



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Teacher's Planning Manual

## YMCA Camp Seymour Outdoor and Environmental Education Program

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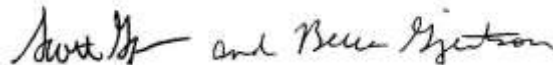
Dear Teachers,

Thank you so much for choosing YMCA Camp Seymour for your Outdoor and Environmental Education (OEE) experience. This manual has been designed to give you all the tools you need to plan and prepare for a successful and enjoyable OEE experience. Please read through these materials thoroughly as your first step in the planning process. Feel free to duplicate any information in this manual that would be helpful in keeping your students, teachers, parents, and cabin leaders informed.

Communication with Camp Seymour staff and planning ahead are the keys to a successful stay at camp. With that in mind, begin your planning at least two months ahead of time. Remember, our staff members are available for parent presentations, student assemblies, or other consultations that may assist you in preparing for your stay.

We are looking forward to working with you to create a valuable outdoor learning experience for your students and staff.

Sincerely,

Handwritten signatures of Scott and Becca Gjertson in black ink.

Scott and Becca Gjertson  
Outdoor and Environmental Education Directors



# Teacher's Planning Manual

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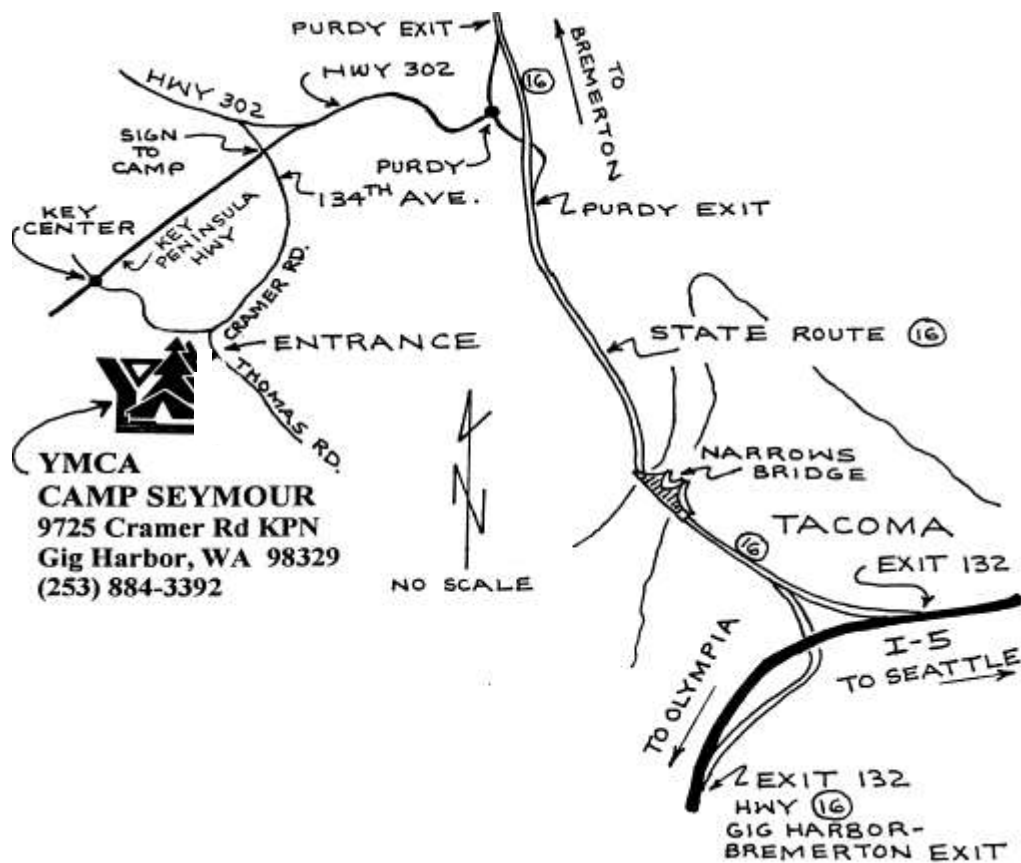
#### School Information Form

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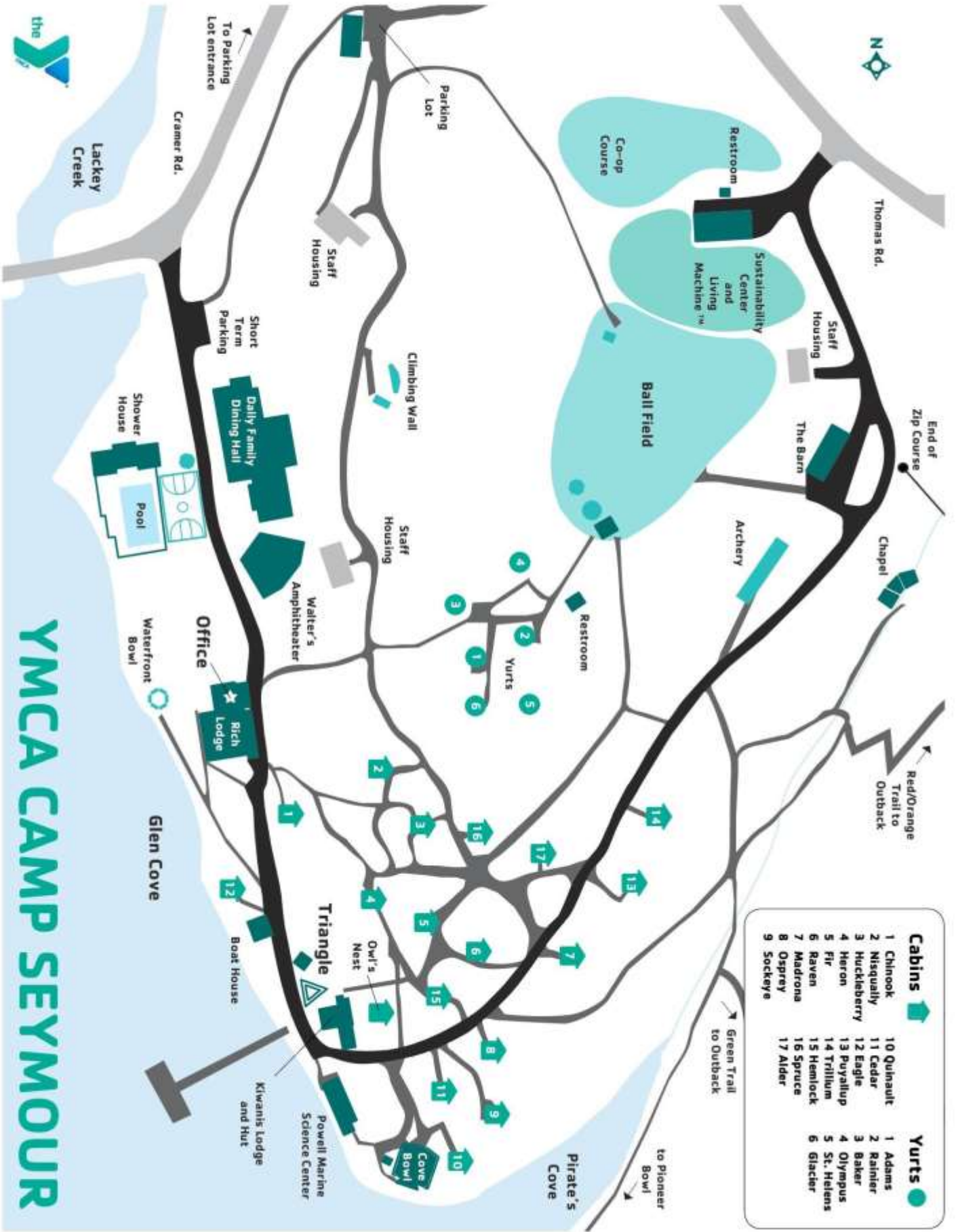
## Directions to YMCA Camp Seymour

Take I-5 to Tacoma and then take the Highway 16 Exit west toward Bremerton. Cross the Narrows Bridge and continue past the Gig Harbor exits. Pass the Burnham Drive / Rosedale exit and take the next exit to Purdy, Key Center and Highway 302.

