
- All medication will be dispensed as instructed on the original container, and by the parents/guardians instructions on the camper's online Camper Medical Form.
- All medications must be checked in at the Infirmary on the first day of camp by the parent/guardian. Please be sure to list any and all medications on your camper's online Camper Medical Form.
- Campers are not allowed to self-administer medication, supplements, vitamins or topical ointments.

Camp provides the following over the counter medications or their generic equivalent:

- Acetaminophen (Tylenol)
- Ibuprofen (Advil, Motrin)
- Pseudoephedrine decongestant (Sudafed)
- Phenylephrine decongestant (Sudafed PE)
- Guaifenesin cough syrup (Robitussin)
- Dextromethorphan cough syrup (Robitussin DM)
- Antihistamine/allergy medicine
- Diphenhydramine antihistamine (Benadryl)
- Sore throat spray/lozenges
- Laxatives for constipation (Ex-Lax)
- Bismuth subsalicylate for diarrhea (Pepto-Bismol)
- Antibiotic cream
- Aloe
- Calamine lotion
- Anti-sting (Topical Benzocaine)
- Gold Bond

All unused camper medicine will be available for pick up at the conclusion of the session in the Infirmary.

Health Screening

Campers will become familiarized with the Infirmary. The nurse will speak to them about proper hydration, checking for ticks, and getting plenty of rest.

If a camper is discovered to have head lice or nits, we are required to send the camper home immediately. It is the responsibility of the parents/guardians to have their camper checked for lice before arriving to camp.

BEHAVIOR MANAGEMENT POLICY

All camp activities are designed to reinforce the Y's core values of **caring, honesty, respect, responsibility, courage and inclusion.** In order for all campers to have the best possible experience, all campers need to be aware of the rules and agree to follow them. If a camper consistently or excessively breaks the rules and chooses not to take part in camp, they can negatively affect other campers by jeopardizing their physical or emotional safety. When this happens, all other campers in the group fail to receive the best possible camp experience. In the event that a camper chooses to not participate in camp we will encourage them to do so by following the rules and values of camp.

Behavior Guidelines:

- Campers are responsible for their words and actions.
- We respect each other and the environment.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.
- We will have the courage to speak up.
- We will embrace and include each other's qualities and differences.
- Campers are to follow directions from staff members.
- We keep our hands, feet and other body parts to ourselves.
- Campers must travel with their group.

Any disciplinary measures used will relate to the camper's specific actions and will be handled in a timely manner. No physical punishment, humiliation, scare tactics or controlling measures shall be allowed. Methods associated with food deprivation or extended isolation are not permissible. It may be necessary to separate the camper until he/she is able to regain control and join the group.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day for day camp and for the reminder of the session.

- Endangering the health and safety of oneself or others.
- Stealing or damaging camp or personal property.
- Continual disruption of the program.
- Refusal to follow the behavior guidelines.
- Using profanity or engaging in inappropriate conversations.
- Bullying behavior or any acts of violence.

Camp staff will always work toward developing a cooperative plan of action to maximize a camper's chance of success. YMCA of the Pines strives to be inclusive of all.

In the event a camp participant uses hateful speech, camp staff will work to develop a plan of action which emotionally supports affected participants and maximizes the opportunity for the offender(s) to learn and grow from their mistakes. This will include modification to their camp program, parent notification, and conversation about empathy and the severity of discrimination. If the behavior is repeated, the child will be dismissed from camp.

There may also be instances where we cannot accommodate campers whose needs are beyond the scope of our service. YMCA of the Pines, in its sole discretion, reserves the exclusive right to refuse any registration and/or dismiss any camper for any reason. To request an accommodation, please contact the Director of Operations.

BEHAVIOR MANAGEMENT POLICY CONTINUED...

If redirection and mediation cannot work, the following steps may be taken:

First Phone Call to Parent/Guardian
Official warning of camper's behavior and plan of action for camper – warning of possible dismissal if camper continues to exhibit disruptive behavior

Second Phone Call to Parent/Guardian
Final warning and/or dismissal from Camp program

Third Phone Call to Parent/Guardian, if applicable
Dismissal from Camp program

YMCA of the Pines and staff reserve the right to immediately send home a camper from its programs. Chronic and/or extreme behavior may warrant dismissal and is at the discretion of the Camp Director.

