

# Camp Letts

# Summer Camp

# Parent Handbook





## Welcome to Summer Camp at YMCA Camp Letts!

Whether it is Day Camp, Overnight Camp, or our Counselors-in-Training program, your campers will get to experience the beauty of the Chesapeake Bay, soar to new heights on our zip-line, and make memories that will last a lifetime!

Campers join us from the DMV area, out of state and internationally! We will see around 2,500 campers over the summer. We offer Day Camp, Overnight Camp, and a three-week Counselors-in-Training program. Camp Letts offers one-week sessions, but we often welcome campers that join us for multiple weeks throughout the summer season.

Our goals for your campers when they are here are to

- Try something new!
- Make new friends!
- Have fun!

This Parent/Guardian handbook has all the information you will need and can think of to help prepare your camper and yourself for when they are with us! Please make sure to review all the information as it is very important in making sure your camper has the best experience possible.

Letts make this the best summer yet!

## Contact Information

### **YMCA Camp Letts**

P.O. Box 208

4003 Camp Letts Rd.

Edgewater, MD 21037

**Main Office Phone:** 410-919-1400

**Office Hours:** Monday - Friday 9:00AM - 5:00PM

**On Call Phone:** 443-871-0501 (For communication outside Office Hours) 6/21- 8/21

**Website:** [ymcadc.org/campletts](http://ymcadc.org/campletts)

**Email:** [information.campletts@ymcadc.org](mailto:information.campletts@ymcadc.org)

**Overnight Camper Email:** [lettscamper@gmail.com](mailto:lettscamper@gmail.com) Camp staff will print and distribute to campers at 10:00AM daily. Friendly reminder this is a one-way communication, and they cannot email you back.

**Flickr (Camper photos):** We will update you weekly as we have unique links for each week that your camper is attending

**Camper Paperwork Portal:** <https://campletts.campbrainregistration.com/>



## INFORMATION FOR ALL

### VISITATION/PHONE CALLS

Camp Letts does not have a visitation day, although letters and e-mails are welcomed and encouraged. Parents are also invited to attend Open Houses to view camp ahead of time. Due to the volume of campers, Camp Letts does not permit campers to make or receive phone calls. (Especially when campers are homesick, we have found that calls from home disrupt the camper's adjustment to camp life.)

**If an emergency situation arises at home, we ask that parents contact the Main Office. Directors will gladly assist you and your camper in every situation! Camp is tech free, cell phones should stay at home.**



### CABIN MATE/ GROUP REQUESTS

Remember, one of the best aspects of summer camp is making new friends! Here at camp we have found that when there are too many campers from the same group of pre-existing friends, it leads to other campers feeling excluded in the cabin, which is a dynamic we aim to avoid. **Cabin mate requests are not guaranteed.**

Parents may enter a request, via the camper paperwork portal, Campbrain. Please limit requests to one friend, and the request must be mutual (submitted by both camper's parents). The campers must be/identify as the same gender, attending the same session. Out of fairness to all, we cannot guarantee that cabin mate requests will be honored. Your group/cabin assignment will be announced at drop off on your camper's first day of camp.

Cabins at Camp Letts are assigned to a camper based on the gender with which a camper identifies as on the Campbrain registration portal. If your camper identifies as non-binary or transgender, Camp Letts leadership will work with you on a case-by-case basis to ensure a cabin assignment that is most amenable to the camper and their family. At Camp Letts, we seek to be as accommodating as possible and create a safe space for all campers.

### CAMP STORE

**We do not allow campers to carry cash.** The minimum amount to add via credit card is \$5; store money can be used to purchase souvenirs from the Camp Store during the week. Please note, no food or drink is available for purchase in the camp store. Campers will have a selection of Camp Letts souvenir items to choose from. Any remaining money at the end of

your camper's last session is non-refundable. Parents/guardians are welcome to go into the Camp Store with their camper(s) at check out on Friday.

## **SWIM TESTS**

Includes: Swim the length of the pool without holding on to the side as an aid and treading water for 1 minute without stopping.

All campers are given the opportunity to take the swim evaluation test during their first day of the session to demonstrate their swimming ability. This helps the staff establish the safest areas in which campers can swim or boat. Once campers have taken the test, they will receive either a green wristband or a red wristband which determines what activities they can participate in based on safety regulations and licensing guidelines.

Campers who opt out of the swim test will be permitted to swim in the shallow end only when at the pool.

## **CAMPER ACCOMMODATIONS**

Consideration is given to the individual needs of every child and the ability of the program to meet those needs. Please inform The Y if your child has a physical or learning disability requiring accommodation during the enrollment process or prior to their first day in the program. The Y is unable to provide one-on-one care or aides for individual participants.

