Welcome to the Camp Hochelaga family! The Family & Camper Handbook contains information that is essential to your camper’s success at Camp Hochelaga. A suggested packing list and helpful pre-camp reminders checklist are on the last two pages. Please take a few moments to read through this information. Feel free to reach out to us with any questions or concerns by phone at (802) 862-7520 or by email at contactus@ywcavt.org.

BEFORE CAMP BEGINS
To ensure that we have the necessary information to keep your camper safe and healthy during their time at camp, and to make our check-in process as efficient as possible, all tuition payments and medical forms must be completed and submitted in your online account by May 31, 2021.

REQUIRED CAMP FORMS INCLUDE*
1. Camper Medical Form - Completed online during registration
2. Camper Physical Form Signed By Physician - Dated within past 12 months
3. A Copy of Immunization Record
4. Proof of Health Insurance - A copy of your family health insurance card
5. Pick Up Authorization Form

Blank Camper Physical Forms can be found at https://ywcavt.org/camp-forms-packing-list/. All forms can be uploaded into your online account or mailed to 34 Hochelaga Road, South Hero VT 05486. 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 completed forms.

*Camp Hochelaga's Team is developing robust plans for a safe and healthy 2021 summer. To help us ensure the safety of everyone in our community, campers will be required to complete an additional health screening when they arrive at camp. We are committed to keeping you informed and will share any additional requirements or procedures well ahead of the start of the season.
**CAMP TOUR VIDEOS**

The safety of our campers and staff is our top priority. Due to public health precautions, Camp Hochelaga will not be hosting in-person open houses. Instead, we will be posting video tours of the site and buildings. Please keep an eye on our website and social media to view these!

**CAMP HOCHELAGA’S CONTINUED RESPONSE TO COVID-19**

At Camp Hochelaga, we are committed first and foremost to protecting the safety of our campers, our staff, and our larger community. Our team has continued learning about COVID-19 in the context of summer camp operations. As we lay robust plans for a safe, healthy 2021 season at Camp Hochelaga, we continue to maintain close connections with camp, medical, and public health professionals across the country. As the Centers for Disease Control, the American Camp Association, and our state officials have continued to develop best practices for safe operation this coming summer, we are committed to ensuring our ability to meet or exceed every standard.

We will highlight the important pieces of our COVID-19 response in this document, but if you’d like more information about how we’re keeping the camp community safe this summer, you can find our entire COVID-19 Guidebook on our website. The first major change we’ve made is limiting our registration to 70% capacity. Camp cabins will house 4-8 campers, depending on the size of the cabin. We are also requiring all resident campers to **bring proof of a negative COVID-19 PCR test**. It must be completed within 5 days of arriving at camp, and as close to arrival as possible. Campers will be required to wear masks anytime they’re inside (and not showering, brushing their teeth, or eating), unless they are in their cabin. Camp Hochelaga will be using a pod model. Each Line will be a pod, and Day Camp will be its own pod. Campers will be in their pods for meals, daily activities, and living areas. All supplies and activity areas will be cleaned and disinfected between uses. The final **big change coming to camp is our check-in and check-out processes**. All campers will be checked in from their vehicle. For both resident and day camp, staff will check campers’ temperature and complete a health survey with them while the camper remains in the car. We ask that only one family member comes with the camper, and everyone in the car should wear a mask, regardless of vaccination status. After the temperature check and health survey, staff will give the campers’ family a green dashboard sign and instruct them to drive into camp to the check-in shed. From there, give staff your green dashboard sign, and staff will help the camper unload, and walk them to their cabin, or to the Wigwam Building, where Day Camp will be stationed. Parents, family members, and caregivers will be asked to remain in their car during all check-in and check-out procedures. **For a more detailed explanation of check-in and check-out, please see pages 3-4.**
CHECK-IN & CHECK-OUT: WHAT TO EXPECT

DAY CAMPS
If you are bringing your child to and from camp the drop-off time is from 8am-8:30am each day. Staff will be waiting on the camp road to greet you. The staff person there will take your campers’ temperature and ask a few health questions. Please do not exit your car, regardless of vaccination status. Everyone in the vehicle must wear a mask. The staff person will give you a green piece of paper to display in your dashboard, signalling that you are approved to go down the camp road and drop your camper off. Drive to the check-in shed located on the circle drive, and staff will walk with your camper up to The Wig building. Please do not attempt to drop off prior to 8am. Children may not be left unattended at camp. Please be aware that check-in and check-out may take longer than in the past! Finally, please do not attempt to pick up or drop off your child if anyone in your household is experiencing any symptoms of respiratory illness. Contact Camp Hochelaga if you are unable to drop off your child. Please make sure you have a back-up person for pickup in case of emergency.

