

Parent Information Manual



Merrimack Valley YMCA

Camp Lawrence for Boys
Camp Nokomis for Girls

Summer Phone:

Camp Lawrence • 603-279-6488
Camp Nokomis • 603-279-4918

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The Camp Lawrence/Camp Nokomis Experience

What Your Child Can Expect at Our Camps

Thank you for choosing one of our camps. Our picturesque island camps, nestled in the heart of New Hampshire's Lakes Region and offering a daily view of the awe-inspiring White Mountains, offer the perfect place to go to camp. Our shores harbor sandy beaches, explorable woodlands, multi-purpose playing fields, recreational lodges, well equipped health center, spacious dining halls, fully-screened wood-framed cabins, and modern toilet and shower facilities.

At our camps, generations of campers and staff have laughed, played, developed friendships, built confidence, learned new skills, and created memories that last a lifetime. Our programs celebrate the value of each individual and challenge campers and staff to be all that they can be.

To be happily and successfully involved in our camp programs, each individual must be capable of safe, willing, and independent participation as follows:

- Sleep in a cabin with 10-12 similar aged campers and two staff, make their bed and maintain their personal living area responsibly, share in the housekeeping tasks of that cabin, and participate in the recreational and social activities of the cabin group and the age unit.
- Assume responsibility for personal hygiene and for safe personal behavior.
- Demonstrate acceptable behavior without requiring an unusual amount of guidance and attention.
- Navigate the camp terrain, both steep paths and uneven rocky areas.
- Enjoy overnight experiences including sleeping in an unsheltered location and cooking out.
- Follow both a diverse individual schedule and the group activity schedule, responsibly managing unscheduled time with minimal supervision.
- Understand and respond to group instruction during camp activities.
- Join community-building group activities such as singing, campfires, and family-style meals in the dining hall.
- Follow directions and respond appropriately in an emergency.
- Communicate concerns to a responsible adult.
- Contribute positively to camp spirit and community.



The Registration Process

What You Need to Know to Enroll Your Child for Camp

Application & Fees

Our application process is easy. You may register online at camp.mvymca.org or by calling the camp registration office at (978) 975-1330. A \$200 deposit per session, per camper is due at the time of registration. The deposit is applied towards tuition. The deposit is non-refundable and non-transferable between sessions, siblings or seasons. Your registration will be confirmed via e-mail.



Tuition Balance

Tuition is due in full by **April 1st**. Multiple payment plan options are available at the time of registration.

Major credit cards are acceptable and/or checks are payable to the Merrimack Valley YMCA. There is a \$150 late fee for late payments after April 1st. **After April 15th, unpaid tuition accounts will be cancelled and the available slots will be filled from our waiting list unless a payment plan has been previously arranged in writing with the camp registration office.** If a check cannot be processed by the bank, the appropriate bank fee will be charged.

Cancellation Policy

After April 1st, tuition fees are non-refundable and non-transferable for any reason except documented illness or death in the immediate family. Cancellations and/or changes in registration must be made **in writing** to our registration office by email to campinfo@mvymca.org. In cases of late arrival, voluntary withdrawal, or dismissal, there will be no refund of tuition. The \$200 deposit per session, per camper is non-refundable and non-transferable between sessions, siblings or seasons.

Waiting Lists

Waiting lists are created as soon as a camp session is fully subscribed and remain active throughout the camp season. Applications will be processed in the order received and deposits will not be processed until the camper has been enrolled. Because our camps fill early, there is usually movement on the waiting list as the lives of enrolled campers change, and thus we recommend placing your child's name in the queue. Campers who are on the waiting list, and do not decline enrollment if a spot becomes available, are eligible for the priority registration period in the next camp season. This priority registration period is limited to returning campers and waitlisted applicants.



Special Needs Accommodation Policy

Camp Lawrence and Camp Nokomis provide services to children with disabilities or any special needs in the same way we provide services for other children of comparable age. Our camps will make reasonable accommodations when they do not fundamentally alter the nature of the residential camp experience as described in this handbook (see page 2). Requests for special accommodations will be processed on a case-by-case basis.

Before Camp Begins

Things You Need to Know After Your Child is Enrolled

Camp Tours

Camp tours are designed to enable new or prospective campers and their immediate family to tour camp, meet staff members, and ask questions. The tour, including departure from and return to Y-Landing takes about 2 hours. New campers are encouraged to attend! Visit camp.mvymca.org for camp tour dates, times and information. Space is limited by boat capacity and the boat departs on time.

