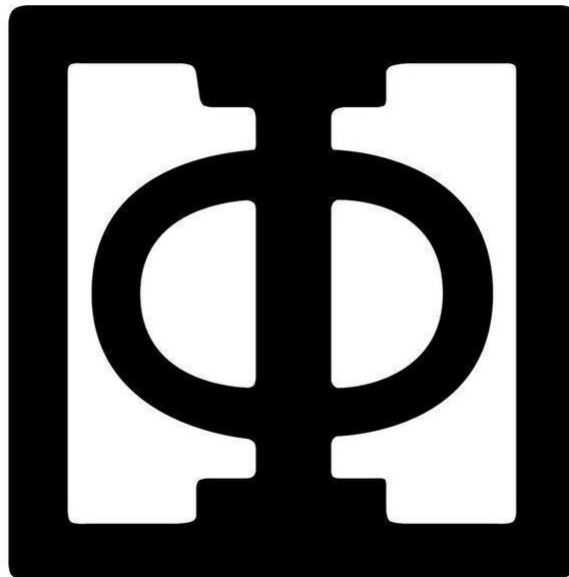


PHANTOM LAKE YMCA CAMP

DAY CAMP

PARENT HANDBOOK



Phantom Lake YMCA Camp
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www.phantomlakeymca.org

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WELCOME TO PHANTOM LAKE YMCA CAMP

Our Mission

Through camp-related and community programs, Phantom Lake YMCA Camp utilizes Christian principles to provide the opportunity for both children and adults to grow spiritually, physically, mentally, and socially in accordance with Luke 2:52.

Thank you for choosing Phantom Lake YMCA Camp for your child's summer camp experience! Your camper will make lifelong friends and learn about the world from exceptional staff. They will acquire new skills and strengthen old ones, while making new friends and developing fair, value-based social skills. Most of all, they will have FUN in our safe camp environment!

We ask you to be as thorough as possible in completing all forms...it is your first step to ensuring the best possible experience for your child. Please don't hesitate to contact us with any questions you have.

Once again, thank you for choosing Phantom Lake YMCA Camp!

ABOUT US

The Phantom Square

Over 100 years ago, the founders of Phantom Lake YMCA Camp chose a Bible verse and a symbol to reflect their goals for each camper's experience.

"...And Jesus increased in Wisdom, Stature, and in favor with God and Man."-Luke 2:52

Luke 2:52 serves as the basis of Phantom's philosophy of helping children and people of all ages create a balanced life. The four sides of the square represent these four areas of growth and are discussed throughout the week and in the closing ceremony. The Greek letter "Phi" is in the center for "Phantom" and also represents the spirit of camp and how it grows in a ripple effect. First year campers receive a Phantom Square patch to remind them of their growth at camp.

Christian Emphasis

With respect to all of our campers' varying faiths, we encourage campers to talk about their beliefs and concerns with each other and their counselors. Our emphasis is placed on Christian values and the YMCA of the USA Character Development Program that focuses on the core values of caring, respect, responsibility and honesty. Campers will investigate how they demonstrate and use these values with each other, their environment, their community, and themselves.

Leadership

The most important part of a positive camp experience is the camp staff. We are very proud of our outstanding staff that provide leadership and serve as role models in the groups and program areas! Each year, we select young men and women who have displayed a sincere interest in and concern for the well-being of children and our environment. All Phantom Staff have a background check completed on them before they begin work with the children. A period of intense training provides our staff with the skills and techniques of counseling, group work, and program activities. Many of our exceptional staff have been campers and Youth Leaders at Phantom.

Youth Leadership Training (YLTs)

As part of our ongoing commitment to teens and providing young people with leadership opportunities, we offer the Youth Leadership Training (YLT) program for 14-17 year olds. The program encourages teens to become leaders and gain new experiences with children and the outdoors.

PAYMENT PROCEDURES

Deposit and Balance of Fees

A \$50 **non-refundable** deposit per child, per session is required with registration. The balance of the camp fee is due two weeks prior to the first day of the session your child is attending. There is no prorating of weeks and no refunds due to missed days. There will be a \$25 service charge assessed to your account for any checks returned by the bank for insufficient funds.

Financial Assistance

Scholarship assistance is available on a sliding scale and reviewed on an individual needs basis. The deadline for Financial Aid Applications is April 1st. Download the form at <http://www.phantomlakeymca.org/wp-content/uploads/2016/01/Financial-Assistance-App.pdf>

Refund Policy

In the event of cancellation, Phantom Lake YMCA Camp will retain 100% of the specified deposit. In event of cancellation due to misconduct PLYC will retain 100% of the session fee.

