



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2018 OVERNIGHT CAMP PARENT HANDBOOK

About the YMCA of the East Bay

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility. We believe the values and skills learned early on are vital building blocks for improving quality of life. With a presence in thousands of communities across the nation, the Y works every day to make sure everyone has the opportunity to learn, grow and thrive. We became a leading nonprofit by helping people everywhere develop the skills and relationships they need to be healthy, confident and connected to others. Because of the Y community, kids in neighborhoods around the nation are taking more interest in learning and making smarter life choices.

YMCA Overnight Camps

Our three diverse camps allow campers to get outside of the city, unplug from technology and connect with nature and people. Whether it's an 8 year-old meeting their new best friend at summer camp, a 5th grader learning to care for their environment, a teen learning the value of leadership, or an adult enjoying quiet time for reflection among the trees, Y camp is a place that builds self-esteem, creates magical memories and leaves an undeniable impact on all who visit.

YMCA Camp Ravencliff

Located in Southern Humboldt County in the town of Redway, our camp is a wonderful place for your child to make lifelong friendships as well as learn about themselves and the world around them. Each session hosts up to 80 campers. Our staff are an incredible group of talented, caring, and fun people. Many are past Ravencliff campers. Each program staff member has prior experience working with children, is certified in CPR & First Aid, has been vetted through reference checks and is fingerprinted. Prior to the first day of camp, staff participate in more than a week of rigorous training that covers such topics as camp safety, group development, camper needs and camp programs and objectives.

Thank you for trusting us with the care and enrichment of your child this summer!

Parent Nights

Join us and meet our Camp Director at one of our informational parent nights. Learn more about the camp experience, how to make sure your child is prepared, complete any remaining paperwork or payments, or ask any questions you may have.

Tuesday, May 29, 6:00 p.m.-Hilltop Family YMCA, 4300 Lakeside Dr., Richmond

Thursday, May 31, 6:00 p.m.-Sonoma County Family YMCA, 1111 College Ave., Santa Rosa

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Contact Information

Camp Ravencliff Business Office 650.879.2100
 Fax: 650.879.2101. Business functions for both of our summer camps are handled at our Camp Loma Mar location. This office handles inquiries about registration, payments, financial assistance, transportation, cancellations, etc. This is also the number to call during summer if you need to get a message to camp. We do not give out the phone number to Camp Ravencliff as we do not have staff available to monitor phones. Please call the Business Office for urgent needs and they will relay a message to camp.

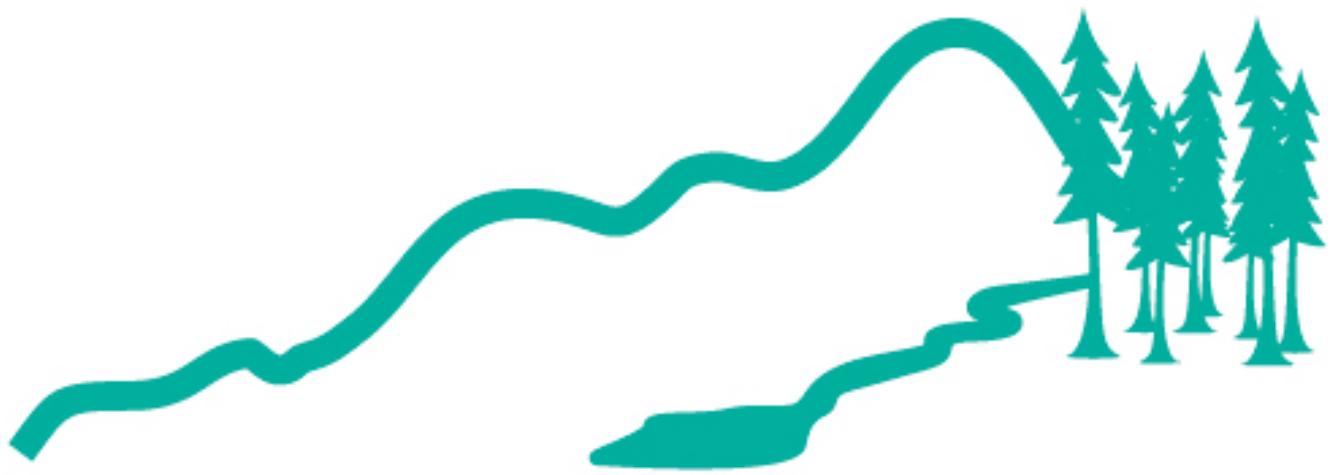
Daniel "Shibby" Alpers, Program Director.
 925.455.7975. Call him if you have specific questions about programs, logistics, questions or concerns about a camper, camper needs, etc. The best times to reach him are business hours, Sept.-mid-June. His phone access is limited in the summer months as he is on-site at camp. You can reach him by email at dalpers@ymcaeastbay.org

Bria "Disney" Cartwright, our Vice President of Camping & Outdoor Enrichment can be reached at 925.667.2231.

