



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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MYSTIC LAKE YMCA OVERNIGHT CAMP PARENT HANDBOOK 2021

517.827.9650 www.mysticlakecamp.org

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MYSTIC LAKE YMCA CAMP OVERNIGHT PARENT HANDBOOK

Dear Parent or Guardian:

Thank you for choosing Mystic Lake YMCA Camp for your child's summer camp experience. We have been hard at work planning to make the summer of 2021 a safe and enjoyable experience for all of our participants. Please make sure you read through our Covid-19 Playbook on our website for more detailed information on our plans to help make camp a safe place during the Covid-19 pandemic.

OUR MISSION, OUR FOCUS & OUR VALUES

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Through our focus of...

Youth Development – *Nurturing the potential of youth and teens*

Healthy Living – *Improving the health and well-being for our communities*

Social Responsibility – *Giving back and providing support to our neighbors*

...we strive to make each camp program reflective of the values of honesty, caring, respect and responsibility. We also try our best to help campers grow physically, mentally, and spiritually all within a fun camp environment. Nurturing the potential in each and every child is of the utmost importance and we take on that challenge with an open mind.

GOALS AND EXPECTATIONS:

- To provide a safe, inviting and inclusive camp community for all of our participants
- To ensure trained and qualified staff dedicated to being professional role models work with your child(ren)
- To help foster friendships between your child and other campers
- To allow campers to learn and have fun in our exciting activities and traditional camping programs
- To provide children the opportunity to unplug from technology and experience time away in a safe and natural environment

Please use this information as a tool to help better prepare your family for your child(ren's) upcoming camp experience. We look forward to partnering with you in helping to bring your child up strong in spirit, mind and body!

If you have additional questions or would like more information please do not hesitate to contact our staff at rwright@lansingymca.org or by phone at (517)827.9650.

REGISTRATION AND PAYMENT INFORMATION

HOW TO REGISTER

You may register for camp by any of the methods listed below. Enrollments are subject to availability.

- Via the website at www.mysticlakeymca.org
- Via phone at (517)827-9650
- Via fax at Fax: (989)544.2722
- By mail via our paper registration form found under our Camp Forms section on our website and mail to the Mystic Lake YMCA Camp at P.O. Box 100, Lake, MI 48632

PRE CAMP ZOOM PARENT MEETINGS- New in 2021!

In an effort to provide the most up to date information with our families, we will be offering Pre Camp Zoom Calls for registered families. Information will be shared on our safety measures and operational procedures for overnight camp during the Covid-19 pandemic. Registered camper families will be provided a Zoom Link as the call dates approach.

More detailed information on camp operating procedures related to Covid-19. A list of Frequently Asked Questions will be presented so families can have updated information prior to arriving at camp.

- Check in and check out procedures, health and safety, food service and more!
- An opportunity for questions and answers with the camp administrative staff. A great way to interface with our staff as we prepare for a great summer camp season!

Dates for the calls are as follows:

Campers registered for Sessions 1 & 2	May 19 th	7:00pm
Campers registered for Sessions 3 & 4	May 26 th	7:00pm
Campers registered for Sessions 5 & 6	June 9 th	7:00pm

REQUIRED CAMP FORMS – All Forms Completed Online

- [Camper Release Form](#)
- [Health Form with Parent Signature](#)

All campers MUST have a completed health form with parent/guardian signature on file. Mystic Lake YMCA Camp cannot accept a camper without this form. This is required by the State of Michigan and the American Camp

Association. For accurate health information, all campers need to have a new form completed each year.

REGISTRATION FEE

A nonrefundable registration fee of \$100 is required per session per child and must accompany your camper registration. The registration fee is applied to the total balance. All camp balances must be paid at least 15 days prior to your child's camp session.

FINAL BALANCE

Your camper's final balance must be paid at least 15 days prior to the start of their camp session. For your convenience, our registration software will automatically withdraw this final balance at the time, if it has not been paid sooner.

REFUND POLICY

- Registration fee is nonrefundable
- In case of dismissal due to poor behavior or voluntary withdrawal, there is no refund of fees.
- A medical excuse must include a physician's authorized signature to be considered for a refund less the registration fee.
- Due to COVID-19, special exceptions regarding refunds will be made on a case by case basis. Refunds due to COVID-19 may include the registration fee.

FINANCIAL ASSISTANCE

We believe that no child should be turned away due to the inability to pay. Through the hard work of volunteers and generous donors, financial assistance is available for those who demonstrate need. All information is kept confidential and assistance is awarded on a first come, first serve basis.

If you would like to fill out our online Financial Assistance Form, please click the link below or go to our website under Camp Forms section.

[Financial Assistance Form](#)

ARRIVAL AND DEPARTURE INFORMATION

CAMPER CHECK IN

Check in is held each Sunday from 2:00pm to 4:00pm. Prior to this camp staff are involved in a staff meeting and completing projects in preparation for your camper's arrival. A health screening is part of the registration process. We will have staff available to assist you during the registration. We do not provide early check in. Please see COVID-19 Playbook for additional information on check in.

