



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
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# **FAMILY INFORMATION HANDBOOK**

**Blue Mountain Day Camp**  
Fairview Lake YMCA Camps

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

Dear Parents,

Welcome to Fairview Lake YMCA Camps' Blue Mountain Day Camp! I am confident that this will prove to be an exciting and fun experience for you and your camper. We are so excited to now be part of the Fairview Lake YMCA Branch, which will allow for better communication and more opportunities for your child. With more than 100 years of YMCA camping history behind us, it is my pleasure to bring our quality program to you and our community.

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

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

Sincerely,

Carolyn Koch  
Day Camp Director

## **CONTACT INFORMATION**

Fairview Lake YMCA Camps is a year-round facility. Our main office is open seven days a week, from 9am - 5pm. In the summer, we also open our Day Camp Office.

Fairview Lake YMCA Camps Main Office (All Year): 973.383.9282  
Blue Mountain Day Camp Office (Summer Only): 973.383.8000

Day Camp Director: Carolyn Koch [ckoch@metroymcas.org](mailto:ckoch@metroymcas.org)  
Associate Executive Director: Jennie Griffin [jgriffin@metroymcas.org](mailto:jgriffin@metroymcas.org)  
Executive Director: Bob Kahle [bkale@metroymcas.org](mailto:bkale@metroymcas.org)  
Day Camp Registrar: Liam Parker [lparker@metroymcas.org](mailto:lparker@metroymcas.org)

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

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

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

Should you wish to learn more about serving on the Parents Advisory Committee, please call the Fairview Lake YMCA Camps office at 973.383.9282

### **IMPORTANT CELL PHONE NOTIFICATION**

**For the safety of all of our children and staff, as well as to create a positive, inclusive environment, CELL PHONES ARE EXPRESSLY PROHIBITED and will be confiscated and returned at the end of the day.**

**No photos or video of any type are to be made of any camper or staff person without the consent of the YMCA Staff. This includes the use of cell phone cameras.**

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

## **LOST AND FOUND**

Please make sure that ALL of your child's belongings are clearly marked with his or her name, and that children are familiar with the articles that you are packing for them (ESPECIALLY TOWELS). Expensive items such as jewelry, watches, ipods, cell phones, computer games etc, are prohibited at camp. Items found by our staff will be returned. Those not collected will be donated.

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

## **WHAT TO BRING TO CAMP**

**EVERY DAY YOUR CHILD WILL NEED:**

Lunch and drink (clearly marked with camper's name)

Bathing suit and towel

Plastic bag for wet articles

Raincoat or Poncho (weather is unpredictable)

Sweatshirt or sweater/jacket

Footwear must be sturdy and closed toe appropriate for camp.

Sandals, flip flops are not permitted.

Separate water bottle to be kept in back pack

Sunscreen

**PLEASE DO NOT SEND YOUR CHILD WITH:**

Valuables

Electronic Devices / cell phones / ipods

Candy/ Gum

Weapons of any kind Fireworks

Non-prescription medication (All medications must be turned in to the camp director)

Illegal or illicit substances including alcohol, cigarettes and other drugs

Personal sporting / activity equipment.

# **BLUE MOUNTAIN DAY CAMP FAMILY INFORMATION**

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

## **YMCA MISSION STATEMENT**

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

## **YMCA PROGRAM GOALS**

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

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

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

## **YMCA CAMP STAFF**

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

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

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

## BLUE MOUNTAIN DAY CAMP PROGRAM

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

Activities range from daily swimming lessons with certified instructors (mandatory for all campers), boating, canoeing, fishing, kayaking, hiking and arts & crafts, to nature exploration, sports, outdoor living skills and marksmanship. In the morning, campers rotate between swim lessons and activities with their counselors and unit. In the afternoon, campers will split into groups and participate in a club activity they choose weekly. Club themes vary week to week, and we are always adding new things based on our campers wants and our counselors’ special talents. Periodic all–camp programs and a recreational swim add further excitement to the schedule. Please discuss your child’s choices and options with them prior to their first arrival.

Campers are expected to bring their lunches to camp and an extra lunch for the days after their assigned overnight. Lunches are refrigerated during the morning and returned to campers at lunch time.

