

PARENT HANDBOOK

**YMCA CAMP TOCKWOGH
24370 STILL POND NECK ROAD
WORTON, MD 21678
TEL: 800-331-CAMP (2267)
FAX: 410-348-6023**

WEBSITE: www.tockwogh.org

EMAIL: Registration – registration@ymcade.org

Camp Director – residentcamp@ymcade.org

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2011 Executive Director's Letter

Dear Parents,

Where has the time gone? I can hardly believe that it has been 26 years since I stepped foot on camp as a first year Navajo. To my delight, this year will be my fourth as the Executive Director of camp and my second summer as a mom.

My husband Regan and I had the pleasure of welcoming our daughter Isabel Flores King to the world on February 25th 2010. It has been a truly amazing experience to be on the other side as a mom. Always worrying, hoping I am doing the right thing and more importantly, as a working mom, entrusting others to care for Isabel.

When my office staff came to visit me after arriving home from the hospital, the first thing I told them was that I have the utmost respect for our parents for sending their most prized possessions, their children, to camp. For that reason, I want to send a heartfelt thank you to each parent for your support, and for believing in the importance of what we teach at camp.

For those of us who have been fortunate enough to have been campers or staff we recognize the enchantment of camp, and we understand how amazing the opportunity to be independent at such a young age can be. From time to time, I'll look at my old pictures and get a kick out of the wacky outfits I would pick out at camp even though my mom sent me with a pre-matched wardrobe.

Kids that come to camp have the opportunity to gain independence, discover new found confidence, and build problem-solving and social skills. We all realize how remarkable Tockwogh is, and we should all attempt to share the magic with our friends.

In the YMCA spirit,

Elizabeth Staib King

YMCA Camp Tockwogh
A Branch of the YMCA of Delaware

YMCA of Delaware Mission Statement

The YMCA of Delaware is an Association of people of all ages, ethnic groups and religious affiliations that strive to cultivate the human potential, self-esteem and dignity of all people. Our organization exists to develop and practice the Christian principles of love, caring, inclusiveness, justice and peace... and to enrich the emotional, physical and social life of individuals, families and our community.

Camp Philosophy

Resident camping is one of the most formative experiences in a child's life. Camp Tockwogh incorporates outdoor fun and adventure into an experience that allows children to enhance values, build character, develop as leaders and learn lifelong skills.

Introduction

This handbook should be used as a tool in preparation for your child's experience at Camp Tockwogh. For those first-time campers and camper parents, please be aware that the Parent Handbook is intended for use by campers at both Camp Tockwogh and our Advanced Sailing & Skiing Schools. Please read for important information on check-in, check-out, required forms, programs, policies, and other general areas that will prepare you and your child for Camp Tockwogh. Please contact Camp Tockwogh at 1-800-331-2267 or 410-348-6000 with any questions.

YMCA CAMP TOCKWOGH
800-331-CAMP (2267)
CAMP STAFF

Executive Director	Elizabeth Staib King	estaib-king@ymcade.org
Camp Director - Land	Amy White	awhite@ymcade.org
Camp Director - Waterfront	Matt Barstead	mbarstead@ymcade.org
Office Manager	Kim Hall	khall@ymcade.org
Office Administrator	Rhonda Poux	rpoux@ymcade.org
Facilities Director	John Hughes	jhughes@ymcade.org

Our Summer Staff

Our philosophy is that staff are the key to a successful camp experience. They exude positive energy and excitement. Each of our 120 staff go through a detailed interview and background check process; their attitude determines whether they will ultimately be part of the Tockwogh team. Effective staff training is essential. Training covers everything from CPR/First Aid, lifeguarding, horseback riding, and boat driving to working with homesick campers, strategies to create bonds within the cabin and how to model good behavior.

PARENT FORMS INFORMATION

The forms listed here are located in the Camp Forms Packet and are available on our website at www.tockwoqh.org or you may call the camp office and have one e-mailed or mailed to you. Health forms must be mailed (original signatures are needed). The others may be faxed and all forms must be at the camp office **prior to your child's arrival**. Be sure that all necessary forms are signed.