At the first stoplight in Purdy, turn left and cross the Purdy spit. Camp is approximately 7.5 miles from this intersection. Follow Highway 302 toward Key Center.

After approximately 5.5 miles, Highway 302 will veer off to the right. Do NOT follow it. Continue straight ahead for ¼ mile to the next 4-way intersection. There is a YMCA Camp Seymour sign on the right indicating a left turn. **Turn left onto 134th Avenue.** If you miss the turn, you will come to a Shell gas station on the left side of the road.

134th Avenue becomes Cramer Road shortly after the left turn. Follow Cramer Road approximately 2 miles to a "Y" intersection with Thomas Road, where you will see a "YMCA Camp Seymour" sign. Turn left onto Thomas Road and then immediately right into the YMCA Camp Seymour upper parking lot. Park at the end of the parking lot by the small shelter and follow the paved footpath on the right down the hill to the ball courts. Once you get to the Dining Hall, follow the road up the hill to the Main Office.



# YMCA CAMP SEYMOUR

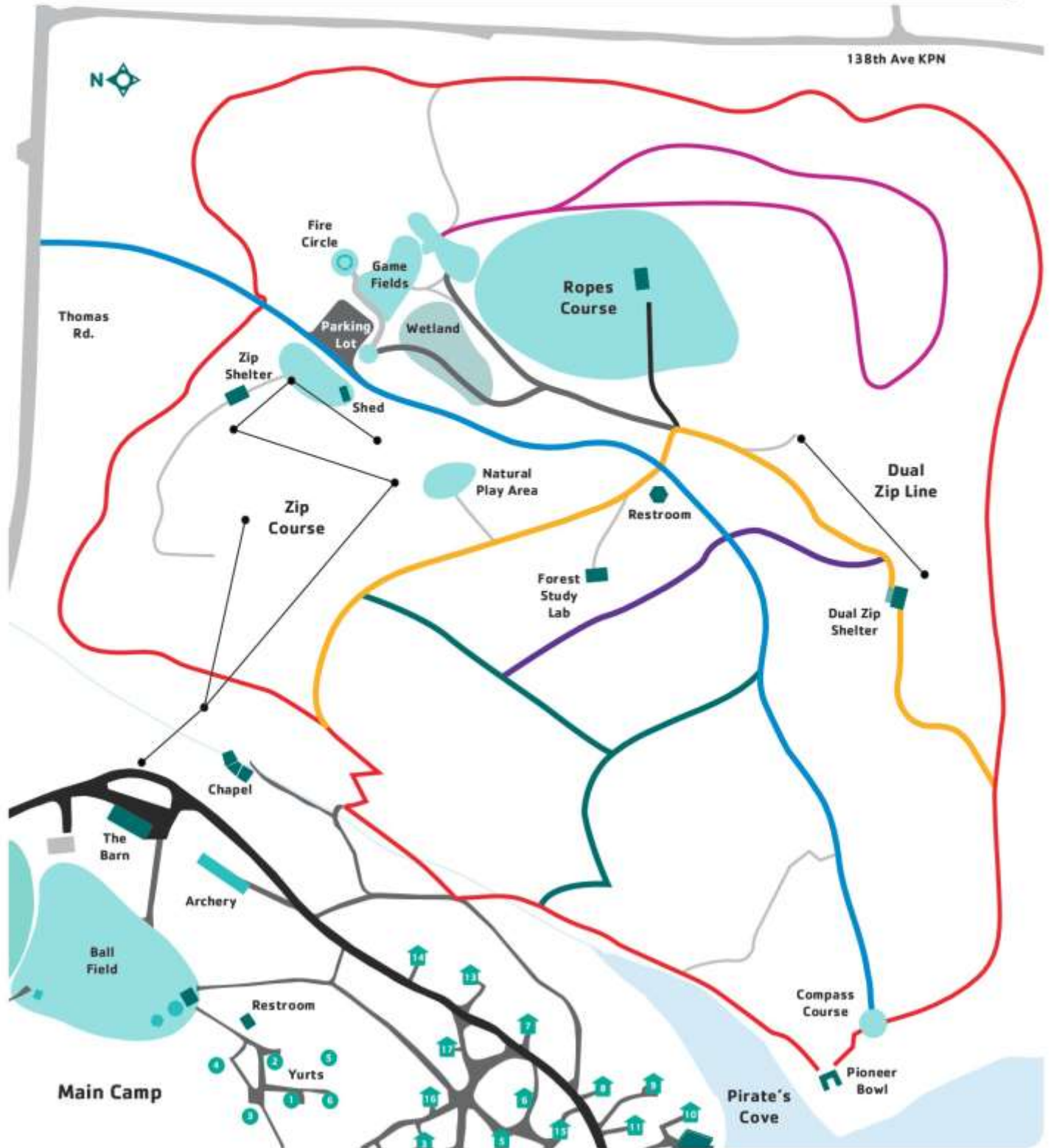
- | Cabins        |             | Yurts        |  |
|---------------|-------------|--------------|--|
| 1 Chinook     | 10 Quinault | 1 Adams      |  |
| 2 Nisqually   | 11 Cedar    | 2 Rainier    |  |
| 3 Huckleberry | 12 Eagle    | 3 Baker      |  |
| 4 Heron       | 13 Puyallup | 4 Olympus    |  |
| 5 Fir         | 14 Trillium | 5 St. Helens |  |
| 6 Raven       | 15 Hemlock  | 6 Glacier    |  |
| 7 Madrona     | 16 Spruce   |              |  |
| 8 Osprey      | 17 Alder    |              |  |
| 9 Sockeye     |             |              |  |

# YMCA CAMP SEYMOUR



## OUTBACK TRAILS

- Green Trail
- Orange Trail
- Purple Trail
- Blue Trail
- Red Trail
- Pink Trail
- Grey Trail





# **YMCA CAMP SEYMOUR**

## **OUTDOOR AND ENVIRONMENTAL EDUCATION GOALS**

YMCA Camp Seymour's Outdoor and Environmental Education Program creates an atmosphere where children are given an opportunity to learn in a natural environment. Our program is set up with many goals in mind, and the unique surroundings of camp help us to achieve these goals. The OEE program provides an opportunity for students to learn more about themselves and their places in the world. Students will learn about relating to each other and being a member of a community. They will discover new things about themselves and the natural world and how each impacts the other. Through growing awareness and appreciation, we help students to become more responsible citizens of our planet.

Each group visiting YMCA Camp Seymour has its own unique goals and objectives. By working together, we can plan a program that satisfies the needs of your school, achieves the goals of Camp Seymour's environmental education, and provides a program that complements school curriculum. Our curriculum guide outlines how our curriculum meets Washington State Standards and Next Generation Science Standards. Below are our goals:

- ✓ **To foster an awareness of and an appreciation for the natural world.**
- ✓ **To increase knowledge of ecological concepts.**
- ✓ **To help students understand and experience the relationship between themselves and the natural world.**
- ✓ **To strengthen social relationships, encouraging cooperation and communication.**
- ✓ **To promote personal growth, self-confidence, and a sense of belonging in young people.**
- ✓ **To increase understanding of the effects of choices students make.**
- ✓ **To increase students' enjoyment of and comfort in the natural world.**
- ✓ **To foster the YMCA values of Responsibility, Caring, Respect, and Honesty.**
- ✓ **To support students in reaching the Washington State Standards and Next Generation Science Standards.**

# OEE PROGRAM OVERVIEW

## **A Puget Sound Tradition**

YMCA Camp Seymour opened its doors to camping in 1905! It began with a group of boys in one single tent and has grown dramatically in the last century and now serves upwards of 15,000 participants each year in all its programs. Camp Seymour is part of the YMCA of Pierce and Kitsap Counties. We have been serving schools as a site for Outdoor and Environmental Education Programs since 1969. In 1988 Camp Seymour developed its own OEE curriculum and starting offering its own OEE programs. As of now, Camp Seymour serves over 130 different schools and over 11,000 participants for their OEE experience.

