



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

# **YMCA CAMP ERDMAN 2022 Parent Handbook**



YMCA Camp Erdman  
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## FROM THE CAMP DIRECTOR...

Aloha and mahalo 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 Erdman 'Ohana.

Sending your child to camp today can be difficult, especially in a world that allows for 24/7 connectivity. 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. We pride ourselves on creating lifelong friendships and fostering character growth and development. Camp is where today's youth can learn the 21st century skills they need to succeed. We teach independence, collaboration, and teamwork, while instilling confidence and creating a sense of belonging in your children.

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, and Camp Erdman in particular, is in the commitment that I've made to make this experience as best as it can be for your child and you. Coming into my sixth summer here at Camp Erdman, Camp has truly played a major role in my growth as a young adult and that is solely from working here. The growth that I've seen in campers participating in programs is remarkable and I can only imagine the person I would be if I were to come as a camper growing up. Camp Erdman is a special place and I want each camper who comes here to experience the Erdman magic as much as possible. If you have any questions at all, please don't hesitate to reach out to me via email or phone. Mahalo again for choosing Camp Erdman!

Drew Markey  
Director of Summer & Family Programs  
[amarkey@ymcahonolulu.org](mailto:amarkey@ymcahonolulu.org)

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## Who We Are

The professional staff of YMCA Camp Erdman are here to guide our campers through a safe and successful camp experience that builds lifelong friendships and affords the opportunity for personal growth and development. We welcome your questions, concerns, and feedback.

Office hours: 8:00 AM - 4:00 PM, Monday - Friday

Phone: 808.637.4615

[CampErdman@ymcahonolulu.org](mailto:CampErdman@ymcahonolulu.org)

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## **\*2022 HEALTH AND SAFETY AT YMCA CAMP ERDMAN**

**While the** global COVID-19 pandemic has presented challenges for all of us, we will continue to provide summer camp programs that are safe for both our campers, their families, and our staff members. We will keep our camper families updated regarding our 2022 COVID-19 policies and procedures as we continue access and implement practices to meet this critical need. As of December 15, 2021:

**All overnight campers will continue to be required to provide proof of full vaccination or a negative COVID test taken within 72 hours of the start of the program. Please have proof of either full vaccination or a negative COVID test ready at check-in.**

- **Masks:** Campers and staff will continue to wear face coverings at various times throughout the day. Your camper is required to have a mask to attend camp. If your camper forgets to bring, or loses their mask, Camp Erdman will have them available.
- **Physical Distancing:** Physical distancing will be implemented according to the current State and City requirements throughout the day whenever possible.
- **Hand Washing:** Campers will wash hands frequently throughout the day. New handwashing stations have been installed to facilitate quality handwashing for the large number of campers we will serve.
- **Health checks:** All campers and staff members will have their temperature taken at the start of the day. If your camper has a fever at or above 100.4 degrees, they will not be allowed to attend camp that day, and must remain away from camp until they are fever-free for 48 consecutive hours without medication.
- **Camp equipment:** All camp equipment will be cleaned per CDC and State Health guidelines by our professional housekeeping staff, food service staff, and trained counselors in order to prevent the spread of infection.
- **Camper groups:** Campers will remain with the same group for the vast majority of their time during their camp session. Groups may be combine for programming, where appropriate, and in a manner that keeps within current State and City physical distancing requirements. This means, when possible, that campers will go from activity to activity with the same group for most of their session at camp. To further encourage physical distancing, overnight camper cabins will have a maximum of 8 campers (in cabins that can accommodate 16 campers) and 1-2 staff.

\*Policies and procedures may change to be in compliance with current State and City requirements.

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## MORE PROGRAM INFORMATION

The information provided is meant to be a basic overview. Should you have additional questions, please call us at (808) 637-4615 or visit our website [CampErdman.org](http://CampErdman.org).

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## 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 orientation that addresses age-appropriate programming, risk management, homesickness, behavior management and emergency procedures. We maintain a 1 to 7 counselor-to-camper ratio.

### Homesickness

It's common for campers to experience homesickness, especially if it is their first time away from home. Our staff undergo extensive training and are well-equipped to handle feelings of homesickness. Although many campers will experience homesickness, it is typically short-lived, as our schedule and counselors keep campers busy and engaged. Our weekly schedule allows time for campers to write home if they choose and for campers to read letters or emails from you.

If you would like your camper to receive letters from you, please send all letters or correspondence to [cmail@ymcahonolulu.org](mailto:cmail@ymcahonolulu.org). This email is monitored daily and emails will be printed out and given to the campers Monday-Friday after lunch. If you would like your camper to receive a specific message on a specific day, the email must be sent by 11am the day you want your camper to receive the specific message. We encourage parents to support your camper's decision to go to camp and achieve their goals rather than letting their child come home.

