



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**YMCA CAMP MILLER  
PARENT HANDBOOK  
SUMMER CAMP 2017**

We are happy that you have chosen Camp Miller for your child’s summer experience. Dedicated to youth development, our camp’s focus is on age-progressive programming that develops life skills, appreciation for the environment, and creating lasting friendships in a safe, healthy and supportive outdoor setting. Our staff nurtures each camper’s growth, independence, and self-esteem through activities that are new, exciting and challenging to each child. The positive experience of summer camp cannot be matched anywhere else! Congratulations on giving your child an experience which can transform their mind, body and spirit, and leave them with memories that will last a lifetime!

Please read all of the following instructions and suggestions so that your camper’s experience is positive and safe. At Camp Miller, we emphasize the worth of all individuals and de-emphasize the importance of looks and material possessions. It is not necessary to purchase and/or send expensive clothing or shoes to camp. As a matter of fact, campers often spend a lot of time getting down and dirty – keep that in mind when packing! You can help by assuring you camper(s) that Camp Miller is a place to be comfortable.

The ultimate goal in all phases of camp is to ensure that each and every child obtains the best possible experience from their stay at Camp Miller. If at any time you have questions concerning your child, the camp, the program, etc., please feel free to talk to us about them. See you at camp!

Yours in the Camping Spirit,

Eric Sommer  
Executive Director  
YMCA Camping Services

John Maly  
Resident Camp Director  
YMCA Camp Miller



## CAMP STAFF TRAINING

Besides going through an extensive interview process, which includes completed reference and background checks, Camp Miller staff participate in several days of training before beginning their position at camp. Included in this training are emergency procedures in the case of inclement weather, program instruction and risk management training in all program areas, YMCA character development, YMCA child abuse prevention training, child and adolescent development, and other training topics that we determine to be appropriate. All staff is CPR/First Aid certified. In addition, several of our staff are certified as lifeguards for the safety of our campers at the waterfront. A registered nurse, medic, or doctor is onsite each week as our Health Care Staff.

## CAMP QUESTIONS, REGISTRATION QUESTIONS, PAYMENT & FEES

Registration is online only. If you have specific questions regarding your camper's registration or their camp week, please contact our Central Office at **218.722.4745 ext 143** or email our office at [campmiller@duluthymca.org](mailto:campmiller@duluthymca.org)

All fees are to be paid in full **two weeks** prior to the date the session begins. We cannot hold your child's place in the session unless payment is received by this time. If you have any questions about your account please contact our Accounts Receivable Specialist-Shelley Maclean, at **218.722.4745 ext. 103** or email her at [smaclean@duluthymca.org](mailto:smaclean@duluthymca.org)

Fees may be paid by mail to:

**YMCA Camp Miller Office**  
**302 W. 1<sup>st</sup> Street**  
**Duluth, MN 55802**

Please make checks payable to YMCA Camp Miller.

Credit cards can be accepted over the phone by calling Shelley Maclean.

## ATTENDING ANOTHER SESSION

If your camper would like to sign up for another session and a vacancy exists, you may arrange for them to do so by calling the Camp Miller office at **218.722.4745 ext 143**.

**CANCELLATIONS** must be made two weeks prior to camp session for reimbursement minus \$100 deposit. If cancellation is made within two weeks of camp session, funds can be transferred to another camp session within the summer of 2017.

## TELEPHONE CALLS

When your child is in session, if you have any questions and/or concerns you can call the camp office at **218.372.3188**. We'll check on your child and get back to you. Camp is a busy place, so if there is no answer, please leave a message and we will have the right person get back to you. Please do not suggest that your camper will call during the week. Make sure that the camp has emergency telephone numbers where parents and/or guardians can be reached. **Please do not send your camper with a cell phone.**

## HEALTH AND MEDICAL INFORMATION

Each child must have health history information on file which includes immunization information and our emergency release information signed by a parent or guardian. This is part of our online registration. Parents are asked to bring all medication and prescriptions to camp with directions for their use in the **original prescription container** or original "over the counter" container. Parents must give all medications to the camp nurse or medic upon arrival at camp, along with specific instruction. The nurse or medic will dispense all medications.