## **INSURANCE**

Camp Letts does not carry accident and sickness insurance on summer campers.

Parents/guardians must include their personal Health Insurance information and a copy of the health card as part of the camper paperwork, Campbrain. This information will only be used if outside medical treatment is required. In the event of serious illness or accident, the parents/guardians will be notified. Parents/guardians are responsible for transportation, prescriptions, and charges incurred for outside medical treatment. Services rendered by the camp Health Center are at no additional fee.

## **TECHNOLOGY, SOCIAL MEDIA and CAMPER PHOTOS**

Camp Letts has several different social media outlets that are updated frequently throughout the summer. Please check them out at:

- Flickr (Camper Photos): We will update you weekly as we have unique links for each week that your camper is attending
- Facebook: [facebook.com/campletts](https://facebook.com/campletts)
- Instagram: [instagram.com/campletts](https://instagram.com/campletts)

We will update our Flickr page throughout the week (internet willing). We take hundreds of photos each day, but we will not force any campers to be in pictures.

*Camp is a technology free zone! Please make sure to leave at home your camper's cell phones, smart watches, tablets, e-readers, video games, music players, and more.*

## LOST AND FOUND

We will make every effort to return lost and found items while your camper is at camp. Please mark all items with a permanent marker or laundry label for easy identification and return. Lost and found items from the camp week will be collected and displayed in the Dining Hall (overnight campers) on Fridays or at the Fisher Hall (day campers) daily during check out. Please check this area before leaving camp to ensure your camper has not left anything behind. Any unclaimed items are stored for one week only and then donated.



## BIRTHDAYS

Birthdays are special at Camp Letts! Campers are recognized with the camp-wide Camp Letts version of "Happy Birthday." Campers are paraded around our Dining Hall during mealtime for the "Order of the Oar". Please alert the office staff if your camper's birthday falls during their camp experience.

## Stay-Over Weekend Option

We're excited to bring back our highly requested Stay-Over Weekend option for campers attending back-to-back camp sessions!

If your camper is registered for two consecutive weeks, you now have the option for them to remain at camp over the weekend for an additional \$200.

## Cancellation/Refund Policy

### Day Camp

\$75 Deposit must be paid upon enrollment/Non-refundable and non-transferrable for full or partial pay

Cancel within 6 wks before camp start date, forfeit 25% of fees and deposit

Cancel within 4 wks before camp start date, forfeit 50% of fees and deposit

Cancel within 3 wks before camp start date, forfeit all fees

Families can also request non-refundable 100% credit less deposit/Good for 1 year

\*\*Camp Letts – Additional activities (i.e. horseback riding) and camp store funds are not refundable once camp starts

## Overnight Camp

\*Deposit of \$250 non-refundable and non-transferrable must be collected at time of enrollment. Families can pay for camp fees in full at time of enrollment, however the deposit amount is non-refundable should a family cancel.

Cancellations before May, families forfeit 25% of camp fees in addition to camp deposit

Cancellations before June 15, families forfeit 50% of camp fees in addition to camp deposit

Cancellations after June 15, families forfeit all camp fees

Families can also request non-refundable 100% credit less deposit/Good for 1 year

\*\*Camp Letts – Additional activities (i.e. horseback riding) and camp store funds are not refundable once camp starts

## WEEKLY THEMES

Week 1: Pirate Week – Water battle, Design your group flag, and more!

Week 2: Holiday Week – Egg hunt, find the leprechauns and more!

Week 3: Superhero Week – Counselor hunt, find the heroes!

Week 4: Fantasy Week – Camp Letts Renaissance Festival and more!

Week 5: International Week – International fair and activities highlighting our international staff's home countries and traditions!

Week 6: Legacy Week – Traditional color war red vs blue! What team will come out victorious with the most points at the end of the week, we can't wait to find out!

Week 7: Hollywood Week – Practice your red-carpet poses, create movies, and more!

Week 8: Wild West Week – Camp-wide Gold Rush hunt and more!

Week 9: Splish Splash Week – Groups will create their own mini cardboard boat and race them across our pool and more!

## BEHAVIOR FOR ALL

## 2SLGBTQIA+

Camp Letts is a space for all. We work hard to ensure all campers feel safe and supported at camp by following the guiding principle of privacy and dignity for all. To help everyone feel comfortable and safe, all individuals are required to change in a stall or privacy pod, not out in the open.

Camp Letts staff are given diversity training annually to help keep everyone updated with the best way to support campers, and one another.

