EXPERIENCE. CONNECT. GROW.

YMCA Camp Timbers

West Branch, MI

Confirmation Packet and Parent Manual
2019 Herter Band Camp

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Welcome

Dear Parents,

Thank you for choosing YMCA Camp Timbers for your child's overnight camp experience. Camp Timbers is an incredible place where youth flourish in a positive, caring, and supportive environment. Camp is a place to build confidence, make new friends, learn new skills, and have fun!

Our Herter Band Camp week is a particularly special experience. As a former counselor, I recall how impressed I was with all the campers accomplish in a week. By week's end, not only have they experienced camp and grown musically, but they have also formed connections with cabin-mates and band-mates along the way. My goals at Camp Timbers this year are for all campers to experience the magic of camp, connect with others, and grow personally. I hope this is evident in your experience with us this summer!

Please contact me directly at (989)753-7721 or via email at bamiller@saginawymca.org with any questions you have about camp. I look forward to working together with you to make this summer a memorable one for your camper.

Sincerely,

Brian
Camp Director

Staff Contact Information

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Phone: (989) 893-4545

Our History and Purpose

History of Herter Band Camp

The Herter Music Center has been offering summer band camp experiences to youth for over 30 years. Under the leadership of Fred Herter, these camps have provided an opportunity for youth to enjoy the total camp experience while also receiving daily musical instruction. Daily sectional practices and full-band rehearsals are led by experienced music educators from around the region. Started as a day camp in the Saginaw area, Herter Band Camp has been hosted at Camp Timbers for over 20 years.

History of Camp Timbers

Camp Timbers is owned and operated by the YMCA of Saginaw. For over fifty years, the YMCA of Saginaw has been challenging and supporting youth to develop spiritually, mentally and physically at Camp Timbers.

Camp Timbers was established on the site of the former lumber town of Piper. The town was built around the lumber mill and Beaver Lake branch of the Michigan Central railroad. It was founded by Encall Thompson in 1880 and proved to be a successful operation until the lumber market failed in 1892. From 1929—1964, the Saginaw YMCA operated Camp O-Ge-Maw-Kee on a site just north of Rose City. In 1965, the YMCA was given the opportunity to purchase part of the Piper property. As the new site would offer the opportunity to expand the camp program, the property was purchased and developed in 1966. Our first camping season as Camp Timbers began with the summer of 1967.

Purpose

Camp Timbers' purpose is to provide each camper with:

- Fun and adventure through appropriate challenges
- Better understanding and respect for self and others through group living and shared experiences
- Appreciation and concern for the environment
- Greater self-reliance, self-respect, self-confidence, and self-esteem
- Opportunities to strengthen and promote the values of caring, honesty, respect and responsibility

Accreditation

Camp Timbers is inspected and licensed annually by the State of Michigan and also accredited by the American Camp Association (ACA). In addition, we comply with annual standards from the Ogemaw County Health Department and State Fire Marshall.

Preparing for Camp

Questions

Questions related to camp programming, schedule, food allergies, or online forms, please contact **Camp Timbers at (989) 345-2630 or Timbers@SaginawYMCA.org**.

Questions related to music, band placements, payments, or school scholarships, please contact **Herter Music Center at (989) 893-4545 or HLeser@hertermc.com**.

Camp Fees

All camp fees for Herter Band Camp are due by **May 11, 2019.** Campers may not stay with us at camp if these fees are not paid in full. **Please note, camp enrollment fees may not be accepted at camp on check-in day.** Please send payments to Herter Music Center, Attn: Heather Leser, 901 Washington Ave, Bay City, MI, 48708 or pay online at **https://ymcatimbers.campintouch.com/v2/login.aspx.**

Refunds

Students receiving a scholarship from a local music booster organization will receive a refund of their camp fees in the amount of the scholarship. Scholarship refunds will be mailed by YMCA of Saginaw.

Refunds of camp fees will not be made after the start of your registered camp session. Exceptions are only made when there has been an injury sustained at camp that requires the camper to return home, OR there has been a death or serious illness in the immediate family which requires the camper to return home early.

In these two cases, the refund will be pro-rated based on the time remaining in the session. Other requests for refunds will be considered on a case by case basis.

