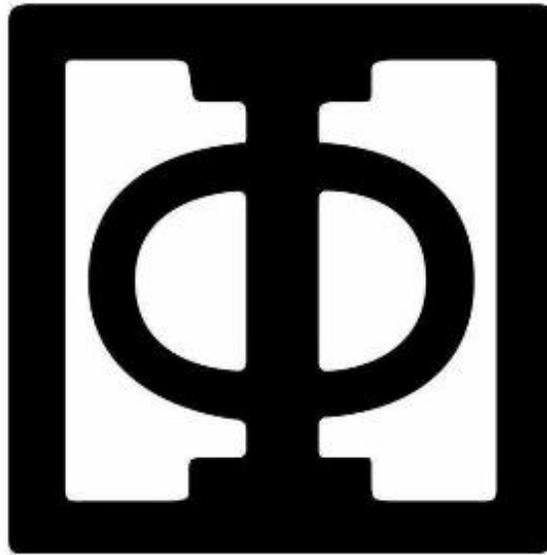


Phantom Lake YMCA Camp

Resident Camp Parent Handbook



Phantom Lake YMCA Camp
S110 W30240 YMCA Camp Road
Mukwonago WI 53149
Telephone: (262) 363-4386



Office Email: office@phantomlakeymca.org
Or visit our website at www.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 our 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 like 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.

Payment Procedures

Deposit and Balance of Fees

A \$100 Non-refundable deposit per session is required with registration. The balance of the camp fee is due June 1st (March 26th for those who registered with the Early Bird). To set up a payment plan please contact the business office. There will be a \$25 service charge for any checks returned for insufficient funds.

Refund Policy

All camp fees including the deposit are Non-Refundable. A Deposit of \$100 per child, per session, is required with registration and will be credited toward the 2021 camp fee.

- If cancellation is made prior to May 1, 2021 all paid fees will be held as credit on your CampInTouch account.
- If cancellation is made May 1, 2021 or after, Phantom Lake YMCA Camp will retain 50% of all paid fees and credit the remaining 50% to your CampInTouch account.
- In the event of cancellation due to misconduct or homesickness, Phantom Lake YMCA Camp will retain 100% of the session fee.
- If camp closes, a full credit will be held on your CampInTouch account.

For the Early Bird rate, the balance of fees is due March 26, 2021. Tier 1,2 and 3 rates, the balance of fees is due June 1, 2021. Camp fees include staff supervision, lodging, meals, and most program activities.

Financial Assistance

The staff of Phantom Lake YMCA Camp offer services to all who desire to participate regardless of ability to pay. Scholarship assistance is available on a sliding scale and reviewed on an individual needs basis. Please contact the Business Office for further information.

Getting Ready For Your Week at Camp

Forms are due by May 15th

Please fill out all forms using our [online forms](#) by May 15th.

Log on to your CamplnTouch Account. Click on the yellow icon with the pencil for access to all of the necessary forms.

Forms to be Completed Online

1. Health History Form & Immunizations
2. Behavior Agreement (requires both parent & camper to complete)
3. COVID-19 Waiver
4. COVID-19 Camper and Parent Policies
5. Camper Profile (not required but it would be really awesome if you could upload a picture!)

Forms to Be Printed, Scanned and Uploaded

Once they are completed please scan and upload to your CamplnTouch 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.

Preparing Your Camper

Parents and first-time campers experience a wide range of feelings as the first day of camp approaches. Along with the excitement and anticipation of all the wonderful new experiences ahead, there may also be anxiety about these new, unfamiliar encounters. The following suggestions for first time campers will help you and your child make the most of this important transition.

Homesickness

Homesickness is a natural feeling experienced by many campers. For most campers, this feeling passes after a day or two. If your camper is homesick for a consistent 24-hour period, the Program Directors will call home to update parents on the situation and to collaborate on a plan. Counselors are trained to keep campers busy and engaged with activities as a strategy to keep homesickness under control.

Opening Day Goodbyes

The transition from home to camp can be awkward and the sooner campers can jump into camp life the easier the transition will be. Please keep this in mind when saying goodbyes and keep this as short as possible. Frequently, parents feel guilty about leaving so quickly, but our experience shows that short and sweet goodbyes are easiest on everyone. This year with COVID-19 precautions parents will be required to say goodbyes at the car.

