

# AGQ Camp Handbook 2024



## INTRODUCTION

We're firm believers that preparation is a key component for success. This handbook serves as that preparation for you and your camper. Please read it in its entirety, to ensure your child is ready for their time at AGQ.

## 2024 SESSION DATES

Session 1: Sunday, June 16 - Saturday, June 22  
Session 2\*: Sunday, June 23 -Saturday, July 6  
Session 3\*: Sunday, July 7 - Saturday, July 20  
Session 4\*: Sunday, July 21 - Saturday, August 3  
Session 5: Sunday, August 4 - Saturday, August 13  
Session 6: Sunday, August 11 - Saturday, August 17  
Mini Camp: Sunday, August 11 - Wed, August 14  
Family Camp: Tues, August 20 - Sunday, August 24  
\*Also a LIT (Leader-In-Training) Session  
*Please note that 1 week sessions are now Sunday-Saturday*

## CONTACT INFORMATION

**Year Round**  
Camp AGQ Office: 734-661-8051  
Camp AGQ Email: [camping@annarborymca.org](mailto:camping@annarborymca.org)  
Camp AGQ Website: [www.campagg.org](http://www.campagg.org)  
Ann Arbor Y Front Desk: 734-996-9622  
Ann Arbor Y Fax: 734-661-8060  
Ann Arbor Y Website: [www.annarborymca.org](http://www.annarborymca.org)

**Summer**  
Camp AGQ: 231-548-5343  
Camp AGQ Store Manager:  
[aggcampstore@gmail.com](mailto:aggcampstore@gmail.com)  
Camp AGQ Health Center: 231-548-0116  
[agghealthcenter@gmail.com](mailto:agghealthcenter@gmail.com)

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# CAMPER FORMS & DOCUMENTS

## FORMS & DOCUMENTS

The information you provide us through the required forms will assist our staff so that they can provide the highest quality care for your camper. All health and camper information forms must be filled out and submitted online through the Forms & Documents section of your CampInTouch account by June 1st, 2024 unless noted otherwise in the table below.

### Camp AGQ Forms Summary Table

Form Name	General Description	Required vs. Optional	Due Date
<b>1. Camper Health History</b>	Covers all relevant camper health history, medications, dietary needs, COVID vaccination status, etc.	<b>Required</b>	<b>June 1st, 2024</b>
<b>2. Authorization Form</b>	Sign off on the behavioral agreement, pick-up authorizations, certain activities including horseback riding, etc.	<b>Required</b>	<b>June 1st, 2024</b>
<b>3. AGQ Camper Profile</b>	Provides AGQ staff with relevant information on camper home life, comfort with overnight camp, personalized behavior management tips, etc.	<b>Required</b>	<b>June 1st, 2024</b>
<b>4. COVID-19 Testing Consent Form</b>	Allows AGQ Health Staff to administer a rapid test should your camper request one, or be symptomatic.	<b>Required</b>	<b>June 1st, 2024</b>
<b>5. COVID-19 Minor Waiver</b>	Assumption of Risk Waiver.	<b>Required</b>	<b>June 1st, 2024</b>
<b>6. Lice Form</b>	Sign off to verify your camper has been checked for lice prior to camp and that no nits or lice have been found.	<b>Required</b>	<b>2 weeks before session start date.</b>
<b>7. Cabin-Mate Request</b>	List up to two friends your camper would like to bunk with.	<i>Optional</i>	<i>1 week before session start date.</i>
<b>8. Pre-Arrival Health Screening</b>	Verify camper's vaccination status, no known exposures to COVID-19, etc.	<b>Required</b>	<b>24 hours before session begins</b>

\*Store Account: Details related to store funding are outlined in the CAMP STORE section of this handbook.

**To access FORMS & DOCUMENTS**, please [click here](#) and login with the email address with which you received this handbook, and the password that you set up at the time of registration. If you did not register online, then you will need to click the retrieve/set password link on the login homepage in order to reset your password.

**Please note:** Your camper will **not** be able to attend their session at Camp AGQ without these forms. The preferred method of completion is online through CampInTouch. In addition to the link and instructions above, there are detailed log in steps in Appendix A of this handbook. If you need more information on forms, or would like paper copies mailed to you, please contact the Camp Registrar at the YMCA (734) 661-8051 or via e-mail at [camping@annarborymca.org](mailto:camping@annarborymca.org).

# PAYMENTS & REFUNDS

## PAYMENT

It is the goal of the Ann Arbor Y and Camp AGQ to offer quality programs at an affordable cost. The following policies help us properly allocate staff resources and ensure that our prices remain as low as possible.

- **DEPOSIT:** A non-refundable deposit of \$150 must accompany your registration per child for each session and is applied to the total camp fee. Families applying for a scholarship will have a reduced deposit of \$15 per session.
- **BALANCE:** All those who selected to have their remaining balance charged in full will have their default credit card charged on **May 15th, 2024**. The monthly payment plan will continue to be charged on the 15th of each month through August. You can update your credit card one of two ways. Call the Camp AGQ office, or change it online by following these instructions:
  - Log in to your CampInTouch account by [clicking here](#). Once logged in, go to the section titled "Financial Management" and either edit your existing card or add a new one. Make sure the updated card is set as your default!