Online Forms

Camp Timbers Staff use the information provided to make sure that your camper's experience is as safe, positive and fun as possible. All forms MUST be completed and submitted **by May 11, 2019.** Our staff needs adequate time to review and prepare for any unique camper concerns or needs.

For 2019, we are using an online system called Camp InTouch to allow you to complete your camper's forms electronically. Such a system will allow camp staff to more quickly access important information, such as allergies, medications, cabinmate requests, and more. **A link to begin this process will be e-mailed** to registered participants by mid-March**. This will allow you to create a secure log-in and password and to complete forms** by entering information into the web-based system or by uploading the required documents.

Please notify Heather at Herter Music Center by March 8th to request printed forms should you have limited access to the internet.

Required forms include:

- Parent Agreement
- Camper Background
- Health History
- Additional Adult Pickup
- Permission to Treat
- Camper Narrative (Optional)
- Audio/Visual Release
- Release of Liability

Due to our licensing and accreditation requirements, campers with missing or incomplete forms may not participate in YMCA Camp Timbers' programs.

Medications

While at camp, only the Health Officer may administer prescription and non-prescription medications. Campers are NOT allowed to keep any medication with them in their cabins. Parents must turn all medications into the Camp Health Officer during check-in.

Please put all medication bottles/containers into a Ziploc bag labeled with the camper's name. A medication log will be maintained in the Health Center noting time administered and by whom.

Note: Campers will not be given their first dose of medication until 12:00pm on check-in day.

Preparing for Camp

Camp Packing List

We recommend the following items for a 6 day, 5 night experience. We are active at camp, so comfort and durability are important! Clothing with questionable language/logos or clothing offering minimal coverage will not be allowed. Please write your child's name on everything.

If your child is staying two or more weeks, add items accordingly. The YMCA of Saginaw and YMCA Camp Timbers are not responsible for lost or damaged personal items. Please leave valuables and electronics at home.

Suggested Clothing

1 jacket or sweater
1 sweatshirt
2 long sleeve shirts
2 pair jeans or pants
6 t-shirts or tank tops (no camisole or strapless tops)
4 pairs of shorts
swim suit (one-piece style only)
pajamas
7 pairs of socks
7 pairs of underwear
1 pair hiking shoes
1 pair tennis shoes
1 pair sandals (must have back strap)
Rain jacket or poncho

Bedding and Toiletries

Sleeping bag or 2 blankets
Twin sheet to cover mattress
Pillow and cover
Toothbrush and toothpaste
Comb / brush
Soap
Shampoo
Washcloths and towels
Deodorant
Lip balm

Suggested Items

Bag for dirty laundry
Insect repellant (non-aerosol preferred)
Sunscreen
Flashlight
Hat/sunglasses
Water bottle

Optional Items

Toiletry bag (sling bags work great!)
Shower shoes or flip-flops (for shower use only)
Camera and film
Fishing equipment
Ball glove
Writing and reading materials
Envelopes with stamps
Approved equestrian helmet

Horseback Riding Items

Smooth-soled shoes or cowboy boots (no hiking boots)
2 pair blue jeans or heavy pants

The following are NOT permitted at camp:

Cell phones, radios, tape recorders, CD players, MP3 players, iPods, video games, food items, chewing gum, fireworks, alcohol, tobacco products, illegal substances, or weapons of any kind.

Preparing For Camp

Check-In Times

Check-in time is determined by the camper's band placement. Please arrive at your scheduled check-in time.

Red Band (Advanced)
8:30 am
White Band (Intermediate)
9:30 am
Blue Band (Beginner)
10:30 am

Check-In Procedures

Check-in will take place on Sunday at the Main Lodge. Our enthusiastic staff will be waiting for you in the parking lot. Keep an eye out for our Camp Director, Brian; he's looking forward to meeting you!

1) **Station 1:** Receive folder, band placement assignment, and weekly schedule from Herter Music Center staff.

2) **Station 2:** Review forms and confirm Release Authorization Form.

3) **Station 3:** Review health forms and communicate any health concerns with Camp Health Officer. If your child takes any medication, please put all medication bottles/containers into a Ziploc bag labeled with the camper's name.

   Prescribed medications must be in a labeled prescription bottle/container and marked with:

   - *Camper's name*
   - *Name of Medication*
   - *Directions for administering*
   - *Name of physician*

4) **Station 4 (Optional):** Purchase Horseback Rides for $20 per ride (limit 1). Create an account for your camper at "The Trading Post."