### **CAMPERS AND PARENTS** - Please read the rules below very carefully.

At the YMCA we believe every person has the right to be safe and healthy within their environment, free from verbal, physical and mental abuse (bullying). Every person has the right to an opinion, and to be heard in a constructive and positive manner. Every person has the right to be respected and treated fairly in a civilized manner. Every person has the right to grow in spirit, mind, and body and is equally valued and important to the YMCA. It is implied that these rights apply to all individuals, campers, staff and parents alike. If a person infringes on another's rights, the YMCA staff will take action to remedy the situation.

1. In keeping with the YMCA mission, appropriate behavior is expected of all participants in summer camp programs. Behavior that conflicts with YMCA core values, Honesty, Caring, Respect, and Responsibility will be addressed in a nature appropriate to the disruptive behavior and is at the discretion of the YMCA staff and camp directors.
2. The use or possession of alcohol, tobacco, weapons (including pocketknives), or any controlled substances, including e-cigarettes and vape pens is prohibited and can result in expulsion from the program.
3. Criminal behavior of any sort will not be tolerated. This includes the unauthorized use or theft of the property of any Letts program participant or staff member. Also, damage or theft to program vehicles, equipment or any site visited can lead to expulsion from the program for the remainder of the summer. This also includes pranks of any kind.
4. Appropriate and respectful interactions with program participants and YMCA staff are at the core of the YMCA mission and essential to having a successful program experience. Non-YMCA patrons will also be treated in a manner that is consistent with the YMCA mission.
5. To truly "disconnect to reconnect" at Camp Letts' summer programs, cell phones, screened devices, and/or smart watches are prohibited

6. Campers will have a daily schedule to follow. Part of one's growth at camp includes responsibility and independence. If campers are not where they are supposed to be at any time, parents/guardians may be called, and camper may be removed from the camp program.

**CAMP DISCIPLINARY POLICY** - It is the responsibility of the YMCA to ensure each person's right to achieve our goals within the camp setting. In order to do so, the YMCA requests the understanding and application of a proactive disciplinary policy. The YMCA staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. Parents may be contacted, at the discretion of YMCA staff, if issues arise regarding camper behavior cannot easily be resolved. If positive outcomes cannot be achieved, the YMCA reserves the right to suspend or terminate the camper from our program.

**CAMP FEES WILL NOT BE PRORATED OR REFUNDED FOR BEHAVIORAL DISMISSAL.**

## Health Center Structure

Sometimes illnesses and injuries happen, and we take them very seriously at Camp Letts. Our health center at camp is overseen by a telemedicine physician, as well as on-site nurses, EMTs, and paramedics. There will be at least one EMT-B on site at camp at all times. The on-site staff will assist your camper in the event that they are either hurt or sick. When the illness or injury is minor and can be remedied immediately (e.g. a band-aid over a scrape or an over-the-counter medication to treat a stomachache), the on-site staff will do so and may not contact you. When the problem persists or is not immediately resolved, a parent/guardian will be contacted by health center staff. If that person cannot be reached, staff will continue to make contact with a backup contact or emergency contact until they have reached someone. **Each child's registration form MUST have an emergency contact person living in the area that is available to either pick them up or meet them at the hospital if needed.**

Any medical issues that need further attention may require outside medical care. We will contact a parent/guardian in these situations to transport the camper to the facility, unless the injury or illness requires calling an ambulance, in which case a parent/guardian will be contacted to meet the camper at the hospital. In this case, Camp Letts will send a staff member in the ambulance to accompany the camper to the hospital until their parent/guardian arrives. If health care is sought by an outside health care facility, a doctor must give permission for the camper to return to camp. If any restrictions are requested, Camp Letts will do our best to provide accommodation.

## Injury policy

Injuries will be treated by our camp and Health Center staff within our scope of care which is primarily basic first aid. The health center stocks band-aids, gauze wrap, sting relief, and other common forms of first aid for minor injuries. Any injury that is larger in scale will be treated in conjunction with medical oversight and will apply to communication and transportation policies outlined above.

## Illness Policy

If a child becomes ill while at camp, they will be treated in our Health Center. If the illness persists, the Health Center staff will follow up with you regarding details and discuss further options in conjunction with our on-call physician. A parent/guardian will be asked to pick up a camper that has had a persisting illness for more than 24 hours. A camper that

is sick before camp begins should be kept at home for their own sake and that of others. Please inform the office if your child is sick and will require a late check-in.

Children must be healthy enough to participate in the daily routine of the camp day. If there are indications of illness upon arrival, your child will not be permitted to remain at camp, without a note from a physician clearing that camper to attend.