Tips for Parents

- Use positive messages about camp such as, "You're going to have such a great time!" or "What a great opportunity to meet new friends!"
 - Avoid promises to come pick your camper up if it doesn't go well. Instead, show your faith that your child will enjoy themselves and have a positive experience.
 - Letters and emails are the primary method of communication with your camper. Send letters with positive news from home ensuring all is well with you and the rest of the family. Campers love getting mail!
 - Camper-to-parent phone calls are not allowed and parent-to-camper calls are strongly discouraged, especially in cases of homesickness. Our staff will notify you in the event of an emergency situation, behavioral issues, homesickness or general sickness. Campers are not permitted to have cell phones.
 - Realize that even though this separation may be difficult for you, it is a wonderful opportunity for your child to build confidence and a sense of self-reliance.
 - Pack for camp together. By doing this, campers know what they are bringing to camp and where everything is packed, thereby making them feel responsible and capable. Packing together is also a special time to discuss all the wonderful opportunities ahead. Resist the urge to pack for your child, as they will need to start practicing the independence that is expected of campers at camp.
-

Packing List

The following packing list is intended to be a guide to help you pack for a one-week stay at camp.

Packing List		
<input type="checkbox"/> 3-4 pairs of shorts	<input type="checkbox"/> Cap/Hat	<input type="checkbox"/> Toiletries
<input type="checkbox"/> 2-3 pairs of pants	<input type="checkbox"/> Pajamas	<input type="checkbox"/> Comb or brush
<input type="checkbox"/> 6-7 t-shirts	<input type="checkbox"/> 6 pairs of underwear	<input type="checkbox"/> Laundry bag
<input type="checkbox"/> 2 Sweatshirts or fleece top	<input type="checkbox"/> 6 pairs of socks	<input type="checkbox"/> Flashlight
<input type="checkbox"/> 1-2 pairs of sneakers	<input type="checkbox"/> Rain jacket or poncho	<input type="checkbox"/> Bug spray (non-aerosol)
<input type="checkbox"/> Water shoes (for shallow area)	<input type="checkbox"/> Sleeping bag or Comforter & twin sized fitted sheet	<input type="checkbox"/> Labeled water bottle
<input type="checkbox"/> Sandals	<input type="checkbox"/> Pillow	<input type="checkbox"/> Sunscreen
<input type="checkbox"/> 1-2 swimsuits	<input type="checkbox"/> 7-9 cloth face masks	<input type="checkbox"/> YMCA Rag (returning Raggars)
<input type="checkbox"/> 2 towels (swimming & bathing)		
What NOT to bring:		
<u>Aerosol cans</u>	Lighters/matches	Any electronics
Knives and weapons*	Fireworks	Cell phones
Controlled substances*	Electronic games	
These items will be confiscated. Please, leave them at home.		
*Campers found to be in possession of weapons (including but not limited to knives and/or guns), drugs, alcohol, or tobacco products will be required to leave camp. Parents will be notified to pick up their camper immediately.		

Personal Gear/Name Tags

Please clearly label all of your camper's belongings with their full name. Please ensure to check Lost & Found in the pickup area before leaving camp at pick up. All lost & found is kept at camp until August 31st, at which point it is donated to charity.

All personal gear is brought at your own risk. Phantom Lake YMCA Camp is not responsible for lost or broken items. Please do not send campers with new, expensive items or items that are irreplaceable.

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 safe and practical for all activities, and must reflect the values of our camp. Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see through) are prohibited. Tank tops with straps wider than one inch are permitted. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited. Clothing must not advertise alcohol, tobacco, profanity or have suggestive context. Closed-toe shoes must be worn for games on fields, sports courts and at the zipline and the high ropes course.

Bedding

We provide bunks and mattresses in all of the tents. Please pack a twin size fitted sheet for a mattress cover and be sure to include a pillow. Your camper may bring whatever bedding is most comfortable for them (sleeping bag, blankets). We suggest including an extra blanket or fleece, even with a sleeping bag, because some nights get chilly. Stuffed animals are always welcome!