### Camp Food

Our Food Service Director and kitchen staff prepare three well-balanced meals a day, including a vegetarian option for those who indicate this choice in advance. Please note on your Health History Form if your child has any specific dietary needs. We will do our best to make accommodations for specific diets.

### Photos

At check-in, you'll receive information on how to access and view our online photo albums. Throughout the week, our hard-working media team adds new pictures to the online album for you to view, share, and stay updated on the happenings at camp. Our media team also updates Instagram and Facebook with photos frequently.

**Instagram:** @ymcacamperdman

**Facebook:** YMCA Camp Erdman

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# 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 it.
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 website, [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, please note it on your camper's health form and let your camper's cabin staff know upon 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 parents.
  - 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.
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# 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. Camp is equipped with a safe evacuation trail that is maintained throughout the year. Updates will be posted on [ymcahonolulu.org](http://ymcahonolulu.org) and [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).

## Why No Cell Phones or other Electronics?

While we appreciate many benefits of technology, camp is a unique opportunity to disconnect and focus on relationships. Cell phones and other electronic devices are not allowed. Campers will have one opportunity to turn in their cell phones if brought to camp. Any found cell phones or electronics will be returned to campers at the end of the day.

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!

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# 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 will have seat belts on at all times.

## 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.

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## PAYMENT POLICIES

A completed registration form and deposit of \$100 for overnight camps are required to process the application and to ensure a spot for your camper. A \$25 fee will be charged to your account for a check returned/insufficient payment. The Parent/Guardian must accept full responsibility for all camp fees and expenses.

### Refunds & Cancellations

Full payments and changes must be made no later than ten (10) calendar days prior to the start of the first session of which the child is registered.

A full refund will be issued if requested on or before Saturday, April 30. Starting Sunday, May 1 there will be a \$50 service fee for all refunds. Service fees will be applied to member's accounts as credit. Remainder of the refund will be returned.

Any refunds that are granted will be disbursed in the same form that the payment was made.

### Camp Store

Our camp store has a variety of merchandise available for purchase including t-shirts, water bottles, stickers, hats, sweatshirts, etc. All merchandise is priced \$25 or under. We recommend purchasing a gift card for your camper to use. Gift cards can be purchased [here](#). Please purchase the gift card under your

camper's name. Gift cards are valid for 5 years from the purchase date. Please plan to purchase a gift card for your camper prior to coming to camp. Campers are able to use cash at the camp store and will visit the store once during their session.

The camp store will also be open at check-out from 4:00-5:30 pm on the final day of camp. Camper pick-up begins at 5 pm.

## **REQUIRED ONLINE FORMS**

To complete your registration process, the following forms must be submitted through our online medical form system, e-Pact. 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.

### **☐ All Required Waivers**

Youth Waiver, COVID Vaccination/Testing Requirement, Medical Waiver, Photo Release, Archery w/ COVID Waiver, Horse Waiver (Horse campers ONLY), Surf Waiver (Surf campers ONLY)

### **☐ 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.

### **☐ OPTIONAL: Letter to My Counselor**

This form helps your child's counselor get to know your child before they arrive at camp. This form is not required, but we encourage campers who are feeling nervous about coming to camp to fill out this form. This form should be completed by the camper.

### **☐ TB Clearance Form**

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

### **☐ Flight Information Sheet**

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

Note: If traveling from a location outside of the State of Hawaii, please check the current State of Hawaii Safe Travels program requirements for pre-COVID-testing instructions to avoid having to quarantine upon arrival in Honolulu. State of Hawaii Safe Travels Website: <https://hawaiiicovid19.com/travel/>

