



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA CAMP MILLER

## 2018 Resident Camp Parent Handbook

Thank you for choosing YMCA Camp Miller for your child’s summer experience! Please take the time to read the entirety of this handbook to best prepare you and your camper for their week at summer camp. If at any time you have questions concerning your child, camp programming, payment, etc., please feel free to talk to us about them.

### Duluth Area Family YMCA Mission

The Duluth Area Family YMCA is dedicated to putting the principles of caring, honesty, respect, and responsibility into practice through programs that build healthy spirit, mind, and body for all.

### YMCA Camp Miller Mission

Our mission at YMCA Camp Miller is to provide positive life-enhancing experiences for youth through activities that focus on teach YMCA core values, developing life skills, and building character in a safe, fun, supportive outdoor setting.

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## Contact Information

**John Maly**- Resident Camp Director  
218.722.4745 ext. 143  
[campmiller@duluthymca.org](mailto:campmiller@duluthymca.org)

**Eric Sommer**-Camping Services Exec. Director  
218.722.4745 ext. 112

**After June 1<sup>st</sup>:**  
The most direct way to contact us after June 1 is by calling directly down to camp and asking for either John or Eric.  
218.372.3188

For payment processing, please call  
Accounts Receivable:  
**Shelley MacLean**  
218.722.4745 ext. 103



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## Registration Forms and Fees

### Registration

Registration for all summer camp programming is completed online at [ymcacampmiller.org](http://ymcacampmiller.org). After registering and paying your camp deposit, you will receive e-mail confirmation through the Duluth Y.

### Fees and Balances

Camp fees should be paid in full two weeks prior to your camper's session. If there is still a balance due on the first day of the camp session, you will receive an invoice upon camper drop-off that needs to be paid that day.

Please contact our office if you would like to set up an automatic payment schedule in specific increments for your child's camp.

### Changes and Cancellations

Cancellations must be made two weeks prior to your camper's session for refund minus the \$100 non-refundable deposit.

Last minute changes or cancellations will not receive any refund unless there are extenuating circumstances. We will work with you to find a new session for your camper to attend and move your payment to that session instead.

### Refunds

Refunds are not issued if a camper goes home early due to homesickness or behavioral problems. If a camper goes home early due to illness, we will work to move the camper to a new session.

### Forms

Camper information and health history is collected through our online registration system. Please ensure that this information is up to date. If there are changes, please contact us as soon as possible.

All campers need to have a **Medication Release Form** on file while at camp. This form needs to be signed off by your doctor if there are any prescription medications being sent with your camper. Prescription medications cannot be distributed unless we have received this form.

If your camper is signed up for our **Adventure Team** program, then we will require an additional waiver and information sheet to be filled out and signed for **Swiftwater Adventures**. These forms will be e-mailed prior to your camper's session or available upon camper drop-off. You may also access these forms at [www.swiftwatermn.com/about-us/resources/](http://www.swiftwatermn.com/about-us/resources/).

### Trading Post

All spending money for campers should be turned in upon camper check-in. Campers will have the opportunity to purchase items or snacks at the Trading Post each evening. Parents typically deposit between \$15-\$30. Purchases can also be made at check-in and check-out. Campers are encouraged to spend their entire deposit amount as we are unable to refund any remaining Trading Post balances.

## Check In and Out Procedures

### Transportation

Camp Miller is able to provide transportation to and from the Duluth Y for a fee of \$12 per direction. If your child needs transportation to and/or from Duluth and you did not select it on their registration, please contact us as soon as possible as spaces may be limited.

### Bussing

The bus will leave the Duluth YMCA (302 W. 1<sup>st</sup> Street) at 1:30 PM sharp on Sundays. The bus will arrive to the Duluth Y on Fridays at 7:00 PM. Please be on time!

Parents and guardians who are dropping off their campers for bus transportation must sign in with the staff member present. The staff member will also collect all forms, medications, and Trading Post money from each camper. Parents and guardians must also sign their camper out when picking up their child on closing days. Camp staff will pass back medications and Parent Letters upon drop-off.