Necessary Forms

- ☐ Let's Get Acquainted Form
- ☐ Health History Form
- ☐ Transportation Form
- ☐ Physical & Immunizations (Upload)
- ☐ Statement of Understanding
- ☐ Health Insurance Card (Upload)

*All forms are due at least **two weeks prior** to your child's arrival.*

Medical Forms

Our nurses need these forms to plan for your child's care. Our nurses carefully review all health forms before campers arrive and check in campers on arrival day to determine they are healthy. Medical forms including health history, physical, immunizations and health insurance card (front & back), must be submitted on your child's account at least **two weeks in advance** of the camper's arrival. Our local treatment facilities require us to present this information at time of treatment. **A camper will not be admitted unless this information is complete.** NH State Regulations **require** each camper to have a medical examination within 1 year of arrival at camp. When a child has health issues or is on medication we **recommend** that the medical examination be completed as close to camp arrival as possible. However, make your appointment early because most physicians are swamped just prior to camp time. **Forms that are received late, or are incomplete, will incur a \$25 processing fee,** charged to the camper's store account.

Cabin Mate Requests

Cabin assignments are made on the basis of grade. It might seem logical to try to guarantee a happy camp experience by requesting a specific cabin mate for your child. Experienced Camp Directors universally agree that these requests frequently create more problems than they solve. In addition, our camps do not schedule daily activities or dining hall assignments by cabin, therefore campers from different cabins have many opportunities to spend time together at camp. With that in mind, cabin mate requests are not encouraged, but may be submitted. Campers may request one cabin mate, when both campers are in the same grade and the request comes from both families. Cabin mate requests are not guaranteed as many factors go into cabin placement decisions. Cabin assignments are revealed when the campers arrive at the island. **A link to make cabin mate requests can be found on our website at camp.mvymca.org under frequently asked questions.**

Store Deposits

Store money may be deposited in the camper's account through Camp Brain, by calling the Registration Office and using a credit card or mailing a check. This deposit covers laundry if needed, a camp t-shirt and any camp store purchases. Our stores sell camp clothing, stamps, mementos, postcards, toiletries, sundries, and limited amounts of candy and healthy foods. We recommend \$75-\$100 be allocated to the camp store for a two-week session. Multiple sessions may require additional money. Unspent funds, over \$5, will be refunded or they can be donated to our Annual Campaign. Please discuss with your child how to manage this money.

Packing for Camp

Things You Need to Know as Your Child Packs for Camp

Packing for Camp

Two week campers who plan carefully should not need to use the laundry service, although it is available to everyone. We recommend a trunk for ease of living at camp and for ease of transport between the mainland and the island. The **height of the trunk should not exceed 14" in order to fit under the bed***. All campers must have sheets and blankets for their beds, and a pillow is recommended if the child uses one at home. Our explanations and recommendations are in parentheses.

*Please remove wheels on trunks. They do not work well with our terrain.

Clothing List:

- ☐ Bathing Suit (min. of 2)
- ☐ Footwear:
 - Flip Flops (for going to & from the waterfront)
 - Sneakers (sturdy, our terrain is rocky)
 - Rubberized Shoes (for rainy days)
- ☐ Jeans
- ☐ Long Pants (leggings, sweatpants)
- ☐ Pajamas
- ☐ Robe (for going to shower)
- ☐ Rainwear (poncho or long sleeve rain coat)
- ☐ Shirts (t-shirts, tank tops)
- ☐ Shorts
- ☐ Socks (at least 1 heavy pair)
- ☐ Sweater and/or Sweatshirt (2)
- ☐ Underwear
- ☐ Warm Jacket

Equipment:

- ☐ Camp Trunk or Sturdy Suitcase
- ☐ Sleeping Bag (used as extra blanket or camping out)
- ☐ Flashlight w/ Batteries
- ☐ Duffle Bag, Gym or Hockey Bag (if needed)

Uniform:

- ☐ Camp T-shirt (sold in Camp Store)
(Required for out-of-camp activities)

Linen & Toiletries:

- ☐ Blankets (one light & one heavy)
- ☐ Pillow
- ☐ Pillow Cases (2)
- ☐ Sheets, Cot or Twin Size (2 sets)
- ☐ Towels:
 - Beach (2-3)
 - Bath Size (2-3)
- ☐ Toiletries (a shower caddy is nice to have)
 - Toothbrush & Toothpaste
 - Shampoo and Conditioner
 - Soap
 - Sunscreen
 - Insect Repellent
- ☐ Hair Brush

It would be nice to have...

Writing Materials & Stamps
 Stamped Postcards
 Camera
 A Good Book & Some Games
 Favorite Stuffed Animal
 Water Bottle
 Laundry Bag
 Pictures & Push Pins

Please label everything clearly with the camper's name in indelible marker or on a name tag, and tape a list of your camper's belongings inside the trunk lid. Please also attach labeled masking or other tape to all pieces of luggage. Secure luggage so that nothing falls out during the transportation process.

Trash bags do not constitute good luggage.

