



YMCA Hayo-Went-Ha Camps Sparks Day Camp Welcome!

Dear Parents and Campers,

Welcome to YMCA Hayo-Went-Ha Sparks Day Camp! We are looking forward to sharing new experiences and making new friends all summer long and there is some information we would like to share with you.

This summer, as always, we have an exciting blend of new and experienced staff from across the country and around the world. Our Hayo-Went-Ha staff, both international and American, will be committed to having the BEST SUMMER EVER!

The weekly rate for our Sparks Day Camp does not include bus transportation. If you are considering using our bus transportation (available from Central Lake, Bellaire, or the Dock Side Restaurant), please take a moment to carefully read over our new transportation policy included in this packet so you will be familiar with it as well as the charges involved.

We have several forms for your camper that need to be filled out and returned prior to their time on Torch Lake. Whether you fill them out online or send in a hard copy, we must have them submitted prior to the Friday before your camper's first day at Camp. We have included information on what to bring, transportation, and (if old enough) Wednesday sleepovers at the caboose. You will also find a Health History Form, an Emergency Contact Form, a Risk Waiver/Photographic Image Release, and a Transportation Form (if needed). A health examination is not necessary, but we do need the most current information to meet your camper's needs. All payments of your camper's tuition must be received **10 days** prior to your child's visit to camp.

On the Monday of each session campers will receive information on the weekly events and field trips. Please ask your camper for this information when they get home from their first day at Sparks.

Several times each day we will have "Splash Time", a designated time to cool off in our "Splash Zone" in Torch Lake. This is not really a time to swim but more of an opportunity to enjoy being by the lake. "Splash Time" is well supervised by our Lifeguards. If you have any questions or concerns, please contact David at camp.

Any incoming phone messages for your campers will be recorded by staff and relayed as soon as possible. In the case of an emergency, we will make every effort to get information to campers immediately.

We have an amazing and exciting summer ahead of us filled with new opportunities for everyone. We hope you are as excited as we are! If you have any questions, comments or concerns please contact the camp office (231) 544-5915 or by e-mail at registrar@hayowentha.org

See you soon!!

Sparks Director
YMCA Camp Hayo-Went-Ha



YMCA Hayo-Went-Ha Camps Sparks Day Camp Important Camp Information

Transportation:

If you are providing your own transportation, please drop your child off at the Day Camp Activity Center between 8:45 and 9:00 am. Pick up time is 4:30 pm. Please call our office at (231) 544-5915 if you need directions to our Activity Center off Camp Road.

If you signed up for our bus transportation, please be at the pick-up and drop off locations at least five minutes prior to the departure. We will strive to stay on schedule each day. Bus transportation has to be arranged and paid for (\$20.00 for the week, no prorating) in advance!

<u>Pick-ups</u>		<u>Drop Offs (same locations)</u>	
Clam River Bridge	8:15 am	Public Access/Dockside	Clam River Bridge 5:10 pm
Bellaire	8:30 am	Richardi Park near Bridge Street	Bellaire 4:55 pm
Central Lake	8:45 am	Thurston Park near the shelter	Central Lake 4:40 pm

Things to Bring: (Please label all items with your camper's name!!)

- Swim suit, towel, sun screen
- Beach/Swim shoes (optional)
- Water Bottle
- Rain Gear
- Closed Toe Athletic Shoes (to be worn for all camp activities)
- Disposable Camera (optional)
- Lunch (Monday-Thursday) Please pack a nutritious lunch for your camper. Morning and afternoon snacks are provided. Water will be provided all day long. Lunch on Friday (Fabulous Friday!!) is provided for both the camper and YOU! All members of the family are welcome. No reservations needed. Please join us at noon on Friday for a hot dog cookout!
- Campers may bring a favorite book or two for a short rest time.
- **Please leave all electronic devices at home!**
- A SMILING face with a lot of EXCITEMENT and ENERGY!

