WESTPORT WESTON FAMILY YMCA

YMCA CAMP MAHACKENO

EST. 1938

2027



PARENT HANDBOOK

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2027 CAMP WEEKS AND HOURS

CAMP MAHACKENO HOURS

8:30AM - 3:00PM M-F | WEEKS 1-9

PICKUP | 3:00 - 4:00PM

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

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

*Must be matched with a weekly session of Camp Mahackeno

CAMP WEEKS & DATES

Week 1: June 21 - June 25

Week 2: June 28 - July 2

Week 3: July 5 - July 9

Week 4: July 12 - July 16

Week 5: July 19 - July 23

Week 6: July 26 - July 30

Week 7: August 2 - August 6

Week 8: August 9 - August 3

Week 9 August 16 - August 20

ACCREDITED BY

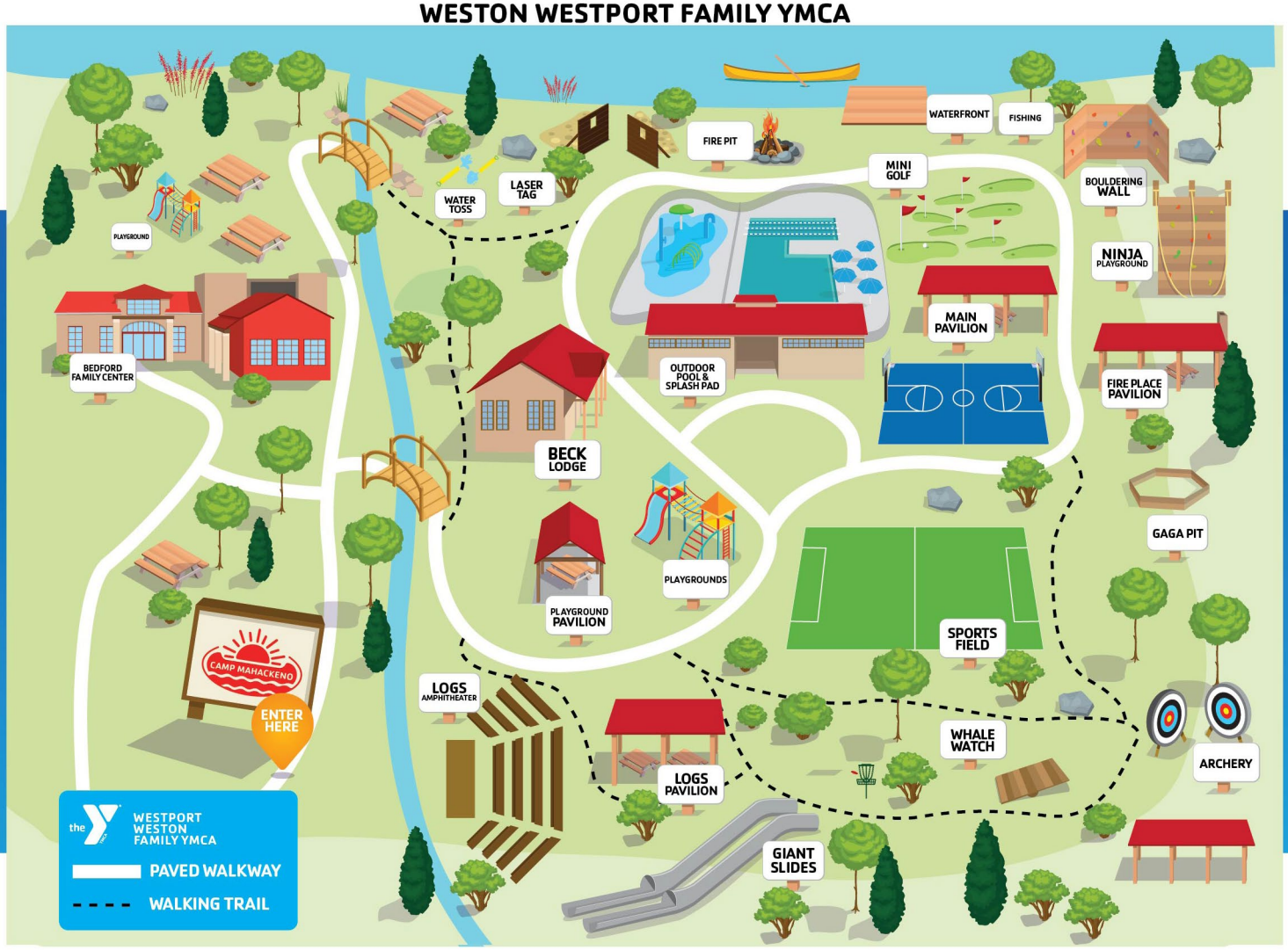
PRAESIDIUM

2024-2027

Praesidium Accreditation® publicly demonstrates to consumers that the Westport Weston Family YMCA has achieved the highest industry standards in abuse prevention.

At the Westport Weston Family YMCA, we stand committed to providing a safe environment for everyone who enters our doors and participates in our programs, most importantly the safety and well-being of children entrusted to our care. Understanding the facts about child abuse is crucial for addressing abuse and informing preventative efforts, policy decisions, and support services. To learn more or view resources visit westporty.org/cap

WESTON WESTPORT FAMILY YMCA



1. BEDFORD FAMILY CENTER

- Gymnasium
- Basketball
- Pickleball
- Volleyball
- Wellness Center
- Personal Training
- Cycle & Yoga Studios
- MX4 Zone
- Tech-integrated Equipment
- Saunas & Steam Room
- Adult, Family Locker Rooms
- ADA Accessible
- Cafe & Lounge
- Aquatics Center
- 10 Lane Pool
- Warm Pool & Splash Pad
- Gymnastics Center
- Dance Center
- Child Care Center
- Free Kids Club
  Child Watch
- Afterschool Programs
- School Vacation Camp
- Adaptive Programs

2. MAHACKENO OUTDOOR CENTER

- Camp Mahackeno

3. PLAYGROUND

4. BECK LODGE

- Multi-Purpose Room
- Camp Office
- Party & Corporate Rentals

5. OUTDOOR POOL

- Heated Family Pool
- Splash Pad
- Locker Rooms

6. LEE'S POND DOCK

- Canoes
- Paddleboats

7. MINI GOLF

8. PICNIC PAVILION AREA

- Bouldering Wall
- Fire Pit
- Gaga Pit

9. BASKETBALL COURTS

10. SPORTS FIELD

11. ARCHERY & PAVILION

12. GIANT SLIDES

13. LOGS AMPITHEATER

14. LASER TAG

15. FIRE PIT

At Camp Mahackeno campers enjoy access to our beautiful 32-acre campus, featuring shared spaces designed for adventure, learning, and fun. Our Y is committed to youth development, healthy living, and community connection, providing a safe and engaging environment for all.

