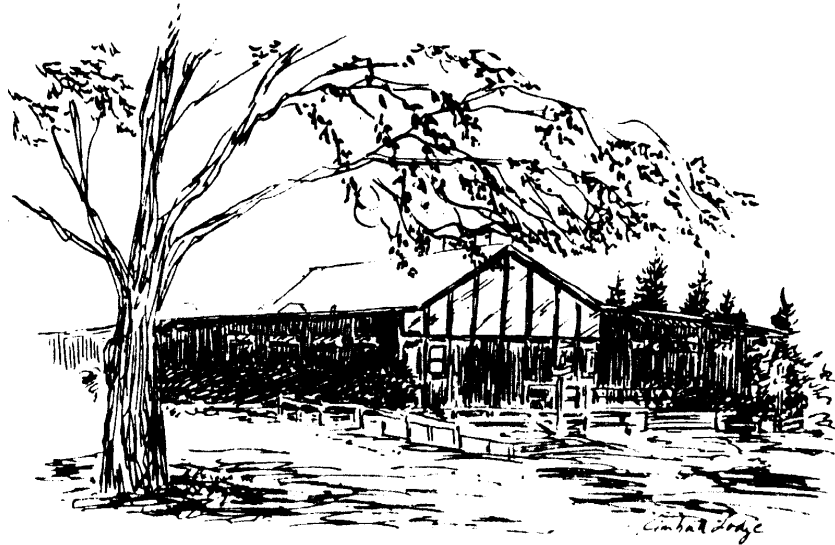




Kimball Camp YMCA Nature Center



Parent Pack

Outdoor Education

School Name:

Lead Teacher:

Program Dates:

Kimball Camp YMCA Nature Center

4502 Berlin Dr. • Reading, Michigan 49274

517.283.2168 • 517. 283.3759 (Fax) • program@kimballcamp.com



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Dear Parent,

Your child will soon take part in an exciting learning adventure at Kimball Camp YMCA Nature Center's Outdoor Education program. This packet is designed to provide you with general information about the program and how you can help your child prepare for his or her Outdoor Education experience.

The purpose of coming to Kimball Camp YMCA is to provide an opportunity for students to experience nature through a variety of experiential activities, exploration, and intentional skill development. We hope to generate an interest and appreciation for the great outdoors in your child's life.

We are looking forward to your child's visit to Kimball Camp YMCA Nature Center. If you have any questions, please call me at 517.283.2168 ex. 104

Sincerely,

**Tyler Tracy
Executive Director
Kimball Camp YMCA Nature Center**

YMCA of the USA Mission Statement

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Kimball Camp YMCA Nature Center Mission Statement

Kimball Camp YMCA Nature Center endeavors to put Christian faith and principles into practice through programs that build healthy spirit, mind and body for all in an environment which fosters a wholesome relationship between man and God's creation.

Kimball Camp YMCA Instructor Mission Statement

We, the Instructors at the Kimball Camp YMCA Nature Center, are aware of how important your students are. We strive to provide safe, fun, and educational experiences that they cannot receive anywhere else. Our goal is to provide the best quality programming and instruction, with the goal that your students will:

- Experience fun and enjoyment in the outdoors.
- Improve their understanding of ecological, historical and teamwork concepts.
- Expand both their "comfort zones" and their realization of their own abilities.
- Develop a realization of how human actions affect the environment.
- Develop an attitude of personal responsibility for the health of the environment.
- Strengthen the students' social skills and self-confidence.

To ensure a positive experience while attending Kimball Camp YMCA Nature Center, we put a major emphasis on the "Three Foundations of Respect: respect oneself, respect others and finally, respect Kimball Camp, both its facilities and the natural environment around you."

About Our Instructors

All Kimball Camp YMCA Nature Center Instructors are carefully selected to provide you with the best quality of program. All Outdoor Education Instructors are required to have either a four-year degree, be involved in an Internship/Practicum program through an approved college or university or have extensive background and experience in Environmental Education.

All of our staff are required to have certifications in CPR and First Aid and preference is given to staff with more advanced medical training. Staff members in charge of Ropes Course events are required to receive certification through an approved Association for Challenge Course Technologies vendor to operate the Ropes Courses.

