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# CAMP HAZEN YMCA SCHOOLS PROGRAM WELCOME FROM THE DIRECTOR

Thank you for choosing Camp Hazen YMCA for your schools' program. We are so excited to work with you as you plan your retreat.

Our Camp & Outdoor Leadership Center is an exciting place to learn. Our goal is to provide each child with an educational, safe, fun and memorable outdoor experience. We do this by providing programs that help students develop an inquiring mind in an environment that promotes positive relationships with others. We foster a learning environment that encourages the students to work cooperatively with others, and enables individuals to increase their self-confidence, as well as gain a sense of independence.

Please be sure to read all of the information in this packet, so that you can best prepare your students and chaperones for their camp experience. Some important things that you need to remember are:

- Each student and chaperone must have a signed Group Waiver. **These should be completed online before arrival.**
- Provide a certificate of insurance, naming Camp Hazen YMCA, Inc as an additional insured. **A sample of the insurance requirements can be found on the Forms section of our website.**

Welcome to Camp Hazen YMCA – we are thrilled that you will be paying us a visit in the near future.

All the best,

Alex Learned  
Assistant Director



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# CAMP HAZEN YMCA SCHOOLS PROGRAM GENERAL INFORMATION

## Arrival

Group leaders that arrive before the group should please stop at the office, located on the south side of Rte 148 (across the road from the lake). Buses should pull in to the main campus, which is on the right if coming from Rte 9. You will be met by your Group Host who will show you to your accommodations and collect your waivers. Please allow 10-15 minutes when you arrive for your Group Host to have a short meeting with your group, introducing camp staff and explaining camp policies, dining hall procedures, and other relevant information. You will be also be directed to your group's designated parking area.

## Departure

Please leave our facilities as you find them! Groups are encouraged to include in your schedule a time for packing and cleaning the cabins. Group Leaders should check each cabin and meeting space for any lost & found items. Groups will be charged for broken, missing or damaged items. At your last meal you will be asked to spend a few minutes to fill out our evaluation forms. You are a valuable resource to enable us to continue improving our facilities and service and we appreciate your thoughts and comments.

## Recreation

You are more than welcome to make use of some of our recreational activities during your stay at Camp Hazen YMCA. We have hiking trails, fire rings, a volleyball court, basketball court, tennis court, a soccer field, a softball diamond, board games and other activities (chess, checkers, Jenga, mancala, cards, Uno, etc.) available to your group. Other activities include: Team Building, Alpine Tower, Climbing Wall, Waterfront, Archery, Outdoor Cooking and Shelter Building all require an additional programming charge and are facilitated by Camp Hazen YMCA Staff. Please talk to the Group Camping Director for details.

## Camp Store

Our camp store has a variety of souvenir items such as key chains, mugs, postcards, pens, water bottles as well as clothes; sweatpants, hooded sweatshirts, T-shirts and hats. The camp store will be open upon request from the school.



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### **Items of Additional Information:**

- Cell phone service at camp is unreliable. Limited WiFi is available in the Dining Hall but not the lodges and cabins. Messages left at the camp office will be given to the Group Leader at meal times, unless they are urgent.
- Because you may be sharing the camp with other groups, we ask that you use only the facilities assigned to your group.
- Please park all cars in your group's assigned parking area throughout your stay.
- Should you have any maintenance needs, please report them to any staff member.

### **Directions to Camp**

#### **From the North:**

Take Rte 9 south to Exit 8. Turn right onto Rte 148. Our site is 1.5 miles on the right.

#### **From the East and South:**

Follow I-95 N to CT-145 N in Westbrook. Take exit 64 from I-95 N

Turn left onto CT-145 N

Turn right onto CT-145 N/Rte 80 E

Turn left onto CT-145 N

Turn right onto CT-148 E

Our site is .5 miles on the left.



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# CAMP HAZEN YMCA SCHOOLS PROGRAM FIRST AID & EMERGENCY TRANSPORTATION

It is the responsibility of your group to provide first aid and medication distribution to your group members. We recommend that you bring a basic first aid kit and have at least one adult with current CPR and First Aid certifications. In the event of a non-life threatening emergency, transportation to a medical facility is the responsibility of the group. The Middlesex Medical Center Shoreline Clinic is located 20 minutes away in Westbrook.

