

eliminating racism  
empowering women  
**ywca**  
Vermont



YWCA Vermont office (year round)  
76 Pearl Street, Ste. 205  
Essex Junction, VT 05452  
802-862-7520  
www.ywcavt.org  
contactus@ywcavt.org

Summer office: June - September  
34 Hochelaga Road  
South Hero, VT 05486  
Phone: 802-372-4510

## YWCA Vermont Camp Hochelaga Family & Camper Handbook

Welcome to the YWCA Vermont Camp Hochelaga community! In this handbook, you will find information that is essential to your camper's success at Camp Hochelaga. A suggested packing list can be found on the last two pages. Please take a few moments to read through this information. Please do not hesitate to reach out to us with any questions or concerns at (802) 862-7520 or email at [contactus@ywcavt.org](mailto:contactus@ywcavt.org).

### **BEFORE CAMP BEGINS**

To ensure that we have the information needed to keep your camper safe and healthy during their time at camp, and to make our check-in process as efficient as possible, all medical forms must be completed and submitted in your online account by **May 31, 2017**. **We recommend keeping a copy of all completed forms for your records. Safety is our priority. We are unable to welcome campers to camp without a completed Medical Form, Physical Form, immunization record, and proof of insurance.**

### **CAMP TOUR/OPEN HOUSE**

We always welcome the opportunity to give a tour of camp. If you want to take a walk around with your camper and/or family, please contact the camp office. We will also host an open house Sunday, June 10<sup>th</sup>, 2018 from 12pm-3pm at Camp Hochelaga. Enjoy a nice lunch with us!

### **CHECK-IN AND CHECK-OUT**

#### ***Day Camp:***

If you are bringing your child to and from camp in person, the drop-off time is 8:00 am each day, and pick-up is 5:00 pm. Please do not drop off your camper at camp prior to 8:00 am. Children may not be left unattended at camp. Habitual tardiness in picking up your child will result in an additional fee, as delays incur higher staff costs. The fee is \$10 per family for the first 10 minutes, and \$10 for every five minutes thereafter. This fee will be added to your tuition bill.

#### ***Residential Camp:***

Check-In is on **Sunday** from 2pm-4pm **Please do not arrive prior to 2 pm**, as our staff is preparing for your arrival up to the time of 2pm. If you arrive in South Hero a little early you can always stop at Seb's snack shop for a creemee! Check-in typically takes 30 to 45 minutes dependent on your needs.

Camper Pick-Up is on **Saturday** from 9:30am-11am. There will be a closing ceremony from 9:30am-10am which will include camper and staff reflections, remarks from the camp director, and, of course, a camp song or two. You must check out on

the lodge porch **before** retrieving your camper and their belongings. Once you have checked out with the Camp Nurse and Camp Administration, you will receive a slip of colorful paper. Deliver this paper slip to your camper's Head of Line to complete the checkout process. Campers will not be released to anyone other than the parent/guardian or those listed on the Pick-Up Authorization form (completed at check-in).

### **Mini Camp:**

Check in time is the same as Residential Camper (listed above). Check out time is **Wednesday** 5:00pm. You do have the option to extend your child's stay at camp for the rest of the week for an additional fee. A member of our staff leadership team will contact you if your camper expresses an interest in staying for the remainder of the week.

### **TRANSPORTATION – RESIDENTIAL CAMPERS**

For those families requiring pick-up/drop-off at either the Burlington bus station or Burlington International Airport, arrangements should be made in writing prior to camp. Please contact the office with your request. The fee is \$45.00 each way for Burlington pickups and drop offs. Details regarding Day Camp transportation offered by Camp Hochelaga can be found at the end of this Handbook.

### **CAMP STORE**

Campers will automatically have \$10 (one-week sessions) or \$20 (two-week sessions) in their store account (included in tuition). The camp store is available to campers periodically throughout their stay. If they need toiletries, water bottles, stamps and other items during a time when the store is closed they can request that their counselor retrieve these items from the store for them. Items such as t-shirts, souvenirs and clothing will be available on check-in and check-out days. Families may add additional money to their campers account, or they can settle the account at check-out. Any unused balance is donated to our *Circle of Girls* scholarship fund and is nonrefundable. Every camper will receive a complimentary t-shirt during their time at camp.

### **CABIN ASSIGNMENTS**

Cabin assignments are made prior to the start of each session. Campers are assigned to cabins within line areas according to age. ***Only one mutual cabin mate request will be honored. We do not allow "triples" or larger groups of friends to be placed in the same cabin.*** However, all requests must be made by both campers' caregivers, and the requested camper's birthdays must be within 18 months of each other. We believe that meeting new people and making new friends is an important part of the camp experience. It is also important to note that most of the camp day is spent out participating in camp activities of choice away from the cabin.