**All payments become non-refundable after May 15th . Be sure to make any cancellations (including bus, special programs, etc.) before May 15th.**

*\*If you're not able to pay with a credit card, please contact the camp office for alternative arrangements.*

## REFUND POLICY

All deposits are non-refundable, except in the case of a medical reason or program cancellation. Program fees (including transportation and additional programs), less deposit(s), will be refunded for cancellations before May 15th, 2024. There will be no refunds issued for any program (including transportation and additional programs) after May 15th, 2024. A written medical reason verifying illness or injury is required to receive a refund if a child cancels after May 15th, 2024. Multiple registrations may not be collapsed into a single session. In case of homesickness, voluntary withdrawal, or not showing up for a session, there will be no refund issued.

## CAMPER INFORMATION CHANGES

Please keep camp informed of any changes to your important contact, release and health information. Correct information will help ensure the safety and comfort of your child. Please also keep camp informed of any changes in your child's life that could affect their stay at camp (school problems, illness in family, divorce/separation, stress, health/medication changes, etc.). While we respect every family's privacy, accurate information will allow us to be more sensitive to your child's needs and ensure they have a good time at camp. If you will be away from home for more than 24 hours during your child's session, please give the Camp Office a way to contact you or to notify an emergency contact in your place.

# GETTING TO CAMP

## BUS TRANSPORTATION

Transportation to and from Camp AGQ will be available from Ann Arbor by charter bus.

### Signing up for the Bus

If you haven't reserved your camper's spot on the bus to and/or from camp, then we recommend doing so now. Sign up by submitting the Enrollment Management Form. [Click here to access the ENROLLMENT CHANGE REQUEST Form](#)

### Canceling the Bus

If you choose to cancel the bus, we request that you do so through our enrollment change form before May 15th to allow us and other families to plan accordingly. [Click here to access the ENROLLMENT CHANGE REQUEST Form](#)

### Bus Location and Pick-up/Drop-off Times

AGQ Bus drop-off and pick-up will be located at [Pioneer High School](#), 601 W. Stadium Blvd, Ann Arbor, MI. A map will be provided with instructions on where to go to locate the bus for either drop-off or pick-up. **NOTE: June 22th drop off and June 23rd pick up will occur at the Rec and Ed Lot off of 7th St.**

#### → Drop-off/Check-In times:

- ◆ Camp Drop Off Begins: 9:00 AM
- ◆ Buses Load: 9:45 AM
- ◆ Buses Depart: 10:00 AM
- ◆ Approx. Arrival at Camp AGQ: 2:30 PM

#### → Pick-up/Check-out times:

- ◆ Bus arrival time at Pioneer High School: 2-3:00 PM.
  - All students must be picked up by designated adults by 3:00 PM.
- ◆ **Note: The Mini Camp bus will arrive at the Ann Arbor Y, *not* Pioneer High School)**

→ **Check-in Steps:** Upon arrival at Pioneer High School, you will be guided through a series of check-in steps. Be prepared to stay in your vehicle until you've been instructed otherwise. Additional bus check-in details will be provided prior to the Session start date.

### Important notes for campers riding the Bus **TO** Camp:

- Parents must check in with staff members. Parents are responsible for supervising their children until they board the bus.
- Only campers who have registered for the bus with paid balances will be allowed to board the bus.
- Please pack a lunch for your camper. The first meal served is around 5:30 p.m. at Camp AGQ. Do **NOT** pack any peanut products for 1st and 2nd session bus trips.
- Avoid packing trunks, large plastic totes or drawers, as space is limited in cargo bays.
- Our charter buses are equipped with small bathrooms, but will not stop en route to camp. Please plan accordingly.

### Important notes for campers riding the bus home **FROM** Camp:

- **Campers must sign out with a YMCA staff member.** The adult picking up your camper must present a photo ID at check out. Campers will only be released to an adult whose photo ID matches a name listed on the camper's release form.
- The Ann Arbor Y offers text message alerts for AGQ parents.
- **Sign up for Texts:** If you'd like to receive SMS text message notifications from AGQ regarding bus arrival and departure times, please text CampAGQ to 844-608-9622. You will receive a confirmation text back! Regular text messaging or data plan rates apply, and you can opt out at any time by texting "Stop" to 844-608-9622.
- If you do not get a text alert, you can call the Camp Office at (231) 548-5343 or email [camping@annarborymca.org](mailto:camping@annarborymca.org). Please note that travel days are incredibly busy, so we highly recommend signing up for text alerts instead of contacting the camp office directly.

### Luggage on the bus

Due to the limited capacity of the charter bus bays, we are unable to transport luggage for campers who are not riding the bus. For campers riding the bus, duffel bags are suggested rather than trunks. For an itemized packing list please refer to page 20.

### Bus Expectations

If your child is riding the bus, please review these rules prior to bus departure. All camp rules apply on the bus.

- Campers must remain seated, facing forward at all times.
- Campers must use a moderate voice tone and level.
- Campers must keep their feet in front of them, keeping feet and belongings out of the aisles.
- Campers are responsible for their own litter and personal belongings.
- Campers must listen to the counselors and follow their directions. In case of emergency, campers must stay quiet and listen for instructions.

## PARENT DROP-OFF/PICK-UP AT CAMP

### Parent Drop-Off

Parent drop off at AGQ will take place in the afternoon from **2:00-3:30 PM**. This is subject to change and will be communicated to parents prior to their camper's start date. The gates will be open at the designated start time on Check-In Day. Families who arrive early will be asked to wait or to return at the designated start time. **We cannot accept campers prior to the designated start time.** If you arrive early and do not wait in line, a staff member will ask you to exit and get back in line. We are not responsible for allowing you to return to your original spot in line. Please wait in line until the designated drop off officially begins.

- **Note:** For your safety, please pull into Camp's driveway and proceed to the staff member stationed on the driveway. Lining up on M-68 is dangerous and not advised.

