



# YMCA Day Camp

## Manitou 2023 Parent Handbook

### About YMCA Day Camps

YMCA Day Camps are wonderful places for your child to experience fun, outdoor adventures in the summer! New and returning campers thrive during a week packed full of exciting, structured traditional and specialty activities. Campers participate in small, age-appropriate groups where they build self-esteem and learn new skills. Our experiences are built on the Y's Core values of caring, honesty, respect and responsibility.

Our goal is to give all kids the opportunity to discover who they are and what they can achieve. Day Camp is an enrichment program and the next step in youth development.

YMCA DAY CAMP MANITOU <sup>(1)</sup>

### Contents

Registration and Forms (3) Transportation Information (4) Life at Camp (6) What to Bring (7) Health & Safety (8)

### This Document

This document undergoes occasional changes. You can always find the most up to date version at [https://www.ymcamn.org/camps/day\\_camp\\_manitou/forms\\_publications](https://www.ymcamn.org/camps/day_camp_manitou/forms_publications)

### Letter from the Summer Camp Director Contact Information

YMCA Customer Service Center.  
612-230-9622 or visit online at [www.ymcamn.org/contact\\_us](http://www.ymcamn.org/contact_us). Contact them about registration, payments, financial assistance etc. Changes and/or cancellations must be completed in writing using the link above.

Demetrius Neal, Camp Program  
Director 651-259-6170

Demetrius.neal@ymcamn.org  
Call or email if you have specific questions about programs, concerns about a camper, etc

YMCA Day Camp Manitou

Phone: 612-806-1267

Email: [campmanitou@ymcamn.org](mailto:campmanitou@ymcamn.org)

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

Facebook: YMCA Day Camp Manitou

Address: 9910 Briarwood Ave. NE  
Monticello, MN 55362

Summer Office Hours: 8:00 a.m.—5:00 p.m.  
M-F



YMCA Day Camp Manitou is excited to present an outstanding program this summer with new camps and activities. Meeting new friends, discovering the wonders of nature, and learning new skills all add up to amazing camp memories. Our staff is caring, nurturing and well trained to provide a safe and fun environment for our campers. Please call us with any questions or concerns you may have. We are looking forward to another wonderful summer!

-Demetrius Neal

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## Registration and Forms

### Registration

Registration can be completed online or by downloading a registration form from [daycampmanitou.org](http://daycampmanitou.org)

You will receive confirmation by email immediately if you register online or within 24 hours of your paper registration being processed.

The balance for your session is due one week prior to your child attending camp, unless you have a pre-approved payment plan established with the Customer Service Center.

### Changes and Cancellations

Changes or cancellations must be made, in writing, by Monday, one week prior to your camper attending camp. Visit [www.ymcamn.org/contact\\_us](http://www.ymcamn.org/contact_us) to write to customer service with your request.

There is a \$10 change fee to any changes made to registration, including camp/session changes, as well as transportation or before/after care changes. If changing camp program or date, your camp cost will reflect current pricing.

Cancellations made less than one week prior to your session's first day will not be refunded.

The \$50 deposit is non-refundable.

Please note that camp does not offer refunds for injury, illness, weather or outdoor related ailments. We occasionally make exceptions for medical issues with a doctor's note, please contact us if that is the case.

### Diversity & Inclusion

It is the YMCA of the Greater Twin Cities' vision to serve relentlessly with out community until all can thrive in each stage of life. At camp, we gladly welcome campers regardless of race, ability, creed, national origin and gender.

Please contact us if you have perspective on you camper that may help us better support your camper while they are at camp or complete our [Camper Individual Care Plan](#), found on our website.

### Forms

All forms are available at [daycampmanitou.org](http://daycampmanitou.org) under the 'forms and publications' tab.

The [Medication Release Form](#) must be submitted if you are sending medications, prescription or non prescription, with your camper to camp.

The [Teen Release Waiver](#) is for campers in our teen programs, that are allowed to check themselves out from the bus.

The [Camper Individual Care Plan](#) is if you think there is anything important or specific your child's counselor should know about working with him/her. This includes, detailed allergy information, camper's fears/reservations, behavior concerns and tips etc.

### Day Camp Member Discount

To receive the \$25 member discount, day campers must be part of an active family or dual membership at the time of registration and during their participation at Day Camp. Day campers that are not members when they

participate at camp will be charged the nonmember rate. Youth and summer only memberships are excluded from the member discount.

