

CAMP HOCHELAGA



Family & Camper Handbook



Welcome to the Camp Hochelaga family! The Family & Camper Handbook contains crucial information that is essential for a successful experience at Camp Hochelaga. A suggested packing list and helpful pre-camp reminders checklist are on the last two pages. Please take a few moments to read through this handbook. Feel free to reach out to us with any questions or concerns by phone at (802) 372-4510 or by email at contactus@ywcavt.org.

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BEFORE CAMP BEGINS

To ensure that we have the necessary information to keep your camper safe and healthy during their time at camp, and to make our check-in process as efficient as possible, **all tuition payments and camper forms** must be completed and submitted by **April 30, 2024**.

REQUIRED CAMP FORMS INCLUDE:

1. **Camper Information Form** – complete online
2. **Tell Us About Your Camper** – complete online
3. **Camper Medical Form** – complete online
4. **Pick Up Authorization Form** – complete online
5. **COVID Testing Consent Form** – complete online
6. **Parent Communication Form** – complete online
7. **Camper Family Demographics** – complete online
8. **Camper Physical Form Signed By Physician** - Dated within past 12 months - upload
9. **A Copy of Immunization Record & Vaccination Status** - upload
10. **Proof of Health Insurance** - A copy of your family health insurance card - upload

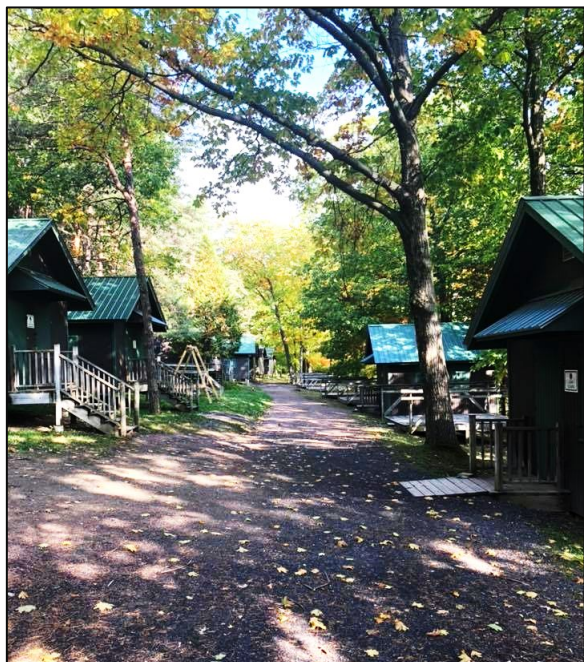
Blank Camper Physical Forms can be found [here](#)

All forms can be submitted by the following means:

- Log into your Camp Brain account and upload the documents to your camper(s) profile(s) **OR**
- Email copies to contactus@ywcavt.org **OR**
- Snail mail copies to 34 Hochelaga Road, South Hero VT 05486

We strongly recommend keeping a copy of all completed forms for your records. Safety is our priority.

We are unable to welcome campers to camp without completed forms.



PHYSICAL, SOCIAL & EMOTIONAL SAFETY AT CAMP

POLICIES, PROCEDURES & CAMP CULTURE

Camp Hochelaga takes a multi-faceted approach to ensuring the safety and well-being of everyone in our camp community. Our healthy culture of safety and genuine respect for one another is maintained through:

- our robust staff training program
- the ability of our staff team to lead by example and model safety and respect to our campers
- our engaged Health staff
- our practiced and certified lifeguards
- health and safety policies and procedures that are reviewed and revised annually by professionals in our community

While up to date and well-rehearsed safety policies and procedures are critical to maintaining camper well-being, Camp Hochelaga also strives to partner these policies and procedures with a deep-seated and healthy camp culture of respect and support for one another at all times. Camp Hochelaga expects all camp staff to model consent, respectful and inclusive language, positive expressions of body image and food language, confidence-building language and actions, and genuine kindness. Camp's culture of respect and support takes many forms and is present throughout all aspects of programming. One example of this culture in action is camp's "goodnight" tradition. Every evening camp counselors model consent and respect by asking campers if and how they would like to acknowledge "goodnight." Campers can opt for a high five from their bunk, a simple tip of the hat which doesn't involve any physical contact, a verbal goodnight, a hug, or nothing at all. Even in practice and tradition as quick and simple as saying goodnight to a member of your community, Camp Hochelaga believes that carrying a culture of respect, consent, and support is of utmost importance in empowering campers to feel strong and safe.