### **CLOTHING**

We encourage you to send old clothes to camp as your camper will be taking part in sports, craft projects, and activities in a variety of outdoor, potentially messy settings. Please mark all items with either a permanent laundry marker or nametags. We will make every effort to return lost and found items while your camper is at camp, however, Camp Hochelaga cannot guarantee the return of lost or left behind items. Articles left behind with no identification are given to a local charity after camp has ended for the season. Wondering what your camper might need to pack for camp? Please see the Suggested Packing List at the end of the Handbook.

### **CHANGE OVER WEEKEND ACTIVITY**

For campers staying multiple consecutive 1-week sessions (does not apply to the weekend mid-way through a 2 week session), we will provide an activity that will take them off camp property or bring in a special activity that is outside of the usual camp experience. The fee is \$75.00 and will cover all the charges for the activity as well as the presence of engaged staff members and meals for the weekend. Changeover Activity participating can be noted in your online registration account.

### **MEALS AND SNACKS**

Campers and staff eat in our light and spacious Lodge. Meals and snacks are varied, well-balanced, and nutritional. The menu is created with child-friendly foods in mind and includes salad bar items from our very own camp garden as well as produce from local farms! Meals are served family-style so campers may help themselves. A counselor is seated at every table during all meals. Camp Hochelaga can accommodate special needs diets on a limited basis. Please note any allergies or restrictions on the Camper Medical Form. *Please contact us in advance to determine if your child's special needs can be met by our food service.* Our kitchen staff is trained for the guidelines of dealing with special food needs.

## **HEALTH CARE AT CAMP**

The Camp Nurse will provide basic healthcare as appropriate during your campers' time at camp. The Nurse will contact you in the event of any medical situation requiring care beyond basic first aid. Should your child become seriously injured, Camp Hochelaga will contact Grand Isle Rescue for emergency treatment. Camp Hochelaga will make every effort to contact you should such a situation arise. All campers are required to have health insurance. Please include a copy of your health insurance card with your campers' health forms. Parents/guardians are responsible for any medical costs incurred during their campers' time at camp.

All campers attending Camp Hochelaga are required to have had a physical examination by a physician within 12 months of camp attendance. Proof of this examination must be uploaded to the camper's online account prior to arrival at camp.

Our goal is to provide quality care to a group of healthy children. On the first day of camp, a member of our staff will provide head lice screening for all campers. We ask for your cooperation in keeping everyone healthy. We request that campers who are ill to the degree noted below be picked up within one hour after the call from the Camp Hochelaga nurse or Camp Director. Day Campers who appear to be ill or who have contagious diseases should not come to the program that day. Campers who become ill at camp will be comforted until picked up by the parent/guardian or designee. If you are participating in our Day Camp Programs and your camper will be absent from camp due to illness we ask that you call our office at (802) 862-7520 by 9am on the day of absence.

We are unable to care for your child if she...

- Has a fever of 100°F or greater.
- Is congested enough to need a vaporizer.
- Is tired enough to require sleep beyond a regular nap.
- Has any eye discharge.
- Has diarrhea (3 times in 24 hours or if it persists for more than 48 hours).
- Has an unidentified rash.
- Has severe coughing.
- Is not able to keep up with the scheduled day (i.e., outside play, field trips).
- Has vomited within the last 24 hours.

Children who have been out with the following illnesses may return to Camp according to these guidelines:

- COLD/FEVER -24 hours after fever is gone (without medication)
- CONJUNCTIVITIS -a properly dated medication must have been administered for 24 hours
- CHICKEN POX or MRSA -when the last sore is scabbed over and there is no oozing
- HEAD LICE -after using a prescription treatment and all eggs are removed (no nits)
- IMPETIGO -48 hours after medication has begun
- MEASLES -5 days after rash appears, with a signed note from physician
- MUMPS -9 days after swelling starts, with a note from physician
- SCABIES -24 hours after treatment has begun
- STREP THROAT -24 hours after medication has begun (4 doses)
- VOMITING -24 hours after last episode and child is able to tolerate food
- COXSACKIE -fever must be gone; when sores are not oozing, and child can eat/drink comfortably.

## **MEDICATION AT CAMP**

All prescription medications brought into camp must be accompanied by written orders, signed by a physician, and include the camper's name, dosage, and time/frequency. All medications, including over-the-counter creams, aspirin, vitamins, etc., must be turned in and dispensed by the Camp Nurse. The only exceptions may include rescue inhalers and epi pens, which may be kept in the camper's cabin with the nurse's permission. This does not include sunscreen or bug spray. All campers with medication and over the counter items will be required to meet with the Camp Nurse during check in.