Please Do Not Bring

Food, chewing gum, cash, hair dryers, electric blankets, plastic drawer sets, cell phones, iPhones, iTouch, valuables, fire crackers, pocket knives, guns, skateboards, roller blades, TVs, expensive cameras or jewelry, or electronic devices with Internet capability. All the gadgetry of modern life simply gets in the way of the magical world of camp. There is amazing freedom in separation from cell phones and computers for a while. Camp cannot guarantee the security of these items, nor do they belong at camp, therefore we prohibit them. We reserve the right to confiscate inappropriate materials or equipment.

Things to Discuss with Your Child

How to Prepare Your Child for a Positive Camp Experience

Arrival At Camp

Campers receive cabin assignments upon arrival at the camp dock and will be escorted to that cabin by their counselors. Arrival activities include check in with the camp nurses and a visit to the camp office to deposit store money, valuables and an extra trunk key, if they have one. The rest of the day includes settling in, getting acquainted with staff and campers, discovering how to find essential buildings and activity areas, and classification for swim classes. All luggage is delivered late in the afternoon. **Therefore, campers should carry a back pack to camp containing a swim suit, towel, a sweater or sweatshirt to guard against a sudden cooling of the weather, and maybe some rainwear.**



Meals

Our meals are served family style and campers sit in an assigned location with adult staff at every table. Staff is apprised of identified food allergies and campers are monitored for safe and healthy eating habits. In addition to the entrée, there is a salad bar option at noon and at night, and peanut butter and bread are generally available. Campers are expected to eat at mealtime and to make balanced choices from the food that is offered. There is always plenty of food. A camper who is hungry between meals may get a snack from one of the nurses. **Camper birthdays are celebrated in the dining hall with a cake served at a regular meal.**

Camper Adjustment to Camp Life

You equip your child for success at camp by pointing out all the exciting opportunities that lie ahead: fun, new friends, new activities, independence from home, a beautiful lake setting, and time spent with caring, listening adult leaders. You help us to create the right environment for your child by providing essential information via the Let's Get Acquainted Sheet. Then trust us to handle adjustment problems with intelligence, sensitivity, and love. We spend many hours talking with, and listening to campers, thereby empowering them to solve their problems. We are as eager for your child to succeed as you are. Please call camp if you have any concerns. Rest assured that we will call you if your child or our staff need your help. **Beware of delivering the message "if you don't like it you can always come home."** This encourages a child to give up rather than face and conquer homesickness or other camp challenges.

Behavior & Dismissal Policy

We assume that campers entrusted to our care will embrace the qualities of caring, honesty, respect, and responsibility and apply those values to their treatment of other people and of the camp facilities. Often negative behavior is triggered by bad choices. Please discuss with your child the importance of thinking before they act, and maybe even developing a strategy for avoiding inappropriate choices. Discuss also the importance of talking with a responsible camp adult if they experience the negative behavioral choices of someone else. When a camper engages in unacceptable behavior such as consistently using bad language, threatening others, fighting, or refusing to cooperate, and reasonable efforts to modify this behavior have not met with success, that camper may be sent home. Dismissal can be immediate for possession or use of tobacco, drugs, or alcohol at camp or for direct threat of physical harm to oneself or someone else. Campers who are sent home for disciplinary reasons are not allowed back in camp during the current camp season, and may not be allowed to enroll in the future. Tuition is not refunded.

While Your Child is at Camp

Health Care & How to Contact

Health Care

Each camp has a licensed nurse on duty at all times and an attending physician. Our hospital is Lakes Region General Hospital in Laconia. Our nurses carefully monitor every medical problem and dispense medicines from the health center where appropriate records are maintained. If there is a health emergency, or your child stays in the camp infirmary over night, you will be notified by phone. In the rare instance when your child is to be hospitalized for any reason you will be notified immediately. The YMCA will require a release from your family physician prior to your child's return to camp. When a camper needs dental services or a physician's care, your insurance carrier will be billed. Charges for uninsured prescriptions or insurance co-pays will be added to your child's store account. We may be able to arrange emergency orthodontic care, but only after you clear this with your provider. **All medications must be in their original container and must be delivered to and controlled by the camp nurses.** Prescription Medications must also be accompanied by appropriate doctor's instructions, preferably printed on the bottle. If a child uses an inhaler it is recommended that the child bring two inhalers and a peak flow meter to camp. It helps to have these supplies in a labeled zip lock bag, ready to be given to the nurses. If a parent wishes a child to carry an EpiPen or an inhaler at all times, contact us for the proper release form. The completed form should be enclosed in the bag with the medications. Our nurses do not administer allergy shots but these can be provided by our camp physician for a fee.

Let's Get Acquainted Forms

These forms assist us with our planning. Even returning campers have had another year of life experiences. Cabin assignments are worked out well in advance of the arrival of campers, and your notes may provide details that could be critical to good cabin placement, therefore it is helpful to have these forms in hand by early June whenever possible.

