



# 2024 PARENT HANDBOOK

WESTPORT WESTON FAMILY YMCA





# CAMP STAFF DIRECTORY



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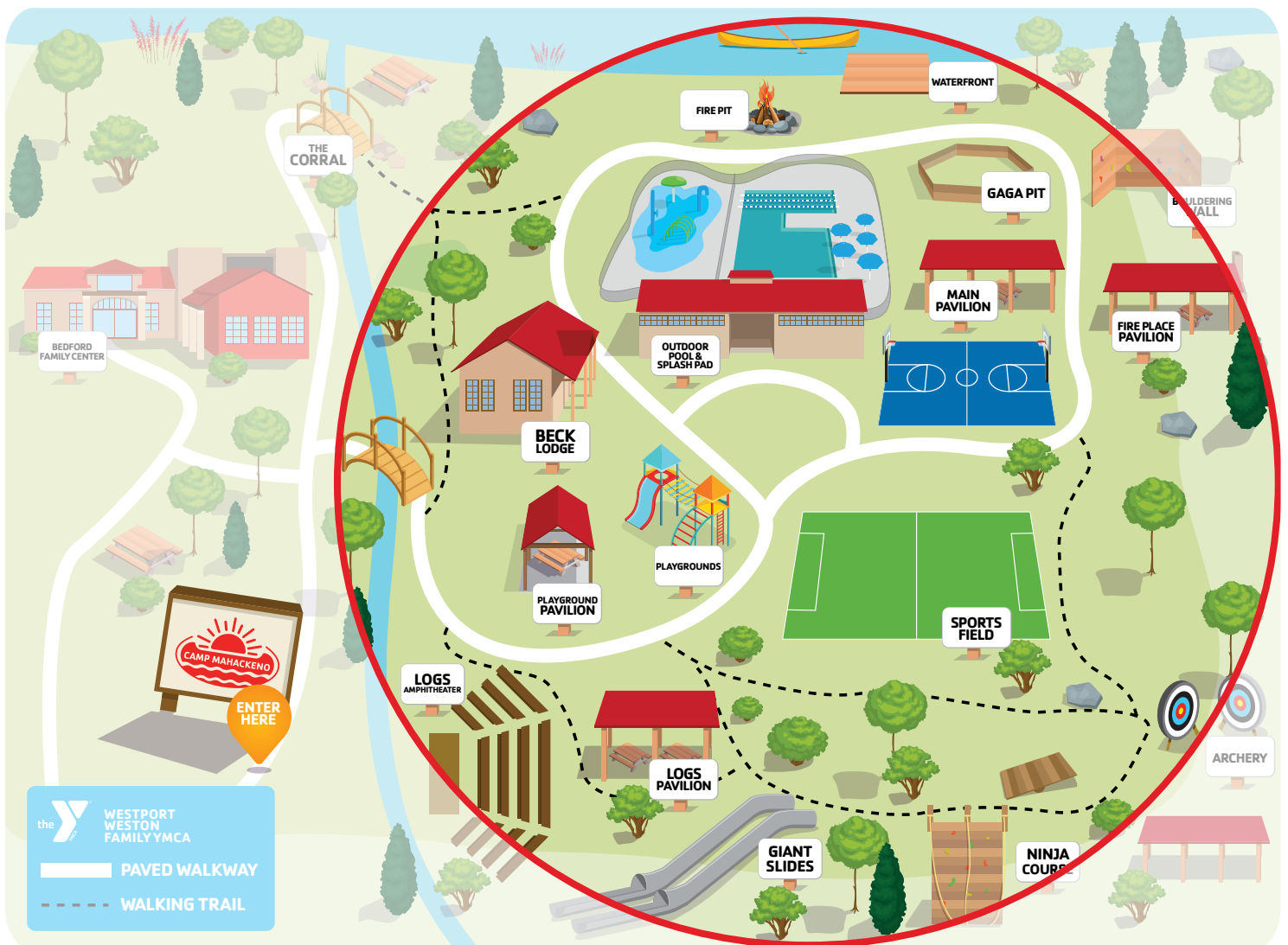
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# CAMP MAHACKENO LOCATION



14 ALLEN RAYMOND LANE | WESTPORT, CT 06880

# 2024 CAMP WEEKS AND HOURS .....

## CAMP MAHACKENO HOURS

**8:30AM – 3:00PM M-F**

PICKUP | 3:00 – 4:00PM

PRE-CAMP CARE | 7:30 – 8:30AM (additional registration)

POST-CAMP CARE | 4:00 – 6:00PM (additional registration)

## CAMP HAFADAY HOURS

**8:30AM – 12:30PM M-F**

PICKUP | 12:30 – 1:00PM

CAMP HAFADAY EXTENDED CARE | 12:30 – 3:00PM  
(additional registration)

EXTENDED CARE PICKUP | 3:00 – 3:30PM  
(additional registration)

## CAMP WEEKS & DATES

Mini Camp Week A: June 10 – June 14

Mini Camp Week B: June 17 – June 21

Week 1: June 24 – June 28

Week 2: July 1 – July 5 (\*\*NO CAMP JULY 4\*\*)

Week 3: July 8 – July 12

Week 4: July 15 – July 19

Week 5: July 22 – July 26

Week 6: July 29 – August 2

Week 7: August 5 – August 9

Week 8: August 12 – August 16

Week 9\*: August 19 – August 23  
(\*Mahackeno Only, No Camp Hafaday)

# TABLE OF CONTENTS .....

Letter from the Directors	3	Illness & Injury	11
YMCA Pillars & Values	4	Medications	12
General Camp Info	4	Emergency Policy	12
Registration Process	4	Campers with Diverse Abilities	12
Billing & Payments	6	Special Cares Program	13
Drop off & Pick up	6	Leaders in Training (LIT) Program	13
Pre- & Post-Camp Care	8	Lost & Found	13
Aquatics	8	Camp Groupings	14
Camp Staff	9	Friend Requests	14
Leadership	9	Inclement Weather	14
Communications	9	Lunch, Snack, & Hydration	15
Camp Evaluations	10	Camp Store	16
Diversity & Inclusion	10	Things to Wear & Bring to Camp	16
Anti-Bullying Policy	10	Cell Phone Policy	16
Privacy	10	Sunscreen/Insect Repellent	17
Health & Safety	11	Financial Assistance	17
Camper Physical	11	Camper Behavior Policy	17
First Aid	11	Typical Schedule	18

## LETTER FROM THE DIRECTORS .....

Thank you for choosing the WWFY for your camper's summer camp experience. We look forward to providing your camper with a safe, fun filled, and positive environment. We are dedicated to ensuring your camper's safety, health and wellbeing and understand the great responsibility of caring for each and every camper. We are proud of our great reputation of high-quality camp offerings for campers aged 3 to 15 years. Since 1938 our camps have been a staple of summer fun for generations of campers.

WWFY's camps offer campers positive developmental experiences and encourages them to forge bonds with each other and with staff, building confidence through skill-building activities suited to their age. Mahackeno campers experience a sense of achievement through opportunities in the outdoors, while Hafaday campers experience it thorough development in the pool, and all are welcomed into a physically and emotionally safe and stimulating environment.

We have planned a camp that is exciting and action packed. Our goal is to introduce children to as many new experiences as possible and help each child feel comfortable and secure in a fun, safe camp environment. Our weekly themes guide the weekly activities like arts & crafts, S.T.E.M, nature, games, contests and team building. Mahackeno special events this summer will include a color run, dance parties, talent shows, large inflatable water slides and more. At Camp Hafaday, children will be able to explore on our new and improved large playground structure, dance parties, dress-up days, bounce house, water slide, and much more. Our camp builds an interest in community with experiences in local and global cultures where campers gain an appreciation for others different from themselves. Today, Day Camp is more vital than ever, with an increased emphasis on camper safety, summer learning traditions, personal values and social skills.

