



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

## The Outdoor Center at YMCA Camp Mataucha



Parent Handbook for  
YMCA Camp Mataucha Summer Camp Program

# The Outdoor Center at YMCA Camp Mataucha

For Youth Development, Healthy Living, and Social Responsibility

## The Day Camp Program

At YMCA Camp Mataucha we believe that every child has the opportunity to participate in activities that are safe, fun and rewarding. YMCA Camp Mataucha is a place that fosters friendships, adventures and memories for those that participates in our programs. All of our aspects are designed to create experiences for campers to learn and develop from. We believe that to be successful for those that participate we need to create a culture that is unique to YMCA Camp Mataucha and is physically, emotionally, and spiritually safe for all.

Specifically, our day camp program is divided into two categories: Traditional Day Camp and Specialty Camps. Both have options for children of varying ages and both programs incorporate some of the classic camp activities that make YMCA camping so special.

### Traditional Day Camp

Traditional Day Camp offers campers the most well rounded camping experience. Campers enrolled in Traditional Camps will be exposed to all of the activities that YMCA Camp Mataucha has to offer as well as special highlights offered for each of the different age groups. As campers graduate to the next age group, more activities, choices and special events become available. These camps are recommended for first time campers and children interested in all areas of camp. Our Traditional Camp Programs are:

Explorers – Mohawks– Iroquois– Pequots – Trailblazers – CITs

### Specialty Camps

Specialty Camps are designed for campers with a specific interest. The camper will spend most of their day focusing on the desired area of interest with the afternoon left for more traditional camp activities. These camps are recommended for children who are hoping to develop skills or interests in one specific area. Our Specialty Camp Programs are:

STEM – Survival – Sports

## Daily Schedule (Example)

7:00am-9:00am	AM Care (Additional Cost)	Games/Activities & Snack
9:00am-9:30am	Arrival	Parent Drop Off & Busses
9:30-10:00 am	Opening Flag/L.O.G.S	Flag, Announcements, Skits
10:00am- 11:00am	Period 1	Swimming, Rotating, Unit Activity
11:00am- 12:00pmm	Period 2	Swimming, Rotating, Unit Activity
12:00pm-12:45pm	Lunch	All Camp
12:45pm-1:45pm	Period 3	Swimming, Rotating, Unit Activity
1:45pm-2:45pm	Period 4	Swimming, Rotating, Unit Activity
2:45pm-3:00pm	Dismissal	End of Day Announcements& Busses
3:00pm-6:00 pm	PM Care (Additional Cost)	Games/Activities & Snack

\*Activity Periods are on a rotating schedule and may include:

Recreational Swimming – Archery – Ropes – Group Games – Hiking – Arts & Crafts – Nature – Boating – Tower – Super Slide – Field Games – Many More

## What To Bring

Campers should bring a backpack to and from camp each day. . Their backpack should include a lunch and a drink, which is collected each morning and refrigerated. A water bottle, towel and bathing suit (one piece for girls) and change of clothes, if needed, should also be included.. Campers will also need a one piece bathing suit. **All campers need to wear sneakers or closed toed shoes.** Sandals and open-toed shoes are prohibited for safety reasons. Fair skinned campers are encouraged to wear a hat on sunny days. Please label all items with your camper’s name.

## What To Keep At Home

We believe that certain items are best left at home to maximize your camper’s outdoor experience. Campers may not bring cell phones, Ipods/Ipads, MP3 players, computer games, trading cards, insect repellent containing DEET, matches or knives. Any camper who brings weapons to camp will be suspended immediately. YMCA Camp Mataucha is a drug/alcohol and smoke free facility. Any camper found with tobacco, drugs or alcohol will be immediately suspended from camp. Clothing with messages referring to tobacco, drugs, alcohol, or sex is not permitted. YMCA Camp Mataucha is not responsible for lost or damaged property.