Camp Hochelaga's Staff Training Program is mandatory for all staff working with children at camp. Staff Training is facilitated by camp's year-round leadership team, as well as third-party experts in our community. Annual training always includes intensive segments on bullying prevention and intervention, supporting mental wellness in youth, DEIJ trainings to help us create the best inclusive space we can, and identifying and preventing child abuse of any kind. In direct consultation with the Department of Child and Family Services and Prevent Child Abuse Vermont, Camp Hochelaga strives to train and prepare all staff to provide respectful, supportive guidance, supervision, and care to every camper who enters Camp Hochelaga. If at any point, a staff member reasonably suspects that a camper is experiencing bullying, mental illness, or abuse of any kind, Camp Hochelaga makes immediate contact with the camper's parent/guardian or with the Department of Child and Family Services depending on the circumstances. All Camp Hochelaga staff are trained Mandated Reporters.

Camp Hochelaga's health, safety, and emergency policies and procedures include preparedness for severe weather, medical emergency, a missing person, and dangerous persons on camp property. By developing and implementing policies and procedures that identify possible threats to the safety and well-being of our campers and staff, Camp Hochelaga begins every season prepared not only to respond to any possible threat, but to prevent many threats to safety long before they are actualized. Camp Hochelaga reviews all safety and emergency policies and procedures annually with direct advisement from Community Health Centers of Burlington, the Grand Isle Sheriff Department, a local active school shooter prevention expert, the Coast Guard, and the Department of Child and Family Services. Annual review and revisions ensures that all procedures and plans are current and effective.

CAMP CULTURE & PROGRAMS

A PLACE OF INCLUSION & EMPOWERMENT

YWCA Vermont is driven by the mission of eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. We carry this mission forward in our culture at Camp Hochelaga by working to create an environment of inclusion, social safety, and freedom of expression. Camp Hochelaga aims to be a place where campers are welcomed into social, emotional, and physical safety. We strive to continue making Camp Hochelaga a space of diversity, safety, and true empowerment by fostering a culture of inclusion during our seasonal staff training sessions, growing our summer team by welcoming counselors from diverse backgrounds who model this culture of inclusion at all times, and continuing to grow our Circle of Girls+ Scholarship Program so that the camp experience remains accessible to our community of campers and families.

SUPERVISION AT CAMP

At Camp Hochelaga, the social, emotional and physical safety of campers is top priority. Engaged supervision, support and guidance from our camp counselors and larger staff team plays a central role in maintaining safety at all times. In alignment with American Camp Association (ACA) standards, Camp Hochelaga strives to maintain a staff to camper ratio of 1:4 and never operates with a ratio larger than 1:8 during times when campers are in cabins and overnight, and a staff to camper ratio that is never greater than 1:10 during daily activities. Camp counselors sleep in tents near cabins, and counselors are directly engaged with campers during mid-day cabin times, and during meals, activities and transitions. Our camp staff is trained to build positive relationships with campers so they can offer support, maintain a culture free of bullying, and meet the needs of each camper in their group. Camp Hochelaga maintains these supervision ratios and practices during all off-site trips and changeover weekends.

CAMP ACTIVITIES SIGN UPS

Camp Hochelaga strives to offer campers a variety of choices in their activities while at camp, as well as opportunities to step outside their comfort zone and try new things. Here is a partial list of the more popular options:

- Arts & Crafts
- Waterfront – swimming, kayaking, sailing, paddle boarding, canoeing, etc...
- Dance & Performing Arts
- Archery
- Axe Throwing (13 years and older)
- Health and Wellness – cooking, gardening, yoga, etc...
- Nature / Exploration
- Soccer / Basketball / Tennis / Volleyball / Gaga Ball

SWIMMING LESSONS

During the online registration process families are asked if they would like their camper to receive swim lessons while at camp. If your camper is signed up, they will be scheduled for group swimming lessons during one of their activity blocks each day. During the lessons, campers work with Lifeguard Certified staff (no more than 10 campers to 1 staff) to build swimming skills and confidence in the water.

CHANGE OVER WEEKEND ACTIVITIES

For Residential Campers staying multiple consecutive sessions, Camp Hochelaga offers an activity that will take them off camp property or organize a special activity that is outside of the usual camp experience. The fee is \$100.00 and will cover all the charges for the activity as well as the presence of engaged staff members and meals for the weekend. Participation in a Change Over Weekend can be selected in your online registration account.

CAMP IS A SAFE & SCREEN FREE ENVIRONMENT

CELL PHONES & ELECTRONICS

We are a fully 'unplugged' screen-free environment at Camp Hochelaga! Campers are not permitted to have cell phones while at camp. A sense of independence and a chance to 'unplug' are two of the primary benefits of camp. Phone contact with friends or parents can often make a homesick camper's condition worse. iPods, Kindles, and other electronic devices are also not permitted. Campers who are discovered to have a cell phone at camp will have the phone confiscated and locked in the camp office. It will be returned to the parents/guardians during check-out.

