



Iowa 4-H Center Summer Camp 2009 Parent Packet – Camp Information Guide

Hello and Welcome to Iowa 4-H Center Summer Camps!

Thank you for the opportunity to be a part of your child's life this summer. Our staff work year round to ensure that your child's experience at Iowa 4-H Center camp meets their needs and exceeds their expectations!

Your child will be encouraged to renew old friendships and to make new friends. They will be presented with the opportunity to try new things and stretch themselves to be the best they can be! 4-H Camp strives to instill the values of Head, Heart, Hands, and Health through belonging, independence, generosity, and mastery in the lives of all who come to camp.

The information in this guide is very important. We would like to familiarize you and your camper with our procedures to minimize that "first day anxiety." The planning guide was designed for you and your camper to use as a reference tool. Please read through it to acquaint yourself with information that will help you and your child to be prepared for an amazing experience.

The 4-H Center Staff appreciates your patience and understanding with the number of forms and amount of information required to attend camp. The Iowa 4-H Center is accredited by the American Camp Association each year, which requires us to meet certain safety standards. The Health Form, Participation Agreement, and health checks during check-in are examples of these standards we have to adhere to, no matter what age our participants are.

Finally, our staff realize the trust you are placing in us to keep your children safe while they are here at the Iowa 4-H Center and we take our responsibility very seriously. John has two children of his own and I have a new son, so we do understand the concerns you have when your children are away from you. If you have further questions, please feel free to call the camp office. You are also welcome to call Traci's cell phone number at 515-291-1093 if there is an emergency. We will be posting updates on the main page of our website at if we have poor weather conditions again like last summer and we need to alert you of further information. Our staff are here to help in any way we can.

Welcome to the 4-H Camp Family!
In the Camping Spirit,

Traci Haselhuhn
Iowa 4-H Center Program Director

HOW TO CONTACT CAMP

MAILING ADDRESS:

Iowa 4-H Center
1991 Peach Avenue
Madrid, Iowa 50156

WEBSITE:

www.iowa4hcamp.com

PHONE:

515-795-3338 or 515-795-2389

FAX:

515-795-2107

E-MAIL:

Secretary: 4hcentermail@iastate.edu
Traci: tracidh@iastate.edu

BEFORE CAMP BEGINS

In order to give you the best possible service, the following must be completed and mailed to the camp address at least **two weeks prior** to your child's arrival to camp (may require extra postage) (faxes are accepted, but not preferred). These forms are also available to download from our camp website in the summer camp section, "I'm registered, now what?"

If your camper is coming Then forms are due:

Week 1.....	May 25 th
Week 2.....	June 1 st
Week 3.....	June 8 th
Week 4.....	June 15 th
Week 5.....	June 22 nd

If your camper is coming Then forms are due:

Week 6.....	June 29 th
Week 7.....	July 6 th
Week 8.....	July 13 th
Week 9.....	July 20 th

1. CAMPER HEALTH HISTORY (Blue Form, 4 sides)

A physician must sign the physical examination form. A school physical done within 24 months of camp is acceptable, just attach it to our form and fill in additional information needed. Please print clearly in ink, sign where required, and attach a copy of your health insurance card as applicable.

2. PARENT CONFIDENTIAL (Salmon Form, 2 sides)

In order to be most helpful to your child in his/her adjustment to camp life, to sympathetically understand him/her, and to direct his/her growth and development, we are asking for the following confidential information. This information is shared only with relevant staff, and will be used intelligently so that he/she can get the most from their camping experience. Your child will not see this form at camp. Have your camper fill out the camper letter first, before you fill out the informational section of this form.

3. CAMPER RELEASE & BEHAVIOR FORM (Purple Form, 1 side)

We prefer that campers are dropped off and picked up by their legal guardians; however we understand that participants may choose to carpool from all across the state. In order to ensure the safety of your child, we are asking parents to complete this form in advance this year to speed up the check-in process. It is imperative that we have in writing who is allowed to pick the child up from camp. **We will request a photo ID (so please bring one into the building for closing ceremonies)** to match it to the names on the Camper Release Form. The camper needs to read the Behavior Policy and sign the bottom of the form as well.