This summer we have three goals for the parents in our programs.

1. Safety first! Make sure all of the campers come home with the same number of fingers and toes they have when they arrive! Safety is the number one priority for all of the campers in our care. Safety trumps all other things in camp.
2. Dirt does not hurt, so all campers should come home with it on them...glitter can be considered dirt too.
3. The campers should be sleeping by the time they pull into their driveway at home. They are active all day and it is our job to make sure their days are full of fun.

Our camp staff are comprised of students, athletes and YMCA professionals. Counselors are selected for their skills, enthusiasm, a dedication to building strong kids. All summer camp staff members complete an extensive pre-camp training that includes character development, age appropriate activities, program planning, positive discipline, water safety, emergency procedures and risk management.

As you read this handbook, you will gain a better understanding of how our program operates. This will help prepare you and your camper for a safe and fun camp experience. We are excited to work with you on this exciting opportunity for all of us to grow together as a community. Welcome or welcome back to the WWFY's camp family.

Here's to the Best Summer Ever!

Emily Regan  
Camp & Recreation Director

Kathy Giglio  
Mini Mahackeno, Camp Hafaday & Childcare Director

YMCA PILLARS .....

**YOUTH DEVELOPMENT** At the Y, we believe all campers have potential and should have the opportunity to discover who they are, express themselves, and be nurtured in all their possibilities. On this page you'll find features and announcements about important topics in the field of Youth Development.

**HEALTHY LIVING** We believe that everyone has the desire to be well and that well-being is best cultivated by providing supportive relationships and environments. We also believe that all people should have the opportunity to be well in spirit, mind, and body.

**SOCIAL RESPONSIBLY** We believe that we have a duty to try to help where help is needed. We believe that with support, resources and guidance, people can improve their own lives and the lives of others. We believe we are part of a global community with global responsibilities. We believe that people want to help.

YMCA CHARACTER VALUES & CHARACTER DEVELOPMENT .....

The WWFY Camp program promotes four-character development values in all of our programs. During training, the staff is introduced to these values and asked to accept and demonstrate them throughout the summer. Each value is assigned a color that helps the staff and campers in the character value education process. The values are as follows:

CARING

Helping others

Be sensitive to other's feelings

HONESTY

Tell the truth

Make sure my actions match my values

RESPECT

Treat others as I would want them to treat me

Value the worth of every person and of me

RESPONSIBILITY

Do what ought to be done

Be accountable for my behavior

GENERAL CAMP INFORMATION .....

We are happy your camper will be joining us this summer. It is important to meet all the steps of the registration process to make sure your camper is ready to go at the start of this summer.

REGISTRATION PROCESS

Registration for Camp Mahackeno, Mini Camp Mahackeno, and Camp Hafaday is completed online via the Camp Brain portal, located at [westporty.campbrainregistration.com](http://westporty.campbrainregistration.com).

WWFY Family Member Registration	Opens JAN 5, 2024, at 8AM	For WWFY members who maintain a Family 1+ or Family 2+ membership. This membership must be maintained from the time of registration through the entire period of the camper's time at Camp Mahackeno, Mini Camp, or Camp Hafaday. Cancellation of your membership will result in the removal of the discount offered to Family 1+ and 2+ members and you will be charged at community member rates. YOUR BARCODE WILL BE REQUIRED FOR REGISTRATION.
WWFY Youth Member Registration	Opens JAN 12, 2024, at 8AM	For WWFY Youth Members. This membership must be maintained from the time of registration through the entire period of the camper's time at Camp Mahackeno, Mini Camp, or Camp Hafaday. Cancellation of your membership will result in the removal of the discount offered to Youth members and you will be charged at community member rates. YOUR BARCODE WILL BE REQUIRED FOR REGISTRATION.
Community Member Registration	Opens JAN 19, 2024, at 8AM	For Non-WWFY members in our community.
Special Cares Program		For campers requiring 1-on-1 special assistance, is conditional and requires a determination that the program is appropriate to your camper. As we strive to serve the needs of as many special needs campers as possible, Special Cares camp will be limited to 4 weeks of camp per Special Cares camper for the 2024 camp season. If we do not fill all weeks, we will pull from wait lists and allow Special Cares campers to register for more than 4 weeks. Please note that there will be no Special Cares Program for Mini Camp or for Mahackeno Week 9. See instructions for Special Cares Program on page 13.
LIT program (rising grades 9-10)		Conditional and requires application and acceptance into the program. See instructions in Leader in Training Program on page 13. Please note that there will be no LIT Program for Mahackeno Week 9.

## REGISTRATION OPTIONS INCLUDE:

### CAMP MAHACKENO (Week 1-9)

**PRE-CARE PROGRAM** Week 1-9 (must be matched with a weekly session of Mahackeno)

**POST-CARE PROGRAM** Week 1-9 (must be matched with a weekly session of Mahackeno)

**PRE & POST CARE COMBO**, Week 1-9 (must be matched with a weekly session of Mahackeno)

### CAMP HAFADAY (Week 1-8)

**CAMP HAFADAY EXTENDED CARE** Week 1-8 (must be matched with a weekly session of Hafaday)

### MINI MAHACKENO (Week A & B)

Reservations require payment of the non-refundable registration fee of \$60, the non-refundable deposit of \$50 per week of camp registered per child and payment of scheduled balances as set out in the sections below, as well as submission of all required forms.

## REQUIRED FORMS:

- Registration Form (online on Camp Brain).
- Authorized Pick Up Form (online on Camp Brain).
- Camper Physical (see section on Camper Physical, below).
- Medication Authorization & Individual Care Plan Forms (see section Medications).

## FORM SUBMISSIONS:

- Forms must be uploaded online in your family's Camp Brain account.
- **Deadline for all forms is June 3, 2024.** Failure to submit required forms may result in the cancellation of your registration.

## CAMPER PHYSICAL:

Campers are not permitted to attend camp without a current and fully completed physical on file. Registration is not complete without a physical and failure to submit a camp physical may result of a suspension of the registration and, subject to the Camp Director, cancellation of the registration.

### The deadline to submit a full and complete physical is June 3, 2024.

- Physical must be no more than 2 years old.
- We do accept the Connecticut Health Assessment Record (HAR) -- the school health form -- but all three sections must be fully completed and signed:
  - Page 1 (signed and completed by a parent)
  - Page 2 (signed and completed by doctor)
  - Page 3 Immunization Page (signed and completed by doctor).

## FORMS FOR MEDICATION ADMINISTERED AT CAMP

Campers who require medication at camp, for allergies or for any other reason, must submit the following forms to be admitted to camp.

- A Medication Authorization Form, signed by the camper's doctor and parent (one form needed for each medication that may need to be administered at camp).
- A Care Plan, prepared by the camper's doctor.

Reservations require payment of the non-refundable registration fee of \$60, the non-refundable deposit of \$50 per week of camp registered per child and payment of scheduled balances as set out in the sections below, as well as submission of all required forms.

For more information, reach out to the Camp Health Director at [camphealth@westportny.org](mailto:camphealth@westportny.org).

## BILLING & PAYMENTS

### REGISTRATION FEE:

There is a one-time, non-refundable \$60 registration fee per camper, which must be paid at registration. One hundred percent of this annual fee is invested into the camp for specific program improvements.

Each camper registration includes a Camp Mahackeno, Mini Camp, or a Camp Hafaday t-shirt!

### DEPOSITS:

A \$50 deposit is required per camper for each week reserved, which must be paid at registration. Deposits are non-refundable, non-transferable and are not subject to any discounts, promotions or financial assistance. All deposits must be made online electronically using a debit or credit card or by electronic funds transfer (EFT) at the time of registration.

