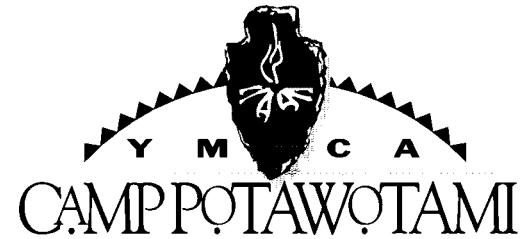




**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**



## **YMCA CAMP POTAWOTAMI 2018 FAMILY HANDBOOK**

Physical Address:

7255 E 700 S  
Wolcottville, IN 46795

Mailing Address:

P.O. Box 38  
South Milford, IN 46786

E [camp@fwymca.org](mailto:camp@fwymca.org)

P 260-351-2525

F 260-351-3915

**[www.fwycamp.org](http://www.fwycamp.org)**

Welcome to YMCA Camp Potawatami!

We are thrilled that you have chosen YMCA Camp Potawatami as your child's summer camp. Our goals are that each camper gains a sense of accomplishment, makes new friends, and works on positive character traits. (We plan to have a blast along the way, too!)

We hope you'll see a positive difference in your child after attending camp. We want to be a partner with you in your child's development, so communication is important to us. Please feel free to talk with us about your questions and concerns, compliments and criticisms. Thank you again for choosing YMCA Camp Potawatami. It is an honor to be a part of your families memories. I look forward to sharing a healthy and happy camp experience with you.

Sincerely,

*Katie Taylor* Executive Director

### **REGISTRATION FOR 2019 SUMMER CAMP**

Families who attend 2018 Summer Camp will have the first chance to register for the 2019 Summer Camp Season.

Registration Forms will be available at check out.



## **BEFORE CAMP BEGINS**

*In order for us to be ready for your camper to attend camp, the following must be completed by May 1st or at time of registration if after May 1st.*

**CAMPER FORMS:** HEALTH and RELEASE FORMS: We use CampDoc for all camper information including Health Form and Camper Release Form. You should have received an email from CampDoc with login information. You will need to scan/take a picture and upload the front and back of your Insurance Card.

**CAMP FEES:** All camp fees must be paid by May 1st. **All balances not paid by this time may be subject to cancellation.** *Please Note: There is a \$30.00 charge for any check returned to the camp office.*

**CANCELLATION POLICY:** All requests for cancellations must be made in writing at least three (3) weeks prior to attendance. The \$100.00 deposit is not refundable under any circumstances. Only one-half of the camp fee will be refunded if the registration is canceled less than three (3) weeks before attendance.

**REFUNDS:** No refunds will be given if a child leaves early due to homesickness or disruptive behavior. In the event of early withdrawal due to accident or illness, the camp fee will be prorated. *(No refunds will be made if the camper is removed from the camp program without the written consent of a health care specialist.)* The camp fee does not include medical or accident insurance.

**CABIN MATE REQUESTS:** We welcome campers who wish to come to camp with a friend. If two campers are within one year of each other's age, they can request to be in the same cabin. Please coordinate your cabin mate request with the other family. Both campers must list the other as their cabin mate on the registration form. Please remember that even if two persons are not in the same cabin, there are many opportunities to spend time together at camp. We can only honor one cabin mate request per camper.

**SPECIAL NEEDS:** We welcome campers with special needs that we are able to accommodate. Campers with special emotional or physical needs should be called to the attention of the Executive Director prior to their arrival at camp. Also, a full description of any unique requirements should be included on the CampDoc Form.

## **CHECK-IN: SUNDAY 2:30PM - 3:30PM (MINI CAMP 2 ON WEDNESDAY)**

All campers must be checked in by their parents or legal guardians unless prior arrangements have been made. **We do not begin checking any campers in until 2:30pm, so there is no need to arrive early.** Camp activities begin promptly at 3:45pm, so please try to arrive on time. Staff members will help you with your luggage and answer your questions.

**PAPERWORK:** All paperwork must be done in advance so we can check everyone in quickly including all Campdoc forms.

**NURSE'S TABLE:** All medications, including over-the-counter medications, creams and vitamins must be turned into the Camp Nurse. **All medication needs to be in its original container and the name of the camper must be on the label.** Please only send enough medication needed for the duration of your camper's stay. It is also helpful to place the medication in a resealable sandwich bag labeled with your camper's name. All campers will have a head lice check before heading to their cabins. If lice are found campers will be asked to return home and treated or provide a doctor's note stating the camper has been treated and they are not contagious.

**MEET YOUR COUNSELOR:** After check-in, you'll accompany your camper to their assigned cabin so you may meet their counselor. Please feel free to ask questions of any camp staff as we wish to make your camper's stay as pleasant as possible.

## **CHECK-OUT: FRIDAY 5:30pm - 6:15pm (MINI CAMP 1 ON TUESDAY)**

When you arrive at camp to sign out your camper **we will request a photo ID** and match it to the names on the **Camper Release Form**. *YMCA Camp Potawatami cannot release any camper to a person under the age of 18 or to anyone whose sobriety is questionable.* An "Exit Packet" with certificates and a 2017 Registration Form will be provided. Be sure to pick up any medications. You will then go to your camper's cabin where you will sign your camper out and head to the Family Picnic.