Health/Physician Form – required for all campers

This form is three (3) pages. Page one provides camp with necessary health history/information from parents. Pages two and three are physician forms containing pertinent health, immunization and prescription information. Page three is only needed if your child must take prescription medication while attending camp.

Parent Confidential Form – required for all campers

This form is **very necessary** for your camper's cabin counselor(s) to help familiarize themselves with your child.

Camp Store, Waterfront and Cabin Mate Request Form – required for all campers

Camp Store Allowance – For all campers, parents set a maximum \$ amount for your child to use in our 2 camp stores. No cash is needed in advance. The average credit limit is about \$50 per session. **Without this your child will not be able to purchase items/snacks from the camp stores.** You will be charged at the end of your child's session only for what your child has used of their allowance. There is also the option for making a donation to Camp Tockwoqh's Strong Kids Campaign for scholarships or camp facility improvements.

Waterfront Activity Pre-registration – For Traditional campers, parents will use this form to pre-register for a sailing or skiing activity. Pre-registering will allow all campers to have the chance to participate in their first choice of our very popular waterfront activities. *Please note this form only guarantees a space in ONE waterfront activity.

Cabin Mate Request – For Traditional campers, this is not a guarantee, but parents may submit a **request**. It is limited to one friend. The campers must be in the same session and age group and the request must be mutual (submitted by both campers' parents). An additional form for other circumstances is available by request.

Add-on Programs Registration Form– optional for Traditional campers

There is an additional fee associated with these programs. Please see form for pricing details.

Pottery class - Campers may sign up for our "Five Days of Clay" art class; this class will be taught by local artists. Limited enrollment. Class is not available sessions 1B&5. Please see form for details.

English Riding Lessons - These are single period lessons held daily Monday - Friday. Lessons will focus on basic riding skills and are available for beginner through advanced riders.

Equestrian Camp - This is a more in-depth program designed to teach participants more information about overall horsemanship. In addition to riding lessons, participants will learn tacking, grooming, feeding, trail rides, anatomy, some general veterinary practices and more. This program is offered to riders of all skill levels and is limited to 6 riders per session. The program will run daily for both morning periods Monday - Friday.

Trail Rides - Trail rides may be offered each day (weather permitting) to any age and ability. This form is for parental permission only; the camper must sign up for these rides at camp. No charges will be incurred until the end of the campers session.

Leave/Early Leave Form – optional for all campers

This form must be completed for your child to leave camp before the 6pm check out time, or with any adult other than a parent. Proper identification will be required of anyone picking up a child other than a parent.

Transportation Form – optional for all campers

Camp Tockwoqh can arrange to pick up/drop off campers flying into/out of Philadelphia (PHL) or Baltimore (BWI) airports who are unescorted by an adult. We are not able to make arrangements for meeting parents or relatives. There will be a fee of \$60.00 per child each way. The form should be completed with a copy of all flight information attached. This is important for Camp Tockwoqh to make travel arrangements. Please try to arrange all flights between the hours of 11:00am and 2:00pm. If this is a problem please contact the camp office.

COMMUNICATION WITH YOUR CAMPER

Camper E-mails

Camp uses an e-mail service called Bunk1. Bunk1 provides a service for e-mailing campers, a camper reply service and the ability to view camp pictures. To participate in the e-mail services of Bunk1 you will pay them directly on the Bunk1 website. For the safety of your child, parents have control over who e-mails your camper; you may invite others to e-mail your camper. E-mails are printed and delivered daily Monday - Friday. There is a reply option you may choose allowing your child to write you a letter and have it sent to you electronically. Throughout each camp session pictures are taken and posted on the Bunk1 site. You are able to log on and view these pictures at no cost; however for safety reasons you must register on the site. You also have the option of purchasing pictures and gift items. A one time security approval code will be provided to you by camp.