### BILLING OF BALANCES:

Remaining balances will be automatically charged to the credit/debit card or EFT on file on the following schedule:

- First Installment Due March 1, 2024
- Second Installment Due April 1, 2024
- Final Installment Due May 1, 2024
- Any installment which remains unpaid after one week of the installment date is subject to a \$25 late fee for each week the installment remains unpaid and may result in cancellation of the camp reservation.

A valid debit/credit card or EFT must be on file on the family's Camp Brain account.

Accounts which are not paid in full by June 3, 2024 are subject to a \$25 late fee for each week that the balance remains unpaid and may result in cancellation of the camp reservation.

### REFUND POLICY:

- Full refund on or prior to Feb 29, 2024: Prior to 5PM on Feb 29, cancellations are accepted and full refunds of any payments made will be processed, minus the non-refundable registration fee and the non-refundable weekly deposits.
- Partial Payments After March 1 as follows:
  - After Feb 29, 2024 at 5PM, cancellation will result in the forfeiture of the March payment, registration fee and deposit.
  - After April 1, cancellation will result in the forfeiture of the March and April payments, registration fee and deposit.
  - After May 1, cancellation will result in the forfeiture of the entire payment, including registration fee and deposit.

**CANCELLATION BASED ON DOCUMENTED ILLNESS OR INJURY:** In the event of a documented illness or injury accompanied by a doctor's note, a credit may be issued to use towards an alternate week of camp.

**CANCELLATION DUE TO EXTREME FAMILY EMERGENCY:** In the rare event of an extreme family emergency and on a case by case basis, such as loss of a loved one, a credit may be issued to use towards an alternate week of camp. If an alternate week of camp is not suitable, a refund will be issued at the discretion of the Camp Director minus the non-refundable registration fee and the non-refundable weekly deposits.

**CAMPER DISMISSAL:** No refunds will be issued if a camper leaves camp early due to disruptive behavior, excessive disciplinary problems, failure to submit medical forms or illness/injury without a doctor's note, as determined by the Camp Director.

**CAMP CLOSURE:** Should camp close or operations be suspended for a full or partial session, camp families will be refunded in full or on a prorated basis.

### CAMPER DROP-OFF:

<b>CAMP MAHACKENO</b>   Grades K-10	8:30-9:00AM	Camp Mahackeno Loop (Follow the orange Mahackeno signs)
<b>MINI MAHACKENO</b>	8:30-9:00AM	Camp Mahackeno Loop (Follow the orange Mahackeno signs)
<b>CAMP HAFADAY</b>	8:30-9:00AM	WWFY Main Building Loop (Follow the blue Hafaday signs)

## CAMPER PICK-UP:

NOTE: If you have campers at multiple pick-up times, all campers in the family will be picked up at the younger siblings' pick-up time and location. If you have campers in Mahackeno and Hafaday Extended Day, all campers in the family will be picked up at the Hafaday Extended Day pick-up time and location.

<b>CAMP MAHACKENO</b>   Grades K-3rd	Grade K   3:00-3:15PM Grade 1-2   3:15-3:30PM Grade 3   3:30-3:45PM	Camp Mahackeno Loop (Follow the orange Mahackeno signs)
<b>CAMP MAHACKENO</b>   Grades 4-10th	Grade 4-10   3:30-3:45PM	WWFY Main Building Loop (Follow the blue Hafaday signs)
<b>MINI MAHACKENO</b>	12:30-1:00PM	Camp Mahackeno Loop (Follow the orange Mahackeno signs)
<b>CAMP HAFADAY</b>	12:30-1:00PM (Reg. Campers) 3:00PM (Extended Day)	WWFY Main Building Loop (Follow the blue Hafaday signs)

## PERSONS AUTHORIZED TO PICK UP:

- Only persons on a camper's Authorized Pick-Up List are permitted to pick up a camper.
- Photo ID must be presented by any individual to pick up a camper.
- It is the responsibility of the family to maintain the Authorized Pick-Up List on Camp Brain.

## DROP-OFF & PICK-UP SAFETY GUIDELINES:

- NO WALK UPS PERMITTED FOR CAMP MAHACKENO. This is for the safety of our campers, counselors and staff; any attempts to drop off your camper by walking up will not be accepted.
- Do not exit your car -- a staff member will meet your camper at the car and assist them. Should a parent need to assist a camper with buckling or unbuckling their seatbelt, we ask that it is done in a timely fashion and follows the safety instructions of staff members directing traffic.
- Important: Follow all instructions by staff members directing traffic.
- Do not drive forward until instructed by a member of staff. This is for the safety of our campers, counselors, and staff.

## LATE DROP-OFF PROCEDURES:

**CAMP MAHACKENO LATE DROP OFF:** Opening Assembly begins promptly at 9:00AM. Campers who arrive late to camp may miss the Opening Assembly or the beginning of their activities. As it can be disruptive to a camper's experience and impede their transition into the camp day, we encourage parents to allow their campers to arrive on time and begin the day with their peers.

Any camper dropped off after 9:00AM must be walked up by an adult to Beck Lodge and checked in with the Camp Office Manager, regardless of age.

Do not allow campers to walk up to camp by themselves or drop them at "Logs Assembly" or with a counselor -- they must be checked in at Beck Lodge by an adult.

**MINI MAHACKENO LATE DROP OFF:** Drop-off for Mini Mahackeno is between 8:30AM-9:00AM at the Camp Mahackeno loop, at the back of the parking lot. Any camper dropped off after 9:00AM must be walked by their adult to the camp office at Camp Mahackeno. You may check in with the Camp Office Manager located at Beck's Lodge to inquire where your child's group is, then bring them there yourself. To keep in line with State of CT state ratio laws, our staff cannot leave their group to pick up your child from you.

**CAMP HAFADAY LATE DROP OFF:** Drop-off for Camp Hafaday is between 8:30-9:00AM under the tent at the end of the loop in front of the Bedford Center. Any camper dropped off after 9:00AM must be walked by their adult to their activity area. You may check in with the front desk to inquire where your child's group is, then bring them there yourself. To keep in line with State of CT state ratio laws, our staff cannot leave their group to pick up your child from you.

## PICK-UP PROCEDURES:

Campers who are picked up early may miss important activities, including group activities, afternoon snack, special events and Closing Assembly. Early pickups can be very disruptive to a camper's experience and we encourage parents to allow their campers to enjoy their full day with their peers.



**CAMP MAHACKENO EARLY PICK UPS:** Early pick-ups must be arranged on the day in question in writing by email to the Camp Office Manager. Early pick-up cannot be arranged by telephone or by sending a note in with the camper.

Early pick-ups must be completed before 2:00PM — any attempt to pick up after 2:00PM will not be permitted absent an emergency. After 2:00PM, all pick-ups must follow the general procedure.

Email Camp Office Manager the following information:

- First and last name of camper(s).
- Cabin of camper(s).
- Early pick up time (no pick-ups permitted after 2:00PM).
- Park and call the Camp Office at 203-635-1954 on arrival.
- Walk up to Beck Lodge, where you will sign out your camper — photo ID is required.
- Please allow up to 15 minutes for us to locate your camper after you arrive at Beck Lodge. We are not able to bring your camper out of their activities until you arrive on the campus so please allocate time accordingly.

**MINI MAHACKENO & CAMP HAFADAY EARLY PICK UPS:** Please note that campers who are picked up before 12:30pm may be in the pool or missing important swim lesson time. If a child is being picked up early a parent/guardian must check in with the Director in writing beforehand and check in with the Membership desk upon arrival to find out where their child’s group is. Early pick up cannot be arranged by telephone or by sending a note in with the camper. Pick-up persons must walk to the child’s location to get them. You must bring in a photo ID and sign out your camper. Telling a staff member out loud and in person may not get the message to the correct people, so please email Kathy at [kgiglio@westporty.org](mailto:kgiglio@westporty.org).

**FAILURE TO PICK UP AT THE SCHEDULED TIME:**

There is a late fee for arriving late to pick up your camper, to cover the administrative and staff costs of remaining with the campers after the camp day is finished.

