



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



WELCOME TO CAMP COLMAN

2023 Summer Programs Handbook
YMCA CAMP COLMAN

THANK YOU FOR CHOOSING YMCA CAMP COLMAN! WELCOME FROM THE CAMP DIRECTORS!

Hello Camper Family!

We are excited and delighted you chose YMCA Camp Colman for your camper (s) for summer 2023! We hope they are as excited to come to camp as we are to have them.

The Colman community was built on the Y's core values of caring, honesty, respect, and responsibility to create a place where campers can explore, grow, and be their most authentic selves. Your camper will make friends, try new activities, and learn new skills while immersed in the natural beauty of the south Puget Sound.

Our goal is to provide meaningful outdoor experiences by opportunities for growth in a welcoming community for all, especially youth. We do this through the demonstration of our core values and by focusing on safety, being intentional in our programming, seeking to inspire others, creating a warm and welcoming environment base in empathy and restorative practices.

The Camp Colman experience is facilitated by our talented team of cabin counselors and staff, who come from a wide variety of backgrounds and experiences, and take pride in helping kids explore, learn and grow.

As you prepare for your camper's summer adventure, please read through this handbook for important information, including specifics about camper drop-off and pick-up, communication with staff, and more. If you have additional questions, feel free to call our Camping & Outdoor Leadership office at (206) 382-5009.

Thank you for choosing YMCA Camp Colman to be part of your camper's summer experience. We look forward to serving you and can't wait to see you this summer!

Sincerely,

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YMCA Camp Colman is accredited by the American Camp Association (ACA). For more information on their standards, please see [acacamps.org](https://www.acacamps.org).

YMCA CAMP COLMAN 2023 CAMP GUIDE

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THE YMCA OF GREATER SEATTLE'S MISSION STATEMENT

Building a community where all people, especially the young, are encouraged to develop their fullest potential in spirit, mind, and body.

EQUITY STATEMENT

The Y actively promotes a culture free from bias and injustice. We are dedicated to removing institutional and systemic barriers that result in oppression and racism. We will be accountable to marginalized communities for creating equitable and sustainable environments where social justice is woven into every facet of our programs, and by caring for our communities in a culturally versatile and respectful manner.

YMCA CORE VALUES

The YMCA of Greater Seattle has identified the values of **respect, responsibility, honesty, caring, and passion for excellence** as essential in a child's character development. YMCA Camp Colman programs incorporate these values into the overall camp experience each day.

Our approach toward values formation is designed to reinforce the lessons that families strive to teach their children every day. Through staff and camper role modeling and living together at camp, we provide campers with the opportunity to depart from YMCA Camp Colman with a better understanding and recognition of these character traits in themselves and in others:

- **Respect:** Following the golden rule by treating yourself and others with dignity
- **Responsibility:** Accepting accountability for your actions and role in the community
- **Honesty:** Being trustworthy and truthful
- **Caring:** Considering the needs and feelings of others
- **Passion for Excellence:** Striving to be and do your best

VALUES AWARDS

In addition to emphasizing the core values in daily life at YMCA Camp Colman, counselors nominate campers who exemplify these values who through words or actions, demonstrate inclusion and respect toward others. Campers are recognized in the fall.

ESPECIALLY FOR FIRST TIME CAMPERS

Congratulations on choosing an experience that might make both you and your camper excited and maybe a little nervous!

Preparing campers for overnight camp can help them more easily cope with being away from home. It is very normal for symptoms of homesickness to occur over the first few days of camp – often during rest periods and/or lights out. Most often with a few conversations with counselors and the security of new friends and activities, the homesickness dissipates.

If your camper is experiencing homesickness beyond the 2-3 day adjustment period of camp, a member of our leadership staff will contact you, and together you will be part of a plan to help your camper have an emotionally safe and rewarding camp experience. Here are some tips to help prepare your child for camp and the possibility of homesickness:

PRIOR TO CAMP:

- Have a positive family attitude
- “Live out of a suitcase” for a few days, and practice carrying it once it’s packed
- Practice taking a shower instead of a bath and washing one’s hair
- Mark a calendar with days until camp starts- HOORAY!!!
- Give gentle encouragement that missing home is “ok”
- Don’t make a “pick-up promise” that you’ll come get them if they are having a hard time (of course this option will be available to you if they don’t get past their homesickness, but it’s best to offer encouragement prior to camp)
- Practice electronics-free time because there are no electronics at camp

DURING CAMP:

- When writing letters to your child, ask about camp activities, counselors, specific programs, etc. – words of encouragement go a long way
- Avoid using phrases such as “we miss you,” “wish you were here,” or detailed accounts of what the family is doing
- Pack “surprises” or notes of encouragement amongst your camper’s belongings
- Express your confidence in their ability to be away from home and that the counselors are there to assist them if they should need anything

IS MY CHILD READY FOR OVERNIGHT CAMP?