GETTING READY FOR YOUR WEEK AT CAMP

Forms are due by May 15th

Please fill out all forms using our [online forms](#) by May 15th.

Log on to your CampInTouch Account. Click on the yellow icon with the pencil for access to all of the necessary forms.

Forms to Be Filled Out And Submitted Online

1. Health History Form & Immunizations (to be filled out by the parent)
2. Behavior Agreement (to be filled out by both parent and camper)
3. Camper Profile (not required but it would be really awesome if you can upload a picture!!)

Forms to Be Printed. Once they are completed please scan and upload to your CampInTouch Account *****MUST BE PDF FORMAT**

1. Physical Form (to be filled out by doctor or nurse) Phantom Lake YMCA Camp is an ACA accredited camp so this form needs to be completed and **signed by a physician every year**. This accreditation requires all staff and campers to have a physical within 24 months of arrival to camp but the form needs to be signed every year.
2. Parent Authorization: This form requires a signature from the parent and a copy of your insurance card.
3. Medication Form (**only needed if bringing medication**) All medications must be turned in to the Camp Nurse. This includes prescriptions, vitamins, and over-the-counter medications. Please do not discontinue medication while at camp to see how your camper responds at camp without it. In most cases, the results are disappointing.

**Mini-Tyke Campers have an additional health form required with the Day Camp Licensing. We will email it. Please be sure to fill out this form for Mini-Tyke campers (age 3 to 6).

Camp Store – The Mercantile

The Phantom Mercantile is open every afternoon for Zicahota and Nagi Campers. We have snacks, drinks and souvenirs. Camp sets a limit on how much can be spent daily for snacks and drinks. Merchandise sold in the store is subject to sales tax, which is included in the price. The Phantom Mercantile is also open during Family Night on Thursdays.

Camper Bank Account (Zicahota and Nagi campers only)

Although a snack is provided by camp, the Zicahota and Nagi campers have the option of purchasing a snack from the Camp Store during snack time. Generally, \$15-\$20 per week is adequate. Camper bank account money must be sent prior arrival to camp. It is helpful to discuss with your camper how to “make it last” for the whole week. Any money remaining in camper accounts is carried over to the next session or returned at the end of summer in the form of a check.

If you would like to donate the unused portion of your camper’s account towards our project fund, please sign the designated space on the Parent Information Letter. Funds raised are used for new program development, such as the zip line and water trampoline.

Mini-Tyke campers may only make cash purchases with their parents during Family Night.

Tipping

Our staff cannot accept monetary tips. However, donations to camp on behalf of a staff member are most welcome. Counselors can accept, and do appreciate cookies!

GENERAL INFORMATION

Dress Policy

Life at Phantom is informal! Have your camper wear typical play clothes (the kind that you can afford to lose or don’t mind getting dirty). All campers are expected to dress and groom themselves neatly in clothes that are sensible and suitable for camp activities. All campers are expected to dress in such a way that his/her appearance or dress does not endanger the health or the safety of others, damage property or disrupt others in participating in activities. It is hoped that all campers would dress in a manner becoming to themselves and camp. Revealing bikinis, halters, short-shorts, tank tops, cut off t-shirt tops, and bare feet, are not suitable for camp.

Lunch & Snacks

Lunch and snacks will be served daily both morning and afternoon for Mini-Tyke campers. For Zicahota and Nagi campers, snacks will be served daily in the afternoon. If your child has any dietary restrictions, be sure to indicate it on the information and medical forms.

Behavior Management

All staff members participate in an intensive training program that prepares them to deal with all aspects of camp life. We emphasize positive, age-appropriate discipline techniques that guide and encourage children, and at the same time establish clear behavior guidelines and expectations.

At all times, staff members are guided by the principle that all children and adults deserve to be treated in a respectful and caring manner. Campers are expected to treat fellow campers and staff with respect and to abide by all camp rules. These rules, and the consequences for not following them, are shared on Monday. At that time campers are encouraged to ask questions to ensure clear understanding of the rules. Individuals are held accountable for their actions. Staff members support campers by clearly defining and enforcing expectations and responsibilities. Campers are expected to participate in daily duties such as picking up litter on the camp grounds and keeping themselves and their personal space tidy.

When behavior problems persist, parents will be consulted and a plan for behavior management will be developed. In the event that a camper's behavior does not improve after all avenues of intervention have been explored, or when one camper's actions are detracting from the experience of others, the camper will be sent home.