Visit: www.YMCACampTockwoqh.bunk1.com for details.

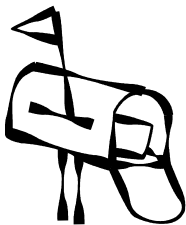
Camper Telephone Policy

Telephone usage is discouraged while your child is at camp. Parents may call the camp office and leave a message to talk with a camp staff member if there is a concern. Campers are not permitted to call home or receive phone calls. Campers are not permitted to have cellular phones. In the event of an emergency we will contact you. If you wish to know how your child is doing while at camp, you are able to contact the camp office, a return call will be made by our staff as soon as possible. Someone is available to answer the phone from 8:30 am until 12 midnight. You may call the camp in case of an emergency. The Camp Directors are available to campers should they wish to discuss anything. As issues arise, we will contact you on behalf of your camper, and collectively decide the best course of action.

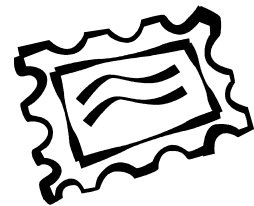
Camper Mail and Packages

Most campers do not write many letters and this is usually an indication that they are busy and having a good time. Addressed stamped envelopes or cards will help to facilitate letter writing. Stamps and postcards are available for campers to purchase in the Camp Store. We suggest that you write your child cheerful letters regularly. Dwelling on how much you miss your child will make their adjustment to being away from home more difficult. Mail is delivered daily to the campers.

Address all mail in this manner:



YMCA CAMP TOCKWOGH
CAMPER'S NAME
VILLAGE & CABIN NAME (secured at check-in)
24370 STILL POND NECK ROAD
WORTON, MD 21678



Care Packages

If food is brought or sent to camp, please send enough for the entire cabin, send it in a sealable container and please be considerate of possible food allergies. Any care packages and/or mail that are delivered after your child has left camp will be returned to sender. The following are companies available to you to purchase camper care packages and products for your camper. Please feel free to review these websites.

Beyond Bookmarks:

www.beyondbookmarks.com

Sealed With A Kiss:

www.eswak.com

Camp pacs:

www.camppacs.com

VISITORS

There are no visitation days during camp sessions. If your child is staying two or more consecutive sessions, you may visit them on the Saturday of stay-over weekend on camp or sign out and take your child off camp.

CHECKING IN

Arrival at Camp

Check in time for sessions 1-5 is from 1:00pm to 3:00pm. Mini-camp check in is from 10:00am to noon.

A staff member will be at the gate to greet you on check-in day. Check-in is in your child's village. Parents who plan to travel to camp by boat need to contact the camp office before check-in day.

Cabin Check-In

Your child's counselor will be at the cabin to greet you and introduce your child to the other campers. Please share any information that will assist the staff as we relate to your child. It is best to make your partings brief and pleasant so your child does not get upset about your departure.

As soon as the cabin group is complete, the orientation program will begin. The campers will begin with a tour of the camp, a health check and waterfront orientation prior to the evening meal.

CHECKING OUT

Check out time for sessions 1-5 is from 6:00pm to 8:00pm. Mini-camp check out is from 4:00pm to 6:00pm. Please fill out the Early Leave form if you need to pick your child up before the scheduled time or if you wish to designate someone other than a parent to pick up your child. Please try to arrive before the check out deadline. We require notification if you will arrive later than posted check out times. If a camper has not been checked out before 10pm the parents will be charged the stay over fee for that particular weekend. Please take a moment to check the Lost and Found before you leave; it is located in the area between the Tennis Courts and the Administration Building.

WHILE AT CAMP

Land Programs

YMCA Camp Tockwogh offers your child a wide variety of activities. Please spend a few moments with your child to discuss the activities he or she may want to sign up for while at camp.