4. CAMP STORE FORM (Green Form, 1 side)

Each day campers will have the opportunity to visit the camp store to purchase snacks or souvenirs. No cash is exchanged with youth during a camper's stay, so parents/guardians must turn in the store form and money either before camp or during check-in. Any unused money will be refunded at check-out, or you may select to donate the amount to our camp staff banquet we hold at the end of the summer. To prevent the temptation for over-spending and stomach aches, campers are limited to purchasing a maximum of two consumable items each day. This usually translates to one drink and one food item. Personal needs, camp apparel, souvenirs, and other items are not limited. The camp store will be open on both opening and closing days if you would like to purchase souvenirs at that time.

5. HORSE FORMS (Tan Forms, 2 pages)

If your camper will be participating in our horse camps, we ask the Horse Experience Questionnaire and the Equine Release and Hold Harmless Agreement are completed and sent back to camp.

6. FORMS TO KEEP

- a. Bunk1 photos & email info. flyer (Yellow Form, side 1)
- b. Arrival & departure time grid (Yellow Form, side 2)
- c. Camp map & directions (For the best route to the camp, **DO NOT** use or follow Yahoo Directions, MapQuest, or any other online directions site.)

CHECK-IN / CHECK-OUT PROCEDURES

For specific check-in/check-out times see page 2 of the Yellow Form, pay attention to Arrive/Depart times for each camp. If there are any unusual plans (late arrivals or early / late departures), please notify the Program Director in writing as soon as possible so proper arrangements can be made.

CHECK-IN PROCESS: We prefer for all campers to be checked-in by their parents or legal guardians, if that is not an option, then the adult filling in for the parent on check-in day must be sure all payment and forms are completed before check-in day. Campers who are not checked-in by their legal guardians may not be able to participate in activities if paperwork is not filled out completely. Campers are not allowed to check themselves in.

For campers checking-in on Sunday: Since we do not begin checking any campers in until 4:00 pm, there is often a line at this time, but by 4:30pm there is usually no wait at all. Camp activities begin at 5:30 pm, so please try to arrive with enough time for your child to settle in to their cabin and be ready by that time. Please plan on arriving no earlier than 4:00pm, as our staff will not be available prior to this time. If you have not arrived at camp by 5:00 pm, the camp office will contact you to determine your approximate arrival time.

For campers checking-in on days other than Sunday: If you are attending a weekend camp, please look for the parking lot attendant (staff member) alongside the camp road when you arrive. They will direct you on the location and steps to complete your check-in process.

PARKING AREA: Please park in the guest parking lot near Linden Lodge and check-in with the parking attendant. Please leave your luggage in the car and take only medication, forms, and store money with you to registration. The parking attendant will direct you to the Dining Hall, where you will complete the remaining steps of the check-in process.

CHECK-IN STATIONS: All of our half-week and week-long campers will check-in through a series of “stations.” These can be done in any order, but the staff at each station must sign off on your check-in card that you have passed their area before campers may move into their cabins and meet their counselors. The stations are listed below:

- **Camp Forms Station:** All paperwork and outstanding fees must be completed here. If all of your paperwork and fees are completed in advance, your time in line will be considerably shorter.
- **Camp Store Station:** Deposit money into your store account or make your first camp store purchase.
- **Name Tag Station:** Campers will get their name tag, water bottle, and learn their cabin assignment here.
- **Health Hut Station:** For the health and safety of all campers, we require that all medications, including creams and vitamins, to be turned into the Camp Nurse. This avoids misuse or loss of the medication and also gives the nurse the opportunity to discuss the specifics of administering the medication with you. We recommend that you only send enough medication needed for the duration of your camper’s stay. It is also helpful to place the medication in a re-sealable sandwich bag labeled with your camper’s name. Campers who use asthma inhalers should bring two – one for the nurse and one to keep with them.

MEET YOUR COUNSELOR: After your camper is checked in at all the stations, you may drive your vehicle to the lodge closest to their assigned cabin and accompany him/her to meet and talk with the counselors. There will be camp staff members outside each lodge to direct traffic and help unload luggage. Please feel free to ask questions of any camp staff as we wish to make your camper’s stay as pleasant as possible. Once at the cabin, the campers will meet their counselors, unpack, and participate in cabin activities until dinner. Parents who purchased meal tickets are welcome to stay for the Sunday evening picnic dinner at the barbeque shelter between 5:00 and 5:30pm.

