



# YMCA Camp Mohawk

Policies & Procedures  
In response to COVID-19  
Summer 2021

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## A quick message from our team...

This handbook is designed to help campers & their families understand the implications of COVID-19 on the Camp Mohawk 2021 season. However, the following information is all subject to change based on the guidelines and restrictions put in place by the State of CT Office of Early Childhood. As soon as the camp office receives updates, they will be passed along to all parents and staff. We will continue to plan to run camp in a way that keeps all campers and staff safe and healthy and keeps the Mohawk spirit alive.

### Why open this summer?

The mission of YMCA Camp Mohawk states that the purpose of Camp Mohawk is “to provide rich and diverse group outdoor experiences for girls and young women in pursuit of developing character, leadership and values in accordance with traditional YMCA principles.” For 100 years, our overnight camp did just that. In 2020, as the result of COVID-19, we were unable to open our doors for our long-time campers. In 2021, these girls need camp more than ever. They need time to be outside, spend time with other girls, have fun, get away from the computer screen, and just be kids. Because of this, we are planning to open with all necessary safety precautions in place.

We have not made this decision lightly, and have listened to and consulted with the American Camp Association, The YMCA of the USA, CDC, the Office of Early Childhood of CT, and other youth camps to make this summer possible. In this handbook, we will provide information on our procedures for this summer. We will have a more detailed manual available upon request along with our crisis manual.

We recently received guidance from the State of Connecticut on how we can best run camp this summer. We will be following all protocols set in place by the state, in cooperation with the field guide put together by the CDC, the American Camp Association and the Y-USA detailing best practices for summer camps in regard to COVID-19. This field guide is available in our office and via email upon request.

We feel very confident that we'll be able to operate a safe and fun program for this girls this year, and appreciate the trust you have in us to do so. If you have any questions please do not hesitate to give us a call at (860) 672-6655.

## Prior to Camp

**Forms:** All forms are available online, and are due June 1st at the latest. More information on forms is available on Page 3 of this handbook.

**At Home Health Screening:** Prior to camp, you may be asked to perform an at home pre-screening, including questions regarding any symptoms your camper may experience.

**COVID-19 Testing:** It is very likely that we will require proof of a negative test to enter camp on check-in day. Your camper may also be tested 3-4 days into her camp session by an outside company, with either a rapid test or a PCR test. Any camper who tests positive will be asked to go home and quarantine, and her cohort will be asked to leave for a 10-day long quarantine as well.

**Vaccinations:** It is unlikely that children will have access to the COVID-19 vaccine, and so we will not require it for camp this summer. However, a large majority of our staff will be vaccinated prior to camp.

**Social Distancing:** Campers may be placed in cohorts for the entirety of their stay at camp. As of 4/1/2021, 20 children can be placed in one cohort. This means that two cabins can be combined to create a child's cohort.

**Zoom Calls:** We will be offering calls with the Directors here at YMCA Camp Mohawk leading up to the first session. Please attend Zoom calls and ask questions!

Thank you for helping us create a safe environment for Mohawk campers this summer!

# Completing your Paperwork

Before you arrive to drop your camper off on check-in day, all of her forms must be completed. This is especially important this year, as there are new forms specific to challenges brought on by COVID-19. They are all available on your CampInTouch account, and can either be completed online, or printed and uploaded to your account.

To complete your forms:

1. Login to your CampInTouch account
2. Click "Forms & Documents"



## Forms & Documents

Complete forms online and print important documents.

3. Confirm you are in the correct season. Returning campers will be able to select either 2019 or 2021.

## Applications, Forms & Documents

Season: 2020

LEGEND

ONLINE FORM	DOWNLOAD (PDF)	FAX-BACK	DOCUMENT (PDF)	MAILED TO YOU

4. View your required forms.

Form	Due	Status
Bunk Requests		Required
Camper Application		Required
Camper Photo		Required
Camper Profile		Required

## Important Forms & Dates

### All Camper Forms Due June 1st

The required camper forms are now available online through your CampInTouch portal. The first icon once you sign in will be a yellow box labeled 'Forms and Documents.' From here, you will see there are multiple forms to complete:

1. Health History (online form): This form gives our nurses a little extra medical background information on your child. There is a page that gives nurse authorization to provide common medications to your child, please review carefully.

