



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **GET READY FOR CAMP!**



## **YMCA CAMP ERDMAN Parent Handbook**

# CONTENTS

Page		Page	
2	Contents - Letter from Camp Director	7	Emergency Information
3	What to Bring	7	Policies to Share With Your Camper
3	What Not to Bring	7	Policies to Share With Your Camper
3	Why no Cell phones or other Electronics?	8	Payment Policies / Camp Store
4	Daily Schedule	9	Payment Policies / Camp Store
4	More Program Information	9	Required Forms at a Glance
5	More Program Information	10	Required Forms at a Glance
5	Your Child's Experience	10	Contact Us
6	Health Information & Policies		

## FROM THE CAMP DIRECTOR...

Aloha and thank you for choosing YMCA Camp Erdman. I'm blessed to call Camp Erdman my home and it is my pleasure to welcome you as part of the Camp 'Ohana.

Sending your child to camp today can be difficult, especially when you are connected 24/7. That's why here at camp we're focused on developing your child in a way that no other place can. Camp helps kids unplug and get to know each other and their counselors face-to-face. Camp is where today's youth can learn the 21st century skills they need to succeed in college and the real world. We teach independence, collaboration, and teamwork.

Thank you for allowing us the opportunity to create life changing experiences during a part of your child's summer here at Camp Erdman. I'm confident that your child will be in a safe environment, be nourished, make friends and grow a little more independent. There's one thing I definitely know for sure and that is that all of our campers will have fun.

I would like you to know that the passion I have for Summer Camp is in the commitment that I have made to make this experience as best as it can be for your child and you. Please give me or my support staff a call or shoot us an email if you have any questions at all!

**See you this summer!**



**Isaac Brann, Summer Camp Director**  
**(808) 687-6236**  
[ibrann@ymcahonolulu.org](mailto:ibrann@ymcahonolulu.org)

# What to Bring

- Water Bottle
- Closed-toed shoes
- Slippers / Flip Flops
- Swimsuit / trunks
- 6 t-shirts
- 6 pairs of underwear
- 6 shorts
- Pajamas
- Light jacket
- Laundry bag
- 2 towels
- Toiletries
- Shower Shoes
- Sunglasses
- Sunblock
- Hat
- Chapstick
- Insect repellent
- Flashlight
- Backpack
- Sleeping bag
- Set of sheets
- Small Pillow
- Stationary with stamped & pre-addressed envelopes
- **Please label all items to ensure they come back home!**

# What Not to Bring

- Cell phones
- Laptops
- Tablets
- Jewelry
- Pets
- Portable games
- Hair dryers
- Straighteners
- Curling irons
- Any electronic devices
- Snacks

## PLEASE NOTE:

- We require closed-toe shoes because our programs are so active here at camp. Don't forget!
- Campers going to Horse Camp must bring long pants and heeled boots, helmets are provided.
- Campers staying for more than one week (LIT's, CA's, and Stayover campers) should bring enough clothing to last for two weeks.

# Why No Cell Phones or other Electronics?

Camp is a time to unplug from technology and connect with new friends. Phones and other electronics are a distraction in our Camp community, and they are easily lost or damaged. Please make sure your camper leaves their electronics at home to help us stay unplugged!