CAMPER CHECK OUT

Check out will begin on Friday evening at 6:00pm. All parents/guardians picking up a camper must be listed on the Camper Release Form and show a picture ID. Please see COVID-19 Playbook for additional information on check out.

CAMPERS WITH SPECIAL NEEDS

Mystic Lake YMCA Camp strives to offer a positive experience for children of all abilities whenever their needs can be met. We request that you call camp and arrange a visit to review your child's needs and level of staff involvement. We will work with you to determine if Mystic Lake YMCA Camp is the right choice for your child.

BUS TRANSPORTATION

Bus trips to and from camp are provided from the Parkwood YMCA (2306 Haslett Road, East Lansing) to Camp. Check in at the bus is Sunday morning at 11:30am and the bus leaves the Parkwood YMCA at 12:00pm. The bus will return to the Parkwood YMCA at approximately 7:45pm on the following Friday. The fee for this service is \$30 each way. You must register in advance for bus transportation. Due to COVID-19 restrictions, space on the bus will be limited.

If bus registration is at capacity, you can place your child on the waitlist and camp will contact you if a spot opens up.

CAMP STORE

From water bottles and t-shirts to sweatshirts and bandanas, Mystic Lake YMCA Camp offers a wide range of souvenirs and snacks for your child to purchase. The average store account is normally \$50 for one week of camp. Camp store accounts can be set up during the registration process so your child has an account waiting for them when they arrive at camp.

You can monitor your child's account through the week and add money if needed.

The camp store will not be available during check in on Sunday or check out on Friday evenings.

HEALTH INFORMATION

All campers MUST have a completed health form with parent/guardian signature on file. Mystic Lake YMCA Camp cannot accept a camper without this form. This is required by the State of Michigan and the American Camp Association. For accurate health information, all campers need to have a new form completed each year.

INSURANCE

Mystic Lake YMCA Camp does not provide health insurance for campers. Please list your insurance carrier, insurance number and personal physician on the Health History Form.

MEDICATIONS

All medications, including inhalers, must be sent in their original container. The child's name, physician name and the directions including dosage and frequency must be clearly printed on the label. Send only the supply needed for your camper's stay. All medications and vitamins are to be given to the Health Officer at check-in. Parents are responsible for all necessary health care expenses while your child is at camp. Inhalers should be put into the original box.

MEALS

Our kitchen staff plan and prepare well balanced meals. Campers eat in cabin groups in designated locations. To help ensure we are able to meet your child's needs, if your child is a vegetarian or has a special dietary restriction please include this information on their Health Form. Please feel

free to call and talk to our staff about any of your child's dietary restrictions and/or needs at 517.827.9650.

[USDA Mystic Free Meals Application Form](#)

Please see more information on Food Service in our COVID-19 Playbook.

HEALTH CARE

Mystic Lake YMCA Camp has a well equipped Health Care Center with around the clock care from a Certified Health Officer. All staff are trained in first aid and CPR. We have a very good working relationship with our local fire and rescue departments. Mystic Lake YMCA Camp hosts training events with our local department to enhance their ability to respond to incidents at camp.

In case of illness, campers will be housed in the health center. If necessary, you will be contacted to pick up your camper. In case of sudden illness or injury, your camper may be transported by camp vehicle to Mid-Michigan Urgent Care or the Emergency Room in Clare. We will contact you or the emergency contact you have listed right away. If necessary, for the well-being of your camper, Mystic Lake YMCA Camp will transport your child via local ambulance.

It is very important to complete the emergency contact information. If you are traveling, please give the Health Officer a copy of the itinerary and phone numbers where you can be reached. In case of any injury or illness that requires medical attention, we will make every effort to contact you prior to treatment. In the event you cannot be reached, we will contact your emergency contacts.

Please see more information on Health Care in our COVID-19 Playbook.

CAMPER BEHAVIOR POLICY

It is our intention to provide positive, realistic expectations and guidelines for each camper to ensure their success at camp. We ask that all campers make a commitment to following the camp rules. The following kinds of behaviors are not allowed. Campers could be sent home for the following:

- Leaving the group/camp without permission.
- Having or using tobacco, illegal drugs or alcohol on the camp grounds.
- Excessive, deliberate use of profane language.
- Physical or emotional abuse of another camper or staff.

- Being at or in the lake when not part of a scheduled activity
- Provoking fights or fighting.
- Forcing others to do something they don't want to do.
- Stealing.
- Lying to camp staff about matters that are necessary for staff to know to protect camper's rights and welfare.
- Deliberately damaging property.
- Disrespecting camp rules and staff.

BULLYING

Mystic Lake YMCA Camp takes bullying very seriously. Our staff works diligently to prevent campers from abusing physically, mentally or emotionally other campers. All behavioral incidents will be dealt with on a case by case basis. In most situations, should a second incident occur after the initial warning, parents will be required to pick up their child.