All staff members are required to complete a background check prior to beginning employment and, as per the terms of their contract, prohibited from the use of alcohol, tobacco or drugs for the duration of the Environmental Education season.

Instruction Style

All students are divided up into Crew Groups by the school, with an optimum number being 12 – 20 students per group. (Based on our experience, less than 12 students provides insufficient challenge on teamwork-oriented activities and over 20 students may prove too many for the aquatic Main Events.)

One Kimball Camp YMCA Instructor is assigned to each Crew Group. Their job is to keep track of students before activities, make certain that journals are filled out appropriately and to provide a “home instructor” during learning activities like group games.

Each Instructor is also responsible for teaching a Main Event that is within their area of specialty, thereby allowing all students to interact with multiple Kimball Camp Instructors. This also guarantees the best quality of instruction for your students.

General Information For Parents

Contacting Your Child

Because of your child's busy schedule while at camp, we ask that you do not telephone or visit your child, except in case of an emergency. Your child will have a lot to share with you when they return from their experience. However, campers love to get mail! Please feel free to send as many letters as you wish to your child. Please be sure to put **your child's name and school on the outside of the envelope** and address the envelope to:

**Kimball Camp YMCA
4502 Berlin Dr.
Reading, MI 49274**

Also, you can email your camper at camper@kimballcamp.com. On the subject line, please put the child's name and school. (We find that picture attachments do not end up printing well, so we advise no pictures)

In case of emergency, please call: 517.283.2168

Firearms, Fireworks, Weapons

Kimball Camp YMCA's Outdoor Education program is classified as a field trip. This means that all school rules and policies are enforced. Campers bringing knives, hatchets, guns or archery equipment will be subject to the school's disciplinary policy, including expulsion from school.

Health and Medication

Your school will designate one teacher or staff member as the Health Officer who will handle all health problems and daily medication needs. To assist your school and Kimball Camp YMCA staff in understanding any special needs of your child, please complete the attached "Health and Emergency Release Form". The form, along with any medicines (**prescribed and over-the-counter**) must be turned into the Health Officer. **No medicines are to be kept in the cabins.**

State Law requires parental consent to administer medications such as Tylenol and Tums. If you wish for the Health Officer to be able to give your child these medications without having to contact you first, please indicate that on the Health Form under "Medications".

Insurance

Each school or individual family is responsible for its own health insurance and accident coverage. Kimball Camp YMCA does not provide accident insurance coverage.

Location

Kimball Camp YMCA Nature Center is located on Long Lake Road in Hillsdale County, just outside of Reading, Michigan. The main camp covers 65 acres with an additional 38-acre nature preserve (Kimball Pointe) located nearby. Facilities include eight cabins, Lodge, Nature Den, ropes courses, climbing wall, athletic fields, waterfront and other meeting facilities.

Lodging

Your child will stay in one of our eight comfortable, heated cabins with a nearby facility containing the restroom and showers. Approximately ten students will be housed in each cabin with one cabin counselor (either a teacher, parent or carefully selected high school student) to supervise them. Children are responsible for bringing their own sleep bag and blankets.

Meals

Kimball Camp YMCA's food service staff will serve carefully planned, nutritiously balanced meals in our dining hall. If your child requires a special diet, please contact your child's teacher as soon as possible so that arrangements can be made. If your child has severe food allergies or a medical condition-imposed diet plan, foods may be sent with the child and prepared by our food service staff.

Each crew group will serve as a "gopher" for at least one meal. Gopher duties include setting up and clearing the table, as well as helping with dining hall clean up.

Medical Emergencies

In case of sickness or accident, you will be notified as soon as possible. The Hillsdale Community Health Center is 12 miles away and the Branch County Community Health Center is 13 miles away. Local ambulance service connects the camp with these facilities.

Snacks

Any necessary snacks will be provided by Kimball Camp YMCA as part of your child's Outdoor Education program. We ask that students do not bring additional snacks. No food, gum or pop is allowed in cabins.

Staff Supervision

The program staff at Kimball Camp YMCA consists of Crew Leaders who have been specifically trained to guide your child through their Outdoor Education experience. The professional staff at Kimball Camp will supervise and coordinate the entire program to make sure that each student has an enjoyable educational experience. Teachers and staff from your school will also conduct various activities and make sure your child is well-supervised at all times.

