

# YMCA Camp Duncan

## Camper Policies

### MISSION STATEMENT

*YMCA Camp Duncan seeks to provide safe, fun, creative and challenging camping opportunities that foster individual and family growth in areas of self-worth, responsibility, self-expression, independence, leadership, environmental awareness, and Christian values. YMCA camping provides a sustained group living experience bringing together persons of diverse backgrounds in a natural outdoor environment under the supervision and guidance of trained leaders.*

## Camper Policies

### **Bullying**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace; through the use of emails, text messaging, instant messaging, weblogs, person Web sites and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At YMCA Camp Duncan, bullying is inexcusable. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience. If a camper has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great camp memories. Unfortunately, campers who are bullied may not have the same potential to get the most out of their camp experience.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their campers so both staff and campers are comfortable alerting us to any problems during their camp experience. We can't manage an incident if we don't know about it. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at YMCA Camp Duncan.

### **Camper Dress**

Campers' clothing should reflect good taste and concern for the values and standards of other campers. Inappropriate dress includes but is not limited to the following: Hats worn backwards or to the side, short shorts, clothing promoting alcohol, drugs, or tobacco products, provocative 2 piece swimsuits or clothing, and bare midriffs. Campers may be asked to change their clothes if the director deems attire to be inappropriate.

### **Cellular Phones and Other Electronic Devices**

Come to camp unplugged for the week! **Please do not send a cell phone to camp with your camper.** Cell phones have no place at camp. Campers are busy with camp program activities and have no need for cell phones. Cell phone usage and texting friends and other campers distract from your camper's camp experience. Cell phones brought to camp will be confiscated and held in a locked drawer in the Camp Director's office and will be handed back to the parent on check-out day

Communicating with your camper is not a problem and the camp understands that knowing your camper is okay is important. If parents/guardians need to contact their camper during the session, they are asked to call the camp office and talk to the Camp Director. Campers can be brought to the phone to talk with parents/guardians. Also, at any time, a camper may ask the camp director to talk with

parents if needed. A camper would never be deprived of using the camp phone but it must go through the Camp Director. .

Ipods, game boys, boom boxes, DS games, MP3 players and digital cameras are all expensive electronic devices and the camp recommends leaving these items at home. Camp Duncan is not responsible for lost or damaged equipment, nor will the camp assist in the recovery of stolen equipment. Campers bringing these items will be responsible if these electronic devices are lost or damaged while at camp. For campers choosing to bring Ipods, gameboys, DS games, discmans, MP3 players to camp, these devices are only permitted to be used inside the cabin during rest hour or bedtime.

### **Chronic Health Conditions**

Any camper with a chronic health condition must have that condition documented by a licensed physician on the green health history form provided by the camp. On check-in day, the camper and parent/guardian meet with Camp Duncan's health officer or camp director to review information about any chronic health condition. All medication must be given to the health officer in its original container with physician's instructions for dosage on the label. Counselors will be notified of the camper's health condition by the health officer or camp director. All medical information shall be kept confidential and stored in the camper's health file at the health center.

### **Civil Disobedience or Camper Disruption**

Any camper conduct, either individually or in a group, that is intentionally disruptive to or designed to be disruptive to the normal operation of the camp program may result in the camper being sent home early from camp. Such conduct includes but is not limited to the following: destruction of camp property, or advocating such disruption or destruction, refusing to cooperate with camp staff attempting to maintain or restore order in the cabin/group, and/or program activity, consistently starting fights or arguments in cabin/group and/or harming another camper. These campers are disciplined and parents are contacted by the Camp Director.

### **Corporal Punishment**

YMCA Camp Duncan **DOES NOT** subscribe to corporal punishment as a means to discipline campers.

### **Dangerous Weapons**

Items designed to cause bodily harm or deemed potentially harmful, are confiscated. The parents/guardians are contacted. Bringing such items to camp may result in campers being sent home early from camp. All types of knives and dangerous items **MUST** be kept off the camp property. Once an item is confiscated by the Camp Director, it is not returned to the camper but to the parent/guardian on check-out day.

### **Deceitful Activity**

Any camper involved in lying or attempting to deceive a camp staff person will be subject to disciplinary action.