Once onto camp vehicles will park, drop off their luggage with AGQ staff and check-in with a series of AGQ Leadership Team members. Families can drop off their campers at their cabins in 2024, but we do ask that time on camp is kept to a minimum.

### Parent Pick-Up

Parents will pick up campers in the morning from **10:00-11:00 AM** on check-out day (Saturday for Sessions 1-6 and Wednesday for Mini-Camp). **Adults picking up campers are required to present a photo ID. Campers will only be released to an adult**

**whose photo ID matches a name listed on the camper's release form.** Upon ID confirmation, the camper will be escorted to their vehicle with their luggage by a staff member. Please pick up your child during the designated time. Due to processes set in place for efficient camper departure, we will not be allowing families to pick up children outside of the designated pick-up time.

**Note:** For your safety, please pull into the camp's driveway and proceed to the staff member stationed on the driveway. If the driveway is full, you must park along our side road (Rogers). Lining up on M-68 is dangerous and not advised.

### **DIRECTIONS TO CAMP**

The camp is located on the southwest shore of Burt Lake. On Google maps, search "Ann Arbor YMCA Camp Al-Gon-Quian."

- From Ann Arbor, take 23 North to I-75; I-75 North to exit 310, Indian River (M-68).
- At the end of the exit ramp **turn left** (west) and follow the signs toward Petoskey.
- Take a left turn at the stoplight at Ken's Market, and a right at the stop light by Vivio's Restaurant and BP.
- Camp is located about 4 miles on the right after Vivio's. It is between Rogers Road and Resort Road.
- ***If you type in Camp AGQ into Google Maps you will be taken to the wrong location!***

**Distance from Ann Arbor:** 250 miles **Drive Time from Ann Arbor:** 3.5-4 hours

# Camper Experience

## WHO WE ARE

The goal of Camp AGQ, the Ann Arbor Y's overnight camp, is to operate a camp program that is as safe, fun and engaging as possible. Our transformative camp experience is based on the Y core values of respect, responsibility, honesty and caring. We promote character development, celebrate diversity, encourage service learning, and teach our teen participants leadership skills. Through the use of an outdoor camp setting and both individual and group activities, we work to nurture the spirit, educate the mind, and promote a healthy lifestyle. Our programs and activities are sensitive and open to people of all faiths, backgrounds, and cultures.

## TRADITIONAL DAILY SCHEDULE

7:30 AM Polar Bear	12:45 PM Lunch
7:45 AM First Bell	1:15 PM Rest Hour
8:00 AM Second Bell	3:00 PM 3rd Activity Hour
8:15 AM Morning Flag	4:00 PM 4th Activity Hour
8:30 AM Breakfast	5:15 PM Evening Flag
9:00 AM Cabin Clean-up	5:30 PM Dinner
9:30 AM Assembly	6:00 PM Free Time/Store
10:00 AM 1st Activity Hour	7:30 PM Evening Activity
11:00 AM 2nd Activity Hour	9:00 PM Cabin Time/Embers
12:00 PM Free Swim	10:00 - 10:30 PM Lights Out
12:30 PM Lunch Kitchen Patrol Bell	

\*The daily schedule is subject to change

## CABIN LIFE

Cabins will be made up of 2-4 staff and 7-14 campers. Cabin groups are arranged by age, grade and cabin-mate requests. We do our best to ensure all cabin-mates are within one year or grade of each other. Your camper is expected to maintain an acceptable level of manners, behavior and attitude in this cabin group to create a living environment that is positive for all those involved. Basic requirements will include group responsibility for the cleanliness of the living area and respect for others' personal items.

Your camper will also be involved in creating their own cabin's code of conduct, a set of standards created and agreed upon by each camper in the cabin. Living in a cabin group is like creating a new family: they'll live together, they'll clean their cabin every day, they'll eat together, go on a camp-out together. As with any family, there may be conflicts, but our counselors will be there to help the campers work through any issues and learn lessons from them. Our cabin groups are designed to help build upon the social skills campers will use for the rest of their lives.

In addition to the portion of time your camper will spend with their own cabin group, there will be plenty of periods where they will be able to spend time with other campers at Camp, such as a sibling, friend or cousin who is in another cabin.



## HOUSING OPTIONS

Camp AGQ is currently organized into two sides of camp: Northside and Southside. Northside has historically been a home for campers who have an affinity to the female space, and Southside has historically been a home for campers who have an affinity to the male space. Parents and campers select their housing preference during the registration process based on the gender they select. AGQ is a place for campers of all genders, gender identities, and gender expressions; however, due to constraints with session capacities in our registration system, campers are asked to select their gender as either male or female. 'Male' represents the Southside, and 'Female' represents the Northside. When going through the registration form, please select the gender corresponding with the side in which your camper would be most comfortable living on.

In an effort to provide a more inclusive camp experience for campers of all genders, gender expressions and gender identities, we will be offering a gender-neutral housing option again during Summer 2024 for those 13-15 years old. Although any camper is welcome to live on the side of their choice, we feel a space for those who do not have an affinity toward either Northside or Southside will be an important addition to our traditional camp program. If your camper is interested in our Gender Neutral Cabin, you will be able to express interest during registration or by contacting the Camp Director at [camping@annarborymca.org](mailto:camping@annarborymca.org). Additional information about this housing option will be sent to families who have expressed interest in May.

Our goal is to offer at least one Gender Neutral Cabin per 2-week session. That being said, should we be unable to offer this option for a given session, we will communicate with you and your camper about which side the camper would feel most comfortable living on prior to camp.

