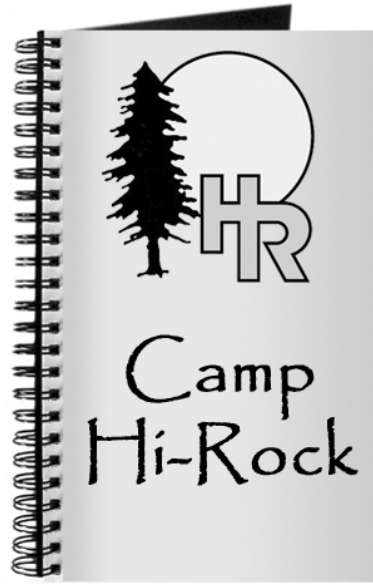


YMCA Camp Hi-Rock Day Camp Parent Handbook



IMPORTANT CAMP CONTACT INFORMATION

YMCA Camp Hi-Rock
162 East Street
Mount Washington, MA 01258

T: (413) 528-1227
F: (413) 528-4234
camphirock.org

For all General Information/Inquiries,
Registration Questions, or our Main Desk:

T: (413) 528-1227 x10
E: info@camphirock.org

Jessica Speer Holmes
Executive Director,
Day Camp Questions (Fall/Winter/Spring)

T: (413) 528-1227 x11
E: executive@camphirock.org

Charles Hirsch
Assistant Camp Director

T: (413) 528-1227 x14
E: summer@camphirock.org

Timothy Cha
Director of Administration

T: (413) 528-1227 x12
E: admin@camphirock.org

Day Camp Director (Summer Only):

T: (413) 528-1227 x17



Dear Parents, Guardians, Campers, Friends, and Families,

Thank you for choosing YMCA Camp Hi-Rock for your camping experience! This handbook provides important information about our policies and procedures. In order to provide you with as much information as possible, this handbook also gives a description of our programs and activities, and can help you prepare your camper (and yourself) for a successful Hi-Rock summer.

Camp Hi-Rock is committed to ensuring that every camper's stay with us is safe, happy, and rewarding. Our goal is to challenge and nurture the individual, build self-esteem, instill leadership and social skills, strengthen the body, lift the spirit, and sharpen the mind. We strive to accomplish this by fostering an atmosphere built around the YMCA's four character values - caring, honesty, respect, and responsibility - while developing skills, making friends, and having a great time!

Please read through this handbook and any other camp documents very carefully, and discuss relevant sections with your camper. All Hi-Rock participants are expected to follow our Code of Conduct in order to maintain an environment of safety and respect.

Feel free to contact us at any point if you have questions or concerns. The Camp Hi-Rock staff would love to hear from you! If you would like to arrange a tour of camp, please contact us at least one week in advance to help us coordinate your visit. We look forward to seeing you this summer!

Sincerely,

The YMCA Camp Hi-Rock Staff

YDAY CAMPTM

We build strong kids, strong families, strong communities.

Camp Hi-Rock: "A Home Away From Home"

Table of Contents

Before Camp Starts.....	2
Things You Should Know	
Registration Policies	
Medical Policies and Procedures.....	3
Other Important Camp/Camper Information.....	5
Coming to Camp (and Getting Home).....	6
Things You Should Know	
Transportation	
What to Bring:.....	7
While Your Camper is at Camp.....	8
Things You Should Know	
Day Camp Information	
Camp Schedule.....	10
Day Camp Programs.....	11
Meals and Snacks.....	12
Having Trouble?	13
After Camp.....	14
Things You Should Know	
Keeping In Touch	
Having a Great Time?.....	15
Appendix	
Checklist	
Bus Pick-Up/Drop-Off Times and Locations;	
Driving Directions from South Egremont	

Camp Hi-Rock: Before Camp Starts

Things You Should Know

- If you are reading this handbook, it means that you have received it as part of a parent/guardian communication packet and that your camper's registration has been processed. Please refer to your Confirmation letter (printed on Camp Hi-Rock letterhead) to verify that you have received a complete packet; if anything is missing, please contact our office at your earliest convenience.
- Please remember to note two important dates:
 - June 1: All balances due; written notices of any registration changes, additional requests, or cancellations also due (those who register after June 1st must be paid in full at least two weeks prior to camper's arrival)
 - As soon as possible (no later than 2 weeks before camper's arrival): medical forms due; Coaching Period Request form and camper personal history form may also be sent at this time
- Please remember to put your camper's health insurance information on the Medical Form, and to provide camp with a copy of both the front and back sides of his/her health insurance card. Camp Hi-Rock does not provide insurance for campers.
- The information found in this handbook, as well as all required forms, can be found on our website: www.camphirock.com.
- Camp Hi-Rock is a non-profit organization owned and operated by the Central Connecticut Coast YMCA. For more information, please visit: www.cccymca.org.