A child picked up from camp due to an illness may not return to camp until they are symptom free for at least 24 hours without the aid of medications and show remarkable improvement as deemed by parent/guardian and camp health supervisor. In the case that a child's symptoms are due to seasonal allergies, they may not need to be picked up. Please document all seasonal allergy issues when completing camper paperwork in your Campbrain paperwork portal.

**A child will not be permitted to attend camp or will be sent home with one or more of the following symptoms:**

- Fever of 100.4 degrees F or above at time of rest.
- Any contagious disease (such as: chicken pox, stomach flu, influenza, ringworm, impetigo, scabies, conjunctivitis)
- Sores with significant discharge
- Eye discharge/Conjunctivitis (may not return until on antibiotics for 24 hours)
- Unexplained rash
- Difficult or rapid breathing, severe cough, high-pitched croup or whooping sound after cough.
- Diarrhea/Vomiting: Three or more loose stools or persistent vomiting.
- Significant ailment affecting your child's ability to participate in camp activities.
- Any symptoms requiring one-on-one care or causing severe discomfort without the use of medications.
- Mental health emergencies outside the scope of camp leadership

## Lice Screening

When your child arrives at camp, they will be given a brief screening for lice. This screening is done by camp staff who have been trained by a specialist from an external lice agency. It is designed to be a deterrent screening and does not rule out the possibility of a camper contracting lice while at camp. If upon check in, a camper is suspected of having lice; it is the responsibility of the parent/guardian to remedy/treat, prior to the camper being permitted into the cabin. It is recommended that parents/guardians thoroughly screen their camper for lice, prior to arrival at camp, to avoid check-in delays.

If a camper is suspected of having lice after initial check in day, they will be treated at the health center using over the counter lice treatment, provided the parent/guardian has approved the usage of that medication in their Campbrain paperwork portal. The parent/guardian will be contacted in the event that a camper is suspected of having lice and given the option to pick up their camper and take them off-site for treatment.

## Medications at Camp

Please do not pack medications in camper's luggage. **All medications, including over the counter (Ex. Vitamins, ointments, ibuprofen, etc.) must be checked in and dispensed by the Health Center staff as required by Maryland State Law.**

**All medication (both prescription and over the counter) brought to camp must:**

- Be in the original prescription container
- **Be accompanied by a Medication Administration Authorization form that is signed by a Physician.** The form must be filled out in its entirety. It can be accessed in the camper paperwork section of your Campbrain paperwork portal.

Camp Letts stocks most over-the-counter medications needed at camp, so it is not necessary to bring these items. These medications are listed in your Cambrain paperwork portal, where you have the option to select which medications your camper can be administered. Emergency inhalers and Epi-pens can either be stored with a camper (provided that option is indicated/approved on the camper's physician signed medication administration form), or at the health center. **We strongly recommend that if your camper is not used to carrying an emergency medication to various activities in different locations on their own, that you store it with our health center staff.** Please be sure to pick up any medication that was checked in during Friday check out. Any left or forgotten medication will be stored at Camp Letts for one week. If the medication has not been claimed within one week, the unclaimed medication will be disposed of.

## Parent/Guardian Cooperation

Parent/Guardian cooperation is essential regarding our health policy. To continue to provide quality care for your children, families are expected to:

- Recognize the signs and symptoms of illness in your child
- Promptly pick up your child when called.
- Have one responsible adult in the area in the event of an emergency
- Consult with a doctor about diagnosis and care during illness.
- Inform Camp Letts Health Center and turn in any medications your child is taking, including possible reactions accompanied by a medication administration form that is filled out in its entirety and signed by a physician.

## CAMP COMMUNICATION PLAN FOR ALL

The Wednesday **before** your camper arrives be on the lookout for an email with last-minute reminders plus **check-in** and **check-out** instructions.

On Friday we will send you a link to a survey. Please take the time to fill this out. We use the results to know what we can improve and what we are doing well.

In the event of adverse/inclement weather, we will update our Face Book page to keep our camper families informed. Please remember that no news is good news! We will contact you via email in the event of an emergency.

## DAY CAMP

### IMPORTANT INFORMATION

**Ages:** 6-12 years old

- Camper must be age 6 by their first day of camp

#### Check In:

Monday-Friday, 8:30AM-9:00AM at Fisher Hall.

#### Check Out:

Monday-Thursday, 4:30PM-5:30PM at Fisher Hall.

