



Camp Frank A. Day
WEST SUBURBAN YMCA

2010 FAMILY HANDBOOK

**THIS HANDBOOK WILL HELP YOU AND YOUR
CAMPER PREPARE FOR A GREAT SUMMER AT
CAMP BY KNOWING WHAT TO EXPECT
BEFORE YOU ARRIVE.**

**CAMPING SERVICES BRANCH:
CAMPINGSERVICES@WESTSUBURBANYMCA.ORG
617-244-6050 EXT.3008**

**CAMP FRANK A. DAY:
WWW.CAMPFRANKADAY.ORG
508-867-3780 (SUMMER ONLY)**



Camp Frank A. Day
WEST SUBURBAN YMCA

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Letter from the Director

Dear Parents,

As I look out my window and see the sun shining and flowers beginning to sprout, my excitement for this summer shines through. The camp vision is committed to making every aspect of camp's program shine. I spent my first month hiring the most wonderful specialty counselors locally and internationally. I truly enjoyed meeting all of them and I am sure you and your campers will as well.

With the support of the West Suburban YMCA, we plan to build the program at camp by increasing support, raising funds, and moving the various initiatives—more activities, focus on friendships, specialized staff—forward, while at the same time preserving and fostering the Camp Frank A. Day pride and spirit that we love. This is a huge undertaking for me, but one that I embrace with passion and commitment.

I welcome your questions and comments and look forward to meeting you all.

Sincerely,

Leah

Leah Zippin
Camp Director



Information for Returning Campers

If your camper has been coming to Camp Frank A. Day for several years, you probably feel you already know everything you need to know. We do make changes from year to year so this is a brief summary of changes or items that we want to remind you about.

- All camp paperwork is due no later than April 15th. For further details, please see page 8.
- Check-in is on Sunday from 1:00-3:00 pm. You will not be allowed to check-in earlier. For further details, please see page 12.
- Check-out is on Saturday from 9:00-11:00 am. If you are late, you will be charged a late fee. For further details, please see page 13.
- Cell phones are not allowed at camp and campers are not permitted to call home; however, parents can pre-arrange a phone call with their camper(s) during their time at camp. For further details, please see page 11.
- Please do not leave or send your child food, candy, gum and/or soda. For further details, please see page 10.
- Campers will be allowed to bring certain electronics devices (i.e. iPods, DS) this summer. For further details, please see page 19.
- All visitors are required to check in at the office before entering camp at anytime. **THE SAFETY OF OUR CAMPERS IS OUR FIRST PRIORITY!** For further details, please see page 12.



Meet the Staff

The Camping Services Branch of the West Suburban YMCA is here to help you and your family smoothly transition from the school year to the summer. We encourage you to thoroughly read through this family handbook. We have done our best to answer all of the normal questions we receive as well as some unusual questions that you might not think about asking but definitely want to know the answers to. Please note that this handbook is subject to change. Feel free to contact us with your additional questions as we are here to help!

Our year-round office and mailing address is located at:

West Suburban YMCA
276 Church Street
Newton, MA 02458

www.westsuburbanymca.org
Phone: 617-244-6050 (see ext. below)
Fax: 617-321-CAMP (2267)

<u>Title</u>	<u>Name</u>	<u>Email</u>	<u>Ext.</u>
Camp Director	Leah Zippin	leahz@westsuburbanymca.org	3456
Camp Registrar	Kerry Evans	campingservices@westsuburbanymca.org	3008
Asst. Camp Registrar	Rose Flynn	campingservices@westsuburbanymca.org	3008
Financial Aid Administrator	Janeen Bazarian	janeenb@westsuburbanymca.org	3717
Executive Director of Camping Services	Ashley Dooley Wohlgemuth	ashleyw@westsuburbanymca.org	3274

In addition to our year-round staff, we have a great support team of part-time and seasonal staff that help us to serve you.

Is Your Child Going to Camp for the First Time?

If you answered yes to this question, then plan on attending an information evening. On Wednesday, June 2 from 6:00-7:00pm, we will be hosting a First Timers Night at the West Suburban YMCA for all new campers and their families. This is a great opportunity to introduce yourself to the camp director, ask questions, meet other new campers and learn about how to make your child's first camp experience a positive one!



Camp Frank A. Day
WEST SUBURBAN YMCA

Camp Address, Phone Numbers and Directions

Camping Services Branch (where to send all payments and paperwork)

276 Church Street
Newton, MA 02458

Phone: 617-244-6050 ext.3008

Fax: 617-321-CAMP (2267)

www.westsuburbanymca.org

campingservices@westsuburbanymca.org

Camp Frank A. Day (where the fun is!)