2. Letter to My Counselor: Must be completed by the camper(s). This will be given to their counselors so that they can have a better understanding of their camper before they arrives.

3. Parent Letter to My Counselor: Must be completed by you, the parent or guardian. This will give us a better idea of what your expectations are, as well as any other information we may need for your child's time with us.

4. Physician's Exam: This will need to be completed by a doctor. You are more than welcome to use the form we provided, but your physician's own form will also be accepted. We understand there can be a delay right now in getting this form completed, and we will gladly accept forms up to 3 years old.

6. Medication Authorization: This form is NOT required. However, if your child is bringing ANY kind of medication (topical, over the counter, prescription, etc.) we will need this form completed and signed by a doctor. You will need to complete one form per medication. Please check to make sure we do not already have common medications through the Health History form. **You may be asked to complete an Individualized Care Plan. We will be in touch if this is the case.**

Once you have completed the forms, you will upload them back on to your CampInTouch portal. As always, if you have any questions or concerns, please reach out and we will be happy to help.

## Check-in Procedures

### Check-in: Sunday 3PM-5PM

Check-in day has been altered to create the most smooth, seamless process for both you and your camper. Prior to camp, you will receive a an email containing your drop-off time. It is important that you come as close to your scheduled check-in time as possible. Once you arrive, you will be directed through our drive-through drop-off. The steps of drop-off are listed below:

Step 1. Welcome to Camp Mohawk! A staff member will welcome you and your camper, tell your camper(s) her cabin, and let the counselor know she's arrived.

Step 2: A staff member will collect your camper's COVID-19 test results, temperature check and health screening. Your camper will be asked questions such as:

"Have you been sick in the past month?"

"Have you been out of the country in the past 14 days?"

"Have you experienced any loss of your sense of taste or smell?"

"Have you been in close contact with anyone who has been sick in the past two week?"

Step 3: A staff member will make sure your paperwork, store balance, and CampMinder balance are all taken care of.

Step 4: You'll be instructed to remove your luggage from your car and have the opportunity to meet your camper's counselor.

Step 5: If your child has any allergies, medications, or an individualized care plan, you'll be able to meet with the nurse and discuss any questions or concerns.

Step 6: Hug your camper goodbye! We'll see you in two weeks, and in the meantime, we promise to take great care of your camper. A counselor will be there to show your camper where to go next.

## Check-out Procedures

### Check-out: Saturday 9AM-11AM

The check-out day process is very similar to that of check-in. Prior to camp, you'll receive a message with your child's pick-up time. It is important that you arrive to pick up your child as close to that assigned time as possible, as we have assigned check-out times based on units, and the remaining campers will not be prepared for check-out.

Check-out steps are listed below.

**Step 1: Welcome back!** A staff member will greet you at the gate and ask who you're picking up. You'll be directed to either drive through the ball-field, or to take a left at the bridge to pick up your daughter at the west field. This staff member will call your camper's counselor, so she can say her goodbyes and be ready when you arrive.

**Step 2:** A staff member will notify you of your store balance. If there are remaining funds, you'll have the option to donate your balance, receive it as a check, or a combination of the two. If you owe money, you'll have the opportunity to charge it at step 2.

**Step 3:** Step 3 is necessary only if you turned in medications for your child. At this point, you'll be able to collect your camper's medication.

**Step 4:** You'll be directed to collect any luggage, and reunite with your camper.

**Step 5:** Your camper will say her final goodbyes, and we'll see you all next year!



## The Overnight Camp Program

Our main goal is to provide your child with an exciting and safe summer. Most of our activities are hosted outside, and will be active. This is to provide them not only with a fun experience, but a safe one as well.