## **CAMPERS WITH SPECIAL NEEDS**

Campers with special needs should be brought to the attention of the Director by fully describing any unique requirements of your camper on the Camper Information Form. Please contact the office if you have any questions. We will make every effort to serve campers experiencing challenges physically or emotionally. However, our setting makes it difficult to serve campers with certain abilities.

### **PHOTOGRAPHING AND VIDEOTAPING OF PROGRAM PARTICIPANTS**

There may be times throughout the summer when YWCA Vermont, local media organizations (radio, television, newspapers) or authorized individuals may want to videotape or photograph groups or individual children in our various programs for public relation purposes and social media. If you do not want your child to appear in any videotapes or photographs that may be used for public relations or educational purposes, please let us know via a separate letter to the Camp Director or by answering “no” in your signed release within the Camper Information Form.

### **BEHAVIOR SUPPORT AND DISCIPLINE POLICY**

Camp Hochelaga views behavior management through the lens of fostering growth within our campers. We believe in ensuring a safe, welcoming community in which all our campers can thrive. We also recognize that each of our campers comes to camp from a unique set of life experiences and needs. Expressions of negative or harmful behavior are handled on a case-by-case basis. Campers whose behaviors do not adhere to camp philosophy may be asked to leave camp at the discretion of the Camp Director. Campers dismissed from camp for behavior challenges are not eligible to receive a refund and may be asked to not return the following year.

The following steps are used to resolve expressions of negative behavior:

- 1) A member of the staff team (often the camper’s counselor) will speak respectfully with the camper and give a verbal warning with an explanation of why the behavior is inappropriate. This verbal exchange is accompanied by a conversation about any specific needs the camper might have that they feel are not being met.
- 2) Withdrawal from activity if behavior continues after the first conversation: Child will be removed from the activity and required to take some time to refocus and “make it right” with the support of a member of the staff team.
- 3) Verbal communication between parent/guardian and Camp Director.
- 4) If the behavior continues, the child may be required to take a day off from camp. \*
- 5) If prolonged or disruptive, unsafe and unacceptable behavior continues, removal from Camp Hochelaga may be an option.

\*Steps 1-3 may be omitted if the Director deems that the behavior was serious (i.e., endangering self or others) and that child was aware of the consequences of the behavior being addressed.

### **FAMILY CONTACT, VISITORS, & PHONE CALLS**

We strive for campers to develop independence and confidence. An integral part of the growth process is the extended period away from home. We highly discourage phone calls and visits to camp unless there is a family emergency. In the event of serious illness, accident, prolonged homesickness (two or more days) or other situations warranting discussion with the parents/guardians, the Head of Line, Camp Director, or Nurse will notify parents/*guardians*. If this is your campers’ first time at camp we suggest that you write letters and offer encouragement to support them as they take this new step in their independence.

### **MAIL**

Campers are urged to write home at least once a week. Parents/guardians should include self-addressed stamped letters or cards. Campers enjoy hearing from you too! Make your letters friendly, newsy, and joyful. Avoid telling them how much you miss them; this tends to cause campers who might not have been thinking about home to miss you as well. You can bring mail with you on check-in day with the day you would like it delivered noted on the envelope or address your mail as follows and put it in the mail:

**YWCA Vermont Camp Hochelaga  
34 Hochelaga Road  
So. Hero, Vermont 05486**

We highly recommend that you provide your camper’s address to relatives and friends. Campers look forward to their mail. Campers also love to receive care packages. Some items we suggest are:

- Paperback books/comic books
- A deck of cards or board game for the cabin
- **Snacks or treats:** your camper is welcome to receive food in their package but please include enough for the cabin to share (~8 campers), and do not include gum or candy. Please note that your camper will have access to their snacks only during ‘Laga Leisure hour after lunch.
- Anything else you think your camper would really enjoy!

### **CELL PHONES & ELECTRONICS**

We are a fully 'unplugged' screen-free environment at Camp Hochelaga! Campers are not permitted to have cell phones while at camp. A sense of independence and a chance to 'unplug' are two of the primary benefits of camp. Phone contact with friends or parents can often make a homesick camper's condition worse. I-pods, Kindles, and other electronic devices are also not permitted. Campers who are discovered to have a cell phone at camp will have the phone confiscated and locked in the camp office. It will be returned to the parents during check-out.

