



YMCA CAMP DUNCAN'S WOODS

Parent/Guardian Handbook



Welcome to YMCA Camp Duncan's Woods!

DEAR PARENT OR GUARDIAN,

Thank you for choosing YMCA Camp Duncan's Woods. Our goal is to provide every camper with a fantastic camp experience. We strive to create opportunities for personal growth and new friendships while always keeping physical and emotional safety a priority. At Camp Duncan's Woods we build relationships through camp activities while teaching and practicing the YMCA Christian Principles of Love, Respect, Honesty, Responsibility, and Service. We hope YMCA Camp Duncan's Woods becomes a yearly tradition in your family.

On the following pages you will find information about your camper's stay at YMCA Camp Duncan's Woods. Please read it thoroughly, complete the forms and bring them with you to camp when you check your child in. Please do not mail or fax these forms to camp. Call or email our office if you have any questions or concerns about your child's session at camp.

Thank you for your attention to these important details. We look forward to seeing you and your camper this summer!

Sincerely,

Hollie Penuel
Summer Camp Director
YMCA Camp Duncan's Woods
hpenuel@ymcacw.org
503.427.8786

Willard Burks
Executive Director
YMCA Camp Collins/
YMCA Camp Duncan's Woods
wburks@ymcacw.org
503.663.7966

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YMCA CAMP DUNCAN'S WOODS

Summer Mailing Address

PO Box 276

Government Camp, OR 97028

Camp Location Address

35705 E Road 2656

Government Camp, OR 97080

Phone

Camp Office (9 AM-5 PM): 503.663.5813

After Hours Emergency #: 503.427.8786

Required Forms

Along with this handbook are several important forms that are required for your child to attend camp. Please complete these forms and **bring them with you on check-in day.**

1. Photo Identification Form

The Photo Identification Form is used to authorize specific individuals to pick-up your child at camp. Please be sure to list parent/guardian names and phone numbers on the Photo Identification Form. Only people on this form will be able to pick-up your camper.

2. Letter to My Counselor and Letter to My Child's Counselor

This form provides you and your child an opportunity to communicate with the Camp Counselor. This letter is very important - Counselors gain valuable insights that help them facilitate a positive experience for each camper. Please complete your respective sides.

3. Health and Medical History Form

Please complete this form thoroughly, listing any allergies, daily medications, health concerns, etc.

Campers will not be admitted without all three forms completed.

Partnering with Parents & Guardians

YMCA Camp Duncan's Woods will make every effort to help your camper have a wonderful camp experience. Parents/Guardians can help by letting us know in advance by contacting the Summer Camp Director or by including information on the registration form about any specific behavioral, health-related, emotional, or other issues that affect your camper. With sufficient notice, we can contact parents/guardians in advance of arrival at camp to discuss strategies to aid in your camper's success.

Camper Health and Safety

All camp staff are trained in CPR and First Aid, and Lead Staff are required to have advanced medical training (Wilderness First Aid/Responder/EMT). In case of an emergency, emergency transportation is available from the Hoodland fire department. Should any serious accident or illness occur at camp, parents or guardians are notified immediately. In case of minor illness, parents are informed if their child remains ill for more than 24 hours. Our medical staff or team of directors will contact you (or your emergency contacts) if your child becomes ill or has any injury beyond a simple scrape or bruise. We reserve the right to send a camper home if our Lead Staff or a physician so advises. If you plan to be away for any length of time during your child's time at camp, please arrange for a relative or friend to be able to pick up your child should they become ill. Please notify camp of this situation by putting the name, address, and telephone number of the relative or friend on the Photo Identification Form.

Camper Medication: All medication (including prescriptions, over-the-counter drugs, and vitamins) must be brought to camp in the original container (as purchased or issued). Prescription containers must detail the child's name, name of the medication, dosage directions, and the name of the person ordering the medication. All medication must be noted on the Health Form.

Emergency Communication: In case of a medical or family emergency at home or at camp, contact the Camp Collins office at 503.663.5813. Camp Collins, our sister camp, provides administrative support for Duncan's Woods. During office hours, the office staff will be able to answer your questions right away. After office hours, please call 503.427.8786 to contact or leave a message with the Summer Camp Director. In the event of an emergency, visits by a parent/guardian are allowed after contact with the Summer Camp Director has occurred.