We love talking to our camp parents and welcome your calls. There are no 'silly questions' when it comes to caring for your child!

2018 Summer Camp Sessions

Session	Dates	Location
Youth Session 1	June 24-July 1	Camp Ravencliff
Youth Session 2	July 1-8	Camp Ravencliff
Youth Session 3	July 15-22	Camp Loma Mar
Youth Session 4	July 22-29	Camp Loma Mar
Youth Session 5	July 29-Aug. 5	Camp Loma Mar
Teen Camp	July 8-15	Camp Loma Mar



Registration and Forms

FEES

Deposits are non-refundable & non-transferable. All camp fees and forms are due two weeks prior to departure. Parents are welcome to send payments toward their balance in installments (i.e. monthly) up to the final due date. Please indicate campers' name and session on your payment. If you signed up online, you likely authorized automatic payment of your balance amount. In that case, your balance will be charged as indicated.

CHANGES AND CANCELLATIONS

Call the Business Office if you must change or cancel your registration to camp. **Deposits are non-refundable and non-transferrable** after March 1. Beyond that date, cancellations made more than 2 weeks prior to the first day of the session will result in loss of your deposit, but we will refund the balance of your fees. All fees are non-refundable less than 2 weeks prior to the start of the session. We make an exception and refund fees in case of illness or injury verified by a physician's statement.

*****Please plan appropriately. For program quality and safety reasons, we do not allow late arrivals or early pick-ups.*****

CAMP STORE

We sell items like batteries, toothpaste and toothbrushes for a minimal cost. We also feature souvenir items like water bottles, stuffed animals, bandanas, etc. A limited number of healthy snack and juice items will be sold, but no soda or candy.

We suggest \$15.00 per week as a good amount of store money. We do not accept cash at the store, all money should be deposited to campers account in advance. Any cash brought to camp will be deposited in camper's store account. Camp store funds are non-refundable, unspent store money cannot be returned. Call 650.879.2100 to deposit store money before camp.

FORMS

All forms are available on our website and should have also been sent to you with this packet.

A *Health History* must be submitted for all campers. We cannot admit your camper without it. Please make sure to submit two weeks in advance.

The *Release and Waiver of Indeminty* as well as the *Policies and Conditions of Enrollment* forms are also required for all YMCA program participants.

The *Medication Release Form* must be submitted if you are sending medications, prescription or non-prescription, with your camper to camp. (see below)

The *Camper Information Sheet* is optional and is extremely helpful when filled out by you and your camper.

MEDICATION AT CAMP

If your child takes medication, please consult your doctor before discontinuing the medication during camp. Many children are more active at camp and may require more medication as a result. All medications must be turned in to staff when campers are checked in. Please do not pack any medications, including non-prescription medications or vitamins, in your child's luggage. It is helpful to place the medication in a Ziploc bag with the child's name clearly labeled.

Please note the following policies:

- * Prescription medication must be in the original container with the child's name and dosage information. Medications prescribed to other people cannot be administered to campers.
- * Non-prescription medication must be in original packaging with camper's name and clear instructions included on the medication form and with the medication. We cannot dispense more medication than is indicated on the label without a doctor's instruction.
- * The camp medic will have a variety of over-the-counter medications available for single ailments. Parents must authorize administration of these on the Health Form.
- * Medications are usually dispensed at mealtimes and right before bed. If your child needs medications at other times, please clearly mark on the Medication Form.

FIRST AND LAST DAY

TRANSPORTATION

Buses depart promptly at scheduled times, whether or not all campers are present. PLEASE BE ON TIME! If you miss the bus your space will be forfeited and the fee will not be refunded.

We do not allow late drop-offs or early pick ups.

Bus Stops and Drop Off/Pick Up locations and policies

We will expect your camper at the bus or drop off location you indicated on your registration. If your plans change, please call the Business Office at least two weeks prior to the start of the session.

At pick up we can only release campers to people authorized on the Health Form. Please make sure to include all authorized persons.

Please remember your ID on pick-up day.

BUS SCHEDULES

YOUTH CAMP DEPARTURE

Hilltop Family YMCA

Departure 8:00 a.m., please arrive by 7:30 a.m.