MAHACKENO CAMP AREAS

2 3 4 5 6
7 8 9 10 11
12 13 14 15

LETTER FROM THE DIRECTOR

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.

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 mini golf, 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. 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! Safety is the number one priority for all of the campers in our care.
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, and 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 to or welcome back to the WWFY's camp family.

Here's to the best summer ever!

Emily Regan
Camp & Recreation Director

SUMMER FUN FOR ALL!






CAMP VISION

Our camp is a place where everyone belongs, and every voice matters. We believe in creating a safe, supportive, and fun environment where campers can explore, grow, and connect with nature and each other. Guided by respect, kindness, and teamwork, we encourage each individual to be their best self, challenge their limits, and embrace new adventures. At the heart of our camp, we celebrate diversity, foster friendships, and build lifelong memories, all while nurturing a deep appreciation for the great outdoors.

YMCA PILLARS

YOUTH DEVELOPMENT
Nurturing the potential of every child and teen

HEALTHY LIVING
Improving the health and well-being of our community.

SOCIAL RESPONSIBILITY
Giving back and providing support to our neighbors.

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	HONESTY	RESPECT	RESPONSIBILITY
Helping others	Tell the truth	Treat others as I would want them to treat me	Do what ought to be done
Be sensitive to other's feelings	Make sure my actions match my values	Value the worth of every person and of me	Be accountable for my behavior



GENERAL CAMP INFORMATION

REGISTRATION DATES & PROCESS

Registration for Camp Mahackeno is completed online via the Camp Brain portal, located at: westporty.campbrainregistration.com.

REGISTRATION OPTIONS INCLUDE:

1st PRIORITY DATE For WWFY Family 1+ or Family 2+ members Includes a discount	Opens JAN 8, 2027 at 8AM	• For WWFY members who maintain a Family 1+ or Family 2+ membership. from the time of registration through the entire period of the camper's time at camp. • Cancellation of your membership will result in the removal of the Family discount and you will be charged at community member rates. • BARCODE WILL BE REQUIRED FOR REGISTRATION.
2nd PRIORITY DATE For WWFY Youth members Includes a discount	Opens JAN 13, 2027, at 8AM	• For WWFY Youth Members who maintain that membership level from the time of registration through the entire period of the camper's time at camp. • Cancellation of your membership will result in the removal of the Youth discount and you will be charged at community member rates. • BARCODE WILL BE REQUIRED FOR REGISTRATION.
Community Member Registration	Opens JAN 15, 2027, at 8AM	• For Non-WWFY members in our community.

NOTE: You cannot register campers who do not reside in your home or of whom you are not a parent or guardian. You may not use priority registration to register campers who are not immediate family members, such as nieces, nephews, family friends, or similar. Any registrations that violate this rule will be cancelled.

REGISTRATION PROCESS FOR SPECIAL CARES, CIT, AND RISING KINDERGARTEN

Special Cares Program	Waitlist opens for all classes of registration on the dates listed above. ***All Special Cares registration will operate on a waitlist only basis.**	• For campers requiring 1-on-1 special assistance. • Conditional and requires a determination by the Camp Director that the program is appropriate for your camper. • Limited to 4 weeks of camp per Special Cares camper. • There is no Special Cares Program for Mahackeno Week 9. • Special cares orientation in December is mandatory for all new special cares families. (Highly recommended for returning families).
CIT program (rising grades 9-10)	Open for all classes of registration on the dates listed above. ***NEW: All CIT Registrations will operate on a waitlist basis only.**	• Conditional and requires application and acceptance into the program. See instructions in Counselor in Training Program on page 23. Please note that there will be no CIT program for Mahackeno Week 9.
Kindergarten	Applies to all rising 5-year-old campers.	• Per OEC guidelines, your child must be 5 to start Kindergarten on or before September 1, 2027. In accordance with these guidelines, all campers must be turning 5 years old on or before September 1, 2027, to join Camp Mahackeno. We reserve the right to remove any registration that does not comply with these guidelines. • Campers who do not meet these criteria are encouraged to register for Camp Mini Mack.

REQUIRED FORMS & SUBMISSIONS

Forms must be uploaded online to your family's Camp Brain account no later than June 1, 2027. Failure to submit required forms may result in the cancellation of your registration.

- Registration Form (online on Camp Brain).
- Authorized Pick-up Form (online on Camp Brain).
- Camper Physical (see section on Camper Physical, below).
- If relevant, Medication Authorization & Individual Care Plan Forms (see section Medications).
- View Mahackeno Forms & Documents

CAMPER PHYSICAL

Failure to submit a camp physical may result in the suspension or cancellation of the registration, subject to the Camp Director. No camper will be allowed in camp without a completed health assessment on file that meets all State of Connecticut Office of Early Childhood requirements. NO EXCEPTIONS.

The deadline to submit a full and complete physical is June 1, 2027.

- Physical must be no more than 3 years old to cover the campers entire time at camp
- The Connecticut Health Assessment Record must be completed in full and signed by a doctor.

THREE STEPS REQUIRED FOR MEDICATION ADMINISTERED AT CAMP

Campers who require medication at camp (prescription or over-the-counter), for allergies or for any other reason, must submit the following:

STEP 1	STEP 2	STEP 3
Medication Authorization Form	Care Plan	Medication Drop-Off
• Signed by camper's doctor and parent • Valid for the camper's time at camp • One form needed for each medication that may need to be administered at camp • Due by June 1, 2027	• Signed by camper's doctor • Sample care plans available at Mahackeno Forms & Documents • Due by June 1, 2027	• Unopened, in original packaging • Unexpired • For prescription medication, prescription label must be attached • Drop-off at Beck Lodge to Camp Health Consultant • **Due no later than one week prior to camp** • **Medication is not accepted on the first date of your child's camp a camper will NOT be checked in.**

A Care Plan may also be completed for any camper who requires special or specific care needs that will help them be successful at camp, for example, for campers with dietary restrictions, learning disabilities, behavioral needs, and situational needs. Non-medication Care Plans may be completed by a parent/guardian.

For more information, reach out to the Camp Health Director at camphealth@westporty.org.

BILLING & PAYMENTS

REGISTRATION FEE:
There is a one-time, non-refundable $60 registration fee per camper, which must be paid at registration.

Each camper registration includes a Camp Mahackeno 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, 2027
- Second Installment Due April 1, 2027
- Final Installment Due May 1, 2027

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

PAST DUE LATE FEE:
Any installment which remains unpaid after one week of the installment date or not paid in full by June 1, 2027, is subject to a $25 late fee for each week the installment or full account remains unpaid. Failure to make timely payment may result in cancellation of the camp reservation.