Day Camp pick-up time is 4:15pm-4:45pm each day. A staff person will greet you at the road again, in order to allow a few cars into camp at a time (to avoid traffic issues). Drive to the check-in shed where your camper will be waiting for you. 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.

*See page 8 for information about camp transportation, check-in and check-out

RESIDENTIAL CAMP
Residential camper check-in will be held on Sundays with an adjusted schedule to allow for staggered arrival of campers by age group. Per Vermont Health Department standards, staggering camper arrival times by age group will reduce the number of families on site at any one time. Additionally, please note that families will be limited to one adult accompanying the camper being checked in. All other family members, including siblings, must stay home (unless they are attending camp the same session) regardless of vaccination status. Family members should contact Camp Hochelaga and should not attempt to drop off or pick up their camper if they are experiencing signs or symptoms of respiratory illness.

- Senior Line campers (ages 14 to 16) will check in Sundays between 2pm-3pm
- Upper Mid Line campers (ages 11 to 13) will check in Sundays between 3pm-4pm
- Lower Mid Line campers (ages 6 to 10) will check in Sundays between 4pm-5pm

Please do not arrive prior to your check-in time, 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! Families who are unable to arrive during their camper’s designated check-in time must contact Camp Hochelaga prior to check-in day to make alternate arrival plans.

If families are checking in multiple campers in different age groups, they should arrive during the earliest designated check-in time.

Check-in will take place by vehicle. Upon arriving at Camp Hochelaga, families will be required to remain in their vehicles and to follow signs along the drive to pass through check-in stations including health questionnaire and temperature check, medications and Camp Nurse check-in, head lice check, paperwork confirmation, luggage unloading, and camper drop-off. Please note, family members will not be permitted to leave their vehicles at any point during the check-in and camper drop-off process, regardless of vaccination status. Members of the Camp Hochelaga team will be right there each and every step of the way to support the check-in process, answer any and all questions, and provide support when saying goodbye. Camp staff will carefully unload camper luggage, facilitate each camper’s goodbye with their family member in their vehicle, and walk each camper to their cabin to help them settle in and introduce their counselor and fellow cabin-mates.
Residential camper check-out will be held on FRIDAYS with an adjusted schedule to allow for staggered departure of campers by age group. Family members should contact Camp Hochelaga and should not attempt to drop off or pick up their camper if anyone in the household is experiencing signs or symptoms of respiratory illness.

- Lower Mid Line campers (ages 6 to 10) will check out Fridays between 4:00pm-4:45pm
- Upper Mid Line campers (ages 11 to 13) will check out Fridays between 4:45pm-5:30pm
- Senior Line campers (ages 14 to 16) will check out Fridays between 5:30pm-6:15pm

If families are checking out multiple campers in different age groups, they should arrive for camper pick-up during the earliest designated check-out time.

Check-out will take place by vehicle. Upon arriving at Camp Hochelaga at the end of their campers’ session, families will be required to remain in their vehicles and to follow signs along the drive to get to where the campers will be standing. Staff will be waiting with the campers, will give family members any medication leftover from the session, and will assist with loading the luggage into the car. Please clear a space out in the trunk or back seat for the luggage as family members will not be allowed to exit the vehicle. Family members will be required to provide photo identification matching the name(s) on their camper’s approved pick-up form. Please always wear a mask when interacting with camp staff, regardless of vaccination status.

TRANSPORTATION – RESIDENTIAL CAMPERS
Due to precautions related to COVID-19, Camp Hochelaga will not be able to provide airport, train, or bus pick-up for residential campers during the 2021 season. All campers will be required to arrive at camp accompanied by a parent, guardian, or adult. Details regarding Day Camp transportation offered by Camp Hochelaga can be found on page 12 of this handbook.