Laundry

Laundry service is not regularly offered to one-week campers. Exceptions are made for emergency situations such as bed-wetting or illness. Campers attending multiple sessions and spending their weekend with us only need to bring enough clothes for one week; laundry service is provided for them.

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, as well as complete the consent to provide necessary treatment or emergency care section of the Health History and Parent Authorization Form.

Emergency, Medical & Health Policy

Each year, we must have new medical forms completed and signed both by a parent and doctor at least 3 weeks prior to the session your camper is attending. It is our preference though that we receive the documentation prior to May 15th. 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. If religious/spiritual beliefs do not permit medical exams, please make arrangements with camp for care in case of an illness or an emergency.

Medication

All medications must be turned in to the Camp Nurse at drop off. This includes prescriptions, vitamins, and over-the-counter medications (including Itch Relief medications for bug bites). No medication will be accepted unless it is in a properly labeled zip lock bag and original container and includes:

- Camper's name
- Prescription number
- Identification of the medication
- Proper dosage
- Date it was dispensed
- Complete instructions for use
- 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.

Dietary Restrictions

On the Health History Form, please include any dietary restrictions your camper may have. It is important for us to have this information so that we may inform the kitchen of any special menus that need to be prepared. If your child is Gluten free or has a very strict diet they will need to bring their own food supplies. Unfortunately, we are unable to cook vegan style meals.

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. Packing the following items will help your child throughout the week:(Please put first and last name on all items!)

Bug repellent (non-aerosol)

It can get pretty "buggy" at times. Bug repellent will make life at camp more comfortable!

Sunscreen (non-aerosol)

Your camper will be spending a great deal of time outdoors. We ask that you pack sunscreen to keep him/her from getting uncomfortable sunburn that could ruin his/her week at camp.

Water bottles, hats and sunglasses

These are all very helpful items for beating the heat and protecting your skin.

Water shoes or old tennis shoes

Many lakes in this area of Wisconsin are infested with zebra mussels. We remove as many as we can from the shore every summer, however, they multiply quickly. These small clam-like mollusks have a pointed ridge that is sharp when stepped on with bare feet.

Long pants and sneakers for activities in the woods

We require these items to ensure safety during our Kettle Games (games played in the woods). Unfortunately, we cannot allow campers to participate in Kettle Games without these items, so please be sure to pack these for your camper's sake.

Camp Life: What to Expect

At home, each child has a unique routine depending on family traditions and individual likes and dislikes. At camp, we have our own traditions and daily routines, yet try to give campers choices that allow them to do what they enjoy and to try new things. The transition from home can be a challenge, but is very rewarding. We have included the following information to help ease this transition.

Tent Family Placements and Friendships

Campers are placed in tents based on gender, age and grade level. When two to three campers who are not in the same family mutually request to be together, we will do our best to fulfill this request if both campers are within the same age range. We avoid grouping more than three friends together to encourage campers to meet new friends and to prevent cliques from forming. Going to camp with a friend is great, but meeting many new friends is a valuable experience that will last a lifetime.

Bedwetting

If your camper periodically experiences bedwetting, please tell us about it on the Health History Form and discuss it with the tent counselor. It is best for us to know ahead of time so that we can easily help your child. Bedwetting will certainly not affect your camper's ability to come to camp. Be sure to include a plastic mattress cover with the extra bedding when you pack. We want to make your camper's stay here as comfortable as possible. We will be more than happy to wash the soiled clothing & bedding as needed.

Leadership

The most important part of a positive camp experience is the camp staff. We are very proud of our outstanding staff that provide leadership and serve as role models in the tent and program areas! Each year, we select young men and women who have displayed a sincere interest in and concern for the well-being of children and our environment. All Phantom Staff members have a background check completed on them before they begin work with the children. A period of intense training provides our staff with the skills and techniques for counseling, group work, and program activities. Our counselors are also here to answer any questions or address any concerns you may have.

SDPs

As a part of our ongoing commitment to encouraging young people to take on leadership positions, we offer the SDP Program (Staff Development Program) for 15-17 year-olds. For over 50 years, young adults have been asked to come to camp in a leadership role to support the counselors and learn skills so that they someday may be a Phantom Lake YMCA Camp Counselor. SDPs must be accepted into the program and attend several weekend training sessions before their weeks at camp.