125 South Pond Road (physical)
P.O. Box 367 (mailing)
East Brookfield, MA 01515

Phone: 508-867-3780 (summer only office)

Phone: 508-867-3897*(summer only nurses)

www.campfrankaday.org

*This is a seasonal number. We have been lucky in recent summers to retain the same phone number. There is always a possibility this number may be different, but we will not know until June.

Directions to Camp Frank A. Day:

From Massachusetts:

Take the Mass Pike to exit 9 (I-84/Sturbridge). Take the first right after the toll booth, which is Rte. 20 West. Turn right just before the American Motor Lodge onto New Boston Rd. Drive 4.8 miles, always bearing right at forks until 4.8 miles, at which point take two lefts and you will be in camp. Signs are posted.

From New York and Connecticut:

Take Rte. 84 to the last exit before the Mass Pike (I-90), which is Rte. 20 West. Turn right just before the American Motor Lodge onto New Boston Rd. Drive 4.8 miles, always bearing right at forks until 4.8 miles, at which point take two lefts and you will be in camp. Signs are posted.

YMCA Fun Facts

- In 1891 at the International YMCA Training School in Springfield, MA, Dr. James Naismith invented basketball by hanging peach baskets from an elevated running track and posting 13 rules of the game.
- Believing basketball was too strenuous, a YMCA instructor at the Holyoke YMCA invented volleyball in 1895.
- The first group swim lessons were taught in 1907 at the Detroit YMCA. Strokes were taught on land first then swimmers would enter the water.



About the West Suburban YMCA

Our Mission:

The West Suburban YMCA is a non-profit community service organization devoted to the education, physical health, the mental well-being, and the moral development of children, families, and communities. This YMCA seeks to be a welcoming community serving individuals of any age, race, sex, religion, heritage, economic circumstance, sexual orientation or physical ability. The Y strives to imbue all its members and participants with the core values of caring, honesty, respect, and responsibility.

Our History:

The West Suburban YMCA was founded in 1877 as the Newton YMCA. After a successful fundraising campaign by Frank A. Day, Sr., the YMCA began construction of a facility at 276 Church Street in 1910 and opened the following year. The YMCA grew gaining new members and adding new programs, including camps. In 1916, Camp Frank A. Day opened as the Newton YMCA's residential camp in East Brookfield, MA. In 1943, Camp Chickami started with sixty boys. In 1948, the YMCA started a day camp at the YMCA facility.

The YMCA has come a long way since then. Women were allowed to join and participate in programs. A new 10,000 sq. ft. gymnasium and multi-lane pool were added on. The former field was converted into an artificial turf field and synthetic track and named the New Balance Track & Field. Plus, more day camps were created to better serve the needs of our members.

Camp Frank A. Day History:

In 1915, the late wife of Frank A. Day gave the YMCA a memorial gift, and the following year the YMCA started Camp Frank A. Day with six boys. By 1917, the YMCA had purchased some acreage on Lake Quacumquasitt in East Brookfield, MA. Cabins started being built and boating equipment was purchased in the early 1930s. Camp had grown and with the growth came the development of traditions. The annual plaque races started in 1947. In 1958, the YMCA purchased more acreage to bring the total camp up to 52 acres. After almost 60 years as an all boys camp, girls were allowed to attend starting in 1975. Eventually the tradition of Color War was added. By 2005, the old bathhouses were torn down and replaced with new modern facilities, and the senior girls' cabins were constructed. So today Camp Frank A. Day has the feel of an old, traditional New England camp yet the conveniences of today's society.



Important Things You Should Know

Licensing

Camp Frank A. Day must comply with regulations of the Massachusetts Department of Public Health, including *Regulation 105 CMR 430.00 Minimum Standards for Recreational Camps for Children*, and be licensed by the East Brookfield Board of Health. According to the Massachusetts Department of Public Health, parents may request information regarding background checks, health care and discipline policies as well as procedures for filing grievances.

Accredited

Camp Frank A. Day is an American Camp Association (ACA) accredited camp, which represents to you that our camp has met or exceeded nationally recognized standards for staffing, programming, health and wellness and food service.

Required Paperwork

As required by state and local regulations, each camper must submit a complete health record, which includes all of the following:

- a Health History Form signed by the parent/guardian (It is available on www.campfrankaday.org.) AND
- a Certificate of Immunization (or Vaccine Administration Record) signed by a licensed health care provider that includes evidence of the following vaccines:
 - Measles, Mumps and Rubella (MMR)
 - Polio (IPV or OPV)
 - Diphtheria and Tetanus Toxoids and Pertussis (DTaP/DTB/DT or Td)
 - Hepatitis B AND
- a photocopy of the front and back of insurance card AND
- a physical examination signed by a licensed health care provider (either page 4 of the Health History Form or a separate form from the health care provider).

Parents are required to list any special limitations or concerns including dietary restrictions, allergies and chronic health conditions on the camper's Health History Form. This information will only be made available to camp staff and will be used to ensure your child has a safe summer.