Visiting

It is generally discouraged for parents to visit with their children unless they are a chaperone for the trip. All visitors must register with the office upon their arrival and the length of time for a visit will be at the discretion of the teachers.

Weather and Clothing

Your child should be prepared for a wide-range of weather conditions. Have your child bring lots of old, warm clothing in case of cold, and waterproof rain gear for damp weather. If your child can stay dry, he/she will have a great time, even in the rain. An extra pair of shoes is strongly recommended. Please also include lighter clothes for warmer weather conditions.

Adult Chaperones Expectations and Responsibilities

Adult chaperones are responsible parents and teachers provided by the school and are an important part in providing a successful, quality program. There should be an adult for every ten students. The school should make sure that their chaperones fully understand the proper expectations and responsibilities during their stay. We hope that your time here will be very rewarding.

Specific responsibilities include:

1. To stay in a cabin with the students, helping to maintain proper and safe behavior. Chaperones are expected to supervise the care of our facilities and lead daily clean up.
2. To supervise student free-time activities, encourage participation and maintaining high safety standards. Depending on the time of year, an adult must be assigned to the areas students are using, including: cabins, athletic field, sledding hill, volleyball court, etc.
3. To be assigned to a Crew Group and **participate in the activity**. The Instructor will provide all instruction and discipline, however chaperones may be asked to intervene, as necessary. It is requested the adult take a minute to discuss what assistance the Kimball Instructor will need before the activity.
4. To supervise meals by having an adult at each table. Please encourage students to eat well, behave appropriately and participate in mealtime activities.
5. To assist in loading and unloading the bus.
6. To check out any students leaving early with a teacher.
7. If arriving after the main group, to check in with a teacher before joining students. (Please plan on arriving between classes and inform teachers of your arrival time.)
8. To have a positive mental attitude about the programs, staff, kids and weather.
9. To provide a positive model of behavior for the students. **This is extremely important.**
10. To address problems and provide feedback for continued improvement of our program.
11. To enjoy yourself!

Other helpful information:

1. We ask students to take a break from electronics, candy and pop while they are here. Please enjoy the outdoor lifestyle with the students by leaving cell phones and/or laptops at home.
2. A courtesy phone is located in Herrick Lodge. This phone only has local calling ability, therefore either collect calls or a calling card will be necessary.
3. Our phone number for the folks at home in case of emergency is (517) 283-2168. Incoming callers will be asked to leave a return call message (delivered at meal times) except in an emergency. Office phones are available in an emergency ONLY.
4. Smoking is prohibited at Kimball Camp YMCA. If it is absolutely necessary, you must walk off the grounds. Smoking in buildings is absolutely prohibited.
5. Coffee is available in the Dining Hall from 7:00 a.m. to 7:00 p.m.

Field Trip Health Form

Students Name: _____ Date of Birth: _____ Age: _____

Parent's/Guardian's Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Work Phone: _____ Email: _____

Health Insurance: _____ Policy #: _____

Date of Last Tetanus Booster: _____

In case of an emergency, if unable to reach parent/guardian, please contact:

Name: _____ Relation: _____

Cell Phone: _____ Work Phone: _____ Email: _____

Health Information

Y N

Is the student taking medication presently? _____
If yes, please explain: _____

Does the student have allergic reactions to anything? _____
If yes, please explain: _____

Special dietary needs? _____
If yes, please explain: _____

Asthmatic? _____

Diabetic? _____

Recent Exposure To Contagious Disease? _____

For promotional purposes, I hereby authorize the use and reproduction by Kimball Camp YMCA Nature Center of photographs taken of me or my child at Kimball Camp without compensation to my child or I. **(Please initial.)** _____

I hereby give my permission for non-prescription medication (aspirin substitute, etc.) to be given to my child if deemed advisable by teachers. **In case of emergency**, I also give permission to the physician selected by my child's teacher to hospitalize, secure treatment for and/or to order injection, anesthesia or surgery for my child named above. Any direction to the contrary should be specified at the bottom of this form and **signed**. I understand that, should a medical emergency arise, every effort will be made to contact me before such treatment is given.