Registration Policies

Changes and Requests. If you need to make any changes to your original registration form, please contact the camp office as soon as possible, and send written notification no later than June 1. These changes or requests may include: session changes, waterskiing requests, transportation needs, meal plan requests, camp store deposits, or authorization of persons to pick up your camper.

Custodial Issues. Please inform the camp office, in writing, of any special custodial circumstances of which we should be aware. The camp office must be provided with legal documentation concerning any parental visiting issues.

Cancellations and Refunds. If, for any reason, your camper cannot come to camp at the scheduled time, PLEASE NOTIFY OUR OFFICE IMMEDIATELY! Because of the administrative complications and planning involved with registration and cancellations, **the deposit is not refundable.** Any other payments will be refunded if the camp office receives written notice of cancellation by June 1. Refunds can take up to 3 months to process. If a camper is unable to come to camp due to an accident or illness after June 1, all advance payments are refundable provided a doctor's note is submitted. Refunds will not be granted to campers who choose not to complete their stay due to homesickness, dislike of our programs, or failure to comply with the Camper Code of Conduct.

Confidentiality. Camp Hi-Rock will not release to anyone personal records and data, medical examination reports, or evaluations, without the consent of the camper's parent/guardian.

Medical Policies and Procedures

Required Medical Forms. Commonwealth of Massachusetts law requires campers to have documentation of a physical examination, conducted by a licensed physician, within two years prior to their stay at camp. Camp medical forms have been provided for this purpose, and are also available on our website, <http://www.camphirock.com>:

1. **YMCA Camp Hi-Rock Medical Form and Medical History:** The camper's parent/ guardian must complete and sign the front side of the Medical Form within 6 months of their camper's stay at camp. A licensed physician must complete and sign the reverse side of the form, which includes a Medical History, immunization records, and a physical examination report. *Please include your camper's insurance information on this form and provide camp with a copy of both the front and back sides of the health insurance card.*
2. **YMCA Camp Hi-Rock Medication Administration Release Form:** Camp Hi-Rock cannot administer any prescription or non-prescription medication brought from home to a camper without a complete Medication Administration Release Form. This form requires details including the name of medication, directions for use, and the patient's name. Both a parent/guardian *and* a licensed physician must sign this form.

Please mail your completed medical forms to camp no later than 2 weeks before your camper's stay at camp, and retain a copy for your records. We cannot allow any camper to attend camp without a current and complete medical form. The Medical Form also includes documentation of parental consent, allowing the camp staff to provide emergency medical attention for a camper if necessary, and basic health insurance information to be used if the camper requires medical care or prescription medication. In order to meet specifications set by our local Board of Health, **only the Camp Hi-Rock medical forms are acceptable.**

Medical Care. Daily medical care is provided by the camp nurses, in accordance with standing orders from our consulting medical practice, Macony P.C. Our nurses are available throughout the day. First aid kits are kept in all program areas, and are also carried on hikes and overnight campouts. The majority of first aid will be administered by medical staff; however, the general staff is trained in CPR and First Aid and will administer first aid when necessary.

Medications. All prescription or non-prescription medications should be handed to the camp staff in its original, prescription container, and placed in a labeled bag. This will be submitted to our camp nurses. Medications, including vitamins, are only to be administered under the direct supervision of a camp nurse. These medications will be locked in the camp infirmary when not required. Should a medication be required to be kept on a camper's person (such as in the case of inhalers or Epi-pens), a physician must provide written authorization for the medication to be kept with the camper at all times.

Medications will only be administered once the camp nurses have approved the prescription as detailed on the Medication Administration Release Form. The nurses may administer other non-prescription medications according to our standing orders if needed by your camper during their stay, provided you have not indicated an allergy to such medications on the Medical Form.

