



CAMP ROCK PARENT GUIDE 2017



Dear Camp Family,
Thank you for choosing Camp Rock! We are an outdoor summer day camp on Lake Lemon in Unionville, IN providing traditional outdoor recreation and adventure activities. We consider it a privilege and great responsibility to play a part in caring for your camper during the summer. At Camp Rock it is our goal to create a safe, positive, healthy and fun environment for your camper through outdoor recreation and character building experiences. We have provided this informational guide to answer some of your questions concerning camp specifics. If you have additional questions please contact us at (812) 287-7431.

Registration and payment policies:

Campers must be registered, paid in full, and all paperwork/ online forms must be completed to attend camp. Deposits are **NON REFUNDABLE** and **NON TRANSFERABLE** (cannot be transferred to another session, club program or camper). Once a deposit is paid, cancellation will result in the forfeiture of the deposit. Reservations cannot be held unless the balance is paid when due. Balances are due two (2) weeks prior to the start date of a given camp session. If a balance is not paid on time, your reservation may be offered to campers on the waitlist and your deposit will be forfeited. Refunds will not be given once a camp week has started. Campers are required to have a **current club membership**. If paperwork is missing, your camper may not be allowed to attend camp or participate fully.

Online registration is available by visiting www.bgcbloomington.org and following the link to register found on the Camp Rock page. Hard copy forms are also available at the Lincoln Street Club.

To properly **register a camper** for Camp Rock we will need the following:

- Completed Camp Rock Registration Form
- \$35 deposit per session
- Completed Health History Form
- Completed Club Membership Form & \$20.00 Membership Fee (for new or renewing members)
- Field Trips Waivers (if applicable)
- Physical signatures must be present – if registering online, health forms will be printed and made available for signature at the required Parent Meetings

To properly **apply for scholarship** we will need the following:

- All of the above documents/ payments including deposits needed to register a camper
- Completed and signed Scholarship Application form submitted by March 24th 2016

Please note – Boys & Girls Club Membership Forms and payment can no longer be completed using the CampWise registration system. Please plan to complete a hard copy membership form should your camper's membership require updating. This can be found at www.bgcbloomington.org or in hard copy at 311 S Lincoln Street.

2017 Parent Meetings

Parent meetings are **required** for all camp families. Required paperwork will be completed at this time and important information will be shared!

- Meet Camp Staff
- Q&A Session
- Video of camp property and activities
- Order Merchandise
- Finalize required paperwork

Parent Meetings to be held:

May 6th, 10:00-11:00am

**New and returning families welcome*

May 6th 11:30am-12:00pm

abbreviated version of meeting offered for returning families **only*

May 10th, 6:00-7:00pm

**New and returning families welcome*

If you find you cannot make any meeting, please contact the Jack Laskey at jlasky@bgcbloomington.org

Camp Hours, Pick-Up and Drop-Off:

Camp Rock program hours are 8:45AM-5:00 PM, during which we will be away from the main club for planned activities which can be found on our Camp Rock Calendar. Campers must be dropped off at 311 S Lincoln Street at The Boys & Girls Club Lincoln Street Unit and enter through the side door off the parking lot. Please remain on site until your child enters the building safely. **Campers are picked up through the front door off Lincoln Street.**

Drop Off: 7:30-8:45am
Pick Up: 5:00-6:00pm

Morning attendance procedures commence at 8:45am and the bus aims to leave promptly at 9:00am. Campers who arrive after 8:45am cause camp staff to backtrack in the daily process of departure, putting the group behind and compromising the safety of program participants. Unfortunately we cannot wait for late campers when departing for daily activities. Please be prompt!

Exceptions can be made for doctors' appointments, etc. Parents/guardians **MUST** communicate with camp staff about these changes to ensure safe pick up/ drop off procedures and proper attendance tracking!

Finally, to properly ensure your camper's safety, we take special precautions in releasing campers from our programs. We reserve the right to only release campers to an adult who has been approved in writing on the Membership Form by that camper's custodial parent or guardian and who shows a photo ID.

Activities at Camp:

A few examples of program components at Camp Rock include lakefront and swimming pool swimming, outdoor and indoor play, arts and crafts, themed programs and special activities, nature activities, cooperative and competitive sports, and weekly field trips (local and out of town). Campers may also fish, kayak, canoe, learn archery (ages 9+), hike, paddleboat and enjoy gardening and science activities. Please note that not every activity can be scheduled every session. To fully experience Camp Rock, we recommend registering for several sessions!

Please see the registration form for information about weekly field trips and themes. During certain weekly field trips, activities or program content will be under the supervision of outside entities. Examples might include ropes course activities at Columbus Youth Camp, horseback riding or swimming at IU Outdoor Pool or Big Splash Adventure. Please know that per ACA standards, camp staff research each of these destinations and determine fitness for program provision. Camp Rock staff will maintain supervision and care of campers during these trips. Please contact the Camp Director or Assistant Director with any questions about camp activities or programs.