# YMCA Camp Mataucha Staff

YMCA Camp Mataucha Staff is the most important part of every Mataucha camping experience. We are dedicated to recruiting and developing an outstanding group of directors and counselors who are committed to providing each camper with the best possible day camp experience. We believe that the success of our program lies in the quality of our staff. Staff members are selected on their experience, ability to lead camp related activities and their personal commitment to role modeling positive values. We strive to retain seasonal staff people from summer to summer. Your child may already know many of our staff from camp last summer. This seasoned staff brings a great deal of knowledge and experience to the YMCA Camp Mataucha summer camp program. In mid-June, our staff participates in an in-depth training program that covers areas such as program goals, emergency procedures, group work skills and child development. Each staff member receives training and is certified in First Aid and CPR. IN addition to sharing a commitment to safety, our staff has one thing in common, they love working with children.

## Staff Ratios

YMCA Camp Mataucha has a counselor to camper ration that ranges from 1:6 to 1:10. We maintain a ratio of 1:6 for our youngest campers and a ratio of closer to 1:10 for our older campers. Counselors are generally 18 years of age or older and have prior camp related experience.

## Our Facility

The Outdoor Center of YMCA Camp Mataucha is 80 acres of beautiful woods, fields and streams ideal for a rewarding outdoor experience. Our property is on Smith Pond Road, with separate waterfronts for swimming and boating. The camp includes a first aid station, main office, changing rooms, bathrooms, several cabins and pavilions. We also have a large indoor program space we use for additional rainy day space. There are trails to explore, sports fields, basketball courts, a climbing tower, high and low ropes courses, and archery range, and our 70' super slide we call Big Red.

## Waterfront

Our waterfront programs are one of the highlights of the camper's day. The waterfront is divided into two areas of varying depth, which are used in accordance with the ability of the swimmer: a shallow area for beginners and a deep area for intermediate and beyond. We strongly believe in providing a fun and safe atmosphere at our waterfront. Campers are encouraged to swim every day. Aside from swimming we also have a full beach for waterfront activities and we have several inflatable water parks that campers can use. Campers will need to be tested separately for the water parks. Please send a not if your child will not be participating on a certain day.

On the first day of each session, all campers will be given a swimming test. This allows the lifeguards to determine whether campers are shallow or deep water swimmers. Proving safe care of a pond waterfront is very serious. For the safety of our campers they must be able to complete both the endurance and technical skills requested of them, no exceptions.

The "buddy system" is used during swim time. "Buddy Checks" are conducted throughout the period to be sure all swimmers are accounted for. The lifeguard to swimmer ration is 1:20 with additional counselors assisting in supervision. All waterfront staff holds current Lifeguard, First Aid and CPR certifications and is drilled periodically during the summer to practice these skills.

## **Extreme Weather Days**

During the course of the summer, we may experience some "Extreme Weather Days" which are days filled with heavy rain or extreme heat. On days when there is a light rain, camp activities run as scheduled. When more severe rain begins, campers will move into different buildings and pavilions. Campers should be prepared with proper rain gear for transitions to and from program areas. We discourage early pick up on these days unless absolutely necessary. On extremely hot days, we make sure campers have ample opportunity to get drinks of water and spend time in the shade as well as providing campers with water based activities to keep them cool. We strongly encourage additional water bottles and sunscreen on these days. Please make sure to apply sunscreen before campers arrive.

## **First Aid**

Many staff at YMCA Camp Mataucha is certified in First Aid and CPR. In addition, we have a Camp Nurse (RN or LPN) that is on site during all normal camp hours. In the event of an emergency or illness, camp staff will notify parents/guardians. We ask that you please keep sick campers home to avoid the spread of germs/illnesses to other campers and staff. Unless otherwise notified, any camper that requires further medical attention will be transported to Waterbury Hospital. In addition, a doctor is on call and supervises our medical and emergency procedures. No refunds can be given for time missed due to illness.

Our goal at camp is to have a fun summer. We play outside at camp, and we play hard at camp. Due to the nature of what camp is, we may get skinned knees, some minor bumps and bruises and come into contact with all forms of wildlife including animals and insects. Because we expect these types of injuries and contact, we will only call home for injuries that are more severe. In order to best serve your camper our safety measures must be a joint effort.