## **Setting: Beautiful and Quiet Glen Cove**

Camp Seymour is located on a ½ mile beachfront property on Glen Cove in Puget Sound just 20 miles outside of Tacoma. We have 137 acres of 2<sup>nd</sup> and old growth forest ecosystems at camp creating a true wilderness feeling right outside the city.

## **Strong Staff Team**

Teachers that bring their classes to Camp Seymour consistently list “the staff” as one of the biggest strengths of the OEE program. The OEE program is run by Directors Becca and Scott Gjertson who have been working at Camp Seymour since 2001. They hire a professional staff of college-educated naturalists as well as naturalist interns. The naturalists come from all over the country bringing knowledge, experience, and energy to our program. They are dedicated, passionate, and eager to serve all of our participants. The camp team also includes a hard-working maintenance crew who keeps camp looking clean and makes improvements to the facilities on a regular basis, a diligent kitchen workforce who serves well-balanced meals, and an administrative and support staff.

## **Facilities**

**Accommodations:** Camp Seymour has 17 heated cabins each with an indoor bathroom and shower. Each cabin sleeps 12-14 people in bunks with a small adjoining cabin leader room without a door, so cabin leaders can keep an eye on their students. We have six rustic yurts with restrooms close by. There is a shower house with individual stalls in main camp for those cabins that want to be able to shower all at the same time. (See page 26 for Cabin Names and Capacities)

**Teacher/School Leader Housing:** Some teachers coming to camp do not bring their own cabin leaders and choose to stay in cabins themselves. If teachers choose to bring other cabin leaders to chaperone the cabins, Camp Seymour has limited teacher housing available. We have two heated dormitory style houses in main camp. Each house has restrooms with showers and bedrooms with bunk beds, desk, and dresser. Please inform Becca or Scott how many teachers you will be bringing, and we will designate housing. Please note that when there is more than one school sharing camp at a time, teachers may be sharing housing with teachers from another school.

**Program Facilities:** Camp boasts of having a Marine Science Center with large touch tanks featuring invertebrates from the Puget Sound, a Reptile Room with several snakes, lizards, and turtles campers can handle, a Living Machine<sup>®</sup> (our waste water treatment system that uses plants instead of chemicals), a High and low challenge course, a 37 ft. climbing wall, a large playfield, a fully-equipped waterfront, archery range, ball courts, covered and open outdoor campfire amphitheaters, a challenge course, zip lines, a seasonal outdoor pool, and more.

## TEACHER / SCHOOL STAFF RESPONSIBILITIES

- Provide at least one adult cabin leader per cabin (**we strongly recommend and prefer two**).
- Run WA state background checks on all chaperones.
- Conduct a cabin leader training prior to camp. A Cabin Leader Manual was sent with this manual and is available online. We conduct an on-sight orientation for all cabin leaders within the first few hours of arrival.
- We hope to teach all of the classes while you are here, but there may be times when we need teachers to teach one set of classes. In the rare event that you do need to teach a class, you can utilize your own curriculum or use one of Camp's classes such as orienteering. Camp Seymour staff can teach the first class for teachers to observe.
- Medications, first aid, and sick or injured camper transportation are the responsibility of the school staff while at Camp. (see page 13)
- Provide durable, waterproof nametags for your students, cabin leaders, and teachers. This helps the Seymour Staff get to know the participants better and the cabin leaders to learn their campers' names faster.
- Provide at least one (2 is better) teacher, cabin leader, or other adult for each class taught by Camp Seymour staff. Provide them with a list of who is in the learning group.
- Ensure that students are supervised at all times during your stay. This includes between classes and activities and after lights out in the evening. (see page 13)
- Be responsible for cabin supervision after 9:00 pm. A check of cabins to see that everyone is settled and subsequent patrols are recommended.
- Teachers are responsible for leading **ONE EVENING ACTIVITY EACH NIGHT**.
- During meals, there must be at least one school chaperone (teacher or cabin leaders) at each table.
- Assign parents, teachers and other chaperones to help supervise the following areas during recreation time: ball courts, waterfront as lookouts, archery, and pool (seasonally).
- **School Visitors:** Principals, school counselors, and other school staff are welcome to visit. All visitors need to check in at the Camp Office. Teachers will need to be available to greet guests. Please plan accordingly. **-Please notify the OEE Director before coming to camp if you plan to have guests staying for a meal.**
- **Parent or Family Visitors:** We strongly advise against parents or other family members from visiting during their child's camp experience. All people on site should have a background check on file, and schools are responsible for all guests. By having a camp experience without visiting family members, students have the freedom of building community here as well as learning how to be independent at camp. We also very seldom have issues with homesick campers. Once a parent shows up or speaks to their child on the phone, many students start displaying signs of homesickness that were not there before. Teachers will need to be available to greet family guests as well.

Please plan accordingly - All visitors need to check in at the Camp Office located in the Dining Hall building and will be charged a minimum \$10 guest fee.

- Give a minimum of one week's advance notice if more than three guests are expected at a meal. We need to make sure we order enough food. Keep track of all extra meals (visiting parents, teacher spouses, resource people, etc.). Each additional meal is a minimum of \$10.
- You will receive an evaluation form at your last meal. Complete and return the program evaluation to the OEE directors.
- Check with Becca or Scott Gjertson before making any schedule changes.
- The head teacher will meet with OEE directors prior to leaving camp to finalize billing. The final bill will be e-mailed after your departure.

## **Supervision and Discipline**

**Schools are responsible for the supervision of their students and Cabin Leaders at all times.** This supervision of students can be provided by teachers or other leaders recruited by the school. During class, disruptive students will be referred to the group leader, and ultimately the teachers. In the event of a serious breach of camp rules by students or Cabin Leaders, the school will be asked to remove the student(s) or Cabin Leaders from camp property. An example of a serious breach of camp rules includes, but is not limited to acts or threats of violence, vandalism, and behaviors that threaten the safety of other students, participants, or staff.

## **First Aid, Emergencies, and Medical Needs**

Have names and addresses of all participants, a health history for each participant (camper, staff member, and cabin leader) which includes emergency contacts, numbers, and parental authorization to seek emergency treatment for any minors on site without a parent (or a signed religious waiver)). (AD 44.1)

Please fill out and send in The Medical Alerts and Allergies information (pg. 38) no later than two weeks prior to your camp visit. Please include any known allergies or health conditions that require treatment, restriction, or other accommodations while on site.

Participant medications are the responsibility of the group leaders. You are asked to designate a nurse, teacher, or parent as the medical contact and the person responsible for all camper medications. All medications (both prescription and over-the-counter) must be locked and stored except when in controlled possession of the person responsible for administering them. (AD.44.2) Seymour staff is not responsible or allowed to give medication to participants.

While you are here, you, the teacher, are responsible for first aid. We advise group leaders to have adults with age appropriate First Aid and CPR certifications from nationally-recognized providers on duty for emergency care while at camp. Please bring your own first aid supplies including a thermometer. Camp will provide somewhere to store the supplies if needed. All Seymour Outdoor and Environmental Education staff are trained in First Aid and CPR and will use their training if needed, but the school staff is the primary resource. (HW-1)

Health and accident insurance is the contracting group's responsibility. Proof of insurance for the school is required when contracting with Camp Seymour. Please send that in when you return your contract.

It is the school's responsibility to make previous arrangements to have an emergency vehicle to take a child to the hospital or treatment center for non-emergency care, or to take a sick or contagious child home. (TR-1) Find out your school's policy on transporting kids and make a plan. In the event that an ambulance is called, the school is responsible for providing someone to ride with the participant to the hospital. Teachers are given an Emergency Orientation upon arrival with information on the closest First Responders and how to call in the event of an emergency. (TR-1)

The OEE Director (or one of the Camp Seymour staff if the Director is unavailable) must be notified of any accidents requiring medical attention, incidents requiring follow-up, and accidents regarding camp safety that were not attended to by a Camp Seymour staff member. Please inform the OEE Director if any form of communicable diseases or conditions is discovered on a participant while at camp, such as lice, etc.