ABSENCES, CREDITS & REFUNDS:
When you enroll for a week of Camp, you are taking the spot of another camper and are reserving the time, space, staff, and provisions (which are purchased in advance) for your camper, whether they attend or not. Cancellations must be submitted in writing by email to mahackeno@westporty.org.

- **Full refund prior to 5PM on Feb 26, 2027:** Prior to 5PM on Feb 27, 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 26, 2027 at 5PM, cancellation will result in the forfeiture of the March payment, registration fee, and deposit.
  - After April 1, 2027 cancellation will result in the forfeiture of the March and April payments, registration fee, and deposit.
  - After May 1, 2027 cancellation will result in the forfeiture of the entire payment, including registration fee, and deposit

CANCELLATION BASED ON DOCUMENTED ILLNESS OR INJURY: No reduction of cost, refund, or credit will be issued if a child is absent from camp. In the event of a documented serious illness or injury accompanied by a doctor's note, a credit may be issued to use towards an alternate week of camp. If an alternate week of camp is not suitable, a refund may be issued at the discretion of the Camp Director minus the non-refundable registration fee and the non-refundable weekly deposits.

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 may be issued at the discretion of the Camp Director minus the non-refundable registration fee and the non-refundable weekly deposits.

BEHAVIORAL ISSUES RESULTING IN SUSPENSIONS OR EXPULSIONS: If a camper is suspended or expelled from camp, a refund for that suspension or expulsion period will not be issued. Campers may be dismissed from camp without notice if their behavior is consistently disruptive or threatens the health and safety of other campers or staff. Behavior guidelines apply to parents/guardians too, and a camper may be dismissed due to the actions of parents/guardians. Please refer to the Behavior Management Policy and the Parent Code of Conduct.

CAMP CLOSURE: No refund or credit will be issued should inclement weather cause camp closure, including the closing of specific activities (e.g. swimming, canoeing).

CAMPER DROP-OFF & PICK-UP INFORMATION



CAMPER DROP-OFF

CAMP MAHACKENO
Grades K-10 8:30-9:00AM Camp Mahackeno Loop (Follow the orange Mahackeno Signs)

HOW DO YOU DROP-OFF IF YOU HAVE CAMPERS IN MAHACKENO AND MINI MACK? If you have campers in both camps, all campers in the family will be dropped off in the WWFY Main Building Loop between 8:30-9:00AM.

CAMPER PICK-UP

CAMP MAHACKENO | Grades K-3rd Grade	**CAMP MAHACKENO** | Grades 4th-10th Grade
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)	Grade 4-10 | 3:30PM WWFY Main Building Loop (Follow the blue Mini Mack signs)

WHAT TIME DO YOU PICK-UP IF YOU HAVE MAHACKENO CAMPERS IN DIFFERENT AGE GROUPS? 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. For example, if you have an 8th Grader, a 4th Grader, and a 1st Grader, you will pick-up at 3:15PM in the Camp Mahackeno Loop.

HOW DO YOU PICK-UP IF YOU HAVE CAMPERS IN MAHACKENO AND MINI MACK? If you have campers in Mahackeno and Mini Mack Extended Day, all campers in the family will be picked up at the WWFY Main Building Loop at 3:00PM.

LATE DROP-OFF PROCEDURES

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.

EARLY 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 LATE DROP-OFF	CAMP MAHACKENO EARLY PICK-UPS
• 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** • **Camp staff will cone off the drop-off line at approximately 9:00am to ensure that our camp day can remain on scheduled. In accordance with the Late drop-off policy, any campers still in the loop at 9:00am will be considered a late drop-off and will need to be walked up to Beck Lodge to be checked in.**	Early pick-ups must be arranged 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 and you will be directed to the general pickup 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). • Walk up to Beck Lodge— 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 - please allocate time accordingly.

PERSONS AUTHORIZED TO PICK-UP

- Only individuals 18 years or older and on a camper's Authorized Pick-Up List can pick-up a camper.
- The family is responsible for maintaining the Authorized Pick-Up List on Camp Brain.
  - Log in to westporty.campbrainregistration.com on a laptop or desktop (changes not possible via smartphone)
  - View "My Submitted Applications"
  - Under "Form" Click on "Update Household Information"
  - Scroll all the way down to "Authorized Pick-Up List"

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 at the end of the camp day at 4:00PM.
- Late pick-ups are billed at a rate of $15 per 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 for further assistance.

DROP-OFF & PICK-UP SAFETY GUIDELINES

- **NO WALK UPS PERMITTED FOR CAMP MAHACKENO.**
  - This is for the safety of our campers, counselors, and staff. It creates a serious safety hazard from a traffic standpoint, prevents the safe check-in and check-out of campers.
  - Any attempts to drop-off or pick-up your camper by walking up will not be accepted.
  - Parents walking up to drop-off or pick-up their campers will be directed to return to the line.
- Do not exit your car - a staff member will meet your camper at the car and assist them out of the car. If you have a camper that needs assistance 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.

PRE-CARE & POST-CARE PROGRAMS FOR MAHACKENO

CAMP MAHACKENO PRE-CARE	7:30-8:30AM	Drop-off at the WWFY Main Building Loop/Covered Tent
CAMP MAHACKENO POST-CARE	After Camp–6:00PM	Pick-up at the WWFY Main Building Loop/Covered Tent

- Mahackeno Pre-Care and Post-Care are extended hours of Camp Mahackeno. It cannot be used by Mini Mack, Gymnastics, or Dance Camp.
- Pre- and Post-Care must be matched with a weekly session of Camp Mahackeno.
- Registration is for the full week; there is no daily or partial week registration.
- Special Cares campers are not eligible for Pre- or Post-Care.
- Registration for Pre- and Post-Care is completed online via the family's Camp Brain account.
- If your camper is registered for Post-Care, they will remain at Camp Mahackeno at regular dismissal time. If they will NOT be staying for Post-Care, you must email by 2:00 PM so they can be brought to the pick-up line. If we are not advised by 2:00 PM, parents/guardians must park and walk up to camp to sign them out.

CAMP GROUPINGS

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.

COUNSELOR TO CAMPER RATIO

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

FRIEND REQUESTS

Our camp is a place that is welcoming and inclusive to all — a place where each camper can meet and make new friends, grow through new experiences, increase independence, learn how to successfully navigate group dynamics and develop essential social and interpersonal skills.

Campers are grouped in cabins according to grade level for each week of attendance. Cabins are finalized prior to camp starting. Group and/or friend requests are not accepted given as our practice is to be welcome and be inclusive of all.

We reserve the right to move campers to a different cabin mid-session or for future weeks if behavioral issues warrant it, to be determined by the Camp Director.