To ensure your camper is ready for such an experience, you should be able to answer “yes” to these questions:

1. Does my child consistently identify when they need to use the restroom?
2. Has my child successfully spent at least one night away from home?
3. Is my child willing to eat a variety of food?
4. Can my child take a shower by themselves?
5. Does my child effectively manage their own behavior around other children?

If the answer to any of these questions is “no,” please contact the Camping & Outdoor Leadership Office – campinfo@seattlemca.org – to discuss your child’s experience.

LIFE AT CAMP

MEALS

Campers enjoy nutritious freshly prepared meals by the Camp Colman Kitchen Staff. Campers will have breakfast, lunch, dinner, and an afternoon snack each full day at camp, beginning with dinner on arrival day.

DIETARY NEEDS/RESTRICTIONS

Camp provides a Nut-Free menu and meals and snacks do not have nuts in them. We ask campers to leave food at home and any food that is brought to camp or discovered by staff will be discarded. That being said, we cannot fully control what is or is not brought in to camp. **If your child has an airborne allergy of any kind, nuts or otherwise, please notify us at least 2 weeks in advance** so we can implement additional measures and precautions to keep your child safe and comfortable at camp. If your camper has less-common dietary restrictions or food allergies, please feel free to contact Connie, our Food Service Director, to discuss options available for your camper, including possible supplemental items to send with your camper (to be turned in at check-in and kept in the kitchen). See the last page for contact information.

CABINS

YMCA Camp Colman has 16 cabins that are utilized for campers and staff. Each cabin is designed with the intent of creating community and includes decks, group gathering areas and restrooms with hot showers.

CABIN GROUPS

Campers are placed in cabins of campers within the same program and similar age or developmental stage. Campers live in cabins based on gender identity, or, the cabin in which they are most comfortable. Counselors live in the cabin with campers and manage daily living. They act as a guide, role model and mentor. We work hard to make sure there is a variety of camp experience, talents and geography represented in each cabin group. The gender identities of cabin staff and volunteers may not be the same as gender identities of campers in the cabin.

Cabin placement takes place prior to the start of each session, and is finalized the week prior to camp. If your camper has a friend attending the same session, we ask that you limit the number of cabin mate requests to 1. **We cannot guarantee all requests will be met.** This will help ensure that camp is a welcoming place where every camper feels included and can make new friends. **Please note: this must be a mutual request to be honored, and campers must be within one grade level or 18 months in age. If a request is made to place campers of greater age spans together in a cabin, the older camper will be placed in the younger cabin.**

GENDER IDENTITY

PRONOUNS/NAMES

Everyone has the right to be addressed by the name and pronouns with which they identify. Inadvertent slips or unintentional honest mistakes in the use of names or pronouns might occur. The Y does not condone the intentional and persistent refusal to respect a person's gender identity, pronouns, or name. Staff may talk to participants of all ages about pronouns using age-appropriate language to ensure that all participants, staff, and volunteers are respected.

GENDERED SPACES

Access to gendered spaces (rest rooms, overnight accommodations) are based on gender identity. Sex assigned at birth, physical genitalia or presentation should not dictate use of gendered space. In the case of gendered restrooms, individuals may select the facility that best fits their gender identity or comfortability. Whenever possible, individuals who have a need or desire for increased privacy will be provided access to an alternative restroom or area to shower or change in privacy. Cabin assignments will be made based on gender identity. Staff and participants will be asked to select a cabin gender in which they will feel most comfortable for that session. We will seek to make facility accommodations, whenever possible, to meet the given needs of individual campers.

OUR STAFF

YMCA Camp Colman's staff is a select group of caring, loving individuals who truly enjoy working with children. Camp is a life-changing experience where campers have the opportunity to learn new things and further develop life skills, such as independence, collaboration, communication and resilience. Camp Colman's staff members pride themselves on being the facilitators of these experiences. We hire international staff from many different countries. Having international staff facilitating our programs brings an opportunity for cultural exchange and learning for participants and staff.

Staff are selected via a thorough application and interview process as outlined by the YMCA of Greater Seattle. Every staff member must have current First Aid and CPR certifications and pass a national background check. Staff working as lifeguards or on the challenge course have appropriate training and/or certifications for these areas. In addition all staff complete at least a week of in-depth training prior to the start of camp on topics including youth development, inclusion, emergency procedures, bullying and child abuse prevention and teamwork.

CONNECTING WITH YOUR CAMPER

A NOTE ABOUT CELL PHONES & ELECTRONICS

For a variety of reasons, we do not allow campers to have cell phones or electronics. If they are brought to camp they will be turned in to leadership staff and returned at the end of the session. Please know we will be in contact if there are any concerns regarding your child, so "no news is good news". Please help us to reach our goals at camp by leaving all cell phones and electronics at home. Thank you!

MAIL AT CAMP

Campers love receiving mail at camp! We recommend sending a letter the Friday before they leave so they get a letter on the first mail day. All mail should be posted by the Tuesday that your child is at camp so that it gets to camp before your camper leaves. The last day campers receive mail is Friday. **If sending care packages, please do not send food!** Any food that is discovered by staff will be discarded.