Friday, 4:30-5:30PM at the Rustics (located directly across from our pool)

- All individuals picking up a child must present a valid PHOTO ID EVERYDAY matching the name as it appears on the approved pick-up list provided by the parent/ guardian.
- If you need an early pick up, please be sure to email [information.campletts@ymcadc.org](mailto:information.campletts@ymcadc.org) with the following information at least 24hours in advance.
  - Campers Name
  - Is your camper a Day Camper or an Overnight Camper
  - Date and Time of needed pick up

*We do not allow early pick up from 3:30PM-4:30pm.*

**Day Camp On-Call Phone:** **443-871-0501**

- This phone will be monitored from 7:30AM-6:00PM Monday-Friday

**Email for Main Office:** [information.campletts@ymcadc.org](mailto:information.campletts@ymcadc.org)

## **- ABSENTEE/LATE POLICY**

If your camper will not be attending camp or will be late, please email [information.campletts@ymcadc.org](mailto:information.campletts@ymcadc.org) to help keep camp informed.

Camp does NOT offer a prorated cost for missed days

## **PACKING LIST FOR DAY CAMPERS**

The following is a suggested packing list for a day of camp. Please do not send your camper's best clothing, as camp activities are outside and rugged. Pack items and clothing that can get wet and dirty. **All items should be clearly labeled with your camper's first and last name.** Camp Letts is not responsible for lost, stolen, or damaged items.

### **Bring:**

- Backpack (no wheels)
- Lunch – labeled with camper's name – **Reminder: no food containing nuts**
  - Refrigeration is not provided, please pack nonperishable foods or required cooling pack as needed.
  - A snack is provided for each camper every day during the program. Food and drink are not available for purchase in our Camp Store
  - Please make sure your camper brings everything home with them when they get in the car at the end of the day!
- Water bottle
- Bathing suit (first activity every morning is the pool therefore we recommend having your camper arrive in their bathing suits)
- Towel for swimming
- Water shoes, sandals or sneakers that can get wet (a heel strap is requested for campers in water activities)
- Sunscreen (waterproof)
- Insect repellant

### **Consider Bringing:**

- Goggles
- Raincoat or poncho
- Light jacket
- Hat or baseball cap
- Sunglasses
- **Do Not Bring:**
- Electronics

- Cell phone
- Smart watches/Apple Watch
- Gameboys, Nintendo switches, etc
- Kindles, music players
- Money

**Do Not Bring Cont:**

- Fireworks
- Knives (this includes camping and pocketknives) or weapons
- Drug/Alcohol
- Personal Sports equipment
- Animals

**DAY CAMP SAMPLE SCHEDULE (subject to change)**

**\*Subject to change due to weather**

<b>SAMPLE Day Camp Schedule</b>									
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>				
<b>8:30- 9</b>	<b>Camper check-in *Monday takes longer</b>	<b>Camper check-in</b>							
<b>9- 9:15</b>	Sunscreen and transition to pool								
<b>9:15- 10:15</b>	Swim checks	Pool time							
<b>10:15- 10:45</b>	Transition from pool and changing time								
<b>10:45- 11:15</b>	Announcements/Cheers/Large group game								
<b>11:15- 12</b>	<b>Lunch</b>								
<b>12- 1</b>	Archery	Tye-Dye	Banana Boat	Craft	Sandcastle building				
<b>1- 2</b>	Field Game	Gaga	Nature Craft	Zip	STEM Activity				
<b>2- 3</b>	Environmental Ed	Water games	Hike	Sailing	Relay Race				
<b>3- 3:15</b>	Snack	Snack	Snack	Snack	Snack/Smore Low ropes End of week				
<b>3:15- 4:15</b>	Volleyball	Performing Arts	9 Square	Fort Building					

<b>4:15- 4:30</b>	End of day wrap up	celebration at Rustics			
<b>4:30- 5:30</b>	Check out	Check out	Check out	Check out	Check out at Rustics

## DAY CAMP ACTIVITIES

\*This is an evolving list and activities are available based on weather and availability

Pool – Every morning  
 Archery  
 Court/Field Sports  
 Arts and Crafts  
 Environmental Ed  
 Zip Lining  
 TDC – Team Development Course  
 Performing Arts & Games  
 Hiking  
 Fort Building  
 Sailing  
 Tie-Die  
 Banana Boat!  
 Gaga Ball  
 9 Square in the air  
 Roasting Smores  
 Canoeing  
 Trail Rides – Add on \$ Additional Cost

## ADD ON ACTIVITIES FOR DAY CAMPERS

For Day Campers, the available Add On is a Trail Ride. Please note that this program is also weather dependent.

**Trail Ride (\$65):** Enhance your camp experience with a guided trail ride! Your child will befriend one of the Clover Run horses for a picturesque waterfront ride through the woods.