If a family has twins or triplets and has concerns about their cabin placement, please contact the Mahackeno Camp Director at mahackeno@westporty.org.

THINGS TO WEAR AND BRING TO CAMP

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.



WHAT TO PACK

- Bathing suit – should be worn under clothes when they arrive at camp
- 1 towel
- Nut-free snacks
- Lunch in an insulated lunchbox with an icepack
- Underwear & 2 changes of clothes (placed in a Ziploc bag) labeled with child's name
- Goggles
- Water bottle

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 cameras, cell phones, iPads, Apple Watches, handheld electronics, video games, trading cards, jewelry. 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, e-cigarettes or vapes, 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



At Camp Mahackeno, our goal is to create a safe, connected, and distraction-free community where campers have the opportunity to disconnect from technology, live in the present, build new relationships and connect with the great outdoors! **To support this, campers are not permitted to bring cell phones, tablets (including iPads), Apple Watches, gaming systems or other electronic devices to camp**.

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 child safety risks.

Procedure if a listed device is brought to camp:

- If an electronic device is brought, it must stay in backpacks and remain turned off.
- If a camper continues to use their device or violates the policy, the device will be collected by their counselor or Unit Director and stored safely in the Camp Office until the end of the day.
- If a camper repeatedly brings their cell phone or other electronic device to camp or violates the policy, disciplinary action may be taken.
- **Emergencies** – If a camper needs to contact home, their Counselor, Unit Director, Assistant Camp Director or Camp Director will help them call from the camp office. Parents can always reach the office if needed.
  Camp is not responsible for lost, stolen, or damaged devices.

We encourage families to help by reminding campers that camp is a **device-free zone** so they can be fully present and appreciate the support of families in abiding by this policy.

LUNCH & MORNING SNACK

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. Each group will eat lunch together, and campers can see friends in other groups.



Morning Snack: Campers should also have a separately packed snack in their backpack that does not require refrigeration for their morning snack. While there is no formal "snack time" in the morning, campers are encouraged to bring a small unrefrigerated snack in their backpack to have as a "walking snack" to enjoy when they feel they need nourishment.

Afternoon Snack: During afternoon snack time, campers will choose two small snacks from the camp store. The cost of the afternoon snack is included in the cost of camp.

Outside Food Policy: At Camp Mahackeno, we strive to offer a variety of healthy snack options in our Camp Store. These offerings will vary week-to-week based on availability. However, if these options do not meet your camper's needs, they are welcome to bring a separately packed, nut-free afternoon snack in their backpack. Please note that the snack should not require refrigeration. For safety and storage reasons, we are unable to store outside food in our Camp Store pantry or freezer.

*****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 many refilling stations around camp, and the campers will fill their bottle multiple times during the day.

LOST & FOUND

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. 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.

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. The protection and safety of children is our priority.

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.

OUR SCREENING

We have a multi-layered approach to reviewing, interviewing, and screening all camp positions. During the hiring process, all candidates undergo a background check through the Department of Children, and Family Services, a local and national background check, a review through the National Sex Offender's registry and security watch list, and fingerprinting.

OUR TRAINING

We are strongly committed to providing a quality camp program for all. The Y offers staff the opportunity to grow both personally and professionally through ongoing development and training. Camp staff participate in 50+ hours of training prior to summer! Trainings include child abuse prevention and identification, First Aid, CPR, YMCA Character Development training, and more. Supervisors and Camp Directors complete additional trainings to promote a child-safe environment.

CHILD ABUSE PREVENTION

The WWFY also recognizes that members can contribute to their own safety if they know what is acceptable and what to expect from employers and volunteers and other members. Considerable research shows that repetition and reinforcement work to heighten awareness of abuse risk and prevention. Our organization uses a variety of methods for maintaining ongoing awareness of abuse risk and prevention amongst members such as:

- Publishing quarterly information on abuse risk and prevention in our email newsletters.
- Participating annually in "Five Days of Action" which brings awareness to Child Abuse Prevention and related Educational Resources.
- Conducting regular staff performance evaluations that incorporate the practice of abuse prevention policies and procedures.
- WWFY Safety Committee- This team monitors incidents of abuse quarterly and make corrective actions as needed
- Updating the member handbook as needed with education or revised policy information.
- External Resources: Connecticut Department of Children & Families (800-842-2288 | Praesidium: (800)-822-9622



POLICY ON ASSOCIATES WORKING WITH CAMPERS OUTSIDE OF Y TIME

We know how amazing our staff is, and that's why we understand that sometimes families will seek out camp staff to provide babysitting and other services in their own time. Camp Mahackeno does NOT permit employees to provide babysitting or other services to families or children they meet through Y programs. In addition, Y team members should not provide transportation in a personal vehicle or be in personal contact with your camper outside of Y programs. This includes personal communications through email, texting, phone calls, letters, or contact over the Internet/social media.

Such policies are designed to protect campers and staff from child abuse and/or false allegations. Parents/guardians are asked to respect this policy by not asking counselors or staff to perform babysitting or other services and to report any violation of this policy to camp leadership.

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@westporty.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 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.

PRIVACY

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.

- **Family Contacts:** We cannot provide camper information to assist in arranging play dates or connecting families for social. Interactions without a guardian's authorization. If there is a request for family contact details to schedule an out of camp social interaction, we will always ask permission before sharing any details.
- **Health or Behavioral Issues:** We do not share camper's names or information in connection with any incidence of behavioral issues or disciplinary actions or medical issues (e.g. lice).
- **Staff Contact Details:** 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.



CAMP MAHACKENO AQUATICS

At Camp Mahackeno we take pride in our commitment to keeping kids safe and there is no place more important to us than the waterfront and outdoor pool. All Camp Mahackeno campers will swim in our six-lane outdoor pool and splash pad. There will be a mix of swim instruction and free swim throughout the week for Camp Mahackeno.

SAFETY POLICIES

All WWFY lifeguards are certified and trained through 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.

FUNDAMENTALS			DEVELOPMENT		
1	2	3	4	5	6
Water Acclimation	**Water** Movement	**Water** Stamina	**Stroke** Introduction	**Stroke** Development	**Stroke** Mechanics
Preschool or School Age	Preschool or School Age	Preschool or School Age	Preschool or School Age	School Age	School Age

PRESCHOOL			
STAGE 1: WATER ACCLIMATION AGES 3-5	**STAGE 2: WATER MOVEMENT AGES 3-5**	**STAGE 3: WATER STAMINA AGES 3-5**	**STAGE 4: STROKE INTRO AGES 3-5**
Children with little to no experience. Will not go under water voluntarily.	Child who is comfortable in the water. Cannot float on front or back on their own.	Child starting to swim 2-3 paddle strokes. Will work on swimming 10 yards on front and back.	Can swim 10-15 yards of front crawl and backstroke.