- Emergency contacts will be called after 15 minutes.
- Late pickups are billed at a rate of \$15 per each 15-minute increment past dismissal time, which will be billed to your Camp Brain account. After 15 minutes, a second \$15 charge will incur, repeating every 15 minutes until the camper is picked up.
- Per state licensing regulations, if no parent, guardian or emergency contact can be reached after 60 minutes, the Westport Police Department will be contacted.

**PRE-CARE & POST CARE PROGRAMS:**

Registration for Pre and Post Care are online via the family’s Camp Brain account.

<b>CAMP MAHACKENO PRE-CARE</b>	7:30 – 8:30AM	Drop off at the WWFY Main Building Loop/Covered Tent
<b>CAMP MAHACKENO POST CARE</b>	After Camp – 6:00PM	Pick up at the WWFY Main Building Loop/Covered Tent
<b>MINI MAHACKENO</b>	No Pre or Post Care Available	-
<b>CAMP HAFADAY:EXTENDED</b>	After Camp – 3:00PM	Pick up at the WWFY Main Building Loop/Covered Tent

Pre-Care and Post-Care are extended hours of Camp Mahackeno. Hafaday Extended Care is the extended hours of Camp Hafaday. This is a week-by-week program (there is no daily pre or post care option). If your camper is registered for a full-day of Camp Mahackeno, they may register for Pre-Care (morning care before camp begins), Post-Care (afternoon care after camp ends) or both for that week. If your camper is registered for Camp Hafaday, they may register for Hafaday Extended Care for that week.

**AQUATICS .....**

Swimming is a large part of the Camp Mahackeno, Mini Camp, & Camp Hafaday experience. All Camp Mahackeno campers will swim in our six-lane outdoor pool and splash pad. All Mini Camp\* and Camp Hafaday campers will swim in our indoor family pool and splash pad. There will be a mix of swim instruction and free swim throughout the week for Camp Mahackeno and Camp Hafaday. \*Mini Mahackeno does not provide swim instruction, only free-swim.

## SAFETY POLICIES

All WWFY lifeguards are certified and trained through Y-USA, American Red Cross and local Health Department guidelines. Our lifeguards and Aquatics Management Staff are well trained to prevent and respond to any aquatic emergency and to provide appropriate care if necessary. To ensure Aquatics Safety, all WWFY staff are empowered to enforce all rules and policies accordingly.

## YMCA POOL RULES

- Lifeguards have the authority to enforce all pool rules.
- No one will be allowed in the swimming area unless the pool is officially open and a lifeguard is on duty.
- No running, rough play, dunking, wrestling, or other improper conduct causing undue disturbances on or around the pool area will be permitted.
- No diving in water less than 9 feet. Front diving only.
- No prolonged underwater swimming for time and/or distance. Competitive and/or repetitive breath holding can be deadly and is not permitted.
- Objects or items deemed to be dangerous or unsafe by lifeguard are not permitted in pool area.
- The Health Department requires all patrons must take a cleansing soap shower before entering the deck area.
- Pool users must wear swimming suits or swimming trunks upon entry into the pool. Clothing such as cut-offs, gym shorts, and underwear is not permitted.
- Food or refreshments may be consumed only in designated areas. Food or refreshments are not permitted on the pool decks, no glass allowed.
- Use of diving blocks is prohibited – exception only for WWFY Swimming programs.
- Inner tubes, inflated boats, and rafts are not permitted in the pools. Small toys or balls may be allowed in the pools.
- Persons with open sores or skin diseases are not permitted in the pool.
- All participants are expected to adhere to the WWFY Code of Conduct. Foul language is prohibited.

## SWIM EVALUATIONS

On the first day of each weekly session, campers take a swim test in order to determine their level of swim proficiency. The swim tests are conducted by Certified Red Cross WWFY lifeguards. They will be issued a swim band to identify their level of swim proficiency (red, yellow and green), which will correlate to which areas of the pool they can access. All campers who are at the “red” level must wear a Coast Guard certified flotation device which will be provided by the WWFY. Swim evaluations are conducted for aquatic safety and the determination made by the Certified Lifeguards is final.

## SWIM INSTRUCTION AND FREE SWIM TIME

During each weekly session, a portion of the swim time will be dedicated to swim instruction and a portion of the time will be dedicated to free-swim. The time allocated to swim instruction will be dictated by the availability of swim instructors available. During free-swim all non-swimmers, red bands, will be required to wear a Coast Guard certified flotation device.

**CAMP MAHACKENO** swim lessons will run weeks 1-7. Weeks 8 and 9 will be staff dependent.

**CAMP HAFADAY** swim lessons will run all 8 weeks, with free-swim on Fridays.

## CAMP STAFF .....

### LEADERSHIP

The Camp Directors, Administrators, Unit Directors and Counselors are a dedicated group of qualified camp staff who have made their way through the ranks of camp or have experience in camp and youth development programs. Each summer, the management team is carefully selected to ensure the utmost professionalism, risk management and program standards are maintained.

### COMMUNICATION

We realize that parents will have lots of questions about camp. If you have questions or concerns about camp, the Camp Office can be reached at 203-635-1954 or email us at [mahackeno@westportny.org](mailto:mahackeno@westportny.org). You can reach Mini Mahackeno and Camp Hafaday administrators and staff through the ClassDojo app provided to you in the welcome email each week or by emailing the Director,

Kathy Giglio, at [kgiglio@westportny.org](mailto:kgiglio@westportny.org). We will respond to you as soon as possible after the camp day and pick up is completed. Please realize that our Camp Directors, Administrators, Unit Directors, and Counselors spend the majority of the day on the grounds of Camp Mahackeno and their access to email is limited during that time.

Email is the most efficient and reliable way to communicate with the camp office. Please refrain from sending in written notes, as written notes in a camper’s backpack or handed to a counselor may go astray.

Many of our camp staff are themselves Camp Mahackeno alumni and are enthusiastic about sharing our traditions with the next generation of campers. Camp staff are selected because of their experience working with campers and the skills and interests they can share with our camp community.

Throughout the summer your camper may find a staff member that they enjoy a great deal. We are happy that these relationships have been built, but we DO NOT allow our staff to babysit for families they meet at camp. Please respect that camp staff are asked not to have private communications with campers and parents outside of camp. This includes emailing, texting, Facebook, and other forms of social media.

CAMP EVALUATIONS, PARENTY SURVEY

Midway and at the end of summer, you will receive a camp evaluation. This tool allows us to see how we are doing, to learn from our community what works and where we can improve, and to continue to improve the Camp Mahackeno, Mini Mahackeno, and Camp Hafaday experience. It is a chance for you to tell us what we are doing well and how we can improve. Please take the time to complete these evaluations when they come to you.

DIVERSITY & INCLUSION .....

The WWFY is made up of people of all ages, from all walks of life, working side-by-side to strengthen communities. Together, we strive to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender expression, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect and responsibility — they guide everything we do.

ANTI-BULLYING POLICY .....

At Camp Mahackeno, Mini Mahackeno, and Camp Hafaday, bullying is inexcusable, and we have a firm policy against all types of bullying. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience. Failure to meet the standards of respectful behavior may result in communication with parents/guardians for assistance and potentially the dismissal of the camper. Our leadership addresses all incidents of bullying seriously. We train all camp staff to identify bullying and to promote honest communication between themselves and campers. Our goal is to work together as a team to ensure that campers gain self-confidence, make new friends and go home with fond memories of their camp experience.

PRIVACY .....

**CAMP MAHACKENO:** We maintain the privacy of our campers, their families and our staff. We will not share the names or information of our campers or their families. As such, we cannot provide camper information to assist in arranging playdates or connecting families for social interactions. We do not share camper’s names or information in connection with any incidence of behavioral issues or disciplinary actions. We do not allow our staff to babysit for families they meet at camp and will not be able to share counselor contact details for this or any other purpose.