Trail rides are appropriate for all skill levels, no experience necessary. **Hard soled, closed toed shoes required.** Long pants highly suggested for comfort. **Campers may register for 1 trail ride per week.** Space is limited, so please register for a trail ride prior to arrival at camp.

*ASTM-SEI certified riding helmets are provided and required to be worn by all participants. If you send your child with their own helmet, it must have a clear, readable ASTM-SEI certification label attached and be dated within 5 years. If the certification cannot be found, is out of date, or too faded to clearly read, the helmet may not be used. Bicycle or other non-equestrian helmets are not permitted.*

*Still not enough horse time or looking for more advanced offerings? Clover Run Riding offers riding lessons year-round! Contact them directly for scheduling options at [cloverrunriding@gmail.com](mailto:cloverrunriding@gmail.com)*

## **OVERNIGHT CAMP**

### **IMPORTANT INFORMATION**

**Ages:** 7-16 years old

- Camper must be age 7 by their first day of camp

**Check In:** Sunday, 1:00PM-3:00PM. Location: Camp Road

- We are asking that you come in the time slots below. There are 200 campers arriving on Sunday so please keep in mind there will be a little wait, but these time slots should greatly decrease your wait times!
  - **TIME SLOT INCREMENTS FOR OVERNIGHT DROP OFF:**
    - AGES 7-8: Please arrive between 1-1:45pm
    - AGES 9-11: Please arrive between 1:45-2:30pm
    - AGES 12+: Please arrive between 2:30-3:00pm

\*If you have multiple campers that you are dropping off, please arrive at the youngest sibling/camper's age

**Check Out:** Friday, 3:30PM-5:30PM. Location: Dining Hall Parking Lot

- All individuals picking up a child must present a valid PHOTO ID matching the name as it appears on the approved pick-up list provided by the parent/guardian.

- If you need an early pick up please be sure to email [information.campletts@ymcadc.org](mailto:information.campletts@ymcadc.org) with the following information at least 24hours in advance.
  - Campers Name
  - Is your camper a Day Camper or an Overnight Camper
  - Date and Time of needed pick up

We do not allow early pick up from 2:00PM-3:00pm on Fridays.

**Awards Ceremony:** Friday, 3:30-3:45PM Location: Dining Hall

- Parents/guardians are invited to watch the award ceremony if you are able to join us at that time! Campers will demonstrate chants and see who won the crew cup!
- Staff will start verifying ID's at 3pm. This will give you time to then park and walk to the Dining Hall for the ceremony at 3:30.

**Overnight Camp On-Call Phone:** 443-871-0501

- This phone will be monitored 24/7 from June 21<sup>th</sup> at 12:00PM to August 21<sup>th</sup> at 5:00PM

**Email for Main Office:** [information.campletts@ymcadc.org](mailto:information.campletts@ymcadc.org)

## **ABSENTEE/LATE POLICY**

If your camper will not be attending camp or will be late, please email [information.campletts@ymcadc.org](mailto:information.campletts@ymcadc.org) to help keep camp informed.

Camp does NOT offer a prorated cost for missed days.

## PACKING LIST FOR OVERNIGHT CAMPERS

For a one week stay at camp, we recommend that campers bring at least the items below. We recommend that you do not send your camper to camp with new clothes, especially new shoes. Camp can be especially hard on new things. Please review the “Do Not Bring” section to know what not to pack for your overnight camper.

- Duffel bag
- Sleeping bag OR a blanket, 2 sheets (twin size)
- Pillow and pillowcases
- 2 towels for swimming use
- 2 towels for bathing use
- 5 t-shirts or short sleeve shirts
- 2 sets of pajamas
- 1 pair of long pants
- 1 long sleeve shirt
- 5 pairs of shorts
- 6 sets of underwear and socks
- 2 pairs of tennis shoes or sneakers
- Water shoes, sandals or sneakers that can get wet (a heel strap is requested for campers in water activities)
- 1 comb or brush
- 1 flashlight and batteries
- Sunscreen (waterproof)
- Water bottle
- Backpack
- Raincoat or poncho
- 1 light jacket
- 2 bathing suits
- Toiletries (toothbrush, toothpaste, etc.)
- Insect repellent (non-aerosol)
- Laundry bag
- Sunglasses
- Hat or baseball cap

### Do Not Bring:

- Electronics
  - Cell phone

- Smart watches/Apple Watch
- Gameboys, Nintendo switches, etc
- Kindles, music players
- Money

**Do Not Bring Cont:**

- Fireworks
- Knives (this includes camping and pocketknives) or weapons
- Drug/Alcohol
- Personal Sports equipment
- Animals

**BEDWETTING**

Our staff is trained to handle bedwetting by discreetly working with your child one-on-one. Please notify Camp Letts in advance if your camper is prone to bedwetting. Campers should be instructed to ask their counselors for help, and every effort will be made to prevent accidents. Any bedding, wet or soiled due to bedwetting, will be laundered and returned discreetly to the camper before Siesta. Other sensitive information may be included in the camper's paperwork or by pulling aside a counselor, Head Counselor, or Unit Director during Check In.