# DAILY SCHEDULE

TIME	WHAT	DESCRIPTION
7 AM	RISE AND SHINE!	Wake up, brush teeth, & get ready for the day!
7:30	Morning Oli	We wake up with a Hawaiian Oli, camp songs, Thought of the Day, and more to begin another day in paradise.
8:00	BREAKFAST	
9:00	Period 1: Skill Tracks	Specialty Camps SKILL TRACKS - include a variety of activities that campers can progress in throughout the week. Campers who do Surf, Horse, High Ropes or Swim Camp go during this time.
9:55	Period 2: Skill Tracks	
10:50	Period 3: Skill Tracks	
12:00	LUNCH	
12:45	Rest Time	Campers rest for a few minutes during the hottest part of the day.
1:50	`Ohana Time Rotation	Campers rotate through a variety of activities, including Archery, Art, Swimming, Nature, Sports, `Ohana time, and more.
2:45	`Ohana Time Rotation	
3:40	`Ohana Time Rotation	
4:35	Battle Challenge	This classic Camp Erdman competition requires teams to work together and learn through friendly competition
5:30	DINNER	
6:00	Cabin Time	Campers unwind and get ready for Evening Activity
6:45	Evening Le'ale'a	Best part of the day! Campout, Dance, Talent Show, Color Wars!
8:15	Reflection time	Counselors lead a focused discussion about the day

Campers enjoy a one-night Camp Out on-site where they sleep under the stars. Teen programs go to Peacock Flats.

## MORE PROGRAM INFORMATION

The information provided is meant to be a basic overview. If you have additional questions, call us at (808) 687-6236.

### Theme Week

Bring your costumes and clothes to join us in the celebration of our theme weeks!

Session	Theme
1	Disney
2	Superheroes
3	Harry Potter
4	Star Wars
5	Mini-Week(Unavailable)

<b>6</b>	<b>Blast from the Past(Navy Seal Foundation)</b>
<b>7</b>	<b>Jurassic Park</b>
<b>8</b>	<b>Harry Potter</b>
<b>9</b>	<b>Pirates of the Caribbean</b>
<b>10</b>	<b>Star Wars</b>

## **Other Activities**

Due to the unique opportunities that come up during the summer, other activities may occur, including but not limited to swimming at guarded beaches, hiking off-site, or field trips to local attractions. These off-site activities are typically reserved for our teen campers.

## **Skill Tracks or Specialty Camp?**

It really depends on the experience you and your camper are looking for. Specialized activities such as Surf Camp, Horse Camp, High Ropes, and Swim Camp require additional materials and expertise, so they cost more. Skill Tracks are held here on site and what's offered usually includes Archery, Arts & Crafts, Sports, Survival Skills, Yoga, Journalism and many others. We do not guarantee that specific skill tracks will be offered each session. Both Skill Tracks and Specialty Camp are "progressive", meaning they build on what campers learned the previous day.

# **YOUR CHILD'S EXPERIENCE**

## **Staff are Carefully Screened**

Counselors are vetted and must pass a federal criminal background check. Staff are typically college age and are selected for their maturity, responsibility and dedication to youth development. All staff participate in an intensive two weeklong orientation that addresses age appropriate programming, risk management, homesickness, behavior management and emergency procedures. We maintain a 1 to 8 counselor to camper ratio.

## **Homesickness**

Although uncommon, we address symptoms with care and urgency to get campers engaged in the experience. Should homesickness continue for more than 24 hours, the Director will call parents. We encourage parents to support the camper's decision to go to camp and achieve their goals rather than letting their child come home.

## **Camp Food**

Our chef prepares three well-balanced meals a day, including a vegetarian option for those who indicate this choice in advance. We also have a salad bar at lunch and dinner. Please make note on your Health History Form if your child has any specific dietary needs. We do our best to make accommodations for

specific diets.

## Photos

At check-in, you'll get information on how to log in to Session Photo Gallery which is our password-protected website. We usually post new pictures every night of the session.

# HEALTH INFORMATION & POLICIES

## Before You Get to Camp

Check out these tips for encouraging good health before your camper even gets to camp. (This list was originally published by the American Camp Association in 2010.)