SCHOOL AGE				
STAGE 1 & 2: WATER MOVEMENT AGES 6-12	**STAGE 3: WATER STAMINA AGES 6-12**	**STAGE 4: STROKE INTRODUCTION AGES 6-12**	**STAGE 5: STROKE DEVELOPMENT AGES 6-12**	**STAGE 6: STROKE MECHANICS AGES 6-12**
For children with little to no experience. Increases comfort with underwater exploration and introduces basic self-rescue skills performed with assistance. Focus on body positioning and control directional change and forward movement.	Students will learn how to swim to safety form a longer distance. Rhythmic breathing and integrated arm and leg action. Will need to be able to paddle stroke on front 20 yds, and kick on back for 20 yds.	Students will develop stroke technique in front crawl and back crawl, and learn breaststroke kick and butterfly kick. Water safety is enforced through treading water and elementary backstroke.	Students will work on stroke techniques and learn all major competitive strokes. The emphasis on water safety continues through treading and sidestroke.	Students will refine stroke technique on all major strokes, learn about competitive swim, and discover how to incorporate swimming into a healthy lifestyle.



GROUP LESSON DESCRIPTIONS

Stage 1: entering and exiting the pool safely, submerging comfortably, putting their face down/blowing bubbles, gliding with assistance, kicking horizontally with assistance.
Stage 2: building kick strength, back floating independently, getting breaths while swimming – picking head up and rolling onto back, assisted treading,
Stage 3: comfortably breathing while swimming on front and increasing distance, swimming on back, short distance elementary backstroke and full backstroke, short independent treading.
Stage 4: strengthen backstroke, develop freestyle rotary breathing, develop dolphin kick and breaststroke kick, introduce butterfly and breaststroke arms and diving, independent treading.
Stage 5: acclimate to full length lap pool, strengthen all strokes and diving, build long term endurance.
Stage 6: build stamina in all strokes, introduce written sets and following a workout plan, reading clock, goal setting, swim team preparation.

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. All non-swimming campers who are at levels 1 & 2 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**.

HEALTH & SAFETY

CAMPER PHYSICAL

The deadline to submit a full and complete physical is **June 1, 2027.**

- Physical must be signed by a physician within the past 3 years to cover the campers entire time at camp
- The Connecticut Health Assessment Record must be completed in full and signed by a doctor.

Registration is not complete without a physical and failure to submit a physical by June 1, 2027 will result in a suspension or, subject to the Camp Director, cancellation of the registration.

FIRST AID

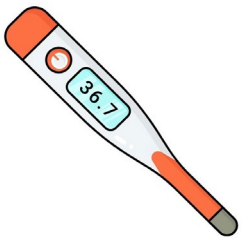


All Directors on the leadership team are certified in First Aid and CPR. Camp Mahackeno also employs a Camp Health Coordinator during regular camp hours of 8:30AM-3:30PM. No registered nurse is available.

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.

FIRST AID NOTIFICATION PROCEDURES

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



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@westporty.org.

ILLNESS, FEVER, OR COMMUNICABLE DISEASE

For the well-being of all campers and staff, do not send your child to camp if they are displaying any symptoms of illness. For the protection of all, our camps reserve 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. If your camper becomes ill at camp, the parents, guardians or emergency contacts will be contacted, and the camper must be promptly picked up within 1 hour of being notified. Any child who has a fever of 99.9 degrees Fahrenheit or more, diarrhea, consistent cough, sore throat, pink or runny eyes, vomiting or other must be symptom free for 24 hours before returning to camp.

Any camper with a communicable disease must remain out of camp for the prescribed isolation period designated by the physician.

CONCUSSION MANAGEMENT

If there is any sign that your camper may have suffered a concussion due to a trauma to the head, they will be removed from activities immediately. The Camp Health Coordinator will evaluate your child and make a call home so that you can follow up with your primary care physician. Your camper will not be permitted to return to camp activities until written medical clearance from a licensed health care professional is received. For more information on Connecticut regulations regarding concussion protocols for licensed youth camps, please visit www.ct.gov/oec/camps

POTTY TRAINING POLICY

All campers who attend Camp Mahackeno, 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.

LICE POLICY

If your camper should develop head lice, please keep your camper at home until they have been treated. If the Camp Health Director determines that a camper has lice, parents are requested to pick-up their child at once. The child will be re-admitted to camp when the camper has received lice treatment and has been cleared by the Camp Health Director. An email will be sent to the relevant Cabin (without sharing any camper's name) to advise of the existence of lice and advising parents to check their campers. The YMCA has a "no nit" policy.

HAND, FOOT, AND MOUTH DISEASE (HFMD) POLICY

If your camper develops Hand, Foot, and Mouth Disease, please keep your camper at home until they are fever-free for at least 24 hours without medication, their blisters/ sores are healing and no longer actively spreading fluid, and they are well enough to participate in normal camp activities. If the Camp Health Director determines that a camper may have HFMD, parents will be requested to pick-up their child at once. The child will be readmitted to camp when they meet the above criteria (subject to a doctor's note) **and** have been cleared by the Camp Health Director. An email will be sent to the relevant Cabin (without sharing any camper's name) to advise of the existence of HFMD and advising parents to monitor their campers for symptoms.

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 prescription or over-the-counter medication (e.g. Epi-Pen, asthma inhaler, Benadryl) or daily medication (e.g. ADHD 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. The Care Plan must cover the dates of camp. The Medication Authorization Form and Care Plan must be provided to camphealth@westporty.org by June 1, 2027.

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.

		Due Date
Medication (Prescription & OTC)	• Unopened • Original Packaging • Unexpired • Prescription Label in Camper's Name	**One week prior to the start of camp** **Medication is not accepted on the first day of camp and a camper who brings medication on the first day of camp will not be checked in**
Medication Authorization Form	• Prepared and signed by Doctor • Signed by Parent	June 1, 2027
Care Plan Allergy/Anaphlaxis Plan (Option A) Allergy & Anaphlaxis Plan (Option B) Sample Asthma Care Plan Sample Seizure Action Plan Sample Diabetes Management Plan	• Prepared and signed by Doctor	June 1, 2027

EMERGENCY POLICIES

In 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 if it doesn't interfere with treatment of the camper or the 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 an extreme medical emergency, our staff may call 911 before 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 if a parent/guardian is not present.

We devote a lot of time and attention to our emergency procedures during our staff training. 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.

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.

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

Camp Mahackeno offers our Special Cares program to campers who require a 1:1 aide for camp.
This program is intended to benefit campers whose special needs would otherwise prevent them from enjoying the summer camp experience. Our mission is to create an inclusive, supportive, and safe environment where all campers can thrive, make friends, and have fun.