Camp Medical Policy - Accident or Illness Requiring Medical Attention. At least one of our registered nurses will be on camp at all times, and our counselors are certified in CPR and First Aid. When any serious accident or illness occurs at camp, we will administer medical care and contact parents as quickly as possible. In the case where the emergency medical attention is required, our Emergency Action Plan will be activated. If parents are not available, we will call the emergency contact you have provided on your camper's registration form.

Insurance and Health Coverage. We will contact a camper's parents if he or she requires emergency medical treatment, and will provide transportation to and from the hospital or doctor's office if the parent is unavailable. Any expenses incurred (doctor or hospital fees, medications, etc.) will be the responsibility of the parents/guardians. YMCA Camp Hi-Rock does not provide insurance for campers. Please include your camper's health insurance information on his/her Medical Form, and provide a copy of the front and back sides of the camper's health insurance card.

This camp complies with the regulations of the Massachusetts Department of Public Health and is licensed by the local board of health.



Other Important Camp/Camper Information

Coaching Period Request Form. YMCA Camp Hi-Rock offers individual choice programming for older day campers. Coaching periods give campers who are 8 years or older some scheduling flexibility from week to week, and are an opportunity for them to try new activities or develop skills in others. If your camper is eligible, please fill out the Coaching Period Request Form and submit it to our office no later than two weeks before the start of camp. If your camper is staying for longer than two weeks, the staff will ask partway through each session if his/her preferences have changed for the next session.

Personal History Form. A Camper Personal History Form has been included with this handbook. This form allows you the opportunity to share information with the Day Camp Director, the Intervention Specialist, and appropriate camp staff, and will help us better serve your camper. Please use this form to provide any information that may affect your camper's stay at camp.

Camp Birthdays. If your camper's birthday falls during his/her stay at camp, we would be happy to prepare a cake for them and to have the whole camp wish them a happy birthday. Please contact the camp office well in advance to let us know of a birthday that will happen at camp.

Tours. If you would like to familiarize yourself with the buildings and layout of Camp Hi-Rock before the start of summer camp, you and your family are welcome to contact us to coordinate a visit. Please call the camp office in advance to arrange a tour.



Camp Hi-Rock: Coming to Camp (and Getting Home)

Things You Should Know

- All drivers **MUST OBEY POSTED SPEED LIMITS** when driving in and around Camp Hi-Rock. The main road in Mount Washington, our local community, has many sharp turns and changing speed limits. Please help us preserve a safe and peaceful mountain environment.
- Please arrive at the bus pick-up/drop-off location early. YMCA Camp Hi-Rock staff will not leave campers unattended at any time.
- If you would like to express interest in a pick-up or drop-off location not currently offered, please contact our office at (413) 528-1227. Additional bus stops may be added based on interest.

Transportation

Bus Registration. As an alternative to driving your campers to and from camp, Camp Hi-Rock offers free bus transportation for some of our major service areas: Great Barrington, Sheffield, South Egremont, Stockbridge, and Mount Washington, MA, as well as Austerlitz and Hillsdale, NY. Specific times and locations can be found in the Appendix of this handbook. Parents may specify a morning location that is different from the afternoon location, if desired. If you would like to change either location for your camper, please contact our office at least one week in advance. Changes to bus routes can only be made before the relevant week has begun.

Morning Drop-off. Because of the variation in driving times, please try to bring your camper to the morning location at least five minutes in advance. You should remain with your camper until our bus arrives, and accompany your camper to the bus in order to sign our sign-in/sign-out sheet. At this time, you may also submit to the day camp staff any waivers or parental notes you wish submitted to our office. If you have medications (specified on the Medication Administration Release Form) which you would like administered to your camper during the day, please label a paper bag clearly with your camper's name and submit that to the camp staff as well.

Parents should not expect to pay camp fees at the bus stop. Please contact our office no later than two weeks prior to your camper's first day of camp to arrange payment of any balances, including store fees.

- No campers should be left on their own while waiting to be picked up by the bus. Parents must sign for their camper with the camp staff.
- Campers must be seated while on the bus and follow all rules set by the staff.

Afternoon Pick-up. YMCA Camp Hi-Rock will not leave campers unsupervised if a parent is not present at the afternoon pick-up location. There is a fee of **\$1/minute** after the printed pick-up time, until an authorized parent/guardian arrives to pick up his/her camper. If no one arrives to pick up your camper, we will continue on the scheduled route and return to the pick-up location after all other campers are dropped off from the bus. If there is still no one authorized to pick your camper up, we will return to camp and attempt to contact you. In the case that we cannot reach you or the emergency contact, we will then notify the local authorities.