**Parents/Guardians must have a valid ID to sign their child out.**

If your child is riding the bus, please go over the following expectations with them:

- All bus rules apply as they normally would during the school year
- Always listen to the staff riding the bus and bus driver
- Remain seated, keep hands and feet to self and inside the bus
- Keep noise level to a minimum
- Follow all emergency and safety procedures as directed by camp staff or bus driver

If there are changes to transportation times or locations, we will directly reach out to parents/guardians as well as inform the Information Desk at the Duluth Y.

### Directions

Camp Miller is located in Sturgeon Lake, MN, 45 miles south of Duluth, off Interstate 35 at Exit #209. After exiting, drive east ¼ mile (towards the lake) and turn left on East Frontage Road. Camp Miller is located on the right-hand side after ¼ mile.

If there is construction that may affect camper pick-up or drop-off, we will post accordingly on our camp Facebook page and attempt to e-mail families beforehand.

### Drop-Off

Check-In at Camp Miller runs from 2:00pm to 3:00pm on Sundays. Please do not arrive earlier than 2pm because our staff will be busy preparing for the camp week. If you will be arriving late, please notify the Camp Miller office at 218.372.3188.

#### Upon arrival:

- Park your vehicle in the main parking lot in front of Mitchell or the side lot on the left as you enter. If both lots are full, please pull up to the main lodge and staff will direct you where to park
- Check-In will be located at our Trading Post unless there is inclement weather. Staff will be present to direct you where to go.
- Please avoid bringing dogs or family pets for liability purposes.
- The Camp Director will be around Mitchell Lodge if you have any questions about your camper's week
- Health Care staff will be located in Hanson Lodge for medication drop-off or questions.
- Be sure to sign-in your child at their cabin with their counselor.
- Once your camper is settled in their cabin, please make goodbyes brief. This is often easier on both campers and parents!
- If your camper is being dropped off or picked up by a person other than the listed Parent/Guardian, please contact the director.

### Pick-Up

Camper Pick-up begins at 4:45pm on Fridays. Please do not arrive prior to this time, as campers will be busy packing and cleaning up their cabins.

Our family picnic is available beginning at 5:00pm. Parents and families are encouraged to stay for this dinner and the award ceremony following the dinner at 5:45pm.

#### Upon Pick-Up Arrival:

- Please locate your camper and their counselor. All cabin groups will have moved their belongings to the athletic field area.
- Sign out your camper with their counselor! This is when you will receive your camper's Parent Letter detailing some of the specifics of their week at camp.
- **PLEASE BE ADVISED!** Parents/Guardians must have a valid ID upon camper pick-up! Thank you!
- Stop by the Trading Post to ensure your camper has spent all of their money or purchase your last piece of camp swag!
- Load up your camper's belongings into your vehicle.
- We HIGHLY recommend stopping by your camper's cabin as well as our Lost and Found in Mitchell for anything they may have forgotten to pack or left behind.

## Life at Camp

### Cabins

Camp Miller cabins are broken up between the North (Pinewoods) and South (Lakeshore) sides of camp. Each cabin group typically consists of 8-10 campers and 2 counselors. Campers are assigned to cabin groups based on age and gender. Some cabins have bathrooms inside; others do not, but have nearby shower houses.

### Staff

Camp Miller staff participate in several days of staff training before beginning their position at camp. This training includes information on emergency procedures, program instruction, risk management, and behavior management.

### Food

Please communicate any specific dietary needs or accommodations your camper may have. Please note that we are NOT a gluten-free, dairy-free, or peanut/tree-nut free facility but can accommodate those needs in meal preparations. If you have any outstanding dietary concerns or needs for your camper, please contact Damita Miller-Chasson down at camp: 218-372-3188. It is helpful to highlight what your camper can consume!

## Health Needs

### Training

All camp staff are trained in First-Aid and CPR and are able to treat bumps, scrapes, and bruises as they come up. There is also a healthcare professional (RN or physician) on-site every week for illness, medication, or other medical needs.