If your camper comes home with a Band-Aid and/or a story about an injury and cannot answer your questions, please do not hesitate to call camp. Parents and Guardians should also check their campers each day for ticks, new mosquito bites and anything out of the ordinary that may be affecting your camper.

## **Emergencies**

We devote much time and attention to emergency procedures during our staff training in June. We have specific procedures for lost campers at the waterfront or on land, as well as for fire, severe weather and medical emergencies. We also have procedures for "strangers" in camp, or anyone that is in camp and not wearing a YMCA Camp Mataucha Staff Shirt. We practice these procedures during staff training and throughout the summer so that campers and staff are prepared in the event of an emergency.

In the event of an emergency that requires campers to be transported to the YMCA, YMCA Camp Mataucha will contact families once campers have safely arrived at the Greater Waterbury YMCA (136 W. Main St. Waterbury, CT 06702).

## **Lost and Found**

Lost and found items accumulate very quickly. Please make every effort to label your child's belongings. Have your camper look for their missing items at our lost and found area (located behind Woodward Hall). Socks and underwear are immediately discarded; everything else is held for two weeks and then donated.

## Camp Store

The YMCA Camp Mataucha Store sells high quality merchandise and snacks during the day and at Family Nights. Campers visit the store as their schedule permits, which may not be daily. YMCA Camp Mataucha is not responsible for lost or stolen merchandise or money.

## Financial Assistance

Our goal is to provide quality programs for all. The YMCA extends financial assistance based upon demonstrated and documented need and availability of funds. Financial Assistance applications will be available beginning April 1<sup>st</sup>. Applicants are encouraged to apply for a United Way Campership and to the State of Connecticut Care 4 Kids child subsidy program.

## Hours of Operation

YMCA Camp Mataucha: 9:00am-3:00pm Monday-Friday

AM Extended Care: 7:00am-9:00am Monday-Friday

PM Extended Care: 3:00pm-6:00 pm Monday-Friday

## Camp Medical Forms

Medical forms are given at the time of registration and are available online by visiting our website at [www.waterburyymca.org](http://www.waterburyymca.org). If you did not receive a medical form, please contact camp at (860)274-4820. A physician must complete the medical form and the parent/guardian must return it at least two weeks prior to your child's first day at camp. **No child will be allowed to attend camp without a completed health form.** Campers must have had a physical within the last three years. **It is very important that both parent and the physician sign the medical form.**

## Non-Medication Policy and Forms

If your camper needs to take medication (either over the counter or prescription) during the camp day, our Camp Nurse or first aid provider can dispense medication if the following requirements are met:

1. The medication is in its original bottle with the child's name printed on the prescription.
2. A physician has filled out and signed the Administration of Medication Form and it is on file at the Camp Office (The form also needs to be signed by a parent).
3. A parent has filled out and signed the Individual Plan of Care (campers will need both an Administration of Medication Form **and** an Individual Plan of Care).
4. The medication has not expired.
5. All medication, including inhalers, must be given to the bus monitor or delivered to camp. Medication cannot remain with a child while at camp. Children with a medical release may carry inhalers after speaking with the camp nurse or first aid provider.
6. Any remaining medication must be picked up by the parent on the last day of camp or it will be destroyed. We will not hold medications after the last day of camp.

## Sunscreen/Insect Repellent

We recommend that campers wear sunscreen. Campers should apply sunscreen and/or bug repellent before coming to camp each morning. Campers who will need to reapply during the day should provide the Non-Prescription Medication form to YMCA Camp Mataucha as well as a container of sunscreen/insect repellent. Depending on the application type, camp staff may be able to assist campers with the sunscreen/insect repellent.

## Absenteeism

If your child will not be attending camp on a specific day, please contact the Camp Office at (860)274-4820. Each day we will call the parents of campers who are absent unless we have received prior notification of the absence. No refunds will be given for excessive absences.