Goals of the Camp Experience:

The mission of the Boys and Girls Clubs of Bloomington is to empower all children, especially those who need us most, to reach their full potential as caring, productive and responsible citizens. Camp Rock strives to achieve this mission through the group process and outdoor experiences. Campers will be grouped based on grade and may be moved up or down one grade level with parent permission/ parent request.

We at Camp Rock work to ensure that campers feel a sense of belonging, usefulness, influence and competence while at camp. Furthermore, it is our goal to help campers learn to make positive behavior choices, value citizenship and stewardship and to respect themselves and others. We hope that campers will have fun, learn new skills, take social risks in a safe environment and become more confident as young people!

Parent Involvement:

It is crucial that you be an active part of your camper's experience at Camp Rock and the Boys & Girls Club. It is our goal to provide a safe and positive experience for your camper and to encourage social development and group process. We

feel this is best accomplished through a close and cooperative relationship with the community and parents. We encourage you to voice any concerns to our administrative (directors) or front line (counselors) staff to further help us in meeting your camper's needs.

What to send with your camper & how to dress your camper for Camp Rock:

Please send your camper with these items to camp every day and put your camper's name on all of their belongings in permanent marker (first and last name please)! Campers who are not prepared may not be able to participate in all activities. Please see the Camp Rock Calendar for more details.

- ☑ **Reusable Water Bottle** – so important!
- ☑ **Healthy, Filling Lunch**—you get out what you put in! Campers who are full of sugar and starches are often grumpy and have trouble enjoying their day to the fullest – please think of your child's camp experience when packing lunches.
- ☑ **Tennis Shoes and socks** – every day! No crocs, flip flops or sandals for safety reasons.
- ☑ **Swimming suit and towel**—campers must wear a swim suit/ swim trunks and will **not** be permitted to swim in clothing with the exception of a t-shirt or cover-up worn over a swimming suit. Generally, the only days that campers do NOT need swimming apparel are full-day field trips to destinations that do not include water activities.
- ☑ **One Piece Swim Suit for female Counselors in Training (CIT)** – to create a level of professionalism and responsibility and to maintain proper boundaries between young teens and campers
- ☑ **Outdoor play clothes**— we will be outdoors on a daily basis and older, worn in clothing that can get dirty is recommended
- ☑ **Sunscreen** - SPF 40 or higher recommended
- ☑ **Special Items** – communicated through the weekly parent email & postings in the Club breezeway, these items might include a t-shirt for tie-dying or water shoes for McCormick's Creek
- ☑ **Book, Quiet Game or Playing Cards** – optional!
- ☑ **Hat or Bandana** – optional! However, campers are asked to remove hats and bandanas when inside the Boys & Girls Club building.

Please do NOT send with your camper:

- × **Electronics** - including iPods, cell phones, CD players, video games, etc.
- × **Toys or Special Personal Belongings** – including **Pokémon, Magic or other trading cards**
- × **Pets or animals**
- × **Alcohol, Drugs, Tobacco products**
- × **Weapons** - this includes camping knives, lighters or matches
- × **Suggestive clothing, reading materials, etc.**
- × **Clothing advertising tobacco or alcohol**
- × **Valuables**
- × **Money in excess of \$2 for pool spending/ snacks** (new for 2015, campers will not 'shop' on field trips other than pool days – parents no longer need to send spending money for field trips!)
- × **Personal sports equipment**
- × **Vehicles**

This list is not exhaustive. If camp staff feels an item is inappropriate or disruptive, it will be confiscated and returned to your camper at the conclusion of the day. Please contact the camp director for detailed search and seizure policy information. Camp Rock is not responsible for lost, stolen, or damaged items. Campers are responsible for their own belongings. Any items left at the Lake Lemon property will be placed in lost and found at the Lincoln Street Club.

Camp Staff:

Our staff is mainly composed of college students or Club professionals, who have education or experience in camp activities, youth work, or programming for children. Staff training is comprehensive, covering everything from safety

and crisis management to youth development, behavior management and group process. Camp Rock employs staff who are CPR and First Aid certified. Camp Rock employs certified lifeguards who are present at all swimming activities. Camp Rock employs staff who are ARC Small Craft Safety certified (canoeing) and Range Master Certified (archery).