Campers dismissed from camp for any reason may not be eligible to return to camp programs in the future. Camp fees are non-refundable and will not be pro-rated if a camper is sent home for any behavioral reason at the discretion of the camp.

MEALS

At camp, our professional Food Service staff serve up cuisine that might surprise you. Our cuisine is naturally "kid friendly" and we prepare foods in the healthiest way possible. Here's a little hint...we don't even have deep fryers at camp! It's not your typical camp fare. We strive to serve healthy options, to give everyone the right kind of energy and also hearty options and to give everyone enough energy for days full of all sorts of outdoor activities.

Campers will receive a morning snack, lunch and dinner every day along with a special treat and trips to our Trading Post. Fresh fruit is available at all meals.

Chef Jason and his Food Service staff pay close attention to special diets and can accommodate just about any dietary need with enough prior notice and communication. If you are sending someone to camp with special dietary needs please contact Chef Jason at jason@ycamp.org. With your cooperation combined with Chef Jason's training and 20 years of experience, together we should be able to design a plan to suit your camper's needs while here with us at camp.

HEPA – Healthy Eating & Physical Activity

In 2011, Y-USA made a commitment to become the nation's healthiest childcare provider. By adopting and implementing Healthy Eating and Physical Activity (HEPA) Standards in more than 2,700 Ys across the country, the Y is developing healthy habits in over 1 million youth. As a cause-driven organization, the Y isn't merely looking to incorporate HEPA into its youth programs, but seeks to improve health for youth in every community the Y serves. YMCA of the Pines has adopted HEPA standards in all of its programs. The Y has pretty simple guidelines on how to provide a healthy eating environment.

- Serve fruits or vegetables at every meal and snack
- Children serve themselves (family-style)
- No partially hydrogenated oils (trans fat), fried or pre-fried foods
- Serve whole grains when grains are served
- Offer water at the table during every meal and accessible at all times. Serve only water and plain, low-fat (one percent) or non-fat milk

This means things like no breaded chicken and potato chips. It also means the elimination of things like candy and sugary drinks in the Trading Post.

Will there be exceptions? **Yes!** We will still offer desserts at dinner. We will still have s'mores, because you can't have summer camp without s'mores! And in the Trading Post we will still offer ice-cream and ice-cream novelties.

HEPA also includes the following suggestions:

- **Engage parents** at least once per quarter regarding HEPA
- **Limit screen time** to less than 30 minutes per day for half day programs and 60 minutes per day for full day programs.
- **Role Model** healthy eating and physical activity

CHECK-IN & CHECK-OUT

Check-In

- We will be doing temperature checks, health screening and ask for ID verification at morning drop-off. We ask that all parents/guardians remain in their vehicle during this process.
- If someone other than yourself is picking up your child at check-out, or early check-out, please inform the Unit Leader or Camp Director.
- Check-in occurs from 8:00 – 9:00am, Monday - Saturday

Check-Out

- Each camper must be signed out with camp staff.
- Check to make sure your camper has everything with which he or she came with. Please visit the lost and found to double check you have everything.
- Check-out occurs from 7:15 – 7:45pm Monday – Friday, and 8:30-9:00pm on Saturday

Absentee Campers

If your camper will not be attending camp for the day, please email or call camp to notify us of their absence.

Absentee campers will not be prorated for missed days. For any questions, please contact the Camp Director for assistance.

Bussing

Bussing is available for Camp Matocky Monday-Friday for morning pick up. Cost is $40 per camper per week. Space is not guaranteed, it is on a first-come first-serve basis. To add bussing to your camper registration, you can email Charlotte@ycamp.org

2020 CAMP BUS SCHEDULE

YMCA OF THE PINES
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BUS 1

Stop Location	Stop #	AM Arrival
Big Lots 949 Church Rd, Cherry Hill	1-1	7:15 AM
Wegmans 2100 Rt. 70, Cherry Hill	1-2	7:30 AM
First Church-Christ Scientist 355 Kings Hwy E, Haddonfield	1-3	7:45 AM
Johnson Elementary School 500 Kresson Rd, Cherry Hill	1-4	7:55 AM
Rice Elementary School 50 Five Crown Royal, Marlton	1-5	8:10 AM
***Cranberry Pines Elementary School** 400 Fairview Rd, Medford	1-6	8:20 AM