## Pick Up & Early Pick Up Policy

When a camper is picked up by a parent or someone other than a parent, that person must be listed on the camper's application form and must present a photo ID (license). **Children will not be released to anyone not on the list or to persons on the list who do not present a valid ID.** The camp office must be notified, in writing, if a child will be picked up early or will not be taking the bus home. Please provide extra time when picking up a camper early. Notification of a change in transportation must be received by the camp office **no later** than 2:00pm. **Campers cannot be picked up between 2:45pm and 3:00pm because closing ceremonies are being held and pickup of children is a challenge.**

## Character Development

All programs at YMCA Camp Mataucha are designed to promote positive values. The YMCA focuses on four primary character values each of which is assigned a color that helps our staff in the character education process. YMCA staff is hired based on their commitment to accept and demonstrate these positive values in their own lives. The four values are:

**Caring (Red)** - Helping others, being sensitive to their feelings

**Honesty (Blue)** - telling the truth, making sure my actions match my values

**Respect (Yellow)** - Value the worth of every person and myself, treat others as I would have them treat me

**Responsibility (Green)** – Do what ought to be done, be accountable for my belongings and behavior

# Behavior Policy

At YMCA Camp Mataucha we believe that the best way to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well organized, we believe that many potential problems can be avoided. Disrespect toward staff or property, injuring other children or staff, disruptive behavior, stealing, leaving camp property, and profanity will not be tolerated. If such a problem arises, the following steps will be taken:

1. Counselor will have verbal discussion with the child.
2. If behavior continues, the child will be removed from an activity or privileges will be taken away.
3. If behavior continues, the child will meet with the Unit Director and a phone call will be made to the parents/guardians.
4. If behavior continues, or a serious infraction occurs, the camper will be put on suspension or asked to leave the program.
5. Serious infractions or issues that result in the physical or emotional harm of other campers will result in immediate suspension or expulsion from YMCA Camp Mataucha and its programs.
6. If the camper is suspended from YMCA Camp Mataucha, the first suspension will be 1 day, the second will be 3 days, and the third suspension will be 5 days. After the third suspension, YMCA Camp Mataucha may dismiss the camper from the program.



# **POLICY ON PROHIBITION OF DISCRIMINATION ON THE BASIS OF DISABILITY**

The Waterbury Young Men's Christian Association d/b/a The Greater Waterbury YMCA (Greater Waterbury YMCA) is committed to making its programs and activities available on a nondiscriminatory basis as required by the Americans with Disabilities Act (ADA).

The Greater Waterbury YMCA will not discriminate against any individual on the basis of disability with regard to the full and equal enjoyment of its goods, services, privileges, advantages and accommodations.

The Greater Waterbury YMCA will make reasonable modifications to its programs for children with disabilities, both new applicants and those already enrolled, on a case-by-case basis, to permit them to participate in its before and after school programs in the most integrated setting possible, unless Greater Waterbury YMCA can demonstrate that making the modifications would fundamentally alter the nature of its goods and services.

## **Individualized Assessment and Reasonable Modification**

When informed that a child with a disability has applied to participate in one of Greater Waterbury YMCA's programs, the Greater Waterbury YMCA will provide the parent/guardian of that child with a copy of this Policy. Greater Waterbury YMCA will also provide a written copy of this Policy upon request.

When a request for a modification is made, Greater Waterbury YMCA will individually assess the needs of the child on whose behalf the request is made and will address each request for a modification on a case-by-case basis. Greater Waterbury YMCA will work with families to provide reasonable modifications in accordance with this Policy and applicable laws and may, to that end, request certain documentation concerning the child's needs. Absent extenuating circumstances, Greater Waterbury YMCA provide the parent/guardian with a decision on the request for a reasonable modification within 5 business days of the request having been made.

If an agreement cannot be reached for Greater Waterbury YMCA to provide reasonable modifications, Greater Waterbury YMCA will notify the parent/guardian, in writing, of the modifications Waterbury YMCA will provide (if any) and which modifications it will not provide. Pursuant to the ADA, Greater Waterbury YMCA may choose not to provide a modification if that modification would fundamentally alter the nature of its service, program, or activity.