What to Bring

Clothing. Since campers spend a large part of each day outside, we advise that they bring clothes which they will not mind getting dirty. Please remember that camp will still run in periods of light rain. To avoid lost articles, make sure that all clothing and personal items are clearly labeled. Lost & found items will be washed and sent to Goodwill after each session. If your camper loses something of significance, let our office know and we will do our best to locate it.

Personal Belongings. Please help your camper pack appropriately for camp, and discourage him/her from bringing expensive electronics or valuables. **Each camper is responsible for his/her belongings.** We cannot accept responsibility for damage to, or theft of, personal property while at camp. The following items may **not** be brought to camp: glass containers, aerosols, target sport equipment, PSP's, Gameboys, or similar handheld games, radios, knives or Leathermans, fireworks, gum, TV's, computers, lighters, or **cellular phones**. If these items are found, they will be confiscated and parents will be notified.

Medications. If you have medications (as specified on the Medication Administration Release Form) which you would like administered to your camper during the day, please label a paper bag clearly with your camper's name and submit that to the camp staff on the bus.



Camp Hi-Rock: While Your Camper is at Camp

Things You Should Know

- Currently, our horse riding program is not being offered. If you would like to express interest in this, or any other program, please contact our Assistant Camp Director at (413) 528-1227 x14, or summer@camphirock.org.
- Newsletters and important Day Camp updates will be sent out periodically, either by mail, or with your camper at the end of the day. If you would like to receive the most recent newsletter/update at any point during the summer, please leave a message for the Day Camp Director at (413) 528-1227 x17.
- Our two older Units, the Bobcats and the Falcons, have the opportunity to take part in "coaching periods" - individual choice programming that will allow your camper to customize parts of his/her daily schedule. Please send in the Coaching Period Request Form at least two weeks before the start of camp.

Day Camp Information

Units and Age Groups. Campers will generally be placed into Units according to age. These age groupings are meant to provide a more developmentally appropriate experience throughout your camper's time at Hi-Rock. Campers should not come to camp expecting to be in a particular unit since the makeup of each unit changes from year to year, and from session to session, based on total camp enrollment. The unit names are:

AGE	UNIT NAME
Youngest (approx. 5-7)	Chipmunks
Middle (approx. 8-9)	Bobcats
Oldest (approx. 10-12)	Falcons

- All of our Units are coeducational.
- Campers in our two older Units, the Bobcats and the Falcons, will have the opportunity to interact with similarly-aged overnight campers at various points in the camp schedule.

Swimming and Waterfront Policy. The 90-acre lake at YMCA Camp Hi-Rock is a wonderful location to develop swimming skills and a love of the water. Campers have up to 90 minutes of swimming and waterfront time each day. Each camper is given a swim test on the first day of the week to assess his/her swim level. All campers will be enrolled in swim classes except those who reach our advanced (green) swim level, or those who present a note from their parents excusing them from water activities.

YMCA Camp Hi-Rock offers a progressive swim instruction program. This program accommodates everyone from the non-swimmer to the very competent swimmer. Our objective is to motivate swimmers at all levels of ability to improve their skills and become more comfortable in the water. Advanced swim and competitive swim classes for green-level swimmers are offered, but are optional. Swim level requirements are listed below (*one length = 17 yards*):

Green	2 lengths front crawl, 2 back stroke, 2 breast stroke, 6 minutes treading water
Blue	2 lengths front crawl, 2 back stroke, 3 minutes treading water
Red	2 lengths of choice and 30 seconds treading water
Yellow	Non-swimmer or novice swimmer

- Swimming in a lake is different from swimming in a pool. It is not uncommon for campers to test differently than expected because of this. Please do not set your camper's expectations before he/she comes to camp.
- You may sign a waiver if you would prefer your camper not be required to take swim classes, regardless of his/her swim proficiency. Please present this note to our office, or have your camper submit it to our staff.
- Most aquatic activities require campers to test at a certain swim level.