### **Diversity**

At YMCA Camp Duncan, we are a community made up of a diverse population. YMCA Camp Duncan hosts several different types of camps in the summer ; Burn Camp, Asthma camp, Diabetes Camp, Tourette Syndrome Camp and traditional summer resident camp and day camp. Our staff team is also diverse in that we hire many international staff from all over the world and American staff from all over the United States. The camper population is also comprised of a diverse population consisting of campers from all types of race, faiths, socioeconomic background, family structures, inner city, suburbs, etc. The unique quality about YMCA Camp Duncan is that we all come together as ONE community and have a fun, safe time together. It's important for everyone to feel important and have a positive camping experience.

## **Drinking and Drugs**

Zero Tolerance Policy = camper automatically sent home. Alcohol and drugs absolutely have no place at camp! Positively no alcohol, drugs or controlled substances are to be carried onto the camp property; this includes cigarettes or any other tobacco product. Any camper in possession of alcohol, drugs, or a controlled substance is sent home immediately. In the event alcohol, drugs or a controlled substance is found, it is confiscated and the camper's parent/guardian is contacted by the Camp Director to pick up their camper immediately, no matter the time of day or night.

## **Falsely Reported Emergency Calls and Fire Alarms**

Any camper setting off a fire alarm, fire extinguisher, tampering with smoke detector or using the camp pay phone located in the main lodge or any phone on any off-site camp function to falsely report an emergency to 911 will be subject to disciplinary action.

## **Fighting**

YMCA Camp Duncan does not tolerate campers who harm other campers; whether it is physical or verbal fighting, including degrading, demeaning, threatening other campers or staff, or making fun of others. Any camper involved in fighting is subject to discipline and may be sent home. The parent/guardian is contacted by the Camp Director.

## **Gambling**

No games of chance may be played on the camp property or at any off-site camp function. Playing cards for money or exchange of personal items, dice playing, or any other form of gambling is not allowed at camp. Campers who violate this policy are subject to disciplinary action.

## **Gangs**

Campers must refrain from any gang related activity while at camp. No camper shall:

1. Wear, possess, use, distribute, display, or sell clothing, jewelry, emblems, badges, symbols, signs, or other things which are evidence of membership or affiliation with a gang.
2. Commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang. Any camper who violates this policy is subject to disciplinary action and parent/guardian is contacted.

## **Gum Chewing**

Gum chewing contributes to higher maintenance costs, creates unsanitary conditions, and has a negative affect on camp decorum, other people's clothes, shoes, and hair. For these reasons, gum chewing at camp is not allowed at any time.

## **Internet Social Networking & Blogging Policy**

In general, Camp Duncan views social networking sites (e.g., MySpace), personal Web sites, and Weblogs positively and respects the right of campers to use them as a medium of self-expression. If a camper chooses to identify himself or herself as a camper at YMCA Camp Duncan on such Internet venues, some readers of such Web sites or blogs may view the camper as a representative or spokesperson of the camp. In light of this possibility, Camp Duncan requires, as a condition of participation in the camp, that campers observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or staff, in a blog or on a Web site.

1. Campers must be respectful in all communications and blogs related to or referencing the camp, its staff, and other campers.
2. Campers must not use obscenities, profanity, or vulgar language.
3. Campers must not use blogs or personal Web sites to harass, bully, or intimidate other campers or staff of Camp Duncan. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person.
4. Campers must not use blogs or personal Web sites to disparage the camp, other campers, or staff of Camp Duncan.

5. Campers must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by Camp Duncan's camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Any camper found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including dismissal from YMCA Camp Duncan's programs.

### **Intimidation**

Any camper found to be harassing, making fun of, or intimidating another camper is subject to disciplinary actions.

### **Laser Pens/Pointers**

The use of laser pens/pointers by campers is not permitted. If a camper brings a laser pen/pointer, it is confiscated and kept in a locked drawer in the Camp Director's office until the last day of camp.

### **Lost and Found**

When sending your campers to camp please be sure to mark all clothing and items with his/her full name. Please do not use your campers initials; mark all clothing with your camper's full name. All lost and found at camp is put in the lost and found box located in the main lodge outside the Camp Director's office. If parents inquire about lost and found, the camp will search through the lost and found for the lost items and then arrange for pick up of the items with the parent.

At the end of each session, campers and parents are given an opportunity to claim lost and found items. Parents can claim lost and found items up to two weeks after their session. Lost and found items not claimed and/or without names are given to the Salvation Army or other charitable organizations.