6) Take your camper to his/her cabin and meet his/her counselors.

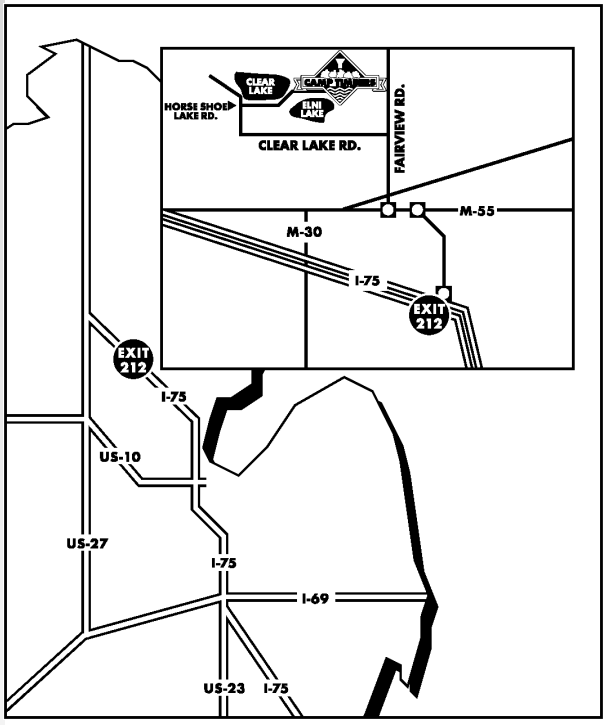
Reminder: In our experience, a quick goodbye makes it easier for your camper to transition to his/her new environment. Our counselors are trained to quickly engage campers to make this transition as smooth as possible for you and your camper.

Concert and Check-Out

New location for 2019 concert The final concert will be held at **Standish-Sterling Central High School** on Saturday, June 22nd or Saturday, June 29th, 2019. The address for Standish-Sterling Central High School is 2401 Grove Street Rd, Standish, MI 48658. Campers will be transported by bus with their luggage from Camp Timbers to Standish-Sterling Central High School on Saturday morning. The concert will begin at 11:00 am.

Campers cannot be picked up at Camp Timbers! Check-out will begin at 9:30 am at Standish-Sterling Central High School. Parents and/or guardians must provide photo ID and sign the Camper Release Form. Luggage will be unloaded and sorted by cabin during the concert. Luggage will be available for pick-up following the performance.

Preparing For Camp



Map and Directions to Camp

Please use map and directions. GPS directions are often incorrect.

From I-75: Exit freeway at **exit 212,** turn right to follow Business Loop 75/Cook Rd into West Branch. At fourth traffic signal (Walgreen pharmacy), turn right onto Fairview Road. (A common mistake is to turn onto East M-55, be sure to turn on-to Fairview Road, which passes the West Branch Country Club.) Follow Fairview Road north, out of West Branch. At intersection of Fairview Road and Clear Lake Road, turn left onto Clear Lake Road. Follow Clear Lake Road to the community of Clear Lake. At intersection of Clear Lake and Horseshoe Lake Road (adjacent to Clear Lake Party store), turn right onto Horseshoe Lake Road. Follow Horseshoe Lake Rd approximately1 mile. The Camp Timbers entrance is located on the **right side** of Horseshoe Lake Road.

From M33 in Rose City: Head west onto County Highway F 28/W Main Street (past Shell gas station). Continue to follow County Hwy F 28 for approximately 8 miles. Turn left onto Horseshoe Lake Road. (A common mistake is to turn left onto Piper Lake Road, be sure to turn onto Horseshoe Lake Road, which is a paved road past Piper Lake Road.) Follow Horseshoe Lake Road approximately 1.5 miles. The Camp Timbers entrance is located on the **left side** of Horseshoe Lake Road.

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About the Program

The Camp Timbers program is designed to meet the individual needs of the camper within the goals and objectives of the camp by providing small group experiences each day. The program directors plan activities for each age group prior to the beginning of camp. With the help of the activity specialists, they implement this planning during the course of the session.

Cabin activities allow campers and their counselors to build strong relationships as a group. Instruction during camp activities provides time for concentrated learning, while group activities allow for relaxed competition and fun.