No child known to be suffering from a communicable form of tuberculosis is allowed to attend our camp or any recreational camp in Massachusetts.

In addition, each camper must submit a Camper Confidential Form. Please be open and honest on this form because it will help us to ensure your child has a better experience.

These forms are due by April 15, 2010. Please fax or mail them to the Camping Services Branch (details listed on page 4). Please remember that **NO CHILD WILL BE ALLOWED TO**



Camp Frank A. Day
FIRST SUMMER CAMP

ATTEND CAMP WITHOUT A COMPLETE HEALTH RECORD AND PAPERWORK. If something (i.e. restrictions, medications) changes between the date the Health History Form is submitted and the time camp begins, you are responsible for notifying the camp of these changes in writing. We suggest you make a photocopy of the health history form before submitting it.

Camp Office Hours

From June 21 – August 14, there will be a secretary or camp staff member in the camp office seven days a week from 9:00am-12:30pm, 1:30-5:45pm and 7:00-7:30pm to answer phone calls. The camp phone number is 508-867-3780. In the event the phone line is busy, you are encouraged to leave a message as you will be called back shortly. If you call outside of office hours, please leave a message and we will return your call when the office re-opens.

Staff Qualifications and Ratios

Campers are supervised by mature, trained staff members. Unit directors are at least 25 years old. Senior counselors are at least 18 years old (or have graduated high school); junior counselors are at least 16 years old. All staff members have a background free of conduct that bears adversely upon their ability to provide for the safety and well-being of the campers. All staff complete a thorough one-week orientation prior to the start of the summer which includes training on child abuse prevention, CPR, first aid, and activity planning. In addition, there is extensive discussion regarding safety policies and procedures.

We maintain a ratio of at least one staff member for every six children ages 7-8, one staff member for every eight children ages 9-14 and one staff member for every ten campers age 15.

Prevention of Abuse and Neglect

All staff are required to immediately report any suspected child abuse or neglect to the Camp Director. He will immediately report suspected abuse or neglect to the Massachusetts Department of Social Services and also notify the board of health if a 51A report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed. Our staff will cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation. The Camp Director will ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Social Services investigation is completed.

Three Healthy Meals a Day

Campers are served three healthy, nutritious and delicious meals each day. A breakfast bar with yogurt, fruits and cold cereal is available each morning in addition to a hot entree. For lunch and dinner, campers may choose between a vegetarian or a meat option. A salad bar full of local organic fruits and vegetables is also available. Milk, 100% juice and water are served at all meals. For campers who are hungry between meals, fresh fruit is always available. We serve only nourishing whole foods that are free of chemicals, synthetic hormones, trans fats and artificial sweeteners.



Canteen

Campers will visit the canteen, where they will be able to pick out a healthy snack and beverage of their choice, every other day. There is no additional cost for this service.

Water Bottles

Campers should bring a water bottle to camp. Hydration is important year-round but especially during the summer when campers are really active and outside in the sun. They will be encouraged to drink plenty of water and refill their water bottle throughout the day.

Mail & Care Packages

Letters and care packages from home are important. When sending a package, please do not send food, soda, candy or gum. Junk food weighs down the mind, body and spirit. We also are very conscious of allergies of other campers or staff who live in your child's cabin. It also attracts unwanted wildlife into the cabins. The staff will be opening camper care packages with your campers and any food, soda, candy or gum will be given to charity. We recommend sending books, magazines, cards, games or toys that can be shared in the cabin.

In order to ensure proper delivery, please address all mail as follows:

Camp Frank A. Day
Camper's Name
P.O. Box 367
East Brookfield, MA 01515

Emailing Campers

Stay in touch this summer with online photos, news and camper email with the help of Bunk1's secure and easy to use website services. You will need to set-up an online account by following these steps:

- 1) Go to www.campfrankaday.org
- 2) Scroll to the bottom of the page and click on the "click here" link to connect to Bunk1.
- 3) First time users will need to click on the "Register Now" link.
- 4) Enter the pre-approved registration code: 6425FD1
- 5) Fill out all of the required information
- 6) Purchase Bunk Note credits, which will require a credit card.
- 7) View camper pictures, read about what's going on at camp and send emails to your camper!

Frequently Asked Questions:

How do I view pictures?

Follow the instructions above except, after registering, simply sign in and click on the Photo Gallery button. Photos are kept in folders found on the left side of the page below the words "Image Folders." Click on any folder to see the pictures within that folder. You can even purchase prints or other photo gifts (e.g., t-shirts, mugs) of your favorite pictures! **There is no cost to view pictures.**



Camp Frank A. Day

WEST SUBURBAN YMCA

How do I send a Bunk Note (one-way email) to my camper?

Follow the instructions above except, after registering, simply sign in and click on the Bunk Notes button. Enter your camper's name, select the correct cabin, type your message, and hit the "Send" button.