Phone Calls

Camp phones are for business use and campers do not have access to them. We are always happy to provide an update of your child's progress at camp, to investigate any concerns you may have, or to relay important messages to campers. We will also work with you if it becomes necessary to disseminate bad news. We will call you if we are experiencing prolonged homesickness so that together we can determine a course of action. Typically hearing a parent's voice is not helpful. **Campers are not allowed to have cell phones at camp.** If phones are discovered, they will be taken to the office for safekeeping. **To secure information that is not time-sensitive, please avoid calling the camp offices on the Friday before a Change Day.**

Letters, Packages and Communication

A letter from home can make a positive difference in the life of a child and is a treasure that can be saved forever! We encourage you to write, letting them know you are thinking of them, but avoid making your child feel left out of important events at home. Packages are **not** essential. You have already given your camper the priceless gift of a camp experience. Please notify anyone who might send a parcel **not to send baked goods, other food, candy or gum.** These items are a problem at camp, attracting raccoons, mice, skunks, ants, and more, and will not be delivered. Packages should be sent via US Mail. Packages sent via UPS or FedEx incur an extra charge for mail boat delivery, billed to the recipient. Faxes are delivered to campers for a fee of \$1 per page. E-mail is not accessible to campers.



While Your Child is at Camp (continued)

Camp Activities

Camp Community

Each camper will have a camp family that is the cabin group, a programmatic age group unit that is his/her small town, and countless experiences of the camp world gathered to do things together. We believe there is integrity both in single age activities and learning and playing with persons of all ages. We seek to develop individual confidence and a sense of connection to others. We aim to provide a balance of different recreational experiences.



Camp Activities

Each session campers choose the four activities in which they wish to participate and receive instruction. Camp Lawrence campers and Camp Nokomis campers will submit their activity choices through a link emailed by the Camp Director. Each camper is individually scheduled and develops responsibility by moving in timely fashion from one class to the next. Once classes begin, campers have an opportunity to adjust their choices in accordance with class availability. In the box below is a list of activity choices that may be offered. Campers are also scheduled for Instructional swim to complete their five period day. We consider swimming proficiency an important part of camp life. The swimming requirement guarantees that every camper will get significant exercise each day.

Camp Lawrence:

- Fitness
- Floor Hockey
- Frisbee
- Lacrosse
- Leadership
- Video
- Radio/Broadcasting
- Riflery
- Rugby
- Snorkeling
- Table Tennis
- Fishing
- Music
- Ping Pong

Both Camps:

- Archery
- Arts & Crafts
- Basketball
- Campcraft/Environmental Science
- Canoeing
- Improv/Theater
- Kayaking
- Outdoor Education/Nature
- Photography
- Ropes
- Sailing
- Soccer
- Swimming
- Volleyball
- Waterskiing

Camp Nokomis:

- Ceramics
- Copper Enameling
- Dance
- Dramatics
- Leathercraft
- Rowing
- Silvercraft
- Windsurfing
- Woodworking
- Tennis

In addition, campers will participate in cabin activities; programs designed for their age unit; cookouts and campfires; all-camp activities, and recreational evening programs. Each camp session will offer some special event and unit socials with our other island camp. Every day the campers also experience several hours of "free time" when they may pursue their favorite activities or simply "hang out" with other campers, staff special friends. The day begins with Reveille, Flag Raising, and Breakfast followed by cabin cleanup and three periods of morning activities. After Lunch there is Rest Hour, two periods of afternoon activities and Free Swim, ending with Dinner, an Evening Program and Taps. Hiking opportunities will also be offered from time to time.

While Your Child is at Camp (continued)

Staff Development & Visiting Policy

Counselor-in-Training Programs (C.I.T.)

We are proud of the two-year, full season C.I.T. programs offered by our camps. These programs offer hands on leadership opportunities for carefully selected participants and ultimately provide camp with well-trained staff who are dedicated to camp principles and eager to give back the joy that they experienced as camper.

C.I.T.s are trained to manage camper cabins and teach camp activities. The content of these programs include the needs and interests of all camper age groups, leadership methods, philosophy of the YMCA, and teaching techniques. Older Senior campers apply for this coveted opportunity and are selected each Fall.

Selection criteria include leadership ability, a demonstrated capacity to work with and relate to younger campers, the ability to model camp values, and possession of activity strengths that can develop into a teaching portfolio. The actual program entails significant training, supervision, and evaluation provided by key camp leaders.

Our Staff

Our staff are young adults, many of whom grew up in our camps and completed our 16 week Counselor-in-Training (C.I.T.) program described above. All have had an additional week of thorough pre-season staff training each summer they return as staff and have completed the Redwoods Child Abuse Prevention Course. They have been selected for maturity, demonstrated leadership ability, activity skills, positive and friendly attitudes, commitment to the growth and development of youth, an eagerness to "give back" the quality of experience they received as campers, and genuine love for camp and camp life. Then they are trained and thoroughly supervised.