The following is a brief list of activities that may be offered:

- Tennis
- Archery
- Dance & Drama
- Photography
- Arts & Crafts
- Nature
- Jewelry
- Outdoor Living Skills
- Flag Football
- Bay Studies
- Cooking
- Mountain Biking
(6th grade and up)
- Sports and Games
- Lacrosse
- Basketball
- Newspaper/
Creative Writing
- Soccer
- Field Hockey
- Guitar
- Climbing Wall
- High Challenge Course
(6th grade and up)

Waterfront Programs

Swimming Orientation

On the opening afternoon of every session, each camper's swimming ability is evaluated. Campers must demonstrate a forward-moving stroke and tread water for one minute. Campers who are not able to demonstrate these skills are required to take daily swimming lessons if they wish to participate in aquatic activities.

Sailing, Waterskiing, Canoeing, Bay Studies, Windsurfing and Kayaking

The older villages (Chickasaw, Ute, Iroquois, and Sioux) campers will use the Main Beach as their waterfront. The younger villages (Pawnee, Navajo, Cherokee, and Algonquin) campers will use Cherokee Beach as their waterfront. Younger campers will be able to participate in all waterfront activities with the exception of windsurfing. All other activities offered at the Main Beach will be also offered at Cherokee Beach. All campers and staff are required to wear life jackets when participating in waterfront activities.

CAMPER DAILY SCHEDULE

7:15 am	Wake-up Call
7:55 am	Flag Raising
8:00 am	Breakfast
8:30 am	Village Detail & Cabin Clean Up
9:15 am	Cabin or Village Activity
10:15 am	First Activity Period
11:15 am	Second Activity Period
12:30 pm	Lunch
1:00 pm	Rest Period in Cabins
2:15 pm	Third Activity Period
3:15 pm	Fourth Activity Period
4:15 pm	Fifth Activity Period
5:25 pm	Flag Lowering
5:30 pm	Dinner
6:00 pm	Free Time
7:15 pm	Cabin or Village Activity
8:30 pm	Showers - Younger Villages
8:30 pm	Socialization Time - Sioux & Ute
9:00 pm	Cabin Fellowship/Devotions
10:00 pm	Lights Out - 6 Younger Villages
10:30 pm	Lights Out - Sioux/Ute Villages



WELLNESS CENTER

Please read the following information carefully and complete the information on the Camp Tockwogh Health Form. The Camp Tockwogh Health Form must be completed by a parent and a physician prior to your child's arrival to camp. Someone will be available for contact in the Wellness Center after June 10th www.wellness.org or 410-348-6022.

Wellness Center Policies and Procedures

All medication must have a pharmacy label with your child's name on it. **All over-the-counter drugs must also be checked and stored with the camp Wellness Center.** If campers are required to take medicine during their stay at camp, please bring the necessary amount. For example; if your child has an inhaler, the inhaler must come in the original box with the prescription or the inhaler must have the prescription label on it. If your camper has any problems in his/her medical history that camp staff should be aware of, please indicate this on the medical form and speak to the camp staff on check-in day.

The Wellness Center Staff will contact parents in the following cases if a camper is:

- in the wellness center for 24 hours
- needs to be taken to the camp physician
- is taken to the hospital

Health Form

In compliance with state law and the American Camp Association (ACA) camping standards, all campers are required to have a physical examination within 24 months of camp attendance and a health history completed within 6 months of camp attendance. **Please mail the completed form signed by a parent and/or a guardian and the doctor to camp, prior to your child attending Camp Tockwogh.** No child will be permitted to stay at camp without a Health Form on file. Call the Camp Office with any questions 410-348-6000.

**YOU MUST SEND A COPY OF HEALTH/MEDICAL INSURANCE CARD FOR YOUR CHILD
(FRONT AND BACK)**

Medical Insurance Coverage/ Medical Costs

Camp Tockwogh does not carry or offer any insurance for camper health or accidents. All medical bills and expenses are ultimately the responsibility of the camper's family. If needed, it is expected that you will provide for such coverage prior to your campers attendance. Camp Tockwogh does maintain a liability policy; however this requires that you demonstrate in a Delaware and Maryland court of law that the injury was a result of our extraordinary negligence and then show damages above and beyond what your insurance already covers. This is a lengthy and expensive process we are all very determined to avoid.