Ideas for things to send to your camper include: books, games, cards, address books, small drawing pads, small stuffed animals, and/or items to share with a group.

PACKAGES & MAIL MAY BE SENT TO:

Camper's Name – Camp Session
YMCA Camp Colman
20016 Bay Road SW
Longbranch, WA 98351

EMAILING YOUR CAMPER & VIEWING PHOTOS

Through your online account in UltraCamp, you may send one-way emails to your camper. Campers will not have access to computers to reply. In an effort to reduce our environmental impact, we will print out emails 2 times for each week-long session, once for short sessions (Tuesdays & Fridays), and deliver them at snack time on those days. We will also have a container at check-in if you would like to drop a standard letter, greeting card or postcard to be delivered to your camper on the first full day of their camp session.

We will take a cabin photo of each cabin and will do our best to take and post additional photos. All photos taken during each session will be posted to our password protected photo sharing site SmugMug. This information is distributed via email a few days prior to your camper's session, and is also available at check-in locations.

PARENT COMMUNICATION

Staff are trained to handle day-to-day situations that may arise during your camper's stay in a safe and caring manner. Instances when you might expect to hear from camp staff for consultations or to arrange to pick up your camper may include:

- Behavioral issues including bullying or verbal or physical aggression
- Severe homesickness
- Illness, including vomiting, respiratory symptoms and/or a fever over 100°F
- Discovery of nits or head lice
- Medical care beyond basic first-aid including bee stings, fractures and sprains. If your child requires medical care off-site we will do our best to reach you before we leave camp. A cell phone will accompany the staff person with your child to facilitate communication between you and your child.
- Emergencies or evacuations.
- If your child is experiencing two or more COVID-like symptoms you cannot attribute to another condition, (congestion or runny nose, cough, fatigue, fever or chills, headache, muscle or body aches, nausea, new loss of taste or smell, repeated shaking with chills, shortness of breath or difficulty breathing, sore throat, vomiting or diarrhea) or has been exposed to someone who tested positive for COVID-19, or had a positive COVID-19 test for the active virus, or has been told by a public health or medical professional to self-monitor, self-isolate or self-quarantine because of concerns about COVID-19 Infection within the past 14 days.

HEALTH & SAFETY INFORMATION

The health and safety of your child is our primary concern. To ensure our camp health care providers have the information necessary in advance, the Camp Care Info packet must be returned to the YMCA Camping & Outdoor Leadership office upon receipt. **Staff cannot accept these camp care info forms at check-in.** It is the parent or guardian's responsibility to provide accident and health insurance. The YMCA does not provide any coverage for members or participants.

CAMP HYGIENE STANDARDS

Cleanliness is a key component to keeping campers healthy. Campers will be required to wash their hands prior to every meal, as well as several times throughout the day. Your pre-camp support of this concept is appreciated.

HEAD LICE

Head lice can become an issue anytime you gather children together at school, afterschool programs, or camp. It is not indicative of uncleanliness and anyone can get them. Because lice are easily transmitted and require several steps to eliminate, we cannot keep children at camp who are found to have nits or head lice. To help ensure your camper will have a positive experience at camp, **it is your responsibility to check and, if necessary, treat your child for nits or head lice the week before camp begins.** If nits or lice are found, you must do a thorough treatment of the hair and all personal belongings to remove all nits and lice before your camper arrives at check-in. Treatment information can be found online or via the health department. **We intend to inspect each camper's hair at all check-in locations.** If any nits or lice are found, we will be unable to allow your camper to check in. Based on session availability, we will be happy to move your camper to another session but will not issue a refund.

If any nits or lice appear during your camper's week at camp they will not be able to complete their session, and you will need an authorized pickup person available to pick them up at camp. Again, we will move them to another session based on availability.

HELP KEEP BED BUGS OUT OF CAMP COLMAN

Bed bugs can be brought into camp at any time by any guest. We need your help to keep them out! Prior to your campers' arrival at camp, we ask that you wash and dry (on high heat) all items you are sending to camp, including bedding and duffel bags. If you are concerned that you may have an infestation, please contact Camp Colman to work through how to best prepare your campers' gear and how Camp Colman can help make sure these pests don't come in with your camper.

We inspect cabins on every changeover weekend for evidence of bed bugs. In the unlikely event we discover bed bugs in your camper's cabin during their stay at camp, we will take immediate action to heat treat the cabin and the belongings of the occupants. We will notify all parents of affected campers as soon as we learn of any bed bugs in their cabin. Because we have no way to know when or how bed bugs enter our spaces, we do not assume the responsibility for the cost of eliminating them. However, we will do our best to prevent them from going home with you/your camper if they are discovered while at camp.

ILLNESS & ACCIDENTS

Due to the COVID-19 pandemic, we will not be able to keep campers in extended isolation. If campers become ill, camp staff will contact parents to pick up their child from camp. Camp's policy is that parents are responsible for transporting sick campers home and must be able to be at camp within 2 hours of notification plus applicable drive time.. It is also our policy to refund fees on a pro-rated basis when campers must return home early for medical care or illness.

