



YMCA CAMP HIGH HARBOUR LAKE BURTON - LAKE ALLATOONA

RESIDENT CAMP PARENT INFORMATION HANDBOOK





YMCA Camp High Harbour Lake Burton - Lake Allatoona

Camper Forms Checklist

*all forms located on CampMinder

Hand Deliver to Camp On Opening Day

Participant Waiver - signed
Negative COVID Test Results - printed
(*printed email should include camper name, test date and results*)
Pre-Camp Screening

Upload Forms to CampMinder

*all forms must be uploaded prior to camper's session

Camper Health Form
Immunization Record
Parent Authorization

For Review

*please review prior to camper's session

Protocols and Procedures
Parent Checklist
Camper Code of Conduct

If Applicable for your Camper

*please follow directions carefully

Medication Pack-Out Information
Supplemental Food Pack-Out



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YMCA Camp High Harbour Office

200 Main Street, Suite 108

Gainesville, GA 30501

Phone: (770) 532-2267

Fax: (800) 954-5586

www.camphighharbour.com

Lake Burton - 706-782-6311 (summer only)

Lake Allatoona - 770-966-9668 (summer only)

CAMP OFFICE BUSINESS HOURS

Monday - Friday 9:00 a.m. - 5:00 p.m.

In case of an emergency during your camper's session, our voice mail will list a number that can be contacted 24 hours a day.

CAMP FEES PAID

The balance of all Camp Fees must be received by the Camp Office two weeks prior to your camper's session to avoid cancellation of your registration.

HIGH STANDARDS

YMCA Camp High Harbour is fully accredited by the American Camping Association, a nationally recognized association.

REFUNDS

Camp High Harbour is here to make a positive, life-long difference for every camper. Through many years of experience we have developed a highly refined and successful system. To provide maximum value to each camper's experience, we must provide the finest staff, services and special equipment (boats, etc). The expense to provide and maintain these features is on-going, regardless of whether or not an individual camper attends camp or must return home early from camp for any reason. Therefore, our cancellation policy is as follows:

Two weeks prior to camper's session :

Registration Fee: Non-refundable

Camper's Fee: 100% refundable

Within two weeks of camper's session

No refund

No refunds will be granted for children who are sent home during their session for misbehavior, homesickness, or other reasons beyond the Camp's control. Since camp sessions cannot be filled mid-week, no prorated fee is available for late arrival or early departure. Our refund policy is strictly enforced.

FEES

Campers who are picked up outside of the normal pick-up times of 10am - 11am on closing Saturday will be assessed a charge of \$25.

WEEKEND CARRY-OVER CAMPERS

Campers who are registered for more than one session will remain at camp over the weekend. There is an additional \$75.00 fee which directly covers our cost for the weekend and is indicated on your campers invoice. The weekend programs are held at all locations.

Information For All Campers and Parents

CHECK IN

Parents are encouraged to bring children to camp to meet the staff, tour the facilities, and get their camper(s) settled in the cabin.

Lake Burton and Lake Allatoona sites:

ARRIVAL TIME: Sunday 2:00-4:00 p.m. EST

DEPARTURE TIME: Saturday 10:00 a.m.-11:00 a.m. EST

Please do not request or attempt to check-in early. The staff will be preparing and in a meeting to get ready for your child's session and will not be available until 2pm. In the best interest of all concerned, we ask that you adhere to the check in schedule.

Please remember, camp sites are a natural outdoor setting and have been designed to serve children, not vehicles. Thus, parking may be limited upon arrival and your patience is appreciated, especially in the event of inclement weather. The camp staff will move you through the check in process as quickly as they can allow, with ensuring you and your camper are taken care.

Please do not bring pets to camp on opening/closing day for the safety and comfort of all.

Boat Arrival/Pickup

We will not be accepting boat arrivals or departures during the summer of 2020. We cannot make exceptions to this policy.

CHECK OUT

All sessions conclude on Saturdays at approximately 10 am. To officially check your camper out, please close out campstore accounts, and sign out your camper out at their cabin.

If someone other than the person who brought the child to camp will pick him/her up, please notify your camper's site office prior to noon on Friday, and note your permission for this departure in writing on your camper's health form. As our staff deserve to spend the day with their own families, all departing campers should be picked up by 11:00 am. **Please remember to check over your camper's belongings before departing, and to reclaim any medications that were left with the infirmary.**

TRANSPORTATION

Camp High Harbour does not furnish transportation for campers to camp at Lake Burton or Lake Allatoona.

CAMP SCHOLARSHIPS

Financial assistance is available based on need. Please call the Camp Office for details about camp scholarships (770) 532-2267. We actively seek to involve those in need.