**MINI MAHACKENO & CAMP HAFADAY:** We maintain the privacy of our campers, their families, and our staff. We will not share the names or information of our campers or their families, without a guardian’s authorization. We do not share campers’ names or information in connection with any incidence of behavioral issues or disciplinary actions. We do not share campers’ names for group rosters. We also do not allow our staff to babysit for families they meet at camp and will not be able to share counselor contact details for this or any other purpose.

## HEALTH & SAFETY .....

### CAMPER PHYSICAL

As stated in the Registration Process section above, campers will not be allowed to attend camp without a current (less than 2 years old) and fully completed physical on file. We do accept the Connecticut Health Assessment Record (HAR) -- the school health form -- but all three sections must be fully completed and signed.

**Registration is not complete without a physical and failure to submit a physical will result in a suspension of the registration and, subject to the Camp Director, cancellation of the registration.** The deadline to submit a full and complete physical is **June 3, 2024**.

### FIRST AID

**CAMP MAHACKENO:** All Directors on the leadership team are certified in First Aid and CPR. Camp also employs the services of a Camp Health Coordinator during regular camp hours of 8:30AM-3:30PM. No registered nurse is available.

In the event of an emergency or illness, the Camp Health Coordinator will notify parents/guardians (see the First Aid Notification Procedures below). In the rare occurrence where a camper requires emergency medical services, a camper may be transported to Norwalk Hospital or another emergency facility at the discretion of the Camp Health Coordinator and/or the Camp Director (see the Emergency Policy below). In addition, a doctor is on call and supervises our medical and emergency procedures.

**MINI MAHACKENO & CAMP HAFADAY:** The leadership team sees many campers each day for minor treatment such as band-aids and tummy aches. While all campers who receive first aid will have their injuries recorded on an incident log, not every minor incident will warrant a first aid notification to guardians. The Director will call and/or email families to notify them of injury or illness at their professional discretion where the injury or illness may require follow up care or the Director feels notification is warranted.

If a parent has any concern about the health and well-being of their camper or has a query about an injury or illness, email the Director at [kgiglio@westport.org](mailto:kgiglio@westport.org).

### FIRST AID NOTIFICATION PROCEDURES

The Camp Health Coordinator sees many campers each day for minor treatment such as sunscreen, band-aids and minor first aid treatments. While all campers who receive first aid will have their injuries recorded in the First Aid Log Book by the Camp Health Coordinator or appropriate staff person, not every minor incident will warrant a first aid notification.

The Camp Health Coordinator will call and/or email families to notify them of injury or illness at his/her professional discretion where the injury or illness may require follow up care or the Camp Health Coordinator otherwise feels notification is warranted.

If a parent has any concern about the health and well-being of their camper or has a query about an injury or illness, email the Camp Health Coordinator at [camphealth@westport.org](mailto:camphealth@westport.org).

### ILLNESS OR INJURY

For the protection of all, the WWFY reserves the right to temporarily deny any camper admittance to the program for reasons of obvious illness, or to request early departure should symptoms of illness become apparent during the day.

Campers must be healthy, injury-free, and well enough to fully participate. When a camper becomes ill during the day, we will allow them to rest quietly away from the other campers. At the discretion of the Camp Health Coordinator, a determination may be made that the camper is too ill to remain at camp. If a parent is contacted to pick up a camper due to illness or injury, we require that they be promptly picked up and transported home or to a medical facility. If the family cannot be reached or are unable to pick up their camper, the listed emergency contacts will be called.

### POTTY TRAINING POLICY

All campers who attend Camp Mahackeno, Mini Camp, and Camp Hafaday must be fully potty trained. Children who are not potty trained or who require pull-ups or swim diapers will not be accepted. If a camper experiences incidents related to being unable to use the bathroom facilities independently, the Camp Director reserves the sole discretion to cancel the camper's registration.

### FEVER POLICY

A camper exhibiting an elevated temperature above 99.9 degrees Fahrenheit will be sent home immediately and must be picked up promptly, no later than an hour after staff reach out to guardians. Any camper exhibiting an elevated temperature, diarrhea, or vomiting, must be free of symptoms without medication for 24 hours before returning to camp.



COMMUNICABLE DISEASES

A camper exhibiting an elevated temperature above 99.9 degrees Fahrenheit will be sent home immediately and must be picked up promptly, no later than an hour after staff reach out to guardians. Any camper exhibiting an elevated temperature, diarrhea, or vomiting, must be free of symptoms without medication for 24 hours before returning to camp.

MEDICATIONS

The parent/guardian must administer all over-the-counter medications at or before the camp day. Campers are not permitted to bring medication to camp to administer themselves under any circumstances.

If your camper requires emergency (Benadryl, epi pen, inhaler or Auvi-Q) or daily medication, families must provide the camp with a completed Medication Authorization Form signed by the doctor and parent/guardian (one form for each medication that may need to be administered at camp), in order for your camper to be able to attend camp.

In addition to the Medication Authorization, all medications must be accompanied by a Care Plan, completed and signed by the camper’s doctor.

All medication that may need to be administered at camp must be provided to camp at least one week prior to the session. All medications must state the correct dosage amount and delivery method (pill vs. liquid) listed on the Care Plan and Medication Authorization Form, must not be expired and must come in the original container with the pharmacy label attached.

If your camper needs to bring emergency or daily medication to be administered at camp, please contact [camphealth@westport.org](mailto:camphealth@westport.org) to arrange delivery of the medication and required forms.

EMERGENCY POLICY

In the event of an emergency, the camp staff will decide how to best treat the camper or respond to the situation. Our response to the emergency will be the priority for our staff. We will contact parents at the first possible moment as long as it doesn’t interfere with treatment of the camper or emergency. If the parent or guardian cannot be reached, we are authorized by your signature on the health form to secure appropriate medical attention from your camper’s physician, our consulting pediatrician or, where necessary, Westport EMS or 911.

In the event of an extreme medical emergency, our staff may call 911 prior to your arrival. Transporting your camper to an emergency facility will be decided by the staff and emergency paramedics. Any camper transported by ambulance will have a camp staff member accompanying them to Norwalk Hospital or another emergency facility in the event that a parent/guardian is not present.

We devote a lot of time and attention to our emergency procedures during our staff training in June. We have specific procedures for a “lost camper at the waterfront” and “lost camper not at waterfront,” as well as fire, severe weather and medical emergencies. We practice these procedures during staff training and throughout the summer so that campers and staff will be prepared in the unlikely event of an emergency.

CAMPERS WITH OTHER/DIVERSE ABILITIES .....

We will make every reasonable accommodation needed for a camper to succeed at the WWFY and strive to make every camp experience positive, regardless of special needs or medical conditions.

Campers with Special Needs: Campers with significant special needs should meet with the Camp Director prior to registration to assure that this will be the best fit for both camper, the family and the camp.

Campers with Medical Conditions: Campers with significant medical needs should meet with the Camp Director and/or the Camp Health Coordinator prior to registration to assure that this will be the best fit for both the camper, the family and the camp. If your camper has special medical needs, it is important that you communicate that to the camp so that everyone is prepared and a plan can be created to accommodate that camper. Camp staff will work with the parents to structure an appropriate plan for success. In certain cases, at the discretion of the Camp Director the camp may decide that we cannot properly and safely accommodate the camper. This decision would be made based on medical needs outside of basic medication administration (diabetes management, ADD/ADHD management, epi-pen or inhaler), behavioral situations that could potentially put the camper, other campers or staff at risk of injury, or other needs that are outside of our ability to safely care for the camper while also creating a safe environment the rest of the camp. Please contact the Camp Director prior to registration to discuss any concerns you may have.