CAMP STORE
Due to precautions related to COVID-19, Camp Hochelaga will be providing an online store. More details will be available soon! Keep an eye out for more information on our social media and our website!

CABIN ASSIGNMENTS
Cabin assignments are made prior to the start of each session. Campers are assigned to cabins within line areas according to grade. Only one mutual cabin mate request will be honored. We do not allow larger groups of friends to be placed in the same cabin. All cabin requests must be made by both campers’ families, and the campers requesting one another must be within one grade level of each other (a 5th grader and a 6th grader may be paired together but a 5th grader and a 7th grader may not). 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 participating in activities of choice away from the cabin.
PHYSICAL, SOCIAL & EMOTIONAL SAFETY AT CAMP

POLICIES, PROCEDURES & CAMP CULTURE
Camp Hochelaga takes a multi-faceted approach to ensuring the safety and well-being of everyone in our camp community. Our healthy culture of safety and genuine respect for one another is maintained through our robust staff training program, the ability of our staff team to lead by example and model safety and respect to our campers, our engaged camp Health Team, our practiced and certified lifeguards, and health and safety policies and procedures that are reviewed and revised annually by professionals in our community.

While up to date and well-rehearsed safety policies and procedures are critical to maintaining camper well-being, Camp Hochelaga also strives to partner these policies and procedures with a deep-seated and healthy camp culture of respect and support for one another at all times. Camp Hochelaga expects all camp staff to model consent, respectful and inclusive language, positive expressions of body image and food language, confidence-building language and actions, and genuine kindness. Camp’s culture of respect and support takes many forms and is present throughout all aspects of programming. One example of this culture in action is camp’s “goodnight” tradition. Every evening camp counselors model consent and respect by asking campers if and how they would like to acknowledge “goodnight.” Campers can opt for a high five from their bunk, a simple tip of the hat which doesn’t involve any physical contact, a verbal goodnight, or nothing at all. Even in practice and tradition as quick and simple as saying goodnight to a member of your community, Camp Hochelaga believes that carrying a culture of respect, consent, and support is of utmost importance in empowering campers to feel strong and safe.

Camp Hochelaga’s Staff Training Program is mandatory for all staff working with children at camp. Staff Training is facilitated by camp’s year-round leadership team, as well as third-party experts in our community. Annual training always includes intensive segments on bullying prevention and intervention, supporting mental wellness and mental health challenges in youth, identifying and supporting youth experiencing disordered eating behaviors and/or self-harm, and identifying and preventing child abuse of any kind. In direct consultation with the Department of Child and Family Services and Prevent Child Abuse Vermont, Camp Hochelaga strives to train and prepare all staff to provide respectful, supportive guidance, supervision, instruction, and care to each and every camper who enters Camp Hochelaga. If at any point, a staff member reasonably suspects that a camper is experiencing bullying, mental illness, or abuse of any kind, Camp Hochelaga makes immediate contact with the camper’s parent/guardian or with the Department of Child and Family Services pending circumstances. All Camp Hochelaga staff are trained Mandated Reporters.

Camp Hochelaga’s health, safety, and emergency policies and procedures include preparedness for severe weather, medical emergency, a missing person, and dangerous persons on camp property. By developing and implementing policies and procedures that identify any and all possible threats to the safety and well-being of our campers and staff, Camp Hochelaga begins each and every season prepared not only to respond to any possible threat, but to prevent many threats to safety long before they are actualized. Camp Hochelaga reviews all safety and emergency policies and procedures annually with direct advisement from Community Health Centers of Burlington, the Grand Isle Sheriff Department, a local active school shooter prevention expert, the Coast Guard, and the Department of Child and Family Services. Annual review and revisions help ensure that all procedures and plans are current and effective.

HELP PREVENT CHILD ABUSE: RESOURCES & INFORMATION
Child abuse can take many forms and often has physical and psychological results that can be detrimental to the physical, social and emotional well-being of young people for the rest of their lives. Camp Hochelaga is committed to sharing resources and information into our community that supports parents, guardians, and care-givers in preventing, identifying, and stopping child abuse in all forms in compliance with Act 1. The following community resources and parent/guardian programs are offered through Prevent Child Abuse Vermont. Camp Hochelaga partners with PCAVT in the training of our staff as mandated reporters and advocates for preventing and identifying child abuse.