There are specific guidelines designed to ensure that as many special needs campers as possible are given access to the program and that the program is the right camp experience for your child. **The Camp Mahackeno Special Cares Program Handbook contains the full policies and procedures to guide parents through our inclusion philosophy, registration policies, supports, and expectations. Please make sure to read it in full.**

The policies contained in this Camp Mahackeno Parent Handbook are pertinent to all Camp Mahackeno campers and families, including those participating in the Special Cares program.

NEW SPECIAL CARES REGISTRATION PROCESS

Camp Mahackeno has Special Cares for weeks 1–8 only (not Week 9). As such, there are specific guidelines designed to ensure that as many special needs campers as possible are given access to the program.

Registration is by Waitlist Only for the 4 preferred weeks of camp. Waitlists are not a guarantee that the preferred week will be available. Camp Mahackeno intentionally limits the number of Special Cares weeks available to facilitate camper stamina and to ensure the maximum number of campers in the community have the opportunity to be a part of camp.

A parent registration meeting with Camp Administrators maybe requested to determine whether our camp is adequate for your camper's needs.

The Camp Director has sole discretion to issue final approval of registration or to decline to admit a camper to the Special Cares Program.

WHO QUALIFIES FOR SPECIAL CARES CAMP?

An Individualized Education Plan (IEP) and any and all Behavioral Reports are required as part of the registration process. Documentation must be provided by January 29, 2027.

- Admittance as a Special Cares camper is generally contingent on receiving 1:1 service at school. While an IEP does not, on its own, qualify a camper for the Special Cares Program, it is an important factor for consideration as well as whether the camper receives 1:1 services in school.
- A meeting with the Camp Director may be needed to explore what accommodations and support a camper might need to be successful at camp.
- In limited circumstances, Special Cares registration may be appropriate where the camper does not have an IEP or receive 1:1 services. This will be on a case-by-case basis.
- The Camp Director has sole discretion to issue final approval of registration or to decline to admit a camper to the Special Cares Program.

OFFERS OF PLACEMENT FROM THE WAITLST WILL BEGIN IN LATE JANUARY AND EARLY FEBRUARY

Families have 2 days (48 hours) to accept a spot off the waitlist, whereupon the spot will be offered to the next child on the list. A $50 per week deposit and a one-time $60 registration fee will be applied. Upon registration, the payment plan outlined in the Camp Mahackeno Parent Handbook will be put in place. The payment, refund and late fee policies of the Camp Mahackeno Parent Handbook apply to Special Cares Program registrations.

SPECIAL CARES COUNSELORS

Camp Mahackeno provides Special Cares Counselors who serve as a 1:1 aide during the camp day. Special Cares Counselors at Camp Mahackeno are staff who have experience with, an interest in, or are studying special education. The Special Cares Counselors we provide are typical high school and college camp staff. **While they provide support and care, Special Cares Counselors are not licensed or trained professionals in the special needs field. For this reason, the Special Cares program may not be able to accommodate children who require a higher level of support or professional care.**

The Special Cares Counselors who serve as a 1:1 aide will assist campers in navigating the camp day. They will help campers with transitions, participating in activities, and making their way around the facility.

Special Cares Counselors cannot assist in toileting, and all Special Cares campers must be potty trained and able to swim without swim diapers.

SPECIAL CARES ATTENDANCE WITH PERSONAL AIDE POLICY

Camp Mahackeno is committed to creating a safe and supportive environment for all campers. For campers who choose not to register for Special Care camp but instead opt to bring a personal aide during their camp experience or who want to attend traditional camp after attending the maximum four weeks of Special Cares, the following policy applies:

1. Personal Aide Must Attend Daily:

Campers who require a personal aide must have their aide present throughout the duration of camp to ensure the camper's needs are met and safety is maintained. If the assigned personal aide is unable to attend camp on any given day or for the duration of the camp session, the camper will not be able to attend camp during that time. We do not have staff to provide a 1:1 aide for campers who are not registered in the Special Cares program.

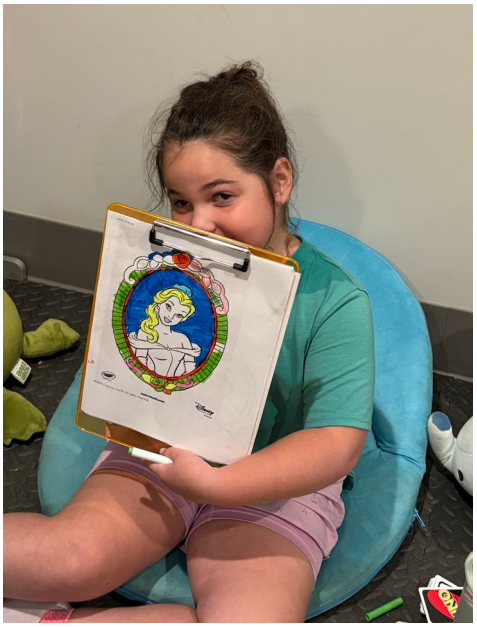
2. Personal Aide Must be Registered in Advance:

Parents/guardians must notify camp management in advance regarding the involvement of a personal aide and provide any necessary documentation or certifications for the aide. They will be required to undergo a background check and complete an online child abuse prevention training.

3. Communication with Camp Administrators:

In order to provide the best experience for our campers, Camp Mahackeno may require a copy of the camper's IEP, a meeting with the parents guardians and, or a meeting with the personal aide in advance of camp. Camp Mahackeno expects that the personal aide will work in partnership with the Counselors, Unit Directors, Special Needs Coordinator, and Camp Director and reserve the right to bar any personal aide whose conduct or presence is at odds with a safe and healthy camp experience.

This policy is designed to prioritize the safety and well-being of all campers and ensure the camp can maintain its program standards. If you have any questions or need assistance, please contact the Camp Director at eregan@westporty.org.







COUNSELORS IN TRAINING PROGRAM FOR CAMP MAHACKENO CAMPERS

Counselors in Training (CITs) is a program designed for campers ages 13–15 who are ready to take the next step toward becoming junior counselors. CITs learn how to support counselors, work with younger campers, and develop hands-on skills for leading activities.

Our two-level CIT program is designed to be a transitional program, bridging experience of being camper and developing the skills to be a counselor. **CIT 1 (Rising 9th Grade)** introduces leadership through shadowing counselors, learning camp policies, and practicing teamwork. **CIT 2 (Rising 10th Grade)** builds on that foundation with more responsibility—assisting activities, mentoring younger campers, and gaining real experience as junior leaders.