Camp Store. Campers and adults are welcome to visit our camp store while on camp to buy souvenirs, clothing and apparel, and limited amounts of food. Day campers must draw on money deposited towards store accounts during the registration process or on the first day of camp. We have found that \$40 is sufficient for a two-week period. If you have not already done so and would like to set up an account for your camper, please contact our office. At the end of the summer, **remaining balances** left on your camper's store account can be processed in three ways:

- a. The funds can be left in your online account as a **system credit**. This is the simplest method. The credit can be applied towards any future Hi-Rock fees, and does not expire.
- b. The balance can be **refunded**. If you paid via check or cash, the refund must go through our Corporate office and can take up to **90 days**.
- c. The remaining funds can be **donated**. Donations can go either to our Strong Kids Campaign which provides financial assistance to campers and a general subsidy to all of our youth camp programs, or to our staff appreciation fund.

Store funds which are left unprocessed will be automatically applied as a system credit to your account for balances under \$15. For balances above \$15, families will be contacted.

Camp Schedule

Daily Schedule. The following schedule represents a typical day at camp from Monday through Friday:

9:00am	Campers Arrive
9:15	Attendance; Session Theme Activities
10:00	Chipmunks: Morning Activity Bobcats/Falcons: Coaching Period
11:00	Unit Activities
11:30	Lunch
12:15pm	Instructional Swim
1:15	Free Swim and Waterfront time
2:00	Chipmunks/Bobcats: Afternoon Activity Falcons: Coaching Period
3:00	Field and Spirit Games; Snack time
3:25	Reflections; Camp Store visit
3:50	Campers Depart

- Each two-week session will have its own theme, which will be selected and planned during Staff Training, and will take into account programming needs and staff skills. Previous themes have involved emphases on outdoor living skills, ropes course activities, arts and crafts expositions, and character values.
- Morning and afternoon activities will vary throughout the summer, and will depend on program availability, as well as staff and camper interest.
- Please prepare your campers to expect a full day of busy activity!
- Once every two weeks, the schedule will be modified to accommodate the Parent's Night and Overnight experience. On these evenings, parents will get to see how that week's theme has been a part of their campers' Day Camp experience, and campers will get to experience part of what sleep-away camp is like.



Day Camp Programs

Coaching Periods. Older day campers will join our overnight campers in daily, one-hour "Coaching Periods," in which they will take part each week. Campers in the Bobcat Unit participate in one coaching period each morning, while campers in the Falcon Unit participate in both a morning and afternoon coaching period. In order to help us accommodate your camper's interests, please fill out a Coaching Period Request Form and submit it to the office **no later than two weeks before your camper's first week of camp.** Campers who do not submit a Coaching Period Request Form will be given the opportunity to sign up for coaching periods on their first day at camp.

We will do our best to help campers get at least one of their most desired coaching periods every session. However, please understand that the availability of coaching periods will vary throughout the summer, based on our staff's skills, scheduling, and overall camper interest. Please encourage your camper to approach new activities with a positive attitude. The following is a list of typical activities that are offered:

A Cappella	Dance	Low Ropes Course	Softball
Advanced Swimming	Digital Photography	Martial Arts	Swimming
Air Riflery	Drama	Outdoor Living Skills	Tennis
Archery	Fishing	Overnight Camping	Touch Rugby
Arts & Crafts	Fitness	.22-caliber Riflery	Ultimate Frisbee
Aerobics	Flag Football	Rock Climbing	Volleyball
Basketball	Frisbee Golf	Rocketry	Wake Boarding
Canoeing	Gardening	Row Boating	Water Skiing
Cooking	Hiking	Snorkeling	Web Journalism
Creative Writing	Kayaking	Soccer	Windsurfing

- Campers must be blue- or green-level swimmers to participate in wakeboarding, waterskiing, or kayaking. Campers must be green-level swimmers to participate in advanced swimming, windsurfing, or snorkeling.
- Campers must be 12 years old to participate in rock climbing and .22-caliber riflery. Air riflery (BB's) is available to campers of all ages. **Campers are NOT permitted to bring firearms of ANY kind to camp.**
- There is an additional fee of \$105 per week for waterskiing or wakeboarding.
- If there is an activity in which you or your camper is extremely interested (whether or not it is listed above), please feel free to notify our staff in advance to see if special accommodations can be arranged.

Rainy Day Program. During brief periods of light rain, camp still runs normally, and is a chance for creativity and fun. In the case of heavy rain, thunder, or lightning, the daily schedule will be modified accordingly. Waterfront activities are cancelled under any potentially unsafe conditions. Campers will participate in alternate indoor programs that include a variety of fun games and activities. Please make sure your camper comes to camp equipped with appropriate rain gear.