Vermont’s Child Protection Line: 1-800-649-5285
Parent/Guardian Help Line: 1-800-244-5373
Parent/Guardian Programs Calendar: https://pcavt.org/untitled-resource.html
Parent/Guardian Resources and Information: https://pcavt.org/resources-family-support-programs.html
Resources and Other Local Agencies Working to Prevent Child Abuse: https://pcavt.org/helpful-resources1.html
CAMP CULTURE & PROGRAMS

A PLACE OF INCLUSION & EMPOWERMENT

YWCA Vermont is driven by the mission of eliminating racism and empowering women. We carry this mission forward in our culture at Camp Hochelaga by working to create an environment of inclusion, social safety, and freedom of expression. Camp Hochelaga aims to be a place where any camper, regardless of individual identity labels, is welcomed into social, emotional, and physical safety. We recognize that spaces that are truly safe and welcoming for people of all identities and life experiences are often hard to find and require constant work, intentionality, and culture shift. We strive to continue making Camp Hochelaga a space of diversity, safety, and true empowerment for all by creating a culture of inclusion during our seasonal staff training sessions, growing our summer team by welcoming counselors from diverse backgrounds who model this culture of inclusion at all times, and continuing to grow our Circle of Girls Scholarship Program so that the camp experience is accessible to an ever widening community of campers and families.

Camp Hochelaga is traditionally a girls camp program. Under our umbrella organization, YWCA Vermont, we are dedicated to empowering girls and women through our programming. We are also equally dedicated to living and operating in alignment with our mission which inspires a culture of genuine inclusivity and safety for all. We are committed to providing a safe, genuinely welcoming, and judgement free space for youth who identify as cis-female, gender-expansive, trans, non-binary or genderqueer removed from the many defining environments of social media and greater society. One of the largest benefits of the camp environment is the openness with which camp encourages identity exploration, empathy for one another, and empowerment through positive connections with peers and mentors.

If you or your camper have any questions or concerns about inclusion at Camp Hochelaga please do not hesitate to reach out to the year-round camp team.

SUPERVISION AT CAMP

At Camp Hochelaga, the social, emotional and physical safety of campers is our top priority. Engaged supervision, support and guidance from our camp counselors and larger staff team plays a central role in maintaining safety at all times. In alignment with American Camp Association (ACA) standards, Camp Hochelaga strives to maintain a staff to camper ratio of 1:4 and never operates with a ratio larger than 1:8 during times when campers are in cabins and overnight, and a staff to camper ratio that is never greater than 1:10 during daily activities. Camp counselors sleep in tents near cabins, and counselors are directly engaged with campers during mid-day cabin times, and during meals, activities and transitions. Our camp staff team is trained to build positive mentor-based relationships with campers so they can offer individualized support, maintain a culture free of bullying, and meet the care needs of each camper in their group. Camp Hochelaga maintains these supervision ratios and practices during all off-site trips and changeover weekends.

CAMP ACTIVITIES SIGN UPS

Camp Hochelaga strives to offer campers choice in their activities while at camp, as well as opportunities to step outside their comfort zone and try new things. Due to our move to the pod system, we will not be able to offer exploratories this summer. Campers will choose 4 block activities on Sunday, and will do these activities Monday through Friday. Campers may have the opportunity to switch some activities mid-week so that they have the opportunity to try all of Camp Hochelaga’s activity areas.

SWIMMING SUPPORT

Within the online registration process families are asked to indicate whether or not they would like their camper to receive Swimming Support while they are at camp. If your camper is signed up for Swimming Support, they will be scheduled for group swimming lessons during one of their 3 blocks each day. During Swimming Support, campers work with Lifeguard Certified staff (no more than 10 campers to 1 staff) to build swimming skills and confidence in the water.

CHANGE OVER WEEKEND ACTIVITIES

Due to COVID-19, we are requiring that campers staying for more than one consecutive 1-week session stay at camp over the weekend. Because we are requiring this, we are waiving the fee. Engaged staff members will facilitate fun activities outside of the normal camp program areas to provide some variation. Campers will remain in the same bunks from session to session to maintain COVID-19 guidelines.
HEALTH CARE POLICIES & PROCEDURES

HEALTH CARE AT CAMP
The Camp Health Team will provide basic healthcare as appropriate during your campers’ time at camp. The Health Team 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, all campers will have their temperatures checked, participate in a health survey, and have a lice check. We ask for your cooperation in keeping everyone healthy. 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) 372-4510 by 9am on the day of absence. Additionally, if you or someone in your household is experiencing symptoms of respiratory illness, please contact Camp Hochelaga, and do not attempt to drop your camper off at camp.