Can other relatives use these services?

Certainly. Once you have set up your account, you will be able to invite other people to access these services.

Why do I have to pay to send Bunk Notes (one-way email)?

Each morning, the Bunk Notes system bundles and sorts the messages for us to print out and distribute to campers. It also protects us from computer viruses and allows us to easily manage these emails. Your payment helps us cover the cost of the system, paper, ink, and labor and, more importantly, frees us to do what we do best – be with your kids! Bunk Note credits cost \$1 each and are purchased in packs of various sizes.

What do I do if I lost my username and password?

You can get it online by going to www.Bunk1.com and clicking on the link "Lost Your Password?" (to the left of the page below the sign in button). You will receive an email with your username and password within a few minutes.

If you have questions or problems, please call Bunk1 at 1-800-216-9472 or go to www.bunk1.com/contact.asp.

Pictures and News from Camp

In an effort to give you peace of mind and to help remind your campers of the fun times they had at camp, the camp director will periodically be posting photographs and newsletters on our bunk1.com site. (See above for instructions on how to log-in.)

We will post a newsletter at least once per week. We will post approximately 100 pictures per week in order to give you an idea of what is going on at camp. Do not be alarmed if your child is not in one of the pictures. If your child does not appear in any pictures, it does not mean that your child is missing or not having fun at camp. It simply means that s/he has avoided the camp photographer either successfully or by chance.

Cell Phones and Telephone Usage

We know how comforting it is for you to speak directly with your child during their time at camp, because we know you miss them! New this year, parents will be able to sign-up at camper check-in for a designated date/time phone call with their camper. Parents have the option to send a calling card with their child or to simply call the camp at the pre-arranged time.

Campers are not allowed to bring cell phones to camp and are not granted permission to use the camp telephone outside of the pre-arranged weekly phone call. Camp provides campers with a unique experience to become independent and learn coping skills. We have very nurturing staff members who are dedicated to helping your campers succeed.



Camp Frank A. Day

WEST BRUNSWICK, N.J.

In order to not undermine the benefits of camp but still let your children know you care, you are encouraged to send them mail or email. We also strongly suggest you send mailing supplies (including stamps!) with your camper so they can communicate with you as well.

Please be assured that we will contact you if your child has any behavioral, medical or extreme homesickness issues. If you do not hear from us, your child is doing fine.

Internet/Email Policy

We hire trustworthy, nurturing and fun-loving staff each summer to ensure that your children have a positive camp experience. Because our camp staff is seasonal, we cannot take responsibility for their actions outside of camp. For this reason, we do not encourage camp staff to communicate with campers, including emailing, outside of YMCA programs. We do understand however that older campers may want to share exciting news with their counselors outside of the summer. For this reason, we have established a Camp Frank A. Day fan page on Facebook. This site is monitored way for campers and staff to safely communicate.

Cabin Placement

We do our best to grant cabin placement requests. All campers will find out their cabin number and bunkmates at camper check-in on Sunday.

Release of Campers

If a parent wishes to dismiss a child from camp for any reason, including check-out day, the camper must be signed out. The following guidelines are intended to avoid any problems on incoming or outgoing days.

1. All campers are to be released only to an authorized person. Parents/guardians must complete and sign the emergency contacts section of health history form, because these are the additional people who are authorized to pick-up your child. Identification will be required for release of campers to authorized persons.
2. Authorized persons are to be directed to the camp director / unit director / office staff to sign the camper out.
3. If a custodial parent requests that a camper not be signed out to a noncustodial parent, such a request must be in writing, and accompanied by supporting documentation.
4. When a last-minute change occurs in camper pick up arrangements, the new instructions from an authorized person are to be verified with the camp director, prior to release of the camper.
5. No camper may leave camp at any time without prior written authorization from the custodial parent and acknowledgement from the camp director.

Check-in

In order to expedite the check-in process, you should ensure that full payment and all camp paperwork is submitted no later than April 15th. **Camper check-in is from 1:00-3:00pm on the Sunday of his/her registered session. Please do not arrive early as our staff will not be ready to serve you.**



Camp Frank A. Day

Starting at 1:00 pm you will drive up to the check-in table and state the name of your camper(s). If you have turned in all paperwork and full payment, you will receive your camper's check-in card. From there, you will then be asked to proceed directly to the appropriate cabin for check-in or to the dining hall for check-in with the camp nurses. You are welcome to help your camper unpack, make the bed, meet the unit staff, etc.

Families that have not turned in all paperwork and full payment will be required to park their car and physically check-in at the office. To avoid this inconvenience, please ensure that you have turned everything in by April 15th.

All families are asked to depart camp no later than 3:00 pm so the campers can begin their camp experience.

No-Shows/Absentees

Campers who are registered are expected to arrive within the designated time frames on Sunday for check-in. If you know that your camper will be arriving late, please either provide notification in writing or call the camp office. No refunds will be given if a camper does not come to camp.