INFIRMARY PROCEDURES AND PROTOCOLS

1. The infirmary staff or Camp Director will call a parent or guardian when:
 - a. Camper reaches a temperature of over 100.4 degrees: and/or
 - b. Camper is infirmed for more that 24 hours; and/or
 - c. Camper has excessive vomiting and/or diarrhea; and/or
 - d. Camper requires outside medical help.
2. As the infirmary completes accident/incident reports, the infirmary staff will review reports with the Camp Director on a daily basis. The Camp Director will sign each form to verify that he/she has reviewed. In addition, when an injury occurs, the Camp Director and/or infirmary staff will sent the accident/incident report to the parent via email upon request to see if there are other decisions or questions to address.
3. After reviewing accident/incident reports and after speaking with the camper's parent or guardian, it will be at the Camp Director's discretion to send the camper home. The Camp Director's decision will always be in the best interest of the camper's well-being and health. If a parent is unable to pick up the camper in a timely manner, the Camp Director will call 911 and have the camper taken to a local medical facility.
4. When determined necessary, we will transport the camper to a local medical facility and coordinate with the parent or guardian for the transfer of the camper to another medical facility or their home. Any medical expenses incurred will be the responsibility of the parent of guardian.

Please do not send your camper if they have been exposed to the flu or any contagious illness prior to camp. If your camper has been exposed to someone with strep throat/pink eye/or a virus prior to camp, we suggest a doctor's clearance and visiting the infirmary at check in. **The camp setting is communal and campers are subject to contract things just as they would in a school environment.** We appreciate ahead of time your cooperation in helping us keep all campers and staff healthy during their stay at camp.

SPECIAL NEEDS AND CIRCUMSTANCES

If a camper has any special needs, (medical requirements, behavioral conditions, dietary conditions), please notify the camp office prior to attending camp.

Reasonable accommodations will be made for campers who have special needs, provided that there is a written request made at least one month prior to your child attending camp. One-on-one aides are not provided by Camp.

No camper will be denied acceptance unless his or her presence would pose a significant risk to himself or herself, or the greater population, as determined by the Camp Administration as well as Camp Medical Advisory Committee. Moreover, if YMCA Camp High Harbour cannot meet the child's needs through reasonable accommodations, the placement cannot be accepted. A physician's specific approval may be required in some programs. Children whose lack of ability to self-monitor and attend to the rules results in an unsafe situation for themselves or others cannot be accepted into camp programming. All sites are open environments with several natural hazards and terrain.

INSURANCE/ILLNESS

Camp High Harbour does not carry Accident or Sickness Insurance on summer youth campers. It is the policy of Camp High Harbour and our medical staff not to keep sick campers for more than two days in our camp infirmary. Campers who miss more of the camp program should not be at camp; therefore, we ask that the parents care for the child at home and see the family doctor. The cost of these medications and doctor's visits are the responsibility of the parents. Payment must be called in to attending medical treatment facility or pharmacy.

NOTE: The Health Form with copies of insurance and prescription cards must be completed and brought to camp on opening day of your camper's session. Campers will not be allowed to stay at camp for more than 24 hours without a signed Health Form.

LICE PROCEDURE

It is the responsibility of the parent or guardian to check their camper for lice prior to your arrival at camp. If a camper is found with lice, they will be removed from camp as soon as possible. There is no refund due to the time missed at camp. In order to return to camp, the camper must have a signed document from a professional organization stating that the camper is free of lice and/or nits.

SPECIAL DIETS AND OTHER NEEDS

Our Camp Dining Hall can serve a limited variety of special diets if your camper requires uncomplicated dietary needs. You must notify the camp office in writing **4 weeks prior** to your campers arrival. Campers with special emotional or physical needs should be called to the attention of the Camp Director and Staff by fully describing any unique requirements of your camper on your Camper Information Sheet. Please call the Camp Office if you have questions regarding campers and their special needs.

MEALS

Each site offers a dining hall where all meals are served. Campers sit with their cabin group. Meals are well-balanced, reviewed by a dietitian and served by our professional food service staff. Meals are served "family style" so campers may help themselves at the table.

CAMPER'S LAUNDRY

The camp provides a laundry service to campers who stay for **more than one week.** Laundry fees are included with weekend carryover cost. YMCA Camp High Harbour will provide each carryover camper with a laundry bag with the camper's name on it to send in. All clothes must be labeled with camper's first and last names. Only camp issued laundry bags will go out on laundry day.

CAMPER CODE OF CONDUCT/BEHAVIOR

YMCA Camp High Harbour is open to and serving all campers while ensuring that everyone who enters the gates of camp has a safe and fun experience. All campers are entitled to experience and enjoy all aspects of camp.

As a camper, I will:

- Respect the other participants and treat them as I would like to be treated.
- Show respect to the camp staff and cooperate with their instructions.
- Communicate in an appropriate manner, not using foul language or gestures, harsh words or tone of voice.
- Responsibly conduct my behavior and refrain from unwellcome teasing, bullying or other unkind behaviors.
- Refrain from causing bodily harm to others. This includes pushing, kicking, hitting or fighting as this will not be tolerated at camp.
- Be respectful of the camp property and the property of others.
- Leave my cellphone and other communication devices at home.
- Not enter into another cabin other than my own.
- Not bring any tobacco products, alcohol, non-prescribed drugs or weapons to camp.
- Take full responsibility for my actions and understand that irresponsible behavior will result in disciplinary action.