No matter which area of camp your camper resides, they will have their own bunk and designated space for personal items in the cabin. All campers have access to a bath-house for showering and bathroom needs, where there are privacy stalls available for changing.

## CABIN-MATE REQUESTS

Campers may request to be housed with a friend. **The request must be mutual.** Frequently, one camper requests another without discussing it first. If the request is not agreeable with both parties, it can create an unhappy situation in the cabin. Please communicate all requests in advance with other families to make sure everyone is on the same page. **Request chains and requests exceeding two campers may not be granted.** When two campers of different ages request to bunk together, the older camper will be placed in the younger bunk if the age difference is not too significant.

Camp AGQ does not accept "anti-" cabin-mate requests. If there is pertinent background information about your child's friendship dynamic or relationship history in general or with a specific camper, please share this with the Camp Director via email prior to the summer.

Total session enrollment, grade level and age, cabin size and camp programming are all considered when assigning campers to cabins. Due to last minute enrollment changes, cabin assignments are done just before check-in day. **Therefore, please do not call in advance to check on your cabin placement.**

Once cabins are created, it is nearly impossible to change them, as the movement of one camper may initiate a whole chain of changes. Therefore, we recommend you finalize all

cabin-mate requests **one week before the session starts**, make sure you **confirm with other families**. If a request is not fulfilled we will be happy to explain why. There are many campers who come to camp without any cabin-mate requests and ultimately leave with strong camp friendships. Please be open to these scenarios.

To make a cabin-mate request, please follow the steps listed here:

1. Login to your CampMinder account
2. Click 'Forms & Documents'
3. Click 'AGQ Cabin-Mate Requests'
4. Type in the names of the camper you would like to request
5. Submit

Please note, **cabin-mate requests cannot be made via email or over the phone**. They must be made through your CampInTouch account.

## HOMESICKNESS

Going away to camp for a week or more can be a challenging experience for a child of any age, and anxiety is perfectly normal. It is the philosophy of Camp AGQ to keep our campers involved in constant activity so as to reduce the feeling of homesickness. Temporary homesickness is a normal reaction, particularly for new campers. Parents can help prevent problems by being positive and excited about camp. Parents can also let their child know that missing home is normal, but it will pass if the camper really tries to get into the fun. Do not panic if you receive a homesick letter from your child. Usually by the time you receive it, your child is having a great time.

With proper handling by the staff, campers and parents, homesickness can be overcome and the camper can make a big stride in maturing. We welcome this opportunity to help youngsters grow in this area and we train our staff to handle homesickness in constructive and compassionate ways. However, if homesickness is extreme after a brief adjustment period and is interfering with the child's camp experience, we will call parents to discuss the situation. By working together with you, we are confident that healthy adjustments can be made.

## BEHAVIOR MANAGEMENT

Our staff members provide positive and realistic expectations for campers. Reasonable limits are set to prioritize the health and safety of all children in the program.

To promote positive behavior, emphasis is placed on guidance into constructive activities while adequate time is allowed for free choice and self-expression. Warnings, discussions of actions, or breaks are used when campers display inappropriate behavior or refuse to follow an established expectation. In the event of continued problems, parents will be contacted for a phone conference to give guidance and establish mutually agreeable solutions for the child's behavior.

We rarely send children home for disciplinary reasons, but if the child's behavior poses a threat to the safety of others or themselves, or if the child commits what could potentially be considered a criminal action, the parents will be called to come pick up the child. We reserve the right to dismiss a child who is unreasonably misbehaving without refund. In these rare instances, it is the responsibility of the parents to pick up their child from Camp AGQ immediately.

## Hate Speech

The use of hate speech by any camper is strictly prohibited at Camp AGQ. If a camper is found to have used hate speech towards another individual, there will be appropriate consequences, which may include disciplinary action and/or dismissal from the program. We strive to create a safe and inclusive environment for all campers, and any behavior that goes against this principle will not be tolerated.

## INAPPROPRIATE MATERIALS

We reserve the right to search and seize any illegal and/or inappropriate materials. Possession of any drugs, alcohol, cigarettes, e-cigarettes (including Juuls), weapons, sexually explicit materials or explosives (including firecrackers) will result in immediate contact with parents and dismissal without a refund and, if applicable, contact with authorities.

## WATERFRONT RULES

Every child is tested for swimming ability upon their first visit to the waterfront. The test typically includes a demonstration of proficiency for 10-meter front crawl or freestyle, 10-meter backstroke and 10-meter breaststroke or sidestroke. Campers who need stroke improvement are given swim lessons by qualified and nurturing swim instructors.

Campers who participate in swim lessons are permitted to do all aquatic activities, but are required to wear a PFD (Personal Flotation Device) in the water until they pass the swim test. Campers who decline to take the swim test or choose to not participate in swim lessons after failing the swim test are not permitted near the lake or to participate in any aquatic activity.

PFDs are required for all boating activities for campers and staff members. Camp AGQ has a 1:6 lifeguard to camper ratio for boating activities and 1:10 lifeguard to camper ratio for swimming activities. Burt Lake has a sandy bottom which most of our campers can touch in our swim area. Although the depth can change from year to year, the typical depth of our swim area is around 4 feet.

# Health & Safety at Camp

**Camp AGQ cannot guarantee a COVID-free summer.** If your camper or an immediate family member of your camper has a life threatening and/or high risk illness, please take this into consideration when deciding if Camp AGQ is a good fit for your family in 2024.