## **MEDICATION RELEASE FORM**

When sending prescription or over-the-counter medication with your camper to camp, it must be accompanied by the attached **MEDICATION RELEASE FORM**. This gives authorization for administration of medications by Camp Miller Health Care Providers. This form must also be signed by a physician prescribing any medication if the camper receives prescription medication. This form must be completed by all camp parents and families as it also lists which Over-the-Counter medications and other lotion/reliefs that are used at camp.

## **ACCOMODATIONS OR RESTRICTIONS**

In your online registration form, you approved a photo consent which allows Camp Miller to use photos of your child for advertisement purposes. If you wish not to have your child's photograph used, please contact the camp director upon your arrival to camp. If there are activities at camp in which you do not want your camper to participate please note that during registration, and we also suggest telling the camp director and/or counselors verbally.

If your camper has special needs, or you feel as though a conversation is warranted about the camp's philosophy on health management practices, please call the camp director. Giving written detail about the needs of your camper is helpful, but sometimes an open discussion can answer many more questions. If your camper has a medical or mental diagnosis which the camp should be aware of, it is imperative you have a conversation with the camp director. (Enrollment could be limited based on extraordinary medical or mental diagnosis of the camper).

## **DIETARY NEEDS AND RESTRICTIONS**

Please make note of any specific dietary needs or restrictions on your camper's health form. While we can accommodate specific needs, please note that we are NOT a gluten-free, dairy-free, or peanut and tree nut-free facility. We do our best to remove peanut and tree nut products from meal and Trading Post circulation if needed, but these items are still present in our facility. We also do NOT have separate facilities in which we can prepare gluten-free meals. Gluten-free meals are prepared on cleaned surfaces with cleaned utensils. If you have specific questions or concerns related to your camper's dietary needs, please contact Sherry Carlson or John Maly at **218.372.3188**.

## **CAMPER HEALTH SCREENING**

Within the first three hours at camp, every camper will go through a health screening with the health care staff for the week. The health care staff conducting this screening will be checking and asking for:

- Any observable signs or symptoms of recent illness or injury
  - Includes rashes, animal/bug bites, etc.
- Confirmation of medication(s) to be given during the camp session as provided by the parent/guardian
- Verification of any allergies or intolerances including those related to diet and environment
- Recent signs of head lice including lice eggs (nits), nymphs, and adult lice.
  - Head lice can affect any and all children, so please check your child before coming to camp, especially if they have recently attended another camp or another form of child care.
  - If your child is found to have lice, we will ask the parent/guardian to pick them up from camp and treat the camper's head. If the camper is unable to return that week due to continued signs of head lice, we will work with you to move your camper to another session.

## **CAMPER INSURANCE**

Please make sure that we have your insurance company and policy number on file. In case of accident or illness, the hospital or clinic will bill your insurance company directly. If you do not have insurance, please indicate "None." You will be billed directly. YMCA Camp Miller is not responsible for providing insurance.

## CAMP MAIL

Parents are sometimes concerned when a child does not write home. Most often, this is a good indication that they are busy, happy, and having a wonderful time. Your camper will be encouraged to write home at least once during a session and it is helpful to send stamped, self-addressed envelopes for this purpose; especially for younger campers. Parents are also encouraged to write to their child. They should reflect an interest in what is happening at camp and also some news from home. This can help campers feel more comfortable and safe about being away from home. Please address your camper's mail to the following:

**Camper's Name, Age Group/Camp Name**  
**YMCA Camp Miller**  
**89382 East Frontage Road**  
**Sturgeon Lake, MN 55783**

**Please note:** It can take up to three days for mail to arrive. Please make certain all mail arrives prior to the last day of your camper's session as we are unable to send mail back. You may also pass mail off with the directors on Camper Drop-Off day for delivery later in the week.

## THEME WEEKS

Campers are encouraged to bring something from home that relates to the camp theme of that week for Theme Day Fridays.

