



Camp Policies and Procedures Handbook

This guide is designated to provide you with comprehensive information on our camp policies and procedures.

Dear Parent or Guardian,

Thank you for having your child attend Camp Chrysalis.

Grief is experienced by children in unique ways. Regardless of whether the loved one was a relative, a friend, or a neighbor; of if the death was expected, unexpected, or traumatic.

Camp Chrysalis will be full of healing activities for children & youth experiencing grief. Through play, art, music, discussion and activities, this camp provides a safe atmosphere of acceptance, understanding and grief education. Trained Hospice Social Workers, Hospice Bereavement Volunteers and YMCA staff will guide children & youth through their grief responses and facilitate affective coping skills.

Enclosed you will find information needed for Camp Chrysalis. Should you need further assistance please contact our Bereavement Director Kim Warner at 845-561-6111 x 117.

Camp Chrysalis is hosted by the YMCA or Rock Hill Camp located at 98 Wild Turnpike Rock Hill NY, 12775. If you have any emergencies while you child is attending camp our staff can be reached at our on-site number (845) 796-0160.

MEMORY BOOK:

As part of the Camp's experience each child will be assisted in creating a memory book about the loved one whom they are remembering. This activity takes a portion of each day, as they work through creating the pages and individualizing their book. ON the First Day of camp all youth are asked to bring photos and memorabilia to include in this project. At the closing ceremony on Day 3, these books will be shared, memories celebrated and will be a keepsake to take home.

Lost and Found

Please check our lost and found each day for your child's lost belongings. It is always accessible to parent/guardians. Please label everything. Any unclaimed items will be donated to charity.

First Aid

One staff person in each group is certified in First Aid and CPR. Camp also has a Health Director on staff every day.

First Aid Notification Process

Any camper who receives first aid will have their injuries recorded in the First Aid Log Book by the Health Director or appropriate staff person. This individual will contact the parent/guardian for all serious injuries or illnesses and will use his/her professional judgement for mild injuries and illnesses. An incident report will also be recorded and filed in our office. Regardless of the severity of an injury you will be notified by the end of the camp day if your child required any form of medical attention.

Emergencies

We devote a lot of time during our staff training to our safety procedures. There are specific procedures for a "lost camper", as well as fire drills, severe weather, and medical emergencies. We will practice these drills with the staff and our campers.

Medication Policy & Forms

Medications such as Inhalers and Epi-Pens are kept in the Camp Office with the camp director. If a camper needs to take these items or over the counter medications or a prescription during the camp day, our Health Director or designated personnel can dispense medication only if these specified requirements are met:

- The medication must be in its original container with the prescription dispensing directions and child's name on it.
- The medication cannot be expired and/or in someone else's name
- An Administration of medication Form must be filled out by a parent/guardian and kept on file in our camp office.
- All of these requirements must be completed before we can administer any medication, no exceptions
- Permission to administer medication FORM to be completed with Health Officer as you sign your child in on the first day of camp

Pick Up/Drop Off

In order to ensure the safety of all campers we will only release children to people designated on the registration form. Please make sure that anyone picking up your child has photo I.D. available as staff will be checking all I.D.s. in the event that someone, who is not on your designated list, will be picking up please alert the health Director immediately. In order to ensure the safety of all children, please follow the designated signs for drop off/pick up.

What to Bring

Campers should bring a backpack to and from camp each day. The camp will provide lunch and snacks for each day of camp. However, if your child is particular about the types of food, they eat we suggest that you send your child in with a packed lunch. Always send your child in with a refillable water bottle. All campers and all staff must wear sneakers, or closed toe shoes at all times. Sandal or open toed shoes are prohibited for safety reasons. Please be sure to mark all items with your child's name.

Always send your child in with a refillable water bottle. All campers and all staff must wear sneakers, or closed toe shoes at all times. Sandals are not permitted.

Rainy Days/Extremely Hot Days

Some rainy-day activities will take place in our indoor space, but occasionally we do a little puddle splashing, so campers should come prepared with the proper rain gear and be ready to get a little wet and possibly a little muddy.

On extremely hot days we make sure our campers have to opportunity to get in the proper amounts of water and keep cool in the shade. Please remember to send a refillable water bottle in with your child. Sunscreen should be applied by the parents before the camper arrives at camp. You should also supply additional sunscreen in your child's backpack. A hat or cap is always a great idea for sunny days.

Severe Weather Policy

Although we will have an indoor space available for use during inclement weather there may be some instances of severe weather where we will need to close camp for safety purposes. In the event that camp will close for the day all parents/guardians will be notified immediately and asked to pick up their children.

Sunscreen/Insect Repellent

Sunscreen and insect repellent are both a must every day. Campers should come with sunscreen and bug repellent already applied before coming to camp each morning. If your child needs to reapply these items during the day, they can keep them in their backpack. Please be sure to put their name on everything. Children are allowed to re-apply these items on their own at any time. However, we do not encourage children to share these types of items with other campers. If your child needs to use either if these items and you have not provided them for your child, we will be in contact with you for permission to provide it for that day.

What to Keep at Home

We believe that certain items are best left at home to maximize our camper's experience. Camper may not bring cell phones, pagers, Walkman's, Gameboys, iPod, trading cards or jewelry. We are also interested in a clean healthy image at our camp: we encourage all campers to dress appropriately. No short shorts, belly shirts, spaghetti strap tank tops, clothing with inappropriate language or messages of drugs, alcohol or sex are permitted. If these items are found or worn, we will ask the child to change into something appropriate. These items will be held at the Camp Director office until the end of the day. Please keep all pets out of camp.

Please be sure to remind your child about what not to bring and please check their belongings before they go to camp. Camp Chrysalis is not responsible for any personal belongings that are brought to camp.

Visitors

The camp will have visitors supporting the camp such as Photographers, meal providers, and memorial garden sponsors. All visitors will be required to sign in/out at the registration table and wear a red name tag. Only registered visitors will be permitted.

Staff Ratios/ Supervision

Our permit requires that we have a ratio of 1 staff member to 10 campers to provide the ultimate amount of safety and supervision. Trained Hospice Social Workers and Volunteers along with trained YMCA staff will be providing direction and supervision to the campers.

Photo Release:

The campers have the opportunity to have a group photo taken as a memento of the camp experience. The consent form for participating in this photo will need to be completed on the first morning of the camp.