## MEDICATIONS & OTHER MEDICAL CONSIDERATIONS

### Camper Medications

Medications must be checked in with the AGQ Health Staff upon arrival to Camp AGQ or to the AGQ bus drop-off location. **If you send medication of any kind to Camp with your camper, it must be clearly marked, in the original container, with the camper's full name, exact description of contents and complete instruction for dosage.** All medication will be kept and handled by the camp health staff for the entire session. Unmarked medication cannot be dispensed—this is a state law. **Please make sure there is enough medication to last for the duration of the session.** Have all medication accessible at check-in. Medications will normally be distributed at meal times and before lights out. Medications such as Tylenol and over-the-counter (OTC) cold and allergy medicines are available from the Health Center if needed, at no charge. If you choose to send your camper with OTC or as needed medication, the medication will be housed in the Health Center and is accessible through consultation with our health staff. It is the policy of Camp AGQ not to allow campers to have any medication in their cabins or on their person. This includes but is not limited to OTC, topical creams, and vitamins. The only exception to this policy is emergency medications. If your child has an emergency medication that is necessary to keep on their person, please review the **EMERGENCY MEDICATIONS** section.

### Treating Injury & Illness

We do our best at Camp AGQ to make your child's experience is accident and illness free. However, in the event something happens, we are well prepared. Our camp health staff treats minor cuts, scrapes and illnesses on site. Campers needing more medical attention than that which our health staff can provide will be taken to Indian River to see the physician affiliated with camp, to McLaren Hospital (Petoskey) or Indian River Urgent Care. We will make every attempt to reach parents in this event. If you cannot be reached, your signature on the health form authorizes us to secure proper medical attention.

**A child who is sick before camp should be kept home for their own sake and that of others.** Many communicable diseases begin with cold-like symptoms. For the health and safety of all campers, children with any form of contagious or infectious condition (lice, fever, pink eye, vomiting, etc.) may be sent home. These campers are welcome to decide to return when they are feeling better.

### Emergency Medications

If your child is required to carry an emergency inhaler or epi-pen, please send a total of **two** to camp: one to be kept with your child and the second to be kept in the emergency medications cabinet with the health staff in the Health Center. This ensures the medical staff will always have access to the emergency medication in case of an emergency. If a camper only brings one inhaler or epi-pen, our policy requires that it be kept in our Health Center to ensure staff has access in the event of an emergency.

### Nut-Free Sessions

Many children live with life-threatening allergies to nuts, including peanuts and tree nuts. In response, **Sessions 1 and 2 will be nut-free environments.** During these two sessions, your child may not bring or be sent any packages containing food with nuts, nut traces or products that could be made in the same factory line as nut products. If you would like your child to bring snacks or you would like to send food in a care package, in addition to following our care package rules, consider sending nut-free products. **All items containing peanuts or tree nuts or with unknown contents will be confiscated and not returned.** **Please do not send homemade baked goods during these sessions.**

### Lice Policy

Camp AGQ requires children to be lice-free: no live lice and no nits. We ask parents to check their camper two weeks prior to the session and again within 48 hours of the beginning of the session. A lice-free confirmation form will be available in the forms section of your CampInTouch account. Please complete the form two weeks prior to the start of your camper's session. Upon your arrival at Camp or the bus stop, parents are required to affirm that you have completed the 48 hour lice check and that your camper is lice-free.

When a child arrives at Camp, the Health Officer or assistant health staff member will screen all campers for head lice and nits. If it is discovered that a camper has head lice or nits, their parents are responsible for providing the transportation home for their child that same evening. It is Camp AGQ's policy not to treat children with head lice or nits at Camp. If your camper would like to return after treatment, you must provide verification from a doctor or lice treatment facility (ie. Rapunzel's). The camper will be readmitted only after the lice have been eradicated. Upon arrival, they will be required to be rechecked by the Camp nurse or Health Officer to confirm. No refunds will be issued for children unable to participate in the camp program due to lice or nits. Rescheduling to another session is not always possible, as availability is limited.

### Bedwetting

Our staff is trained to deal with bedwetting discreetly. Please notify your child's counselor at check-in and on the camper information form if this is an issue. Our staff will work with your child in the same preventative manner that is used at home (i.e. avoiding liquids after a certain hour). Campers should be instructed to ask their counselor for help and every effort will be made to prevent bedwetting. While we do have washing facilities at Camp, we suggest parents consider sending extra pajamas and sleeping bag/sheets if you believe your child may wet the bed while at Camp. If your camper uses pull-ups or diapers please let us know to ensure that they are being disposed of properly.

# Food Service

Balanced meals are planned and served by our food service staff. Meals are intended to be kid-friendly, nutritious and delicious. Campers eat family-style in cabin groups in the dining hall. We encourage campers to drink lots of water at and between meals. To better serve our campers and promote healthy eating, we supply fresh fruits, offer multigrain breads and serve water at all meals, as well as a salad at lunch and dinner.

## Dietary Restrictions and Food Allergies

We try our best to make sure dietary restrictions and food allergies do not limit a camper's experience. This includes, but is not limited to, campers who are vegetarian, vegan, dairy-free, gluten-free, egg-free, nut free (see 'Nut-Free Sessions under 'Health & Safety at Camp'), etc, as well as any combination of those listed.

Vegetarian and vegan meals are prepared for our vegetarian and vegan campers, and there is always at least one alternative option to the main course. As for gluten-free items, our Kitchen Team is well equipped to accommodate campers who are gluten-free. We always have Gluten Free staples on hand, so families should not feel it necessary to send food with their camper. However, if your camper would be more comfortable with certain food items, we can coordinate housing it, or purchasing it within reason.