Policy Regarding Social Networks/Contact with Staff Outside of YMCA of Lansing Programs

For the safety of the children in our programs and the YMCA staff, the YMCA of Lansing has a policy prohibiting contact between staff and children outside the YMCA, including babysitting and popular social networks such as Facebook, Snap Chat, Instagram, etc.

Parents please remember to monitor your children's internet use and to review personal web pages and blogs. If you notice that your child has been contacted by YMCA staff outside the YMCA, including social networks, please contact the Camp Director.

CAMP PACKING LIST

Please use this camp packing list to assist your child in packing for their week long trip. Write your child's name on everything. Add additional items for a two week stay accordingly. The YMCA is not responsible for lost or damaged personal items. Please leave valuables at home.

Clothing

- 3 pairs shorts
- 2 pairs blue jeans &/or pants
- Heavy sweater, sweatshirt or jacket
- 6 shirts (1-2 long sleeved)
- Swim suit
- Rain gear
- Flip-flops or sandals
- Optional "Fancy" outfit - some campers and staff dress up for one of our dinners each session.

Equipment

- Bag for dirty laundry
- Bin, tote or trunk to keep your child's belongings organized.
- Insect repellent
- Sunscreen (SPF 15 or greater)
- Flashlight, extra batteries & bulb
- Hat with brim
- Daypack or small backpack
- Water bottle
- Protective face mask for duration of stay- enough for one week – Please label with child's name

Bedding and Toiletries

- Summer-weight sleeping bag
- Bag or container to hold toiletries for one week
- Twin sheet to cover mattress
- Pillow and cover
- Pajamas
- Toothbrush & toothpaste
- Comb/brush
- Soap
- Washcloth & bath towel
- Deodorant
- Small bottle of hand sanitizer

Optional Items

- Camera
- Fishing pole & tackle
- Writing & Reading Material
- Stamps & envelopes
- T-shirt for tye-dyeing
- Small fan to help with air circulation and cooling during warm evenings

The following are not permitted and may be confiscated: cellular phones, personal music devices, TVs, laser pointers, video games, electronics, unapproved food items, chewing gum, fireworks.

LAUNDRY

Please pack enough items for the length of your camper's stay. Laundry facilities are generally not available to campers.

KEEPING IN TOUCH

We encourage letters from you as the best way of communicating with your camper. Positive, supportive letters let your camper hear from you in a constructive way. We suggest you send a letter a week prior to your child's session or bring to check in and hand to staff to insure it is received while your camper is here. Campers are encouraged to reply by writing letters as they are generally not allowed to use the phone, fax or computers. We suggest that campers bring paper and pre-addressed stamped envelopes.

CARE PACKAGES

Although all campers enjoy receiving these packages from home, we discourage care packages containing food items. They can expose fellow campers to allergies or other dietary restrictions. Please keep snacks at home, our kitchen will provide snacks to campers. Campers can also purchase snacks in the camp store.

UPDATES FROM CAMP

Camp administrators will communicate with parents of current campers via e-mail. You will have the opportunity to look at a daily photo album and receive periodic emails from camp. Please make sure you have your email address on file to ensure you receive emails.

LETTERS AND EMAILS

LETTERS

Mystic Lake YMCA Camp
Camper Name, Cabin Name (if known)
Dates Attending
P.O. Box 100 Lake, MI 48632

E-MAIL

Parents may email their camper at mysticcampers@lansingymca.org. Please list camper name and cabin in subject line. Note that campers will not be able to reply via email. Emails received after 12:00pm may not be delivered until the next day. The final delivery of email will be Friday at 12:00 pm.

MISSING HOME

Going away to camp can be a challenging experience for a child of any age. Short term separation from parents and learning independence are important parts of growing up. Talking with your camper prior to camp lets them know you have confidence in their ability to cope with the new camp lifestyle. Focus on the positive aspects of camp: making new friends, exciting activities and how proud you will be when they succeed. Once at camp. We keep campers so busy and having so much fun with their new friends, they have little time to miss home!

Set your camper up for success!

LOST AND FOUND

The camp experience is an opportunity for a camper to learn responsibility for their personal articles. Please discuss with your camper the importance of caring for and keeping track of their gear. Any unclaimed items will be held for a period of 2 weeks and then donated to charity.

Typical Day at Mystic Lake YMCA Camp

7:00am	Wake up
Morning Clubs:	Road Runner
	Polar Bear
8:00am	Breakfast
9:15am-12pm	Morning Cabin Activities
12:30pm	Lunch
1:30pm	Rest Hour
2:30pm	Afternoon Cabin Activities/Open Swim
3:30-5:30pm	Afternoon Cabin Activities/Open Swim
6:00pm	Dinner
7:00pm	Evening Activities
8:30-10pm	Lights Out by Village/Age

THANK YOU FOR PARTICIPATING IN YMCA OVERNIGHT CAMP!