### **Obscenity**

Obscene, profane or vulgar language either written, oral, or expressed by symbols is not tolerated. Being respectful to staff and other campers is important and expected. Any camper who violates this policy will be subject to disciplinary action.

### **Search and Seizure**

Camp Duncan staff reserve the right to search a staff or camper's property, either by themselves or with the aid of law enforcement officials, if the camp staff deem the search is necessary to maintain the integrity of the camp's environment and/or the protection of the other staff or campers. These searches may or may not include the use of specially trained dogs.

### **Social Conduct**

At camp, camper conduct should reflect concern for others. Camp is the wrong place for any type of public display of affection. Intimacy and physical contact is treated as a disciplinary matter.

### **Stealing**

Stealing is a violation of Illinois law. A camper who becomes involved in a theft of camp property, another camper's belongings, or a staff person's belongings is subject to disciplinary action. Stealing may result in a camper being sent home early from camp. The Camp Director contacts parents/guardian immediately.

### **Value-Based Camp**

At YMCA Camp Duncan, we seek to provide safe, fun, creative and challenging camping opportunities that foster individual and family growth in areas of self-worth, responsibility, self-expression, independence, leadership, environmental awareness and values. Our mission and the YMCA's four core values are the foundation for all that we do here at Camp Duncan. Both govern our day to day life and are the basis for all rules and requirements established at camp. It is important that all campers and staff strive to teach, practice, and model the values *Caring, Honesty, Respect, and Responsibility* each day.

## **Vandalism**

Campers involved in vandalism or malicious mischief either against the camp property or against another camper or staff are disciplined. Vandalism includes any kind of graffiti on camp walls, beds, bathroom stalls, etc. The parent/guardian is contacted by the Camp Director. Violation of this policy may result in the camper being sent home early from camp. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian.

## **Visitors**

We ask that parents only visit the camp during the designated times on check-in or check-out days. When well meaning parents and friends "drop by" to visit their child, the camper, other campers, and the camp program are disrupted.

## **Behavior Management Policy**

We believe that every child has the right to experience camp and all it has to offer. We believe in setting limits and explaining the boundaries for all participants. When these boundaries are tested, we use specific procedures to help the camper to continue his/her experience at camp. All of our staff receives significant training in these procedures. On the first day of camp our staff will go over the cabin expectations and ground rules of camp life. Campers have the opportunity to ask questions about policies and rules, so that everyone is clear about expectations.

## **Procedures We Follow**

- The camper's counselor will speak with the camper and check whether the camper understands why the behavior is unacceptable and knows what the consequences are. The Counselor then restates the desired behavior, with clear consequences given for not following the desired behavior. The removal of a camper from a problem situation in a time out may be a consequence in this first stage. Removal gives the camper time to calm down, reflect on his/her actions and the staff a chance to discuss with the camper what happened
- If the behavior is repeated, the counselor will let the camper know that this is still unacceptable and then involves the Program Director and/or Camp Director. At this stage, YMCA Camp Duncan contacts the parent or guardian of the camper to make them aware of the situation and to ask for cooperation and insight.
- If the behavior persists, the Camp Director determines if the camper should remain at camp or be sent home. **Parents will need to make transportation arrangements, and there are no refunds for campers sent home for behavioral reasons.**
- There are some actions that may warrant immediate removal from camp. These actions include, but are not limited to; smoking or using tobacco products, using alcohol or illegal drugs, stealing, or endangering their own safety or the safety of staff or campers. This discipline policy attempts to let campers know that while they are cared for, certain behaviors are not acceptable in our camp setting. This policy also involves the parents before the problems escalate, and invites them to be a part of the solution.

## **Severe Behavior**

YMCA Camp Duncan is not equipped to handle, and the staff do not have the training to deal with campers with chemical dependency, severe emotional disturbances or violent behavior. We can refer you to facilities and camps that are equipped to handle these special needs. If your child has severe behavior problems or is unable to live a chemical-free life during their camp stay, we ask that you talk with the Camp Director.