Day Campers will have specially designed Sparks T-shirts as well as other souvenirs and mementos available for purchase on Fabulous Friday. *Please do not send you child with money.* If a field trip or special event comes up where your camper would need money, a special effort will be made to contact everyone through notes or phone calls.



YMCA Hayo-Went-Ha Camps Sparks Day Camp Daily Schedule

8:15	Pick Up @ Clam River Bridge
8:30	Pick Up @ Bellaire
8:45	Pick Up @ Central Lake Begin Drop Off @ Day Camp
9:00	Bus Arrives Opening Ceremonies
9:20	Morning Activities
10:20	Change into Swimsuits/Walk to Morning Splashtime
10:30	Morning Snack
10:45	Morning Splashtime
11:45	Travel back to Camp/Change clothes
12:00	Lunch and Rest Time
1:15	Change Clothes and Apply Sunscreen
1:25	HWH Activity Time
2:20	Splash Time
3:45	Return to Camp
4:00	Afternoon Snack /Free Time
4:15	Closing Ceremonies
4:30	Parent Pick Up and Load Bus and Head Home
4:40	Drop off @ Central Lake
4:55	Drop off @ Bellaire
5:10	Drop off @ Clam River Bridge

SEE YOU TOMORROW!!

TRANSPORTATION POLICIES for State YMCA of Michigan & Hayo-Went-Ha Camps (revised 06/02/2014)

The Transportation policies were developed to insure the safety of participants and staff as well as minimize the risk involved with vehicle usage.

Driver Rules & Responsibilities.

- Each vehicle will be safety checked prior to and after being used.
- LOG Books must be completed before and after use of every vehicle.
- Any problems noticed during use of a vehicle must be noted and reported.
- Driver is responsible to maintain head count consistent with records; this includes checking faces to make sure the correct campers are on the bus.
- Driver is responsible for ensuring that the passenger count does not exceed the legal limit for the vehicle in use.
- **Prior to departure the Driver will educate the passengers as to the Safety and Transportation Rules,** including but not limited to the list below, wearing seat belts, remaining seated, keeping emergency exits clear, not distracting driver and any other requirements in specific vehicles.
- Passengers must be unloaded prior to any refueling.
- Refueling will only be done in safe, prescribed manner.
- Loaded buses must always stop at railroad crossings, except exempt as marked by State Law.
- Driving Vehicles with 15 passengers or more requires another trained staff member on the bus to supervise the Campers.
- If driving a vehicle that you are unfamiliar with, you must receive an orientation by the Transportation Director or designee.

Passenger Safety and Transportation Rules (THESE RULES MUST BE READ TO PASSENGERS)

- All passengers must wear seat belts where fitted. (shuttle vans and cars)
- All passengers must remain seated at all times.
- Passengers may not place any part of their body outside of the vehicle.
- Noise must be kept at a manageable level.
- Emergency exits can not be blocked.
- Passengers will respect others by keeping hands and feet to themselves.
- Wheel chairs may only be loaded into vehicles were they are able to be secured to vehicle, and wheels locked in place.

Summer Camp Trip Transportation Rules

- Health and "Permission to Treat" forms for summer campers will be carried in vehicles when traveling beyond a fifty mile radius from camp. For school groups, these forms may be carried by the teachers who are part of the convoy.
- There will be at least one additional staff member aboard the vehicle. This staff member will be responsible for all camper behavior. The driver is responsible to drive; the additional staff member will minimize distractions to the driver.
- Private Vehicles may only be used to transport Campers when written permission from vehicle owner has been obtained and vehicle is listed on the State YMCA of Michigan Insurance.
- If a group does not meet the driver at the specific time, the driver will contact the Camp Director immediately and the Camp Director will initiate the appropriate steps.
- If a group does not contact camp at the agreed upon times, the Camp Director will take appropriate steps to locate them.
- If the bus is delayed at all, the Camp Director or assigned Office Staff will contact the parent/guardians