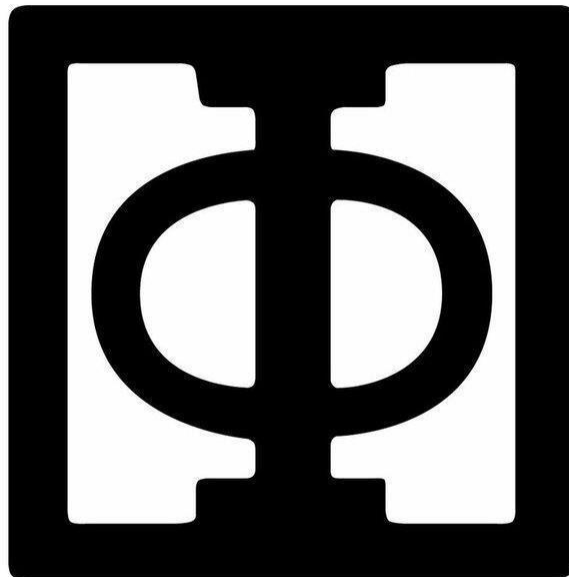


# PHANTOM LAKE YMCA CAMP

## DAY CAMP

### PARENT HANDBOOK



Phantom Lake YMCA Camp  
S110 W30240 YMCA Camp Road  
Mukwonago WI 53149  
Telephone: (262) 363-4386  
Office Email: [office@phantomlakeymca.org](mailto:office@phantomlakeymca.org)



## 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 120 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.

#### **Christian Emphasis**

Camp respects and welcomes campers and families of all faiths, our emphasis is placed on Christian values and the YMCA of the USA Character Development Program. We focus on the four 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.

#### **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.

## Refund Policy

A non-refundable Deposit of \$50 per child, per session, is required with registration and will be credited toward the camp fee. The **balance of fees is due two weeks prior to the first day of the session**. There is no prorating of weeks and/or no refunds due to missed days.

- If cancellation is made prior to June 1, Phantom Lake YMCA Camp will retain 100% of the deposit and refund all other paid fees.
- If cancellation is made after June 1st or after Phantom Lake YMCA Camp will retain 100% of the deposit and 50% of paid fees, Phantom Lake YMCA Camp will refund 50% of all paid fees.
- If a cancellation is made within two weeks of the start of the session 100% of the paid fees will be retained. In the event of cancellation due to misconduct Phantom Lake YMCA Camp will retain 100% of the session fee.

## Getting Ready For Your Week at Camp

### Forms are due by June 1st

Please fill out all forms using our [online forms](#) by June 1.<sup>h</sup>

Log on to your CampInTouch Account. Click on “Forms and “Documents”.

### Forms to be Completed Online

1. Health History Form & Immunizations
2. Behavior Agreement (requires both parent & camper to complete)

### Forms to Be Printed, Scanned and Uploaded

Once they are completed please scan and upload to your CampInTouch Account. The form must stay in PDF format.

**1. Physical Form:** (to be filled out by doctor or nurse) Phantom Lake YMCA Camp requires this form to be completed and **signed by a physician every year**. The physical must be within 12 months of arrival to camp.

**2. Parent Authorization Form:** This form requires a signature from the parent and a copy of your insurance card.

### Camp Store – The Mercantile

The Phantom Mercantile will be available after the lunch period each day for snack and merchandise purchases for Nagi and Zicahota. Offerings will include limited drink, ice cream, snack, clothing and merchandise options that must be purchased through camper bank accounts. Cash or card is not accepted.

### Camper Bank Account (Zicahota and Nagi campers only)

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 to arrival at camp. It is helpful to discuss with your camper how to “make it last” for the whole week. Any money remaining in camper accounts at the end of summer will be applied as a camp donation. Donations raised are used for new program development, such as the zip line and water trampoline.

### Tipping

Our staff cannot accept monetary tips. However, donations to camp on behalf of a staff member are most welcome.

## GENERAL INFORMATION

### Lunch & Snacks

All Day Campers will be required to bring their own packed lunch and snacks. Due to a large refrigeration unit failing we will be unable to refrigerate lunches. They will however be stored in an airconditioned room out of the sun. Please pack lunch and snacks separate so that snacks are carried around camp with the camper while the lunch is stored inside.

**Please remember camp is a nut free environment and any nut products will be discarded. If you do send your child with an item that looks like a nut item but it is not, please label what it is (example:sunbutter).**

## **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 campgrounds 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.

While the staff of Phantom Lake YMCA Camp has counselors with training to work with campers who have various behavioral needs, there are limitations when it comes to working with campers who demonstrate aggressive/violent or dangerous behavior. We will strive to work with parents to come up with a plan for the success of each camper. However, in certain events campers may be sent home for these types of behaviors. If we feel that a child's needs are beyond the scope of the training of our staff, we are more than happy to help refer you to programs designed to accommodate their needs.