1. When children show signs of illness, keep them home. This greatly reduces the spread of illness at camp. Be aware of your camp's criteria for inclusion in camp.
2. Teach your child to sneeze in his/her sleeve, and to wash his/her hands often at camp.
3. Closed-toed shoes are a requirement for activities such as sports and hiking. This will help avoid slips, trips, and falls, which could cause injuries. Stress to your child the importance of wearing closed-toed shoes to prevent a toe, foot, and/or ankle injury.
4. Send enough clothes so your child can wear layers. Mornings can be chilly and by afternoon it will be hot. This enables your child to peel his/her layers off as the weather warms.
5. Fatigue plays a part in injuries. If children are going to day camp, ensure they get enough rest at night. If children are going to resident camp, explain that camp is not like a sleepover. Explain to your child that he/she should not try to stay up all night!
6. Don't forget to send sunscreen, and instruct your child how to use sunscreen.
7. Please send a reusable water bottle. Your child can refill it frequently during their camp stay. Staying hydrated is very important in the summer.
8. The American Camp Association's parent-dedicated Web site, [www.CampParents.org](http://www.CampParents.org), provides a wide range of educational resources to help parents make good health-related decisions for children.

## Health Procedures at Camp

- Medication must be in its original container and will be dispensed as instructed on the original container.
- Be sure to include enough medication for your child's entire stay.
- All medications must be deposited with the Health Care Manager on check-in day.
- Parent/Guardian signature is required to allow our Health Care Manager to administer medication.
- If bed-wetting is a condition, call the Camp Director at (808) 687-6236 prior to camper's arrival.
- We encourage parents to conduct a routine health screen on their child one week before, and the day before arrival at camp. We are especially concerned about contagious conditions including flu, fever, conjunctivitis (pink eye), chicken pox and head lice. If any camper exhibits symptoms of any

contagious illness parents will be responsible for taking the child to the doctor.

- If your child becomes sick while at camp, parents will be notified.
- For sickness or injuries, parents will be consulted to determine the course of action. If immediate medical attention is required, the appropriate emergency authorities will be contacted and the child will be transported to the hospital. All attempts will be made to notify parent.
- Parents are responsible for all fees charged by attending physicians, ER, EMS and/or pharmacy for any medications or services prescribed that are not immediately covered by your existing insurance.

# **EMERGENCY INFORMATION**

## **Evacuation**

In the event of an unforeseen circumstance such as a hurricane, parents will be notified to pick their campers up. If sufficient advance notice is received, all campers will be evacuated to a different YMCA branch or designated shelter. If there is short notice, campers and staff will evacuate to a safe zone. Updates will be posted on [camperdman.org](http://camperdman.org).

No refunds will be issued in the event of evacuation.

## **Excessive Hot Weather**

Activities will be provided indoors or in shaded areas outdoors as appropriate. Water is accessible to campers at all times, and they are encouraged to drink water throughout the day.

## **Medical Emergency**

In the event of an emergency, we will administer first aid and contact the parent/guardian or the camper's designated emergency contact. If emergency medical treatment is required, we may contact a doctor, hospital, or EMS depending on the severity of the injury or illness.

## **Communication in Event of Emergency**

Parents will be contacted by phone in the event of an emergency. Updates will also be posted when appropriate at [www.camperdman.org](http://www.camperdman.org).

# **POLICIES TO SHARE WITH YOUR CAMPER**

It is our intention to provide a safe and nurturing environment for each and every camper. Please read the following policies and share them with your camper.

## **Camper Behavior Expectations**

- Follow camp rules and boundaries set by staff.
- Avoid put-downs.
- Stay with your group at all times.
- Show respect to yourself, others, and the environment.
- Be responsible for your own actions.

☐ Have FUN!

## **Behavior Policies**

When deemed appropriate by the Camp Director, staff will communicate behavioral concerns to parents. Our goal is to create a plan with parents to ensure that the child behaves most positively with staff and peers. If behavior problems persist, it is the sole discretion of the Camp Director whether a camper may stay at camp.