### Health Needs

If a camper's illness or injury impedes their enjoyment of camp, we will always call home to chat with Parents/Guardians.

In case of immediate emergency care, Camp Miller is located five miles from Mercy Hospital in Moose Lake. Parents/Guardians will be immediately contacted if a camper is in need of emergency care.

### Homesickness

For some campers and parents, a week away at camp can be difficult in terms of being away from home. Camp Miller staff are experienced in coaching campers through their experience and believe that overcoming homesickness can be a hugely positive milestone. Prepare your camper for the challenge and do not promise that they can call home "whenever they want".

One of the camp directors may call a parent/guardian for some tips in dealing with specific campers. If it is mutually decided between a parent/guardian and staff member that a camper needs to go home, please note that there are no refunds from your child's time at camp.

## Health Screening

Within the first three hours at camp, every camper will go through a health screening with the health care staff. They will be checking for the following:

- Any observable sign or symptom of recent illness or injury which include rashes, bruises, animal/bug bites, etc.
- Confirmation of medication(s) to be given during the camp session as provided by the parent/guardian.
- Verification of allergies and intolerances
- Recent signs of head lice or bed bugs including nits, nymphs, and adult lice
- Head lice can affect all children. We advise checking your child before coming to camp, especially if there has been potential for exposure at another camp or childcare program.
- If your child is found to have signs of lice, we will contact parents for pick up and move your camper to another session.

## Accommodations and Restrictions

Please contact one of the directors at Camp Miller prior to your camper's attendance if there are any special accommodations or needs that we can make for your camper. The more details, the better. We want to ensure that camp will be a good fit and that we can provide a fully positive experience!

## Insurance

Please make sure your insurance information is current. Camp Miller is not responsible for providing insurance.

## Camper Safety

### Weather

We are unfortunately unable to control our weather conditions at camp, but we always make sure our campers and staff are safe and having fun!

Camp directors monitor weather conditions and forecasts very closely and are alerted should any severe weather appear in the area. Staff are trained in inclement weather procedures and will keep campers inside safe locations should the need arise.

### Emotional and Physical Safety

Safety is first at Camp Miller and this includes the physical and emotional safety of all campers and staff. Staff are trained in bullying and harassment prevention and first aid, as well as awareness for situations of potential risk.

If a camper's consistent misbehavior or actions are putting themselves, staff members', or another camper's physical or emotional safety at risk while at camp, we reserve the right to send a camper home, without refund.

### Risks at Camp

During their time at camp, our participants take part in many safe-risk activities. Through training on activity protocols and safety procedures, our staff learn how to analyze and minimize risks within all of our activities including the high ropes course, climbing tower, waterfront activities, horseback riding, target sports, field games, campouts, transportation, etc.

### Ticks and Mosquitos

With Camp Miller being located in Northern Minnesota, we know that summers in our state come with many different nuisances including ticks and mosquitoes. Due to the rare possibility of diseases from these insects, we take this matter seriously.

Counselors remind campers to apply bug spray regularly throughout their stay at camp. We also encourage campers to check regularly for ticks throughout the day. Please ensure that your camper comes with an ample amount of bug repellent of your choice. We also encourage parent/guardians to check their campers for ticks after they have returned home.

### Swimming

Certified and trained lifeguards monitor all waterfront activities. Upon arrival to camp, campers partake in a swim test to determine the appropriate swimming section based on their skill level for the week.

### Sun

Campers are outside for the large majority of their time at summer camp. Please ensure your camper has sufficient sunscreen as sunburn can happen even during cloudy conditions. Counselors will regularly take time to ensure campers are applying sunscreen.

### ACA Accreditation

YMCA Camp Miller goes through a regular accreditation process by the American Camping Association. All of our policies, procedures, and programming are guided by the 300 standards set forth by ACA. Visit [www.acacamps.org](http://www.acacamps.org) for more information and resources.