We request that any students sick with vomiting or diarrhea or with a fever within 24 hours of arriving at camp stay at home until they are 24 hours free of fever without medication. Please do not bring students who have lice. If a camper gets a fever or vomits while at camp we ask that the student is sent home immediately. Teachers should notify the OEE Directors immediately of any participants being sick (fever, vomiting, etc.), so that we can sanitize the appropriate areas.

# TEACHER'S CHECKLIST

<b>PRIOR TO CAMP VISIT:</b>	
<input type="checkbox"/> Contract returned signed with deposit and certificate of insurance	<input type="checkbox"/> Transportation arranged
<input type="checkbox"/> Completed "School Information Form" (see pgs. 36-37) and sent in at least 3 weeks prior to your camp session	<input type="checkbox"/> Make nametags that are durable enough to last the whole camp trip for your campers, cabin leaders, and teachers
<input type="checkbox"/> Camp Informational Night for parents and students (optional). (OEE Staff are available to attend these meetings).	<input type="checkbox"/> Cabin leadership finalized (pgs. 27-31).
<input type="checkbox"/> Washington State Patrol background checks should be performed for all leaders. (Check with your school's human resources department)	<input type="checkbox"/> Cabin roster completed. OEE Directors will assign cabins (see pg. 26).
<input type="checkbox"/> Students divided into learning groups and cabin leaders notified of when they have KP (Kitchen Patrol). OEE directors will assign learning group names, how many learning groups you have, and when cabins have KP.	<input type="checkbox"/> If you are bringing less people than your contracted amount, call the OEE Directors at least 60 days before coming with your changed numbers to avoid paying 90% of the contracted rate.
<input type="checkbox"/> Make a copy of the schedule, the learning groups, and a map of camp for your cabins leaders and other teachers. (OEE Directors will prepare your class rotations along with the daily schedule and send it to you upon completion).	<input type="checkbox"/> Obtain health histories of all students, teachers, and cabin leaders. Health histories for students must include an "Emergency Authorization to Treat" form signed by a parent. Bring these with you to camp. Teachers are acting "in loco parentis" while at camp.
<input type="checkbox"/> Set up a Cabin Leader Training Day/Night. It is important to give cabin leaders (parents, teens, college students) proper training. A Cabin Leader Manual is available online. Camp staff can lead a cabin leader training and/or a child abuse prevention training.	<input type="checkbox"/> Fill out the Medical Alerts, Special Needs, Dining Hall and Dietary Restrictions sheets (found on our website and in this manual on pgs. 38-39). This should be sent in no later than two weeks before your arrival.
<b>BRING TO CAMP:</b>	
<input type="checkbox"/> Medical forms, cabin lists, learning group lists, copies of your group's schedule, class rotations. (Camp will send you your schedule and learning group rotations. Please make extra copies for your use.)	<input type="checkbox"/> Walkie Talkies for your teaching team and cabin leaders (optional, but recommended)
<input type="checkbox"/> A letter written and signed by your principal which indicates the number of students coming to camp who receive Free or Reduced lunch.	<input type="checkbox"/> First aid kit for your group, thermometer, bandaids, etc., as well as any medications under locked control
<input type="checkbox"/> Sack lunches for the first meal (extras for students who forget).	<input type="checkbox"/> Consider bringing a few "special" stuffed animals to help with homesick kids.
<input type="checkbox"/> Nametags	<input type="checkbox"/> Flashlights and extra batteries

## RULES AND GUIDELINES FOR SCHOOL USE OF CAMP SEYMOUR

The YMCA Camp Seymour staff is very proud to serve you. We are equally proud of our exceptional facilities and ask that you help maintain them by following these rules:

1. Respect the natural beauty of camp by using the trash containers and recycling bins around camp, by not disturbing plant or animal life, and by walking only on marked trails. Please refrain from bringing pets.
2. The possession of firearms or other weapons, and the consumption of alcoholic beverages or controlled substances/illegal drugs are **prohibited** on camp property.
3. **No smoking** in the camp area. Tobacco smoking is permitted by adults 19 and older in the upper loop of the upper parking lot only when children are not present. (Please dispose of cigarette butts in trash receptacles.)
4. Vehicles are not permitted beyond the parking areas without prior permission of the camp or OEE director. Vehicles are to be parked in the upper parking lot. Campers and cabin leaders carry their own luggage to their cabins. Teachers may drop off their supplies at their housing and then park back in the upper parking lot. We ask that additional cars do not drive into main camp to unload luggage at individual cabins.
5. For your safety, please stay out of the cabin lofts and off the rafters.
6. We encourage you to refrain from eating candy and gum during your stay. This helps to prevent litter problems and the harmful effects they have on our animal residents. Please refrain from eating any foods in cabins.
7. Camp noise curfew is 10:00 p.m. We have understanding neighbors on Glen Cove, but we like to allow them to have quiet evenings. Campers must stay inside after 10 pm unless there is an emergency.
8. Please help us to conserve energy by turning off lights and heat and by closing doors when leaving the cabins.
9. Before departure, please sweep out your cabins and return all program and sports equipment, chairs, mattresses, etc. to their original locations.
10. Please take your garbage bag and recyclables to the Environmental Center to be recycled.
11. An added fee will be charged for misuse of facilities or equipment resulting in damage or loss. This includes discharged fire extinguishers, graffiti, and broken windows.

## **A TYPICAL 3-DAY OEE SCHEDULE**

### **DAY 1**

10:30 a.m. Arrive at Camp Seymour's upper parking lot where the Seymour Staff greet you  
10:45 a.m. Seymour Staff takes you to drop luggage off on porches and on a camp tour  
11:30 a.m. LUNCH (a sack lunch brought by the students) at the Cove Bowl  
12:00 p.m. All group recycling led by Seymour Staff and Restroom Break  
12:15 p.m. Meet back at the Cove Bowl for Welcome and Introductions  
12:40 p.m. Dismiss for classes  
12:45 p.m. CLASS 1  
2:00 p.m. Meet at the Triangle (Restroom Break)  
2:05 p.m. CLASS 2  
3:20 p.m. Meet at the Triangle to regroup and Seymour Snack  
3:30 p.m. Recreation Time  
4:30 p.m. Everyone meet at the Triangle to regroup. Move in to cabins, and make up a cabin cheer. Return to cabins to wash hands for dinner.  
5:05 p.m. KP to the Dining Hall  
5:15 p.m. Line up outside the Dining Hall – FOOD WASTE CHALLENGE!!  
5:30 p.m. DINNER KP group stay after for clean-up  
7:00 p.m. Group Games (led by the School Teachers)  
8:00 p.m. Campfire (led by Seymour Naturalists)  
9:00 p.m. Return to cabins  
10:00 p.m. LIGHTS OUT!! GOOD NIGHT!!

### **DAY 2**

7:45 a.m. KP group meet the Camp Seymour hosts at the Dining Hall  
7:55 a.m. Everyone else line up outside the Dining Hall  
8:00 a.m. BREAKFAST KP group stay after for clean-up  
9:05 a.m. Meet at the Triangle  
9:10 a.m. CLASS 3  
10:25 a.m. Meet at the Triangle (Restroom Break)  
10:30 a.m. CLASS 4  
11:45 a.m. Meet at the Triangle to regroup. Walk to the shower house to wash hands for lunch.  
11:50 p.m. KP group meet the Camp Seymour hosts at the Dining Hall  
12:00 p.m. Everyone else line up outside the Dining Hall  
12:05 p.m. LUNCH KP group stay after for clean-up  
1:10 p.m. Meet at the Triangle  
1:15 p.m. CLASS 5  
2:30 p.m. Meet at the Triangle (Restroom Break)  
2:35 p.m. CLASS 6  
3:50 p.m. Meet at the Triangle for recreation time instructions and snack  
4:00 p.m. Recreation Time  
5:00 p.m. Meet back at the Triangle to regroup. Return to Cabins and wash hands for dinner  
5:15 p.m. KP group meet the Camp Seymour hosts at the Dining Hall  
5:25 p.m. Line up outside the Dining Hall  
5:30 p.m. DINNER KP group stay after for clean-up  
7:00 p.m. Cabin time (prepare for skits)  
8:00 p.m. Campfire/Skit Night with cabin skits (led by the Seymour Naturalists)  
9:00 p.m. Return to cabins  
10:00 p.m. LIGHTS OUT!! GOOD NIGHT!!