BUS 2

Stop Location	Stop #	AM Arrival
Collingswood High School 424 W Collings Ave, Collingswood	2-1	7:15 AM
Haddon Heights Jr/Sr High School 301 2nd Ave, Haddon Heights	2-2	7:35 AM
ShopRite Plaza 1491 Brace Rd, Cherry Hill	2-3	7:50 AM
Cherry Hill East High School 1750 Kresson Rd, Cherry Hill	2-4	8:05 AM

BUS 3

Stop Location	Stop #	AM Arrival
Lumberton Plaza 1636 Rt.38, Mt. Holly	3-1	7:15 AM
Fleetwood Elementary School 231 Fleetwood Ave, Mt Laurel	3-2	7:30 AM
Larchmont Elementary School 301 Larchmont Blvd, Mt Laurel	3-3	7:45 AM
Hartford Upper Elementary School 397 Hartford Rd, Mt Laurel	3-4	7:55 AM
***Lenape High School** 235 Hartford Rd, Medford (Hartford Rd side, across from Johnson's Farm)	3-5	8:05 AM
***Indian Mills Memorial School** 295 Indian Mills Road, Shamong	3-6	8:15 AM

BUS 4

Stop Location	Stop #	AM Arrival
Goodwill 222 S White Horse Pike, Stratford	4-1	7:20 AM
Voorhees Middle School 1000 Holly Oak Dr, Voorhees	4-2	7:40 AM
Beck Middle School 950 Cropwell Rd, Cherry Hill	4-3	7:55 AM
Rastelli's Market Fresh 710 Rt. 73, Marlton	4-4	8:10 AM

BUS 5

Stop Location	Stop #	AM Arrival
Target 4 Centerton Rd, Mt Laurel	5-1	7:05 AM
Moorestown Mall 400 Rt. 38, Moorestown (Between Boscov's and Goodyear)	5-2	7:25 AM
Parkway Elementary School 142 Ramblewood Pkwy, Mt Laurel	5-3	7:35 AM
Crispin Square 230 N. Maple Ave, Marlton (Behind Beneficial Bank)	5-4	7:50 AM
AMC Marlton 8 800 N Rt. 73, Marlton	5-5	8:00 AM
***Haines 6th Grade Center** 162 Stokes Rd, Medford	5-6	8:20 AM

WEEKLY BUS FEE

Bussing is available for AM pick up only
$40 per camper

WHAT TO BRING TO CAMP MATOCKY

Be sure to clearly mark your camper's name on all items that come to camp. YMCA of the Pines will not assume liability for lost, stolen or damaged personal items. We recommend your camper to bring the following:

- Backpack (to hold all belongings)
- Bathing suit
- Beach towel
- Bug spray
- Change of clothes
- Flip flops
- Refillable water bottle
- Sunscreen
- Sneakers (to be worn to camp)
- Plastic bag (for wet clothes)

Optional items:

- Disposable camera
- Fishing rod
- Journal
- Sunglasses
- Musical instruments

Camp has a policy of no electronic equipment. These include but are not limited to:

- CD/iPOD/MP3 player
- Radios/TVs
- Electronic games
- Cellular phones
- Laptop/handheld computers
- Electronic reading devices
- Hair dryers, hair straighteners, and curling irons.

If discovered, these items will be held in a safe place until the camper leaves camp.

We strive to keep camp a safe environment. The following are forbidden:

- Illegal drugs and/or drug paraphernalia
- Tobacco products and/or vaping devices
- Alcohol
- Knives, guns, or any weapon
- Fireworks or explosive
- Matches, lighters or candles

IMPORTANT CONTACT INFORMATION

We have been in the business of serving children and families for more than 100 years and bring that experience and joy to our work every day.

We know that the camp experience can be magic, but it is completely natural to feel a bit nervous about sending your child to camp, whether for the first time or the tenth. We have an immense amount of resources we can share with you and we are able to give you referrals from other families who have found that our camp experiences have positively impacted their children. Please just ask how we can serve you.

Boy's Camp Director:	Matt Foran	609.678.1524	matt@ycamp.org
Girl's Camp Director:	Charlotte Brown	609.678.1523	charlotte@ycamp.org
Food Service Director:	Jason Ostroski	609.678.1530	jason@ycamp.org
Registration:	Lynne Gally	609.654.8225	registration@ycamp.org