Overnights. The Day Camp staff will offer an overnight experience once during a two-week session, provided the weather cooperates. Overnights are available for day campers 8 years or older, and are entirely optional. On an overnight, the staff will cook dinner for the campers, who take part in some evening camp activities (campfire songs and skits, s'mores, etc), sleep under the stars, and get to experience a part of the sleep-away camp experience. Campers should bring an appropriate sleeping bag for their overnight.

Parent's Night. Every two-week session will culminate in a Parent's Night on the second Thursday of each session. During this time, parents are welcome to visit camp and to see their campers in the midst of the camp experience. Our camp store will also be open at this time, if parents wish to make cash purchases of clothing and apparel, food and drinks, or souvenirs. At the close of Parent's Night, campers who are 8 years or older will have the opportunity to remain on camp for an Overnight.

Waterskiing/Wakeboarding. Waterskiing and wakeboarding are available at an additional charge as outlined on the registration form. Advance payment is needed to reserve a place in the water ski program for your camper, who must be a blue- or green-level swimmer to participate. We will do our best to make sure your camper receives the full number of sessions. In the case of uncooperative weather or unforeseen circumstances, prorated refunds will be issued.

Meals and Snacks

Lunch. Campers are welcome to enjoy a hot meal, provided by our camp chefs and kitchen staff. Please contact our office before the start of the session to sign up for meals. Alternatively, you may pack a lunch for your campers, but please be aware that refrigeration is generally not available for bag lunches. YMCA Camp Hi-Rock is a nut-free facility; please do not send any food containing either peanuts or tree nuts to avoid endangering the health of campers with nut allergies. If you have questions about the food service program at Camp Hi-Rock, or would like to hear from our food service coordinator, feel free to call us at (413) 528-1227.

Snacks. Campers will receive a light snack in the afternoon before leaving camp. As part of Activate America™, YMCA Camp Hi-Rock is committed to promoting healthy living and nutrition, and will be providing day campers with snacks which meet standards set by the Central Connecticut Coast YMCA. For more information on Activate America™, please visit: <http://www.ymca.net/activateamerica>.

Camp Birthdays. You are welcome to send in cupcakes or other food for your camper to share with other day campers during snack time. Again, to avoid endangering children with highly sensitive nut allergies, please avoid sending any food items containing peanuts or tree nuts.

Having Trouble?

Following the Camper Code. At YMCA Camp Hi-Rock, we want all members of our community to develop the character values of caring, honesty, respect, and responsibility. We aim to provide a sense of fellowship, an atmosphere of freedom, a sense of enjoyment, and a respect for others. To this end, we have developed a set of behavioral standards for campers to follow called the "Camper Code of Conduct." This document will be sent to families later in the spring. It is critical that parents/guardians read through this document **with their campers**, and that everyone understands the nature of these standards before coming to camp.

Please contact our office if you have any questions or concerns regarding our expectations of camper conduct. Violations of the Camper Code of Conduct are grounds for removal from camp, without a refund, at the discretion of the Executive Director. Staff members must sign and abide by a similar Code of Conduct while at camp.

Homesickness. Often, homesickness lasts only until the camper becomes adjusted to the camp schedule. Our staff members are trained to aid campers in becoming adjusted as quickly as possible. However, if you suspect your camper may experience some homesickness, you can help his or her transition by saying goodbye promptly at the bus stop. Please refrain from making a fuss, or from suggesting that your camper might become homesick while in their presence.

Please do not call camp expecting to talk with your camper. If you wish to hear how your camper is doing, you can contact our office and ask to hear back from your camper's Unit Director. In our experience, homesickness is aggravated, rather than deterred, by calls from home. It is for this reason campers are not permitted to receive phone calls.



Camp Hi-Rock: After Camp

Things You Should Know

- Does your camper want to stay an additional week? Contact our office to extend and add to your camper's experience by calling (413) 528-1227.
- Camp Hi-Rock offers many family activities and a year-round retreats program in addition to summer camp! Our week-long Family Camp starts immediately after summer camp (8/20); and our Fall Family Fun weekend will be in mid-October. Please see our website for more information: camphirock.org/groups.html

Keeping in Touch

Newsletters. The Day Camp staff will produce a newsletter for parents several times each week. These newsletters will highlight planned events, such as our Parent's Nights or overnights, announce weekly themes, review highlights of the previous week, and introduce some of the staff members. A copy of the newsletter will be sent home with campers each day that they are produced. If you do not receive a copy of the newsletter, or would like to be sent additional copies, please contact the Day Camp Director by calling (413) 528-1227 x17 during the summer.