Packing for Camp

YMCA Camp Duncan's Woods will supply tents, stoves, backpacks, food, snacks, maps, first aid kits, and other essential group gear.

Camp is hard on clothing and equipment. Consider each item carefully as you pack. What would happen if it were torn, lost, or damaged? Teens will go on an overnight backpacking trip during their stay at Duncan's Woods – this involves carrying their belongings. Consider weight and size of equipment when choosing gear.

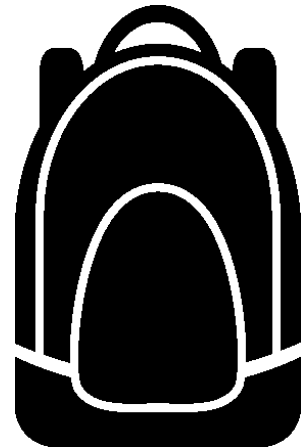
Because YMCA Camp Duncan's Woods is at a high elevation, the nighttime temperatures can drop to freezing, even in the summer. It is important that your teen packs appropriately for very warm and very cold temperatures.

If you have any questions about the packing list or need to borrow items like sleeping bags or sleeping pads, please contact the Summer Camp Director. We do not want the cost of gear to be a barrier for your teen participating in camp.

Dress Code: Teens are expected to wear clothing appropriate for active days in the outdoors; and swim suits appropriate for swimming and water games. Please work with your teen to select modest, athletic, durable clothing for camp. Our expectation is that clothing covers bathing suit areas and undergarments.

Clothing

- ☐ **Socks**
 - ☐ Athletic/every day: 4-5 pairs
 - ☐ Lightweight hiking socks (no cotton): 2 pairs
 - ☐ Liner socks (no cotton): 1-2 pairs (optional for blister protection)
- ☐ **Outerwear**
 - ☐ Sweatshirt with hood
 - ☐ Synthetic jacket or coat ("puffy" or other lightweight style recommended)
 - ☐ Fleece jacket/pullover or fleece vest (optional)
 - ☐ Rain jacket (packable, no ponchos)
 - ☐ Rain pants
- ☐ **Shirts**
 - ☐ T-shirts (cotton okay): 4-5
 - ☐ Athletic/moisture wicking shirt (no cotton): 1-2
 - ☐ Long sleeve athletic/moisture wicking shirt (for sun protection; no cotton): 1
- ☐ **Pants**
 - ☐ Jeans or other durable pants: 2-3 pairs
 - ☐ Athletic shorts (no cotton): 2-3 pairs
 - ☐ Fleece/synthetic/athletic pants (no cotton): 1 pair
- ☐ **Underwear**
 - ☐ Underwear/undergarments (for 6 days of camp)
 - ☐ Synthetic long underwear (no cotton): 1 pair (optional)
- ☐ **Pajamas** – long pants and long sleeve top recommended: 1 set
- ☐ **Swim Suit:** for swimming/water games in active environment (no bikinis or speedos)
- ☐ **Shoes**
 - ☐ Hiking boots (already broken in)
 - ☐ Water shoes – waterproof sandals with backs or water shoes with backs
 - ☐ Tennis shoes for around camp
 - ☐ Flip flops/slide sandals (optional: for shower shoes only, not allowed to wear around camp)



Bedding & Toiletries

- ☐ Sleeping bag (20-25 degree, synthetic or down – avoid cotton; available to borrow from camp)
- ☐ Sleeping pad (closed-cell foam; available to borrow from camp)
- ☐ Pillow
- ☐ Lip balm and sunscreen (SPF 15+)
- ☐ Comb or brush
- ☐ Deodorant (scent-free recommended)
- ☐ Toothbrush/paste
- ☐ Insect Repellent (no aerosol)
- ☐ Towels (2)
- ☐ Feminine Products
- ☐ Soap, shampoo, etc. (travel-size)

Note on toiletries: While at camp, all toiletries will be stored in bear canisters/lockers away from the sleeping area. Please bring travel-sized toiletries that can easily fit into a quart-sized Ziploc bag.