### A DAY AT BMDC:

7:30– 8:30 AM	<b>Before Camp:</b> Campers registered for before care can be dropped off at camp as early as 7:30am. Games and crafts will be available as campers & buses arrive.
<b>GOOD MORNING CAMP!</b>	
8:45 AM	<b>Morning Meeting:</b> Once everyone has arrived, we’ll start the day with an all camp meeting.
9–11:30 AM	<b>Activity Periods 1,2 &amp; 3:</b> Campers will rotate between swim lessons & activities with their counselors and unit.
11:45 AM	<b>Lunch:</b> Each day campers should pack a lunch to enjoy while at camp.
12:45– 2:30 PM	<b>Club Time:</b> Week–long activities that campers choose themselves.
3:00 PM	<b>Unit Time, Free Swim &amp; Trading Post:</b> As the day winds down, campers will regroup with their unit, enjoy the lake and then head down to the Trading Post for a snack.
5:00 PM	<b>Buses Depart</b>
5–6:00 PM	<b>After Care:</b> Campers not heading home on a bus will play games and enjoy fun activities. Campers must be registered for After-Care or additional charges will apply.

### FAMILY NIGHTS

Family nights occur only during the 2nd and 3rd sessions of camp. Family nights are scheduled by age group and advance notification is given to parents. Families are invited to join us at 6:00PM for a camp dinner followed by an evening program including games, tours, campfires etc. Our family nights traditionally end at 8:00 PM.

## **CHILD ABUSE/NEGLECT PREVENTION**

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

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

Recognizing the gravity of such complaints, and that in most cases, there are two sides to each concern, the administration of Blue Mountain Day Camp and Fairview Lake YMCA Camps request that individuals with such concerns first address them through the Camp Director at 973.383.8000.

## **EMERGENCY PROCEDURES**

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

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

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

## **PRESCRIPTION MEDICATIONS**

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

## **VISITATION AT CAMP**

Parents are welcome to visit the camp at any time unannounced but in order to provide parents with the highest level of service and a tour (all visitors must be escorted through camp), advance notice is requested. Accompanied by a member of our administrative staff, you will be able to view our quality programs and watch your son or daughter participate in activities. Any visitor 18 years or older must present a valid state issued ID to the office.

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

## **TRIPS**

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

## **TRADING POST**

Open for day camp in the afternoon, the Trading Post offers a variety of snacks, beverages and souvenirs for campers. Campers are limited to one 'food item' and one drink daily. For your convenience, families can create an account for their child. Please complete a trading post form for your child. Campers are only permitted to purchase souvenirs on Fridays. The camp staff recommends an account of approximately \$4/day. Camp is not responsible for lost or missing cash.

## **RAINY DAYS**

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

## **PRESCHOOL TURTLES**

Our "Turtles" program for preschoolers (3-5 years) is specially designed for younger and first-time campers. A more structured, caring environment is fostered while developing self-esteem, independence, and introducing your children to camp life. Campers enjoy most of our camp activities while exploring their new surroundings under the close supervision of our highly trained staff. Campers must be toilet trained to enroll.



## **CAMP RULES AND DISCIPLINARY PROCEDURES**

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

- 1. DO RESPECT OTHERS** (their wishes, needs, belongings, bodies, etc.)  
Refrain from activity or behavior that hurts another in any way.
- 2. DO BE RESPONSIBLE** (for your behavior, belongings, for knowing the rules, etc.)
- 3. DO STAY WITH YOUR COUNSELOR OR BUDDY** (The Buddy System is an effective supervision technique used by our staff.)

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

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

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

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

### **YMCA "HOUSE RULES"**

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

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

## **REGISTRATION**

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

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

Registration Form

Parent / Counselor Confidential Form

Trading Post Form

Overnight Permission Form (if applicable)

Trip Permission Form

## **PAYMENT OF FEES**

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

## **Y FOR ALL**

The Y is accessible to all people. Financial assistance is available to individuals and families who need our programs and services most. To apply for financial assistance please visit: [fairviewlakeymca.org/yforall](http://fairviewlakeymca.org/yforall)

Blue Mountain Day Camp programs may be considered eligible for subsidies or vouchers for child care through your municipality, county, state or place of employment. Please explore all options in order that we may serve our whole community.

## **TRANSPORTATION**

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

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

In the event that a camper is not met at a bus stop on the homeward journey, the bus counselors have been authorized to hold the bus at the stop for a short period beyond the scheduled stop time (no more than five minutes). If no one arrives

within the allotted time period, the bus will continue on its route. The bus counselor will not hold the bus again at the next stop. If a camper is still not picked up, the bus will finish its route, will wait five minutes at the last stop, then the police will be called. The Camp Director will be notified, and will make arrangements for parents to retrieve the camper from the local authorities. More than one instance of this nature may result in expulsion from the camp program without refund.

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

### **PICKUP AND DROP OFF PROCEDURES**

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

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

### **UNAUTHORIZED PICKUPS AT CAMP**

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

### **BEFORE AND AFTER CARE**

Children enrolled in Before Care may arrive at camp between 7:30am and 8:30am. Children who are not registered will not be accepted at camp. Children enrolled in aftercare can stay at camp until 6PM.