If a camper requires music or white noise to fall asleep, we do permit battery powered fans, CD players and other non-internet accessible music devices, and battery powered white noise machines.

PERSONAL PROPERTY AT CAMP

We strongly advise that nothing of high monetary or sentimental value be brought to camp, as things can get lost or damaged. We recommend any items brought to camp be labeled with your camper's first and last name. Keep in mind that camp is a place to get messy and have fun without worrying about damaging or lose valuable items of clothing or belongings. Leave the nice stuff at home and please do not send money with your camper! **Camp Hochelaga is not liable for the damage or loss of any personal belongings.**

Campers may bring personal sports equipment to camp. Any equipment that would typically be used at the archery range will be stored in the office of the Camp Director. Other sports equipment may be stored in the camper's cabin. Items of higher value (musical instruments, etc.) may be stored by camp staff. **Camp Hochelaga is not liable for any damage or loss to such equipment.**

Camp Hochelaga reserves the right to confiscate items from campers for health, safety and philosophical purposes. Confiscated items will be stored in the Camp Office, and returned to parents/guardians during check-out. Items which may be confiscated include (but are not limited to): cell phones, pocket knives, firearms or other weapons, fireworks, lighters or matches, food items, alcohol or drugs, tobacco products, scissors, Juuls/vapes/e-cigarettes, and electronics. Campers may not bring pets or other animals, or personal vehicles of any kind to camp.

BIKES/PERSONAL VEHICLES

Campers are not allowed to bring their bicycles or other personal vehicles, including motorized scooters, motorcycles, personal watercraft, or automobiles to camp.

SOCIAL MEDIA POLICY

YWCA Vermont and Camp Hochelaga guidelines prohibit all camp staff from "friending" and "following" campers via social media (Facebook, TikTok, Google+, Instagram, SnapChat, etc). If your camper has a social media account, please ask them not to seek out their counselors or other camp staff following their session.

TOBACCO/ALCOHOL/DRUGS

YWCA Camp Hochelaga's program is designed to encourage healthy personal habits. Tobacco, alcohol, marijuana, or any illegal drugs are not permitted on camp property. This includes any medication not specifically prescribed to the camper. Any campers found with such items are subject to disciplinary action, which may include, but is not limited to, dismissal from camp*. Campers found to be in possession of illegal substances will be reported to the Grand Isle Sheriff's Department.

ELECTRONIC CIGARETTES/JUULS

YWCA Vermont Camp Hochelaga does not permit the use or possession of electronic cigarettes or Juuls. Any camper found with such items is subject to disciplinary action, which may include, but is not limited to, dismissal from camp*.

**No refunds are issued if campers are dismissed.*

HEALTH CARE POLICIES & PROCEDURES

HEALTH CARE AT CAMP

The Camp Health staff will provide basic healthcare as appropriate during your campers' stay. The Health staff will contact you in the event of any medical situation requiring care beyond basic first aid. Should your child become seriously injured, Camp Hochelaga will contact Grand Isle Rescue for emergency treatment. Camp Hochelaga will make every effort to contact you should such a situation arise. All campers are required to have health insurance. Please include a copy of your health insurance card with your campers' health forms. Parents/guardians are responsible for any medical costs incurred during their campers' time at camp.

All campers attending Camp Hochelaga are required to have had a physical examination by their physician within 12 months of camp attendance. Proof of this examination must be uploaded to the camper's online account prior to arrival at camp. Our goal is to provide quality care to a group of healthy children. On the first day of camp, members of our staff will provide head lice and health screening for all campers. We ask for your cooperation in keeping everyone healthy. We request that campers who are ill to the degree noted below be picked up within one hour after the call from the Camp Hochelaga Health Team or Camp Director. Day Campers who appear to be ill or who have contagious diseases should not come to the program that day. Campers who become ill at camp will be comforted until picked up by the parent/guardian or designee. If you are participating in our Day Camp program and your camper will be absent from camp due to illness we ask that you call our office at (802) 372-4510 by 9am on the day of absence.

We are unable to care for your child if they:

- Have a fever of 100°F or greater.
- Are congested enough to need a vaporizer.
- Are tired enough to require sleep beyond a regular nap.
- Have any eye discharge.
- Have diarrhea (3 times/24 hours or persisting more than 48 hours).
- Have an unidentified rash.
- Have severe coughing.
- Are not able to keep up with the scheduled day.
- Have vomited more than once within the last 24 hours.