Other

- ☐ Water bottles (quart sized): 2
- ☐ Headlamp or small flashlight & batteries
- ☐ Large plastic garbage bags: 2
- ☐ Sunglasses with UV protection
- ☐ Bandana
- ☐ Hats: Beanie and ball cap/bucket hat

Optional

- ☐ Playing cards
- ☐ Journal, stationary, pens & stamps
- ☐ Waterproof watch
- ☐ Camera (disposable film style recommended)
- ☐ Small stuff sacks for organizing gear

Please label everything with your camper's name! We recommend that you and your teen pack for camp together. Not only will this ensure that your camper has everything they need while at camp, this will also help campers find items in their bag and identify which items are theirs.

What Not to Bring

Camp is a natural setting and our program is focused on building relationships. Many electronic items distract campers and can create conflict. We ask that campers **please leave the following at home:**

- Radios
- Cell phones
- iPods/iPads
- e-readers
- Smart watches
- Hair dryers
- Curling irons/straighteners
- Electronic games

Also do not bring:

- Food, candy, or gum
- Alcohol, tobacco, drugs
- Weapons of any kind (including pocket knives)
- Pets or other animals (including at check-in/out)
- Inappropriate reading material
- Valuables, including personal sports equipment, for the protection of all people
- Inappropriate clothing, including clothing with references to drugs, alcohol, or violence

Lost and Found

YMCA Camp Duncan's Woods is not responsible for lost, damaged, or stolen items. Label items plainly with camper's name, and check through all belongings when they return home. If your camper is missing an item, please call camp. All unclaimed items will be donated 30 days after the session has ended.

Helping Campers Succeed

Camper Behavior Management is implemented with care and respect by our staff. There are some times when a camper's behavior detracts from the overall experience of the group by requiring excessive one-on-one attention from the staff. As a commitment to the success and enjoyment of camp by each camper, we want you to know our usual steps for redirecting challenging behavior.

1. Counselors will talk about the specific undesirable behavior with the camper and together make a verbal corrective plan for success. The Counselor will let his/her Director know what has happened.
2. If the behavior continues, the Director will have a conversation with the camper and create a plan for change. The Director will call the camper's home, explain what has happened, let a parent/guardian know the approaches that we have tried, and ask for advice with the situation ("what do you do at home when ____ occurs?" "Is there something that might be causing this behavior?" "Do you have any suggestions?") Our partnering with parents/guardians has been very successful! However. . .
3. If the behavior continues, the Executive Director and the Director will involve the parent in a phone conversation with the camper. This call would be initiated and supervised by the Director and/or Executive Director.
4. And, unfortunately, there are situations when campers are removed from camp activities and parents/guardians are asked to pick up their camper from camp without a refund. This, of course, is not our preference, but for the well-being and safety of the whole group, or as a logical consequence for continued inappropriate behavior, dismissal from camp may be required by the Director and/or Executive Director.

There are also some behaviors that may result in immediate dismissal from the camp program. These include, but are not limited to: physical violence, possessing alcohol, tobacco, or drugs, possessing weapons of any kind with intent to harm, damage or theft of property, sexual misconduct, and bullying.

The following can act as a guide to communicating with your child about different aspects of camp. The number one characteristic of a successful camper at YMCA Camp Duncan's Woods (CDW) is that *the camper wants to be at camp*. Campers who understand what to expect at camp and want to get the most fun out of their stay will create a successful experience for themselves and others.

Camper's Commitment: "I want to become a camper at YMCA CDW. I understand I may not possess or use tobacco products, alcoholic beverages, or non-prescription drugs while at camp. I will do my best to follow instructions, remain in designated areas, and keep others and myself safe. I will do my best to make this a good experience for my fellow campers and myself. I understand that failure to live up to this promise might result in my dismissal from camp without a refund."

Happy Campers are: Emotionally stable and independent enough to enjoy the camp experience; able to care for themselves at an age-appropriate level, maintain basic hygiene (brushing teeth, showering, table manners, etc.); emotionally appropriate with peers and staff and physically safe with self and others. We expect campers to uphold the YMCA values: Love, Respect, Honesty, Responsibility, and Service.

YMCA Camp Duncan's Woods offers a recreational program. Participating fully in activities is important and encouraged. The camp experience does not include phones, TV, computers, or candy at our store. Campers reside in tents. Camp is also physically active, with long days (7 am - 10 pm). Our schedule is very structured. Sharing and group-building activities are a regular part of tent activities. There is a rest period of one hour on most days.