Cabin Group Activities and Schedule

Campers will participate in two full band rehearsals and one sectional on their instrument per day. Chair placement and swim evaluations will take place on the first day of camp. Campers will participate in select camp activities and enjoy performances by a variety of guest acts each night. Elective activities are scheduled for each cabin by the Camp Timbers staff. High adventure activities (climbing tower, high ropes, and zip line) have age and weight requirements. **Don't forget to bring a costume for the DJ pizza party on Friday night!**

Cabin mate requests for campers within one year or one grade apart will be carefully considered. Camp Timbers staff reserve the right to place each camper in the cabin they feel is best to ensure they have the best possible experience.

Behavior Management Plan

One of our goals at camp is to model and teach the YMCA core values of Caring, Honesty, Respect, and Responsibility. We will work to help all campers overcome any behaviors not consistent with or conducive to the success of the small group. We appreciate a supportive relationship with parents when we do determine that a camper's behavior is such that it requires our attention and shared commitment to accountability.

All camp staff receive training specific to managing a positive peer culture in a small group setting. While camp staff are also trained to recognize and react to specific and individual needs of a camper, it is impractical for a counselor to fully commit time and mental resources to address an individual camper at a cost to the whole group of campers. Therefore, behavior that is not conducive to positive peer group culture, or campers that do not integrate well into the group, will be subject to our progressive behavior management plan:

1. **First Incident:** An individual counseling session between camper and counselor that will address a specific behavior or action and state clear expectations for resolution or corrective action.
2. **Second Incident:** A counseling session including camper, counselor and Village Chief or Assistant Camp Director. Camp Director reviews incidents. Parent(s) are called and put on alert.
3. **Third Incident:** Camper will be removed from the group setting. Parent(s) will be called and expected to pick up their child from camp immediately.

Note: Acts of violence or aggression, (physical or verbal), are not tolerated and may be subject to immediate termination without regard to the above progressive behavior plan.

While At Camp

Contacting Your Camper

Below are a few ways to keep in contact with your campers:

Emails - To send an email your camper, please use the email, camptimberscamper@gmail.com. In the subject please include *camper's full name and cabin name*.

Letters - We suggest you send a letter one or two days prior to camp so that your camper will be sure to receive it during his/her stay.

Care Packages - Make sure to send the package out early enough in the mail or discretely drop it off with us at check-in so that your camper receives it during the week. Please do not include food in care packages.

Send letters and packages to:

YMCA Camp Timbers
Camper's Name and Session Attending
3269 Horseshoe Lake Road
West Branch, MI 48661

Phone Calls

Campers are encouraged to write letters home in lieu of phone calls. In our experience, phone calls tend to increase campers' feelings of homesickness. For this reason, camper phone calls are allowed only in emergency situations. Campers who arrive by plane, bus or other methods outside of their parents may phone home on the first night of camp to confirm their safe arrival.

Parents are asked not to call their children as it makes it difficult for campers to make the transition from home to a new environment. Messages will be taken and relayed to the camper at meal times when requested, and in the case of a family emergency, parent-child contact will be made immediately. Your assistance with this policy is appreciated. The camp phone number is (989) 345-2630.

Camper Release Form

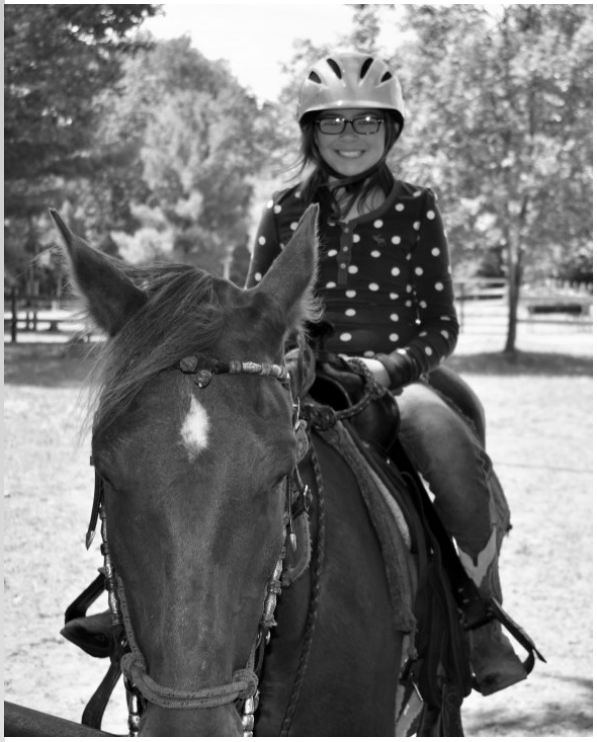
All camper forms are strictly confidential. Information on our camp forms will only be disclosed to the parent / adult noted on the camper release form. Under no circumstance will we disclose camper forms or information from the forms to anyone not listed on the camper release form.