A CIT's typical day will be a mix of age-appropriate camp activities, skill and team building activities, and assisting the counselors in camper oversight.

- Morning activities will focus on skill-building and team-based activities as well as some CIT level camper activities.
- In the afternoon, CITs put their training into action by assisting counselors with games, activities, and camp events as they oversee younger campers.
- CIT's will also participate with the Unit Directors and the Specialists in planning and running the weekly Special Event, as well as assisting with the camp opening assembly regularly on the Log's Stage.

Together, the program develops confidence, responsibility, and readiness for future employment and community leadership.

A brief application is required to complete your registration. Click here to complete the application.

Sample CIT Schedule *Subject to change daily
Morning Meeting: Assist with camp opening at Log's Stage
Period 1: Team Building or Skill Building Event
Period 2: Team Building or Skill Building Event
Period 3: Camp Activity (e.g. canoeing, archery, sports, arts & craft)
Lunch
Period 4: Shadow and Assist Counselors of a younger cabin
Period 5: Shadow and Assist Counselors of a younger cabin
Period 6: Training and Skill Reflection and Discussion





INCLEMENT WEATHER

The Mahackeno Outdoor Center is a traditional outdoor day camp and outdoor play is at the heart of summer camp. Indoor facilities are limited. In case of rainy days, the schedules and activities for all campers are changed 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. If you are concerned about your camper being uncomfortable for weather related issues, we would kindly advise you to keep them at home. Please note that if you chose to keep them home, you would not receive a refund for that day.

RAINY DAYS

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 the Main YMCA Building. 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 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 can remain inside for the whole 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 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 decide how best to modify the camp day to create a safe and fun camp experience.



SUNSCREEN/INSECT REPLELLENT

SUNSCREEN



- Apply sunscreen every day before coming to camp. Do not apply it while unloading from the carpool lane.
- Campers are prompted to reapply sunscreen after swim and multiple breaks through the day.
- Rules for staff assistance in applying sunscreen:
  - Permission must be given on the Camper Registration Form during the online registration process.
  - Any camper with a Camper Registration Form noting that we do not have permission may not be helped by staff.
  - Camp staff will assist campers in reapplying spray or stick sunscreen only. We cannot assist with the application of lotion sunscreen.

INSECT REPELLENT:



- Mahackeno campers may carry spray bug repellent in their backpack if they can apply it themselves.
- If you wish for your camper to apply bug repellent during the day, you will need to send it with your camper
- Bug repellent stickers and bracelets are permitted and are a good alternative.

Y CARES CAMP IS FOR EVERYONE

We believe every child should have the opportunity to experience Camp Mahackeno. 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://westporty.org/giving/annual-giving-campaign/

We are grateful for the generosity of our members, donors, and supporters to help us to fulfill our charitable mission in the community. If you would like to help others experience camp, please contact us to contribute to this campaign. To donate, go to westporty.org/give.

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://westporty.org/membership/financial-assistance/.







CAMP BEHAVIOR POLICY

At Camp Mahackeno, we believe the best way to prevent potential behavior issues is to provide quality camp programming. With engaging, impactful, and fun activities, we believe that many problems can be avoided. We strive to build strong character values with our mission, all staff are encouraged to be positive role models, teaching campers positive social and emotional values. We hope that most instances can be handled and solved appropriately with the utmost consideration for all children and their well-being by our staff members. After our initial efforts to positively change a camper's behavior have failed, we will contact parent(s)/guardian(s) for additional assistance.

CAMPER'S CODE OF CONDUCT

The WWFY promotes character development, campers and parents/guardians are expected to abide by the Camp Mahackeno rules and policies. A guardian's signature on the registration form acknowledges the agreement to follow these policies. If a camper is unable to adhere to camp policies and counselor rules, the following action steps will be put into effect:

MINOR MISBEHAVIORS: Minor misbehaviors will be handled by the counselor using positive behavioral practices.

- Examples of an initial offense: not listening to counselors, being disruptive to the group, throwing rocks, wandering from the group, and other minor issues.

ZERO TOLERANCE BEHAVIORS: The following negative behaviors are unacceptable and require arrangements for the child to be picked up upon receiving knowledge of the behavior. A Parent Meeting will be required with the Camp Director as well. Zero tolerance behaviors are considered Level 3 Behaviors and may result in immediate suspension or expulsion.

- Possession of drugs, drug paraphernalia, alcohol, cigarettes, or weapons (including knives or other dangerous items)
- Aggressive physical contact (hitting, pushing, punching, kicking, etc.)
- Destruction of camp property or property of others
- Stealing from others from camp
- Endangerment to self or others
- Inappropriate intimate conduct between campers
- Verbal threats to campers or staff
- Hate speech, discriminatory behavior, slurs, derogatory language in any form including relating to race, ethnicity, nationality, citizenry, gender, gender identity, or sexual orientation

LEVEL 1 BEHAVIOR: WHEN THERE IS REPEATED UNDESIRABLE BEHAVIOR, THE COUNSELOR WILL COMMUNICATE THE PROBLEM TO THEIR RESPECTIVE UNIT DIRECTOR:

- The Unit Director will provide the counselor guidance on how to handle the camper and/or if necessary, assist the counselor by having a conversation in person
- At the counselor's discretion and Unit Directors guidance, the camper may be asked to take a break or change their role in the activity
- An Initial **Behavior Report** will be filled out and put into the camper's personal file

EXAMPLE BEHAVIORS (LEVEL 1)	INTERVENTIONS FOR LEVEL 1 BEHAVIOR
• Purposely distracting others • Inappropriate remarks • Refusal to follow instructions • Littering • Inappropriate dress • Pushing or shoving • Profanity and/or obscenity • Excessive and/or loud talking • Throwing objects	• Contact with parent/guardian • Behavioral contracts/ management plan • Short period of activity exclusion • Cooling off/ time-out • Nonverbal correction (redirection) • Positive reinforcement • Verbal correction (redirection) • Withdrawal from privileges • Group change • Appropriate social response guided by staff • Documentation in camper's file

LEVEL 2 BEHAVIOR: REPEATED NEGATIVE BEHAVIOR PERSISTS, OR ADDITIONAL PROBLEMS ARISE.

- Counselor will immediately inform the Unit Director. The Unit Director will remove the camper from the group to have a conversation about the behavior and to discuss the following:
  - The parents/guardians will be contacted and informed about the behavior(s)
  - The behavior needs to be changed immediately
  - Camper may be asked to take a "cool off" break (a specified period of supervised time for the camper to decompress away from the group to collect their thoughts and settle down
- Unit Director will call home to discuss possible solutions and ways to help in camp and at home
- A **Behavior Report** will be filled out and put into the camper's personal file.