## Personal Pricing Plan

The Personal Pricing Plan is a needs-based scholarship fund. Day Camp scholarships can be applied toward a maximum of two weeks per child. To apply for personal pricing, [download an application](#). Enter the key words: Personal Pricing in the top right corner and follow

instructions. Please submit application with registration form and deposit to the Customer Service Center.



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### YMCA DAY CAMP MANITOU

Chelsea Road Turn left onto Co Rd 39 NE Turn left at Briarwood Ave NE Day Camp Manitou is on the left - Look for Bertram Chain of Lakes Regional Park

## About Day Camp

### Manitou Transportation

Day Camp Manitou provides free, supervised transportation to and from camp; you are responsible for signing your child in and out of the bus each day, with the bus captain.

You may also drop your child off at camp between 9:00-9:15am daily.

#### Pro Parent Tip

Bus schedules are subject to change weekly, due to enrollment. Usually time differs by only 5-10 minutes.

Please be sure to check the website one week prior to know exact bus times.

## Directions

### FROM THE TWIN CITIES I-94 W

Take exit 193 for MN-25 toward Buffalo/ Monticello Turn left at MN-25 N Turn right onto Chelsea Road Turn left onto Co Rd 39 NE Turn left at Briarwood Ave NE Day Camp Manitou is on the left – Look for Bertram Chain of Lakes Regional Park

### FROM ELK RIVER US-10 W

Turn left at MN-25 S/Lake St S Continue to follow MN-25 S Turn right at Broadway St W Turn left at Elm St Turn right at Golf Course Rd Continue onto Co Rd 39 NE Turn left at Briarwood Ave NE Day Camp Manitou is on the left - Look for Bertram Chain of Lakes Regional Park

### FROM ST. CLOUD I-94 E

Take exit 193 for MN-25 toward Buffalo/ Monticello Turn right at MN-25 N Turn right onto

## Pick-up

Safety of your child is our number one priority.

Bus security procedures are in place for the safety of your family. It is not our intention to offend anyone when we question the person's right to pick up a child.

Campers can only be picked up by someone listed on their authorized to pick up list (emergency contacts) and carrying their photo ID.

If you need to add an authorized pick up or change a pick up location, camp needs that in writing. Please give a hand written note to the bus captain at the beginning of the week or email camp this addition.

Campers in our Teen Programs are allowed to walk home from a bus stop, with your permission. You must fill out, sign and return the [Teen Release Waiver](#), found on our website.

In order to stay on schedule, buses cannot wait past their scheduled time. If you are late for pick up please call camp. If we do not hear from you, we will attempt to reach you by phone. If you are not reached, we will call persons listed as emergency contacts. Your camper will be transported to the closest Before/After care site. After 1 hour, the authorities will be called to ensure the safety of your child.

#### Pro Parent Tip

Many bus stops are at public locations. Allow yourself a few extra minutes to locate the pick

up location on Monday Mornings.



<b>Daily route schedule: Day Camp Manitou</b>	
<b>Camp Drop Time: 9:00 AM</b>	
<b>Route pickup time: 3:50 PM</b>	
<b>Eagle Bus</b>	<b>Runs Mon-Fri 6/12 - 9/01 - 12 Weeks</b>
<b>Pick-up Time</b>	<b>Location</b>
8:15 AM	New Hope YMCA
<b>Fish Bus</b>	<b>Runs Mon-Fri 6/12 - 9/01 - 12 Weeks</b>
<b>Pick-up Time</b>	<b>Location</b>
8:00AM	Emma B Howe
8:15 AM	Champlin Park Academy
<b>Bear Bus</b>	<b>Runs Mon-Fri 6/12 - 9/01 - 12 Weeks</b>
<b>Pick-up Time</b>	<b>Location</b>
8:00AM	Meadowbrook Elementary
8:25 AM	Fernbrook Elementary
<b>Deer Bus</b>	<b>Runs Mon-Fri 6/13 - 9/02- 12 Weeks</b>
<b>Pick-up Time</b>	<b>Location</b>
8:00am	St Michael Elementarty
8:20PM	Rogers Middle School
8:40 AM	Elk River YMCA

## Life at Camp

### Our Camp Community

YMCA Programs are about learning skills, developing character and making friends. But few environments are as special as camp, where kids become a community as they learn both how to be more independent and how to contribute to a group as they engage in camp activities. **Camp Groups.** Campers are assigned to camp groups based on age and program choice (i.e. Specialty/Traditional Camp). Counselors will lead the camp group of 12 campers through a rotation of scheduled camp activities.