Emergency Procedures

Like schools, we have a variety of emergency procedures and protocols in place. During your camper's session, practice drills of these emergency procedures may occur as part of our license and ACA accreditation requirements.

Our priorities in any emergency situation are 1) camper and staff safety and 2) timely communication with families.

While At Camp



Homesickness

Going away to camp can be a challenging experience for a child of any age. Short term separation from parents and learning independence are important parts of growing up. Many children have some difficulty coping with the challenges that come with going away to camp. This anxiety is perfectly normal and is common.

Talking with your camper prior to camp lets them know you have confidence in their ability to cope with the new camp lifestyle. Focus on the positive aspects of camp: making new friends, exciting activities, and how proud you will be when they succeed.

Once at camp, our staff apply the best homesick cure known: We keep campers so busy and having so much fun with their new friends, they have little time to be homesick!

See p.14 for Additional Camp Opportunities and Savings!

Horseback Riding

Trail Rides Camp Timbers hosts a herd of well-trained, groomed horses. Camper who participate in horseback riding will be instructed in basic horsemanship before riding and must wear the protective helmets provided by camp. The trail ride will be accompanied by two staff members. In order for your camper to participate, the Horse Release form must be signed.

Horseback trail rides can be purchased for $20 per ride (limit 1) at check-in. Horse rides will be scheduled by the Camp Timbers staff and will not take place during band rehearsal or sectionals. If you plan to purchase a horseback ride, please bring smooth-soled shoes or cowboy boots (no hiking boots) and 1 pair of blue jeans or heavy pants.

Horseback Specialty Program (Available during July camps)

To accommodate musical rehearsals, Boots and Saddle Horse Specialty is not offered during Herter Band Camp. Campers are encouraged to return during one of our Resident Camp sessions to experience the pleasure of owning their own horse for a week!

Horseback specialty campers will be assigned a horse, help in the responsibility of daily grooming and feeding, and will receive two hours of instruction and riding each day.

Campers must register through the Saginaw YMCA before arriving at Camp Timbers. You may register online at www.CampTimbers.org.

Injuries

Camp Timbers is supported by 24-hour, on-site health care by our Camp Health Officer. If your child is involved in a minor accident at camp, the Camp Health Officer will take necessary steps that may include but are not limited to:

- Administering first aid or contacting appropriate medical personnel;
- Contacting the parents / guardians; or
- Contacting emergency number supplied by parents / guardians.

While At Camp

Lost & Found

The YMCA and Camp Timbers will not be responsible for clothing and personal property brought from home. While staff will be helping your child, it is considered the responsibility of the child to keep his/her belongings together. We recommend labeling all clothing.

Any items left behind at Standish-Sterling Central High School after the concert will be taken to Herter Music Center. If you discover that items are missing upon arrival at home, please call Herter Music Center at (989) 893-4545. After two weeks, any remaining items will be donated to needy families through Goodwill.

Meals & Snacks

Our kitchen staff prepare three delicious family-style meals and two snacks for campers each day. All meals are served in the Main Lodge and snacks are provided in the afternoon and evening. All breakfasts are served with juice, milk, cereal, yogurt, and fresh fruit. All lunches and dinners are served with water and/or juice, fresh fruit, salad bar and appropriate sides and condiments for each meal.

Camp Timbers meals are all nut-free and special meals are prepared for individuals with food allergies and special dietary needs (vegetarian, vegan, lactose intolerant, gluten free, etc.). Please speak with the Health Officer during check-in if your camper has a food allergy or other dietary concern.