Sonoma County Family YMCA

Departure 9:15 a.m., please arrive by 8:45 a.m.

YOUTH SESSION 1 RETURN (July 1)

Sonoma County Family YMCA 4:00 p.m.

Hilltop Family YMCA 5:15 p.m.

YOUTHSESSION2RETURN (July 8)

Sonoma County Family YMCA 1:15 p.m.

Hilltop Family YMCA 2:30 p.m.

Return times are approximate and influenced by traffic.

Watch for updates on our Facebook page. You may also call the return YMCA 1-2 hours before return time for updates.

MEALS ON TRAVEL DAYS

Please send a bag lunch with campers taking the bus to camp. We provide a bag lunch for the bus ride home. Campers being driven to camp need lunch before arrival.

PLEASE NOTE: Our buses experience unexpected traffic on occasion. We do our best to post updates on our Camp Ravencliff Facebook page and you can call the pick-up location YMCA 1-2 hours before scheduled arrival for an update. Please note, though, that there may still be delays that are out of our control. We appreciate your patience and understanding. We know your campers will be excited to see you when the bus arrives!

FOR CAMPERS BEING DROPPED OFF IN REDWAY

The pick-up and drop-off location for campers being driven to camp is Holbrook Grove in Redway, on Redwood Dr. just north of the main part of town and south of the Eel River Transfer station.

Drop-off time for both sessions: 12:00 p.m.

Pick-Up Time: Youth Session 1 (July 1): 12:00 p.m., Youth Session 2 (July 8): 10:00 a.m.

If you need further directions, please call 650.879.2100 at least 2 weeks prior to camp. Please note, you will not be driving into camp.

REQUIRED TO CHECK-IN

We require payment in full and completed & signed Health History, Waiver of Liability, and Policies Form for check-in. If your camper has medications, please put them in a Ziploc bag with your camper's name and a completed medication form. We cannot dispense medications not in the original packaging or prescribed to a different name.

IMPORTANT NOTE: We do not allow late arrivals or early departures. This is for program quality and safety reasons and there are no exceptions. If you arrive for drop off after the campers have left (bus or car drop off) your camper will not be able to attend and there will be no refund. There is a late fee of \$1/minute for pick-ups more than 15 minutes past the pick-up time

HEALTHY BEGINNINGS

Sending an ill camper to camp jeopardizes the health of the entire camp. As such, campers are not allowed to board the bus or attend camp if they are ill or have been exposed to anyone with flu-like symptoms in the past 48 hours. We will make every effort to reschedule, and if not possible, we will issue a full refund. Please adhere to this policy for the health of everyone at camp!

Life at Camp

CABINS

Campers are divided into cabin groups according to age and gender identity. We generally put siblings in different cabins, but we are also very careful to take the feelings and the needs of the camper into account. We do not accept cabin requests in advance and will offer campers the opportunity to indicate a buddy they would like to stay with at cabin assignment time after arrival at camp. We do our best to keep small groups of friends (2 or 3 max) together if they are within 1 year in age. A cabin group consists of up to 8 campers, 1 adult counselor and usually one or two teenage CLTs (Campers in Leadership Training)

Pro Parent Tip

No news is good news! We know it's hard to be out of contact with your child, but it is a great gift to them to let them grow independently! We will always call you if your child becomes ill or is seriously injured. We will also call in the unlikely event of homesickness that does not resolve.

ACTIVITIES

Campers choose most of their daily activities from a wide variety of options throughout the day. "Choice Activities" allow campers to choose a scheduled activity and they remain with that activity for the duration of that activity period. Some examples include archery, tie dye, drama games, soccer, backwoods games and more.

We also offer "Free" periods during the day where campers can move between supervised activities like free swim, lodge games, crafts or they can hang out with friends in designated, supervised areas. Campers also spend an extended activity period with their cabin each day enjoying a special activity designed by their counselor, and most evenings feature an all-camp activity prior to campfire.

We encourage campers to try new things at camp and we positively support them as they work through new challenges.

FOOD

Our kitchen takes great pride in providing a tasty, well-balanced diet. If your camper has dietary restrictions or allergies please note them on their Health History Form. Due to preparing foods for large groups of people, campers need to be willing to eat the meals at camp in order to maintain their energy throughout the week.