MEALS AND SNACKS
In addition to 3 from-scratch meals, campers will be offered a healthy and filling mid-afternoon snack. A light snack will also available after evening program, as everyone is getting ready for bed. Meals and snacks are varied, well-balanced, and nutritional. The menu is created with child-friendly foods in mind and includes salad items from our very own camp garden as well as produce from local farms! A counselor is seated at every table during all meals. Camp Hochelaga strives to accommodate unique dietary needs to the best of our ability. Please note any allergies or restrictions on the Camper Medical Form. Please contact us in advance to determine if your child’s needs can be met by our food service. Our kitchen staff is trained to support special food needs. Campers will be eating with their pods this summer, which means that some campers will be eating outside under a large tent. Day campers will be eating outside the Wig Building when the weather allows.

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. Finally, please only include the amount of medication your campers will need for the time they are at camp. If they have multiple medications, please put all in a labeled, clear plastic bag. All medications, including over-the-counter creams, aspirin, vitamins, etc., must be turned in at the Health Station during check-in and dosed by the Camp Health Team. The only exceptions may include rescue inhalers and epipens, which may be kept in the camper’s cabin with the Health Team’s permission. Medications do not include sunscreen or bug spray. All campers with medication and over the counter items will be required to meet with the Health Team during check-in.
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.

**Daily Camp Health Screen**
Each day, staff and campers will all undergo a health screen. This will ensure that each camper and staff person is following COVID-19 precautions and will lower the risk of spreading the virus. Staff will first wash or sanitize their hands. They will wear a face mask, disposable gloves, and a face shield. They will replace gloves between campers if they are required to touch the camper. They will clean the thermometer with alcohol between campers if the thermometer touches the camper. They will check the camper or staff person’s temperature. They will ask if the camper or staff member feels unwell with any symptoms consistent with COVID-19. Next, they will ask the camper or staff member if they have been in close contact with a person who has COVID-19. The CDC defines close contact as someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the onset of illness until the time the patient is isolated.

COVID-19 symptoms are listed on page 7.

**Daily Camp Health Screen Continued**
Day camp staff will have a daily health screen spreadsheet that they will give to the Office Manager upon arrival at Camp Hochelaga. The Office Manager will then store with health records in order to maintain confidentiality. Resident camp health checks will happen daily as campers arrive at breakfast. Staff are to complete the survey among themselves each day. Non-residential staff will complete the health survey upon arrival in either the kitchen or the office.

In alignment with Vermont Health Department guidelines for safe operation of youth programs, children and staff will be excluded from in-person activities and must leave site if: they show symptoms of COVID-19; have consulted with their healthcare provider about current symptoms, COVID-19 testing was recommended, and they are awaiting test results; have been in close contact with someone with confirmed COVID-19 in the last 14 days; have a fever (temperature greater than 100.3°F). Children and staff with a fever greater than 100.3°F, no specific diagnosis, and COVID-19 is not suspected by the healthcare provider must remain at home until they have had no fever for a minimum of 24 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).

Day campers that don’t meet the requirements to be included in in-person activities will not be allowed to stay at camp or board the camp bus. Resident campers that don’t meet the requirements to be included in in-person activities will be isolated from other campers and cared for in the Health House until they are able to be picked up and taken home to isolate for the required amount of time. Parents must be able to pick resident campers up within 8 hours should camp staff decide that the camper does not meet the requirements for in-person activities. Camp Hochelaga is unable to provide continued care and isolation on site for campers with any of the signs or symptoms listed as possible indicators of COVID-19. If testing of your camper is suggested by medical staff, we ask that you let us know the results of the tests so that we can let families know of a potential exposure. We will prioritize confidentiality, while also giving families the information they need.
CAMP HOCELAGA’S HEAD LICE POLICY
We strive to keep Camp Hochelaga’s facilities a head lice-free environment. All campers are required to stop at the Head Check Station during check-in for residential and day camp sessions. Our staff are specially trained in head lice identification. In the event that evidence of head lice (including lice in nit, nymph, and adult form) is found on a camper’s head during the check-in screening, the camper will not be permitted to stay at camp. Through a discreet conversation with parents/guardians, the camper will be asked to leave camp to receive head lice treatment and will be permitted to return once they display no evidence of head lice, as decided by Camp Hochelaga’s Health Team. Camp tuition is non-refundable in the event of head lice discovery by the Camp Health Team.