### **We will be following the guidelines below to keep campers safe and socially distanced:**

- Per Office of Early Childhood (OEC) regulations, cohort/group size will be at 20 children maximum.
- Groups will remain separated from each other and will not intermingle throughout the day.
- We will have daily health screenings of campers and staff.
- There will be enhanced cleaning and sanitization of activities and equipment throughout the day.
- Some program activities will be limited in order to clean and sanitize properly in between camper use.
- According to OEC guidelines staff are permitted to move about groups while practicing proper social distancing, sanitization methods, and while wearing masks. Staff members are responsible for supervising children as well as teaching activity periods.
- There will be multiple handwashing stations around camp, as well as hand sanitizer. It is imperative that all staff and children are regularly washing their hands this summer, and staff will be reminding the children when they should be doing so.
- **Campers and staff who live together (i.e. a cabin) will be considered a household. Within their household, the CDC has determined that staff and campers will not have to wear masks. However, whenever a household is in a shared space with another household, campers and staff will be required to wear masks.**

## Dining

We are currently working with our long-time chef, Elmer, to decide the best course of action concerning dining hall procedures.

The CDC, ACA, and YMCA have recommended either cafeteria style meals or adapted family style meals. While we continue to learn what is best for Mohawk, we will keep these recommendations in mind.

At this point, there are several options we are considering for our dining hall. These include an additional outdoor dining area, meals served in two shifts, and utilizing a second indoor space, such as our Rec Hall or Moore Lodge for another dining hall. As soon as we have received guidance from the state of CT, and are able to discuss it with our maintenance team and chef, we will update you with our finalized plan.

## Changeover

This year, we will not be offering any changeover programming this year. Due to the requirement for campers to stay within their cohorts, and the need for increased cleaning between sessions, all campers who stay for more than one session will need to by 11AM on the check out day of their first session, and return by 5PM on the check-in day of their second session. We believe this is the best option for all campers when considering cohorts.

We're sorry for the inconvenience.

# What You and Your Child Can Expect This Summer

## Daily Schedule

- 7:20— Reveille
- 7:45— Slingers to the Dining Hall
- 8:30— Breakfast
- 9:00— Cabin Clean Up
- 9:30— Activity Period 1 by cohort
- 10:25— Activity Period 2 by cohort
- 11:20— Activity Period 3 by cohort
- 12:15— Slingers to the Dining Hall
- 12:30— Lunch
- 1:10— Siesta
- 2:15— Activity Period 4 by cohort
- 3:10— Cabin Activity
- 4:15— Cabin Elective by cohort
- 5:00— Back to cabins to prep for dinner
- 5:20— Flag
- 5:30— Dinner
- 6:00— Store by cohort, cabin free time
- 7:00— Evening Activity
- 8:15— Start of scheduled Lighthouse Time
- 9:20— Taps and beginning of lights out

\*Every day each cabin will have a free swim period during their activity periods.

## Activities Offered This Summer

Free Swim	Badminton	Field Sports
Boating	Slack-lining	Arts & Crafts
Fishing	Tennis	Farm
Log Rolling	Basketball	Jewelry
Volleyball	Nature (Includes Hikes)	Basketry
STEM	Friendship Bracelets	Gaga

## Our Staff

### **Who are Camp Mohawk counselors?**

The majority of our day camp staff are long-time Mohawk campers, who have worked their way up as campers, Counselors-in-Training (CITs), Junior Counselors, Counselors, and even Unit Leaders! These talented young women have committed their summers to Mohawk and its campers for years, and couldn't imagine not giving another year to camp.

We have also hired a number of local staff from other camps & youth programs. We are excited to have so many experienced, skilled counselors to help your campers have the summer of a lifetime, while keeping them safe and healthy.

All staff will be wearing recognizable staff shirts when you arrive, as well as a lanyard with their nametag and a photo of their unmasked face. We hope this will help campers connect with their counselors, and provide a sense of normalcy for your children.

# Updated Packing List

Please be sure that your child has the following items for camp this summer. The list below is for a two week sessions, feel free to alter according to your child's schedule and specific needs.