HEALTH AND SAFETY

If a child develops a fever, or is vomiting, or has diarrhea, they will be quarantined and in most cases will need to be picked up from camp, per Health Dept. recommendations and for the health of camp. A camp medic will dispense medications, monitor the health of campers and respond to illnesses or injuries. We will treat bumps, bruises, and scrapes. More serious illnesses or injuries may require our staff to transport the camper to the local Health Center or to contact Emergency Medical Services. Parents will be notified as soon as possible in the event of serious injury. Please note that bills from the Health Center are the parents' responsibility. We always call home if an injury or illness impedes a camper's enjoyment of camp.

COMMUNICATION

Campers are not allowed to have cell phones. The ability to contact home feeds homesickness and reduces cabin connection. We encourage you to send letters, or non-food care packages to your camper. Please send mail to:

YMCA Camp Ravencliff
c/o (Camper name & session)
P.O. Box 2249
Redway, CA 95560

We can only receive mail through the U.S. Post Office and the post office is only open Mon-Fri. UPS/FedEx are not able to deliver to us. Great care packages are available at www.camppacs.com

HOMESICKNESS

For many campers, a week away at camp will be the longest time they've ever been away from home. The challenge can be significant for both kids and their parents. Camp staff are very experienced in coaching campers through their experience and we believe that overcoming the challenge of homesickness can be a hugely positive experience. We will definitely contact and involve parents if significant homesickness does not improve, so again, 'no news is good news'!

VISITORS

Due to location & access limitations, and because it can be disruptive to the camp experience, we do not allow visitors at camp. If you would like to arrange a tour in the off-season, please contact Daniel Alpers at 925.455.7975.

Pro Parent Tip

Send a letter to your camper 2 days before they depart so it arrives by the first mail day! And remember to leave the electronics at home. It's the best way to set your camper up for a successful integration into camp life.

Notices

Camp Expectations

We are committed to providing a quality experience for children. Our program encourages growth of values and skills in an individual camper, as well as building community through relationships within the cabin group and the camp. One of the core concepts we work with is the idea of creating a "safe place" where all campers feel safe and included - physically, emotionally and spiritually.

Please contact us if you have perspective on your camper that may help us support your camper better while they are at camp. Active and successful participation in the summer camp experience encompasses the ability to work independently, safely and cooperatively and with appropriate supervision. While at Camp Ravencliff, campers are expected to be able to:

- Live with similarly aged campers in a cabin and take part in the social and play time of the cabin group
- Be responsible for personal care and individual health and safety
- Follow individual and group activity schedule time and manage free time
- Maneuver steep terrain and distances between activities that are part of the natural surroundings
- Enjoy overnight excursions which may require challenging hikes and offer little or no shelter
- Understand and respond to group instruction for the activities offered at camp
- Join in group activities that build community, such as singing, campfires and meals
- Contribute positively to the overall spirit of the camp community

Caring, honesty, respect and responsibility are the YMCA's core values and the foundation of expectations at camp.

Behavior and Dismissal Policy

Attending Camp Ravencliff is a privilege that you have chosen for your child. All campers sign the YMCA Policies Form indicating they will abide by camp rules. We encourage you to discuss this topic with your child when you have them sign the form. We also clearly outline expectations at camp upon arrival. Camp Ravencliff staff do a great job at coaching campers who behave inappropriately. If we find that we are unable to redirect your camper's behavior we may be in contact with you. Campers who cannot abide by the rules, or who are adversely affecting the experiences of other campers, will be dismissed without refund. We do not take this decision lightly, and it is a rare occurrence.

IMPORTANT NOTE: In the event we determine a camper must be dismissed from camp, it is the parent's responsibility to make immediate arrangements to remove the camper. At the point of this decision, the camper is removed from program. Parents/emergency contacts must make arrangement to have the camper picked up within 2 hours of the driving time to camp. In the event the camper is not picked up, we have no choice but to notify local authorities for assistance.

EMERGENCY CONTACT

It is vital that you have provided contact information for yourself and at least 3 other people we can contact who could assist with a camper illness, injury or the unlikely event your camper is dismissed from camp and you are unreachable. If you are planning to be out of town at any time during your camper's stay, please arrange pick-up contingencies in advance and make sure numbers are current on your forms.

CHILD ABUSE REPORTING

The YMCA is a mandated reporter. In the event that there is an accusation of child abuse, the YMCA will take prompt and immediate action. The YMCA will make a report in accordance with relevant state or local requirements and will cooperate to the extent of the law with any legal authority involved.

WHAT TO PACK

The following is a suggested packing list for a week of camp. Please limit your child to one (1) piece of luggage, a sleeping bag and small personal bag (backpack size or smaller), as space for luggage is extremely limited. Campers staying for both weeks will have the opportunity to do laundry on Sunday July 1.