## **Closest Emergency Room to Camp Hazen YMCA**

Middlesex Hospital Shoreline Clinic  
250 Flat Rock Place  
Westbrook, CT 06498  
Tel: 860.358.3700

## **Directions to Emergency Room from Camp Hazen YMCA**

1. Turn left out of Camp Hazen (lake side) onto Route 148 East, towards Route 9. Travel 1.5 miles
2. Turn right onto Route 9 South and travel to Exit 1 and I-95 South
3. Continue along I-95 South to exit 65. Take a left off the exit
4. Take the second left onto Flat Rock Place (at Honda dealership). Emergency Room is approximately a quarter mile along, on the left.



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## **CAMP WIDE EMERGENCY**

In the event of a Camp wide emergency, the Dining Hall Bell will ring continuously. On this signal, please make your way to the basketball court, next to the volleyball court. The Group Leader should account for all group members and await further instruction from the Hazen Director on Duty.

## **FIRST AID SUPPLIES & MEDICATIONS**

Groups are responsible for their own First Aid supplies and medications. We have no medical personnel on the property. Groups are responsible for their own transportation to medical facilities. As stated in our Group Camping Policies, Camp Hazen YMCA assumes no responsibility for accident or injury.

We advise that each group have an adult with certifications in CPR and First Aid. We recommend that all medications (both prescription and over-the counter) be stored under lock except when in controlled possession of the person responsible for administering them.

## **DOCUMENTATION**

In the event of any type of incident at Camp Hazen YMCA, a director or staff member will fill out an incident report which will be filed at the Camp Office. In this case, the person involved and any witnesses will be asked to provide any relevant information.





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# CAMP HAZEN YMCA

## SCHOOLS PROGRAM

### FOOD SERVICE

Our Foodservice Staff pride themselves on serving food of high quality and great variety. We are able to prepare everything from casual cookouts to formal banquets.

We pay special attention to dietary, health and vegetarian concerns and ask that you notify us of any specific dietary requests at least two weeks before your group's arrival.

In order to best maximize use of space in the dining hall, we request that you plan on 8 people per table. If more than one group is utilizing camp, you may need to share the dining hall with other groups for some or all of your meal time. Youth groups require a chaperone at each table.

Typical meal service times are: Breakfast: 8:15am  
Lunch: 12:15am  
Dinner: 6:00pm

A warning bell is rung 15 minutes prior to all meal times. Please make your way to the dining hall when you hear the bell.

A snack is offered in the evening and tea and coffee are available at all times.  
We ask that you limit the food you bring, and please do not store any food in the cabins.

### Sample Menu

Breakfast	Pancakes with Syrup Scrambled Eggs Sausage Bagels Fresh Fruit Selection Cereal Bar Orange Juice Tea & coffee station	French Toast with Syrup Scrambled Eggs Bacon Mufifns Fresh Fruit Selection Cereal Bar Orange Juice Tea & coffee station
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Lunch	Sliced Ham & Turkey Swiss & American Cheese Hard rolls Potato Chips Pasta/Salad Bar Dressings Water Tea & coffee station	Pizza Chicken Wings French Fries Pasta/Salad Bar Dressings Water Tea & coffee station	COOKOUT Burgers Hotdogs Sauerkraut & Beaked Beans Lettuce, Tomatoes & Cheese Tossed Salad Dressings Watermelon Water Tea & coffee Station
Dinner	Meat Loaf Mashed Potatoes Veggie Lasagna Peas & Carrots Salad Bar Dressings Desert Water Tea & coffee station	Oriental Peppered Steak Rice Penne Marinara Mixed Vegetables Salad Bar Dressings Desert Water Tea & coffee station	Sliced Turkey Breast Mashed Potatoes Corn Dinner Rolls Tossed Salad Dressings Desert Water Tea & Coffee Station





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# CAMP HAZEN YMCA SCHOOLS PROGRAM CHAPERONE GUIDE

Schools and youth groups are recommended to sustain the following ratios:

## **For Overnight Campers:**

- 5 years & younger: 1:5-staff: camper ratio
- 6-8 years: 1:6- staff: camper ratio
- 9-14 years: 1:8-staff: camper ratio
- 15-18 years: 1:10- staff: camper ratio

## **For Day Campers:**

- 5 years & younger: 1:6- staff: camper ratio
- 6-8 years: 1:8- staff: camper ratio
- 9-14 years: 1:10- staff: camper ratio
- 15-18 years: 1:12- staff: camper ratio

## **Minimum Age Recommendations:**

- At least 80 % of your chaperones that will be supervising students are at least 18 years of age or older.
- Camp Hazen YMCA advises that any staff persons on a retreat must be at least 16 years of age, and at least 2 years older than the minors with whom they are working.