# TRADITIONAL OVERNIGHT CAMP

## Weekly Packing List

What to Bring	What NOT to Bring
<ul style="list-style-type: none"> <li><input type="checkbox"/> Face Masks that cover nose and mouth. (Face shields without masks, masks with vents and gaiters are not acceptable.)</li> <li><input type="checkbox"/> Water Bottle</li> <li><input type="checkbox"/> (2) Closed-toed Shoes and socks</li> <li><input type="checkbox"/> Slipper / Flip Flops (+ Shower Shoes)</li> <li><input type="checkbox"/> Swimsuit</li> <li><input type="checkbox"/> (6) T-shirts</li> <li><input type="checkbox"/> (6) Pairs of underwear</li> <li><input type="checkbox"/> (6) shorts</li> <li><input type="checkbox"/> Pajamas</li> <li><input type="checkbox"/> Light Jacket</li> <li><input type="checkbox"/> Laundry Bag</li> <li><input type="checkbox"/> (2) Towels</li> <li><input type="checkbox"/> Sunglasses</li> <li><input type="checkbox"/> Sunscreen &amp; Chapstick</li> <li><input type="checkbox"/> Hat</li> <li><input type="checkbox"/> Insect Repellent</li> <li><input type="checkbox"/> Flashlight</li> <li><input type="checkbox"/> Backpack or Day Pack</li> <li><input type="checkbox"/> Sleeping bag</li> <li><input type="checkbox"/> Set of sheets</li> <li><input type="checkbox"/> Pillow</li> <li><input type="checkbox"/> Toiletries (shampoo, soap, toothpaste, etc.)</li> <li><input type="checkbox"/> Optional: Themed Costume (see Weekly Themes on page 11)</li> <li><input type="checkbox"/> Optional: Envelope &amp; Stamps</li> </ul>	<ul style="list-style-type: none"> <li>• Cell phones</li> <li>• Laptops</li> <li>• Tablets</li> <li>• Jewelry</li> <li>• Smartwatches</li> <li>• Pets</li> <li>• Portable games</li> <li>• Hair dryers</li> <li>• Straighteners / Curling irons</li> <li>• Any electronic devices</li> <li>• Snacks</li> </ul>

**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 wear long pants and closed-toe shoes.
- Campers staying for more than one week (LIT's, CA's, and Stayover campers) should bring enough clothing to last for two weeks. There will be an opportunity to

## Sample Daily Schedule

TIME	WHAT	DESCRIPTION
7 AM	RISE AND SHINE!	Wake up, brush teeth, & get ready for the day!
7:30	Morning Oli	We gather at the start of each day to perform a traditional Hawaiian Oli, sing a camp song, talk about one of our six Hawaiian values, and get everyone excited for the day ahead.
8:00	BREAKFAST	

9:05	Period 1: Skill Tracks	Specialty Camps	<p>SKILL TRACKS - include a variety of activities that campers can progress in throughout the week. Campers who registered for our specialty Surf, Horse, or High Ropes Climbing Camps go to these activities during this time.</p> <p>Cabin Cup - we end our morning with a friendly cabin competition that includes activities such as Trivia, Scavenger Hunts, and many others!</p>
10:00	Period 2: Skill Tracks		
11:00	Cabin Cup!		
12:00	LUNCH		
12:45	Rest Hour		Campers rest and hangout in their respective cabins during the hottest part of the day.
1:50	`Ohana Time Rotation		Campers rotate through a variety of activities, including our Ropes Course, Archery Range, Swimming Pool, Arts & Crafts, Nature, Sports, our Camp Store, and more.
2:45	`Ohana Time Rotation		
3:40	`Ohana Time Rotation		
4:35	Battle Challenge		This classic Camp Erdman competition encourages all campers on four different teams to learn teamwork, show sportsmanship, and participate through a series of head-to-head competition against the other three teams.
5:30	DINNER		
6:00	Cabin Time		Campers unwind and get ready for Evening Activity.
6:30	Evening Le'ale'a		Powder paint games, a campout night, the camp dance, and Camp Erdman's Got Talent are just a small sample of our Evening Le'ale'a.
8:15	Reflection and Showers		Campers wind down by cleaning up and tuning in to a counselor-led, focused discussion, usually based on one of our six Hawaiian Values here at camp.

### Weekly Themes

Our summer staff already have their costumes picked out! We encourage campers to pack a costume for the weekly theme.

- Session 1: Superhero
- Session 2: Nickelodeon
- Session 3: Disco
- Session 4: Monster's Inc. / Monster's University
- Session 5: Harry Potter
- Session 6: NO THEME – Mini Camp
- Session 7: Disney
- Session 8: Star Wars

- Session 9: Percy Jackson
- Session 10: Wild West

## **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 and Ropes 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 and 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.

## **Check-in and Check-out procedures**

### **Sunday Check-in 2:30pm – 4:00pm**

Check-in will be on the mauka side of camp. Please park in the first lot on your left. You and your camper(s) will visit the check-in table to receive your camper's cabin number and provide proof of vaccination or negative COVID test. After, you will head to your camper's cabin and meet your cabin staff! From there you will go around camp and complete a series of check-in stops including our health center to check in any medications and get a lice-check and our camp office if you have any outstanding paperwork or forms that need to be completed! Finally, you will head back to the cabin to sign in your camper(s) and then it's time for you to say goodbye!

### **Friday Check-out 5:00pm**

Check-out will be in the same place as check-in. You will be able to sign-out your camper from their counselors (photo ID is required). The camp store will be open for parents from 4:00-5:30pm during check-out. Please pick up any medication from our Nurse's table and check the lost and found on your way out.