DEPARTURE AND CHECK-OUT: On the last day of camp campers look forward to seeing their family members at the closing ceremony, so please be on time. When you arrive look for the parking guide near Linden Lodge to direct you to the closing ceremony. After closing ceremony, camp staff will return parent confidential forms, store money, and medicine to you. The camp store will be open at this time. For your child’s safety, you will be asked for your **photo ID** to match with the list of persons authorized to pick up your child.

For campers checking-out on Saturday: All adults who are picking up campers on Saturday morning are invited and encouraged to attend our closing ceremony at 10:00am to see the awards presentation and slideshow.

Campers will be checked-out and dismissed by their counselors following the ceremony. Early check-out on Saturday morning is discouraged.

COMMUNICATING WITH YOUR CHILD

MAIL AT CAMP: Campers love to receive letters and packages from home during their week at camp. We have a scheduled “mail call” each day when we pass out all letters, packages and any other messages we may have. This is done during camper store/free time in the afternoons. Please try to write to your campers so that they receive a letter the 1st or 2nd day of camp. If you would like to leave these items with us during registration, we will make sure the campers receive them throughout the week. Keep cards and letters cheery and newsy in such a way that will not make the camper homesick. We encourage campers to write at least one letter home each week. Do not be alarmed if the letters are brief and quite irregular, as the youngsters are busy at camp and “no news is good news” as far as campers are concerned. Also, early letters may sound upsetting, but usually, by the time you receive the letter, the camper has adjusted and often forgotten what he/she wrote. Postcards and stamps are also available in our camp store. All packages and mail should be sent to camp with your child’s name and cabin clearly marked on the outside:

**Iowa 4-H Center
Camper’s Name, Cabin
1991 Peach Avenue
Madrid, Iowa 50156**

CAMPER EMAILS & PHOTOS: Included in this Parent Packet is a flyer from Bunk1.com on how parents can send their campers e-mails and view daily photos while they are at camp. The flyer lists a Bunk1.com access code to purchase Bunk Note credits from their website. Campers will receive e-mails after lunch each day, so Friday afternoon will be the last delivery. New photos will be uploaded regularly each week during the summer. There is no fee to view the photos, but parents can pay to purchase the photos on-line. This service will allow you to stay in touch with your campers all week long! Please note campers do not have access to computers, so they can only respond through letters.

PHONE CALLS & EMERGENCIES: Campers are outside and involved in activities during the day and are not available to receive phone calls. We do not allow campers to make phone calls from camp. If you would like to find out how your camper is doing, please leave a message with the camp office, and we will call you back with a report. The camp office is staffed from 7:30am to 4:30pm Monday through Friday. After business hours, the staff member on duty will check messages frequently and will respond to all emergency calls as soon as possible. We will respond to all other calls during the next business day. The camp phone number is: 515-795-3338.

CARE PACKAGES: In order to avoid stomach aches and attracting unwanted camp critters, keeping food in cabins is not permitted at camp. Campers may have care packages with food sent to them at camp as long as they comply with these guidelines: 1) If food is sent, it must be enough to share with everyone in the cabin (up to 10 people), and 2) The amount must be small enough that it can be easily consumed in one sitting.

VISITORS: We do not allow visits during the camp sessions. Experience has shown that visits disrupt the camp routine, detract from the counselors’ ability to effectively manage their cabin groups, and increase the level of potential homesickness for the child being visited and/or his or her peers. If you want to see the facility before camp starts, you may visit any time between May 11 and June 6. Please call camp a few days before to notify the Camp Manager of a visit.

HEALTH AND SAFETY AT CAMP

EMERGENCY PROCEDURES: The Iowa 4-H Center has emergency procedures in place to prepare us for situations like severe weather. The Iowa 4-H Center is accredited by the American Camp Association (ACA) every year. They require us to have detailed written emergency procedures. Our 28 full-time summer camp staff also goes through two weeks of intensive training before each summer camp season that covers our emergency procedures, CPR & First Aid training, practice drills, and the location/use of emergency equipment around camp. Rental groups and visitors at the camp also have a camp staff member assigned to their group as a host while they are here and this person is responsible for orientating each group upon arrival with our emergency procedures and are to alert them to any severe weather and assist them in following our procedures.