## **Dress Code**

Life at Phantom is informal. Send comfortable clothes (the kind that you can afford to lose or don't mind getting dirty). Clothing must be sensible and suitable for camp activities, and must reflect the values of our camp. Campers are responsible to dress in such a way that their appearance or dress does not endanger the health or the safety of themselves/others, damage property or disrupt others in participating in activities. Regardless of gender, clothing that reveals underwear, bras, bellies and butts are also not suitable for camp. Inappropriate clothing can include anything suggestive, alcohol and drug advertisements, anything that shows prejudice, discrimination, or profanity. Footwear is required at all times. Shirts, pants or shorts, and shoes are required everywhere except the waterfront.

## **WHAT TO BRING TO CAMP**

**Please label everything with child's full name:**

- Lunch and snacks
- Water Bottle-Required (Must be labeled with first and last name)
- Bag/backpack
- Towel
- Swimming Suit
- Weather appropriate clothing
- Water Shoes for Swimming
- Closed Toes Shoes for Activities
- Sunscreen (SPF 30 or higher)
- Insect repellent (non aerosol)

## Helpful Hints

- 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.
- 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 to camp at your own risk. Phantom Lake Camp is not responsible for lost or broken items. Please do not allow campers to bring expensive items. Mini Tyke campers may bring something quiet to do or to lie down with during 'Lie Low' (rest time).

- Make sure all of your participants belongings are labeled with FULL FIRST and LAST names.
- Don't use initials as there may be other campers with the same initials as your camper.
- Iron-on labels or name stamps are available if you choose. There is a link to Oliver's Labels on your CampInTouch account under "Your Camper"

**DO NOT BRING:** These items will be confiscated.

Knives and weapons\*\*  
Controlled substances\*\*  
Gum & candy

Cell phone  
Food containing nuts  
Lighters/matches or fireworks

\*\* 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

### Swim Evaluations

Due to Bubble Groups this summer swimming evaluations will occur during the first swimming rotation on the schedule. This evaluation will be done on the side of caution in determining an individual's swimming ability and to determine what water activities they can participate in and what precautions will need to be taken.

### 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. 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. When a camper is using a swimming area outside of their assigned swimming level they will be required to wear a personal flotation device that is provided by camp.

# **ARRIVAL AND DEPARTURE PROCEDURES**

## **Drop Off Information**

Drop Off: 8:20 am - 8:35 am  
AM Care: 7:30 am - 8:30 am (must be registered)

### **Monday morning check-in:**

- Stop at the tent and we will let you know who your child's counselor is.
- Medication Drop Off: If no medication to turn in go to the next step. All medications must be turned in to the Camp Nurse at drop off \*See additional notes below.
- Park your car and walk your camper(s) to the counselor and sign the sign-in sheet.
- Hand the lunches and snacks to the counselor. Please pack lunch and snacks separately. **We are a nut-free facility, so please take care to pack lunches and snacks without any nut products. If you do send your child with an item that looks like a nut item but it is not, please label what it is (example:sunbutter).**

### **Tuesday - Friday check-in:**

- Park your car and walk your camper(s) to the counselor and sign the sign-in sheet. You **must** sign the check-in sheet every day.
- Hand the lunches and snacks to the counselor. Please pack lunch and snacks separately.

**Medication** All medications must be turned in to the Camp Nurse at drop off. This includes prescriptions, vitamins, and over-the-counter medications. Please complete the medication form accurately and be sure to have all medication in a labeled clear Ziploc bag ready for a seamless drop off with our health care staff. Expired medications WILL NOT be accepted. Prescribed medication will not be accepted unless it is the original container with the Camper's name, Prescription number, Identification of the medication, Proper dosage, Date it was dispensed & Prescribing doctor's name. These measures are in place to ensure that each camper receives the proper medication at the proper dosage. All unused medications can be collected at pickup.

### **Hazardous Weather Conditions**

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

## **Pick Up Information**

Pick Up: 3:55 pm - 4:10 pm  
PM Care: 4:00 pm - 5:30 am (must be registered)

### **Please be prepared to show your ID**

You will pick up your camper at the same place as morning drop off. **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 email [office@phantomlakeymca.org](mailto:office@phantomlakeymca.org) (so we have it in writing from your email address) and follow up with a call to the office (262-363-4386) so we can notify the counselor of the change.

### **Early Pickup/ Late Arrival Procedures**

Please make every effort to drop off and pick up at the designated times. It is very disruptive to the rest of the campers in their group and the staff that have to take the time to meet your child(ren) at the Carman Welcome Center.

If you need to pick up your child early or your child will be arriving late, you must notify the office via phone at 262-363-4386 (please leave a voicemail if your call is not answered).

### **Late Pickup Procedures**

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 email [office@phantomlakeymca.org](mailto:office@phantomlakeymca.org) as soon as possible when your child will be absent from camp.

## **HEALTH AND SAFETY**

### **Accident/Illness & Emergency Treatment**

We take camper health and safety very seriously. 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 Emergency Care facilities are available in Mukwonago.

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 Physical 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 June 1. The form will verify that your camper has had a physical within 12-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 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 by bringing your child to camp only if he or she is in good health. If your camper is sick on any day, please contact the office at (262) 363-4386. Please see our COVID-19 Handbook for more information.