Important Day Camp Updates. The camp office will do its best to stay in frequent communication with Day Camp parents regarding any changes to the program, its policies, or procedures. Because we will be constantly making changes to meet your needs and interests, please read carefully any updates we send you, either through your camper or separately through the mail. You are always welcome to contact our office and leave a message for the summer Day Camp Director, who will be happy to call you back and speak with you within 24 hours.



Having a Great Time?

Gratuity. YMCA policy prohibits tipping. You may show your appreciation by making a donation to the Staff Appreciation Fund, which supplements the end of season banquet and our Staff Appreciation events and purchases. Please notify our office if you would like to support our staff recognition efforts in this way.

Adding Sessions. If your camper is interested in attending camp for another week or session, we would be delighted to accommodate you! Please call our office to see if there is space in our program and to arrange registration details (bus transportation, meals, programming, etc) and payment information. If possible, please contact us by the Wednesday prior to the relevant week that you would like your camper to attend.

We hope that you and your camper have had a great time staying at, or working with, YMCA Camp Hi-Rock this summer. Please continue to stay in touch and let us know how you are doing throughout the year. Feel free to call, write, or email to keep us current with happenings in our extended community.

As we publish new information about camp, we would love to keep you informed. If at any point your contact information changes, please email us at info@camphirock.org or call at (413) 528-1227 so we can update your listing.

If you enjoyed your camping experience, or would like to introduce someone to camp in a family or smaller group setting, please contact our Group Camping Director at retreats@camphirock.org, or by phone at (413) 528-1227 x13. Our family and group activities include, but are not limited to, Family Camp, Fall Family Fun Weekend, Winter Camp; "Ice Tee" Open and Winter Family Weekend; Women's Wellness Weekend, and various Volunteer Work Weekends.

Camp Hi-Rock: Appendix Checklist

Before Receipt of Communication Packet:

- Registration form and deposit sent in, communication packet received
- (Anyone who picks up your camper must be authorized on the registration form; please contact our office if you need to add this information)

Upon Receipt of Communication Packet:

- Packet reviewed for completeness (see your Confirmation Letter) _____
- Account checked for accuracy; office contacted in case of inaccuracies _____
- (Please make sure your camper has a physical examination within 24 months of their arrival at camp)

No Later than June 1:

- All camp balances paid in full: camp session fees, membership, meals, transportation, waterskiing, camp store _____
- Any official changes or requests submitted, in writing, to camp office _____

No Later than June 1:

Camp Correspondence received (account updates, Camper Code of Conduct, Camp Hi-Rock news update) _____

No Later than Two Weeks before Camper's Arrival:

- All medical forms and insurance cards completed, signed, and submitted _____
- Copies of all medical forms made and saved _____
- Camper Personal History Form submitted _____
- Coaching Period Request Form submitted _____

By Time of Camper's Arrival:

- "Camper Code of Conduct" read and discussed with camper _____



Bus Pick-up/Drop-off Locations and Times

<u>Town:</u>	<u>Location</u>	<u>AM Pick-Up Time</u>	<u>PM Drop-Off Time</u>
Route 1:			
Austerlitz	Fire Department	8:05 AM	4:45 PM
Hillsdale	AGWAY	8:20 AM	4:30 PM
Mount Washington	Church	8:40 AM	4:10 PM
Route 2:			
Stockbridge	Lot behind Red Lion Inn (Skate Park)	8:00 AM	4:55 PM
Great Barrington	Kmart/Price Chopper	8:15 AM	4:40 PM
Great Barrington	Big Y	8:25 AM	4:30 PM
Route 3:			
Salisbury	White Hart Inn	8:00 AM	4:50 PM
Sheffield	Post Office	8:20 AM	4:30 PM
South Egremont	Fire Department	8:40 AM	4:20 PM

- If you would like your camper to use bus transportation, please indicate this on your registration form, or submit written authorization to our camp office at least one week in advance.
- This schedule is subject to change. Parents will be notified via phone, mail, or updates sent home with campers.
- Locations may be added if there is sufficient interest; please contact our office at (413) 528-1227 to express interest in additional locations.

Thank you for choosing YMCA Camp Hi-Rock!