EXAMPLE BEHAVIORS (LEVEL 2)	FIRST OCCURRENCE INTERVENTIONS FOR LEVEL 2 BEHAVIORS
• Persistent Level 1 behaviors, **OR** • Disregard for others safety • Damage to property • Possession of harmful objects • Discriminatory conduct (Slurs) • Intimidation/threats • Possession of stolen property • Gambling • Theft • Fighting, kicking, biting, spitting, pinching • Running from group • Elopement	• Face-to-face conference with parent/ guardian • Use of verbal de-escalation methods • Behavioral contracts/ management plan • Place notes in appropriate system • Referral to an outside agency or authority for consultation • Early dismissal from program and possible suspension • Possible exclusion from program • Restitution for damage • Police may be called • Re-entry plan

LEVEL 3 BEHAVIORS: CAMPER'S BEHAVIOR HAS CONTINUED AND NOT IMPROVED, IS NEGATIVELY AFFECTING THE CAMP EXPERIENCE OF OTHER CAMPERS, AND/ OR IS BECOMING DANGEROUS TO SELF OR OTHERS.

- Camper will be removed from the activity to have a conversation with the Unit Director and the Camp Director
- Unit Director/Camp Director will make a phone call home to inform parents/guardians of level 2 behavior. As part of this conversation, a Parent Meeting may be suggested.
- Parent/Guardian may have a meeting with the Unit Director, Assistant Camp Director, or Camp Director
- A **Behavior Report** will be filled out and put in the camper's personal file.

EXAMPLE BEHAVIORS (LEVEL 3)	INTERVENTIONS FOR LEVEL 3 BEHAVIORS
• Persistent Level 1 and 2 behaviors, **OR** • Arson/attempted arson • Sexual misconduct • Possession of explosives • Burglary/robbery • Group violence • Use/possession of a weapon • Interference with staff authority • Bomb threats • Use of a legitimate tool as a weapon • Endangerment • Vandalism • Possession of stolen property • Engaging fire alarms • Abuse, and/or harassment (verbal, physical, sexual, or emotional) • Severe or repeated physical aggression	• Out-of-program suspension • Restitution and/or follow-up by outside agency or authority • Possible exclusion from program • Possible exclusion from department programming • Mandatory exclusion • Police may be called • Non-violent crisis intervention • Place notes in appropriate system • Re-entry plan

Please understand that all behavioral situations are very different from one another and may require more specific actions or earlier consequences based on the severity of the behavior(s).

ANTI-BULLYING POLICY



At Camp Mahackeno, we are committed to fostering a safe, inclusive, and respectful environment for all campers. Understanding the difference between bullying and normal conflict is essential in helping children grow emotionally and socially while ensuring the camp remains a supportive community.

Bullying is **intentional, repeated** aggressive behavior that involves a real or perceived power imbalance. It is meant to harm, intimidate, or control another individual physically, emotionally, or socially. Bullying can take many forms, including but not limited to:

- **Physical** (hitting, pushing, or other forms of physical aggression)
- **Verbal** (name-calling, threats, insults)
- **Social** (spreading rumors, excluding someone, damaging friendships)
- **Cyberbullying** (using technology or social media to harass or intimidate)

SIGNS OF BULLYING

- Ongoing pattern of harassment
- Deliberate attempts to isolate, belittle, or harm someone
- Imbalance of power between the parties involved

Conflict is a natural part of social interaction. It occurs when two or more individuals have a disagreement or misunderstanding. Unlike bullying, conflict is typically:

- **Mutual:** Both parties have a role in the disagreement.
- **Situational:** Arises due to differing opinions, needs, or misunderstandings.
- **Unintentional:** Conflict is not rooted in an attempt to harm, but rather a clash in perspectives

SIGNS OF CONFLICT

- Disagreement between two or more campers
- Equal involvement from both sides, where each person expresses their viewpoint
- Temporary tension or arguments that can often be resolved through communication

OUR APPROACH TO PREVENTING BULLYING AND PROMOTING CONFLICT RESOLUTION

At Camp Mahackeno, we work proactively to prevent both bullying and unnecessary conflicts through the following strategies:

PREVENTING BULLYING

1. **Education and Awareness:** We educate campers and staff about the harmful effects of bullying, including how to recognize it and take action. Staff members receive specialized training on identifying and intervening in bullying situations.

2. **Clear Expectations:** We set clear behavioral expectations from the start, emphasizing kindness, respect, and inclusion. These values are reinforced daily in group activities, team-building exercises, and one-on-one interactions.

3. **Safe Reporting Systems:** Campers are encouraged to report any bullying behavior to staff members without fear of retaliation. Confidentiality and sensitivity are maintained when addressing reports.

4. **Zero-Tolerance Policy:** Bullying is not tolerated at Camp Mahackeno. Any camper found engaging in bullying behavior will face appropriate consequences, including discussions with parents, removal from group activities, or immediate dismissal from the camp, depending on the severity of the behavior.

PROMOTING CONFLICT RESOLUTION

1. **Communication Skills Training:** Campers are taught how to express their feelings and opinions constructively. We emphasize the importance of using "I" statements (e.g., "I feel upset when...") and listening actively to others.

2. **Mediation:** When conflicts arise, staff members act as mediators to help both parties express their viewpoints, understand each other's perspectives, and find common ground for resolution. The goal is to guide campers toward mutual understanding and compromise.

3. **Problem-Solving Techniques:** Campers are encouraged to come up with fair solutions to conflicts. By teaching problem-solving strategies, we empower them to handle disagreements in a way that builds relationships rather than harms them.

4. **Role-Playing and Practice:** During camp, we create opportunities for campers to practice resolving conflicts in a safe, controlled environment. Through role-playing activities, campers can learn how to approach a disagreement without escalating the situation.

HOW WE WORK TO PREVENT BOTH

- **Fostering a Positive Camp Culture:** We emphasize a camp culture based on respect, inclusivity, and teamwork. Activities are designed to build trust and cooperation among campers, reducing the likelihood of both bullying and unnecessary conflict.
- **Staff Vigilance:** Our staff members are trained to monitor camper interactions closely, recognizing early signs of conflict or bullying and intervening before situations escalate.
- **Encouraging Empathy and Cooperation:** By incorporating activities that promote empathy and understanding, we help campers appreciate others' perspectives, which reduces the likelihood of both bullying and conflicts.
- **Parent Partnership:** We work closely with parents to ensure consistency between home and camp behavior expectations.
  If conflicts or bullying issues arise, parents are informed and included in the resolution process to support their child effectively.

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.

This Parent Handbook is designed to familiarize you with the policies and procedures of Camp Mahackeno, and to provide you with 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, a policy, guideline, or program may be added, altered, revised or discontinued without notice.