In addition to the group rotations, camp often gives campers the opportunity to interact with some of the other groups through large group, all camp, or camper's choice activities.

#### Pro Parent Tip

Check your camper's backpack for information handouts and schedules on Monday on what your camper's week will look like.

**Camper Buddies.** Campers will have an option to be placed in a group with friends, if they are close in age, in the same program and the request is made in advance. If the request was not made on the registration form, there is no guarantee that your camper will be placed with a buddy. Children make many new friends at camp in addition to enjoying their old ones. We limit the number of friends in the same group to support strong group dynamics.

**Camp Staff.** Each staff member goes through an extensive hiring process including criminal history background & national sex offender check, reference checks, and interview.

They receive over 40 hours of training in camp program areas, relating to children, health and safety skills, and are First Aid and CPR certified. Camp staff members are committed to being positive role models for campers.

### Lost and Found

In response to the COVID-19 pandemic, our day camp is limiting items held in lost and found after each camp session ends. We want to be mindful of safe storage space and how to prevent exposure of staff and campers from items, week to week. As such, camp will only hold the following specific list of items:

1. Jackets / Sweatshirts
3. Prescription glasses, durable medical equipment, prescription medication
4. Personal equipment
5. Shoes (not water shoes or sandals)
6. Backpacks

Camp will keep to these items for no longer than two weeks from the end of the session. After this time, these items will be donated or thrown away. Please note that these items will be held at the discretion of camp staff. Items that are soiled, damaged, or otherwise deemed not able to be safely stored will be disposed of. The list of items camp will not hold on to includes but is not limited to: socks and underwear, all toiletries and toiletry bags, all swim gear including

swim suits and goggles, hats, t-shirts, pants, shorts, towels, water shoes including sandals, water bottles, sunglasses, toys, cameras, arts and crafts projects including tie dye. We highly encourage parents to label all items with their camper's name to help our staff identify items during the camp session. Many items look similar and it can be confusing for both staff and campers. As a reminder, please do not send your camper with anything that is irreplaceable. Things like jewelry or favorite stuffed animals can be easily lost or damaged. Electronics, including phones, are not permitted at camp. Phones may not be used at camp and will be confiscated and returned to families at the end of the day. Camp is not responsible for any lost, damaged, or stolen items—including confiscated phones

## Communication

While your camper is at camp, all communication should be directed to the Day Camp office. We encourage campers to learn independence while at camp; speaking directly to your child is strongly discouraged. If you have an emergency please call 612-806-1267.

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YMCA DAY CAMP MANITOU

## Life at Camp

### Camp Activities

Campers will experience a variety of activities during their camp experience. Our camp staff aim to encourage campers' creativity, skill development, and understanding of the world around them. Oftentimes, during these creative learning experiences in a camp setting, campers are exposed to the natural elements of camp. They will experience dirt, mud, bugs, plants, and various types of weather—but camp will go on. Our staff are trained to recognize and avoid unsafe situations. However, if your child has a specific reaction (allergies, fears, etc) to any camp elements; be sure to indicate this in their health information. Also if necessary, to help us work with your camper, please fill out the Camper Individual Care Plan, found on our website.

### Pro Parent Tip

If your child is especially prone to mosquito bites, be sure to send long layers (long sleeve shirts/ pants) to help prevent future discomfort.

Campers registered for Specialty Camps will spend a portion of each day in their specialty area— weather permitting. If weather makes it

unsafe to run a specialty activity, camp staff will lead alternative programming. In addition, they will do their best to make up activity time lost later in the week if the schedule allows.

### Water Activities

All swimming and watercraft activities are supervised by Certified Lifeguards.

Personal Flotation Devices are worn by campers and staff at all times during boating/watercraft activities, and are provided by camp.

Each camper's swim ability will be tested on their first day of swimming. Campers may be required to wear life jackets depending on their swimming abilities. Wee Bees always wear life jackets during swim time.

### Camper Behavior

Caring, honesty, respect and responsibility are the YMCA's core values and the foundation of our behavior guidelines.

#### Camp's general behavior rules:

- Campers take responsibility for their actions
- Campers respect themselves, one another, the environment and camp equipment
- Campers should be honest with one another and their counselors



- Campers should care for themselves and one another.

Camp Staff are trained to encourage positive behavior and redirect misbehavior. We make every attempt to work with children to teach appropriate behavior. Parents will be notified if consistent behavior problems occur.