EMERGENCY COMMUNICATION: We do not have a tornado siren at camp, but we do have other means of effective emergency communication. Each lodge at the Iowa 4-H Center is equipped with an intercom phone system to communicate emergency information. We also have three weather radios at camp that are monitored closely during the day and staff are assigned for night watch to answer phone calls, watch the weather, and put our emergency procedures into action if needed. Staff also carry portable walkie-talkie radios with them so we can reach everyone with necessary alerts. In addition we also have a large bell at camp that we ring three times in a row repeatedly to alert groups to seek shelter. If there is a threat of weather we keep groups in activities in or near buildings so they are close to shelter if the weather worsens. Our rainy day activities are quite popular and help campers pass the time while waiting inside and we try our best to keep the campers busy having fun and not worried about the weather. The staff are trained to remain calm and proceed as needed to keep the campers safe.

EMERGENCY SHELTER: Due to the size of our camp and the distance between buildings, our primary weather emergency shelter location is the bathroom areas of the 5 main lodges in each camp village. The campers are told to gather inside the concrete walls of the bathrooms because they are the innermost part of the buildings and away from windows. In a last resort the staff are told to stay in the cabins, get in the middle of the room, and cover the group with mattresses from the beds. At this time, the only basement we have at camp is under our health center (Cedar Lodge), but it is not designed for large groups.

MEDICATION: In addition to noting medicine(s) your child may require on the Health Form, please follow these steps:

- Medication must be in original container with original label including easily read and understood pharmacy instructions. If you would like to add a note or personal instructions, you are welcome to do so.
- All medication must state: camper's name, doctor & phone number, name of medication, dosage, and frequency
- Please be sure to include enough for the camp duration.
- Give all medications to the Health Aide on registration day upon your child's arrival to camp.
- Any "bee-sting kits" or asthma inhalers may be kept on the child's person as requested by the parent.
- Please be aware that the camp Health Hut cannot perform injections.

GENERAL: The Health Hut, Iowa 4-H Center's medical center located in Chestnut Cabin during the summer, is staffed twenty-four hours a day by a Health Aide responsible for the overall care of the entire camp population. All program and counseling staff are required to have current certifications in First Aid and CPR. When health matters require it, campers will be driven into town and seen by a nurse practitioner, a physician's assistant, or a physician. Finally, Boone County Hospital is located about 15 minutes away; if necessary, an ambulance may be dispatched to pick up an injured person. Parents or emergency contacts will be notified if a child requires a hospital or doctor visit. In the event of injury or extended illness, the Health Aide and Program Director may decide that the camper should return home. If a child cannot remain in camp due to illness or injury, it is the family's responsibility to pick up their child as soon as possible. All medications are stored and locked in the Health Hut. This policy is for the safety and welfare of all participants at camp and to discourage misuse or inappropriate behavior. It is also a camp accreditation requirement for American Camp Association.

HEALTH SCREENING: The Iowa 4-H Center is not responsible for any pre-existing medical conditions prior to the first day of the session. Upon arrival at camp, a health screening will be performed with each participant. This is a non-invasive procedure that looks for common communicable health items such as lice and athlete's foot. We ask that parents be present during this procedure. Any child with lice will be asked to forfeit the session and a refund will be issued. **Do not pack medicine in your child's luggage – it will need to be turned in to the camp health staff during check-in!**

MOSQUITO BITES & SUNBURN: We cannot guarantee that your child will not be bitten by mosquitoes or get sunburned while he or she is at 4-H camp. However, we do train our staff members to encourage campers to protect themselves against both. We recommend that you send both bug repellent containing an appropriate percentage of DEET, and sunscreen of an appropriate SPF, for your child. The counselor's job description requires that they encourage their campers to apply sunscreen prior to exposure to the sun, and to apply bug repellent and put on long pants and shirts prior to outdoor evening programs.

POISON IVY: There is poison ivy at camp. We do our best to eliminate it from areas frequented by campers, but we can't get it all. Note severe allergies on the Health Form. Campers are treated with calamine lotion or hydrocortisone cream as needed.

INSURANCE: The Iowa 4-H Center provides a basic insurance coverage for all participants; however the family insurance would be considered the "second provider." You may need to pay some bills and be reimbursed by our carrier.