Campers with individual needs:

To help us create the best possible environment for your camper, it is important that we are aware of any special needs (dietary, allergies, health related, emotional, physical, etc.) prior to your camper's arrival at camp. Though **Camp Rock is not an inclusion camp** and is not handicap accessible, we strive to meet the needs of as many campers as possible with the resources available to our program. Please provide us with as much detail as possible to allow the staff to best meet the needs of your camper. Please utilize the 'Camper Profile' section of the registration, child success plans and health form fields to convey this information! Camp Rock staff and directors will be happy to discuss any questions or concerns you may have regarding your camper's experience.

Safety Policy & Guidelines for Campers:

Our policies have been created in the best interest of all campers enrolled in Camp Rock's programs. Although all active recreational programs have inherent risk, adherence to the following rules by staff, parents and campers alike will provide the safest environment for your camper. This is not an exhaustive list of guidelines.

- Campers will be supervised at all times. Campers ages 6-8 will be supervised at a 1:8 ratio and campers ages 9-13 will be supervised at a 1:10 ratio.
- Campers are not allowed in restricted areas unless accompanied by a staff member.
- Campers must participate in and comply with an organized Buddy System structure during lakefront swim time.
- A certified lifeguard is present at all swimming activities and all campers' swimming abilities are tested annually.
- A staff person trained in ARC Small Craft Safety is present at all boating activities. Campers are required to wear a lifejacket during boating activities.
- Cell phone use is not permitted. Telephones are for staff use only. Campers may only use the camp phone under supervision and by permission of a staff member.
- Staff are trained in emergency and evacuation procedures.
- Staff are trained in first aid and CPR procedures.
- Reports are completed for any accident or incident occurring within camp hours. Parents are asked to review and sign these forms at pick-up.
- Our campers are frequently guests in public places. In addition to Camp Rock rules, campers must abide by all rules and policies established by the organization we are visiting.
- Campers are informed of their role in nature, "take only pictures, leave only footprints." We strongly discourage campers from climbing trees, tugging or breaking branches, throwing rocks, picking flowers etc.
- For specialized programs (ex. Fire building, boating, archery) campers are expected to behave calmly and follow verbal directions from camp staff. Campers who are unable to do so may not be permitted to participate for safety reasons. Campers must be entering 4th grade to participate in archery and must be at least 8 years of age to operate a kayak.
- A certified range master instructs every archery activity and is present at all times during archery.
- Staff members are required by law to notify the Department of Child Services of suspected child abuse or neglect.

Camp Rock is an American Camp Association (ACA) Accredited camp. Accredited camps comply with up to 300 health, safety and program quality standards.



Behavior Management Policy:

All campers must be current Boys & Girls Club members. All families receive a copy of our behavior management protocol upon registering their camper(s) as Boys & Girls Club members.

Camp Rock maintains a positive approach to behavior management and discipline. We believe that every camper has the right to fair and respectful treatment and that positive behavior should be recognized. If a camper exhibits inappropriate behavior, a staff member will work with the camper directly to attempt to solve the problem. **(Please see the Boys & Girls Club Behavior Management Protocol for detailed information regarding behavior management strategies.)** Camp Rock and The Boys & Girls Clubs of Bloomington utilize a progressive discipline format. Parents will receive notification in writing if their camper has displayed inappropriate behavior. Parents may also receive notification in writing if their camper displays exceptional or positive behavior.

We never want to remove a camper from our camp program, but certain behaviors warrant suspension from club programs. Refunds will NOT be issued if your camper is suspended from camp. If a camper is suspended from camp, he/she may not attend drop-in or summer center programs during this suspension. **(Please see the Boys & Girls Club Behavior Management Protocol detailed information regarding suspensions.)** Please rest assured that your child's behavior issues or consequences will not be discussed with other parents or families in efforts to maintain the privacy of your camper.

Sun and Water Safety:

Please apply sunscreen to your camper prior to their arrival at camp! Encourage your camper to continue applying sunscreen throughout the camp day. Camp staff will monitor sunscreen application before and during swimming. If your camper has a tendency to get sunburns, let your child's counselor know, and be sure to send any special sunscreen your camper may need.

All swimming will occur with certified lifeguards present for the duration of the swim period. Additionally, we provide camp staff to monitor swimming areas during swim time. Campers will take a swim test at the start of their time at camp to assess ability level. **Those campers who do not pass a swim test will be required to swim in shallow water, appropriate to their ability level. Campers who do not pass a swim test may also be required to wear a lifejacket while swimming.** This decision will be made by the trained lifeguards based on the swimming ability of an individual child.

Transportation:

Campers will be transported in either Richland Bean Blossom Community School Corporation (RBBCSC) vehicles or Boys & Girls Clubs of Bloomington vehicles. All drivers are employed by RBBCSC or BGCB and have applicable licensure. For your child's safety, campers are required to adhere to safety rules posted in vehicles at all times. Campers are required to be seated in camp vehicles at all times.