MEDICATION AT CAMP

All prescription medications brought to camp must be in the original container with dosing instructions and accompanied by written orders signed by a physician. They must include the camper's name, dosage, and time/frequency. Please send only the amount of medication your camper(s) will need for the time they are at camp. If they have multiple medications, please put everything in a **labeled, clear plastic bag**. All medications, including over-the-counter creams, melatonin, aspirin, vitamins, etc., must be in their original packaging and turned in at the Health Station during check-in. Medications do not include sunscreen or bug spray. All campers with medication and over-the-counter items are required to meet with the Health staff during check-in. All medications (prescription & over-the-counter) must be stored in the Health House. No medications are allowed in the cabins unless the camper receives direct approval from our Health Officer.

Children who have been out with the illnesses below may return to Camp according to these guidelines:

- COLD/FEVER -24 hours after fever is gone (without medication)
- CONJUNCTIVITIS -a properly dated medication must have been administered for 24 hours
- CHICKEN POX or MRSA -when the last sore is scabbed over and there is no oozing
- HEAD LICE -after using a prescription treatment and all eggs are removed (no nits)
- IMPETIGO -48 hours after medication has begun
- SCABIES -24 hours after treatment has begun
- STREP THROAT -24 hours after medication has begun (4 doses)
- COVID-19 -5 days from symptom onset or positive test, they should then mask through their 10th day since onset



HEALTH CARE POLICIES & PROCEDURES CONTINUED

HEAD LICE POLICY

We strive to keep Camp Hochelaga's facilities a head lice-free environment. All campers are required to stop at the Head Check Station during check-in for residential and day camp sessions. Our staff are specially trained in head lice identification. If evidence of head lice (including lice in nit, nymph, and adult form) is found on a camper's head during the check-in screening, the camper will not be permitted to stay at camp. Through a discreet conversation with parents/guardians, the camper will be asked to leave camp to receive head lice treatment and will be permitted to return once they display no evidence of head lice, as determined by Camp Hochelaga's Health staff. Camp tuition is non-refundable in the event of head lice discovery.

Through thorough training and attention to detail, Camp Hochelaga's Health staff works to prevent head lice from entering the camp environment. However, if a camper is discovered to have evidence of head lice after the check-in process, the Camp Director will send an email notifying all camp families of possible exposure.

Camp Hochelaga strongly encourages all families **to check their campers' heads before arriving at camp for check-in day**. While inconvenient, head lice is treatable. Catching head lice a few days before your camper's session starts will allow you to complete the treatment process before the first day of camp so that your camper does not miss a moment of fun.

Wondering how to check for and treat head lice? Here are a few resources:

- <https://www.nasn.org/programs/educational-initiatives/lice-lessons>
- <https://www.youtube.com/watch?v=9S1lrIt9w0>
- <https://www.youtube.com/watch?v=Flle82MPHr8>

CAMPERS WITH DISABILITIES

Camp Hochelaga welcomes campers with disabilities. We work to keep camp spaces as accessible and adaptable as possible given the limitations of our rustic facilities and landscape, and the scope of our staff training and camper to staff ratios. If you are registering a camper with a disability, please contact the Camp Director to talk more specifically about the ways in which Camp Hochelaga can help support the camper in our limited environment. Please indicate additional supports needed on the camper information form when registering for camp. Camp Hochelaga fosters a culture of genuine inclusivity.

CAMPERS NEEDING ADDITIONAL SUPPORT

In alignment with our camp philosophy of empowerment, Camp Hochelaga welcomes campers who need additional medical or behavioral support and strives to create a safe and inclusive camp experience in collaboration with parents/guardians. If you are registering a camper with unique medical or behavioral support needs, please contact the Camp Director to develop a support plan so that our camp team can provide your camper with a positive, safe, and empowering camp experience.

BEHAVIOR SUPPORT & DISCIPLINE POLICY

Camp Hochelaga views behavior management through the lens of fostering growth within our campers. We believe in ensuring a safe, welcoming community in which all our campers can thrive. We also recognize that each of our campers comes to camp from a unique set of life experiences and needs. Expressions of negative or harmful behavior are handled on a case-by-case basis. Campers whose behaviors do not adhere to camp philosophy may be asked to leave camp at the discretion of the Camp Director. Campers dismissed from camp for behavior challenges are not eligible to receive a refund and may be asked not to return the following year.