Your primary role as a chaperone is supervision. As a supervisor, it is important that safety always be in the forefront of your mind and that you are available to the students in case of any problems that may arise. Supervision responsibilities for the various times of the day are outlined below along with suggestions for ways to make the most of your role.

**CLASSES:** Camp Hazen Staff or teachers from your school will lead all the classes and activities, but a second adult should be present with each teaching group. Please be available at the start of the activity period to join a group and remain with them for the entire time.



## **Chaperone Guide (Continued)**

### **Your role during activity periods:**

- Encourage participation and enthusiasm by being a positive role model.
- Adhere to and help enforce any rules, guidelines or safety measures set down by the instructor.
- Assist with discipline as requested by the instructor. If one student is being particularly disruptive, take him or her aside so the class may continue uninterrupted.
- Accompany individual students to the lead teacher or their cabin if necessary.

### **Suggestions to make class time as beneficial as possible for all involved:**

Allow the instructor of the group to be in charge. If you disagree with the instructor about something, speak to him or her privately or bring your concerns to the lead teacher or Program Director. Please do not contradict the instructor in front of the students

Participate and get involved in the activity. Enjoy yourself, but keep in mind that the classes are designed to provide a learning experience for the students. The students need leadership, but often one of the goals of an activity is for the students to find their own leadership within the group. Please allow them to do this. Specifically within Team Building Activities, we ask chaperones to step back and let the students work through the problems.

**MEALS:** Supervision during meals is very important to maintain a smooth and pleasant dining hall. There should be one adult and seven students at each table. The adult should actively supervise the table as a role model and enforce the rules and procedures of the dining hall. Meal times can be a learning experience for students as well. Cooperation, responsibility, courtesy and food appreciation are all valuable lessons that are emphasized in the dining hall.

### **Guidelines to keep mealtimes pleasant for all:**

- Make sure that all students except the table waiter stay seated until the meal is completely over (table is clean and announcements have been made).
- Make sure the students treat the waiter with respect. All students should help with passing and serving the food during the meal, and with sorting and stacking plates, cutlery etc after the meal.
- Encourage students to take pride in their eating space by keeping the table in order throughout the meal.

**FREETIME:** The schedule at Camp Hazen is a busy one, but there are times throughout the day when the students can relax. These times are before and after each meal and after evening programs. There is also a short bathroom break between some classes. Camp Hazen Staff do not supervise students during free time, as this is the responsibility of the school. Accidents are most



## **Chaperone Guide (Continued)**

likely to occur during unstructured time so it is very important to make sure the students are supervised.

### **Please follow these guidelines:**

- Group leaders are responsible for the supervision of youth during free time.
- Group members should be supervised whenever there are in their cabins and lodges
- Whenever youth campers are showering, we recommend that there are two chaperones present in the building
- If you have an extended break between programs, it can be a good idea to create a supervision schedule, so that chaperones can also take a break.
- Get the students involved in something fun – organize a soccer or softball game, or take a group on a hike.
- Do not take them to the Team Building or Ropes Course. These areas **MUST** be supervised by Camp Hazen Staff.
- Remind students to get a drink of water or use the restroom between classes.
- **Chaperones should never be in a one-on-one student/adult situation when out of sight of others**

**LODGES:** Supervision in cabins and lodges is one of the chaperones' most important roles and often the task in which you receive the least assistance and support. "Cabin-time" can be a very significant and special time for students. Often their experiences in the cabin or lodge are remembered long beyond the academic lessons. Get to know the students in your cabin and help them process and learn from their experiences.

### **Suggestions for making the most of "cabin-time":**

- Students are not allowed in any building without an adult.
- As soon as possible after you arrive, sit down with the students you will be living with to discuss guidelines for the cabin. Living in a group requires communication, cooperation and compromise.
- Do things together as a group – play a game, make a collage, write a poem or a song, organize a formal sharing time each night or cabin chat.
- Help the students to feel comfortable and show them that you really care; it's well worth the effort!

The job of a chaperone is a challenging one, but also a rewarding one. It requires a great deal of effort and energy but when you realize how much you've done for the students, it will definitely seem worthwhile. You may feel overwhelmed, but remember that you have lots of support. You are not the only chaperone; there are others to share responsibilities. Communicate with other chaperones and the leader of the trip and build a team together, work as a group to help create the best possible Hazen experience.