Camp Rock strives to arrive back to the Lincoln Street Unit by or before 5:00pm daily (unless otherwise noted on the camp calendar). However, due to traffic and the nature of a diverse and ever-changing day camp program, there may be times when campers are 5-15min late arriving back to the Club.

In the event that campers will arrive back to the Club more than 10min late, directing staff will contact the Lincoln Street Unit with information for parents. The Membership Desk Coordinator will be responsible for communicating pick up or drop off changes to parents upon their arrival at the Lincoln Street Unit. In the event of a change in drop-off times or pick-up or drop-off locations, directing staff will notify parents.

In the event of a break down or delay anticipated to cause campers to be more than 45 minutes late for pick up, all families of the affected campers will be contacted with updated pick up information. Families will be contacted as soon as information is available regarding an anticipated time of arrival. If necessary, available camp staff will assist Lincoln Street Unit staff in contacting families as quickly as possible. The method of contact will be decided based on the time of

day, as some families may already be present at the Lincoln Street Unit for pick up. **To contact Camp Rock, call the Lincoln Street Club at (812) 332-5331.**

Medication Administration:

Camp Rock will administer prescription medication provided that it is in the original container and the medication fields on the Health History Form have been completed. All medication must be turned into camp staff. Only the Camp Director and Assistant Camp Director will administer medication (with the exception emergency medications such as inhalers and epi pens which will be kept with unit counselors). Medication will be administered per doctor's orders only. If the dosage has changed from what is listed on the bottle please bring in a doctor's statement indicating proper administration and dosage.

Camp Rock may also administer certain over the counter medications provided that parent permission is given on the Camper Health History form. These medications may include Calamine Lotion, Hydrocortisone, Generic Cough Drops, Aloe, Children's Tylenol and Antibiotic Cream. Please see the Camper Health History Form for more information about medications that may be stocked at camp for use on an as-needed basis.

Health and Wellness:

- In case of minor injuries or illness, campers are given appropriate first aid and allowed to rest if needed. Parents will be made aware of any illness or injury and may be asked to pick their camper up from camp. If a child exhibits symptoms consistent with being contagious (ex. fever, vomiting), parents will be asked to pick their camper up from camp.
- Camp Rock reserves the right to check campers' hair for live lice. Camp Rock has a lice policy that requires that campers have no live lice in their hair while at camp. Parents will be asked to pick up campers who are found to have live lice in their hair.

Emergency Procedures:

- All medical information is kept on site and a copy of each camper's health form stays with the Camp Director and with the Assistant Camp Director at all times. A camper's counselors is made aware of pertinent health information prior to a camper arriving at camp.
- In the case of an emergency or major injury emergency personnel (911) will be contacted. Parents will then be contacted immediately. The camper will then either be taken to the hospital or released to their parents based on the recommendations of emergency personnel. If parents cannot be located, Camp Rock will contact the emergency numbers on the camper's health form.
- In the event of a weather emergency, tornado & severe weather protocol will be followed. For specific information regarding weather or fire emergencies, **Fire Drill Protocol** and **Severe Weather Drill Protocol** documents are available upon request. Campers and staff complete emergency weather and fire drills to prepare for these situations. Campers may be transported back to the Lincoln Street Club dependent on the situation. Parents may contact the Lincoln Street Club at 812 332 5311 for information about a given situation and the status of the camp program and campers.

Contacting the Camp Program:

- Camp Rock will employ a **Camp Administrative Assistant**. This person will be available Mon-Fri during the camp season to assist camp families with routine questions, payments and amendments to registration. If you have a question or concern about these topics OR the camp program itself, please call (812) 287-7431 Mon-Fri. If you are unable to place a call during this time, please leave a message and your call will be returned within 24 hours. The **Camp Rock Administrative Assistant** can also be contacted at camprockinfo@bgcbloomington.org.
- If you would like to speak directly with the camp staff, they are most available in the mornings from 7:30-8:45am and the evenings between 5:00-6:00pm. Please note, however, that many staff do not arrive until close to 8:45am in the mornings and are scheduled to depart soon after campers arrive back to the Club in the afternoons. Additionally, camp staff are focused on the important job of caring for campers. If you would like to speak with a certain individual, please call (812) 287-7431 and leave a message so that we can arrange for your needs.
- In the event of an emergency in which you need to contact the camp program directly, please call (812) 332 5311. The cell phone numbers of directing staff are released on an as-needed basis.

Thank you for taking the time to read this guide. We provide this information to help ensure that your camper has a safe and fun summer full of wonderful memories! Prior to the camp season, please contact Camp Director, Jack Laskey with any questions at 812-287-7431 or jaskey@bgcbloomington.org. During the camp season, please contact the Camp Administrator at camprockinfo@bgcbloomington.org or 812-287-7431.