Camp Hochelaga Takes the Following Steps to Resolve Expressions of Negative Behavior:

1. A staff member will speak respectfully with the camper and give a verbal warning with an explanation of why the behavior is inappropriate. This verbal exchange is accompanied by a conversation about any specific needs the camper might have that they feel are not being met.
2. Withdrawal from activity if behavior continues after the first conversation: Child will be removed from the activity and required to take some time to refocus and "make it right" with the support of a member of the staff team.
3. Verbal communication between parent/guardian and Camp Director.
4. If behavior that is unsafe to the camper or to others continues, removal from Camp Hochelaga may be an option. Steps 1-3 may be omitted if the Camp Director deems that the behavior was serious (i.e., endangering self or others) and that camper was aware of the consequences of the behavior being addressed.

DAY CAMP: WHAT TO EXPECT

CHECK IN / CHECK OUT

If you are bringing your child to and from camp, the drop-off time is from 8am - 8:30am, Monday through Friday. Staff will be waiting at our Lodge to greet you, check in your camper(s), and escort them to breakfast. Please do not attempt to drop off prior to 8:00am. Children may not be left unattended at camp. Contact Camp Hochelaga if you are unable to drop off your child.

Day Camp pick-up time is 4:45pm to 5:15pm each day. A member of our camp staff will greet you at the lodge. Habitual tardiness in picking up your child will result in an additional fee, as delays incur higher staff costs. The fee is \$10 per family for the first 10 minutes, and \$10 for every five minutes thereafter. This fee will be added to your tuition bill. **Please make sure you have a back-up person for pickup in case of emergency and that they are listed on the Pick Up Authorization.**

TRANSPORTATION SCHEDULES

It is the responsibility of parents/guardians to drop-off and pick-up their child at the location(s) selected during registration. We will not be able to change the drop-off and pick-up location mid week.

Morning Pickup (Monday-Friday, all sessions)

7:30am – Depart South Burlington location (near Dorset Street I-89 exit, University Mall)

7:50am - Stop at Chimney Corners Park & Ride on RT 7 near Milton

8:15am - Arrive at Camp Hochelaga

Day Camp staff will greet families at their vehicles to assist with loading campers onto the van. Day Camp staff that ride the van will carry emergency contact information for all campers riding in the van. Camp Hochelaga maintains a staff to camper ratio of 1:15 at all times during transportation.

Afternoon Drop Off (Monday-Friday, all sessions)

4:45pm - Depart from Camp Hochelaga

5:00pm - Drop off at Chimney Corners Park & Ride

5:30pm - Drop off at South Burlington Location

A Camp Hochelaga staff member driving the van will verify the identity of the adult picking up each child in the afternoon before the van continues its route. A fee will be assessed for any late pick-up. If the van is delayed for more than 15 minutes, a staff member will contact you and notify you of the delay.

Please contact the camp office promptly should you expect to be delayed in dropping off or picking up your child. We understand that things may occasionally happen beyond your control (flat tire, traffic, etc.) and expect that you will communicate any delays to the camp office by calling 802-372-4510.

Please notify the camp office before 9am if your child is going to be absent from camp. A member of the Camp Hochelaga staff will contact you by 9:30am in the event of an unexplained absence.

You will be required to complete the **YWCA Vermont and Camp Hochelaga Pick Up Authorization Form** during the online registration process. If your camper is riding in a van, the Day Camp staff will have a printed copy of your completed form in order to complete a check of photo ID. **It's crucial that the Pick Up Authorization Form accurately represents who is authorized to collect your campers.**

DAY CAMP SLEEPOVERS

Your day camper is invited to spend the night at Camp Hochelaga on Wednesdays and Thursdays during their session. You may sign up your camper for one over-night per session. This is optional and there is no added cost. If your camper chooses to stay, they will take part in all the evening activities. Sleepovers are a great way to try out overnight camp! More information regarding the sleepovers will be communicated via an email from our Day Camp Director before your session begins.

RESIDENTIAL CAMP: WHAT TO EXPECT

CHECK IN / CHECK OUT

Residential camper check-in will be on **Sundays** with a schedule to allow for staggered arrival of campers by age group.

- Senior Line campers (grades 9th and up) will check in between 2pm-3pm
- Upper Mid Line campers (grades 6th through 8th) will check in between 3pm-4pm
- Lower Mid Line campers (grades 1st through 5th) will check in between 4pm-5pm

Please do not arrive prior to your check-in time, as our staff is preparing for your arrival up to the time of 2pm. If you arrive in South Hero early you can always stop at Seb's snack shop or Allenholm Farms for a creemee or other tasty treats! Families who are unable to arrive during their camper's designated check-in time must contact Camp Hochelaga prior to check-in day to make alternate arrival plans. **If families are checking in multiple campers in different age groups, they should arrive during the **earliest** designated check-in time.**