Parent/Guardian Signature: _____ **Date:** _____

Kimball Camp YMCA Nature Center
Understanding of Risks -Acceptance of Responsibility

Name: _____ Group: _____

This form simply states that each participant is aware of the kind of program they will participate in, as well as the inherent risks of simply being in an outdoor environment. All these issues will be covered in depth in our safety orientation prior to beginning the program. **Please read the following statements carefully and initial each. Then date and sign the bottom of this form.**

_____ I accept the fact that, while the course leaders are skilled and experienced, they cannot guarantee my total safety since some risks are beyond their control.

_____ I agree to follow all instructions and guidelines given by the course leaders, and to act in a safe and responsible manner toward all participants.

_____ I realize that if I fail to follow directions or act in a manner that is inconsistent with the safety guidelines of the camp, I will be removed from the program and/or asked to leave the grounds without a refund of my program fee.

_____ I agree to notify the course leaders of any changes to my health and fitness that may occur during the course of my program.

_____ I fully comprehend and willingly assume the responsibility and risks of participating in this program as outlined in the course packet and as explained to me by the course leaders.

Permission To Receive First Aid And To Secure Medical Help

I am sufficiently fit to participate in this program. I have completed the Health History Form (see reversed) and disclosed health/medical information that is accurate, complete and true to the best of my knowledge. I agree to notify the Kimball Camp Instructors of any changes to my health and fitness that may occur before or during the program. Should I become ill or injured, I give permission for the Kimball Camp Staff to render appropriate first aid and to seek emergency medical or rescue services, as they see fit and at my cost.

Signature: _____ Date: _____

(Parent/Guardian signature is required for minors.)

Please note: This form (front and back) must be completed and reviewed by the school prior to any participation in a Kimball Camp YMCA program. Any medical concerns must be shared with Kimball Camp YMCA Staff prior to participation in the event. Adult groups may fill out this form on-site the day of the program, or complete it at home and bring it the day of the program. Youth groups must have this form signed by a parent or guardian prior to arrival. **Youth without a completed form will not be allowed to participate in the programs at Kimball Camp YMCA Nature Center.**

What To Bring

The following is a list of items your child should bring to camp. **Please be sure that ALL of your child's belongings have their name or initials on them**, so we can return them if they are lost. Since the majority of your child's time will be spent outside, old, comfortable clothing is recommended (please do not send new clothes). Please be aware of the weather for the week that your child will be attending camp. We hold classes outdoors during all seasons and all types of weather, including rain, snow, mud and whatever else the natural environment provides.

“There is no such thing as bad weather, only inappropriate clothing choices.” – Michael Horak

All Seasons:

- Boots (waterproof)
– Tight boots cause cold feet!
- Hat (if needed)
- Jacket
- Jeans
- Pajamas
- Rain Poncho / Rain Coat
- Shirts (long and short sleeve)
- Shorts (if warm enough)
- Shoes (2 pairs – close-toed for Ropes Courses)
- Socks (minimum 2 pair/day)
- Sweater
- Underwear

Optional Items:

- Binoculars
- Day Pack or Waist Pack
- Disposable Camera*
- Flashlight
- Insect Repellant
– Non-aerosol, please!
- Laundry Bag (recommended)
- Stationary/Journal, Pencils, Stamps
- Sunglasses
- Sunscreen
- Water Bottle

*Please do not send expensive cameras.

Winter Gear:

- Long Underwear (top and bottom)
- Mittens (2 pair)
- Scarf
- Shoes (extra pair for boot room)
- Snowsuit or Snowpants
- Stocking Cap (not earmuffs)
- Sweater, Turtleneck or Vest
- Winter Boots (with liners)
- Winter Coat or Parka
- Wool Socks (at least 2 pair)

Remember: In winter, wool or fleece layers are best!

Sleeping Gear:

- Pillow
- Sleeping Bag (rolled, tied, in garbage bag)
- Stuffed Animal

Personal Items:

- Comb / Brush
- Deodorant
- Hair Ties
- Shampoo
- Soap
- Toothbrush / Toothpaste
- Towels and Washcloth

Please Leave At Home:

- ✓ Candy, Food, Gum, Pop, Snacks
- ✓ CD / Tape Players
- ✓ Curling Irons / Hair Dryers
- ✓ Electronic Games / Radios / TVs
- ✓ Fireworks
- ✓ Knives/Hatchets
- ✓ Pets
- ✓ Anything else not allowed at school

Packing: Students will carry luggage from the drop-off point to their cabins in one trip; please pack in something easy to carry – such as a backpack, duffel bag with shoulder strap, etc.