Through thorough training and attention to detail, Camp Hochelaga’s Health Team works to prevent head lice from entering the camp environment. However, in the event that a camper is discovered to have evidence of head lice after the check-in process, the Camp Director will send an email notifying all camp families of possible exposure.

Camp Hochelaga strongly encourages all families to check their campers’ heads before arriving at camp for check-in day. While inconvenient, head lice is treatable. Catching head lice a few days before your camper’s session starts will allow you to complete the treatment process before the first day of camp so that your camper does not miss a moment of fun.

Wondering how to check for and treat for head lice? Here are a few resources:
https://www.nasn.org/programs/educational-initiatives/lice-lessons
https://www.youtube.com/watch?v=9S1IrliT9w0
https://www.youtube.com/watch?v=FlIe82MPHr8

CAMPERS WITH DISABILITIES
Camp Hochelaga welcomes campers with disabilities and works to keep camp spaces as accessible and adaptable as possible given the limitations of our rustic facilities and landscape, and the scope of our staff training and camper to staff ratios. If you are registering a camper with a disability, please contact the Camp Director to talk more specifically about the ways in which Camp Hochelaga can adapt the camp environment accordingly. Please note adaptations needed on the camper information form when registering for camp. Camp Hochelaga fosters a culture of genuine inclusivity.

CAMPERS NEEDING ADDITIONAL SUPPORT
In alignment with our camp philosophy of empowerment, Camp Hochelaga welcomes campers who need additional medical or behavioral support and strives to create a safe and inclusive camp experience in collaboration with parents/guardians. If you are registering a camper with unique medical or behavioral support needs, please contact the Camp Director to develop a support plan so that our camp team can provide your camper with a positive, safe, and empowering camp experience.

BEHAVIOR SUPPORT & 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 not to return the following year.

Camp Hochelaga Takes the Following Steps to Resolve Expressions of Negative Behavior:
1) A staff member 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 behavior that is unsafe to the camper or to others 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.
PHOTOGRAPHY & VIDEOGRAPHY OF CAMPERS

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 and by answering “no” in your signed release within the Camper Information Form.

CONTACT & COMMUNICATION WITH YOUR CAMPER DURING CAMP

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 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 Health Officer 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. Due to COVID-19, we are limiting access to our site. This means that visits are strongly prohibited. If there is a need to come to camp, please contact the Camp Director.

MAIL
Campers have opportunities to write letters home while they are at camp. Parents/guardians can choose to 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. Campers receive mail daily during Line Time (4pm-5pm). 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:

(Camper’s Full Name)
YWCA Vermont Camp Hochelaga
34 Hochelaga Road
South Hero, Vermont 05486

CARE PACKAGES: NO FOOD (new policy)
Receiving a care package at camp is fun! Campers are welcome to receive one food-free care package no larger than a shoe box each week. Camp Hochelaga encourages family members to send fun games or activities to share with cabin mates.

Our highest priority is the safety of our campers. We are also committed to creating an environment of social inclusion and equity. Camp Hochelaga regularly welcomes campers with life-threatening food allergies to attend camp. In addition to making campers who do not receive snacks in care packages feel excluded, food received in packages can also put campers’ health at risk and attract rodents into camp cabins. For these reasons, Camp Hochelaga does not allow any food to be included in care packages. ALL FOOD received in care packages will be held in the office to be claimed at the end of the session.

If your camper requires a specific type of food or snack to meet a medical or health-related concern, please contact Camp Hochelaga before the start of the session to discuss a plan for storage of this medically necessary food in camp’s Health House and the times during each day when your camper will need to visit the Health House.

CAMP SNACKS ARE ON THE MENU
Our goal is to provide campers with ample opportunities to fill their bellies with healthy, energy-filled meals and snacks while at camp. In addition to three from-scratch meals, campers will have opportunities to eat healthy, filling snacks every day between afternoon activities. Residential campers will also be offered a light snack before bedtime.