Check-in will take place by vehicle in the same fashion as in 2023. A staff member will be at the corner of Hochelaga Road and Larrow Lane to meet you. **Please do not drive into camp without checking in with the greeter first.** Upon arriving at Camp Hochelaga, families will be required to remain in their vehicles and to follow signs along the drive to the check-in stations including medical check-in, head lice check, paperwork confirmation, luggage unloading, and camper drop-off. Families will then be instructed to park in our Senior Field where they can get out of their cars to help their campers move into their cabins. Members of the Camp Hochelaga staff will be there every step of way to support the check-in process, answer questions, and provide support when saying goodbye. **Please prepare your camper in advance for this process and remember we are happy to provide a facility tour for you and your family before our camp season begins.**

Check-out will be on Fridays with an adjusted schedule to allow for staggered departure of campers by age group.

- Lower Mid Line campers (grades 1st through 5th) will check out Fridays between 3pm and 3:45pm
- Upper Mid Line campers (grades 6th through 8th) will check out Fridays between 3:45pm and 4:30pm
- Senior Line campers (grades 9th and up) will check out Fridays between 4:30pm and 5:15pm

If families are checking out multiple campers in different age groups, they should arrive for camper pick-up during the **earliest** designated check-out time.

Check-out will take place by vehicle. A staff member will be at the corner of Hochelaga Road and Larrow Lane to meet you. Please do not drive into camp without checking in with the greeter first. Upon arriving at Camp Hochelaga, families will be required to remain in their vehicles and to follow signs along the drive to get to where the campers will be waiting. Staff will be with the campers, will give family members any medication leftover from the session, and will assist with loading luggage into the car. **Family members will be required to provide photo identification matching the name(s) on their camper's Pick-Up Authorization Form.**

IMPORTANT: Following the set timetable for check-in and check-out creates a smooth and efficient process without necessitating a long wait in your car on the road.

CABIN ASSIGNMENTS

Cabin assignments are made prior to the start of each session. Campers are assigned to cabins within line areas according to grade. **Only one mutual cabin mate request will be honored. We do not allow larger groups of friends to be placed in the same cabin.** All cabin requests must be made by both campers' families, and the campers requesting one another must be within one grade level of each other (a 5th grader and a 6th grader may be paired together but a 5th grader and a 7th grader may not). We believe that meeting new people and making new friends is an important part of the camp experience. It is also important to note that most of the camp day is spent participating in activities of choice away from the cabin.

RESIDENTIAL CAMP: FAMILY CONTACT

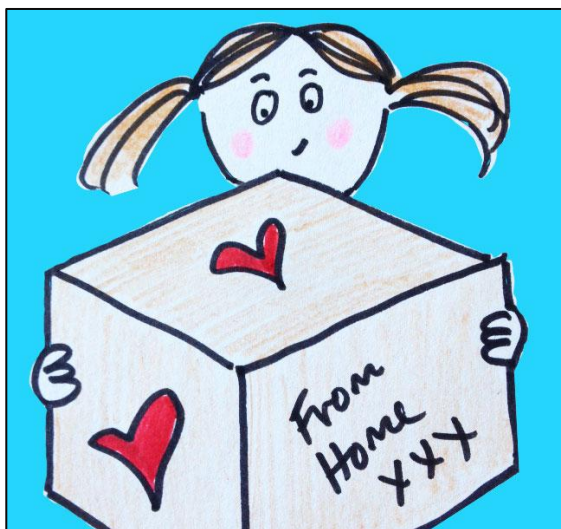
VISITORS & PHONE CALLS

We strive for campers to develop independence and confidence. An integral part of the growth process is the extended period away from home. We highly discourage phone calls to camp unless there is a family emergency. In the event of serious illness, accident, prolonged homesickness (two or more days) or other situations warranting discussion with the parents/guardians, the Head of Line, Camp Director, or Health Officer will notify parents/guardians. If this is your campers' first time at camp we suggest that you write letters and offer encouragement to support them as they take this new step in their independence.