Each camp's leadership includes seasoned leaders and models for children, some of whom are professional educators, and two registered nurses. Most program staff are trained in First Aid, CPR, and AED Administration and all are submitted to a nationwide criminal record check. Aquatic program leaders are certified in Lifeguarding. Our staff development plan requires activity leaders to be appropriately trained in camper skill development and safety precautions.

We **do not** permit our staff to accept tips but they are always excited to receive a letter of appreciation from a parent or a donation in their name to our annual fund.



After Camp Ends

Lost & Found, Internet Usage, & Future Enrollment

Lost & Found

Lost and found items constitute a great problem. The potential magnitude of this problem prohibits mailing these items. **When items are clearly labeled,** and found in timely fashion, we make an effort to return them to the owner. Thus, it is important to contact us promptly if you realize something important is missing from your child's belongings. Sometimes we can send things home with a camper or staff member who has not yet left the island.



Internet

Internet usage has become an extraordinarily powerful communication tool. We encourage caring, responsible and respectful relationships between campers, even outside of camp. Hopefully all camp-related pictures, messages and videos will conform to these goals. We need parents to partner with us to realize this goal.

Since it is impossible for us to provide Internet supervision of the interactions between campers and staff in the way we do with those same interactions at camp, and since Internet postings are neither private nor supervised we require our staff to sign an agreement that they will not stay in touch with campers after the camp season ends. We believe this protects both campers and staff and allows our staff to return to their busy lives and leave the summer job behind. Please discuss this policy with your camper and help to protect your child from being hurt by it. **Please monitor your child's camp-related internet postings.**

Surveys

Surveys will be emailed at the end of each summer. We genuinely value parental input, and hope that you will set aside a few moments to complete the form and return it enabling us to repeat what we have done well and identify where we need to improve in the future.

Future Enrollment

Enthusiastic campers who are eager to return to camp have enabled us to fill quickly each fall and early winter. Registration information is sent home with campers at the end of their session. The enrollment process begins in **October.**

Returning campers are given priority enrollment when open enrollment begins. Because we fill so quickly, some people will eventually withdraw due to new family circumstances. Vacancies created are filled from our waiting list on a date received basis so it always makes sense to put a child's name on that list. After priority registration, we may have some openings for new campers. Please tell your friends what a good time they could have at camp, and let them know the importance of enrolling early.



Mission & Vision Statements

Mission – Merrimack Valley YMCA

To strengthen our communities by putting our core values of caring, honesty, respect and responsibility into action through programs and services that build healthy spirit, mind and body for all.

Vision

To be a leading community collaborator in the Merrimack Valley that achieves bold results in the areas of Youth Development, Healthy Living, and Social Responsibility.

Core Values

Our Y upholds the core values of caring, honesty, respect and responsibility. These values guide our behaviors as we work to strengthen the foundation of community.

Our Promise of Inclusion

The Merrimack Valley YMCA intentionally commits to facilitating positive and lasting change with our communities. Our Y focuses on providing an environment that celebrates diversity, advances equity, and reflects inclusion for all, both inside and outside of our walls. Our Y welcomes our community to show up authentically, to speak up courageously, and to create a space for all to be, belong and become.

Vision – Camping Services Branch

The Camping Services Branch, in support of the Merrimack Valley YMCA's Mission, provides youth and family camping experiences within a safe, supportive and inclusive community in a natural setting. The camps foster the spiritual, emotional, and physical development of campers and staff, teaching the values of caring, respect, responsibility, and honesty while developing leadership, sportsmanship, and creativity. We welcome returning campers, youth and families who reside in the Merrimack Valley YMCA's services area and the communities that host the camps, and others who have an interest in our mission and programs.

Goals – Camp Lawrence & Camp Nokomis

Our Camps seek to develop an environment wherein campers will grow physically, socially, emotionally and spiritually. We plan to provide programmatic variety that will enable each camper the opportunity to:

- Discover the foundational character skills of caring, honesty, personal and social responsibility, and respect for others and for human dignity.
- Set personal goals and work to achieve them.
- Challenge themselves by improving existing activity skills and acquiring new ones.
- Experience successes that contribute to improved self-esteem.
- Expand spiritual awareness within the framework of their personal religious heritage.
- Learn to live collaboratively within a community.
- Develop an appreciation of the natural surroundings that will enhance a sense of stewardship of the earth.
- Exercise daily and develop healthy living habits that will enhance physical fitness.
- Contribute appropriate leadership gifts.
- Have fun.

Travel To & From Camp

Travel Arrangements, Luggage, & Other Information

Travel To & From Camp

Travel to or from camp may be by **bus** service from the Methuen YMCA, by family **car** driven to Y-Landing, by private **family-owned boat** that delivers the camper to the camp dock, or by commercial **flight** to Manchester Airport (MHT). Directions to the Methuen YMCA and to Y-Landing Marina are located on page 16. We **do not** pickup campers at the airport. **Please select your transportation option online so that we know when to expect your child. Picture identification is required when campers are picked up from camp, the Y-Landing, or the Methuen YMCA. If your child will be picked up by anyone other than the parent or guardian identified on your camper registration card, we must be notified by you in writing, at least 24 hours in advance of your child's departure from camp.** Our responsibility begins when your child enters the bus, our boat, or our dock and ends when your child is released to you or your designee on departure day.