COMMUNICABLE DISEASES, FRACTURES & STITCHES

Participants with communicable diseases will not be allowed to attend camp until they are free of the disease, 24 hours without a fever without using fever reducing medication, or no longer contagious, as determined by a doctor. Campers with fractures or stitches must have written permission from their physician to attend camp.

EMERGENCIES

Camp Colman employs experienced Health Care Managers and all staff are First Aid & CPR certified. The nearest Emergency Response Team is only seven miles away, while the Urgent Care Clinic is twenty-five minutes from camp in Gig Harbor. A designated emergency vehicle is on site at all times. Camp staff use two-way radios for activities when campers are away from the main lodge. Safety drills, including fire, water, and earthquake readiness, are in place and are conducted throughout the summer.

EVACUATION PROCEDURES

In the unlikely event that the YMCA would decide to evacuate Camp Colman, we will attempt to contact the family starting with the primary contact, then the emergency contact, in that order. At that time, the person we make contact with will be given further instructions as to how the evacuation will proceed. For this reason, it is truly important that we have accurate contact information for parents and emergency contacts during your child's camp session. Based on the type of emergency, the YMCA will make a decision on the most prudent way to return campers safely to their homes. Such an emergency may require parents or authorized emergency contacts to pick up their child at camp. If the need arises, information regarding evacuation will be listed on the website at www.campcolman.org.



COMMUNITY & BEHAVIOR EXPECTATIONS

At the YMCA of Greater Seattle, we are committed to becoming an anti-racist and inclusive gathering space where people of all colors, religions, genders, and backgrounds are welcomed and have the opportunity to succeed, be healthy, and thrive. That means closely examining what we do – our systems, hiring practices, partners, contracting, and programs – to ensure we are learning, adapting, and doing all that we can to build a more equitable, healthy, and just community.

The Y believes in the unique potential of every young person. We strive to provide support to ensure all youth are successful in our programs. From the moment participants arrive, staff work to build an inclusive space with clear expectations. Additionally, we partner with parents and guardians on strategies for working with participant's individual behaviors. Should behavioral support be needed, staff will make every effort to call the family starting with the primary contact, then the emergency contact.

We know that certain behaviors can cause lasting harm. We do not tolerate bullying: aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength, and bigotry: making derogatory comments, including making fun of the individual or individual family's national origin, religion, sexuality, ethnicity, disabilities, sexual orientation, gender; threatening bodily harm to the individual or individual's family/friends.

Staff make every effort to ensure each participant has a positive experience. The Y strongly believes that youth programs are an exciting, safe community for youth to explore, build confidence, develop skills, and make lasting friendships and memories so they can grow as individuals and leaders. It's a place where participants can discover who they are and what they can achieve. We strive to help each person develop positive self-esteem while fostering self-direction.

Our Y staff work with each participant to support their development in self-management and self-direction. Some examples are:

- Consistent rules are clearly stated. Participants are expected to work and play within known limits.
- Behavior expected of participants is age appropriate and based on development level.
- An atmosphere of trust is established in order for participants to know that they will not be hurt nor allowed to hurt others.
- Participants become acquainted with themselves and their feelings to help them learn to cope with their feelings and control them responsibly.

GENERAL BEHAVIOR EXPECTATIONS

- No put-downs...no one needs them.
- Be honest with yourself and others.
- Speak for yourself...not for anyone else.
- Listen to others...they will then listen to you.

- Show respect...every person is important.
- Take responsibility for your actions, you are responsible for you.

UNACCEPTABLE BEHAVIOR

- Refusing to follow the behavior guidelines or program and safety rules.
- Using profanity, vulgarity, or obscenity.
- Stealing or damaging property (personal, Y, rental, and public property) Note: Damage done by a participant to these properties could result in financial responsibility and invoice assessed to the participant's family.
- Refusing to participate in activities or cooperate with staff resulting in disruption of the program for others.
- Running away from the group or designated areas.
- Endangering the health and safety of participants and/or staff.
- Engaging in physical violence, bullying/teasing, or sexual misconduct or abuse toward another child or staff will not be tolerated.
- The use of exclusionary language or slurs.
- Public or inappropriate displays of affection.