### Unacceptable Camper Behaviors

- Fighting & Bullying
- Refusing to follow behavior guidelines & rules
- Use of profanity, vulgarity or obscenity
- Stealing or damaging personal or camp property
- Refusal to participate in activities or cooperate with staff
- Leaving the program area, without permission

We reserve the right to send a camper home, without a refund, if consistent misbehavior affects the experience of other campers and/or camp programming.

2023 Behavior policies: At the Y we believe that every family and child should have access to camp. We aspire to create a camp community that is safe, inclusive, welcoming, and exemplifies the Y's core values of Caring, Honesty, Respect, Responsibility, and Equity. We recognize that campers come to us with a range of backgrounds, experiences, and history, and that this may be reflected in their mental or behavioral health while at camp. While working with children at camp our goal is to collaborate with families. To help in this effort, we utilize an Individual Camper Care Plan to help us inform and prepare our staff. We ask for families to fill out this form only if there are special concerns or situations that you feel we need to know. The more detailed information and helpful "tips" you can give, the better prepared we are to work with your child. The individual Camper Care Plan can be found here: [Individual Camper Plan](#)

It is our goal that Day Camp staff make every effort to ensure all campers have a safe and positive camp experience. We believe our success at camp stems from a safety-first mentality. Day Camp is designed to be a fun and amazing outdoor experience for kids, but we recognize that the small and large group activities may not always be the best fit for all campers.

In order to best support the safety and enjoyment of camp, we approach Social Emotional Learning as strategy for systemic improvement for all as it supports adults to strengthen practices that promote equity. Social Emotional Learning is the process through which all young people and adults

acquire and apply knowledge, skills, and attitudes to develop healthy identities, manage emotions, achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. We believe that our campers have the opportunity for growth and support within the five pillars of Social Emotional Learning and development- self-awareness, self-management, responsible decision making, relationship skills, and social awareness.

While working toward our goals of providing a safe and positive camp experience we may implement Action Plans. Action Plans are tailored to children and their specific needs. We work in partnership with campers, families, and camp staff to determine appropriate action plans for a camper. When determining action plans we strive to partner with families and meet campers where they are at in their development, all while keeping safety at the forefront.

We train and empower our camp counselors to support campers' individual needs with the implementation of action plans. These action plans are designed to work with campers on a personal basis to reach success while ensuring we are meeting each camper where they are at.

When a situation becomes harmful to an individual, the group, or when it cannot be resolved, then we will bring in additional support from the Camp Leadership team. Examples of this could be a camper running away from their group or not staying within sight and hearing range of their staff members, endangering the health and safety of themselves, other children, or staff, purposefully hurting themselves, another camper, or a staff, physical violence, or bullying toward another camper or staff. Our Y Camping teams hold a range of compassion and expertise in certain areas, but we are not mental health professionals, social workers, or 1:1 camper to staff support.

We will support your child the best we can to make camp as successful as possible. If change has not been made after a thorough action plan, should a camper need support that goes beyond what we can safely provide, or, should a situation escalate to a level where we can no longer safely find a resolution for the camper an action plan may determine the need for a child to be removed from a program for any amount of time, including the remainder of the summer season.

The above serves as an overview of how our camps help to ensure the success and safety of all our campers. If you have questions regarding further details of our procedures, or if you have

concerns regarding your camper's needs, please contact the Camp Director.



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- Firearms, pocket knives or weapons • Alcohol or drugs
- Unregistered friends/family

## What to Bring

### Traditional Camp/Wee Bees

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#### Pro Parent Tip

Dress your child for a day of outdoor fun. Please do not send your child's best clothing/shoes, as camp activities are outside and rugged. All items should be clearly labeled with your child's full name. This will assist us with claiming lost and found. Camp Manitou is not responsible for lost, stolen or damaged items. Valuables and meaningful items should be left at home.

#### Bring (every day)

- Lunch and 2 snacks (AM & PM)
- Layers appropriate for the weather of the day
- Swimsuit & towel
- Refillable water bottle
- Insect repellent and sunscreen\*
- Backpack/Bag (labeled)—to tote all items
- Extra clothes

#### Pro Parent Tip

Please apply sunscreen and bug spray before your child comes to camp.

\*Send spray sunscreen if your child will need help re-applying throughout the day.