Parking at Y-Landing is limited, and regulated boat capacity precludes transporting parents to camp on that day. Therefore, we recommend using our bus service. Campers traveling by bus meet other campers and staff on the bus, arrive at camp first, have first choice of beds, have lunch at camp, and have time to meet some new people and relax a little before camp activity begins. **Bus reservations should be made at least two weeks in advance.** The cost is \$40 one way. Camp staff trained in emergency management will provide supervision on the bus to monitor camper behavior and safety. Parents should educate their child about appropriate bus behavior and **must instruct their child to obey staff instructions.**

Private Boat/Airplane Travel

Our planning for change weekends is complex. For campers traveling by private boat, call the appropriate camp office two days prior to schedule arrival and departure times. Camp Lawrence at 603-279-6488 or Camp Nokomis at 603-279-4918. It is important to drop off/pick up campers quickly and not tie up camp docks with family boats.

For campers traveling by airplane, flight arrangements should be to/from the Manchester Airport (MHT). Arrivals should be scheduled on Sunday between 8:00am-1:00pm and departures should be scheduled on Saturday between 9:00am-2:00pm. Transportation between the airport and camp must be arranged through a local airport shuttle service. Lakes Region Airport Shuttle is available at (888) 386-8181. Please notify the respective camp office of the shuttle arrangements. Camp Lawrence at 603-279-6488 or Camp Nokomis at 603-279-4918. Please note, campers who use the shuttle service are signed out of our care to the company.

Changes in Travel Plans

Please notify camp at least two weeks preceding the travel date if plans change. Be sure your child also understands the new plans.

Shipping of Luggage

Shipping of luggage is complicated with our island location. Luggage may be shipped to camp as follows: Camper name, appropriate camp (Camp Lawrence or Camp Nokomis), c/o Y-Landing Marina, 102 Powers Road, Meredith, NH 03253.

Luggage may be shipped from camp **only** if the camp is provided with a prepaid UPS shipping label **from** Y-Landing Marina, 102 Powers Road, Meredith, NH 03253 to your destination. Two days advance notice is required. Scheduling pick up time is the responsibility of the parent.

Campers Staying for Multiple Sessions

We provide a special program on change weekends for campers staying for multiple sessions. Campers staying for multiple sessions may leave the island overnight between sessions 1 & 2 and sessions 3 & 4 to visit with their parents. Please notify the appropriate camp office if you would like to arrange for your child to leave camp between sessions. Camp Lawrence at 603-279-6488 or Camp Nokomis at 603-279-4918. **All campers must leave the island overnight between sessions 2 & 3.** Campers will leave and return according to the normal arrival and departure schedule.

Camper Arrival & Departure Schedules

Transportation options are listed below and must be selected on your account in Camp Brain. Changes to your transportation options must be made at least two weeks in advance. If you have an unexpected delay in your arrival or departure, please contact Camp Lawrence at 603-279-6488 or Camp Nokomis at 603-279-4918.

Arrival & Departure Dates

Session 1	Arrival – Sunday, June 25	Departure – Saturday, July 8
Session 2	Arrival – Sunday, July 9	Departure – Saturday, July 22
Session 3	Arrival – Sunday, July 23	Departure – Saturday, August 5
Session 4	Arrival – Sunday, August 6	Departure – Saturday, August 19
Session 1A	Arrival – Sunday, June 25	Departure – Saturday, July 1
Session 1B	Arrival – Sunday, July 2	Departure – Saturday, July 8
Session 4A	Arrival – Sunday, August 6	Departure – Saturday, August 12
Session 4B	Arrival – Sunday, August 13	Departure – Saturday, August 19

Car & Bus - Arrival & Departure Times

	Car Arrival	Bus Arrival	Car Departure	Bus Departure
Camp Nokomis Sessions 1-4	Boat leaves Y-Landing at 1:30pm	Bus leaves Methuen YMCA at 9:00am	Boat arrives at Y-Landing at 11:00am <i>Sisters arrive with brothers at 10:00am</i>	Bus arrives at Methuen YMCA at 10:30am
Camp Lawrence Sessions 1-4	Boat leaves Y-Landing at 2:30pm	Bus leaves Methuen YMCA at 10:00am	Boat arrives at Y-Landing at 10:00am	Bus arrives at Methuen YMCA at 10:30am
Camp Lawrence Sessions 1A & 4A	Boat leaves Y-Landing at 2:30pm	Bus leaves Methuen YMCA at 10:00am	Boat arrives at Y-Landing at 10:00am	Not available
Camp Lawrence Sessions 1B & 4B	Boat leaves Y-Landing at 10:30am	Not available	Boat arrives at Y-Landing at 10:00am	Bus arrives at Methuen YMCA at 10:30am

Private Boat - Arrival & Departure Times

For campers traveling by private boat, call the appropriate camp office two days prior to schedule arrival and departure times. Camp Lawrence at 603-279-6488 or Camp Nokomis at 603-279-4918.