### **DAY 3**

7:45 a.m. Cabin Clean-up and move out  
8:15 a.m. KP group meet the Camp Seymour hosts at the Dining Hall  
8:25 a.m. Line up outside the Dining Hall  
8:30 a.m. Breakfast KP group stay after for clean-up  
9:30 a.m. Camp Clean-up  
9:45 a.m. Ball Courts open  
10:15 a.m. Camp Olympics led by the Seymour Naturalists  
11:15 a.m. KP group meet the Camp Seymour hosts at the Dining Hall  
11:25 a.m. Everyone line up outside the Dining Hall  
11:30 a.m. LUNCH (time may vary between 11:15–12:30) KP group stay after to clean-up  
12:35 p.m. Board buses and Depart for home!



# CREATING YOUR SCHOOL'S OEE EXPERIENCE

Each school's schedule will vary slightly. The OEE Directors will work with you to develop a schedule for your school. Included in the appendix of this manual on pages 39-40 is a School Information Form for you to fill out. Please fill out this form and send it back at least 3 weeks before your scheduled arrival date. We use this form to create your schedule for you. It is common for schools to be sharing camp with another school; the OEE Directors use the School Information Sheets from both schools to create schedules that work for everyone.

**Returning Schools please take note**-we take numerous notes of your school's experience and traditions, but sometimes we forget small details! Please remember to share with us: the ways you have done things, the flow of things you have come to expect, etc. That being said, we are continually expanding and growing our program to make it better each year, so don't forget to try something new!

## Curriculum

Camp Seymour has over 20 different Outdoor and Environmental Education classes from which teachers can choose. Our classes have been aligned with the WA state Essential Learning Requirements and Next Generation Science Standards. Please see our **Curriculum Guide** and Reference Sheet (separate documents) with class listings, descriptions, and standards alignments.

## Class Set-up

**Organize Your Campers into Learning Groups.** Learning groups are the small groups in which students attend classes. The learning group size will depend on the total number of campers and whether there are any other schools in camp. **Becca or Scott will assign how many learning groups your school will have and the learning group names (requests are OK).** We suggest that learning groups consist of both girls and boys, are evenly divided, and that they are a mix of campers from different cabins. Groups rotate in a "Round Robin" style to each class. Becca or Scott will create a rotation schedule that works for your school group. Regardless of how many learning groups your campers are in, each learning group will rotate through each of the scheduled classes.

## Recreation Time

We offer a Recreation/free time for students each full day of your stay while at camp (we do not offer an open Recreation time the last morning). This is a time when campers do not have to travel in learning groups or with cabins, but travel in a "Truddy" (yes that's camp talk for groups of 3 or more) to any of the different program areas that we have open for them. Seymour Staff will assign what program areas are open for recreation, and they may include Canoeing (only if the students take Canoeing as a class), Archery, Big Canoe, Reptiles, Touch Tanks, the Ball Court, and the Pool (seasonally). Camp Seymour Staff run all of the Recreation time areas, but we could use extra help at all of the recreation time areas, but the places that we **require additional assistance** (from either a cabin leader or teacher) are **Canoeing** (as a lookout), **Archery**, the **Ball Court** (the school staff would be solely responsible for this recreation time area), and seasonally the **Pool**.

## Evening Activities

Most schools choose to have two evening activities planned each night after dinner from 7:00-8:00 p.m. and from 8:00-9:00 p.m. Seymour staff will plan and run **one** after-dinner activity per day, by request. We request that the teachers run the other evening activity. Please see the following list for Evening activity options:

- ACTION AUCTION** Action Auction is a semi-competitive activity to improve teamwork and group spirit through creatively completing activities and learning more about one another. Each round will have a winner, but amazingly each group will win at least once by the end.
- BINGO** Another classic fun activity for the entire group. It is also a good rainy day recreation option. Camp Seymour has all of the equipment needed, but we recommend that teachers bring prizes to spice it up a bit! (Can be run by a Teacher)
- CAMPFIRE** A chance for everyone to participate in songs, skits, and stories led by the Seymour Staff.
- CAMP OLYMPICS** Cabin groups travel to various stations to 'compete' in events that stress support, cooperation, and cabin spirit. (Also available as a last morning activity) (**Sufficient daylight required for this activity**) (Can be run by a Teacher). This activity needs support from Cabin Leaders.
- DANCE** All-school age-appropriate dance in the dining hall. (Can be run by a Teacher)
- ECODRAMAS** Students work in groups to act out ecological concepts and terms, similar to charades, allowing all participants to guess the correct answer. One card, for example, states: "Trees dropping cones, cones become seeds, then saplings, then trees." (Can be run by a Teacher)
- EGDELWONK** A game-show style trivia game for the new millennium! Students test their knowledge of subjects they learned in camp classes – it's a great review the last evening and a lot of fun!! (Also available as a last morning activity) (Can be run by a Teacher)
- FIELD GAMES** Kick-ball, Whiffle-ball, soccer, ultimate Frisbee, basketball, etc. A good chance for everyone to run off any extra energy. (Also available as a last morning activity) (**Sufficient daylight required for this activity**) (Can be run by a Teacher)
- FISHING FOR THE FUTURE** Through a fishing simulation, students model several consecutive seasons of a fishery and explore how technology, population growth, and sustainable practices impact fish catch and fisheries management. As students progress through the fishing seasons, they will likely overfish their oceans and will have to migrate to other oceans to meet their basic needs. Adapted from Facing the Future curriculum. This activity is recommended for 6<sup>th</sup> grade students or older.
- GROUP CHARADES** A classic. Always good for a laugh. (Can be run by a Teacher)

- LIFE & DEATH IN THE ESTUARY** Students become herbivores, omnivores, and carnivores. They must survive life in the estuary by meeting their needs in the food chain. Can they collect enough food and water without being eaten? Beware; wildlife biologist (adults) will capture any creature breaking the laws of nature. (**Sufficient daylight required for this activity**) (Also available as a class or last morning activity)
- NIGHT WALK** Designed to help students feel comfortable in the outdoor night world. No flashlights will be needed as groups walk through the forest. Activities will focus on nocturnal adaptations. (**Sufficient darkness required**. Only available during the fall and throughout the winter.)
- PICK-A-BALL** An exciting version of Capture the Flag, using dozens of plastic balls – double the fun!! (**Sufficient daylight required for this activity**) (Also available as a last morning activity)
- REPTILES** Camp Seymour’s reptile program can be presented as an evening activity for groups of **50** or fewer per session. Live reptiles are presented in this program.
- SKIT NIGHT** Students prepare skits to present during a campfire program. (Can be run by a Teacher)

### Final Morning Activities

On the last day at camp, most schools leave after lunch, allowing them some time in the morning for a final activity led by either the school or Camp Seymour Staff. Below is a list of ideas that can be done on the last morning:

- ACTION AUCTION** Action Auction is a semi-competitive activity to improve teamwork and group spirit through creatively completing activities and learning more about one another. Each round will have a winner, but amazingly each group will win at least once by the end.
- CLOSING STRING** In this closing reflective activity each student makes a string bracelet to take home with them as a reminder of all the things they learned while at camp. Please Note: We utilize the cabin leaders for this activity to help debrief with each group at the stations.
- CAMP OLYMPICS** Cabin groups travel to various stations to ‘compete’ in events that stress support, cooperation, and cabin spirit. This activity can be led by Seymour Staff (with Cabin Leader support) or School Staff. (also available as an evening activity during daylight savings time)
- EGDELWONK** A game-show style trivia game for the new millennium! Students test their knowledge of subjects they learned in camp classes. It is a great review the last morning and a lot of fun!! This activity can be led by Seymour Staff or School Staff. (also available as an evening activity)
- FIELD GAMES** Kick-ball, Whiffle-ball, soccer, ultimate Frisbee, basketball, etc. A good chance for everyone to run off any extra energy. This activity can be led by Seymour Staff or School Staff. (also available as an evening activity during daylight savings time)

**LIFE AND DEATH IN THE ESTUARY**

Students become herbivores, omnivores, and carnivores. They must survive life in the estuary by meeting their needs in the food chain. Can they collect enough food and water without being eaten? Beware; wildlife biologist (adults) will capture any creature breaking the laws of nature. This activity is led by the Seymour Staff. (also available as an evening activity during daylight savings time)

**PICK-A-BALL**

An exciting version of Capture the Flag, using dozens of plastic balls – double the fun!! This activity can be led by Seymour Staff or School Staff. (also available as a class or an evening activity during daylight savings time)

**JOURNALING**

This is another great activity for teachers to lead. Teachers can download a journal template off camp’s website, or create their own. The last morning is another great time to have the students reflect on their experience at camp.