Teamwork is a big part of the camp experience. Many of our activities are designed to give campers the opportunity to take a step out of their comfort zone (i.e. backpacking, team building activities, overnight campout, etc.). As part of group living, campers will participate in tent and camp clean up, eat meals served family-style and travel around camp with a group, or at least with a buddy, at all times

Preparing for Camp

Physical Preparation: Our camp program requires physical effort, whether it is hiking with a pack up a hill or paddling into a headwind. If your teen is in shape, the experience will be much more fun! It is never too late to start getting physically ready – but the earlier, the better. Participants should prepare for camp by doing some regular (3 days per week, 30 min. a day) cardiovascular conditioning. When training, try to do activities that resemble hiking and paddling. For example, using the Stairmaster, treadmill, or going for long walks will build endurance; putting some weight in a pack (20 lbs. or so) and carrying it will also help with backpacking endurance. For paddling, it's helpful to choose activities that emphasize endurance and strength in the upper body and torso.



Develop Realistic Expectations: Developing realistic expectations about the camp experience is very important. Parents can play a big role in helping their teen prepare by not over-glamorizing the experience. Obviously, going to camp will be fun and worthwhile, but it is important to make sure your teen understands it may not be fun every minute – there may be problems to solve, feelings of worry or sadness to overcome, insecurities to work on. These problems and feelings are a normal part of stepping outside one's comfort zone.

Help your teen learn just how much they can and cannot control in while at camp, and help them identify effective coping strategies for when the going gets tough. Strategies for coping could include talking to the camp staff, or offering to help with a project – teens are quite resourceful in learning to handle their emotions. One of the most successful coping methods used is to do something fun and physical – and camp provides plenty of that!

Mail

Camp is a great opportunity for teens to experience receiving letters the old-fashioned way – in the mail! You can start sending letters before your camper arrives, so a letter will be waiting on their first full day of camp. Mail from pets, siblings, relatives and friends are great ways to show your love and support for your teen. Funny cards and picture postcards are great too. Ask questions about camp and try to avoid telling your child how much you miss them. Short declarations of love, such as “We’re so proud of you,” or “We love you,” or “See you soon” are perfect words of encouragement. Please refrain from sending care packages. Camp days are full of fun activities, and extra snacks can attract animals. Please address mail to your camper as follows:



Camper's Name
YMCA Camp Duncan's Woods
PO Box 276
Government Camp, OR 97028

If you don't hear from your camper, don't worry! They are probably having fun and letter writing sometimes feels like a chore to teens.

If you receive a letter from your camper that concerns you, please contact the camp office. We will investigate the situation through conversations with both the camper and the counselor and get back to you right away.

The First & Last Day of Camp

Check-In

Please bring the forms listed on page 3 of this packet with you on check-in day.

Check-in on Monday between 11 am-12 noon.

Transportation

All families must provide their own transportation to and from Camp Duncan's Woods. You may request driving directions be mailed to you by calling the camp office.

Check-Out

Check out is on Saturday between 11 am-12 noon.

Camper Health

Please bring medication in its original container. Prescription medication needs to be in the camper's name. Parents and guardians will have the opportunity to speak with the Health Officer in order to give specific instructions about their child's medication. Please check your camper thoroughly for head lice during the weeks leading up to camp. All children will be checked for lice upon arrival in camp. **Children will not be able to attend camp while there is evidence of lice.**



YMCA CAMP DUNCAN'S WOODS

Summer Mailing Address

PO Box 276

Government Camp, OR 97028

Camp Location Address

35705 E Road 2656

Government Camp, OR 97080

Phone

Camp Office (9 AM-5 PM): 503.663.5813

After Hours Emergency #: 503.427.8786

SUMMER CAMP CHECKLIST

Two months before camp:

- ☐ Prepare for camp – get active!
- ☐ Review packing list – do I have everything I need?

One month before camp:

- ☐ Check-in call with Summer Camp Director
- ☐ Break in hiking shoes

In the week before camp:

- ☐ Fill out camp forms
- ☐ Pack for camp, following the Camp Packing List

On Check-in Day:

- ☐ Arrive at camp on time, with all 3 camp forms, ready for camp!