#### Do Not Bring

- Electronic Equipment, cell phones, iPods/mp3 players, cards/games, personal sports equipment except when requested for specialty camp

Don't feel the need to go buy lots of new things if you already have gear that will do. With very few exceptions, high-end gear doesn't improve your camp experience.

### Specialty Camps

Please bring the items on the Traditional Camp packing list. The following are additional items specific to the specialty program. If a program is not listed, please refer to the items on the general list of items to bring.

#### Water Adventure/Paddleboard

Camps • Extra pair of shorts or pants

- Swimsuit and towel each day

#### Fishing Camp

• Poles, bait and life jackets provided by camp • Campers may bring a personal fishing pole and tackle box to be left at camp until Friday. Please remove all hooks for the bus ride.

#### Climbing Camps

- Closed toe shoes required
- Bermuda length shorts suggested

#### Digital Photography Camp

• Small digital camera with SD memory card • Camp has a small supply if one is not available from home

#### Wee Bee Water Safety

- Come dressed in swimsuit each morning • A change of clothes for after swimming



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## YMCA DAY CAMP MANITOU

completed treatment and no lice and/or nits are visible.

## Health & Safety

**Inclement Weather.** Camp is held rain or shine. Please make sure your camper dresses for the weather, with appropriate rain gear. On rainy days, many fun filled activities are held inside our rain shelters. Your child may return home wet and muddy!

In extreme heat situations, certain activities may be canceled to keep campers safe. Campers will be encouraged to drink more water, will play more water games and enjoy activities in the shade.

In the case of severe weather, campers will be taken directly to the Tornado Shelter. The camp director will notify the YMCA as soon as possible about camper safety and any bussing delays. Updates will also be posted on our Facebook page and by email and text, when available.

**Illness Procedures & Guidelines.** For the health & safety of all campers, please do not send your child to camp if they are ill. If your child is ill and must miss camp, please notify camp by phone or email. Camps only provide a refund for sick days, with a doctor's note.

If your camper contracts a communicable disease, parents must notify the Camp Director as soon as possible. The camp director will inform other participants in writing about the communicable disease. Please follow the below guidelines before sending your camper back to camp:

- Fever over 100F: please keep your camper home until he/ she is fever free without fever reducing medication for 24 hours
- Influenza like illness: Keep your camper home until fever free for 24 hours, without medication.
- Vomiting or Diarrhea: please keep camper home for 24 hours after the last episode of vomiting or diarrhea.
- Bacterial Pink-Eye/Conjunctivitis: please keep camper home until he/she has been on antibiotics for 24 hours or until doctor has determined they are no longer contagious. This includes no more mattering or drainage from the eyes.
- Strep Throat: please keep the camper home until he/she has been on antibiotics for 24 hours and is feeling well.
- Possible Impetigo/Other Rash: keep camper home until doctor determines whether or not rash is contagious. If treatment is started, students should be on medication 24 hours before returning.
- Head Lice: Keep camper home until first

### Pro Parent Tip

Don't be alarmed if you get a call from camp. We like to get parent input on even minor health, homesickness, and behavioral issues.

**Injury & Illness at Camp.** Campers are well looked after. All camp staff are First Aid & CPR certified.

We will treat bumps, bruises, and scrapes. For an injury that requires more attention than our staff are trained to do, Y Staff will:

- Call 911, perform immediate first aid and contact you or emergency contacts, if you cannot be reached.
- If emergency transport is required, a staff member will accompany the child to the hospital and remain until the parent/guardian arrives.

In the case of illness, parents or emergency contacts are called to make arrangements for treatment or pick-up. If your child is ill and must miss camp, please notify camp by phone or email.

**Medications.** Medication will be turned into the director upon arrival. Medication must be in the original container and marked clearly with dosage, frequency and camper's name. This includes over-the-counter drugs. Please only send medication that will be needed for your child's week at camp. Additionally, a [Medication Release Form](#) will need to be completed upon arrival and turned in with medications. The form can be found on our website.

**Child Protection Policy.** Your child's safety is our top priority. If you witness or feel that your child is in danger of any type of verbal, physical, sexual or emotional abuse, please report it to our Human Resource Department at 612-465-0551. Parents may observe the program at any time.

**Risks at Camp.** YMCA Day Camps are members of the American Camp Association, meaning we are rigorously held accountable on over 300 standards regarding health & wellness, transportation safety, aquatic and program safety and more. These standards guide us to use the best practices regarding camper safety & behavior, staff training and much more.



Nonetheless, like all other experiences, camp is not risk-free. Please refer to our waiver on our website

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