**Session 1 – Mystery at Miller** – Join us as we band together to solve a week long mystery event. Come decked out in your finest sleuthing gear whether that models Sherlock Holmes, Colonel Mustard, or Harriet the Spy!

**Session 2 – Disney** – So many fun characters and activities to choose from! We can't wait to celebrate some of our fondest childhood memories!

**Session 3 – Dr. Seuss** – Be it Thing 1 or Thing 2, or perhaps even a Who, there are sure to be some wacky events, and we may even hear Mr. Brown moo!

**Session 4 – Renaissance** – Journey back in time as we travel back and explore the centuries before us. Come and dress up in your favorite costume from Medieval Times whether it is a knight, princess, wizard, or dragon.

**Session 5 – Olympics** – Every four years, the international community comes together and celebrates athletes from all over the world. Join us as we hold our own Olympics at Camp Miller!

**Session 6 – Minnesota Folklore** – We can't wait to celebrate all things Minnesota! Minnesota is full of cool stories such as Paul Bunyan, Ragnar the Viking, and more. Flannel and Vikings are sure to be a hit.

**Session 7 – Pirates vs. Ninjas** – An age old rivalry, which side are you on? Is it the Pirates who conquer the seas or the Ninjas who leap from shadow to shadow? You decide!

**Session 8 – Superheroes vs. Villains** – The constant struggle between good and evil continues in this epic week. Who will prevail? Come dress in your favorite superhero or super villain costume!

**Session 9 – Harry Potter** – House sorting, point systems, magic, and more. Join us as we celebrate the wonderful wizarding world of Harry Potter!

## CAMP VISITS

Because of the nature of our camp program and the schedule of activities, we ask that parents/guardians visit camp only on the opening or closing day of a session. Your camper will enjoy sharing Camp Miller with you at the end of the session. Visits to camp at other times interrupts regular camp programs. If you do visit camp during the session, please check in at the camp office to talk with the camp director and obtain a visitor tag. On this note, parents are encouraged to say quick goodbyes on Sunday after helping their camper get settled into their cabin. Counselors are trained to begin "get to know you" games once their campers have arrived and this can be disrupted by parents staying around too long.

## CABINS

Camp Miller cabins are broken up between the North (Pinewoods) and South (Lakeshore) sides of camp. Each cabin can accommodate 10-12 campers. The cabin that your child will be staying in will have two counselors or more depending upon the size of the group. Some cabins have bathrooms inside, others do not, but have nearby bathhouses. All cabins have electricity as well as screened windows and doors. On hotter days in the summer, fans are brought into cabins to maintain airflow.

## TRANSPORTATION TO AND FROM CAMP

Transportation to and from camp is the parent or guardian's choice. You may bring your child to and from camp or you may use the camp bus from the Duluth YMCA; either one way or round trip. Parents who bring or pick up their camper have the opportunity to see Camp Miller, meet the counselors, and see the cabins.

## HOW TO REACH CAMP

Camp Miller is located 45 miles south of Duluth on Sturgeon Lake. Camp may be reached by taking I-35 and turning off on the Sturgeon Lake exit #209. Go east toward the lake for ¼ of a mile and turn left on East Frontage Road. (If you begin to travel around the lake to the south, you have missed the turn). Travel ¼ of a mile further and turn right at the Camp Miller sign and flags.

**Please note** that this summer there is construction on the stretch of I-35 between Moose Lake and Willow River. This will likely slow traffic so please plan accordingly. If alternate directions are needed on a particular weekend, we will post those notices on our Facebook Page. You may also call camp at 218.372.3188 to double check for any ramp closures.

## PARENT/GUARDIAN CAMPER DROP-OFF ARRIVAL

Campers should plan on arriving at camp at 2:15 PM on the opening day of the session. It is important to arrive no earlier than 2:00 PM and no later than 3:00 PM unless arranged with the camp director. All sessions start on Sunday with the exception of Mini Camp Session 1 which starts on Tuesday, June 20<sup>th</sup>. Prior to your arrival, the staff will be meeting to preview and prepare for the week and will not be available until 2:00 PM, so please do not arrive before then. Because the first few hours at camp are among the most important we also discourage late arrivals. If you will be arriving late please notify the camp office at 218.372.3188. (Please see below if your camper is taking the bus transportation from the YMCA).