Airplane - Arrival & Departure Times

For campers traveling by airplane, flight arrangements should be to/from the Manchester Airport (MHT). Arrivals should be scheduled on Sunday between 8:00am-1:00pm and departures should be scheduled on Saturday between 9:00am-2:00pm. Transportation between the airport and camp must be arranged through a local airport shuttle service. Lakes Region Airport Shuttle is available at (888) 386-8181. Please notify the appropriate camp office of the shuttle arrangements. Camp Lawrence at 603-279-6488 or Camp Nokomis at 603-279-4918.

Directions

Directions to Y-Landing Marina & Methuen YMCA

GPS Address for Y-Landing Marina:
102 Powers Road, Meredith, NH, 03253

GPS Address for Methuen YMCA:
129 Haverhill Street, Methuen, MA 01844

Directions to Y-Landing Marina

From Boston

Travel to Interstate **93 North to Exit 23**. At the bottom of the exit ramp, turn **RIGHT** onto **Route 104**. Travel **8 miles** to the traffic light at the **Route 3 intersection**. Turn **LEFT**. At the traffic light at the bottom of the hill, turn **RIGHT** onto **Route 25** towards Center Harbor and take the **first RIGHT onto Pleasant Street** (*note: Pleasant Street becomes Meredith Neck Road at the first major curve*). Travel **3.3 miles** to the bottom of a steep hill and turn **LEFT** onto **Powers Road**. Go **1 mile** and you will arrive at the Y-Landing. Parking is on the right or as directed.

From Maine

Take **Route 16** to **Route 25** towards **Meredith**, approximately **22 miles** away. It is **18 miles** from **Route 16** to Center Harbor, and **3.9 miles** from Center Harbor to **Barnard Ridge Road**, a **LEFT** turn just before Interlakes Regional High School. Barnard Ridge Road runs straight into **Meredith Neck Road**. Proceed to **Powers Road** as above.

Directions to Methuen YMCA

Travel to Interstate **93 North to Exit 46 MA 110/113**. At the bottom of the exit ramp, stay on MA 110 towards Lawrence. Travel approximately **0.6 miles** Methuen YMCA will be on your left. Parking is on the left or as directed.



Letter from the CEO

Dear Parents,

On behalf of the staff and volunteers of the Merrimack Valley YMCA, I want you to know how much we value the trust you have given us in enrolling your child in our programs. The confidence you have shown in our staff and in our organization will not be taken lightly. While your child's enjoyment and growth is the main focus of our programming, safety and protection from harm is also a priority for us.

For years we have operated under policies and procedures designed to protect children. We believe that it is important that you understand those policies and also that you understand your role in working with us to make sure all children in our community are nurtured and protected.

These policies and procedures are based on best practices developed through the YMCA of the USA. We believe that it is our responsibility to create operating procedures that protect our programs from individuals intending to do harm to children.

With your help, I believe we can continue to achieve that objective as we focus on ensuring the attached code of conduct is followed. Please review this code of conduct carefully and sign the attached statement of understanding. Most importantly, please work with us to ensure that every child is protected by the adults in their lives.

Thank you for your partnership in this effort and thank you for choosing the YMCA as the organization to help you in nurturing your child's healthy development.

Sincerely,

Francis J. Kenneally III
President & CEO



Merrimack Valley Code of Conduct

For Staff & Volunteers

The Code of Conduct outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together. Staff and volunteers will always act in a caring, honest, respectful and responsible manner.

For purposes of this document, the term child, children or youth shall mean any minor person under the age of 18 years or any individual of any age displaying a known or noticeable inability to make normal or reasonable social decisions for themselves.

1. In order to protect YMCA staff, volunteers and program participants, at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should place themselves in a way that other staff can see them.
2. Staff/Volunteers shall never leave a child unsupervised.
3. Restroom supervision: Staff/Volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff/Volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff/volunteer (not being alone with a child). If staff/volunteer are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff/Volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff/Volunteers will not abuse children in any way including (but not limited) to the following:
 1. *Physical abuse*: hitting, spanking, shaking, slapping, unnecessary restraints
 2. *Verbal abuse*: degrading, threatening, cursing
 3. *Sexual abuse*: inappropriate touching, exposing oneself, sexually oriented conversations
 4. *Mental abuse*: shaming, humiliation, cruelty
 5. *Neglect*: withholding food, water, shelter
6. Staff/Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/Volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff/Volunteers will make note of any observed fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff/Volunteers shall treat all children with respect and consideration regardless of race, age, gender, gender-identity, socio-economic status, religion, culture and ability.
9. Staff/Volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