What to Expect on the First Day

The first day of each session is always exciting. After families leave at 3:00 pm, campers will have time to meet their fellow bunkmates and unit staff. Prior to dinner, all campers will tour camp, get to know their cabin mates and learn the camp rules. Campers will enjoy their first of many great meals in the dining hall and be introduced to all camp staff. After dinner, everyone will join together for an opening night program, then campers return to their cabins and get ready for their first night at Camp Frank A. Day.

Visiting Day

There will be three Family Visiting Days during the summer on Saturdays July 10, July 24, August 7. Visiting Days begin at 11:00am and end at 5:00pm. A buffet lunch will be served at 12:30pm. We encourage families to spend the day at camp taking part in a variety of planned land and water activities. We have lots of new activities planned for visiting days so bring the whole family for a day of fun!

Check-out

Campers check-out is from 9:00-11:00 am on the Saturday of their registered session. Parents will drive up to the check-out table prior to picking their child up. Then, they may drive directly to the unit. After checking your child out with his/her counselors, parents may then proceed to the dining hall to collect camper medications, purchase camp merchandise, etc.

A late fee will be charged for parents/guardians who arrive after 11:00 am. The fee is \$10.00 per child for the first one to ten minutes late. An additional \$1.00 per child will be charged for every minute late thereafter. The parent is responsible for payment at the time of late pick up. It is required that all children be picked up no later than 11:00am in order to avoid any late fees.



If you know that your child will be departing prior to the end of the registered session, please provide either written notification or call the camp office.

Lost & Found

We strongly encourage you to LABEL ALL OF YOUR CHILD'S BELONGINGS WITH THEIR FULL NAME. "Sharpie" markers will work well on most, if not all, of your child's belongings. The camp cannot be responsible for lost items. Please check the lost and found area on check-out day. Any items which are not claimed will be donated to a local charity on September 1st.

Pets

Although camp may seem like the perfect place for your furry friend to explore, we kindly ask that you leave your pets at home. This allows us to provide a safer camp for those with allergies or fears of animals.

Staying Multiple Sessions

Campers that are attending back-to-back sessions are welcome to stay over the Saturday night between sessions. They will be treated to a BBQ and movie. Their laundry will also be done so they have clean clothes to begin their next session.

Refunds

There are absolutely no refunds of the deposit. Refunds of the tuition paid minus deposit will only be granted prior to June 1st with a written request for a refund.

Refunds of tuition on or after June 1st may only be considered for serious medical reasons causing camper withdrawal upon written advice from a physician. Campers who arrive late, depart early or miss days are not granted pro-rated fees or refunds even if requested before June 1st. No refunds are given for campers who decide they do not like camp, have a minor illness, are homesick, are removed from camp for disciplinary reasons, and changes of parents' plans.

Our Recession Pledge

At the West Suburban YMCA, we have been caring for our community for 132 years, in both good times and bad. While no one can predict tomorrow, we can help you feel safe and secure.

If you register for camp and you lose your job, we will refund 100% of your deposit or registration fee that you have paid to us. We can also help supplement your YMCA fees until you get back on your feet. To learn of the few restrictions that apply, please speak with a Camping Services representative.

Health Care at Camp

In accordance with the Massachusetts Department of Public Health Minimum Standards for Recreational Camps for Children, Camp Frank A. Day has a health care consultant—a licensed physician, nurse practitioner or physician assistant with pediatric training—that oversees our health care policies and staff training in addition to being available for consultation.



Because the health care consultant is not at camp, we have a wonderful team of nurses at camp that tend to the camper's health care needs, including administering medications. In addition, all camp staff are certified in First Aid and CPR.

Administration of Medication

If your child needs to take a prescription medication while at camp, the medication must be in the original prescription container. All over-the-counter medications for campers shall be kept in the original containers, which shall include the directions for use.

If your child's medications have changed since the time you submitted his/her Health History Form, the parent/guardian must provide a signed note giving the camp nurses permission to administer the medication to the child. This note should include the medication name, dosage, time to be given, and dates to be given. All medications and permission notes need to be given to the camp staff at the start of camp. If your child's medications have not changed since the time you submitted his/her Health History Form, you do not need to do anything further.

Campers are allowed to carry their inhalers; however, we also encourage you to send along another 1-2 inhalers to be left with the nurses in the event your camper misplaces his/her inhaler.

Parents should include all medications and relevant information on the camper's Health History Form. At camper check-out, medications will be returned to a parent or guardian whenever possible. If the medication is not collected by September 4, 2009, it will be destroyed.

Infection Control

Camp Frank A. Day has measures in place to prevent the spread of communicable diseases. We follow exclusion policies for serious illnesses, contagious diseases and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health. Procedures do include the notification of all parents in accordance with Department of Public Health recommendation.