If your camper has a food allergy or has special dietary needs please ensure they are noted on your camper's health form. **If your child has a food allergy, please make sure to provide detailed information on your Health History Form. We thoroughly review each health form prior to camp and provide the Health Officer and Kitchen Director with a list of food allergies and dietary restrictions.**

## Our Food Philosophy

We know camp can be scary for some, so it is our goal to keep meals familiar as a constant between home and camp, especially for children who are newer to camp! By creating options at meals for our campers, we are opening up a sense of ownership over the choices we make about food. We recommend our parents go over healthy food habits with their child before camp, while also keeping in mind that camp is designed with our campers in mind. Our staff are trained to help guide healthy choices (i.e. "I am getting some oatmeal because I have been eating cereal a lot and want to try something new."), as well as reasonable portion sizes (i.e. "Hey camper, we can always go back for seconds! Let's start with less next time so we don't end up having to throw away food.").

# The Parent Connection to Camp

## MAIL

Everyone loves to get mail! Letters can be sent to your child addressed to:

Camper's name (Cabin # if known)  
YMCA Camp Al-Gon-Quian  
P.O. Box 4188  
Burt Lake, MI 49717

You may even wish to send a letter early for your camper to receive the first full day of Camp. Please remember to keep your letters cheerful and supportive! Campers are encouraged to write home during the session. Pre-addressed and stamped envelopes with stationary are helpful. Please remember when sending mail that we are in a rural area and mail coming in or going out can take an extra day or two to reach us. Do not worry if you do not receive mail—it means your child is active and happy.

## CARE PACKAGES

Campers often look forward to receiving care packages.\*Books, crossword puzzles, playing cards and magazines are all suggested items to include in a care package. Camp AGQ does allow campers to have a reasonable amount of snack food, but only if it is stored in an airtight container. Boxes full of treats are an invitation for mice, raccoons, skunks or chipmunks. Their sense of smell is much more sensitive than ours, and packages containing food are easy targets for hungry animals. Airtight containers keep animals and insects out of the food and away from our buildings. Camp AGQ will not provide storage containers or be responsible for lost or stolen food items or packages destroyed by animals. UPS, USPS and FedEx all deliver daily to Camp, but **packages must be sent to Camp's street address:**

Camper's name (Cabin # if known)  
YMCA Camp Al-Gon-Quian  
9928 M-68  
Burt Lake, MI 49717

\*Please be mindful that care packages are **often a source of cabin conflict**. Keep packages modest in size and content. Encourage your child to share with their cabin-mates.

**We sometimes get confused with Camp Algonquin in Hastings, MI. Please make sure to follow our mailing address guidelines for letters and packages to ensure that your camper receives their package.**

## CAMPINTOUCH ONLINE PHOTO GALLERY & ONE-WAY E-MAIL

We are pleased to offer an online photo gallery and one-way email for camper parents. You may access this service through your CampInTouch account (same as camper forms). This service allows you a one-way window into camp life. There is no fee for access to the photo gallery and blog. You will have the ability to purchase high-resolution digital downloads, prints and photo gifts. If you're unable to view photos at any time, you'll want to ensure that you have the latest version of your web browser installed.

You can also choose to purchase CampStamps to send one-way emails to your camper, which are printed daily and distributed at the same time as regular mail. Additionally, you can set up guest accounts for relatives and friends to join in on the experience of viewing camp photos and sending email through a password-protected account. Please understand our photographer strives to get all children into the photo gallery, but not all children may end up in photos. We also try our best to upload photos **every other day**. We are so lucky to have our photographer also working as a cabin counselor through the duration of our summer programs. Please be patient with our uploading schedule as we must balance our photographer's cabin responsibilities, time off, and the occasional technological issues at camp that may delay this process. We appreciate your patience and understanding.

### Camp Photos FAQ

- **I do not see a picture of my camper, are they ok?** Yes! Just because your camper does not show up in a photo everyday does not mean there is something wrong. In fact, it is most likely that they are having a blast at AGQ and just haven't run into the photographer recently. If there is ever a situation where your camper is not 'ok', whether health-related or homesick, we will contact you directly via the phone number provided on your camper's profile.
- **Pictures haven't been posted today, is there something wrong?** In most cases, the photographer will not post pictures of a specific day until the day has ended! We usually see pictures posted within a day or two of when they were actually taken - but the posting schedule may vary as the photographer's time off and camp's internet may dictate when a day's photos are posted.

## TELEPHONE CALLS

Parents can call the Camp Office on Burt Lake at any time to discuss their child's experience, for information or in emergencies at **(231) 548-5343**. Campers are not permitted to use the telephone except for emergencies. We have found that phone calls take away from the outdoor experience and can intensify feelings of homesickness.

**Please do not promise your child that they will speak to you on the phone while at camp.** This promise can worsen homesickness and behavioral issues. Any messages that need to be relayed to a camper can be done so through our office staff. All phone calls to Camp, except emergencies, should be made during regular office hours, which are between 9 AM and 5 PM, Monday through Friday. Sometimes we find it necessary to let the answering machine pick up calls during our busy camp days. Please be sure to leave a message and we will return your call as soon as possible.

### Cell Phones

**We have a NO CELL PHONE POLICY** at Camp AGQ. This opportunity could be one of the only times in your child's life when they are disconnected from technology. Leaving phones



at home allows campers to focus on being a kid, relationship-building and being 100% present at Camp AGQ. Cell phones brought to Camp AGQ will be confiscated. You and your camper are responsible for obtaining the confiscated cell phone at sign-out.

Counsel your child that if they need to contact home, they should speak with their counselor, the Side Leader or the Director. Parents will be contacted if any problems arise or if their child is experiencing a challenge in adjusting to camp life.