Tipping

Our staff cannot accept monetary tips. However, donations on behalf of a staff member are most welcome. If you wish to donate, you can check the Wish List in our newsletter or consider a gift to our campership program. Homemade cookies are never refused!

Arrival and Departure Procedures

See COVID-19 Resident Camp Handbook for additional details and requirements to make drop off and pick up procedures safe and convenient.

Authorization for Pickup

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 the sign in/out form. 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 the office so we can notify the counselor of the change.

Early Pickup/ Late Arrival Procedures

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). Failure to do so can result in a delayed pick up or drop off due to COVID-19 safety procedures. Please call the office at (262) 363-4386 as soon as possible when your child will be absent from camp.

Pet Policy-NO PETS ALLOWED

For the safety of others, please do not bring your pets to camp. If you find it necessary to bring them, they will have to remain in the car. Service animals are permitted at camp, but prior authorization from the Office is required.

Holdover Program

If your camper is attending two consecutive sessions, and you would like them to stay in between sessions you must register for the Holdover Program. Laundry and meals are included in the Holdover Program fee.

General Information

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 behavior management 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 after dinner on the first night. 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 setting their table, cleaning their tent, picking up litter on the camp grounds, and keeping their personal space tidy.

When behavior problems continue to arise, 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 the use of tobacco products, consumption or possession of alcohol and/or illegal drugs, endangerment to 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.

Keeping in Touch with your Child

Campers LOVE mail and email! Encourage everyone to write—brothers, sisters, aunts, uncles, grandparents, etc. Please include pre-addressed/stamped postcards to make it easier for younger campers to write home.

Email

To email your child log on to your CampInTouch account. Go to "Online Community" then click on "Email." From there it will explain how to purchase CampStamps so you can email your child. Campers are not allowed to email back a response.

Mail & Email Delivery

Mail and emails are delivered daily. Campers receive their mail after lunch. It is nice to receive a "care package;" however, they are here for such a short time that it is not really necessary. If you choose to send one, **Please make sure it does not have any items that contain NUTS and please NO GUM! Food items must be in a sealed shoe box sized container to prevent food from attracting unwanted critters in the tent.** The tent family will be approximately 10 people. Please note that we do not forward or return any packages that arrive after your camper leaves. There is no mail delivery on Saturday (closing day). Please send mail and packages to:

ATTN: Camper's Name, Phantom Lake YMCA Camp, S110 W30240 YMCA Camp Rd, Mukwonago, WI 53149

Telephone (262) 363-4386

Campers are not allowed to make or receive phone calls. If you feel it is necessary to check on your child's progress, you may call the camp office and speak with one of the camp staff. If your child has a problem, illness or urgent message for you, the camp staff will call you. Please have campers leave cell phones at home

Camper Bank Account (Must be set up prior to arrival)

Your camper will want spending money throughout the week for the Camp Store (Mercantile). We recommend \$30-\$35 per week. It is helpful to discuss with your camper how to "make it last" for the whole week (or ½ week for Mag 7's and 8's). You will be able to log into your camp in touch account and add funds throughout their stay at camp, if you would like. We ask that campers do not keep cash in their tents.

Please note any unused portion of your camper's account at the end of summer will be credited as a donation and used to fund projects such as tent repair, craft supplies or program development.

Camp Store – The Mercantile

The Phantom Mercantile is open once daily for snacks, shirts, writing materials, stamps, and more. A set limit is made on how many snacks can be purchased each day. Merchandise sold in the store is subject to sales tax, which is included in the price.

When Your Camper Returns Home

What happens when children return home from their camping experience? In just one week, there is a good chance that your child has grown and developed in new ways during this time away from home. Give your camper a chance to exercise the kind of responsibility he or she assumed at camp. Let your child know how much you think he/she has grown (not just physically, but in all aspects). Encourage your camper to continue the interests stimulated in camp through hobbies, fishing trips, extra-curricular activities at school, etc. If your child became a Ragger, talk about the program and help to accomplish those personal goals set.

The away-from-home experience does much for developing independence and self-confidence. Please do not be concerned if your camper seems to require more sleep for several days after camp. A stimulating, active experience may account for the need for extra sleep.