### **PHOTOS**

Photos will be downloaded to a secure website called Smug Mug; the link will be available on our website. The pictures will be available after the session has ended. Pictures and other personalized items can be purchased through Smug Mug and will make great gifts! You will be given a code at check out to access the pictures. A portion of the proceeds from the sales will benefit our Circle of Girls Scholarship Fund.

### **PERSONAL PROPERTY AT CAMP**

We strongly recommend that nothing of high monetary or sentimental value be brought to camp, as things can get lost or damaged. We recommend any items brought to camp be labeled with your camper's first and last name.

Campers can bring personal sports equipment to camp. Any equipment that would typically be used at the archery range will be stored in the office of the Camp Director. Other sports equipment may be stored in the camper's cabin. Items of higher value (musical instruments, etc.) may be stored by camp staff, but Camp Hochelaga is not liable for any damage or loss to such equipment.

Camp Hochelaga reserves the right to confiscate items from campers for health, safety and philosophical purposes. Confiscated items will be stored in the Camp Office, and returned to parents during check-out. Items which may be confiscated include (but are not limited to): cell phones, pocket knives, firearms, or other weapons fireworks, lighters, food items, alcohol or drugs, portable video game systems, and mp3 players. Campers may not bring pets or other animals to camp or vehicles.

### **BIKES/PERSONAL VEHICLES**

Campers are not allowed to bring their bicycles or other personal vehicles, including motorized scooters, motorcycles, personal watercraft, or automobiles to camp.

### **SOCIAL MEDIA CONTACT BETWEEN CAMPERS AND STAFF**

YWCA Vermont and Camp Hochelaga guidelines prohibit all camp staff from "friending" campers via social media (Facebook, Google+, Instagram, SnapChat, etc). If your camper has a social media account, please ask them not to seek out their counselors or other camp staff following their session.

### **TOBACCO/ALCOHOL/DRUGS**

YWCA Camp Hochelaga's program is designed to encourage healthy personal habits. Tobacco, alcohol, or any illegal drugs are not permitted on camp property. Any campers found with such items are subject to disciplinary action, which may include, but is not limited to, dismissal from camp. Campers found to be in possession of illegal substances will be reported to the Grand Isle Sheriff's Department.

### **CANCELLATION/REFUNDS**

Please notify the camp office immediately if you need to cancel your child's enrollment. Cancellation must be in writing or by telephone **at least three weeks in advance of the camper's arrival at camp**. The registration fee of \$150 is non-refundable.

We reserve the right to withdraw, with no refund, any camper whose influence or actions are deemed harmful or who will not live within the rules and policies of the camp. *Homesickness is not a condition for refund.*

## **CONTACTING THE CAMP OFFICE**

Summer Phone: (802) 372-4510

Winter Phone: (802) 862-7520

Email: Deb Sawyer Jorschick, Executive Director: [deb.jorschick@ywcavt.org](mailto:deb.jorschick@ywcavt.org)

Hannah Bogard, Camp Director: [Hannah.bogard@ywcavt.org](mailto:Hannah.bogard@ywcavt.org)

## **PAYMENT OR ACCOUNT QUESTIONS?**

Please contact the YWCA's business office at (802) 862-7520 or during camp the camp office at (802) 372-4510. Please note that you can check your balance, make credit card payments, and print an invoice that lists camp's Federal Tax ID Number from your online account.

## **DAY CAMP TRANSPORTATION SCHEDULES**

It is the responsibility of parents/guardians to drop-off and pick-up their child at the location(s) selected during registration. Please indicate when registering online you wish to reserve a seat on the van.

### **VAN 1 AM Route**

**Picks up at two locations:**

- 1. Essex High School 2 Education Dr. Essex Jct.~ in the far parking lot across from the ice rink (entrance off Old Colchester Rd.)  
7:30 AM**
- 2. Chimney Corners Park & Ride ~ 3/10 of a mile north of Exit 17 on US Rt 7 Colchester  
8:00 AM**

**Arrival time at Camp Hochelaga is 8:20 AM**

### **VAN 1 PM Route**

**Departs Camp Hochelaga at 4:45 PM**

**Arrives Chimney Corner at 5:15 PM**

**Arrives Essex High School at 5:45 PM**

### **VAN 2 AM Route**

**Picks up at one location:**

- 1. Holiday Inn Williston Rd South Burlington  
7:45 AM**

**Arrives at Camp Hochelaga at 8:15 AM**

### **VAN 2 PM Route**

- 1. Departs Camp Hochelaga at 5:00 PM**

**Arrives at Holiday Inn Williston Rd South Burlington at 5:30 PM**

If your camper is riding one of our two vans, it is expected that an authorized adult be present when the van makes its stop, either to pick up or drop off your camper. Your child will only be released to a parent/ guardian, or an adult listed on the Camper Pickup Authorization Form. Please make sure your camper does not attempt to board the van until it has come to a complete stop. While in the van, campers are expected to stay seated with seatbelt fastened and use respectful inside voices. Campers will also adhere to any guidelines established by the van driver.