- 8-10 Masks (Reusable or disposable— **MANDATORY**)
  - A standard [footlocker](#) trunk, a large container or duffel bag.
  - Twin sheets (bunk mattresses are 4" x 29" x 74")
  - 1 Sleeping bag or heavy blanket
  - 2 Light blankets
  - 1 Pillow
  - 2 Pillow cases
  - 2 sets of pajamas or nightgowns
  - 2 Sweaters or sweatshirts
  - 2 Long sleeve shirts
  - 8-10 T shirts
  - 2 Pairs of long pants
  - 6-8 Pairs of shorts
  - 12-14 Pairs of underwear
  - 2 Pairs of sneakers (open toed footwear is not allowed around camp)
  - 14+ Pairs of socks
  - 1 Raincoat or poncho (Absolutely necessary)
  - 2 Bathing suits
  - 4 Towels (beach and shower)
  - 2 Wash cloths
  - 1 Good flashlight & extra batteries
  - 1 Back-up flashlight with batteries
  - 1 Laundry bag with camper's name on it
  - Bug spray (non-aerosol)
  - Sunscreen
  - Toiletries as need. No glass containers (Shampoo, conditioner, soap, deodorant, toothbrush, toothpaste, detangling spray, etc.)
  - Shower caddy or other container to carry toiletries to and from the shower
  - Dress clothes for mass and/or closing banquet
  - Hand Sanitizer (will be provided, but we recommend bringing additional)
  - Reusable water bottle
- Optional:**
- Clothing & accessories for theme nights
  - Shower flip flops or Crocs
  - Rain Boots
  - Pre-addressed, stamped envelopes, paper, and pen
  - Books or magazines
  - Camera
  - MP3 player (no video content)
  - Personal sports equipment
  - Musical Instrument
  - Battery operated personal fan

<p style="text-align: center;"><b>Do Not Bring:</b></p> <ul style="list-style-type: none"><li><b>X</b> Cell phones, tablets, eReaders</li><li><b>X</b> Devices with video content</li><li><b>X</b> Food</li><li><b>X</b> Electric fans</li><li><b>X</b> Televisions, laptops, DVD players</li></ul>
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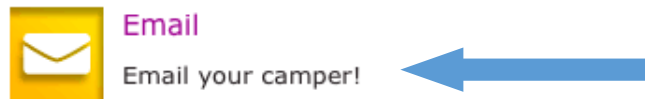
## Communication with your Camper

We understand that this year more than ever, it may be difficult to say goodbye to your child. That's why we've created several avenues of communication while your camper is with us. In addition to snail mail, you'll have access to our CampInTouch platform, where you can send one-way emails to your camper every day. Instructions to do so are listed below:

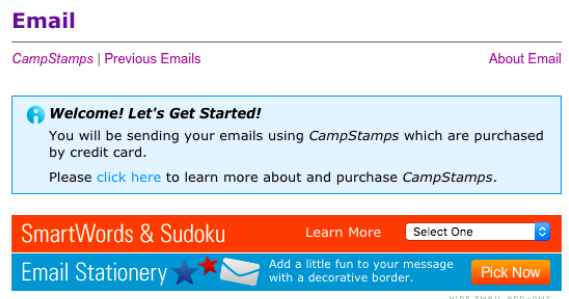
To send your camper an email using CampInTouch:

1. Login to your CampInTouch account
2. Scroll down to "Online Community" and click "Email"

### ONLINE COMMUNITY



3. You'll be given options for add-ons, such as added puzzles, borders, etc. You're ready to send an email!



### IN ADDITION TO EMAILS:

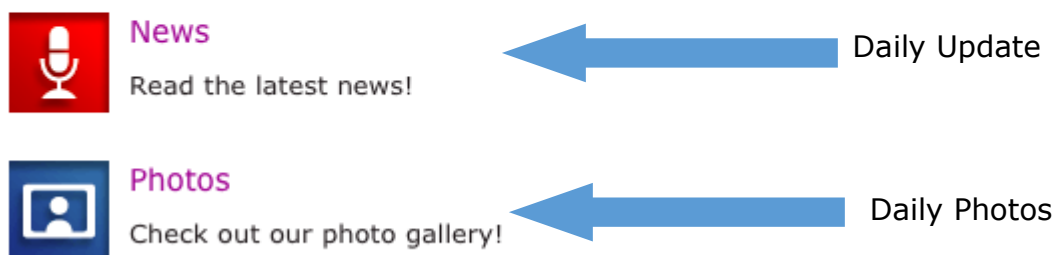
This year, we will be starting a new method of communication between you and your camper.