In addition to locally sourced salad, and hot, from-scratch main course, Camp Hochelaga will also offer sandwiches at lunch and dinner to ensure that campers have access to filling food options that meet their needs.
CAMP IS A SAFE & SCREEN FREE ENVIRONMENT

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. iPods, 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/guardians during check-out.

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. Keep in mind that camp is a place to get messy and have fun without worrying about damaging or lose valuable items of clothing or belongings. Leave the nice stuff at home! Camp Hochelaga is not liable for the damage or loss of any personal belongings.

Campers may 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/guardians 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, tobacco products, Juuls, and electronics. Campers may not bring pets or other animals, or personal vehicles of any kind to camp.

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” and “following” campers via social media (Facebook, TikTok, 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.

ELECTRONIC CIGARETTES/JUULS
YWCA Vermont Camp Hochelaga does not permit the use or possession of electronic cigarettes or Juuls. Any camper found with such items is subject to disciplinary action, which may include, but is not limited to, dismissal from camp.

PHOTOS OF YOUR CAMPER AT CAMP
Photos will be downloaded to a Facebook group specific to your camper’s session. The link will be emailed to you approximately 10 days prior to your camper’s session start date. We will check to confirm that you are authorized to join the Facebook group, and approve your membership request. The Camp Hochelaga Team will upload pictures on Monday and Thursday evenings each week. Pictures can be downloaded from Facebook. We strive to capture as many campers as possible trying new things, building new friendships, and embarking on camp adventures.
CANCELLATION & REFUND POLICY

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 two weeks in advance of the camper's arrival at camp. Cancellation notices received less than 2 weeks from the start of the session registered are not eligible for refund. The deposit fee of $200, $150, or $100 depending on session choice 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.

CONTACT INFORMATION FOR THE YEAR ROUND TEAM

CONTACTING THE CAMP OFFICE

Email: Deb Sawyer Jorschick, Executive Director: deb.jorschick@ywcavt.org
       Alana Matteson, Camp Director: camp.director@ywcavt.org
       Jen Kelly, Office Manager: jennifer.kelly@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. We will not be able to change the drop-off and pick-up location mid week. Due to COVID-19 restrictions, we will be using a bus to transport campers to and from camp this summer.

If your child requires a booster seat for safe transportation, please provide one for use.

Morning Pickup (Monday-Friday, all sessions)
7:45am - Pickup at Burlington Location (near Dorset Street I-89 exit, exact location TBD)
8:15am - Stop at Chimney Corners Park & Ride on RT 7 near Milton
8:45am - Arrive at Camp Hochelaga

Afternoon Drop Off (Monday-Friday, all sessions)
4:00pm - Depart from Camp Hochelaga
4:15pm - Drop off at Chimney Corners Park & Ride
4:45pm - Drop off at Burlington Location (same as AM, exact location TBD)

Day Camp staff will be waiting to greet families at their vehicles to complete temperature checks and the health survey prior to loading campers onto the Day Camp bus. Day Camp staff will also be present to check photo IDs before loading campers into family vehicles at the end of day pick up. Campers will be required to wear masks while on the bus. All staff and bus driver must wear masks, provide easy access to hand sanitizer when boarding, exiting, while in transit.

(Continued on next page)
A Camp Hochelaga staff member riding the bus will verify the identity of the adult picking up each child in the afternoon before the bus 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 bus continues its route. Any campers not picked up at their designated drop off point must be picked up at the Burlington Drop Off location. If an authorized adult is not present, the staff will wait with the camper until an authorized person comes to pick up the child. The bus will only make stops at locations that at least one camper has registered for. A fee will be assessed for any late pick-up. If the bus is delayed for more than 15 minutes, you will be contacted to notify you of the delay. Day Camp Staff that ride the bus will carry emergency contact information for all campers riding in the van. Camp Hochelaga maintains a staff to camper ratio of 1:13 at all times during transportation.

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 9am. A member of the Camp Hochelaga staff will contact you by 9:30am 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 within the online registration process. If your camper is riding in a bus, the Day Camp Staff will have a printed copy of your completed form in the van in order to complete a check of photo ID.