It is the responsibility of the parent to provide health insurance for their child. Pre-existing health issues are the responsibility of the camper's parent/guardian. In the event of an emergency, your child will be taken to Chester River Hospital Center, 100 Brown St, Chestertown, MD 21620, 410-778-3300. The hospital/emergency room requires all the information requested on the Tockwogh Health Form. Complete the medical form entirely to ensure service and treatment, i.e. emergency room, lab, x-rays, etc. **You must give the camp a copy of your child or family Health/Medical Insurance Card with the Health Form.** The hospital will use the information provided on the insurance cards you give us and the health form for hospital and doctor's visits. If emergency trips to the dentist, optician or orthodontist are needed they will be handled in the same manner.

CAMP STORE

Tockwogh has 2 stores, the dry store and the wet store. Items for sale in the Camp Dry Store include: T-shirts, sweats, shorts, hats, flashlights, batteries, toiletries, stamps, pens, water, etc. The Camp Wet Store contains snacks. Both stores are open during check in and check out .

Camp Store During Camp

Campers will visit each store during their session. Please **do not** send your child to camp with cash. Be sure to complete a Camp Store Form to set an allowance for your camper, payments will be handled at the end of the session. If you'd like to pay by check please stop by the camp office at check-out.

CABIN ASSIGNMENTS

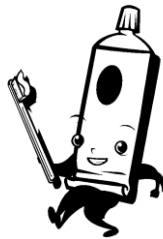
Campers are housed in either a cabin or lodge depending on the village and number of campers. The villages are grouped by gender and **grade completed**. The beds are bunk bed style, no linens are provided. Bathrooms have private shower and toilet facilities. With the exception of limited items, personal belongings are kept in the camper's suitcase, duffel bag or trunk. See packing list.

PACKING FOR CAMP

The following is suggested for a two-week period. It is a good idea to send mostly older items since outdoor fun can be hard on clothes. Please assist your child with packing to help eliminate items arriving at camp that do not belong (cell phones, video games, expensive audio equipment, sports equipment, trendy clothing or expensive jewelry) and items that are prohibited (weapons, tobacco, drugs, alcohol and any other substances that can be used in an illegal manner). Camp Tockwogh is not responsible for any lost or missing items. If your camper has a problem with bed wetting, please send a waterproof mattress cover and be sure to notify the counselor.

**CAMP TOCKWOGH
TRADITIONAL AND SPECIALTY CAMPS
SUGGESTED PACKING LIST
(2 week session)**

- 2 pairs sneakers (required for activities)
- 4 sheets (a set or two flat sheets)
- 1 sleeping bag
- 2 blankets
- 1 pillow
- 2 pillow cases
- 4 bath towels
- 2 wash cloths
- 2-3 beach towels
- 1 laundry bag
- 3 sets of pajamas
- 10-14 T-shirts
- 8-10 pairs of shorts
- 3 pairs of jeans or long pants
- 1 belt
- 10-14 pairs of underwear
- 10-14 pairs of socks
- 2-3 bathing suits
- 1 heavy sweater or jacket
- 1 sweatshirt
- 1 raincoat/poncho
- 1 pair of water shoes/sandals (to wear in the bay)
- hangers
- sunscreen



- water bottle (labeled)
- sun glasses
- hat/visor
- comb and brush
- soap and shampoo
- toothbrush and paste
- flashlight
- pens
- postcards or paper
- insect repellent (non aerosol)
- small electric fan
- small backpack
- bottled water
- books for leisure reading

- **OPTIONAL ITEMS**
- mattress pad
- camera (inexpensive)

Please do not bring:

- **cell phones**
Phones will be confiscated and returned to campers with a parent present at check-out.