Mildly Ill Campers

All children are continuously exposed to each other's germs. Campers and staff are encouraged to properly wash and dry their hands. Everyone is required to wash their hands before eating and after toileting. Time for hand washing is allowed. In addition, we have hand sanitizer placed in key places throughout camp.

Parents are asked not to send their child to camp if s/he is sick or contagious. If a child becomes ill—vomiting or a fever—during camp, the child will be sent to the infirmary to be cared for by a camp nurse. The parents will be contacted if a camper is under the care of a camp nurse for at least 24 hours (unless s/he is only seeking ointment for bug bites then parents will not be notified). The parents or emergency contacts will be contacted immediately if a camper is seriously injured (i.e. broken bone, head injury) and/or needs to be seen by a physician.



New Prescriptions

If your camper needs a prescription medication while at camp, you are responsible for the cost of the prescription. Because of our standing orders with the camp physician, we have several common prescriptions on hand. Whenever possible, we will use your child's insurance card to purchase the prescription.

Emergency Health Care

In the unlikely event that your child is seriously injured while at camp, s/he will be transported to Harrington Hospital in Southbridge, MA and the parent/guardian will be notified immediately. The hospital's phone number is 508-765-9772.

Camp Store

On check-in, check-out and visiting days, camp t-shirts, sweat shirts and merchandise will be on sale in front of the canteen. These are great items for campers to wear during camp. In true camp spirit, most merchandise comes in your choice of green or gray.

Camptivities

Each week campers will choose from a selection of camp activity electives, which include arts & crafts, cooking, drama, music, dance, camp newspaper, climbing tower, tennis, archery, wrestling, sailing, snorkeling, fishing, water skiing, canoeing, kayaking, horseback riding* and golf*. Water activities are based on swim level. There is limited space available in most elective activities. We do our best to ensure that campers get an opportunity to participate in their first or second preference elective activity during their stay at camp. We cannot accept requests or make guarantees in advance.

*Golf and horseback riding are off-site programs offered through our partners. Golf is in partnership with Blackstone Golf Course; eight lessons are offered for \$125. Campers may bring their own clubs or borrow at no additional cost. Horseback riding is offered in partnership with Fairview Farms; eight English riding lessons cost \$300. Campers must wear long pants and shoes with a heel. Helmets are provided. Campers participating in horseback riding will need to complete a separate "Release and Hold Harmless" waiver.

Swimming and Waterfront Use

All campers will be swim tested on the second day of camp. The swim test consists of lap swimming and treading water. Campers are encouraged to do their best. This ensures that each swimmer is placed at the appropriate level.

Campers participate in daily swim lessons. The YMCA Swim Program is nationally recognized, with each level involving five basic components—personal safety, stroke development, water sports and games, personal growth and rescue skills. Please be aware that your child may qualify for a different swim level at camp than s/he was in during the school year swim lessons at the West Suburban YMCA or another facility. This is due to different swim conditions and variations in evaluation methods.

Here are brief descriptions of the YMCA progressive swimming levels:



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Polliwog: Swimmers with little or no aquatic experience.

Guppy: Swimmers who can swim one length with their face in the water and their arms out; must be comfortable in deep water.

Minnow: Swimmers who can demonstrate at least 50 yards of both front and back crawl with proper technique. Breaststroke and diving will be introduced.

Fish: Swimmers who can complete 100 yards in front crawl, back crawl, and breaststroke with proper technique.

Flying Fish: Swimmers ready to refine their strokes, learn butterfly and work on endurance training.

Shark: Swimmers who can complete a 200-yard Individual Medley and are ready to refine their strokes through swim team sets and drills.

Campers will have the option to participate in free swim most afternoons. They may be restricted to certain swimming areas and waterfront activities based on their respective swimming levels. No campers are allowed on the waterfront when lifeguards are not present. This is for their safety.

Field Trips

During the first week of each session, there will be a field trip day. The location of each field trip is usually announced shortly before the start of each session. At camper check-in on Sunday, you have the opportunity (this is optional) to leave no more than \$25 in cash (sorry we cannot accept checks or credit cards) for your camper to use on the field trip. The money will be kept locked up until the day of the field trip, then it will be given to your camper. Your registration fee pays for the cost of the field trip, transportation and lunch.

Religious Services

There is a non-denominational service at the Chapel in the woods on Sunday mornings. This service reflects the character values—caring, honesty, respect and responsibility—of the YMCA through music, poetry and stories. We attempt to provide access for all campers to attend various religious observances. Grace is said before each meal.