**\*Cell Phones are a liability to camper safety:** Research shows that cell phone use by youth in general can lead to bullying and unsafe environments. By removing a camper's access to technology, we avoid possible exposure to the following:

- Bullying via social media
- Inappropriate materials outlined in our section titled 'Inappropriate Materials'
- Unauthorized photographs and videos of other campers
- Homesickness due to lack of immersion into the camp environment

If you have questions or concerns about our Cell Phone Policy, please contact our office at 734-661-8051.

### **Visiting**

In order to preserve an environment as safe as possible for our campers and staff this summer, only *essential* visitors will be allowed on Camp AGQ property while camp is in session. Essential visitors are defined as Medical Personnel, Vendors, Maintenance Personnel, etc. Parents will be allowed on site for check-in and check-out. If you have questions regarding this policy, you can reach out to the camp office.

# Other Considerations

## LAUNDRY

Please pack enough clothing for your camper's time at Camp. Laundry services are only provided in between sessions for campers staying more than two weeks. Your camper should talk to their cabin counselor if they have run out of clean clothing.

The camper's store account will be billed \$10.00 per load. Please label all items of clothing with a laundry marker. If your camper is planning to use our laundry service, please send them with a labeled laundry bag.

## LOST AND FOUND

Lost and found items are collected and displayed at Camp. Our counselors make every effort to ensure your child will return with everything they brought, but your child is ultimately responsible for what they bring. Please be sure all clothing and objects are plainly marked with your child's name and counsel your child to keep close track of all items. [Click here to purchase camper labels.](#)

Although we do our best to help campers keep track of their belongings, things do get lost at camp. **Do NOT bring any irreplaceable items.**

On Check-Out Day, be especially thorough, as laundry, medication, sleeping bags or entire suitcases are sometimes left behind. If you discover something is missing upon your return home, please call Camp at (231) 548-5343 as soon as possible. The more time that passes, the less likely it will be found. Unclaimed articles are sent to the Ann Arbor Y after the close of each session. Articles are held for one week following the session, at which time they are donated to a local charity. Camp AGQ is not responsible for anything lost or left behind. This policy applies to mail and toiletries.

## CAMP STORE

Camp AGQ's store is open to your child at specific times during the camp session. The store contains items such as t-shirts, sweatshirts, snacks and souvenirs. In addition, trail rides, optional day trips, and stay-over laundry are charged to your camper's store account.

To avoid problems, all money is kept in the campers' store accounts during their stays. As your child purchases items, the amount is deducted from the total. We suggest depositing at least \$40-\$50 for each week your child is at camp. Rough price estimates of items located in the camp store are as followed: Hoodie (\$36), T-Shirt (\$15), Water Bottle (\$18), Joggers (\$35).

### Funding Store Accounts

Our preferred method for depositing funds into your child's account is through the STORE ACCOUNT section of your [CampInTouch account](#). You will be able to charge your credit card for any amount you'd like before and during your camper's session. These funds will flow directly into your camper's store account balance, and will be reflected in real time. Our store managers will then update the camper's store cards at AGQ so that any additional funds are communicated to the camper when they return to the store. You can also communicate about any store funding through the one-way parent email.

If you would like to correspond with the store manager during the summer, please email them at [agqcampstore@gmail.com](mailto:agqcampstore@gmail.com).

### Store Refunds

Store refunds will occur in September, after the end of the camp season. All camp store balances less than \$10 that remain at the end of the camper's stay will not be refunded.

We offer the option to donate unspent money on your child's store account to our camp scholarship fund. Please be sure to check this option on your camper's authorization form as an easy way to help make camp a reality for all kids!

## BIRTHDAYS

Many AGQ campers celebrate their birthdays while at Camp. On the camper's birthday, the camper will be recognized at a meal with the AGQ rendition of "Happy Birthday" and a special cake to share with their cabin. Parents are welcome to have other birthday items delivered to the Camp Office for distribution by your child's counselor. Please inform us of your child's birthday prior to the start of the session so we can inform our chef and your camper's counselors!

## SUMMER STAFF

Camp AGQ staff are here to make sure your camper has the best experience possible! Our counselors have different skills, passions and personalities, but one thing is certain for everyone who works at Camp AGQ: **KIDS FIRST.**

We spend the winter selecting our staff members through a competitive application and interview process. All our staff members attend at least one week of training specifically for Camp AGQ staff, are put through state and national background screenings, receive certifications in first aid and CPR, and receive additional training in their specialty areas.

## TIPPING

Camp AGQ and the American Camp Association have asked that parents refrain from tipping staff members in an effort to be fair to all counselors. If you are impressed with a staff member's work or want to do something as a token of appreciation, tell the Camp Director how you feel and/or consider a contribution to the Camp AGQ Scholarship Fund.

# Preparing for Summer 2024

## CLOTHING

Please use the **What to Bring List** (Page 20) as a guide for packing your camper's clothes. Please avoid sending nice clothes. Campers should bring clothes that can get wet and dirty without concern. Old sneakers are also suggested as areas of camp are often muddy. Final authority on attire appropriateness lies with the camp administration.

As we strive to provide an environment of caring, honesty, respect, and responsibility, we ask that you help us when packing for camp. We request that sayings/pictures on clothing be in good taste. Camp reserves the right to prohibit inappropriate clothing. Please take into consideration the weather forecast and camp activities when packing. Shoes, sneakers, sandals or boots must always be worn except when in the cabin, on the waterfront and in the showers.

If your camper plans on horseback riding, please include long pants (not sweatpants) and shoes or boots with a hard sole and a 1/2 inch heel.