**Thank you for all your help!**



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# CAMP HAZEN YMCA SCHOOLS PROGRAM PARTICIPANT CHECKLIST

## WHAT TO BRING

### Clothing

Pack casual, comfortable clothing that is weather appropriate. Sturdy footwear is necessary for moving around camp – sneakers are recommended. Please be prepared for the weather (e.g. sunhat & sunscreen / rain jacket / warm clothing). The majority of our programs continue regardless of weather and most activities are outside.

Pack a swimsuit and towel if water activities are part of your program.

### Bedding

All Cabins have bunk beds with mattresses. You need to bring a sleeping bag and/or sheets, blanket and pillow. All cabins have electricity, toilet and sink. Some cabins have a shower. Other cabins are near a centrally located shower house.

### Other Items

Towels for shower & swimming, toiletries, sunscreen, bug spray, flashlight.

**Optional:** reading material, camera, games, cards, water bottle.

### Paperwork

Please complete the Camp Hazen YMCA Health History and Liability Release form and return to your group leader before the retreat.

### Camp Policies

Please review the group camping policies.

## WHAT NOT TO BRING

**Valuables** – We suggest that you leave your valuables such as portable CD players, jewelry etc at home.



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**Pets** – For the comfort of all campers, pets of any type are not permitted at Camp.

**Smoking** – Camp Hazen YMCA is a smoke-free environment. No smoking is allowed on our property or in any of our buildings.

**Alcohol** – Alcoholic beverages and/or illegal drugs are absolutely prohibited.

**Firearms** – Including air rifles, and archery equipment may not be brought to camp.





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## **GROUP CAMPING AT CAMP HAZEN YMCA**

Welcome to Camp Hazen YMCA. We hope your stay here is enjoyable. Please feel free to speak with any of our staff members should you have a question or concern. These are some items of information, policies and emergency procedures for your review:

1. Camp Hazen YMCA assumes no responsibility for personal property (lost, stolen, or damaged).
2. Groups will be held responsible for loss, defacing, breakage, etc., of camp equipment and property. Graffiti will be charged at a rate of \$25 per word.
3. Alcohol, firearms, pets, and fireworks are NOT permitted in camp, or on camp property.
4. In order that those who choose to rest may do so, please observe quiet hours from 10:00PM to 7:30AM. Remember that we are located on a lake and sound travels easily to our neighbors. If you are the last person out of a lodge, please turn off all lights.
5. All group members MUST have a Camp Hazen YMCA waiver on file with the camp office prior to participation in this program. All participants under age 18 must have this waiver signed by a parent or legal guardian.
6. State of Connecticut law requires that we have a certified lifeguard on duty when anyone enters our defined waterfront area. Please respect this law and do not enter the waterfront for any reason when the sign says, "NO LIFEGUARD ON DUTY". Waterfront lifeguard schedules must be pre-arranged with the Camp Hazen YMCA staff.
7. Use of buildings, facilities and grounds will be as designated by the Camp Director.
8. Camp Hazen YMCA maintains a smoke-free campus. There is NO SMOKING in any of Camp Hazen's buildings, on our fields, waterfront or trails.
9. As you may know, this is an environmental center. You can help us keep it looking clean and fresh for the wildlife that resides here by discarding of your trash in the proper receptacles.
10. Because you may be sharing the camp with other groups, we ask that you use only the facilities assigned to your group.
11. Kitchen areas are off limits to group participants.
12. Program areas such as: Waterfront, Climbing Towers, Low Ropes Course, High Ropes Course, Archery Range and Skate Park require proper Camp Hazen YMCA staff supervision.

### **Items of Information:**

1. All messages received in the office for group members will be given to the group leader.
2. Meals are served at - Breakfast 8:15; Lunch 12:15; Dinner 6:00 pm. Please be on time!
3. Showers are located on map
4. Because you may be sharing the camp with other groups, we ask that you use only the facilities assigned to your group.
5. Please park all cars in your group's assigned parking area throughout your stay.
6. Should you have any maintenance needs, please report them to any staff member.
7. Tea and coffee are always available in the dining hall.
8. Sports equipment is located in Program Storage by Tennis Court. Please return equipment when finished.
9. The camp store (located at the dining hall) will be opened upon request.

If you require assistance from the Director on Duty, please call from  
the black phone in the Dining Hall.