Kimball Camp YMCA is classified as a field trip and all school rules are enforced. Campers bringing knives, guns, etc. will be subject to the school's disciplinary policy, including expulsion from school.

Kimball Camp YMCA is NOT responsible for lost or stolen items!

How To Get To Kimball Camp YMCA

Located in Michigan, about 15 miles North of the Indiana and Ohio border. All groups and visitors are requested to check in at the Main Lodge upon arrival.

From US 127

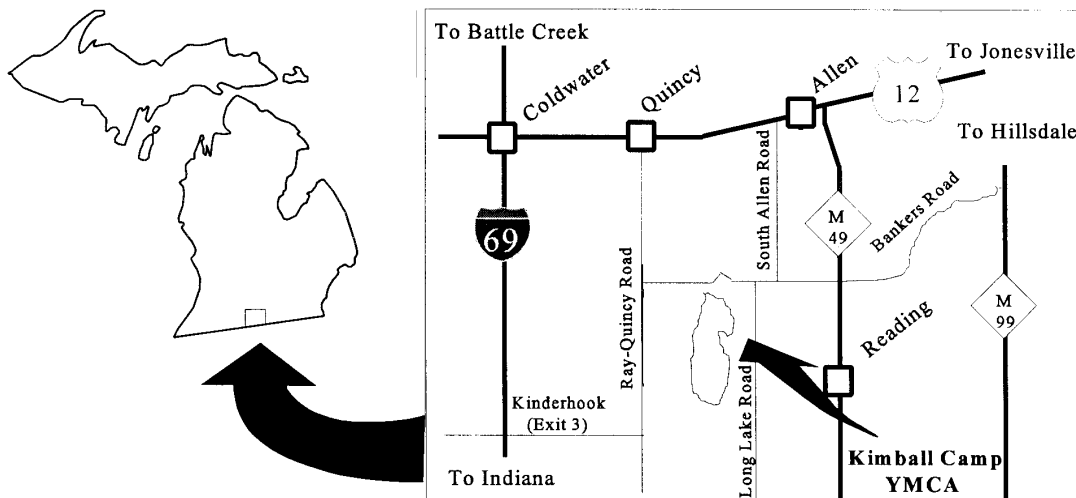
Go to US 12 West through Jonesville and just past Allen turn south (or left) on South Allen Road. Take South Allen Road until it ends at Bankers Road. Turn west (or right) on Bankers Road and go about 1/2 mile until Long Lake Road. Turn south (or left) on Long Lake Road. Kimball Camp is located about 3 miles down Long Lake Road on the west (or right) side of the road. Look for the large white Kimball Camp YMCA Nature Center sign. Follow the sign and turn west (or right) onto Berlin Drive and turn north (or right) into camp.

From I-69

Go to Coldwater/US 12 (exit 13) and go East on US 12 through Quincy. Just before the town of Allen turn South (or right) onto South Allen Road. Take South Allen Road until it ends at Bankers Road. Turn west (or right) on Bankers Road and go about 1/2 mile until Long Lake Road. Turn south (or left) on Long Lake Road. Kimball Camp is located about 3 miles down Long Lake Road on the west (or right) side of the road. Look for the large white Kimball Camp YMCA Nature Center sign. Follow the sign and turn west (or right) onto Berlin Drive and turn north (or right) into camp.

From Hillsdale

Take Bacon Road west until you come to M-49. Turn south (or left) on M-49 until you reach Bankers Road. Turn west (or right) onto Bankers Road and stay on it until you see Long Lake Road on the south (or left) side of the road (approximately five miles). Turn south (or left) on Long Lake Road. Kimball Camp is located about 3 miles down Long Lake Road on the west (or right) side of the road. Look for the large white Kimball Camp YMCA Nature Center sign. Follow the sign and turn west (or right) onto Berlin Drive and turn north (or right) into camp.





Kimball Camp YMCA Nature Center

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