Upon arrival:

- We do not encourage bringing dogs or family pets to pick up or drop off for liability purposes
- Park your car in the main parking lot in front of Mitchell Lodge. If lot is filled and you have to park along the road, be sure not to double park and leave room for emergency vehicles.
- Drive only on gravel roadways and be cautious of other vehicles when parking/unloading
- Check-in is outside of Mitchell Lodge. In case of inclement weather, check-in will be located within Mitchell Lodge.
- A staff member will show you to your camper's cabin if you are new to camp
- Feel free to meet with the cabin counselors and ask any questions you may have
- When your child is settled into their cabin and the cabin counselor is ready to begin programming with the cabin, it is appropriate to say your goodbyes
- It is often easier for campers if your departure is short and sweet
- The Camp Director and/or Program Director will be around Mitchell Lodge if you have any questions. The health care staff is available in Hanson Lodge for medication drop off or questions
- Campers will enjoy a fun-filled day getting to know their cabin group and counselors
- Parents/guardians dropping off and picking up must be the legal parents/guardians of the camper or have signed off that the person dropping off or picking up has permission to do so



## **BUS TRANSPORTATION**

Those wishing to use the bus should indicate this on their registration. The cost is \$12.00 one way and \$24.00 round trip. The bus will leave the Duluth YMCA, 302 W. First St. at 1:15 PM sharp every Sunday. The bus will return to the YMCA on the closing Fridays between 7:00 and 7:15 PM. If you do, in fact, need bus transportation and you did not indicate that your child needs transportation on your registration form, please call our Camp Miller office two weeks prior to your child's session so accommodations can be made.

## **BUS EXPECTATIONS**

If your camper is riding the bus it is important that you go over the following expectations with them prior to drop off:

- Camper should follow all bus rules they normally do during the school year (We suggest asking your child what the bus rules are and indicate that the same rules apply on the bus to and/or from camp)
- Always listen to the staff riding the bus and the bus driver
- Remain seated, keep hands and feet to self and inside bus
- Keep noise level to a minimum
- Follow all emergency and safety procedures as directed to them by the staff member or bus driver

## **CAMPER DEPARTURE**

Most camp sessions end on Friday evening, but Mini Camp Session 9 ends on Wednesday, August 23<sup>rd</sup>.

## **CLOSING DAYS**

**PARENTS/GUARDIANS MUST BRING A VALID ID UPON CAMPER PICK-UP. Thank you!**

The campers will be busy cleaning cabins and checking out of the Trading Post until 5:00 PM, so please refrain from arriving any earlier than that.

Upon arrival, families can pick out the camper's cabin group in the field where all of their belongings will be. Sign your camper out with their respective counselor and load up belongings before heading to our Chuckwagon Picnic. The Trading Post will also be open at this time to spend any last remaining Trading Post money or to purchase other items.

The picnic will begin at 5:00 PM. Parents are invited and greatly encouraged to attend. The Award Ceremony will begin at 6:00 PM and will conclude around 6:30 PM. All are encouraged to stay and see the campers receive any awards they may have received from their week at camp.

Campers will need to be checked out no later than 6:45 PM. For those taking the bus, it will leave camp by 6:15 PM and arrive at the Downtown Duluth Y between 7:00-7:15 PM. **Please be sure to pick your camper up at the Downtown Y on time!**

## **PLEASE DO NOT SEND!!!**

Cell phones, knives, candy, weapons, radios, CD/MP3 players, iPods, laptops, gaming devices, or any of the hippest, new electronics or gadgets that kids have (including fidget spinners). Please do not send hair dryers, curling irons, or sports equipment. These items, if brought, will be held by the cabin counselor until the end of the camp week. If knives, weapons, drugs or alcohol are brought to camp, parents will be called immediately. Please keep valuables at home. If you have a question about sending any item, please contact camp.