Point of Contact If you have any questions about this Policy, please contact Tami Macary, Human Resource Director, at The Greater Waterbury YMCA at 203-754-9622 ext. 104 or [tmacary@waterburymca.org](mailto:tmacary@waterburymca.org).

# Parents Agreement

*IMPORTANT-PLEASE READ CAREFULLY*

*I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS*

- A \$200 non-refundable, non-transferable deposit is required for each registration and must accompany each application. This deposit will hold the camper's place and will be applied to the full payment of the camp tuition. Remaining balance due will be automatically enrolled in our E-Z Pay Option where payments are automatically drafted, no late fee, no risk of lost space.
- All cancellations must be received in writing
  - 30 days prior to the camp session will receive a full refund (minus deposit).
  - 15 days prior to the camp session will receive a 50% refund (minus deposit).
  - No refunds will be granted with less than 15 days' notice.
- NSF fee of \$35.00 will be charged to all NSF transactions
- I will be responsible for payment of any collection fees incurred by me should my account become delinquent.
- Bus service is provided for all campers. Routes are predetermined for specified towns. Each bus may have a YMCA bus monitor. It is the responsibility of the parent/guardian to meet their camper at the appointed stop at the scheduled drop off/pick up time each day unless permission is granted otherwise. Campers K-4 will not be dropped off without an authorized adult or sibling present at the stop. Campers 5-10 can sign themselves and siblings off the bus. Without permission, the camper will stay on the bus for the remainder of the route and will return to camp or the YMCA. Parents will be responsible for picking up their camper at either location. Times may not be exact, please give a 10-minute grace period for pick up and drop off times.
- I give permission for photographs and other recording devices of my camper to be used in marketing and camp publicity.
- Campers must be healthy, injury- free and well enough to fully participate.
- I give permission for my camper to participate in all camp activities, including ropes, archery, swimming, field games, etc.
- I authorize transfer of my camper to the Greater Waterbury YMCA during inclement weather if needed.
- I authorize YMCA officials to secure medical/emergency treatment and transportation for my camper.
- The YMCA reserves the right to dismiss a camper whose presence is detrimental to the camp or the campers.
- Fees will not be refunded for absences, failure to attend during term of enrollment, delayed attendance at camp, or dismissal.
- We are required by the State to have health history forms for each camper prior to attending camp. Forms will be given to parents at the time of registration and MUST be completed by the family physician and the parents before the camper attends camp. Physicals are valid for three years.
- The undersigned voluntarily agrees to hold the YMCA harmless for injuries or accidents resulting in bodily injury or property damage during my child's participation at YMCA Camp Mataucha. I further waive, release, absolve and indemnify the Greater Waterbury YMCA, YMCA Camp Mataucha, its directors, volunteers, officers or employees for injuries or accidents occurring while participating in the programs of YMCA Camp Mataucha.
- Any unauthorized video, picture, twitter, Facebook, or any other social network site posts about YMCA Camp Mataucha, the Greater Waterbury YMCA or their participants is prohibited. Violations of these conditions will result in immediate dismissal without a refund.
- Any unauthorized video, picture or social networking site post that is found and contains any material or reference to YMCA Camp Mataucha or the Greater Waterbury YMCA will need to be taken down off the social networking site within 24 hours after notification.

## **The Outdoor Center at YMCA Camp Mataucha also offers...**

If you enjoyed your summer day camp experience, you should know that we offer a variety of other programs for families, school groups, companies, and other organizations year round. Our versatile staff can customize a program to fit the needs or goals of your group! Some of our programs include:

- Teambuilding (using high and low ropes)
  - Outdoor Educations Programs
    - Facility Rentals
    - Birthday Parties
  - Volunteer Opportunities

For more information on these or other exciting programs, please contact Adam Dubois, Outdoor Center Director at (860)274-4820.

# **The Outdoor Center at**

## **YMCA Camp Mataucha**

270 Smith Pond Road, Watertown, CT 06795

(860)274-4820

[www.campmataucha.org](http://www.campmataucha.org)