**FAMILY NIGHT/CLOSING CEREMONY:** Every session (except Mini Camp 1 & 2 and FAME Camp) ends with Family Night on Friday from 5:30pm - 7:00pm. It's a time when your camper can share with your entire family the exciting things and great people they've experienced at YMCA Camp Potawatami.

**5:30pm - 6:15pm:** Check Out and Family Picnic  
(A cookout dinner will be provided.)

**6:15pm:** Closing Ceremony - A short closing ceremony at the Camp Chapel.

**EVALUATIONS:** A few days after camp, you will receive an email link to our Parent/Camper Evaluation. Please take the time to complete the evaluation. We want to know what we are doing right and what we can do better.

**EMERGENCIES/ILLNESS:** It is our policy to immediately contact the parent/guardian or emergency contact in the event of an emergency. In the event your child becomes sick, we will contact you if they are unable to return to camp activities within 3 hours.

**MAIL:** Campers love to receive mail and are encouraged to write home. Packing an envelope/post card that is self-addressed and stamped is an excellent idea. Please keep mail cheery to help avoid homesickness.

Please use the following format to address letters and packages...

Camper Name  
P.O. Box 38  
South Milford, IN 46786

**EMAIL:** You may email you camper if you would like. If you would like to send your camper an email, please send to [camp@fwymca.org](mailto:camp@fwymca.org) and put your camper's name in the subject line.

Mail and email is delivered at lunchtime, **please limit emails to one a day maximum** so staff can focus on campers.

**TELEPHONE CALLS:** Camp provides a unique environment to build confidence, community, and independence within campers. Campers cannot take calls while at camp. If you have any concerns, please call us (260) 351-2525 and we will be happy to check on your camper and call you back. Please remember, campers are not allowed to have cell phones.

**PHOTO SERVICE:** You can securely view photos of campers for free while they are at camp, share the link with family and friends or purchase prints. We will post photos each night on [camppotawotami.smugmug.com](http://camppotawotami.smugmug.com).

**WHAT NOT TO BRING TO CAMP:** Please do not send valuable cameras (disposable cameras work well). Spray cans (including shaving cream), fireworks, knives, or pets are not allowed. Alcohol, weapons, tobacco, and drugs are prohibited and will result in the camper's immediate dismissal. Please do not bring electronic games, MP3 players, iPods, CD players, cell phones, DVD players, etc. We are trying to provide an outdoor, community-based experience for all. Camp is not responsible for lost or broken items, including personal sports equipment. If your camper does have any of these electronic or expensive items, the items will be kept in the office until check out.

**CLOTHING:** Campers should have enough clothing to last the duration of their stay. Campers should bring clothing that can get wet and dirty without concerns. Clothing should be appropriate without slogans or pictures that are in poor taste, inappropriate, or immodest. YMCA Camp Potawatami reserves the right to require the camper to change any clothing deemed inappropriate. Campers are involved in overnight camping, hiking, rugged sports and general outdoor play.

**LOST AND FOUND:** Please label all clothing, towels, and personal items with a permanent laundry marker or labels. Please check items with your camper before camp so that the camper recognizes what he/she has brought to camp. Please discuss with your camper their responsibility in keeping track of personal items. If you discover something is missing upon your return home, please call as soon as possible. Camp is not responsible for lost items. **All unclaimed Lost & Found items are kept for 7 days after each week of camp then taken to Goodwill.**

**CLOTHING NOTES:** YMCA Camp Potawatami encourages modest swimwear. Boxer-style bathing trunks are recommended for boys, and one-piece or modest two-piece suits for girls.

Campers must have at least one pair of closed toe shoes. We do not recommend sandals. Sneakers, tennis shoes, cross trainers, hiking boots, etc. are all acceptable. Flip flops can only be worn at the waterfront or to and from the showers.

Campers should carry a water bottle with them during their stay with us. Please make sure these bottles are labeled with the camper's full name. The Camp Store will have water bottles available at Check-In if you need one.

**CAMP STORE:** Our Camp Store will be open during Check-In and Check-Out for your convenience. We stock great camp souvenirs, snacks, and a few extras in case you missed something while packing. The Camp Store is not open during camp, and campers do not need any money.

## **DIRECTIONS TO CAMP**

**From Fort Wayne:** Take State Road 3 (Lima Road) to Highway 6 in Kendallville. Turn right on U.S. 6 and then left at the first stop light onto State Road 3 North. Follow State Road 3 through South Milford. Turn left onto County Road 700 S. Follow the signs to camp. Camp will be on the right.

**From Chicago:** Take Interstate 80/90 (Indiana Toll Road) to the LaGrange/Howe/State Road 9 exit. Follow State Road 9 through LaGrange. Turn left at the Messiah Lutheran Church/Adams Lake sign onto 700 S. Follow the signs to camp. Camp will be on the left.

**From Indianapolis:** Take Interstate 69 to Fort Wayne to the Kendallville/State Road 3 North exit. Follow directions above from Fort Wayne.