MAIL

Campers have opportunities to write letters home while they are at camp. Parents/guardians can choose to include self-addressed stamped letters or cards. Campers enjoy hearing from you too! Make your letters friendly, newsy, and joyful. Avoid telling them how much you miss them; this may result in homesickness. Camp mail is distributed daily during Line Time (4pm-5pm). You can bring mail with you on check-in day with the day you would like it delivered noted on the envelope or address your mail as follows and send it through the post office:

(Camper's Full Name)
YWCA Vermont Camp Hochelaga
34 Hochelaga Road
South Hero, Vermont 05486



CARE PACKAGES: NO FOOD

Receiving a care package at camp is fun! Feel free to drop-off mail and packages during camp check-in to avoid mailing delays and expenses. Camp Hochelaga encourages family members to send fun games or activities to share with cabin mates. Suggestions to include in care packages:

- Stickers
- Cards or other small games
- Glow sticks/bracelets
- A small stuffed animal/toy
- A small notebook with pens (great to use to collect contact information from fellow campers)
- Flashlight with batteries
- Lip balm

Our highest priority is the safety of our campers. We are also committed to creating an environment of social inclusion and equity. Camp Hochelaga regularly welcomes campers with life-threatening food allergies to camp. In addition to making campers who do not receive snacks in care packages feel excluded, food received in packages can also put campers' health at risk and attract rodents into camp cabins. For these reasons, **Camp Hochelaga does not allow any food* to be included in care packages.** ALL FOOD received in care packages will be held in the office to be claimed at the end of the session.

**Please make this easy on our campers and staff: DON'T SEND FOOD*

CAMP MEALS & SNACKS

MEALS

Meals and snacks are varied, well-balanced, and nutritional. Camp Hochelaga is committed to providing meals made with fresh ingredients. Menus are designed with child-friendly foods in mind and includes salad items from our very own camp garden as well as produce from local farms! A counselor is seated at every table during all meals. Camp Hochelaga strives to accommodate unique dietary needs to the best of our ability. **Please indicate any allergies or restrictions on the Camper Medical Form in your Camp Brain account.** *Please contact us in advance to determine if your child's needs can be met by our food service staff.* Our kitchen staff is trained to support special food needs if given adequate time to prepare.

If your camper requires a specific type of food or snack to meet a medical or health-related concern, please contact Camp Hochelaga staff before the start of their session to discuss a plan for storage of this medically necessary food in camp's Health House and the times during each day when your camper will need to visit the Health House.

Breakfast, lunch, and snacks are provided for all campers, Day & Residential, and dinner is provided for Residential campers.

CAMP SNACKS ARE ON THE MENU

In addition to 3 from-scratch meals, campers will be offered healthy snacks all day long which can be found in our Lodge. Our goal is to provide campers with ample opportunities to fill their bellies with healthy, energy-filled meals and snacks while at camp.

In addition to our locally sourced salad bar, and hot, from-scratch main course, Camp Hochelaga is also happy to provide a different or additional meal to ensure all campers are full, energized, and ready for their day.

PHOTOGRAPHY & VIDEOGRAPHY OF CAMPERS

There may be times throughout the summer when YWCA Vermont, local media organizations (radio, television, newspapers) or authorized individuals want to videotape or photograph groups or individual children in our various programs for public relation purposes and social media. If you do not want your child to appear in any videotapes or photographs that may be used for public relations or educational purposes, please let us know via a separate letter to the Camp Director and by answering "no" in your signed release within the Camper Information Form.

CANCELLATION & REFUND POLICY

Please notify the camp office immediately if you need to cancel your child's enrollment. Cancellation must be in writing or by telephone **at least two weeks in advance of the camper's arrival at camp.** Cancellation notices received less than 2 weeks from the start of the session registered are not eligible for refund. The deposit fee is non-refundable.

We reserve the right to withdraw, with no refund, any camper whose influence or actions are deemed harmful or who will not live within the rules and policies of the camp. ***Homesickness is not a condition for refund.***

PAYMENT OR ACCOUNT QUESTIONS?

Please contact the YWCA's Office Manager at (802) 372-4510 or contactus@ywcavt.org. Please note that you can check your balance, make credit card payments, and print an account statement that lists camp's Federal Tax ID Number from your online account.

CAMP HOCHELAGA PACKING LISTS

This packing list is the recommended items for 1 week at Camp Hochelaga.

We strongly recommend sending nothing to camp of high monetary or sentimental value.

Camp Hochelaga is not liable for lost or damaged clothing or personal items.

Please label items with your camper's full name.

- | | |
|---|--|
| <input type="checkbox"/> Pillow with case | <input type="checkbox"/> 3 sweatshirts* |
| <input type="checkbox"/> Sleeping bag or sheets & blankets | <input type="checkbox"/> 2 bath towels |
| <input type="checkbox"/> Laundry bag | <input type="checkbox"/> Shower bucket/bag to carry toiletries |
| <input type="checkbox"/> Sun Hat | <input type="checkbox"/> 4 pairs of shorts* |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Underwear* |
| <input type="checkbox"/> Sunscreen (SPF 30 or above) | <input type="checkbox"/> 2 pairs of warm pajamas* |
| <input type="checkbox"/> Insect repellent | <input type="checkbox"/> Socks* |
| <input type="checkbox"/> Pair of sneakers/close-toed shoes | <input type="checkbox"/> 5 Tee shirts |
| <input type="checkbox"/> Pair of waterproof boots | <input type="checkbox"/> 3 Long sleeve shirts* |
| <input type="checkbox"/> Pair of watershoes, sandals, or old sneakers for going in the lake | <input type="checkbox"/> 2 Pairs of long pants or sweatpants* |
| <input type="checkbox"/> Refillable water bottle | <input type="checkbox"/> 2 Bathing suits |
| <input type="checkbox"/> Rain jacket | <input type="checkbox"/> 1 Beach towel* |