HOMESICKNESS: Homesickness is a very natural reaction to separation from familiar surroundings and routines. Some first-time campers experience homesickness. Counselors are trained to deal with the initial signs; in severe cases they are assisted by the Program Director, who will communicate with parents. We encourage parents to be brave during a bout with homesickness. We urge parents to cooperate with the Camp administration in these cases and to understand and believe that their child will benefit the most by staying at camp for the entire session. Parents should avoid making a pre-camp promise to pick up a homesick camper early. Emphasize that your child is "going" to camp; you are not "sending" them. Avoid saying "I'm going to miss you so much. I can't wait for you to come home." Instead, say "I'm so excited for you! You'll have a great week!" There are no refunds for campers who are sent or taken home early, even if they go home on the first day. If a child is not ready for a week-long camp, consider sending them to a half week session.

SHOWERS: Counselors are instructed to urge campers to shower regularly, either on their own time or as a cabin group. All showers have separate stalls with doors. Campers may also use the shower house at the pool.

BEDWETTING: Campers are urged to use the toilet before bedtime. Campers with potential bedwetting problems can be awakened for a late night bathroom visit if necessary; indicate this on the Health Form. Counselors will perform 'wet bed checks' for the first few mornings and deal with problems tactfully. Campers who have a tendency to wet the bed are strongly encouraged to bring two sets of sheets and a blanket to camp in addition to their sleeping bag and pillow.

THE "BUDDY SYSTEM": In order to account for all persons at all times, everyone at camp uses the "Buddy System". This means that anytime you go anywhere, you take someone with you. It is very important that all campers understand this policy! This allows us to have more fun while remaining safe.

GENERAL CAMP POLICIES & INFORMATION

PAYMENT: A \$50 deposit is required to confirm all half-week camps. A \$75 deposit is required to confirm all week-long camps. This is a non-refundable and non-transferable service charge, unless the 4-H Center cancels a session due to low enrollment. We request that the balance of amount due from the camper be paid in full and received by the Iowa 4-H Center at least 14 days before the event begins or your spot may be forfeited. Make checks payable to "Iowa 4-H Foundation". If faxing the registration form, fax to 515-795-2107 and ask for fees to be charged to your VISA or MasterCard. There is a \$25.00 service charge on all returned checks.

REFUNDS, CANCELLATIONS, & SESSION CHANGES: Once registered, a \$25 fee will be charged for each session change you request after May 15.

Cancelled by us – full refund. If the camp you register for is cancelled by us, we will help you select another session. If another camp will not work out, you will receive a full refund disbursed in the same form as payment was made.

Cancelled by you – refund of all but the deposit as long as the cancellation is made in writing at least 2 weeks prior to the beginning of your child's camp session. Due to fixed expenditures which will have already been paid for by the camp, program fees will not be refunded after that date unless accompanied by a doctor's authorized medical reason. No refunds are given if your child leaves early due to homesickness or disruptive behavior as determined by the Camp Director. Refunds are disbursed in the same form as payment was made.

FOOD SERVICE: The Iowa 4-H Center strives to offer healthy and tasty meals. Menus are prepared by a food service professional and reviewed by a licensed nutritionist to be sure they meet standards for healthy eating. Cold cereal is always available as an alternative at breakfast. Peanut butter and jelly is always available as an alternative at lunch and dinner. A salad bar is also available during dinner. We also encourage all campers to drink at least one glass of water at each meal to avoid dehydration.

PARENT & CAMPER EVALUATIONS: We appreciate your immediate comments and feedback about our staff and program. If you see or hear of a problem with any part of our program or staff, please contact the Camp Office so immediate corrections can be made. Our Camp Director is available to answer your questions or concerns. Please do not hesitate to call or stop by the Camp Office.

CABIN CLEAN-UP: Campers at The Iowa 4-H Center have several opportunities to learn generosity and community service while at camp. Each morning, time is set aside for the campers to return to their cabin and tidy up. Cabin groups are also asked to give back to the camp by completing a morning Cabin Duty. This could be raising the flags, taking out the trash, or sweeping the lodge floor. We feel this helps to build pride in the cabin group's appearance as well as teaching good habits of cleanliness.

GRAFFITI: The 4-H Center camp staff, and Iowa 4-H Foundation board members are working hard to provide a safe, clean, and well cared for facility for our participants. In years past some children have brought markers to camp and left their names and messages on various surfaces. Our policy is to remove any evidence of graffiti from our camp's surfaces and to charge the camper for the replacement or repair of the property. Please discuss this with your child before his/her arrival. Our goal is to keep our facility in the condition you would expect of an excellent program.