## **CAMP BANK (TRADING POST) AND SPENDING MONEY**

All spending money should be turned in when paying camp fees or dropped off upon Check-In. We discourage any money in the camper's possession. The camp bank, which is called the Trading Post, stores and prevents loss of money. Parent's dropping off their child should deposit the money directly into the Trading Post upon arrival to Camp Miller, if a deposit was not made prior. Campers riding the bus should give their money directly to the staff upon sign-in.

**Do not send more money than the camper can spend in one week.** Unused Trading Post funds WILL NOT BE CREDITED OR RETURNED. Money deposited and not spent will be donated to our campership fund to share the camp experience with kids who are less fortunate.

A suggested amount of money is between \$15.00 and \$30.00 per session. Items that can be purchased in our Trading Post include water bottles, healthy snacks, hats, T-shirts, sweatshirts, mugs, and more!

Parents are welcome to purchase additional items from the Trading Post upon Pick-Up if campers happen to run out of money during the week.

## **LOST AND FOUND**

To assist in seeing that your camper brings back all of the items brought to camp, please mark everything with the camper's name. Upon departure from camp on Closing Day, please double-check your camper's cabin area as well as the Lost and Found in Mitchell Hall. All items that are found will be kept at camp. Items not claimed by the third week of September will be donated to the Goodwill and other local charities.

## **EMERGENCY NOTIFICATION**

In the event of an illness, accident, or injury, camp administration or the director will notify parents/guardians as soon as the camper's safety or care is assured. Please make sure we have up to date home, cell, work, and emergency contact numbers in the event that you cannot be reached.

## **PACKING LIST**

- Sleeping bag and pillow
- Twin fitted sheet for mattresses
- Toiletries (soap, toothbrush, toothpaste, shampoo, etc.)
- Pajamas (two pair)
- Towels and washcloth
- Long pants or jeans
- Shorts
- Warm jacket or sweatshirt
- Raincoat
- Tennis shoes, boots (boots with a hard heel are ideal for Horseback campers)
- T-shirt (daily change)
- Underwear (daily change)
- Socks (daily change)
- Swimsuit or swim trunks
- Cap or hat
- Bug spray
- Sun block
- Flashlight
- Camera (with extra batteries) NO PHONES PLEASE
- Water bottle
- Theme day apparel (optional)
- Camp Miller wish list item (optional)
- Wish List Items Include: Basketballs, Bird Feeders, Pool Cue Balls (for carpet ball), Band-Aids, Mini Hand-Sanitizers, Extra Sunscreen and Bug Spray, Sidewalk Chalk, Acrylic Paints, Google Eyes, Pipe Cleaners, Markers, Clue Sticks, Scissors, and Children's Books for our Library.



Camper Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Session Date: \_\_\_\_\_

# CAMP MILLER

## Medication(s) Release Form

Please bring completed form with you on the first day of camp or e-mail to [campmiller@duluthymca.org](mailto:campmiller@duluthymca.org).

If your child will need medication(s) during their stay at camp, the following information must be completed.

Camp Miller Health Care Staff are permitted to administer the following over the counter medications to my camper in applicable situations (Please check all applicable):

- Ibuprofen
- Acetaminophen (Tylenol)
- Cough Drops
- Stomach Relief (TUMs, Pepto-Bismol, Miralax)
- Itch Relief (Calamine Lotion)
- Sunburn Relief (Aloe Vera, Lotion)
- First-Aid Antiseptics
- Other: \_\_\_\_\_

Prescription medication must be sent in the **original containers** and send only enough medication for the duration of your camper's stay at camp. **Physicians must sign-off below for any prescription medications or send in a signed physician's note.**

Name of Medication	Dosage	Time to be administered	Special Instructions
<b>Physician's Signature</b>			<b>Date:</b>

I hereby authorize the administration of the above medication(s) to my child by staff/Health Care Provider of YMCA Camp Miller.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_