Essential Items

- Warm sleeping bag (30 degrees plus)
- A pillow
- A pair of pajamas/sleeping clothes
- Two pairs of old tennis shoes or sandals with backstraps for daily wear (no flip flops)
- One pair of sturdy shoes that can get wet
- Two pairs of long pants
- Three pairs of shorts
- Six t-shirts
- One warm jacket
- Eight pairs of underwear
- Seven pairs of socks
- One or two sweatshirts or long-sleeve shirts
- Water bottle
- A bath towel and washcloths
- A beach towel
- Shampoo, soap, hairbrush/comb
- Toothbrush & toothpaste
- Swimsuit (trunks for boys, one piece for girls)
- A flashlight (headlamps are great)
- Lip balm
- Sunscreen and insect repellent
- YMCA Rag (if camper has one)

DON'T LET THE BEDBUGS BITE!

To reduce the risk of bringing bedbugs to or from camp, we recommend using a duffel bag and putting it, along with campers clothing & bedding, in a dryer on high heat both before departure and upon return.

Non-Essential Items, Great Extras

- A camera (disposables are a good idea)
- Books, journal and pen
- Paper, envelopes or postcards and stamps for letters (pre-addressed envelopes work well)
- Sunglasses
- Hat
- White 100% cotton t-shirt for tie-dying

Do Not Bring

- Cell phones or electronic devices
- Music players or video games
- Food, drinks, candy or gum
- Magic the Gathering Cards, or similar
- Knives, lighters, matches or weapons
- Valuables

The Following are strictly prohibited

- Weapons (includes camping knives, etc.)
- Drugs or drug paraphernalia
- Alcohol
- Cigarettes and tobacco
- Fireworks

If any of these items are discovered by staff they will be confiscated and the camper will need to be picked up immediately by parent or designated emergency contact.

Pro Parent Tip

Bring a copy of your Health History, Medication Form, and Liability Waiver just in case we don't have them.

Lost and Found

Lost and found is available for campers to check daily and is displayed on the last day of camp. Please label your camper's clothing. After camp, unclaimed lost and found will be available at the Hilltop YMCA until August 30. Please do not send valuables to camp!

FINAL CAMP PLANNING DETAILS & TIPS

Here are some great tips and reminders to set your camper up for a fantastic week of camp!

Follow along with the fun!



PARENT INFORMATION NIGHTS

Tuesday, May 29, 6:00pm - Hilltop Family YMCA, 4300 Lakeside Dr., Richmond

Thursday, May 31, 6:00pm - Sonoma County Family YMCA, 1111 College Ave., Santa Rosa

HOT TIP! MANAGING HOMESICKNESS

It is perfectly normal for some children to experience homesickness when going away to camp. In fact, many of our staff experience the same thing on occasion! We recommend talking to your child about about their experience prior to camp. Let them know you have confidence in their ability to cope with the new lifestyle they are about to experience, and try to focus on the positive aspects of going to camp, like trying new things, making new friends and getting to play all day long! Don't focus on how much you will miss them, or what they will miss out on. Also, please don't make 'deals' with them that they can call or come home. Of course we'll call you if they are having difficulty coping and our well-trained staff aren't able to resolve it with them. It's important, though, that they know you expect them to be successful and have fun. Keep it positive and let them know how excited you are to hear all about their adventures when they return home!

2 WEEKS PRIOR TO DEPARTURE DAY: FORMS & PAYMENTS

- Remember to complete all payments and submit all forms by two weeks prior to the start of your child's session. Required forms: Waiver of Liability, Health History and Policies and Conditions forms.
- If you'd like to put money on your camper's account, please send it with final payment or call the Business Office at 650.879.2100.
- If you'd like to send a care package, visit www.camppacs.com to place an order.

HOT TIP! FRIDAY BEFORE DEPARTURE DAY

Write your child a letter and put it in the mail so it arrives on the first mail day.

DAY BEFORE DEPARTURE

Pack suitcase or duffel bag, sleeping bag and pillow and make sure all are marked with camper's name.

Place any medications, in original containers, in Ziploc bag with Medication form.

Pack a small backpack with activities for the ride to camp (no electronics please) and a water bottle.

Make sure your camper gets a good night's sleep!

DEPARTURE DAY

- Make sure your camper has a bag lunch for the bus, or has lunch before arrival if being driven.
- Remember your camper's belongings.
- Focus on the positives and how excited you are for your camper.
- Be on time and give your child a big hug and confident smile as you say goodbye.