Due to COVID-19, we are restricting access to Camp Hochelaga. All resident campers have provided negative PCR test results before attending camp, therefore, we are not able to hold our Day Camp Sleepovers this summer. We hope you’ll join us for residential camp in 2022!
CAMP HOCELAGA PACKING LISTS

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.
Camp Hochelaga is not liable for lost or damaged clothing or personal items. Please label items with your camper’s full name.

- Pillow with case
- Sleeping bag or sheets & blankets
- Laundry bag
- Sun Hat
- Flashlight
- Sunscreen (recommend SPF 30)*
- Insect repellent
- Pair of sneakers/close-toed shoes
- Pair of waterproof boots
- Pair of watershoes, sandals, or old sneakers for going in the lake
- 2 Water bottles
- Rain jacket
- 3 sweatshirts*
- 2 bath towels
- Shower bucket/bag to carry toiletries
- 4 pairs of shorts*
- Underwear*
- 2 pairs of warm pajamas*
- Socks*
- At least 10 reusable, washable masks*
- 5 Tee shirts
- 3 Long sleeve shirts*
- 2 Pairs of long pants or sweatpants*
- 2 Bathing suits
- 1 Beach towel*

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

Laundry services are available only to campers who are staying at camp for more than 2 consecutive weeks

OPTIONAL ITEMS
- Small folding camp chair (stadium seat/Crazy Creek style with handles is most common)
- Bug net for bunk
- Musical instruments
- Books
- Card games or playing cards
- Paper, pen/pencils, pre-addressed & stamped envelopes for writing home or to friends
- Small backpack/day pack
- Camera (digital and disposable cameras are allowed, smart phones/ipod touches are not)

DAY CAMP PACKING LIST

NEW THIS YEAR: Day Campers should bring a backpack to camp that they will bring to and from camp each day. They will not be permitted to leave items overnight so that Day Camp Staff can fully clean and disinfect The Wig Building after campers leave.

- Bathing suit and towel
- Sunscreen (recommend SPF 30)
- Insect repellent
- FULL refillable water bottle
- Sandals or water shoes
- Sneakers/close-toed shoes
- Rain jacket
- Hat
- Extra bag for wet clothes
- Extra change of clothes
- 2 face masks per day

PLEASE LEAVE THE FOLLOWING ITEMS AT HOME

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/guardians upon check out.

- Cell phones, Portable electronics (PSPs, IPods, Kindles, etc.)
- Food, drinks, gum, candy
- Firearms, knives, or weapons of any kind
- Matches, candles, incense, fireworks
- Bicycles, scooters, rollerblades
CAMP HOCHELAGA PRE-CAMP CHECKLIST & REMINDERS

As you and your camper prepare for camp this coming summer, we encourage you to use this pre-camp checklist to help ensure that all paperwork is complete, and details are taken care of. This checklist makes a great addition to your refrigerator or organizational tack board!

CONTACTING THE CAMP OFFICE – ALL QUESTIONS WELCOME

Email: contactus@ywcavt.org  Winter Phone: (802) 862-7520  Summer Phone: (802) 372-4510

ACCESS YOUR ONLINE CAMP ACCOUNT: https://camphochelaga.campbrainregistration.com/

PAPERWORK & TUITION PAYMENT DEADLINES

Within 2 Weeks of Registering:

☐ Pay your registration deposit to ensure that your camper’s spot is held in the session you have registered for. Camp Hochelaga cannot hold spots in sessions until a deposit appropriate to the length of session has been paid. (You may have already done this by credit card when registering for camp online)

By May 31, 2020:

☐ Camp tuition paid in full – Camp Hochelaga reserves the right to remove a camper from a session if tuition is not paid by this date.

☐ Submit/upload the Camper Physical Form (signed by a primary care provider in the last 12 months)

☐ Submit/upload a copy of your camper’s immunization record

☐ Submit/upload proof of health insurance (photocopy of insurance card front and back)

1 Week Before the Session Starts:

☐ Carefully read the pre-camp email you will receive 10 days before the session starts

☐ Review the Family & Camper Handbook for check-in day and camp policy reminders

☐ Pack for camp! Feel free to use the suggested packing list on page 11 of the Family & Camper Handbook

☐ Prepare any mail you would like to drop off at camp on check-in day for your camper

We can’t wait to see you this summer!