## WHAT NOT TO BRING

Electronic devices can detract from the benefits of being in a natural environment. Therefore, campers may bring a fan, clock, and a blow dryer, but **are not permitted to bring electronic games, cell phones, tablets, laptop computers, or any similar electronic item that can connect to the internet or cellular.** Campers should also avoid bringing good jewelry, money or irreplaceable items. If it is discovered your child has any of these items after you leave, the items will be placed in the camp safe for the duration of the camper's stay. If a camper brings any of these items and they are left in the cabin, we are not responsible for loss or damage.

Sometimes campers in the LIT program or those who are planning to go on day trips like to bring a small amount of cash for these trips. Campers may do this but are responsible for this money. It is **NOT** required. We are not responsible for lost or stolen belongings, but will make every effort to prevent this from occurring. If a camper is found stealing, they will be immediately sent home.

## PACKING LIST

### Clothing

- T-shirts
- Underwear
- Shorts
- Sweatshirts or sweaters
- Light Jacket
- Jeans/long pants
- Tennis shoes
- Socks
- Flip-flops/sandals (shoes to wear to the waterfront)
- Boots/hard sole shoes (for horseback riding)
- Pajamas
- Bathing suits
- Rain gear
- Masks (optional)

### Extra Needs

- Flashlight
- Sun block
- Bug spray
- Water Bottle

- Laundry Bag for dirty/wet items

### Bedding

- Sleeping bag or 2 blankets
- Pillow & case
- Sheets (Twin)

### Toilet Articles

- Beach towels
- Washcloths
- Bath towels
- Toothbrush
- Toothpaste
- Shampoo/Conditioner
- Soap
- Shower Shoes
- Hair Brush/Hair Care Products

### Optional Equipment

- Personal Sports Equipment
- Cards
- Camera
- Sunglasses
- Envelopes and Stamps
- Reading Materials
- Hat

# Appendix A: Your CampInTouch Account

## ONLINE ACCOUNT

Your CampInTouch account (sometimes referred to as your CampMinder account) is a one-stop-shop for all things camp! Through this user-friendly platform, you will have the ability to fill out forms, update contact information, make payments, view camp photos, etc. We highly recommend reviewing each section of your account. We've provided you with an outline of each section, as well as detailed instructions on how to log in. We'll begin there:

### CampInTouch Login Steps: New users (only applicable to new families who registered in person or over the phone)

Step 1: Click link or enter URL: <https://annarborymca.campintouch.com/v2/login.aspx>

Step 2: Click Retrieve/Set password (Bottom right). An email will be sent to the address provided

Step 3: Open email and follow instructions

Step 4: Set security questions and enter password to login

### CampInTouch Login Steps: Returning users

Step 1: Click link or enter URL: <https://annarborymca.campintouch.com/v2/login.aspx>

Step 2: Enter Email address and password. \*Use the email in which you received this handbook. If you are a family with multiple parents, you may each have your own account if both email addresses have been provided to the camp.

Step 2a: If you don't remember your password, Click Retrieve/Set password (Bottom right). An email will be sent to the address provided. Follow the steps to reset your password and login.

Once logged in, you will see a number of icons. We'll start from the top down:

## Forms Dashboard

Click on the Forms & Documents (yellow pencil icon) of your account to see all the forms you need in order to prepare for camp this summer. To the left of each form you will see a symbol - these symbols represent the type of form. There are three types:

- Online: A computer screen means that everything can be done online (this is the majority of our forms). All of the information you enter online flows directly into your camper's account.

- Paper: An arrow means that the form will have to be downloaded, printed, completed and re-uploaded.

- Document: A document looks like a piece of paper and is simply an informational form that you are not required to fill out. It's available for you to review and print whenever you'd like. We've uploaded this parent handbook as a document in case you need to access it in a pinch.

\*All forms are due 2 weeks prior to the start of your camper's first session.

## Your Camper

- **Camp Registration:** This is the [direct link](#) to the online registration form. **You should use this link if you need to sign up for additional sessions as well as add-on activities.**
- **Camper Clothing Labels:** [Click this link](#) if you'd like to purchase personalized labels for your camper's clothing and belongings.

## Your Family

- **Update Addresses/Phone Numbers:** This section allows you to update all contact information for your family. Most of this information would have been completed during registration, but we still recommend reviewing and filling in the necessary holes.
- **Financial Management:** This section allows you to review your family's billing statement, make payments and update credit card information. Please see the PAYMENT section of this handbook for more information on due dates and payment methods.
- **View Store Account:** This is where you will go to fund your camper's store account, as well as view transaction summaries during and after the summer. Please see the CAMP STORE section of this handbook for more information on how this account funding works.

## Your Account

- **CampStamps:** These are the credits you will use to send one-way emails to your camper during the summer. They are available to purchase in packages. 1 CampStamp = 1 plain text email. Please note, you will be required to add your credit card information again to purchase CampStamps.
- **Login Details:** Only use this section if you need to update your primary login email and/or password.

## Online Community

- **Email:** This is where you'll go to email your camper during their session.
- **Photos:** This is where you'll view the photos we upload throughout the summer.
- **Cart:** If you choose to purchase prints or photo gifts, you'll be able to review those purchases here.
- **Guest Accounts:** If you'd like a grandparent or friend to be able to view photos and/or email your camper, then you should set them up with a guest account in this section. Please note that parents should NOT be set up as guests. As a parent, you automatically have an account.
- **Credit Card for CampStamps & Photos:** This is where you'll update the credit card on file for the online community. This is different from the credit card section for paying off your balance (although you can of course have the same credit card in both sections).