Pranks / Practical Jokes

We do not teach, model, encourage or practice pranks or practical jokes. When these things happen people get hurt, feelings get hurt, or property gets destroyed. Camp staff will strive to replace pranks and practical jokes with positive activities.

Swimming / Waterfront

The waterfront is one of the most popular program areas at Camp Timbers. Campers will receive a swimming evaluation during their first scheduled swim session. Depending on their ability and desire they will be designated as a Red Swimmer (beginner), Yellow Swimmer (intermediate) or a Green Swimmer (advanced). We utilize the "buddy" system, which has proven to be the safest method in supervising groups on the waterfront. All Camp Timbers lifeguards are certified by the YMCA or the American Red Cross.

The Trading Post

The Trading Post is the Camp Timbers store. Typical items for purchase are t-shirts, sweatshirts, hats, water bottles, stuffed animals, bags, key chains, lanyards, stickers, etc., which are fairly priced between $1 - $30. Campers will have the opportunity to purchase items in the Trading Post after meals during the week. The Trading Post will also be open during check-in and check-out.

Money may be deposited in your camper's Trading Post account during check-in. You may either use cash or check. The Camp Office Manager will keep a log of camper accounts throughout the week. Remaining money can be refunded during check-out. Balances of $15 or less that are not refunded during check-out will be donated to the Saginaw YMCA Annual Campaign to support camper scholarships.

Camp Timbers Staff

Camp Timbers Staff

Camp Timbers' staff are chosen based on their maturity, character, and camp-related experience. Most counselors are college students from the surrounding colleges and universities, and many are former campers themselves. As campers are quick to imitate their adult role models, we strive for excellence in the staff selection process.

- Approximately 40 individuals make up the summer leadership team at camp
- Camp Timbers maintains a 1:8 or better Staff to Camper ratio
- All camp staff are CPR and First Aid Certified
- Staff are trained and certified in their specialty programs
- An intense, continually reviewed staff training and orientation period precedes camp each year. All staff are required to attend a minimum of 100 training hours.

Policy Regarding Counselor Letters and/or Letters to Camp Staff

To maintain a professional relationship with your son or daughter, camp staff will only be permitted to correspond with their campers through Camp Timbers. Campers who wish to write a note of appreciation to a counselor are asked to send it to Camp Timbers. Camp staff are not permitted to communicate with campers through social media (Facebook, Twitter, Instagram, etc.).

Seasonal Staff Opportunities at YMCA Camp Timbers

Do you know someone that would be an outstanding role model on staff?

YMCA Camp Timbers can be an impactful and rewarding summer job for something that loves working with youth! Seasonal positions are available for counselors, lifeguards, kitchen cooks and assistants, maintenance assistants, and more. Contact Brian at BAMiller@SaginawYMCA.org for more details.

YMCA of Saginaw
Child Abuse Prevention
CODE OF CONDUCT

Parents, for your information, this form is signed by all of our camp staff. It is included with the Parent's Manual for your reference.

Please contact the Camp Director immediately if you have reason to suspect a breach of conduct by any camp staff member.

1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
   - physical abuse – strike, spank, shake, slap;
   - verbal abuse – humiliate, degrade, threaten;
   - sexual abuse – inappropriate touch or verbal exchange;
   - mental abuse – shaming, withholding love, cruelty;
   - neglect – withholding food, water, basic care, etc.

   Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards other in the presence of children, parents, and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).

YMCA Camp Timbers
3269 Horseshoe Lake Road
West Branch, MI 48661
(989) 345-2630

YMCA of Saginaw
1915 Fordney Street
Saginaw, MI 48601
(989) 753-7721
(989) 755-9329 Fax

Visit us on our website or Facebook for the latest Camp Timbers information.

www.CampTimbers.org
www.facebook.com/YMCACampTimbers

SAVE $50
on July 2019 Camps

Herter Band Camp participants, *and their siblings*, receive a $50 savings on registration fees when they return for another summer camp program in 2019.

Programs include:
- 1-week traditional overnight camps
- 1-week Specialty camps (Minecraft, Robotics, and Horses)
- 1-week Teen Leadership Camp
- 2-week Counselor-In-Training Camp
- 1-week Teen Adventure Trips Canoe, Back-packing, and Sailing Trips.

Visit **CampTimbers.org** or call (989) 753-7721 for dates, rates, and registration.