Airport Transportation

We will be offering limited transportation to and from Boston's Logan International Airport and Camp Frank A. Day. We will be doing airport pick-ups and drop-offs on the following days only: June 27, July 11, July 25, August 7 and August 14. Arriving flights must be between 12:00-5:00pm and departing flights must be between 12:00-7:30pm. The cost is \$125 and includes transportation both ways. Please contact the Camping Services staff at campingservices@westsuburbanymca.org or 617-244-6050 ext.3008 to add-on this service. You will receive a travel confirmation with detailed information approximately one week prior to the start of your camper's session.

If you are unable to book flights that meet all of the above criteria, you will be responsible for arranging your camper's transportation to/from camp.



LITs

If your teenager is signed up for our Leaders-in-Training (LIT) program, s/he will participate in a variety of activities, including leadership classes, assisting younger campers and possible visits to other camps. LITs will be assigned to a cabin in either the midget or junior unit and will assist the counselors in their cabin.

LITs are only permitted to leave camp when accompanied by a senior staff member. LITs will have one day off per week. Those LITs on a day off may only leave camp with a person authorized in writing by their custodial parent.

We will be holding an orientation for LITs and the details will be communicated to the LITs and their parents as the summer approaches.

Adventure Camp

During August 8-14th, adventure camper (ages 12-15) will learn basic wilderness survival skills and participate in supervised high-energy expeditions with adrenaline rushes that will be talked about for years to come! Parents of adventure campers will receive a separate letter with more detailed information in July.

Concerns

If you have a concern or complaint, first address it with your child's counselor or unit director. If your issue is not adequately addressed or if your issue is in relation to the overall camp, please contact the Camp Director. If your issue is not adequately addressed by the Camp Director, please contact the Executive Director of Camping Services. Contact information is located on page 4.

Trunks/Laundry

Campers should bring their clothes to camp in a trunk, footlocker, or plastic stackable drawers. We recommend that each camper also bring TWO laundry bags - boldly marked with his/her name that can be securely tied. Campers keep their clean clothes in the trunk and their dirty clothes in the laundry bag. Laundry goes to our in-house laundry, at no additional cost, once a week, and is returned in 24 hours. Please note that colors are not separated. All campers' belongings should be labeled with their name.

What NOT to Pack

In order to keep Camp Frank A. Day a safe and healthy environment for all campers and staff, we prohibit the following from being brought to camp. Such items will be confiscated and returned to the parent upon check-out.

cell phones	guns/knives	tobacco products	soda
digital cameras	archery equipment	jewelry/valuables	food*
laptops	fireworks	candy/gum	



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*If your child has a severe allergy and you are worried that s/he will not be able to find a sufficient amount of food, you may bring up food for your camper which will be kept in the kitchen or unit director's cabin. Please ensure it is individually labeled with his/her name and is in a separate bag.

Pack at Your Own Risk

New this summer we will be allowing campers to bring iPods/MP3 players and handheld video games (i.e. DS, PSP, Gameboy) at their own risk. We understand that it may be difficult for campers to live without these for the weeks they are at camp. They will only be allowed to use them during certain times, and they may never leave the cabin. If either of these rules are broken, the item may be confiscated and stored in the unit director's house until the camper leaves.



What to Pack

Listed below are suggested items to bring to camp for a two-week period. ALL ITEMS SHOULD BE CLEARLY LABELED WITH THE CAMPER'S NAME. We recommend that you tape an itemized list of your camper's belongings inside the lid of the trunk, so periodically a check may be made to ensure that losses are at a minimum.

Actually Brought	Suggested	
___	2	Laundry bags
___	1	Pillow
___	2	Pillowcases
___	2	Blankets and/or sleeping bags
___	4	Sheets (2 flat & 2 fitted or 4 flat)
___	1	Raincoat
___	1	Warm jacket (The evenings are cool.)
___	3	Swimsuits
___	4-6	Towels (2-3 beach, 2-3 bath)
___	2	Wash clothes
___	8	T-shirts
___	8	Pairs of underwear
___	12	Pairs of socks (On rainy days, it's nice to have a dry pair.)
___	3	Pairs of long pants
___	4	Pairs of shorts
___	2	Pairs of sneakers
___	1	Pair of sandals/flip flops
___	2	Sweatshirts/sweaters (You can buy camp ones at check-in!)
___	3	Pairs of pajamas
___	1-2	Dressier outfits for dance, awards night, etc.
___		Toothbrushes (please bring 2) & toothpaste
		Soap & shampoo
		Comb/brush
		Other toiletries (contacts, retainer, feminine products, etc)
		Bathroom bag/tote for trips to the bathhouse
		Pen/pencil/stationery
		Stamps (at least two postcard stamps!)
		Flashlight w/ extra batteries
		Water bottle
		Sunscreen
		Insect repellent (preferably containing DEET)
		Medications/inhalers/vitamins (must be given to nurses)
		Optional Items:
		Hat
		Swim goggles
		Musical instrument
		Books
		Disposable camera (Digital cameras not allowed)
		Sports equipment: baseball glove, tennis racket, fishing pole



Camp Rules

The following rules have been established to ensure an environment in which every camper and staff member can feel safe and respected. We aim to provide a sense of fellowship, an atmosphere of freedom, a sense of enjoyment and respect for others. To achieve such an environment, we will enforce the following rules within camp. We ask that all campers and parents/guardians read these rules carefully as you must sign your acceptance to them on the camper confidential page.