PRANKS AT CAMP: At camp we promote an inclusive camp environment where everyone feels a sense of safety and belonging. Because of this we have outlawed pranks of any kind to be done at camp.

BULLYING: The Iowa 4-H Center has adopted a zero tolerance policy on bullying of any kind. There are several different kinds of bullying including **physical** (hitting, tripping, holding door closed), **verbal** (name calling, belittling, humiliating) and **social** (exclusion, singling out for ridicule, coercion). Camp will not tolerate these behaviors at any age from male or female campers, on or off camp in person or via electronic devices.

DID YOU KNOW? Many of the activities at camp are also offered on a year-round basis through 4-H Clubs. For more information about 4-H Programs offered in your area, contact your local extension office. The Iowa 4-H Center is also open year-round for camp and retreat rentals; call the camp office for details or check out our camp web site at: www.iowa4hcamp.com.

CAMP PACKING LIST

Below is a Checklist that can be used to pack your campers belongings. If you have any questions about any of these items please feel free to give us a call at camp 515-795-3338.

- ***PRECIOUS FEET POLICY!*** A very important new rule is that flip flops are only allowed to be worn at camp for shower and pool time. Our camp programs are very active during the day, and as a way to prevent further twisted ankles and cut feet, we are implementing a policy that campers and staff will at all other times wear sturdy shoes that cover their whole foot. This means closed-toe shoes such as Crocs, sturdy sandals with a heel strap, or tennis shoes must be worn at all other times for active camp programs and safety. Realize that campers' shoes (and feet) will get wet and dirty/sandy on the creek walks, so please send at least one pair of old shoes.
- This year we will again give each camper an Iowa 4-H Center **water bottle** to carry with them all week and help them stay hydrated.
- The Iowa 4-H Center **will not** assume liability for lost, stolen, or damaged personal property. **All clothing and personal items should be clearly marked with your child's full name.** Good Will locations will receive all unclaimed items after September 1.

Bedding

- 1 blanket for air conditioned cabins
- 1 pillow
- 1 set of twin bed sheets
- 1 sleeping bag for campouts
- 1 laundry bag for soiled clothes

Clothing

- 1 pair pajamas
- 1 rain jacket/poncho
- 1-2 swimsuits
- 2 pair jeans/sweatpants for hiking
- 2 sweatshirts or a jacket for evenings
- 3 pairs of shoes:
 - ✿ old shoes for creek walk
 - ✿ tennis shoes for camp activities
 - ✿ flip flops only for the shower/pool area
- 6-8 pair shorts
- 6-8 t-shirts
- 7-9 pair socks
- 7-9 pair underwear

Toiletries

- 2 towels (1 pool/1 shower)
- Comb or hairbrush
- Small bag to carry items to the shower/pool
- Soap/shampoo/ deodorant
- Toothbrush/toothpaste
- Waterproof sunscreen
- Insect repellent with DEET

Optional

- Books or travel size games for rest time
- Camera/film marked with full name
- Hat/bandanna/sunglasses
- Stationary/stamps/pencils
- Flashlight

Specialty Camps

- Fishing camps: fishing rod /tackle
- Horse camps: boots and long pants
- Creativity camp: something white to tie-dye

WHAT NOT TO BRING:

- Do not bring knives, fireworks, expensive jewelry or cameras, markers of any kind, food, gum, spray cans (including shaving cream and silly string), pocket cash, and pets to camp.
- Please do not send expensive clothing to camp. We prefer play clothes because camp activities may cause stains.
- Alcohol, tobacco, drugs, and firearms are prohibited and will result in the camper's immediate dismissal from camp.
- Being a natural environment, designed for children to get a break from the pressures of the world, camp will enforce the policy of no electronic/hand held video games, radios, walkmans, MP3 players, CD players, iPod, cellular phones, pagers, DVD players, etc. If it is discovered your child does have any of these items after you leave, the items will be locked in the office until the camper checks out.
- Please make sure that all items sent to camp are free of offensive logos, illegal substances or inappropriate messages.
- Please call and gain permission before bringing any personal sports equipment.