Some actions require immediate dismissal from camp. These actions include, but are not limited to smoking or use of tobacco products, consumption or possession of alcohol and/or illegal drugs, or endangerment of self or others, or threats of endangerment to self or others. Campers sent home because of behavior problems will not be entitled to any refund of fees. Parents will be responsible for all transportation from camp or the trip site.

The staff of Phantom Lake YMCA Camp is not trained to handle campers who have severe emotional/behavioral issues, demonstrate violent/aggressive behavior or who routinely violate rules and policies. If your child has severe behavioral challenges, we can refer you to programs designed to accommodate these special needs.

Family Night

Thursday evening is a special evening for your family and your camper. The fun starts promptly at 6:30 PM with a program starring your camper and their counselors in Alford Lodge! Your camper may then take you on a tour of camp to see all of the different activities. You can meet our counselors and participate in some traditional camp activities such as swimming, zipline, and boating, and roasting marshmallows at our campfire. Children six years-old and under must swim and boat with an adult, so bring your swimming suits. The camp store will be open and stocked with camp souvenirs and treats you can purchase. Please let your counselor know if you plan on attending or if you aren't able to attend- the camper groups sometimes perform skits or songs, and it is helpful to know which campers will be there for planning purposes.

Nagi Overnight

Nagi Campers may choose to participate in nature trips, overnight camping, biking trips or canoe trips. If you do not want your camper to participate in these trips, please send a separate letter to that affect. They will join with the Zicahota programming for that time period. If no letter is received prior to your camper's arrival, we will assume that you have given your permission for them to participate.

WHAT TO BRING TO CAMP

Please label everything with child name.

[Water Bottle!!](#)

Bag/backpack

Towel

Swimming Suit

Water Shoes for Swimming


Closed Toes Shoes for Activities

Sunscreen (SPF 30 or higher)

Bug repellent (non-aerosol)

Weather appropriate clothing

Helpful Hints

- Label all items your child brings to camp. (Lost & Found is kept until August 31st) You can order right from your Camp InTouch Account!  [Camper Clothing Labels](#)
Click here to purchase labels for your child's clothing and other belongings.
- Apply sunscreen and bug repellent each day before your child comes to camp: For Mini-Tyke campers, sunscreen and insect repellent may only be applied on the written authorization of the parent. The authorization shall include the ingredient strength of the sunscreen or repellent. (Form will be emailed)
- On Mondays, wear swimming suits under clothes to save on changing times at camp.
- Water shoes or old tennis shoes (no flip flops) Many lakes in this area of Wisconsin have been infested with zebra mussels. We remove many from the shore every summer. However, they multiply quickly. These small clam-like mollusks have a pointed ridge that is sharp and can hurt when stepped on.

Personal Items

All items are brought at your own risk. Phantom Lake Camp is not responsible for lost or broken items. **Please do not send them with new, expensive items or items that are irreplaceable! Mini Tyke campers may bring something quiet to do or to lie down with during 'Lie Low' (rest time).

DO NOT BRING: These items will be confiscated! Please, leave them at home!

Knives and weapons**

iPod or music players

Controlled substances**

gum & candy

Lighters/matches or fireworks

Electronic games

** Campers found to be in possession of weapons (including but not limited to knives and/or guns), drugs, alcohol, or tobacco products will be asked to leave camp. Parents will be notified to pick up their camper immediately.

CAMP LIFE: WHAT TO EXPECT

Group Placement and Friendships

Campers are placed in groups based on grade level and program (Zicahota, Nagi, or Mini Tyke). As long as both campers request each other, we will do our best to fulfill this request. Going to camp with a friend is great, but meeting many new friends is a valuable experience that will last a lifetime.

Phantom Lake Day Camp Program Goals

- Protect and promote the health and well-being of children
- Promote the children's social and emotional development through building self-confidence, and encouraging self-expression, self-discipline, and curiosity
- Provide children with a variety of experiences which will broaden their horizons, increase their ease of conversation, and improve their understanding of the world around them
- Provide the children with frequent chances to succeed
- Develop a climate of confidence that will make a child want to learn
- Help to develop a responsible attitude toward society and foster feelings of belonging to a community

ARRIVAL AND DEPARTURE PROCEDURES

Arrival Procedures

1. Check-in

Check-in is between 8:30 AM and 8:40 AM each morning of the session. Please do not arrive early, as you will be required to wait until 8:30 AM. Please park in the Upper Parking Lot and walk your camper to the group and meet your camper's counselor for the week. An adult will be expected to check-in and sign-in the child for the program. Please check-in on Mondays at the registration table. On Mondays, you will receive your camper's group assignment.

2. Group Assignments

You will be directed to your group to meet your group mates and counselor when your health screening and check-in paperwork is complete.