EXPRESSION

- Campers may not express themselves, through apparel, language, gestures, words or writing in ways that are profane, obscene, humiliating, degrading, threatening, sexually harassing, hateful or in any way offensive in reference to race, religion, ethnicity, nationality, gender, sexual orientation, culture, ability or belief.

PHYSICAL ASSAULT

- Physical assault of any kind toward any person will not be tolerated.
- Throwing rocks, sticks or soil is not allowed regardless if it is intended as assault or not.

RESPECT

- Campers will not be allowed to be disrespectful, defiant, disruptive or behave in such a way as to detract from the experience of fellow campers.

PERSONAL SPACE AND PROPERTY

- Campers may not enter any cabin other than their own without permission.
- Campers may not enter any unit other than their own.
- Campers may not enter any buildings other than those in which they have an assigned activity.
- Campers may not borrow property from anyone without the expressed permission of the owner.
- Campers may not sit or lie in another person's bed.
- Campers may not steal personal or camp property.
- Any kind of vandalism including marking, defacing or destroying camp or personal property or nature is not allowed.

MEDICINE

- Campers may not keep prescription or non-prescription medicine in their cabin or with them. All medications must be turned into the nurse during check-in.
- Inhalers are an exception. Campers are encouraged to keep their inhalers with them at all times.

VALUABLES

- All valuables are brought to camp at your own risk. We do not recommend that you bring valuables or expensive clothing to camp.
- Camp is not responsible for the theft of or damage to any personal property.

WEAPONS AND DANGEROUS PROPERTY

- Campers may not possess knives, weapons, fireworks, aerosol cans, matches or lighters at camp.
- Tobacco products, alcohol and other illegal substances are not allowed on camp property.



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- Such property as listed above will be confiscated if brought and may result in the camper's expulsion from camp.

PRANKS

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

BOUNDARIES

- Campers will report to and stay within the program area to which they are assigned at all times.
- During free time, campers must stay within the limits of the camp property described on opening day unless accompanied by a counselor.
- Campers must stay in their cabins from the close of evening program until wake up call, except to go to the bathroom.
- Campers may not enter the areas of the waterfront, climbing tower or the archery range without the supervision of a staff member.
- No campers shall ever enter the lake at any location other than the designated waterfront.

SAFETY

- Campers will comply with all rules. General safety rules will be introduced on check-in day. Safety rules specific to each program area will be introduced before campers enter that program area.

PHYSICAL DISPLAYS OF AFFECTION

- Physical displays of affection (i.e. hand holding, kissing) are not allowed under any circumstances.

PHONE

- Campers may not use the phones at camp nor may they receive phone calls except during the pre-arranged weekly phone call. All phone messages outside of the pre-arranged weekly phone call will be passed along through the staff.

FOOD

- Campers may not store or eat food in their cabin at any time as it attracts unwanted animals and insects. Food and beverages mailed in care packages will be donated to a local charity.

SWIMMING

- All campers must take swim lessons, unless they pass through all of the swim levels taught at camp.



Sample Daily Schedule

7:00am	Reveille
7:50	Flag Raising
8:00	Breakfast
8:30	Cabin Clean-up
9:00	Plaque Race Team Competition
10:10	Camptivity 1
11:20	Camptivity 2
12:30pm	Lunch
1:15	Rest Period
2:25	Swim Lessons
3:35	Cabin Activity Period
4:50	Free Choice Activity
5:50	Flag Lowering
6:00	Dinner
7:15	Evening Activity
8:30	Midgets Get Ready for Bed
9:00	Juniors Get Ready for Bed / Lights Out for Midgets
9:30	Seniors Get Ready for Bed / Lights Out for Juniors
10:00	Lights Out for Seniors



Important Dates

Important Date	Reason
April 15 th	Full payment, health record (including health history form, certificate of immunizations, photocopy of insurance card and physical examination) and camper confidential due
April 25 th	Open House at camp at 1:00pm
June 2 nd from 6-7pm	First Timers Night (See page 5 for details.)
June 27 th – July 10 th	Session 1
June 27 th – July 3 rd	Session 1A
July 4 th - July 10 th	Session 1B
July 10 th	Visiting Day
July 11 th – 24 th	Session 2
July 24 th	Visiting Day
July 25 th – August 7 th	Session 3
August 7 th	Visiting Day
August 7 th –14 th	Adventure Camp
August 27 th – 29 th	Family Camp (For more information, please visit www.campfrankaday.org .)



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