Personal belongings are best packed in sturdy suitcases, duffel bags or trunks. The methods of packing mentioned are not required. If you have other methods please be sure they are able to be handled by the campers. Also keep in mind that your child will have 7 other cabin mates. **Please be aware that campers have a dance at the middle and end of a 2-week camp session where they are permitted to wear casual clothing (this is not a FORMAL event).**

LAUNDRY SERVICE

There is no laundry service during a session. Laundry Service is available to campers staying over the weekend between two or more consecutive sessions, for an additional fee. All clothing should be labeled with your child's name using a permanent marker.

LOST AND FOUND

We strongly urge you to mark all camper belongings with their name using a permanent marker. We suggest not purchasing new items for your child to wear at camp. It is usually best to purchase items from your local "Thrift Store", "Good Will" or only bring old clothing to camp. We ask our counselors to remind campers of items. At the end of the summer many items are left behind at camp, i.e. towels, shoes, clothes, pillows, sleeping bags, etc. If no one claims these items, which in most cases they do not, we bag and ship these items to our local shelter/ clothing donation center. Please check the lost and found before leaving camp. It is located in the area between the Tennis Courts and the Administration Building. We will not assume the responsibility of returning lost items to you.

DISCUSSIONS TO HAVE WITH YOUR CHILD

While we will take every possible measure to ensure that your child has a safe, positive camp experience, we cannot guarantee it. However, with your help, our success rate can and will be much higher. The following includes topics and suggestions of discussions we would like for you to have with your child. Camp Tockwogh reserves the right to search any camper's belongings if camp leadership deems necessary.

Weapons

The safety of our campers is paramount. Campers may not bring any weapons with them to camp. Knives, guns, clubs, or any other item that is used to harm another individual are prohibited. Campers found in possession of these items will be sent home. Any camper that uses a weapon to harm another individual will be sent home. Camp Tockwogh may also file a report with the appropriate authorities in these cases.

It is recommended that you pack with your child; this should help prevent these items from arriving at camp. Please let your child know that if they are aware of someone possessing a weapon, they need to let a responsible adult know immediately.

Alcohol, Tobacco and Drugs

The possession and/or use of any type of alcohol, tobacco and drugs are prohibited. Campers found using or being under the influence of or in possession of these items will be sent home. Camp Tockwogh may also file a report with the appropriate authorities in these cases.

It is recommended that you help your child pack; helping eliminate these items from arriving at camp. Please let your child know that if they know of someone in possession or under the influence, they should notify a responsible adult immediately.

Cell Phones

Campers are not permitted to have cell phones. If a cell phone is found in a camper's possession, it will be confiscated and held by the Camp Director until the end of the session. Campers must have a parent present when retrieving this item from the Camp Director. Please help us with this policy as it is designed to help all campers remain engaged while here at camp. Thank you for your cooperation.

Electronic Devices

Campers are strongly discouraged from bringing electronic devices to camp. The camp will not be responsible for missing or broken devices.

Interactions with Campers and Staff

It is important that all of our campers feel safe while at camp (physically & mentally). It is the responsibility of each individual camper to treat others in a manner consistent with the values emphasized at Tockwogh (Caring, Honesty, Respect and Responsibility). It is each individual's responsibility to behave appropriately. The rule or question we give our staff in order to help them determine what is appropriate vs. inappropriate behavior is: Would they be doing/saying the same thing if their parent were present or if they were at school? Talk to your child about this rule. If they feel mom, dad or their principal would not approve they need to let someone else know what was done or said.

Camp Tockwogh will work with campers having a hard time adjusting to camp life. However, if your child's behavior is causing serious ongoing disruptions to others they will be sent home. Please see Cancellation and Refund Policy.