## Packing for Camp

When packing for your camper's week at camp, please adhere to the following item list:

### Bring

- A sleeping bag, twin sheet, and pillow
- A pair of pajamas
- Two pairs of closed-toed tennis shoes and/or sandals for everyday wear  
*Note: All campers need a pair of close-toed non-sandal shoes in order to go Horseback Riding with their cabin group*
- Daily pair of shorts and long pants  
*Note: All campers need long pants in order to go Horseback Riding with their cabin group*
- 1 or 2 long sleeved shirts
- Daily change of T-shirts
- 1 or 2 sweatshirts
- Rain jacket or poncho
- Daily change of Underwear
- Daily change of Socks
- Swimming Suit (one piece preferred)
- A cap or hat of some sort
- A bath towel and washcloth
- A swimming or beach towel
- Personal toiletries
- Toothbrush and toothpaste
- A flashlight or headlamp
- Water Bottle
- Bug spray and sunscreen

### Suggested Items

- Camera (disposable is ideal!)
- Books for quiet time
- Journal and pen
- Paper, self-addressed envelopes, and stamps for letters home
- Stuffed Animal for rest time
- Theme Day Apparel

### Specialty Camp Items

#### Horseback Camps

- Closed-toe shoes, preferably some sort of boot with a heel
- Long-pants, preferably jeans

#### Tripping/Leadership Camps

- Closed-Toed shoes that can get wet for canoe trips
- Clothing items that can dry quickly
- Sleeping Bag: preferably non-bulky and avoid cotton if you are able to
- A more detailed list will be sent out prior to trips

### Theme Weeks

Campers are encouraged to bring clothing or something from home that relates to the camp theme of the week for our Theme Day Fridays:

**Session 1**- June 19-22: Dr. Seuss

**Session 2**- June 24-29: Storybook Adventure

**Session 3**- July 7-13: Survivor

**Session 4**- July 15-20: Harry Potter

**Session 5**- July 22-27: Time Travelers

**Session 6**- July 29-Aug. 3: Disney

**Session 7**- Aug. 5-10: Superheroes v. Villains

**Session 8**- Aug. 12-17: Under the Sea

**Session 9**- Aug. 19-22: Country Western

### PLEASE DO NOT BRING THE FOLLOWING

If the following items are brought to camp, they will be kept in a locked in a safe location for parents or guardians to pick-up upon check out.

- Cell Phones
- Music Players, Video Games, Electronics
- Food or Drinks
- Valuables of any sort
- The latest gadget or fad of the year

**If knives, weapons, drugs, or alcohol are brought to camp, parents will be notified immediately.**

### Lost and Found

We highly encourage all camp families to label every item that is sent to camp with your camper's name! Lost & found items are displayed in our Dining Hall. We encourage all families to sort through the Lost & Found at the end of the week as well as double check the interior of cabins and the clothesline outside of cabins. Any items left unclaimed will be donated at the end of the summer.



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## Communication

### Camper Mail

We highly encourage families to send their camper mail or packages while at camp. Please do not send food as it can attract mice and other critters into the cabins:

CAMPER NAME and AGE GROUP  
c/o YMCA Camp Miller  
89382 E. Frontage Road  
Sturgeon Lake, MN 55783

Please note that mail can often take at least three days to arrive so we suggest sending it the week before your camper attends!

### E-mails

Feel free to send your camper e-mails by e-mailing [campmiller@duluthymca.org](mailto:campmiller@duluthymca.org). We will print them out and pass them onto your camper.

### Telephone Calls

We understand how difficult it can be to be away from your child for a week. If you have any questions and/or concerns about your camper's week, please call the camp office at 218.372.3188. 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 as this can lead to homesickness.

### 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 and 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 need to drop something off for a camper, please check-in at the office and obtain a visitor tag.

## Diversity and Inclusion

The YMCA, throughout its history, has asserted the dignity of all people. The YMCA recognizes that individuals, families and communities are diverse. We value and respect this diversity and choose to be inclusive through our acceptance of all individuals regardless of race, age, gender, religion, disability, genetic information, cultural identity or sexual orientation.

If your camper has specific needs during their time at camp, please contact our directors so that we may be able to provide them the best possible camp experience.