## OVERNIGHT CAMPER SAMPLE SCHEDULE (subject to change)

\*Available based on weather and availability

\* Afternoon activities will vary based on cabin group decisions

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7</b>						Wake up
<b>7:45</b>						Flagpole/KP
<b>8</b>						<b>Breakfast</b>
<b>9</b>						Activity 1
<b>10:05</b>						Activity 2
<b>11:10</b>						Activity 3
<b>12:15</b>						Flagpole/KP
<b>12:30</b>						<b>Lunch</b>
<b>1:30</b>	**1pm Check-in Starts					Cabin clean up
<b>2:15</b>		Soccer	Beach Party!	Tye-Dye	Volleyball	Gaga, field games
<b>3:15</b>	Camp tours/swim checks/cabin photos	Pool	Water Front	Archery	9 Square	**All Campers into DH at 3. ***3-5:50 parents arriving ***3:30 Awards
<b>4:15</b>					Snack	
<b>4:30</b>	Crew Meetings	Dance	Banana Boat	Store	Zip	
<b>PAGE BREAK</b>						

## OVERNIGHT CAMPER SAMPLE SCHEDULE Cont.

<b>5:30</b>	Flagpole/KP/Cheers			
<b>6</b>	<b>Dinner</b>			
<b>6:45</b>	Welcome to camp Speech	Chance to run to cabin and prepare for evening activity		
<b>7</b>	30 min or less sign ups	Evening activity		
<b>8</b>	7:30-8:30 Fire	Reflections and showers		
	8:30-9:15 Reflections and get ready for bed			
<b>9:30</b>	Lights out: Bos'n and Plebe			
<b>10</b>	Lights out: Everyone else			

## Overnight Activities\*

\*This is an evolving list and activities are available based on weather and availability

Activity	Notes
Archery	All
Banana Boat	All
Board Game	All
Book Club	All
Canoe	8+
Cooking	All
Court Sports	All
Crafts	All
Dance	All
Drama	All
Field Sports	All
Gaga	All
Hike	All
9 Square	All
Kayak	10+
Nature	All
Paintball	10+
Pool	All
Ropes	10+
Sailing	10+
Store	Once a week
SUP	10+
Zip Line	All
Tie-dye	All
Trail Ride	Add on \$ Additional Cost

Campers will get the chance to pick their morning activities for the week at the Activity Fair on Sunday night after their first dinner at camp.

## ADD ON ACTIVITIES FOR OVERNIGHT CAMPERS

For Overnight Campers, the available Add On is a Trail Ride. Please note that this program is also weather dependent.

**Trail Ride (\$65 per week and per camper):** Enhance your camp experience with a guided trail ride! Your child will befriend one of the Clover Run horses for a picturesque waterfront ride through the woods. Trail rides are appropriate for all skill levels, no experience necessary. Hard soled, closed toed shoes required. Long pants highly suggested for comfort. **Campers may register for 1 trail ride per week.** Space is limited, so please register for a trail ride prior to arrival at camp.

*ASTM-SEI certified riding helmets are provided and required to be worn by all participants. If you send your child with their own helmet, it must have a clear, readable ASTM-SEI certification label attached and be dated within 5 years. If the certification cannot be found, is out of date, or too faded to clearly read, the helmet may not be used. Bicycle or other non-equestrian helmets are not permitted.*

*Still not enough horse time or looking for more advanced offerings? Clover Run Riding offers riding lessons year-round! Contact them directly for scheduling options at [cloverrunriding@gmail.com](mailto:cloverrunriding@gmail.com)*