Relationships with Campers and Employees

Employees and volunteers are not permitted to socialize with program participants outside of YMCA programs, even if participants are 18 years of age. This includes babysitting, private lessons and sleepovers. At times, campers want to stay in touch with their counselor after the camp season has ended. YMCA Camp Tockwogh staff may not phone, e-mail or talk via the Internet to any YMCA participant. Camp staff may write or e-mail campers, but all correspondence should be addressed to the parent's attention. Parents should be aware of and monitor all such correspondence. Parents should preview any letters or notes before passing information on to the child. YMCA staff will respect parental decisions related to this matter. The Camp Director should be contacted if clarification of this policy is needed. Staff may not transport campers in their personal vehicles at any time. Parents should not ask staff to drive their camper home under any circumstances. Advance arrangements should be made to ensure campers are picked up on time.

*Please see appendix A "Creating a Child Safe Environment".

Homesickness

Being away from home for an extended period of time can produce anxiety for children and their parents. The following information will offer preventative measures and possible coping strategies.

It is important that you set realistic expectations. The following are some helpful tips for parents:

- **Do not** tell them you will pick him/her up if he/she does not like camp.
- Discuss what camp will be like well before your child leaves, acknowledging feelings.
- Brainstorm with your child about ideas he/she might have to take care of himself/herself if they start to feel homesick.
- If possible visit camp prior to attending. Our Summer Camp Tour Days are February 20, March 20, April 17, and May 15 or call camp to set up an individual tour.
- Visit www.summertimehandbooks.com for more helpful hints.

It is not unusual for a child to express homesick feelings through a letter mailed home in the first few days of camp. Our staff is trained to handle these situations and will work with the camper to overcome the homesickness. The vast majority of these campers overcome their fears in the first few days of camp. If your camper's homesickness is not lessening, we will call you and ask for advice. If you feel that it is necessary to talk with someone at camp, one of the camp directors will be available to discuss the situation with you.

It is our strong belief that the summer camp experience is an invaluable resource for children on their way to becoming healthy adults. At camp, children learn to problem-solve, make social adjustments to new and different people, take responsibility and gain new skills to increase one's self esteem. The goal of camp is to provide a fun, learning experience for children while assisting in their growth and development in a safe environment. It would be a major loss if children missed out on all of the benefits camp has to offer because of a case of homesickness.

DISCIPLINE POLICY

Camper's Code of Conduct

We as staff strive to settle most incidents of misbehavior with camper's involvement and utilize the four YMCA core values of Caring, Honesty, Respect and Responsibility to that end. Staff may call parents or guardians, deny certain activities or have campers speak with a director. There are times though, that campers accelerate their misbehavior to a level that warrants prompt attention. If you feel it is necessary, you may want to discuss the following items with your child.

These actions and/or behaviors may result in a camper being expelled from camp:

- A camper who uses their fists, feet or other body parts to punch, kick or otherwise harm another camper, counselor or staff member; and who is clearly the aggressor.
- A camper who uses any sports equipment, waterfront equipment, objects or devices found on or part of camp property to threaten, harm or attack another camper, counselor or staff member.
- A camper, who steals, purposely breaks or damages the property of another camper, counselor, staff member or Camp Tockwogh.
- A camper, who continues to behave in a manner that is not appropriate at camp, harasses or bullies another camper and willfully disregards the instructions of staff.
- A camper who uses any illegal substance or any legal substance illegally.

Where to Get Help

After arriving, your child will be orientated to the staffing structure of Camp Tockwogh. They will also be introduced to the Camp Directors. To help in preparation for arrival please review this structure with your child. There are four levels of staff:

- *Cabin Counselor* – Counselors and Assistants live in cabins with campers.
- *Village Chief* – One per village; supervises cabin counselors and works closely with campers in their village
- *Non-Cabin Staff* – Staff who supervise program areas and work with campers and staff in their daily activities
- *Camp Director-Land, Camp Director-Water* – Provide support for campers and staff

Each camper will meet his/her counselor at the cabin. After dinner on the first day each village will gather and meet the entire staff for that age group, including the village chief (VC). During the opening campfire the Administrative Staff will be introduced.

