



HIDDEN BAY
LEADERSHIP CAMP

Welcome Guide

YORK *Care & Education*
PROFESSIONAL

ACCREDITED
MEMBER



ONTARIO CAMPS
ASSOCIATION

Community. Leadership. Life.

Updated: January 2025

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Stay in Touch with Camp

Camp Phone: 705-342-7345

(June to August Only)

Camp Director: 905-726-5742

Email: hiddenbay@ypce.com

Camp Address:

200 Shebeshekong Rd
Nobel, ON P0G 1G0

Mailing Address:

(for payments)
15203 Yonge St
Aurora, ON L4G 1L8

About Hidden Bay

History

Hidden Bay Leadership Camp was founded in 2000 as a division of York Professional Care & Education, a child care agency based in York Region and Simcoe County. We are proud to

Mission and Values

The mission of Hidden Bay Leadership Camp is to encourage youth to develop their leadership skills in a traditional summer camp environment.

What is CRRC₃?

CRRC₃, pronounced as “kirk” is an essential part of the Hidden Bay leadership program. The letters stand for:

- Courtesy
- Respect
- Responsibility
- Confidence
- Care
- Compassion

All our staff, counsellors and campers embody these characteristics while at camp or representing the camp to the public. Everyone is to treat each other and themselves in a way that aligns with our CRRC₃ values.

Staff & Safety

Safety is always our top priority at camp. We offer excellent staff to camper ratios (one staff member for every six campers) allowing your camper to receive the best care and attention possible.

Our staff, from counsellors to cooks, have been carefully selected on the bases of their values and proven abilities to work with children. Our camp team is led by our full-time, year-round Camp Director. All staff members must complete a rigorous application process which includes interviews, reference and Vulnerable Sector Checks. Out staff members also participate in extensive training to ensure that they serve as positive, responsible and caring role models for your camper.

We are accredited by the Ontario Camps Association, which ensures that we meet or exceed the standards for health, safety, and program quality. Our Camp Director lives on-site to provide ongoing care for campers, the camp is only 15 minutes by paved road to a modern well-equipped hospital in Parry Sound.

The Hidden Bay Experience

Expectations

Hidden Bay Leadership Camp has very high expectations. We expect everyone to be courteous, respectful and responsible in everything they do. We expect everyone to have fun, experience new things and connect with the basics of nature.

Our Code of Behaviour

Our philosophy states our goal for each camper is to help them become a responsible, independent, productive, happy, problem-solving person.

Our Code of Behaviour ensures staff, children, parents and others to be courteous, responsible, and respectful at all times.

With minor situations, we work with campers to problem solve their behaviour and make a plan to curb this behaviour.

If a camper’s behaviour is inconsistent with our Code of Behaviour or becomes an area of concern, the camper’s family will be called and together we will help that camper put together a plan for change.

In extreme situations; if the behaviour is harmful to others or detrimental to the program, that camper will be asked to leave camp.

Campers who bring items that are illegal to possess or pose a risk to themselves or others, including alcohol, tobacco/vape, cannabis, non-prescription drugs, firearms, or knives will be subject to be sent home immediately.

Success at Hidden Bay

Successful participation at Hidden Bay means that each camper can:

- Live with campers in a cabin that are of a similar age as well as safely and cooperatively take part in scheduled group activities, free time and all-camp activities with their cabin mates and the camp community
- Exhibit behaviour that is in line with the Hidden Bay leadership values of CRRC₃, courtesy, respect, responsibility, confidence, care and compassion and does not require beyond the attention provided by our established camp ratios.
- Be responsible for their own personal hygiene, health and safety or be able to ask for assistance from a staff member to assist in these areas.
- Walk moderate distances over uneven surfaces that are part of Hidden Bay's natural surroundings.
- Understand and respond to group instructions
- Join in on activities, such as: signing, games, campfires, leadership activities, family-style meals, and other camp activities.
- Contribute positively to the Hidden Bay community

We aim for all campers to be successful at camp and believe that the path to success will be different for every child. If, after reviewing these expectations, you believe your camper will not have a path to success at camp, contact the Camp Director. These conversations establish a plan for reasonable accommodations or determining if another camp would be a better fit. We want to provide the best experience for everyone and that happens through conversations.