## SPECIAL CARES PROGRAM .....

WWFY Camp Mahackeno offers our Special Cares program to campers who require a 1:1 aide for camp. The Special Cares Counselors who serve as a 1:1 aide will assist campers in navigating the camp day. The Special Cares Counselors will help with transitions, changing, participating in activities, and making their way around the facility. The Special Cares Counselors that we provide are typical camp staff and are not trained professionals in the special needs field.

An Individualized Education Plan (IEP) is required for registration in the Special Cares Program and admittance as a Special Cares camper is contingent on receiving 1:1 service at school.

Online registration in the Special Cares Program is conditional registration only, subject to the receipt of an IEP and a meeting with the Camp Director to give final approval of the registration. The Camp Director has sole discretion to issue final approval of registration or to decline to admit a camper to the Special Cares Program.

Please contact Brittany Williams, Special Needs Coordinator, at [bwilliams@westportny.org](mailto:bwilliams@westportny.org) to discuss whether Camp Mahackeno or Camp Hafaday is a good fit for your camper.

## LEADERS IN TRAINING PROGRAM FOR CAMP MAHACKENO CAMPERS...

WWFY Camp Mahackeno offers a Leaders in Training (LIT) program for senior campers who embody the WWFY Character Values of CARING, HONESTY, RESPECT and RESPONSIBILITY and who are interested in developing leadership and mentoring skills. THE LIT PROGRAM IS BY APPLICATION ONLY.

The LIT program is geared toward young people entering 9th and 10th grade who are seeking to take on leadership roles at home, in school or in their community. By utilizing the Camp Mahackeno structure and its world class facilities, the LIT program inspires its participants to develop teamwork, employ group dynamics, implement conflict resolution and hone communication skills. During the sessions, the LIT campers can put the skills they work on into practice as they shadow counselors in a variety of activities.

Online registration in the LIT program is conditional registration only, subject to acceptance in the program. The Camp Director has sole discretion to issue final approval of registration or to decline to admit a camper to the LIT program. If the WWFY declines to admit a camper to the Special Cares Program, all fees paid will be reimbursed.

To apply for the LIT program, email Camp Director Emily Regan at [eregan@westportny.org](mailto:eregan@westportny.org).

## LOST & FOUND .....

**CAMP MAHACKENO:** Lost or misplaced items are an unavoidable occurrence at a camp of our size. We have a Lost & Found table located at the covered wooden pavilion at the morning drop-off at the Camp Mahackeno Loop. Camp Hafaday lost and found items are located in the indoor locker rooms and/or in a bin at the arrival/dismissal tent. Please park and walk to the table to look for your lost or misplaced items. Be advised that it may take a day or two for items at camp to make their way down from the campgrounds to the Lost & Found table.

**MINI MAHACKENO & CAMP HAFADAY:** Lost or misplaced items are an unavoidable occurrence at a camp of our size and with such young children. If your child arrives home missing items, please contact the Director through email or the ClassDojo app as soon as possible. Include a picture and/or description of the items so the leadership team can look for it the following day. Please note that because both Mini Camp and Camp Hafaday share the facility with hundreds of members daily, items may be in several places in the building and may take a few days to find.

To avoid disappointment, follow these guidelines:

- Label all items with the first and last name of the camper and, if possible, a phone number.
- Encourage younger campers to put their belongings back into their bags when finished.
- Do not send your camper in with video games, ipads, cell phones, Apple Watches or other expensive items.
- Do not send your camper in with sentimental items, such as a favorite stuffed animal or toy.
- Do not send your camper in with extraneous and unnecessary items.

## CAMP GROUPINGS .....

**CAMP MAHACKENO** groups are arranged by which grade campers are entering in the fall. Campers entering the same grade are grouped together, regardless of grade. At the age of 16, campers are no longer able to attend camp, regardless of grade.

**MINI MAHACKENO & CAMP HAFADAY** groups are arranged with no more than 14 children per group, including Special Cares participants. We attempt to group children by age, meaning children that are 3 will not be grouped with older 4's, 5's, or 6's, etc. Children may attend Mini and Hafaday camps up through the summer they are entering 1st grade. Counselor-to-camper ratio for each group is 1:8.

## COUNSELOR TO CAMPER RATIO

**CAMP MAHACKENO:** The number of groups or "cabins" in each grade is determined by enrollment. The Counselor:Camper ratio maintained by Camp Mahackeno are as follows:

1:8 Abenaki (rising K)	1:8 Cayuga (rising 4th Grade)
1:8 Shawnee (rising 1st Grade)	1:10 Apache (rising 5th-6th Grade)
1:8 Mohegan (rising 2nd Grade)	1:10 Rangers (rising 7th-8th Grade)
1:8 Lakota (rising 3rd Grade)	1:12 Leaders in Training (LIT) (rising 9th-10th Grade)

**MINI MAHACKENO & CAMP HAFADAY:** Camp groups are arranged with no more than 14 children per group, including Special Cares participants. We attempt to group children by age, meaning children that are 3 will not be grouped with older 4's, 5's, or 6's, etc. Children may attend Mini and Hafaday camps up through the summer they are entering 1st grade. Counselor-to-camper ratio for each group is 1:8.

### MINI MAHACKENO GROUPINGS:

Tadpoles  
Turtles  
Bobcats  
Bears

### CAMP HAFADAY GROUPINGS:

Seahorses  
Starfish  
Nemos  
Jellyfish  
Octopus  
Sharks  
Dolphins  
Orcas

## FRIEND REQUESTS .....

Our camps are a place that is welcoming and inclusive to all – a place where each camper can meet and make new friends, to grow through new experiences, to increase independence, to learn how to successfully navigate group dynamics and to develop essential social and interpersonal skills. We encourage all our campers to embrace the experience as an opportunity to grow their social circle and develop new connections.

Group placements are finalized prior to camp starting. Group and or friend requests are NOT honored or accepted given that our WWFY summer camp's practice is to welcome and be inclusive of all. Through our camp curriculum and activities, we work hard to ensure each camper can meet and make new friends, become more independent each day, learn how to successfully navigate group dynamics and develop essential social and interpersonal skills.

From many years of experience, group requests often result in non-group members being excluded from group dynamics, which is the antithesis of a positive, learning, fun camp experience.

If a family has twins and has concerns about their placement, please contact the Camp Director to discuss it at the beginning of summer.

## INCLEMENT WEATHER .....

The Mahackeno Outdoor Center is a traditional outdoor day camp; indoor facilities are limited. In the event of rainy days, the schedules and activities for all campers are modified to include low key games, craft projects and other group activities. In the event of extreme weather, the Camp Director will decide how best to modify the camp day to create a safe and fun camp experience. Camp cancellations are rare and will only take place due to the most extreme weather events.

## RAINY DAYS (LIQUID SUNSHINE)

We operate on rainy days! Most rainy-day activities take place under our covered pavilions or inside Beck's Lodge. However, campers should come prepared with the proper rain gear for transitions to and from program areas. On rainy days, please send campers with a raincoat, extra clothing and proper footwear.

We make every effort to keep our regular schedule and only go to the "liquid sunshine" schedule in case of severe weather. In the event of severe weather, we will bring our groups into our main building, Bedford

Family Center. Due to other summer programming we will bring groups inside on rotation throughout the day, as we do not have the capacity to bring in our entire camp.

## EXTREME HEAT

In the event of extreme heat, activities will be modified to ensure that our campers are safe, hydrated and protected from overheating. For example, there will be an increase of water activities, including splash pad, swimming, slip and slide and other fun water play. We may curtail certain activities that may increase exposure to heat, such as canoeing on Lee's Pond where there is no shade or archery. In extreme cases, we may use certain indoor facilities for part of the camp day. Campers will take more frequent hydration breaks and will be encouraged to fill their water bottles more often.