The staff will work with individual campers to modify inappropriate behaviors and will notify parents when necessary. The Camp Director may choose to dismiss a camper if inappropriate behavior does not improve.

VANDALISM

Campers involved in vandalism or malicious mischief either against camp property or against another camper or staff are disciplined immediately. Vandalism includes any kind of graffiti on camp beds, walls, bathroom stalls, etc. The parent will be contacted immediately. Violation of this policy may result in the camper being sent home early from camp. Payment to repair any damage accrued as a result to the camper's vandalism is the responsibility of the camper parent or guardian.

CABIN ASSIGNMENTS

Cabin assignments are gender-specific, and are assigned by grade. We will do our best to honor cabin and bunkmate request: however, like most camps, in fairness to campers' who are not attending with acquaintances, we cannot guarantee particular cabins or bunkmates. (Cabin assignments are done by time and date of registration). The goal of YMCA Camp High Harbour is to provide every child with the Camp High Harbour experience while encouraging new friendships and a sense of inclusion.

CELL PHONES

It is the policy of YMCA Camp High Harbour to not allow cell phones to be brought into camp by campers. Cell phones will be removed from the cabin and returned on closing day. Camp will not be held responsible for lost, stolen, or broken cell phones. Should an emergency arise with your camper while at camp, you will receive a phone call from our camp personnel. Should you need to get a message to your camper, please contact camp directly.

CAMERAS

Cameras with the ability to shoot "still photography only" are allowed at camp. Any device that has the capability to shoot video **IS NOT** allowed at camp. These include but are not limited to cell phones, iPads, Go Pros, drones, personal video recorders, etc. Uploading any footage or photo of YMCA Camp High Harbour to any online media outlet without permission from the Directors is strictly prohibited.

SOCIAL NETWORKING

We recognize that many High Harbour campers take part in social networking Websites such as Facebook, Twitter, Instagram, Snapchat or other similar sites. We encourage parents to be aware of your child's activities online. Camp High Harbour will not be held responsible for items posted to any social networking site without our express and written permission.

CLOTHING

When sending your camper to camp, please label all their belongings (clothing, shoes, sleeping bags, etc.) with their **first and last name**. Camp clothes seem to see a lot of wear and tear, please consider sending items that are comfortable and well broken in. Please do not send new items for your camper to have at camp. We will make every attempt to return lost and found items while your camper is attending camp. Please note: While our staff try to help all campers keep up with their belongings, it is ultimately the responsibility of your camper to make sure they have all of their things. **If your camper accidentally leaves items behind at camp, we are only able to return items that have camper's full name clearly marked on them.** *Items will be mailed at parent's expense.*

Items without names and/or left for longer than two weeks will be given to a local charity.

YMCA Camp High Harbour will not be held responsible for any lost items, but will make every effort to return all labeled items.

DRESS CODE

We rely upon our parents' discernment to insure their camper has packed to be dressed appropriately in their clothing and swimsuits at all times for a co-ed YMCA camp. We ask that you assist your camper as they pack for camp to insure that all items being brought to camp are appropriate.

YMCA Camp High Harbour Services

Campstore Merchandise...parent to parent

Dear Parent,

As a parent of two children myself, it is very important for me to help make the camp experience for you and your child the most exciting, yet hassle-free time for each of you. On opening day of your camper's session you will be asked to establish a credit limit for your camper. To better help you decide on that amount, we have listed some "helpful hints" below:

With Warm Regards,

Ken O'Kelley, SVP Teen and Youth Development

CAMPSTORE MERCHANDISE

T-shirts -various designs		
Short sleeve (100% Hanes Heavyweight)	\$15.00	adults sizes only S-XL
Long sleeve (100% Hanes Heavyweight)	\$18.00	
Sweatshirts - embroidered with High Harbour logo		
Varied colors	\$25.00	adult sizes S-XL
Hats - embroidered		
Varied colors	\$15.00	
Flashlights/Lantern	\$ 8.00	
Postcards	\$ 1.00	
Necklaces	\$ 5.00	
Patches	\$ 3.00	
Pens and pencils (variety)	\$ 1.00-\$3.00	
Snacks (assortment)	\$ 1.00- \$2.00	
Stuffed Animals	\$ 10.00-\$12.00	
Wishlet Bracelets	\$ 1.00	
and a variety of other items		

Please Note: You are only billed for the total amount charged by camper.

Reminder: A credit limit is established by parent on Opening Day. Actual charges are paid for on Closing Day. No payments for the store are accepted on Opening Day.