WHEN BEHAVIOR RULES ARE BROKEN

Y staff facilitates the development of self-control by using positive guidance techniques such as modeling, encouraging expected behavior, redirecting participants to a more acceptable activity, or setting clear limits. Staff respect each participant's developing capabilities. **These behaviors are grounds for camp dismissal, and are approached on a case by case basis.**

PROGRESSIVE DISCIPLINE PROCEDURES

When a participant does not follow the behavior guidelines, Y staff take the following action steps:

- **Step 1:** The Y uses positive guidance methods including reminders, distraction, logical consequences, and redirection.
- **Step 2:** If inappropriate behavior continues, the participant is reminded of behavior guidelines and program rules. The staff member and the participant decide on action steps to correct their behavior. Staff documents the situation, the inappropriate behavior and action taken. Parent/guardian(s) are notified.
- **Step 3:** If the situation is not resolved and inappropriate behavior continues, staff will schedule time with the participant and their family to develop an action plan for success.
- **Step 4:** If after working through steps 1–3 the participant is still struggling to meet expectations staff will work to identify different program types, a different cohort or a modified attendance schedule to support the participant, and their family. If needed, the Y reserves the right to suspend or remove the participant from the program. Parent(s) or guardian(s) may be notified to pick up their participant at their own expense. Travel arrangements will always be made in advance with the parent or guardian. Program fees will be forfeited. In the case of a serious incident, the participants involved may not be invited back for future experiences.

The Y believes in the unique potential of every young person. We strive to provide support to ensure all participants are successful in our programs. To limit instances of bias and to respond in a way which aligns with our organizational values, Camping & Outdoor Leadership is focused on implementing trauma-informed, restorative justice practices into the curriculum, daily routine, and culture. Our staff teams are trained to add social and emotional learning aspects into all programs, create community, and facilitate conflict resolution. These practices are introduced to and practiced by participants throughout their experience through intentional community building activities like teambuilding and values sessions. We are committed to building strong communities within our programs and assisting participants in dealing with conflict in a healthy and productive manner. We aim to address the root of behavioral issues and conflicts by finding solutions which use restorative practices as the foundation for overcoming conflict and addressing bias.

When the welfare of the camper, other campers, or camp property/equipment is jeopardized, the parent(s) or guardian(s) may be notified to pick up their camper at their own expense. Travel arrangements will always be made in advance with the parent or guardian. Program fees will be forfeited. In the case of a serious incident, the campers involved may not be invited back to camp for future experiences.

RESTORATIVE PRACTICES

At Camp Colman we want to ensure every child and staff member experiences belonging in the Colman community. Community has to be built among the members, and to ensure this happens we participate in circles each day. Circles are curated for individuals and often include questions, games, projects, and prompts.

A circle is a time for groups to get to know each other and build relationships. We use three types of circles at camp:

The first type of circle is a **Community Circle**, which is time to build relationships with others in your group. The most common Community Circles are cabin circles and village circles.

The second type of circle is a **Reflection Circle**, called Embers. During Embers campers reflect on the day, their experience at camp, their upcoming excitement around an event, etc. It is a time to think about what was experienced and learned and to share with others.

The third type of circle is a **Conflict Circle**. When conflict arises, we take the time to talk through it. It is important for those engaged in the conflict to be heard, understood and to come to an agreed upon path to move forward.

Circles are facilitated by trained staff and allow campers the chance to build authentic relationships with others in the community leading to a sense of belonging and inclusion within the community.

STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the Y is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Y. Child abuse is mistreatment or neglect of a child by parents, another child, or others, resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the Y has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring.

Additionally, employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- You may not relate to children who participate in Y programs outside of approved Y activities. For example, baby-sitting weekend trips, foster care, etc. are not permitted. An exception must be approved in advance by the the District Director for Youth Development Programs in consultation with our Risk Management department.
- Giving personal gifts to program participants or their parents is not allowed
- Program rules and boundaries must be followed, including appropriate touch guidelines
- Children or youth should not be singled out for favored attention
- Dating a program participant under age 18 is not allowed. Some Y programs may have additional restrictions.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that any abuse of a child by a Y employee or volunteer, even if it was not during working hours, should be reported to the Y by calling (206) 749-7590 or emailing safekids@seattlemca.org. Additionally, it is the Y's protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from Y employment or volunteer status.
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, District Executive, and designated members of the Y Association Office.

The Y uses an online resource for families entitled [Protect Your Child From Abuse](#).

CHILD SAFETY

As a partner in your child's success, the YMCA of Greater Seattle is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time throughout the summer you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Center Director.

PERSONAL SAFETY TALKS

As part of our program, staff engages in discussions designed to increase children's understanding of touching and personal space limits. Y staff will model the use of correct words for body parts and functions, and respond to conversations and questions in age appropriate ways.

CHILD ABUSE REPORTING

Y staff are required to report immediately to Child Protective Services (CPS Intake), licensor, or police any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect, or exploitation. We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the police.



MEDICATIONS

If you will be sending any over-the-counter or prescription medications or vitamins, please follow the instructions below:

1. Regulations require us to dispense all medication only from the original container. Over-the-counter medications, prescribed medications and vitamins must be sent in their original containers with the original pharmacy label. (containers will be returned at the end of your camper's session)
2. Prescription medication must be prescribed to the camper. No exceptions.
3. **YMCA Camp Colman provides Tylenol, Ibuprofen, Benadryl and cough medicine** on an as-needed basis. **Please DO NOT send these items with your child to camp.** Indicate your approval to dispense these medications in the Camp Care Info packet.
4. Complete the Medication Information form that you will receive two weeks prior to your camper's session. List all medication and/or vitamins being sent to camp. Directions on the container label must match your written directions on the medication form.
5. Only send the exact dosage your camper will need during their session.
6. Place completed Medication Information Form with medications in a plastic bag and bring them with you to check-in to review with staff.