Before Camp Begins

Registration Policies & Procedures

Payments

Payments for the full balance are due May 1st. If there are challenges making your payment by May 1st, contact the Camp Office to discuss options.

Refund & Cancellation

- If a session is not confirmed, or cancelled, by Hidden Bay, a full refund will be offered.
- All cancellation requests must be made in writing to the Camp Director and refund requests are considered on an individual basis by the Executive Director.
- All cancellations are subject to a \$50 administration fee per camp session and per child cancelled.
- If a refund for cancellation is requested within 10 business days of the start of the camp session, it will be subject to a cancellation penalty of 50% of the total fee.
- There are no refunds for cancellations requested after the start date a camp session.
- Cancellation requests due to medical reasons must be accompanied by a doctor's note at the time of the request.
- Refunds, or partial refunds, may be offered at the discretion of the York Professional Care & Education Executive Director for situations not covered in this policy.

Cancellation may be initiated by York Professional Care & Education – Hidden Bay if:

- Multiple discussions with the parent, concludes that the program does not meet the child's needs.
- Requests for Accommodation have not been met by the parent/guardian;

- The parent/guardian is not carrying out the terms of the Camp Contract; including
- Up-holding their responsibilities under the Parent Contract pertaining to our services; and the child and/or family is not fulfilling our Code of Conduct.
- In such cases, cancellation decisions are made in consultation with the Executive Director and refunds determined are at the sole discretion of the Executive Director.

Packing for Camp

See the Attached Packing List for our different camp programs.

Generally, when packing for camp, send old clothes that can get dirty. We advise packing with your camper so they know which items are theirs when it comes time to pack at the end of their session. All belongings need to be labelled with the camper's name.

Dress Code

At Hidden Bay we cultivate a culture of respect and responsibility, and we ask that campers and staff dress appropriately and respectfully for themselves and others. Clothing should not display any messages that are bullying or discriminatory to any group or individual. Clothing should not advertise a product or service that is illegal to be used or possessed by minors (e.g. alcohol, tobacco or cannabis). All clothing should ensure that the camper's underwear is always covered. Most importantly, clothing should be appropriate to the time of day and level of activity and ensuring that swimwear provide appropriate coverage and support for a camper's body and will not fall off during active camp programs.

Cellphones, Devices and Electronics

At camp we have an unplugged policy which means any data or Wi-Fi connected device (cell phone, camera, tablets, gaming devices, etc.) is not allowed at camp. Our goal is to encourage connections and conversations away from devices and distractions. Do not send your camper with these devices. If your camper is found to have a device, it will be taken, turned off and locked in a cabinet in the Camp Directors office. All devices will be returned to the parent at check out or the bus stop.

Any personal devices or cameras brought to camp will be checked upon arrival and prior to departure. No device or camera that has internet connection is permitted.

We encourage you to have a conversation pre-camp about why we are unplugged for the week so that there are no surprises for the campers. If you have questions about our device policy, reach out to our camp director.

Camper Health Care

Health Form

A completed health form is required with your camp application. If your camper experiences a change in their health between camp registration and arrival, contact the camp office to update the forms.

Medical Notification

Camp staff will make every attempt to notify the camper's parent prior to seeking necessary medical care for your camper. All phone numbers listed on the camper's file will be attempted. All first aid will be administered at camp without prior notification to parents.

Medication

Campers may require medications while at camp, ensure that all medications taken at camp have been listed on the camper Health Form. When sending medications to camp we ask that:

- Prescription medications must be in the original container with an original pharmacy label

- Non-prescription medications should be in original, identifiable packaging (bottle, blister pack) and labeled with the camper's name
- Only provide the amount of medication needed for the week with 1 to 2 spares in case of emergency.
- If your camper has multiple medications with specific dosing, consider having the medication packaged by a pharmacist into a blister pack. (this can be done by your pharmacy at no additional cost)

Medications that are not identified, labeled or listed on a medication authorization will not be provided to your camper.

All medication, with the exception of emergency medications (e.g. Inhalers, epi-pens, etc.), must be kept in the Camp Office and will be provided at the required times by designated staff. Asthma Inhalers and epi-pens will be carried by the camper. With severe reactions, parents are encouraged to provide extra epi-pens to be kept in the Camp Office as back-up.