- On the first night of camp, all first-year parents will receive a photo of your camper via text message.

## Daily Update & Photos

Each day during the summer, our Media Director posts photos of our campers, alongside a Daily Update, a blog post detailing the events of each day. Here's how you can access these:

1. Login to your CampInTouch account
2. Scroll down to "Online Community"
3. To view the Daily Update, click "News". Once you get to the News Page, click "Daily Updates". You'll then have the option to choose the day you'd like to read.
4. To view each day's photos, click "Photos". You'll be able to see all of the photo albums, and click on the day you'd like to view.



# Additional Information

## Birthdays

If your child's birthday occurs while she is at camp, we will do everything we can to make it special! At breakfast, she'll be presented with a crown, while the whole dining hall sings our Camp Mohawk birthday song. Counselors will go out of their way to find ways to celebrate throughout the day, such as decorating the cabin and making birthday cards. Finally, at dinner, her counselors will present her with a birthday cake with the entire camp sings.

## Homesickness

It is not unusual for even the veteran camper to feel homesick the first few days away from their family. This year, we know that homesickness may be more common, even for long-time Mohawkers.

Parents can help by emphasizing the wonderful camp experience your daughter will have at Mohawk. We strongly discourage parents from telling your camper that she can come home after a few days if she is homesick. This actually encourages homesickness and often makes the child unhappy. It also is more difficult to try and help the child make it through if she knows she can go home. Parents should understand that the initial letters you receive might express strong homesick feelings. Please don't be alarmed. What was a crisis on day two may have been forgotten by day four. Write a reassuring letter back urging them to stick with it and have a great time. We treat our homesick campers with sensitivity, reassurance, and special attention. If a situation requires further attention, the Unit Leader is called to help and if necessary the nurse is called in for some TLC. We frequently speak with parents regarding their child's homesickness. If you would like more information on preventing homesickness, please contact us.

## Showers

Campers will be taking showers in our bath-house, the Lighthouse, at a time specific to their cohort. Each shower has a door that locks, a bench with hooks for campers' towels & shower caddies, and an additional shower curtain for privacy.

Showers will be sanitized each day sprayer for the safety of all campers and staff.

## Bedtime

Bedtimes are assigned based on unit. The youngest campers go to bed the earliest, and lights out gets later as the campers get older. "Flashlight time" is also given at the counselors' discretion. Bedtimes for campers are listed below:

Jawaks: 9:20 PM	Oscadees: 9:50PM
Utes: 9:30 PM	Seniors: 10PM
	Mohicans: 9:40 PM



# Refund Policy

As the result of COVID-19, any cancellation received in writing or email ([info@campmohawk.org](mailto:info@campmohawk.org)) prior to June 1st will result in a refund of all fees paid including deposits.

1. Prior to attendance: NO REFUNDS will be made for cancellations received after June 1st except in cases of documented medical reasons. In the event of documented medical reasons for cancellation, a refund will be issued for all of fees paid after the deposit has been subtracted. In the event of cancellation of one or more sessions, while still enrolled in another, deposits will be partially transferred to the remaining balance in the amount of \$100.
2. Once a child has begun her camp experience, no refund will be issued for any part of camp fees paid if the child leaves camp before the session(s) she is registered for are completed except in the case of a documented medical reason. Any camper withdrawn from camp for reasons related to homesickness will not be issued a refund. In the event of a documented medical reason, other than those related to homesickness, a refund will be issued for prorated fees minus the deposit.

## **Camp Mohawk Contact Information**

### **Mailing Address:**

YMCA Camp Mohawk  
PO Box 1209  
Litchfield, CT 06759

### **Physical Address:**

YMCA Camp Mohawk  
246 Great Hill Road  
Litchfield, CT 06759

**Phone: (860) 672-6655**

**Fax: (860) 482-3878**

**Email: [info@campmohawk.org](mailto:info@campmohawk.org)**

**Website: [campmohawk.org](http://campmohawk.org)**

**Thank you for choosing YMCA Camp Mohawk this summer!  
We look forward to getting to know you and your camper.**



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