Like our rainy day policy, in the event of severe heat or weather advisories, campers may experience a revised schedule to include rotations of increased water activities, indoor periods in Beck's Lodge and potentially in the Bedford Center Building. Due to other summer programming and since we are primarily a traditional outdoor camp, we cannot guarantee that the entire camp will be able to remain inside for the whole camp day. If you are concerned about your camper being uncomfortable, we would kindly advise you to keep them home. Please note that if you chose to keep them home, you would not receive a refund for that day.

## AIR QUALITY POLICY

The Westport Weston Family YMCA and Camp Mahackeno follow the guidelines and policies of the Town of Westport when it comes to closure of youth programs for weather or public safety related issues (e.g. closure for snow or other inclement weather). We are in contact with the Town of Westport and the Town of Westport Fire Department and use their advice and guidance. If and when the Town of Westport cancels its programming due to inclement weather, that is part of our cancellation determination.

The Mahackeno Outdoor Center is a traditional outdoor day camp; indoor facilities are limited. In the event of poor air quality, the schedules and activities for all campers are modified to include low key games, craft projects and other group activities. In the event of extreme weather, the Camp Director will make a determination of how best to modify the camp day in order to create a safe and fun camp experience. Camp cancellations are rare and will only take place due to the most extreme weather events.

## LUNCH & MORNING SNACK .....

**CAMP MAHACKENO:** Please send your camper's lunch in a soft-sided bag clearly marked with name and group. If you are not sure your camper will remember to bring their lunch bag home, send a disposable one. Mahackeno will refrigerate each camper's lunch, but Mini Camp and Camp Hafaday requires that you send your child in with an insulated lunchbox with an ice pack. Each group will eat lunch under one of our tents or pavilions. Groups will eat lunch together and campers will have the opportunity to see friends in other groups.

Campers should also have a snack in their bag that does not require refrigeration for their morning snack. During afternoon snack time, campers will "order" a small snack from the camp store. The cost of the afternoon snack is included in the cost of camp.

**MINI MAHACKENO & CAMP HAFADAY:** Please send your camper's lunch in an insulated lunchbox with an ice pack, clearly marked with their first and last name. Each group will eat under one of our tents or pavilions. Groups will eat lunch together and campers will have the opportunity to see friends in other groups.

Campers should also have a healthy snack in their bag that does not require refrigeration for their morning snack. There is no afternoon snack time, as campers in extended day will be leaving at a typical snack time. Mini Camp and Camp Hafaday also do not participate in Mahackeno's camp store.

**\*\*\*NOTE:** We are a Peanut and Tree nut free facility. Sun butter and Wow Butter is permitted\*\*\*. Please ensure that all lunches and snacks are nut-free. If you send in a peanut substitute (such as Sun butter and Wow Butter, etc.) please include a note in the lunch box identifying the item or we may have to remove the sandwich to ensure the safety of potentially at-risk campers.



## HYDRATION .....

Maintaining proper hydration is very important during the summer. All campers are asked to bring in a reusable and refillable water bottle, labeled with their full name. There are numerous refilling stations around camp and the campers will be directed to fill their bottle multiple times during the day.

## CAMP STORE .....

Each day during afternoon snack time, Mahackeno campers will have an opportunity to “buy” Ice Pops or other small snacks at the camp store. The cost of one snack per day will be included in the cost of camp. There is no need to make any deposit into the Camp Store or send your camper in with any money. Mini Camp and Camp Hafaday do not sell snacks.

## THINGS TO WEAR AND BRING TO CAMP .....

**CAMP MAHACKENO:** Campers should wear comfortable clothing that is easy to move in and is appropriate to the weather of the day. Shoes should be closed-toed sneakers -- sandals, flip flops or Crocs are not appropriate and can lead to injury or the inability to participate in certain activities.

**MINI MAHACKENO & CAMP HAFADAY:** Campers should wear comfortable clothing that is easy to move in, take on and off, and is appropriate to the weather of the day. We understand that sneakers and lace-up shoes can be tricky for our youngest campers, so we do allow Crocs and other closed-toe sandals at our camp, as long as children are comfortable running in them.

### OTHER ITEMS NEEDED AT CAMP:

#### CAMP MAHACKENO:

- A Towel
- One piece-bathing suit
- Hat or Visor
- Spray sunscreen and bug repellent
- Refillable water bottle
- Morning snack
- Lunch (will be kept in a refrigerator until lunch time)

#### MINI CAMP & CAMP HAFADAY:

- A Towel
- Bathing suit (girls, 2-piece tankini is perfect for potty breaks)
- Aerosol sunscreen – to be kept at camp
- Refillable water bottle
- Snack
- Change of clothes
- Lunch & ice pack in an insulated lunchbox – Extended Day Only

### WHAT TO KEEP AT HOME:

We believe that certain items are best left at home to maximize your camper’s outdoor experience. Campers are not permitted to bring cell phones, iPads, Apple Watches, handheld electronics, video games, trading cards, jewelry, matches or knives. Any of these items will be collected and held in the Camp Office until the end of the camp day.

Please note that household pets are not permitted on the premises of the WWFY.

The WWFY is a drug and alcohol-free facility. Any camper found with drugs and/or alcohol in their possession will be immediately suspended or expelled from the program at the sole discretion of the Camp Director. Clothing with messages referring to drugs, alcohol or sex are not permitted. Matches, lighters, knives, guns, drugs, alcohol, cigarettes, illegal substances, weapons and all other items deemed hazardous by WWFY staff are prohibited at Camp. If any of these items are found, they will be confiscated immediately and the camper will be disciplined appropriately, including potential suspension or expulsion.

## CELL PHONE POLICY .....

Campers are not permitted to bring cell phones, iPads, Apple Watches or other electronic devices to camp. Camp Mahackeno is an opportunity to disconnect from technology, live in the present, build new relationships and connect with the great outdoors!

Studies have shown that cell phone use can lead to bullying and unsafe environments for children. Our decision not to permit cell phones at camp is directed in part at preventing social media use during the camp day, unauthorized photos and videos of other campers and other potential risks.

Cell phones brought to camp will be confiscated and kept in the Camp Office until the end of the camp day. If a camper repeatedly brings their cell phone or other electronic device, disciplinary action may be taken.

## SUNSCREEN/INSECT REPELLENT

The Sunscreen/Bug Repellent Permission form is enclosed in the online registration form. This form allows us to assist campers in applying the sunscreen. Any camper with a form noting that we do not have permission may only bring a lotion sunscreen and may not be helped by staff.

### CAMP MAHACKENO:

**SUNSCREEN:** We recommend that campers wear sunscreen every day. Campers should apply sunscreen before coming to camp. Time is allotted during the lunch period and after each swim block to reapply sunscreen. If the camper needs assistance with sunscreen application, the permission slip must be completed in the online registration system. Camp staff or a lifeguard will assist campers in reapplying spray sunscreen only. We cannot assist with the application of lotion sunscreen.

**BUG REPELLANT:** If you wish for your camper to apply bug repellent during the day, you will need to send it with your camper. Campers may carry spray bug repellent in their backpack if they can apply it themselves.

### MINI MAHACKENO & CAMP HAFADAY

**SUNSCREEN:** The sunscreen Permission form is enclosed in the online registration form. There is no need to fill out one by hand. This form allows us to assist campers in applying the sunscreen. Any camper with a form noting that we do not have permission may only bring a lotion sunscreen and may not be helped by staff.

We recommend that campers have sunscreen applied every day before coming to camp. Please do not apply it while unloading from the carpool lane.

Please provide us with an aerosol sunscreen, labeled with the camper's first and last name, at the start of camp. We will keep the sunblock for the duration of their stay. Time is allotted each day before outdoor play for staff to reapply sunscreen on campers.

**BUG REPELLANT:** Bug repellent may not be sent to Mini Mahackeno or Camp Hafaday. Rest assured, the WWFY works diligently to take care of our outdoor areas, including spraying monthly for ticks. Please contact the Director if you have any concerns.