"MEDICATION HOLIDAYS"

We strongly discourage parents whose children are on medication throughout the year from putting them on a "medication holiday" while they are at camp. It is not always in the child's best interest to take time off from their medication. We will be as accommodating as possible with your physician's recommendation.

IMMUNIZATIONS

When campers and staff are camping in close quarters, they share stories, laughs, and life lessons. Unfortunately, they may also share germs. We strongly encourage all campers to have up-to-date MMR, Varicella, TDap, and Covid-19 vaccinations and boosters when available, as this will help your child stay healthy at camp. To learn more about recommended vaccination schedules for youth, visit <http://www.doh.wa.gov/YouandYourFamily/Immunization/PreteensandTeens>. You can access Washington immunization records for your child at www.wa.myir.net.

DAILY SCHEDULE

Campers will have a variety of activities throughout the day and will remain with their cabin group. Multiple cabins within the same age group are categorized as Villages. We will have evening village activities outdoors, and/or a campfire. Days typically begin with breakfast at 8am and end with Values Sessions around 9pm.

TYPICAL DAILY SCHEDULE

7:30am	Wake Up
8:15am	Breakfast (in the DH by 8:10)
8:45am	Cabin Clean Up
9:15am	Skills Rec
10:20am	Choice Activity
11:25am	Choice Activity 2
12:40pm	Lunch
1:10pm	Turtle Time (campers allowed to shower, Lower Village Rec campers who want to swim change into swim clothes)
2:10pm	Village Rec 1 – Raven & Seawolf Villages on LOWER Rec, Beaver & Owl Villages on UPPER Rec
3:15pm	Snack
3:30pm	Village Rec 2 – Raven & Seawolf Villages on UPPER Rec, Beaver & Owl Villages on LOWER Rec
4:40pm	Shower Hour and Cabin Time
6:00pm	Dinner
7:00pm	Free Play (Camp Store Open)
8:00pm	Evening Program
9:15pm	Embers
9:45pm	Lights Out



WHAT TO PACK FOR CAMP

Each camper should have no more than suitcase/duffel, backpack and sleeping bag and pillow. ALL campers must be able to carry their own luggage from the luggage drop point to their cabins, so plan accordingly.

Here are some things to keep in mind as you help your camper pack:

- Clothing should be tolerant of water, mud and fun – nothing new or expensive!
- **BE SURE THAT YOUR CAMPER'S FIRST & LAST NAME IS ON EVERYTHING!** Use laundry pens to ID your camper's belongings. Label anything you want returned!

RECOMMENDED PACKING LIST FOR A 1 WEEK SESSION:

- | | |
|--|--|
| • 40 degree or warmer sleeping bags with pillow/pillow case | • Flashlight |
| • 1 bath towel & washcloth | • Water bottle |
| • 1 beach towel | • Backpack/CinchSack to carry belongings |
| • 1-2 pairs of pants | |
| • 2-4 pairs of shorts | |
| • 5-6 shirts | |
| • Sweatshirt or jacket | |
| • Raincoat or poncho with hood | |
| • Pajamas or sleepwear | |
| • Sunhat or baseball cap | |
| • Swimsuit | |
| • 7 pairs underwear & socks | |
| • 2 pairs comfortable walking shoes – shoes must have backstraps, flip flops are not allowed except inside the cabin or at the waterfront. | |
| • Comb/Hairbrush & Shampoo | |
| • Toothbrush & Toothpaste | |
| • Soap or Bodywash | |
| • Deodorant | |
| • Sunscreen – SPF 15 or higher | |

HELPFUL EXTRAS

- Sunglasses
- Swim Goggles
- Shower shoes
- Laundry Bag
- Book
- Writing paper, pens, self-addressed/stamped envelopes for letters home
- Photo from home and/or comfort item
- Disposable camera with name on it
- Insect repellent
- Lip Balm
- White/light t-shirt for tie-dye
- Dress-up and/or silly clothes for special events

THINGS TO KEEP AT HOME

To keep camp fun and safe, we ask that you leave these items at home:

- **Electronics:** cell phones, smart watches, laptop computers, e-readers, tablets, music players, etc. (anything with a screen). We maintain an unplugged, non-screen environment.
- Food of any kind, including candy or chewing gum (all snacks are provided)
- Money, jewelry, or expensive items
- Any item considered dangerous (knives, guns, weapons, fireworks, matches/lighters, etc)
- Alcohol or illegal drugs of any kind
- Tobacco products, in any form (including e-cigarettes & vapes)
- Animals or pets of any kind
- Skateboards, bicycles, scooters, rollerblades, roller skates, and other personal sports equipment
- Vehicles (teen campers are not allowed to drive themselves to/from camp, and must be checked-in by a parent or guardian)

PAYMENTS & REFUNDS

Final payment must be received in the YMCA Camping & Outdoor Leadership office no later than June 1. After June 1, full payment is required at the time of registration.