# YMCA Camp Duncan Camp Community "Character Counts" Contract

At YMCA Camp Duncan, we seek to provide safe, fun, creative and challenging camping opportunities that foster individual and family growth in areas of self-worth, responsibility, self-expression, independence, leadership, environmental awareness and values. Our mission and the YMCA's four core values are the foundation for all that we do here at Camp Duncan. Both govern our day to day lives and are the basis for all rules and requirements established at camp. It is important that all campers and staff strive to teach, practice, and model the values ***Caring, Honesty, Respect, and Responsibility*** each day.

I agree to follow the rules of the YMCA Camp Duncan community by practicing the four core values, **Caring, Honesty, Respect, and Responsibility**. I understand that the camp staff will focus on and reward my positive behavior. I also realize that I will be held accountable for my behavior if I make poor choices. Our signatures below indicate that my parent/guardian and I both understand and agree to follow the YMCA Camp Duncan rules.

## CARING

- We care about one another. We do not throw rocks, sticks, or sand, etc.
- We care about other campers' feelings. We do not tease, name call, or bullying others.
- The camp staff care about you so all medications must be given to the health officer.
- We take care of all the camp equipment so that others can enjoy the equipment too.
- We care for others by keeping hands and feet to ourselves. We do not hit, kick, horseplay, or fight in our camp community.
- We care about Camp Duncan's beautiful facilities, we do not graffiti on the walls, buildings, or cabins and we do not litter.
- We care about our bodies. No smoking, drinking alcohol, or drugs allowed in camp.

## HONESTY

- We try our best to always tell the truth. Telling the truth is the best answer.
- We treat each other fairly and do not cheat. We play camp games by the rules.
- We are honest with ourselves and ask for help when we need it.
- We do the "right thing" when the counselor has his/her back turned, that is called *Integrity*.

## RESPECT

- We respect our cabins. No food in the cabins, it attracts critters. Food should be kept in the dining hall.
  - We speak to each other nicely and with respect.
  - We listen to our counselors and other staff members.
- We respect our environment and nature's animals by not pulling leaves off the trees and by putting trash in trash cans.
  - Rest hour is important to re-energize our body each day. Rest hour is spent in our bunks.
  - Respecting other cabins is important— girls in girl cabins and guys in guy cabins.
- Be respectful - taking things without asking is stealing. You should ask to borrow someone else's belongings.

## RESPONSIBILITY

- We only talk about appropriate topics and use appropriate language and/or gestures at all times.
- We ask permission if we need to leave the group for any reason. Stay with your group at all times.
- Being responsible is staying in your cabin after camper curfew. Ask if you need to use the restroom after curfew
- Inappropriate reading material has no place at camp.

***Camper's Commitment:*** I want to become a camper at YMCA Camp Duncan. I agree to abide by the camp rules. I understand I may not possess or use tobacco products, alcoholic beverages, and non-prescription drugs while at camp. I will do my best to follow instructions, remain in designated areas, and keep others and myself safe. I will do my best to make this a good experience for my fellow campers and myself. I understand that failure to live up to this promise might result in my dismissal from camp without a refund.

TURN THIS SIGNED SHEET IN AT CHECK-IN

# YMCA Camp Duncan Handbook & Policies

This form is to be signed and returned to YMCA Camp Duncan's office. Your signature affirms that you have read the YMCA Camp Duncan Resident Camp Parent/Camper Handbook, Camper Policies and Character Counts Contract and fully understand all of the Resident Camp policies stated therein. I have read and discussed YMCA Camp Duncan's resident camp behavior policy with my camper. We both agree to adhere to the policies and understand that the refund policy states: no refunds for campers going home early for disciplinary action or homesickness.

**Please keep the information packets handy for reference regarding the policies and procedures of YMCA Camp Duncan's resident camp program.**

I DO HEREBY AFFIRM THAT \_\_\_\_\_ AND \_\_\_\_\_ have read the parent's packet.  
CAMPER'S NAME PARENT /GUARDIAN NAME

We have read the resident camp Parent/Camper Handbook and fully understand the policies stated therein. I have read and discussed YMCA Camp Duncan's resident camp behavior policy with my camper. We both agree to adhere to the policies and understand that the refund policy states: no refunds for campers going home early for disciplinary action or homesickness.

\_\_\_\_\_  
PLEASE PRINT NAME OF CHILD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CAMPER'S SIGNATURE

\_\_\_\_\_  
PRINT NAME OF PARENT / GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE NAME OF PARENT / GUARDIAN