If you are driving your camper to camp, provide the medication directly to camp staff at check in. If your camper is taking the bus, provide the medication to any of our staff at the bus and they will ensure it is stored in the Health Centre. Staff will return items to parents/guardians when your camper gets off the bus.

General Medication

If your camper requires over-the-counter medications for general issues such as headaches, menstrual cramps or acid reflux, a stock of medications are kept on hand that can be pre-authorized during the registration process. If our Camp Director determines your camper requires this medication, it will be provided to them based on the dosing directions on the package. If the camp director is unsure, they will contact you for direction on providing these medications. Medications include:

- | | |
|-----------------------------------|----------------------------|
| • Acetaminophen (Tylenol) | • Calamine Lotion |
| • Antibiotic Cream (Polysporin) | • Ibuprofen (Advil) |
| • Antacid (Tums) | • Insect Repellent—No DEET |
| • Diphenhydramine Oral (Benadryl) | • Sunscreen—min. SPF 30 |
| • Dimenhydrinate (Gravol) | |

Unless your camper has a need for a specific brand, do not pack these medications. A fully stocked kit is maintained at camp.

Communicable Diseases

Parents are responsible to ensure that campers do not come to camp with communicable diseases. If a communicable disease is identified after arrival, the camper will be sent home and parents will be responsible to provide transportation home.

Head Lice

Head lice is a common nuisance that can and does occur in camps and schools across Ontario each year. We follow the procedure of the Ontario School Boards and work to prevent lice infestations.

It is essential to check your camper for nits and lice bugs two weeks before their camp session. This check can be done by a parent, hairdresser, medical professional or lice specialist. A secondary check is to be completed a day before the start of camp. With multiple checks and treatments campers will be able to attend camp without any concerns related to lice.

If during the camp arrival health check your camper is found to have lice, the camper will have two options:

1. To be treated by staff and remain in the program. This cost is paid by the family.
2. Be sent home. No refund is offered if a camper is found to have lice.

Camp staff are checked for lice at the start of the summer. Staff also receive training on how to detect lice and how to ensure campers are not sharing items that are likely to spread lice.

Lice are not a health hazard, but they are a nuisance and the aim is to keep our camp free of lice for the comfort of all our campers and staff.

Sun Protection

Protecting campers from the sun is critical. Ensure to send sun protection (minimum 30 SPF) and remind your camper the importance of wearing a hat, T-shirt, sunglasses and sunscreen. Sunscreen re-application and hydration checks are conducted throughout the day.

Mosquitos at Camp

Mosquitos are a part of being outdoors in Ontario and camp is no exception. The level of mosquitos varies from year to year, and is based on time of year and weather conditions. In order to keep campers safe, families encouraged to send bug spray, with no more than 20% DEET with preference to non-aerosol containers. Campers should bring at least one pair of long pants and long sleeved-shirt to provide them with full body coverage. Camper are encouraged to wear them when the bugs are at their worst. You may also choose to send along a bug net for sleeping at night and/or bug jacket for nature programs.

Child Protection

The *Child and Family Services Act* under the Ministry of Children and Youth Services provides protection of children from abuse by requiring the reporting of situations in which there is actual abuse or a suspicion of abuse. This means that people who are in contact with children on a daily basis must, by law, report to the Children's Aid Society any suspected child abuse within 24 hours or be subject to a serious fine.

Any abuse of a child physically, verbally or emotionally by staff will result in immediate suspension.

Communicating with your Camper

Mail

Campers love receiving mail. Mail is distributed to campers each day at afternoon snack, and letters can be sent by snail mail, or email.

Canada Post can be slow: letters should be sent at least a week before their session begins so that they will receive mail while they are at camp. Be sure to use our mailing address listed below, or your letter will not be arrive in time. All letters that are received after the camper has left for the summer will be marked return to sender.

Hidden Bay Leadership Camp
200 Shebeshekong Rd
Nobel, ON P0G 1G0
Attn: Camper Name

If your camper wishes to send a letter during their stay, send them with an addressed & stamped envelope. Mail is taken daily to the mailbox and may arrive after your camper has already made it home.