## Y CARES CAMP IS FOR EVERYONE .....

We believe every child should have the opportunity to experience Camp Mahackeno & Camp Hafaday. Each year the WWFY raises funds through our Annual Campaign to help families in need participate in all the things the WWFY has to offer, including sending campers to camp. <https://westport.org/giving/annual-giving-campaign/>

### FINANCIAL ASSISTANCE

The WWFY welcomes all regardless of needs, challenges, or goals. We make camp available to those in need of a helping hand. We are an inclusive 501(c)3 organization and welcome all who want to belong or participate in programs. The WWFY provides financial assistance to individuals and families in need. The WWFY does not turn away anyone due to their inability to pay. Not all of our costs are covered by membership and program fees, so we are grateful for the generosity of our members, donors and supporters to help us to fulfill our charitable mission in the community. Learn more at <https://westport.org/membership/financial-assistance/>.

If you would like to help others experience camp, please contact us to contribute to this campaign. To donate, please contact Kate Guthrie, Director of Development at [kguthrie@westport.org](mailto:kguthrie@westport.org).

## CAMP BEHAVIOR POLICY .....

### CAMPER'S CODE OF CONDUCT

The WWFY promotes character development. Campers and Parents are expected to abide by the Camp Mahackeno, Mini Mahackeno or Camp Hafaday rules and policies. Guardian signature on the registration form acknowledges the agreement to follow these policies. Should your child have a current expulsion from any WWFY program your child is ineligible for registration for the current summer session.

### BEHAVIOR MANAGEMENT POLICY

**CAMP MAHACKENO:** The WWFY believes in positive behavior based upon the core values of Caring, Honesty, Respect and Responsibility. The camp environment is one in which campers are nurtured and encouraged. We recognize that behavior issues will arise and therefore, we have developed progressive procedures that, while standardized, are adaptable to individual circumstances.

- The first procedure is to resolve the problem through a discussion and agreement with the camper. It may also be necessary to implement alternative methods including redirection, problem solving, separation, or time out. time out,

campers will be separated from the group in an area with staff supervision for a period of time equivalent to one inute per year of the camper's life. the rule, and the camper will join the group. This often resolves the behavioral issues.

- If we are not able to resolve the problem or the behavior in question continues, the second procedure is to involve the parents to discuss the behavior and how to work together with the camper to resolve it. A meeting with the Camp Director to discuss a plan of action may be required.
- If continued and extreme violation of rules occur, the third procedure is to call the parent to pick up the camper. If we do call home to have a camper picked up, someone must be able to pick up the camper within 60 minutes.
- If none of the above results in a satisfactory resolution of the inappropriate behavior, the Camp Director reserves the right to suspend or expel a camper from camp.

In certain cases, behavior may warrant skipping the procedures outlined above depending upon the severity of the inappropriate behavior and may result in immediate suspension or expulsion from camp. This is at the discretion of our Camp Director and WWFY leadership.

**MINI MAHACKENO & CAMP HAFADAY:** Kindness and respect are essential elements of teaching and managing appropriate expectations for children. It is our role to provide guidance, structure, and teaching that enable campers to explore safely and learn behaviors that are kind and respectful. Our WWFY staff work to clearly communicate expectations and limits and model constructive, caring behavior, using positive guidance to help campers play peacefully together and respectfully talk-out disagreements that might arise.

If a camper behaves in a way that is harmful or unsafe, an adult will address the situation with appropriate steps, such as moving the child to a new activity or quiet spot to calm down. If a camper's need for support becomes too difficult for the staff to meet, the director will contact parents to work together. In the event that a camper's behavior poses a danger to themselves or others, intervention steps will quickly be taken. This may include a conference with the director and family, adjusting the child's schedule or withdrawing child from camp.

The WWFY reserves the right to terminate a camper's enrollment should we feel it is not in the best interests of the camper, the family or the program.

## REMOVAL FROM CAMP

Under the Behavior Management Policy outlined above, the Camp Director reserves the sole discretion to suspend or expel a camper from camp. We employ this practice only when absolutely necessary. No refunds will be issued if a camper leaves camp early due to disruptive behavior, excessive disciplinary problems, physical or verbal attack towards other campers or staff or other behavior not tolerated by camp, including bullying, bigotry or inappropriate language.

## A TYPICAL WEEK AT CAMP MAHACKENO .....

TIME	MON	TUE	WED	THU	FRI
8:30-8:45	Arrival	Arrival	Arrival	Arrival	Arrival
9:00-9:15	Opening	Opening	Opening	Opening	Opening
9:20-10:05	Theater - Ice Breaker	Sports (Field)	Yard Games	Sports (Court)	Water Front
10:10-10:55	Bouldering	Science & Nature	Sports (Court)	Smores & Camp Songs Fire Pit 2	Swim (Changing tents)
11:00-11:45	Fishing	Water Front	Water Front	Ropes (Counselor)	Archery
11:50-12:10	Lunch	Lunch	Lunch	Lunch	Lunch
12:15-12:55	Archery	Gaga	Archery	Theater - Ice Breaker	Fishing
1:00-1:40	Swim (Pool House)	Swim (Pool House)	Swim (Pool House)	Swim (Pool House)	Special Event
1:45-2:25	Sports (Court)	Yard Games	Net Games	Archery	
2:30-3:10	Snack (Logs)	Snack (Logs)	Snack (Logs)	Snack (Logs)	Snack (Logs)
3:10-4:00	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

## A TYPICAL WEEK AT MINI CAMP MAHACKENO .....

TIME	MON	TUE	WED	THU	FRI
8:30-9:00	Arrival	Arrival	Arrival	Arrival	Arrival
9:00-9:15	Camp Songs & Flag Raising	Camp Songs & Flag Raising	Camp Songs & Flag Raising	Camp Songs & Flag Raising	Camp Songs & Flag Raising
9:15-9:30	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break
9:30-10:20	Ice Breaker Exercises	Gaga & Bounce House	Giant Slides & Soccer Field	S'mores & Playground	Bouldering Wall & Basketball Court
10:25-10:45	Snack	Snack	Snack	Snack	Snack
10:45-11:00	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break
11:00-11:30	Swimming	Swimming	Swimming	Swimming	Swimming
11:30-12:00	Splash Pad	Splash Pad	Splash Pad	Splash Pad	Splash Pad
12:00-12:25	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break
12:30-1:00	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

## A TYPICAL WEEK AT CAMP HAFADAY .....

TIME	MON	TUE	WED	THU	FRI
8:30-9:00	Arrival	Arrival	Arrival	Arrival	Arrival
9:00-9:15	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break
9:15-9:40	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons
9:45-10:10	Splash Pad	Splash Pad	Splash Pad	Splash Pad	Splash Pad
10:215-10:30	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break
10:35-10:55	Snack	Snack	Snack	Snack	Snack
11:00-11:25	Arts & Crafts	Sports	Arts & Crafts	Sports	Sports
11:30-11:55	Sports	Arts & Crafts	Sports	Arts & Crafts	Arts & Crafts
12:00-12:10	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break
12:15-12:30	Camp Songs	Camp Songs	Camp Songs	Camp Songs	Camp Songs
12:30-1:00	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

## HERE'S TO THE BEST SUMMER EVER! .....





*This Parent Handbook is designed to familiarize you with the policies and procedures of Camp Mahackeno, Camp Hafaday and Mini Mahackeno and provide you information about our policies, guidelines and programs. It is not intended to be 100% comprehensive and, as a living document, the information contained herein is subject to change at any time. Such changes may supersede, modify, or eliminate existing policies, guidelines and programs without prior notice. Although we strive to communicate changes by publishing any and all revisions to the Parent Handbook in a timely manner on our website at [westporty.org](http://westporty.org), a policy, guideline or program may be added, altered, revised discontinued without notice.*