A Camp Hochelaga staff member riding the van will verify the identity of the adult picking up each child in the afternoon before the van continues its route. The staff member will have contact phone numbers for the person responsible for picking up your camper, and will make one attempt to contact that person before the van continues its route. Any campers not picked up at their designated drop off point must be picked up at the Chimney Corners Park and Ride. If an authorized adult is not present, the van will wait for five minutes before leaving for the next stop. Please note that the van will not stop

at locations not selected by at least one parent for that week. A fee will be assessed for any late pick-up. If the van is delayed for more than 15 minutes, you will be contacted to notify you of the delay.

Please contact the camp office promptly should you expect to be delayed in dropping off or picking up your child. We understand that things may occasionally happen beyond your control (flat tire, traffic, etc.) and expect that you will communicate any delays to the camp office by calling 802-372-4510.

Please notify the camp office if your child is going to be absent from camp before 9:00 a.m. A member of the Camp Hochelaga staff will contact you by 9:30 a.m. in the event of an unexplained absence.

You will be required to complete the **YWCA Vermont and Camp Hochelaga Pick Up Authorization and Camper Release Form** during check-in on your camper's first day of camp. If your camper is riding in a van, the Van Driver will provide this form to you on the first day.

#### **OVERNIGHT STAY AT CAMP FOR DAY CAMPERS**

Thursday night your camper can stay overnight to get the full experience of residential camp. This is free and optional. If your camper chooses to stay they will take part in all the evening activities that happen.

## CAMP HOCHELAGA PACKING LIST

**This packing list is the recommended items for 1 week at Camp Hochelaga.**

We strongly recommend sending nothing to camp of high monetary or sentimental value.

- |  |  |
|--|--|
| ___Pillow with case  | ___Rain jacket                           |
| ___Sleeping bag and/or sheets & blanket                                | ___2 Sweatshirts*                        |
| ___Laundry bag   | ___2 Bath towels                         |
| ___Hat   | ___shower bag/bucket to carry toiletries |
| ___Flashlight  | ___4 Pairs of shorts*                    |
| ___Sunscreen (recommend SPF 30)*                                       | ___Underwear*                            |
| ___Insect repellent  | ___1 or 2 Pairs of warm pajamas*         |
| ___Pair of sneakers  | ___Socks*                                |
| ___Pair of waterproof boots going in the lake                          | ___5 Tee shirts*                         |
| ___Pair of water shoes, sandals, or old sneakers for going in the lake | ___3 Long sleeve tee shirts*             |
| ___Water bottle  | ___2 pairs of long pants or sweats*      |
|  | ___2 Bathing suits                       |
|  | ___1 Beach towel*                        |
|  | ___2 Wash cloths                         |

\*Campers attending 2-week sessions or multiple consecutive sessions should consider packing twice the suggested quantity of the above clothing items.

### OPTIONAL ITEMS

- Musical instruments
- Books
- Card games and/or playing cards
- Personal sports equipment (softball glove, field hockey, lacrosse stick & helmet)
- Paper, pen/pencil, pre-addressed & stamped envelopes for writing home
- Backpack
- Camera (digital cameras are allowed)

**Recommended for Day Camp-** items can be left overnight in their baskets at camp.

- Bathing suit and towel
- Sunscreen (recommend SPF 30)
- Insect repellent
- Water bottle
- Sandals or water shoes
- Rain jacket (check the weather)
- Hat
- Extra bag for wet clothing
- Extra change of clothes

**\*\*Please take note of the Do Not Pack list on the next page when considering what to send with your camper to camp.**

Please make sure all of your campers' belongings are clearly labeled with her first and last name. We will make every effort to return lost items to their rightful owner, but we are not responsible for items left at camp. It is not recommended that campers bring personal sports equipment to camp (baseball gloves, tennis racquets, etc.) as camp has plenty of equipment available. Any unclaimed items will be donated to a local charity after September 1<sup>st</sup>.

### **PLEASE DO NOT BRING:**

Our priority at Camp Hochelaga is to keep everyone, campers and staff, safe and healthy during their time at camp. Please do not send any of the following items with your camper to camp. These items will be confiscated by camp staff and returned to parents upon check out.

**Cell phones Firearms, knives etc.**

**Portable electronics (PSPs, iPods, Kindles, etc.) Matches, candles, incense etc.**

**Bicycles, gum and candy**