**AWARDS CEREMONY**

Teachers/cabin leaders can make awards for each of their students and present them in a ceremony or come up with a creative way to wrap up the Camp experience. See below for Awards ideas and our website for an Award template.

**AWARDS - AWARDS - AWARDS**

Kids like to be honored with an award at camp. Teachers are responsible for awards if you choose to give them out. Check out our website for a "Certificate of Achievement" award that Camp Seymour has provided for your use to hand out to your campers. Some additional ideas for awards are:

For Cabin Groups:

- Clean Cabin Award
- Good Table Manners
- Spirit Award (for being most enthusiastic)

For Individuals:

- Most Enthusiastic
- Best Volunteer
- Most Positive
- Most Friendly
- Best Participation in Classes
- Most Helpful
- Nature Nerd!
- Etc...

\*Individual awards should be given for positive behavior only.

## Dietary Needs

Camp Seymour's Kitchen staff does an amazing job of creating healthy, kid friendly meals with options that please the average person. We serve all meals family style with an additional fruit bar at breakfast and a salad bar at lunch and dinner. We know that more and more allergies are common amongst school children, and we are doing our best to work with and provide healthy options for all participants. We are able to accommodate many different dietary restrictions and allergies, but others are very difficult for us to serve.

**Peanut and tree nut allergies:** During the school week, we do not serve any peanut or tree nut products or anything that has those items in them.

We offer vegetarian options whenever meat is the main dinner options for those participants who are vegetarians (as long as we have been informed ahead of time, so we know how many people for whom we should buy). We do not advertise the vegetarian option at each meal, so please inform your vegetarians that once the hoppers have gone through in the Dining Hall to get each table's tray, the participants who are vegetarian may take their plate into the kitchen to get the veggie option.

We offer soy milk for those participants who are lactose intolerant. Ask the Seymour Staff upon arrival where we keep it when those participants would like it.

Allergies such as soy and gluten are much more challenging for our kitchen staff. Some of the food we serve is soy and/or gluten free, but there are some meals where we request participants to supplement their own food. We recommend participants bringing their own food bring a small cooler (labeled with the name and school) and a dry bag (again labeled with the name and school) for the items they are bringing. The kitchen staff would be happy to store food in the kitchen and heat it up for participants, as long as everything is well labeled with the participant's name and instructions on what needs to be done.

The kitchen staff has a binder with all of the ingredients for each product that they use, so anyone with allergies or needs can individually check each item for ingredients. If any participants have further questions about food and allergies, please have them contact the OEE Directors, and we will get them in contact with our kitchen manager when appropriate.

In order for us to work with schools and provide healthy options, we need help from the teachers. **Please let us know at least two weeks in advance** of your camp arrival date what participants you have with food allergies or preferences and what they are. Please make sure that you check with the students, but also the cabin leaders and teachers as well. We want to ensure that everyone is happy with their meals at camp.

## Snacks at camp

The kitchen staff at YMCA Camp Seymour take pride in offering wholesome meals for students. In addition, we will provide a snack each afternoon before recreation time.

Camp Seymour will not be providing any other snacks during your stay. If you would like snacks at night for example, schools are encouraged to bring their own. Many of our schools ask for snack donations from their parents. If your school chooses to bring your own snacks, Camp will provide a storage area in the dining hall, or you may store the school snacks in the teacher housing. Examples of free Camp snacks include: popcorn, pretzels, and fruit. Please note: We cannot store any snacks for you that contain any nut or peanuts due to the number of allergies.

**Please do not store snacks in cabins!** Snacks stored in cabins attract rodents such as mice and squirrels. Snacks eaten in cabins create an unnecessary mess on cabin floors and on mattresses.

**Please ask your cabin leaders not to bring snacks!** When cabin leaders bring snacks for their cabins it creates the problems listed above. It creates problems for the cabin groups who do not have extra snacks. If cabin leaders still want to bring snacks, please have them bring enough for the entire group and store them in the teachers' quarters or in the kitchen.

### **Trading Post** (the Camp Store: Pre-orders only)

Please note that purchasing items from the Camp Seymour store in person will not be an option during your visit. We are offering store pre-orders by school, however. Please e-mail Diane at [djackson@ymcapkc.org](mailto:djackson@ymcapkc.org) for more information about pre-orders as a school group.

### **Reserving a Date**

The Camp Seymour OEE Staff works very hard to ensure that every school has a wonderful experience while at camp. For the last decade plus we have maintained a 95% or higher return rate for schools. Once a school gets on our OEE Calendar, that school has the same corresponding dates year after year as long as they want them. We have some schools that have been in their same dates for over thirty years. When a school decides not to return or they have to move dates due to spring break, etc. we try to offer those dates to returning schools on our waiting list that are requesting another date. We keep this ongoing waiting list for schools who don't currently have dates for our program as well as schools that have dates but would like dates at another time. Once we get a school into our program we do our best to take care of them.

At the end of each school's stay, Scott or Becca will give the lead teacher a Contract Request Form for the following year. We require these to be returned to us within three weeks of the school's visit, or those dates will become available to another school on our waiting list. We know that 90% of schools would like a Wednesday through Friday date in May or June, but we don't have any openings during that time. We can assure you that regardless of the time of year (or weather) your school comes to camp, we will provide an environment where your students can have a fun, safe, and successful camp experience.

# What to Expect at Camp Seymour

## Sharing Camp and the Camp Community

There is such a need and demand for Outdoor and Environmental Education today! As a result, Camp Seymour is basically full year round serving over 130 different schools from the state of Washington. This means that most of the time schools will be sharing camp with other schools (the exception is when we have large schools of 220 or more). When we have more than one school at camp at a time, the schools have separate learning groups, classes, and most evening programs (though we do highly recommend All Camp Campfires led by the Seymour Staff, because it is a great way to break the ice between two schools), but the schools do share meal times in the Dining Hall as well as Recreation Time in the afternoons. The Outdoor Education Staff work with multiple schools at a time on a regular basis, but teachers and campers may not be used to sharing camp. On the rare occasions when conflict arises between schools sharing camp, teachers are responsible for working out any issues with the other school in a respectful way. Sharing camp can truly be a positive and fun experience for everyone.

We have provided a few tips to making sharing camp a better experience for all campers.

- 1) Inform your students, cabin leaders, and teachers before arriving at camp that they will be sharing camp with another group of students.
- 2) Contact the OEE Director, and find out what school will be sharing camp with you. Then contact the other school and create a relationship with the other school ahead of time. Camp has one set of schools that is pen pals with another school before coming to camp. When they arrive at camp, they get to meet their pen pals for the first time. What a fantastic opportunity for those students!
- 3) A successful time at camp starts with the adults. If the adults can show they can successfully share, it makes it easier for the campers to share. Sharing, tolerance, and respectfulness are important life skill we can teach. If student behavior from another school needs to be corrected, please let that student's teachers deal with that correction.
- 4) Please let all of your participants know that while at camp we are one big camp community. We are all working towards the same large goal of learning and growing in this incredible space. If we can all work together, we can all have an amazing experience!
- 5) Request to come with a neighboring school.

## Check-in Procedures

Plan to arrive between 10:15 and 10:45 if possible at the large upper parking lot. Camp Seymour staff will meet and direct students and chaperones. It helps speed up the process if students and chaperones already know their cabin assignments **before** arriving at Camp. School staff may drive into lower camp and unload gear at the Hut or Owl's Nest (teacher housing) after the campers have been sent on their tours. We ask that additional cars do **not** drive into main camp to unload luggage at individual cabins.