The following items are grounds for immediate dismissal from Camp but are not limited to:

- Illegal drugs
- Drug paraphernalia
- Tobacco products
- E-cigarettes
- Alcohol
- Knives
- Guns
- Weapons
- Fireworks
- Explosives
- Matches
- Lighters
- Candles
- Anything that endangers the health or safety of campers and/or staff
- Destruction of property
- Leaving Camp boundaries or property without permission
- Bullying
- Continued inappropriate behavior, including but not limited to threatening others, using profane language, not following directions, teasing, improper behavior in a camp vehicle, or inappropriate sexual behavior

## **Transportation Policies**

Campers may be transported off site for specialty camps, camp outs and other events. While riding in camp vehicles, passengers have seat belts on.

## **Outside Contact Policy**

After the summer ends, we can no longer supervise our seasonal staff; therefore, it is YMCA policy that our staff not continue their friendships with campers outside of camp, including babysitting or social media.



# **PAYMENT POLICIES**

A completed registration form and non-refundable deposit of \$250 are required to process the application. Full payment is due no later than May 20, 2019 to ensure a spot for your camper. A \$25 fee will be charged to your account for a check return/insufficient payment. The Parent/Guardian must accept full responsibility for all camp fees and expenses.

## **Refunds & Cancellations**

Cancellations and changes must be made by Apr 21, 2019. Any refunds that are granted will be disbursed in the same form that the payment was made. No refunds are given after May 20, 2019 or if a child leaves early because of homesickness or disruptive behavior. The YMCA will not be held liable and no refund will be issues for any failure or cancellation of that is beyond its control, including any acts of God.

# **CAMP STORE**

We recommend that parents purchase a "Gift Card" for their child(ren). Campers will visit the Camp Store approximately 4 times per week. The store has snacks, ice creams and souvenirs available for purchase. All Sales Final - No Refunds.

## **Purchasing a Gift Card**

Purchasing a Gift Card for your child can be done online or by phone call, information provided on the last page. The minimum will be \$20 and the maximum is \$100.

**ATTENTION: Camper's Gift Cards  
will NOT be available for use on  
SUNDAY during Check-In or FRIDAY during Check-Out**

# REQUIRED ONLINE FORMS

To complete your registration process, the following forms must be submitted through our online medical form system, ePact. Soon after registration you will receive an invite to update or create your medical file for your camper(s). If you have already started the process or submitted your completed documents, please double check the list below. You can also use this list as a checklist as you complete each document and send it in.

## **Health Exam**

The Health Exam is required ONLY IF a camper has a history of asthma, heart defect/disease, seizures, diabetes, has recently been hospitalized, or is currently under a doctor's care.

## **Letter to My Counselor**

This form help your child's counselor get to know your child before s/he arrives at camp.

## **TB Clearance Form**

This form is mandatory for all campers who do not live in Hawaii.

## **Photo and Video Release**

This form is required by all YMCA of Honolulu participants.

## **Flight Information Sheet**

This form must be completed for all campers flying in to Honolulu International Airport. Please be sure to also register for airport transportation online or on the registration form.

# CHECK-IN & CHECK-OUT

## **Sunday Check-in 2:00pm – 3:00pm**

Welcome to Camp! You and your camper(s) will receive your cabin number which you will head to and meet

your cabin staff! From the cabin you will take your camper(s) to the health center to check-in any medication, communicate health concerns, and have a lice check performed. From there you will head to the pool for your camper(s) to take our swim test. Finally, you will head back to the cabin to sign in your camper(s) and then it's time for you parents to say goodbye!

## **Friday Closing Ceremony & Check-out 5:00pm – 5:30pm**

Our Closing Ceremony begins at 5:00pm which we will be screening the session video prior to. We hope you will come join us to see the amazing fun we had during the week. You will then be able to sign-out your camper from their counselors (photo ID is required). From here you can check out the store for any items for cash or inquire on the remaining balance of your gift card. You may also pick up medication from our Nurse's table. Please check the lost and found on your way out. If your campers are wanting to come back for another session, we will have registration forms as well. Have a great trip home and we will see you again soon!