You can also drop off pre-written letters during drop off. Please date or number your letters so they go out to your camper on the proper day.

Email

Email is a great option for communication. If you missed the window to get them a paper letter, you can send it by email. Be sure to put your camper's name in the subject line and send to hiddenbay@ypce.com.

Please note, these emails are viewed by camp staff during the printing process and are distributed once a day. An automated response will be sent when the email has been printed and distributed.

Parcels & Care Packages

If a camper has forgotten an essential item, send it to the camp address clearly labeled with the camper's full name.

Care Packages are not a part of our camp's traditions. If you do wish to send your child a parcel please ensure that it is a **Flat**

Package. The parcel can contain books, magazines, playing cards etc., but do not send food or snacks.

Photos

We do not offer camp photos at this time. A selection of photos will be shared through our website and social media at the end of the season.

Phones

Our policy on phone use has been made in the best interest of campers. All phone communication between campers and parents will be under the guidance of the Camp Director. It has been our experience that phone calls to or from home make camper adjustment more difficult and can create homesickness. Our Camp Director is happy to discuss camper concerns with a parent at any time.

Campers are not allowed to have cell phones while at camp. Any phones or electronics brought to camp will be held in a locked cabinet in the Camp Office and returned to parents at the end of camp. We are not responsible for lost or stolen items and recommend that campers leave all electronics at home.

Birthdays

If your camper is having a birthday while at camp, let us know so we can make it extra special. All campers are provided with a special birthday treat (vanilla or chocolate cupcakes). Contact the office if you wish to provide an additional treat to be shared with your camper or the rest of camp.

Cabin Mates & Group Placements

Meeting new people is an important part of camp, but we understand that some campers feel more comfortable with a friend.

Our campers are grouped during the day by age mixing our day campers and overnight campers. For overnight sessions into cabins by gender, age, and length of stay. We will do our best to honour grouping requests made at the time of registration, but we can't guarantee placement.

Camper Needs and Accommodations

Inclusion

In order to best serve your child at camp, we need to know if your child has specific medical conditions (listed on the health form). Knowing this information in advance, we can make the staff are made aware of this condition and are prepared to help your child if any emergency should arise.

Campers with additional needs can have a successful camp experience if:

1. They can relate in an environment with their peers, and
2. Can function well at school without a full time support worker

The more information shared regarding your camper allows our staff to work together to make your child's transition to camp and time at camp as positive and rewarding as possible. Our camp director will speak with you regarding your child's specific needs to determine the best means of supporting your child at camp.

Bedwetting

Our staff is trained to deal with bedwetting discreetly; with your camper one-on-one. Every effort will be made to prevent accidents and comfort your camper. Our younger campers will be assigned to a cabin closest to the bathroom. Campers who do soil their bedding will have their laundry done discreetly and have it returned before they return to the cabin.

Homesickness

"Homesickness is normal for any camper", says author and psychologist Michael Thompson, PhD, "97% of children experience at least some occasional homesick feelings at camp".

Our staff make every effort to help campers overcome homesickness by helping them learn to accept the natural feeling of missing family and friends. We keep our campers busy and try to interest them in new and fun activities and friends. There are first-time campers of all ages in every session, so homesickness is common and our staff are very comfortable and capable of dealing with ensuring campers are having a great time.

There are several ways that families can help and prepare their campers for their time at camp. Keeping focus on how exciting their time will be at camp as well asking about all about the new people they met, friends they made, and activities they tried when you see them at pickup. Do not encourage your camper to find a way to call you, (either on a cell phone or the camp phone), or letting them know you will come get them if they want, as this increases homesickness and makes it more difficult for your camper to adjust.

The camp director will contact you if we need assistance in dealing with the most difficult cases.

Getting To and From Camp

Getting to and from camp is a big part of the camp experience and it is best described as organized chaos, so we appreciate help in keeping things running smoothly.

Overnight Camp

Busing

The camp bus is a popular way for campers to get to camp. Busing is included in the camp fee and if you are unsure of your bus stop you can log into your Campbrain account and check the details. If you require a change, contact the camp office directly.

The bus schedule is available on our website and reminders of the times will be sent before the start of your session. Please arrive to your bus stop at least 10 minutes before the designated departure time. This will allow time to get your camper checked in, luggage sorted and provide any medications to the camp staff.