## SAMPLE MENU FOR OVERNIGHT CAMPERS (subject to change)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<b>*Snack is now included! *</b> <b>WE ARE A NUT FREE CAMP</b>	Waffles served with Maple Syrup Country Sausage Links Jelly & Butter Wheat & White Bread Apples & Oranges Fresh Juice Assorted Cereals & Milk	Scrambled Eggs Tom's Sausage Gravy Country Biscuits Hashbrowned Potatoes Crispy Bacon Jelly & Butter Orange Juice Assorted Cereals & Milk	Pancakes served with Hot Maple Syrup Jimmy Dean's Sausage Hot Fresh Oatmeal Toast with Jelly & Butter Assorted Cereals & Milk Fresh Juice	French Toast Topped with Hot Syrup & Butter Country Links! crisp Bacon slices Wheat & White Bread - Toast Florida Orange Juice Assorted Cereals & Milk	Cheesy Scrambled Eggs Hash Browns Sausage Gravy Biscuits Crisp Bacon Slices Cereal & Milk Juice
	Cheese & Pepperoni Pizza Hot All Beef Hot Dogs Our Famous Chili Sauce Onions and Relish Tool! Crunchy Potato Chips Apples & Oranges Salad Bar	Soft Tacos Topped with Shredded Cheddar, Lettuce, Tomatoes, & Sour Cream Apples & Oranges Tortilla Chips & Salsa Apple Sauce Salad Bar	Hearty Meatball Hero or Roasted Italian Veggies Served in a Hero Roll with Shredded Mozzarella Crispy Chips!!!! Salad Bar	Chicken Sammies Ours Are Better!! Fresh and Hot with Lettuce & Sliced Tomatoes Frito Corn Chips Chef's Fruit Oranges & Bananas Salad Bar	Hamburger s HotDogs Potato Salad Salad Bar Sliced watermelon
All-Beef Burger with Bacon & Cheese Old Bay Steak Fries Lettuce &	Marinara Mozzarella, & Parmesan Meatballs & Marinara Italian Garlic	Grilled Chicken Breasts topped with Country Sauce & served with	Tangy Teriyaki Style Chicken Strips Served over Steaming Hot Baked Rice Steamed Green	Our Famous Barbecue Slow Roasted and Served on a Soft Roll	

Tomato with All The Toppings Salad Bar Choc Chip Cookies	Bread Salad Bar Frozen Italian Ice	Garlic Mashed Potatoes Corn Fresh Dinner Rolls Salad Bar	Beans Apples & Oranges Salad Bar Oreo Crumb Pudding	with Potato Salad Merriland Fries!!! Salad Bar Sugar Cookies
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## CAMPER MAIL, CARE PACKAGES, and EMAIL

Whether it is your camper's first or tenth summer at camp, mail is an important part of every camper's day.

When addressing a letter to camp, please address the letter as followed:

Camper Name

Session (Week) Number

P.O. Box 208

4003 Camp Letts Road

Edgewater, MD 21037

Please allow 7 business days for mail to arrive at Camp Letts. **We highly recommend bringing your camper mail to check-in, to ensure it arrives while your camper is with us!** We have a designated spot at our Main Office to drop off mail on your way out of camp after you drop your camper off at their cabin. This way the mail can remain a surprise for your camper!

### Camper Email Information:

You may also e-mail your camper at [lettscamper@gmail.com](mailto:lettscamper@gmail.com). *Please note that campers will be unable to reply via e-mail.*

When addressing the email to your campers, please put the following as the subject: Camper Name, Cabin, and Week Number. (Example: John Smith QM Week 3). **If you do not have this information in the subject, we will not be able to distribute to your camper. Please note, we have over 200 campers each week and over 150 emails/letters PER DAY to print, review, and distribute to campers.**

We print and review every day by 10:00AM. If you email after 10:00AM, your camper will be given the letter the next day.

Campers have the opportunity to write home during Siesta. Please plan on sending your camper with self-addressed pre-stamped envelopes. Do not be alarmed if the letters are brief and quite irregular as the campers are busy at camp, and “no news is good news” as far as campers are concerned.

## Counselor in Training Program

**For details of packing, drop off, and more please refer to our Overnight Camp section of this handbook.** \*In addition to the overnight camper packing list, we ask those participating in the CIT program to also pack a watch that does not require charging, a pen, and a notebook.

## Program Overview and Objectives

Program Goals: To give older campers the opportunity to discover their leadership style and learn what it takes to be a successful camp counselor.

- **CIT: Counselor in Training (Age 16-17)**
  - o This three-week program is designed to help your camper learn what it takes to be a camp counselor, and the different styles of leadership found around camp. They will still participate in normal camp activities in the morning of the first week and in the afternoon will move as a program doing specific leadership training. The second week they will be assigned to different skill areas to assist in the mornings, and the third week they will be placed in different cabins to shadow counselors and assist with leading camper groups.
  - o CIT campers must be picked up between weekly sessions.

Thank you for reviewing our Parent/Guardian handbook for our rules, policies, and tips to make your campers' week successful!

We try to include all the information you need to know here, but there is so much to our wonderful camp!

If you have any clarifying questions, please reach out so we can assist! Our Main Office contact information is under 'Fast Facts' in this handbook.

Letts have a fantastic summer here at YMCA Camp Letts!