Please let your children know that if they see another camper acting inappropriately they need to inform a staff member. If they see a staff member acting inappropriately they need to inform one of the camp directors. You can assure them that these issues will be handled professionally and confidentially.

*Please see appendix A "Creating a Child Safe Environment".

MAKING PAYMENTS

All summer camp payments are due on or before June 1. If registering after June 1st please contact the camp office for payment arrangements. You will receive a billing statement if you do not enroll in Bank/Credit Card account drafting. Make checks payable to "Camp Tockwogh", call the office with your credit card information or pay online at www.tockwogh.org. We accept the following methods of payment: Cash, Personal Checks, Money Orders, Bank Drafts, Visa, Master Card, Discover and American Express.

Please send all payments to:

YMCA Camp Tockwogh Attn: Registration 24370 Still Pond Neck Road Worton, MD 21678
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EFT/Bank Card/Checking Account Draft

This will allow your major credit card or bank account to be drafted only on the first of the month through June 1st. If you would like to have payments taken from your bank account, please contact camp to give your routing number and account number. We would like to remind you that your payments for Summer Resident Camp will be divided into equal payments, minus your initial \$200.00 deposit. Be aware that if you choose to enroll in EFT/Bank Card/Bank Account Draft after December 1st, your payments will be divided equally among the remaining months until June 1st. This does not affect or change your total camp cost. The sooner you enroll, the more time you will have to spread out your payments. **Please note that if you choose the EFT Credit/Bank Card/Bank Account Draft, these payments will appear on your statement from the YMCA of Delaware.**

FINANCIAL ASSISTANCE

You may request a scholarship application from Camp Tockwogh or you may download this form by visiting our website, www.tockwogh.org. There is a \$25 non-refundable deposit required for each application. You may apply now. Complete the application accurately and thoroughly and attach all requested documents indicated on scholarship application and return all paperwork as soon as possible. Applications will not be processed without all required information and documents.

Return your application by mail to: 24370 Still Pond Neck Rd, Worton, MD 21678, **DO NOT FAX** the financial assistance forms. For questions or comments about your financial assistance award contact Kim Hall at 410-348-6000. Information that is omitted or falsified will result in an incomplete application and will not be processed.

CANCELLATION AND REFUND POLICY

All cancellations must be submitted in writing. Cancellations made prior to March 1st will receive a full refund less a \$50 processing fee. Cancellations made between March 1st and May 15th will receive a full refund less their \$200 deposit. Any mini-camp cancellations made before May 15th will forfeit their \$25 deposit. Full payment is due by June 1st to ensure your child's place in a session.

If cancellation is made after May 15th, a refund will only be awarded if there is a verifiable emergency. In the event of an emergency or similar circumstance, which will make it impossible for your child to attend summer camp, please submit a written notice via fax to 410-348-6023 and call the camp immediately. The amount of the refund will be determined by the camp director.

In the event that a camper must be sent home due to behavior problems/abuse (physical or verbal) towards another camper or staff, no refunds are given. We reserve the right to dismiss a child who unreasonably displays bad behavior.

In the event that the child leaves camp due to medical conditions or they have been seen by our camp doctor or been taken to the hospital, written notice from the doctor must be provided before any refund/credit will be considered.



June 1st All payments are due!

2011 SESSION DATES

JUNE 15 – JUNE 17	Mini-Camp	Traditional camp only
JUNE 19 – JULY 1	Session 1	Traditional camp & Specialty camps
JUNE 19 - JUNE 24	Session 1A	Traditional camp & Specialty camps
JUNE 26 – JULY 1	Session 1B	Traditional camp & Specialty camps
JULY 3 – JULY 15	Session 2	Traditional camp & Specialty camps
JULY 17 – JULY 29	Session 3	Traditional camp & Specialty camps
JULY 31 – AUG 12	Session 4	Traditional camp & Specialty camps
AUG 14 – AUG 19	Session 5	Traditional camp & Specialty camps