Students and chaperones will be instructed to gather their luggage, get into cabin groups, and meet the Seymour staff at the end of the parking lot. Everyone will then carry their own luggage to their cabins (10 – 15 minute walk). Camp Staff (Naturalists) will take cabin groups on guided tours, stopping to **drop off** luggage on the porch of their cabin (not moving in at this time), grab their sack lunch, and take whatever they need to be outside the rest of the day (rain gear, warm layers, journals, water bottle, etc...).

While students and chaperones are moving luggage and getting a tour of Camp Seymour, the school staff will meet with the OEE director to go over the schedule, emergency procedures, and any last minute changes or updates.

## **Camp Orientation and Chaperone Meeting**

Everyone should meet at the designated area with sack lunches at the scheduled time. Students should sit with their entire cabin group. Students are instructed to hold on to their garbage and recycling. Towards the end of lunch, the OEE directors will lead a chaperone (cabin leader) orientation. Students then watch a safety / orientation skit. Naturalists will dismiss cabin groups one at a time after lunch and assist students with recycling as much of their sack lunch as possible. Schools meet at a designated area for the start of classes (see schedule for additional details).

## **Food Waste Challenge**

At Camp Seymour we give every school group our Zero Food Waste Challenge. This challenge is to get people thinking about how much energy went into making the food we eat. We actually weigh all of the scraps of food (ORT) left on the plates of the whole group at the end of the meal. Then we announce the weight, and if the whole group gets "ZERO FOOD WASTE" for a meal, then the school name goes up on our "ZERO FOOD WASTE HALL OF FAME" (a slide on our slideshow in the Dining Hall) The idea is not to force kids to eat everything on their plates or to make them feel badly, but to get them to think about how much they really want to eat before they load up their plates! We want the kids to have a positive eating experience, but we want them to think while they eat! We go over this concept at the first meal, but if you would like to introduce it to them before their arrival, that would be wonderful!

## **Activate America and YMCA Camp Seymour**

Camp Seymour is part of a nation-wide effort to fight childhood obesity; this effort is called, "Activate America." What does this mean? You may see healthy choices in our food service. Please inform your campers, cabin leaders, and other school staff that a lot of physical activity happens at Camp, including walking up and down hills multiple times a day. We encourage your participants to increase their activity level before coming to camp.



## Fundraising Ideas

Camp Seymour is very aware of the financial restraints that schools and parents are facing. We do everything we can to keep our cost as low as we can without compromising the integrity of our program. Public school bringing 5<sup>th</sup> and 6<sup>th</sup> grades should check out the Outdoor Schools Washington website for information about financial support available through the state.

Many schools choose to do fundraisers to take some of the burden off the students' families. Here are a few examples of fundraisers that some schools are doing:

**Camp Movie:** Have a parent or teacher make a DVD with all the photos / videos and sell it to the kids for \$20 each. The money goes toward the campers who will be going to camp the next year!

**Camp Photo Calendar:** Make a calendar with photos of the students who just came to camp and use the money for next year's campers.

**Ice cream bars and Beef jerky:** One school sells ice cream bars on Fridays in the lunch room and beef jerky out of the main office. The money from the beef jerky and ice cream combined pays for 60% of camp!

**Seasonal and year round items:** Many schools sell gift wrap and gift cards (such as Target cards), popcorn, flowers, etc. It is even better if you can find some good environmental products to sell. Human-i-tees donates some of their profits to groups protecting the environment. Their website is [www.humanitees.com](http://www.humanitees.com). For a "green" fundraising organization try Flower Power Fundraising ([www.flowerpowerfundraising.com](http://www.flowerpowerfundraising.com)).

**Spaghetti Dinners:** One school has the students sell tickets for \$10. \$6 of that goes to their camp tuition, and \$4 goes to cover food costs. The teachers and PTA cook and serve the pasta. You could also encourage your local grocery stores to donate the ingredients.

**Car Wash:** Check with your local stores to see if they will donate the supplies (look for environmentally friendly soaps and supplies), and all you need is a water source.

**Bake or Craft Sale:** Another typical fundraiser, but that is because it works!

**Litter-a-thon:** What a great way to get the kids geared up for Environmental Education by having a hands-on clean-up! Have your students get pledges for a litter pick-up. This could be done by the hour or by the bag full. Perhaps you can find an area of concern in your community and bring about some positive change to your efforts.

**Restaurant Take-over's:** A variety of restaurants offer take over's where schools can earn a percentage of the proceeds to go towards camp. Everyone has to eat...right?

**Grants:** Identify a grant that funds Environmental Education. We can even tailor your program to meet grant requirements.

## CABIN ASSIGNMENTS

**TEACHERS:** Please check with the OEE Directors **before** you assign cabins. We will let you know how many cabins and which ones you have available to use. Then, you may use the following list to help decide how many to put in each cabin. We have compiled a list of all the cabins and the number of beds each cabin contains (both camper and adult). Some cabins will sleep more individuals with mattresses added to the floor, but check with the OEE Directors first to ensure we comply with fire code regulations on cabin capacity. The Seymour Staff will work with you on adding mattresses should the need arise.

<b>Cabin Name/Number</b>	<b># of Beds (Campers)</b>	<b># of Beds (For Adults)</b>	<b>Maximum Occupancy</b>
Chinook 1	12	2	14
Nisqually 2	12	2	14
Huckleberry 3	12	2	14
Heron 4	12	2	14
Fir 5	12	2	14
Raven 6	12	2	14
Madrona 7	12	2	14
Osprey 8	10	2	12
Sockeye 9	10	2	12
Quinault 10	10	2	12
Cedar 11	10	2	12
Eagle 12	12	2	14
Puyallup 13	12	2	14
Trillium 14	12	2	14
Hemlock 15	12	2	14
Spruce 16	12	2	14
Alder 17	12	2	14

# CABIN LEADERSHIP (Recruiting and Training)

Quality cabin leadership is very important for a successful stay at Camp Seymour. A strong cabin leader helps to create a fun and enthusiastic cabin group as well as a safe space for learning. (Please see the **Cabin Leader Manual** for more detailed information on cabin leader training – available online.)

## RECRUITING CABIN LEADERS

When you are recruiting cabin leaders, consider these sources:

1. Parents make great cabin leaders as well as being valuable resources for the whole program. It is a great way for parents to become involved with your school.
2. High school students from your school district. Good sources to choose from are peer counseling groups, student leadership groups, and childhood development classes. **Seniors and juniors** are of an age appropriate for leading a cabin. We recommend that these students are carefully screened and thoroughly oriented. Candidates should be mature and safety minded. A genuine interest in working with children is very important.
3. College students may be more difficult to recruit but can provide excellent leadership.
4. Teachers and student teachers are potential cabin leaders, although this does add extra responsibilities to their stay.

\*Note: Washington State Patrol background checks should be performed for all cabin leaders. Any person with a conviction for a crime against youth or vulnerable adults will not be allowed to work/volunteer at camp. (Check with your school's human resources department).

## CABIN LEADER TRAINING

Because good cabin leadership is the key to a successful stay at camp, please plan to schedule a cabin leader training at your school using Cabin Leader Manuals supplied by Camp Seymour (also available for download at [www.campseymour.org](http://www.campseymour.org)). Camp Seymour staff members are available to assist you in your training.