***Campers attending multiple consecutive sessions should consider packing twice the suggested quantity of the above clothing items.**

Laundry services are available only to campers who are staying at camp for more than 2 consecutive weeks

OPTIONAL ITEMS

- ☐ Small folding camp chair (stadium seat/Crazy Creek style with handles is most common)
- ☐ Bug net for bunk
- ☐ Musical instruments
- ☐ Books
- ☐ Card games or playing cards
- ☐ Paper, pen/pencils, pre-addressed & stamped envelopes for writing home or to friends
- ☐ Small backpack/day pack
- ☐ Camera (digital and disposable cameras are allowed, smart phones/ipod touches are not)

DAY CAMP PACKING LIST

All items can be left at camp in personal cubby overnight for the duration of the camp session. **Camp Hochelaga is not liable for lost or damaged clothing or personal items. Please label items with your camper's full name.**

- | | |
|---|--|
| <input type="checkbox"/> Bathing suit and towel | <input type="checkbox"/> Sneakers/close-toed shoes |
| <input type="checkbox"/> Sunscreen (SPF 30 or above) | <input type="checkbox"/> Rain jacket |
| <input type="checkbox"/> Insect repellent | <input type="checkbox"/> Hat |
| <input type="checkbox"/> FULL refillable water bottle | <input type="checkbox"/> Extra bag for wet clothes |
| <input type="checkbox"/> Pair of watershoes, sandals, or old sneakers for going in the lake | <input type="checkbox"/> Extra change of clothes |

PLEASE LEAVE THE FOLLOWING ITEMS AT HOME

Our priority at Camp Hochelaga is to keep everyone, campers and staff, safe and healthy during their time at camp. Please do not send any of the following items with your camper to camp. These items will be confiscated by camp staff and returned to parents/guardians upon check out.

- Drugs and alcohol (including vapes and e-cigarettes)
- Cell phones, Portable electronics
- Food, drinks, gum, candy
- Firearms, knives, or weapons of any kind
- Matches, candles, incense, fireworks
- Bicycles, scooters, rollerblades
- Money, credit cards

CAMP HOCHELAGA PRE-CAMP CHECKLIST & REMINDERS



As you and your camper prepare for camp this coming summer, we encourage you to use this pre-camp checklist to help ensure that all paperwork is complete. This checklist makes a great addition to your refrigerator or organizational tack board!

CONTACTING THE CAMP OFFICE – ALL QUESTIONS WELCOME

Email: contactus@ywcavt.org Phone: (802) 372-4510

ACCESS YOUR ONLINE CAMP ACCOUNT: <https://camphochelaga.campbrainregistration.com/>

PAPERWORK & TUITION PAYMENT DEADLINES

Within 2 Weeks of Registering:

- ☐ **Pay your registration deposit** to ensure that your camper's spot is held in the session you have registered for. Camp Hochelaga cannot hold spots in sessions until a deposit appropriate to the length of stay has been paid. (You may have already done this by credit card when registering for camp online)

By April 30, 2024:

- ☐ **Camp tuition paid in full** – Camp Hochelaga reserves the right to remove a camper from a session if tuition is not paid by April 30, 2024.
- ☐ Submit/upload the **Camper Physical Form** (signed by a primary care provider in the last 12 months)
- ☐ Submit/upload a copy of your camper's **immunization record**
- ☐ Submit/upload **proof of health insurance** (photocopy of insurance card front and back)

1 Week Before the Session Starts:

- ☐ **Carefully read the pre-camp email** you will receive 10 days before the session starts
- ☐ **Review** the Family & Camper Handbook for check-in day and camp policy reminders
- ☐ **Pack for camp!** Feel free to use the suggested packing list on page 11 of the Family & Camper Handbook
- ☐ **Prepare any mail** you would like to drop off at camp on check-in day for your camper
(Camp Hochelaga will have a check-in station set up so you can drop off letters and packages (no food) for us to deliver to your camper during their time at camp)

We can't wait to see you this summer!