The bus will depart at the time listed on the schedule, if you are running late, contact the camp director immediately so we do not leave without you.

For campers departing from Barrie and Parry Sound, staff will be arriving on the bus from the prior stop, so do not depart early if you do not see the bus or staff. If the bus is running late we will make all efforts to contact you so you are kept up to date of changes to the schedule.

When the bus arrives safely at camp, you will receive a message confirming your child's arrival.

For campers on the bus, a snack will be provided. There are no washrooms on the bus, and we ask that all campers use the washroom before departing as making a stop is possible but does delay the trip for everyone.

Do not send food or snacks for your camper to eat on the bus or while at camp, any food sent to camp will be disposed of.

Camp Drop Off/Pick Up

Camp drop off is great option for first time campers and for families who do not live near one of our bus stops. Driving directions are available on our website and will be sent before the start of camp.

Please arrive within the arrival window. Due to the camp schedule, we are not able to accommodate early arrivals or late departures. If you are having issues with timing, call the camp office to notify us.

When driving to camp Apple & Google Maps do have us listed and you can follow your phone to find us. When approaching from the south, we are tricky to see, so if you see James Rider Road, you have gone one driveway too far, use that road to turn around, and you should see our large camp sign.

When entering camp, please drive slowly and follow the driveway. We will have parking signs out and camp staff will be there

to greet you and your camper and direct you to the Sign In station.

When picking up, do not arrive before 3:30pm as we have our camp bus departing at that time. When you arrive, follow the marked parking areas and our staff will meet you and begin the sign out process.

Day Camp

For our day camp programs, check in/out is a daily procedure.

For campers attending a standard day, drop off and pick up will happen at the camp gates. Staff will only be out to get campers at 8:30am. If you arrive earlier, wait in your vehicle.

For pick up, wait outside the gates, you can park on the grass. Campers will only be coming out the gates at 4:30pm. If you are early, park and wait. If you are running late, contact the camp director and we will ensure that your camper is ready. Depending on timing, we will inform you of where you can meet your camper.

If you are attending the Before & After Camp program, you will enter the camp and park in the designated area and our staff will meet you. If you do not see staff, call the camp director and we will ensure that we coordinate check in/out quickly.

Checking Campers In and Out of Camp

Safety is very important at camp therefore we require that any time a child arrives or departs camp staff must be aware for logging purposes.

When arriving at camp or at a bus stop, your camper must be checked in with camp staff, who will be wearing Hidden Bay t-shirts. Once a camper is signed in, parents are welcome to depart.

During sign out, parents/guardians must have photo ID ready to show and be listed on the child's profile as an authorized pick up. You can use your Campbrain profile to update authorized pick up people, or you can email the camp director with the name of additional authorized people. If the person picking up is not authorized, the camp staff will not release that child.

At the overnight camp bus stops, it can be very busy, however, we do need all children to be signed out and record of who they left with. While we know you are very excited to see your camper, give time to check out your camper properly, as it is important for their safety.

For day campers, if your camper has to leave early or arrive late to camp, contact the camp director to notify them of the adjusted schedule so we can ensure that we have staff ready to sign in/out your camper quickly and efficiently.

While your Child is at Camp

Facilities

Tent Cabins

All campers at Hidden Bay stay in our classic tent-cabins. This is a prospector style tent that is elevated above the ground, with a wooden floor, shingled roof and canvas sides. The tent cabins do not have power or water. Lighting is provided by battery operated lanterns and camper flashlights.

These tent cabins do protect campers from rain, but mosquitos can come in. It is recommended that campers pack a bed bug net (available at Walmart or Canadian Tire), particularly if your camper is attending in early July.

Bathrooms

Bathrooms are all single stall and grouped by gender. Campers can use any bathroom they feel most comfortable in or chose to use the all-gender washrooms available on site and in our dining hall.

Campers are permitted to use bathrooms at any time. Due to the various age groups of campers, staff will accompany younger

campers in groups to the bathrooms as necessary. Overnight campers can wake their cabin staff in the night to ask for company going to the bathroom. It is expected that all campers be able to manager their own toileting.

Single stall showers are also available.