Code of Conduct (Continued)

10. Staff/Volunteers will adhere to uniform standards of displaying affection as outlined by our organization. They will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA and adhere to character values and role model aptitude in all public places.
12. Staff/Volunteers must appear clean, neat and appropriately attired.
13. Using, possessing, or being under the influence of alcohol, marijuana or illegal drugs during work hours is prohibited.
14. Smoking, vaping or use of any tobacco in the presence of children or parents during working hours is prohibited. Smoking is not allowed on any Y property.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
16. Staff and volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff and volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
18. Staff and volunteers may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleep overs and inviting children to your home. An exception to this rule would require the parent/guardian of the child to submit a waiver for approval from the CEO/COO of such event which will hold the YMCA harmless for any resulting civil damages.
19. Staff/Volunteers will not use cell phones within any program area or within classrooms except for in an emergency situation.
20. Staff/Volunteers are not to transport children in their own vehicles. Waivers must be used for any circumstance which may involve off duty group interactions.
21. Staff/Volunteers will not date or become romantically involved with youth in our programs.
22. Our organization will not tolerate the mistreatment or abuse of one youth by another youth. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:
 - a. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
 - b. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.

Code of Conduct (Continued)

c. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

d. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else in order to make that person look bad.
- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youths, staff and volunteers.

23. All staff and volunteers must follow state specific mandatory reporting requirements and should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff and volunteers will:

- a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
- b. Know and follow organization policies and procedures that protect youths against abuse.
- c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
- d. Follow up to ensure that appropriate action has been taken.

24. Our organization cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

25. Staff and volunteers may not have engaged in or been accused or convicted of youth abuse, indecency with a youth, or injury to a youth.

26. Under no circumstances should staff or volunteers release children enrolled in our licensed Child Care Programs to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).

27. Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or youths to our organization's supervisor or Praesidium's Anonymous Helpline at 855-347-0751.

Code of Conduct (Continued)

Any witnessed offenses or known breeches to this code of conduct should be reported to a Branch Executive or one of the following members of the Leadership Team at 978-725-6681:

Frank Kenneally	President & CEO	978-725-6681	fkenneally@mvyymca.org
Claudia Soo Hoo	Chief Operating Officer	978-725-6681	csoohoo@mvyymca.org
Jane Dinsmore	Chief Human Resources Officer	978-725-6681	jdinsmore@mvyymca.org
Anne Whalen	Executive Director of Camping Services	978-725-6681	awhalen@mvyymca.org
Cathy Redard	Executive Director of Child Care	978-725-6681	credard@mvyymca.org

Strategies to Help Prevent Child Abuse

1. The YMCA has in place a comprehensive pre-employment screening procedure to screen-out staff not suited for working with children.
2. The YMCA will take any allegation or suspicion of child abuse seriously.
3. Staff understand their legal obligation to report suspected abuse.
4. Policies, procedures and training are required relating to discipline, supervision, staff/participant interaction, staff and volunteer Code of Conduct, etc.
5. Staff understand what practices may be considered abusive and the difference between what may be considered appropriate and inappropriate touch.
6. Defensive strategies have been identified for avoiding unfounded allegations.
7. Staff communicate with parents regarding day-to-day activities and encourage parents to report or question any behavior or event their child may share that appears out of the ordinary.
8. Parents know that they can visit, unannounced, any program their child participate in.
9. Staff try to identify stress parents and offer support and referrals for help.
10. Staff have learned how to discuss sensitive issues with children such as toileting, sleeping and questions about sex.
11. Staff protect themselves and the YMCA by agreeing not to be alone with YMCA youth or program participants outside of YMCA programs or facilities (i.e.: babysitting, take children on trips, have them in their homes when others are not present, etc.)

Note: These preventive strategies are designed to protect the children in YMCA programs and to protect YMCA staff and volunteers from being wrongly accused of incidences of child abuse.





Camp Contact Information

Camp Mailing Address (Summer Only):

Camp Lawrence - 187 Bear Island, Laconia, NH 03246
Camp Nokomis - 80 Bear Island, Laconia, NH 03246

Camp Office Phone Numbers (Summer Only):

Camp Lawrence: 603-279-6488
Camp Nokomis: 603-279-4918

Camp Office Fax Numbers (Summer Only):

Camp Lawrence: 603-279-7026
Camp Nokomis: 603-279-1261

Registration Office (Year-round)

Merrimack Valley YMCA Camping Services Branch
360 Merrimack Street, Suite 270
Lawrence, MA 01843
Phone: 978-975-1330
Fax: 978-681-1126
campinfo@mvyymca.org