PAYMENT ACCEPTED

Make checks payable to YMCA Camping & Outdoor Leadership, and send to 909 Fourth Avenue, Seattle WA 98104. There will be a \$20 charge for returned checks. We also accept Visa, MasterCard, American Express and Discover.

REFUND POLICY

Deposits are non-refundable. If your camper is unable to attend camp, please notify Camping & Outdoor Leadership immediately. To receive a refund, you must notify us prior to June 1. According to how you originally paid the fees, a check or credit card refund will be issued, less the non-refundable deposit. Please allow 2 weeks for processing refunds. Any cancellations or refund requests received after June 1 will be at the discretion of the YMCA.

CAMP COLMAN STORE

Your camper will have the opportunity to purchase items from the Camp Store during their session. All store purchases are made through a prepaid store account. You can add money to this account through UltraCamp, prior to your camper's session. Please discuss with your camper the amount in their store account. To make a purchase campers simply tell the sales person their name. The store will be open during free play, and everyone will have a chance to shop. For more information on items and pricing, visit Parent Corner on campcolman.org. All participants will get a Colman t-shirt at the end of their session.

STORE MONEY REFUNDS

Upon adding store money to your account, you may choose to have unspent money donated to our campership fund for the following summer, or to be refunded to your account at the end of the summer. A detailed report of your camper's store expenses can also be viewed from your online account.

LOST & FOUND

YGS Camping & Outdoor Leadership is limiting items held in lost and found after each camp session ends to the following:

- Jackets / Sweatshirts/T-Shirts
- Pants/Shorts
- Sleeping Bags, Blankets, Pillows
- Prescription glasses, durable medical equipment, prescription medication
- Shoes & backpacks

These items will be kept for no longer than two weeks from the end of the session. Please note that these items will be held at the discretion of camp staff. Items that are soiled, damaged, or otherwise deemed not able to be safely stored will be disposed of.

GETTING TO & FROM CAMP

TWO WAYS TO GET TO CAMP

For your convenience, Camp Colman provides two transportation options to and from camp (you may mix and match to meet your personal transportation needs):

1. CHARTER BUS FROM SEATTLE

Round-trip transportation from SeaTac on tour buses that are equipped with air conditioning and bathrooms. *This is the only Seattle-based transportation.* (\$50 charge each way)

2. CAMP CHECK-IN

You may choose to drive your camper directly to Camp Colman.

You will select your choice for transportation at the time of registration. If you have not previously signed up for bus transportation, and would like to use our bus to/ from Seattle, please contact the Camping & Outdoor Leadership office.

We know that travel plans can change as you plan for your trip. If you need to change your transportation, you can fill out our WebForm on our website at www.campcolman.org - **please note, last minute changes may not be able to be accommodated.**

TRANSPORTATION EMAIL

Two weeks prior to your session start date you will receive a welcome letter via email confirming the transportation choices you selected, and will also include the following information:

- Check-in and pick-up locations & times
- Medication Form
- Brief Health Screening Form

So we can ensure a smooth check-in, please call the Camping & Outdoor Leadership Office immediately at (206) 382-5009 if the information in your transportation letter is not how you are planning to check-in and/or pick-up your camper.

Luggage tags will be distributed at your check-in locations, and are color coordinated with your camper's "bus" assignment/departure location.

CHECK-IN & PICK-UP DAY QUESTIONS

A staff member of the Camp team will be available on travel days at (206) 255-3517 if you have questions about dropping off or picking your camper up at Colman or at the Matt Griffin Y.

CHECK-IN & PICK-UP LOCATIONS

SEATTLE BUS CHECK-IN & PICK-UP LOCATION

Matt Griffin YMCA
3595 South 188th St
SeaTac, WA 98188

Check-In Time: Sundays at 1:30pm at the Matt Griffin YMCA

Pick-Up Time: Saturdays at 11:30am at the Matt Griffin YMCA

DRIVING DIRECTIONS TO THE MATT GRIFFIN YMCA:

From I-5 North or South: take exit #152 (188th St. exit). Go West on 188th Street for .6 miles. Turn left at the light on 36th Ave S, into the parking lot for Matt Griffin YMCA. From 99/International Blvd. South: turn left on S. 188th Street. Continue for .4 miles. Turn right at the light on 36th Ave S, into the parking lot.

CHECK-IN PROCEDURES - BUS

- Please come prepared with a completed brief health screening form.
- Check-in at the check-in table where staff will check you in and ensure all paperwork is completed, and distribute luggage tags once confirming your pick-up method and location.
- Turn in all medication(s) in original container(s) (do not pack in camper's luggage).
- Camper will have a brief lice-check.
- Upon your camper completing the lice check, you will receive a green boarding pass which will allow your camper to get on the bus. **At the bus, you will receive a claim check for your camper. You may leave once your camper is on the bus and you have your claim check.**

Please be prompt to check-in; buses will leave no later than 2:15pm.