Waterfront

Swim Screening

For the safety of our campers and staff, everyone on property is required to be screened and classified according to swimming ability. The screening is done on the first night for overnight campers, and on the first morning for day campers.

Campers at all swim levels will be provided with access to the waterfront, however campers who are not successful at completing all portions of the swim screening will be expected to wear a Personal Flotation Device (PFD) during open waterfront activities. PFDs in standard sizes are provided by the camp.

The screening is done between the docks on Lake Shebeshkong, parallel to the sandy shoreline, and just slightly deeper than they can stand easily. This is done so campers can easily get to a depth where they can touch if they are uncomfortable.

The swim screening standards are as follows:

- Swim 3 lengths of the waterfront (60m), without stopping, but with a brief rest between lengths.
 - 1 length (20m) – on front, any stroke
 - 1 length (20m) – on back, any stroke
 - 1 length (20m) – any side, any stroke
- Tread water for 2 minutes, keeping their ears above the water

Swim screening is not intended to make campers anxious or worried, it is just so we can provide them with a safe experience at the waterfront. Campers may ask for a re-screening and our Waterfront Lead will work with the camper to find an appropriate time.

Food at Camp

At Hidden Bay we ensure that your camper is receiving a nutritious and delicious meal three times a day, as well as two snacks. We do our best to offer foods that all campers will enjoy, while meeting the daily requirements from Canada's Food Guide. We ask that all campers try the food served. Our kitchen team ensure that there are lots of options at each meal so that campers will find something to enjoy.

Allergies/Dietary Restrictions

Please be advised that Hidden Bay Leadership Camp is a nut aware environment. While we do not serve any nut products, we are unable to ensure that all food served in the dining hall do not contain nuts. If your camper has a nut allergy, contact the Camp Office.

There are no pork products served at camp. All have been substituted with turkey or beef products. If your camper keeps a strict religious diet (Halal, Kosher, etc), contact our camp director to discuss accommodations.

Hidden Bay's menu includes accommodations for nut allergies, vegetarians, gluten-free and lactose intolerant campers. If your camper has additional dietary needs or restrictions, contact the camp director to ensure that we can accomodate your camper's needs.

Picky Eaters

We understand that some campers are picky eaters, and we will ask that they try something at every meal. At all meals there will be a variety of options and a majority of our meals are served so that campers can build their own plate. We work to ensure that no camper goes hungry at any meal and our kitchen will find something that will work for each camper. However, this food

must be suitable for the meal and have some nutritional value.

Camp Tuck Shop

We will be having a camp tuck shop that will be available to campers once a week on Thursday. The tuck shop will have small snack items (e.g. chips, candy, ice cream bars, etc.) that can be purchased for a low cost, and has been set up to ensure that everyone can participate, regardless of whether they have brought money.

Parents can send campers with a small amount of change (\$5/week max) to be able to purchase additional items if they wish.

Personal Property

It is very important when living with others, that campers are responsible for their own property and respect the property of others. We request that you do not send campers to camp with expensive, inappropriate or unnecessary items. Hidden Bay is not responsible for the loss or damage of any items that are brought to camp.

For the safety of all campers, if there is cause to suspect that a camper has illegal, stolen or prohibited items at camp, we reserve the right to search and seize any items for cause. If this happens, we will make every effort possible to contact parents.

Lost & Found

While our staff do their very best to send your camper home with the belongings they arrived with, sometimes campers leave their belongings behind. In order to minimize the number of lost items brought to camp, from their underwear to their shoes, must be clearly labelled with the camper's name.

Items that are left at camp are placed in lost and found. Parents can contact the camp office about lost items and arrangements can be made to be picked up at camp or sent to a YPCE child care centres in Barrie or York Region. The lost and found is emptied at the end of camp and all unclaimed items at the end of the season are donated to local charities.

Laundry

Laundry facilities are not available to campers during camp. Parents are required to pack enough clothing for their campers to be comfortable for their entire stay at camp.

Visiting Camp

Most campers take a bit of time to settle into the camp routine and a visit from parents during these sessions may disrupt the camper's enjoyment of camp. Parents are advised not to plan to visit their campers while at camp. If you wish to see the camp before you camper's stay, contact the camp director to find out any opportunities to visit camp.