3. Swim Evaluations

On the first day of the session, campers will be asked to take a swim evaluation. This is a check of your camper's abilities by our Waterfront Staff. It should be noted that we tend to be a little stricter than might be necessary in a pool due to lake conditions. Swimming lessons are optional, and your camper may sign up for lessons if desired. Even if your camper does not plan on taking swimming lessons it is important to go through the evaluation, since boating options correlate with swim levels. If a camper has trouble on Monday with the swim evaluation, we will offer a retest later in the week.

4. Swim Levels

The swim levels that are granted for Day Camp basically follow the American Red Cross swimming levels. Instead of levels 1-6, we offer Knee Deep, Bay 1, Bay 2, Bay 3, Deep 1, Deep 2 and Super Deep. All Mini-Tyke campers will swim in the shallow area for swimming and are limited to floating, the Aqua Trampoline or canoe rides in the boating area.

Departure Procedures

You will pick up your camper at the same place as morning drop off. Please pick up your child from a staff member and make sure to sign out with the counselor. The staff cannot dismiss any child without seeing a parent or guardian and getting their signature. Please do not be offended if we ask you or your designee for identification, as this is for the safety of your child.

Hazardous Weather Conditions

Drop off/pick up will be at the Carman Welcome Center.

Extended Care (7-13 year olds)

Arrival (AM care 7:00 – 8:30) Early drop off will be at the “Sports Courts” (the tennis and basketball courts you see when you first enter camp). Please sign in with the counselor. Please park in the Upper Parking Lot and walk over.

Departure (PM Care 4:00 – 6:00) Pick up of extended care campers will be at the Sports Courts between 4:00 and 6:00. Please park in the Upper Parking Lot and walk to the Sports Courts. If the PM Care group is in another location, a sign will be posted in by the Sports Courts and on the Announcement Board in the Upper Parking Lot.

Authorization for Pickup

WE WILL NOT RELEASE ANY CHILD TO AN UNAUTHORIZED PERSON. If someone else will be picking up your child from Phantom, please make sure they are authorized on your sign in/out form with your camper’s counselor. Your child will not be released to another adult without your prior consent. If there is an emergency and someone else other than you or a designated person needs to pick up your child, please call the office so we can notify the counselor of the change.

Early Pickup/ Late Arrival Procedures

If you need to pick up your child early or your child will be arriving late, please give a written note to the counselor one day prior or call the camp office if it is a day-of notice.

Late Pickup Procedures

Children must be picked up at the appropriate time. If you are going to be delayed, please contact one of your authorized persons and have them pick up your child. If your child is not picked up by 4:00 pm, the Business Office will charge you the fee for After Care for the week.

Absences

Please call the office at (262) 363-4386 as soon as possible when your child will be absent from camp.

HEALTH AND SAFETY

Accident/Illness & Emergency Treatment

We take camper health, safety and welfare very seriously. We make sure that anything related to the operation and maintenance of camp does not adversely affect their health, safety or welfare. You or your emergency contact will be notified immediately if your child has a serious accident or illness or requires medical treatment by a physician. Urgent care and Hospital Services are available in Mukwonago at the ProHealth Medical Group.

Medical expenses incurred (doctor, hospital, prescription, etc.) are your responsibility. Please be sure to provide your insurance information and a copy of your current insurance cards and complete the consent to provide necessary treatment or emergency care section of the Health History and Examination Form.

Emergency, Medical & Health Policy

Each year, we must have new medical forms completed and signed both by a parent and doctor prior to the session your camper is attending, although it is our preference that we receive the documentation prior to May 15th. The form will verify that your camper has had a physical within 24-months prior to his or her arrival to camp, and will also indicate any limitations or special medical considerations

Allergies

Please notify us on the Health History Form if your child has any insect or food allergies.

Health Reminders

Summer is a time for fun, but also a time for heat, sun, bugs, ticks and zebra mussels! We would like to make you aware of a few things that you can pack to help avoid health issues we have encountered in the past years. Our staff will constantly be encouraging their campers to drink plenty of liquids and protect themselves from bugs, ticks, and the sun. **Please make sure they bring a water bottle clearly labeled with first and last name.**

As a final note, please help keep camp healthy bringing your child to camp only if he or she is in good health. If your camper is sick on the day of registration, please contact the office at (262) 363-4386 for information about late check-in.

DIRECTIONS TO CAMP

Phantom Lake is located in Mukwonago off of Hwy J by the Elegant Farmer (the barn with the smiley face). Camp entrance is ¼ mile on the right. Look for the sign- Phantom Lake YMCA Camp on YMCA Camp Rd.