CAMP COLMAN ON-SITE CHECK-IN & PICK-UP LOCATION*

YMCA Camp Colman
20016 Bay Road SW
Longbranch, WA 98351

Check-In Time: Sundays, rolling between 3:00-4:30pm at Camp Colman

Pick-Up Time: Saturdays, rolling between 10:00-11:00am at Camp Colman

*Note: To help alleviate traffic and wait times on our one-way road at Camp Colman, you will have a 30-minute window for check-in and pick-up. Your transportation email sent 2 weeks prior to your camper's session start date will have both your check-in and pick-up windows listed. Siblings or carpools who may have different times can choose the best time for your family/carpool to arrive/depart.

Session AA's check-in will be on Wednesday; Session HH's pick-up will be on Wednesday; timings for both check-in and pick-up are the same as listed above.

DRIVING DIRECTIONS TO CAMP

From I-5, take Hwy 16 West over the Narrows Bridge*. Take the Purdy Exit. Turn left at the light. Proceed through the towns of Key Center and Home. Make no turnoffs until 1.5 miles after the bridge in Home. **Turn right on Whiteman Rd.** and proceed 2.3 miles to Bay Road and take a right. Camp is at the end of Bay Road. Follow signs for Joemma Beach State Park until you reach the camp entrance. **Please do not turn down Whiteman Cove Rd, which is beyond Bay Rd, as that is a private residence road with no outlet.**

*Be prepared to pay a toll heading eastbound on the Tacoma Narrows Bridge.

CHECK-IN PROCEDURES – CAMP

- When you arrive at camp, there will be staff members placed along the road to direct you towards the various check in locations. Please remain in the vehicle for the duration of the check-in process, until directed to exit at your camper's cabin.
- You will be welcomed to camp, your camper(s) will complete a brief health screening form and given further instructions for check-in and directions to your camper(s) cabin.
- The next stop in your car will be to the Camp Nurse, where they will ask that you turn in any medication and instructions.
- Turn in all medication(s) in original container(s) (do not pack in camper's luggage). To expedite the check-in process for all, the Nurse will not be able to discuss your camper's medications during check in, but they will call prior to the session. Please be prepared for that call in the week preceding your session.
- Camper will have a brief lice-check.
- When check-in is complete, you will receive a camper claim check with your child's name, their cabin name, and your pick-up time window on it as well
- You will be directed towards the cabin that your camper(s) is assigned to and will meet a staff member on the road. You will be able to drive next to the cabin (while staying on the road) to unload luggage and say goodbye.
- Please note that guardians will need to remain at the vehicle and depart promptly after saying goodbyes.

TRANSPORTATION DAY SAFETY – BUSES

- Check-in areas are blocked off and secure from vehicle traffic.
- First aid kits are available at check-in and on all buses that transport campers.
- Parents or guardians should accompany campers to the check-in area and remain with them until they board the bus to camp.
- All camper medications are left with staff at the check-in location.
- Parents release campers to camp staff when they board the bus to camp

BUS SAFETY

- Campers must remain seated.
- No eating is permitted on the bus.
- Campers should use inside voices while traveling on the bus.
- Head counts are required each time the group boards and disembarks the bus.
- If campers must disembark buses for emergency situations, campers will remain on the safest side of the bus as determined by the supervisor.

CONTACT US

YMCA Camping & Outdoor Leadership Office

(Registration & Administration M-F,
8am-5pm)
909 Fourth Avenue
Seattle, WA 98104
P (206) 382-5009

YMCA Camp Colman

20016 Bay Road SW
Longbranch, WA 98351
P (253) 884-3844

NEED TO REACH OUR TRANSPORTATION FOLKS ON TRAVEL DAYS?

June 28-August 30
(206) 255-3517

CHILD ABUSE PREVENTION CONTACT

safekids@seattlemca.org
(206) 749-7590

DIRECTOR-ON-DUTY CELL: (253) 514-0068

For emergencies only, call this cell phone to reach the Director-on-Duty. If you do not get an answer, please leave a detailed message with your name, area code and phone number. We will call you back as soon as possible.

Everyone is welcome. The **YMCA of Greater Seattle** strengthens communities in King and south Snohomish counties through youth development, healthy living and social responsibility. **Financial assistance is available.**

SUMMER PROGRAM DIRECTORS

Sumer Odom

(206) 657-8688
srodom@seattlemca.org

Nic Caswell

(206) 657-8689
ncaswell@seattlemca.org

Note: Email is the best way to reach the program directors while camp is in session due to the nature of them being away from their desk when programs are in progress.

FOOD SERVICE DIRECTOR

Connie Fechner

(206) 717-2656
cfechner@seattlemca.org

EXECUTIVE DIRECTOR

Danielia Barron

dbarron@seattlemca.org

YOUTH DEVELOPMENT OFFICER

Gwen Inchinose Bagly

gbagly@seattlemca.org