## **SCHOOL STAFF\* TO CAMPER RATIOS:** (HR-9)

(\*School Staff is defined as leaders brought in by the school to stay in cabins with the campers and includes but is not limited to parent cabin leaders, teen cabin leaders, and teachers)

Good supervision is important to ensure a safe experience for campers. YMCA Camp Seymour strongly recommends the following school staff to camper ratios for the OEE program:

Camper Ages: 4-5 years	Ratio: 1 school staff/5 overnight campers
Camper Ages: 6-8 years	Ratio: 1 school staff/6 overnight campers
Camper Ages: 9-14 years	Ratio: 1 school staff/8 overnight campers
Camper Ages: 15-18 years	Ratio: 1 school staff/10 overnight campers

When bringing students with special physical, medical, or behavioral needs who require additional school staff support to participate in camp (e. g. physically or mentally disabled, emotionally disturbed, etc.), the following ratios of school provided staff support personnel to campers are suggested:

<b>Camper Description</b>	<b>School Staff</b>	<b>Campers</b>
Needing constant and individual assistance or supervision	1	1
Needing close, but not constant assistance or supervision	1	2
Needing occasional assistance	1	4
Needing minimal assistance	1	5

## **STAFF AGE RECOMMENDATIONS**

YMCA Camp Seymour camper supervision policy recommends that at least 80% of the school staff meeting "school staff to camper" ratios are at least 18 years of age or older. All school staff members are at least 16 years old **and** two years older than the minors with whom they are working.

# Cabin Leader Job Description

Being a cabin leader is a very important job!

Here is a list of duties and responsibilities for cabin leaders:

- Enforce YMCA Camp Seymour safety rules (such as travel in truddies; no running between areas; no climbing trees, rafters, or rock walls; no throwing rocks, sticks, fir cones, etc.) (To avoid saying "No" all week, use positive statements like "Walk!" instead of "No running!")
- Supervise campers at all times (Cabin Leaders are the sole adults responsible for supervision during the times when students are not in classes, rec. times, or evening program which includes: between classes, before and after meal times, between activities, and in cabins at night.)
- Attend classes to aid Camp Seymour instructors and be available if needed. Set a good example by being a good listener and being involved and interested in the classes. Do constant head counts.
- Make sure the students are arriving to classes, activities and meals on time.
- Aid the Seymour Staff during recreation time at the Ball Courts, Archery, and the Dock
- Make sure that all students are washing hands before meals.
- Supervise your table at meals. Make sure all children are getting equal portions of food. Make sure that all students are eating!
- Help students follow dining hall procedures learned during our first meal at camp. Help students understand the Clean-up procedures.
- Keep food out of the cabins (this helps keep rodents out of our cabins)
- Help the group spirit by participating in songs, skits and activities. If the cabin leader is excited, the campers will be excited, too.
- Camp is a drug, alcohol, and tobacco-free environment. If you are a tobacco smoker, we ask that you not smoke on the grounds but walk to the upper loop of the upper parking lot. Please dispose of butts in a garbage can.
- Report camper behavior problems to the teachers.
- If you have a cell phone at camp, please do not let students call their parents, unless you run it by the teachers first.
- Never release a camper to anyone. Please talk to the teachers first.
- Never be alone with a camper! Always stay visible by someone else when interacting with a child. Child Abuse of any kind (physical, verbal, sexual, mental, or neglect) is illegal and will not be tolerated.

The following Cabin Leader Code of Conduct is available for your use and sets a good tone for the responsibilities Cabin Leaders have at camp:

## **CABIN LEADER CODE OF CONDUCT**

**For the purpose of this Code of Conduct for Cabin Leaders, "School Staff" is defined as school administrators, teachers, Cabin Leaders, and/or anyone who has contact with youth participants.**

**While you are a Cabin Leader at camp, we ask that you abide by the following set of rules:**

- Do not leave campers unsupervised at any time day or night.
- Enforce and model YMCA Camp Seymour safety rules using positive techniques of guidance including redirection, positive reinforcement, and encouragement.
- Pranks, practical jokes, raiding cabins, are not allowed.
- Camp is a drug, alcohol, and tobacco-free environment. We ask tobacco smokers not to smoke on the grounds but walk to the upper loop of the upper parking lot.
- Report camper behavior problems to the teachers. Disciplining students (when needed) is the responsibility of the teachers
- Limit cell phone/technology use in front of campers. Make a plan with your child's teacher for supervision coverage if a phone call or computer work time is needed.
- Never be alone with a camper! Always stay visible by someone else when interacting with a child.
- School Staff should not abuse children, including: Physical abuse-strike, spank, shake, slap; Verbal abuse-humiliate, degrade, threaten; Sexual abuse-inappropriate touch (children are not to be touched on areas of their bodies that would be covered by a swim suit) or verbal exchange; Mental abuse-shaming, withholding love, cruelty; Neglect-withholding food, water, or basic care. Any type of abuse will not be tolerated and may be cause for dismissal from the YMCA Camp Seymour Program and a report filed with the WA State Department of Social and Health Services.
- School Staff respond to all children at camp with respect and consideration, and treats all children equally regardless of sex, race, religion, or culture.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children is prohibited.
- Under no circumstances should Cabin Leaders ever release children to leave camp with anyone. Teachers are the ones that can release children to the authorized adults.
- I understand that any violation of the Code of Conduct may result in dismissal from YMCA Camp Seymour's OEE Program and a potential investigation by the WA State Department of Social and Health Services.

I agree to follow the rules under the Cabin Leader Code of Conduct and model positive behavior while at camp.

Signed \_\_\_\_\_  
(Cabin Leader)

Signed \_\_\_\_\_  
(School Administrator)



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Dear Students:

You will soon be visiting YMCA Camp Seymour for an Outdoor and Environmental Education experience. The staff here is very excited to have you come learn with us. Together we will make discoveries and learn about the natural world and our relationship to it.

While visiting camp, you will stay in a heated cabin where you will sleep on bunk beds. Some of your classmates and a cabin leader will stay with you. Each day you will be attending classes taught by the Camp Seymour naturalists. Meals will be served in our dining hall where you will take turns setting tables, serving the meal, and cleaning up.

Your days will be spent getting to know a variety of natural wonders, ranging from small hermit crabs in Glen Cove to mighty cedars in Camp Seymour's woods. Evenings may be spent playing group games or singing around a campfire.

There are a few things that you can do to make sure you have the best time possible while staying at camp. Come prepared for possible wet and/or cold weather; we will be outside no matter what the weather. Bring your enthusiasm, and be ready to get closer to nature.

We are excited and eager for your visit. See you soon...

The Camp Seymour Staff



# Hey Kids, Please Check Out Our . . .

## Safety Rules

At YMCA Camp Seymour we want you to learn a lot and have a fun time, too! But- we want you to be safe. Here are some of the YMCA Camp Seymour safety rules:

- **Please walk...because we have lots of hills, running can be hazardous.** (It's OK to run while playing organized games or on the ball courts.)
- **Always travel with a Truddy!!!** Wherever you go in the cabin and dining hall areas (e.g., back to your cabin to get a coat), it is important that you travel as a "Truddy" (in groups of three or more) and **always** tell your cabin leader where you are going.
- **Stay on the trails.** We have given some areas back to nature, so please stay on the designated trails. Please also stay off the beach unless you are with a camp staff.
- **Please do not sit on the rails.** Sitting on the rails can be hazardous...you could fall off. It is OK to sit on the low rails at the Triangle.
- **Please, no throwing anything!** It's OK to pick up fir cones, rocks, or sticks to discover what nature has to offer...but it is **not** OK to throw them or to use sticks as swords.
- **Hands up and a countdown from 5...announcement time!** A camp naturalist (or one of your teachers) will raise a hand and count down from 5 when it is time for an announcement. This is the signal for you to **stop talking and listen for the announcement.**

### WATERFRONT RULES:

- **Go down on the waterfront ONLY when the waterfront is open and there is a YMCA waterfront trained staff on the dock.** (Please observe the 'waterfront closed' sign when there is no class or activity being presented.)
- **Always wear a lifejacket when on the dock or in a boat.**
- **Always stay behind (on the land side) of the double railing along the waterfront** so you do not fall off the rock wall into the water.

### CABIN SAFETY RULES:

- **Be careful getting in and out of the top bunks.**
- **Always shut heat, lights, and water off when you are not in the cabin. This saves energy!**
- **Stay out of cabin lofts and off the rafters!**
- **No graffiti! Do not write anything on the walls, ceiling, bunks, etc.** (Please let us know about any graffiti in your cabin)
- **Do not bring any food into your cabins!** (When you bring food in, rodents and other unwanted critters will come in and take residence)

## YMCA CAMP SEYMOUR OEE PROGRAM STUDENT 'WHAT TO BRING' CHECKLIST

**PARENTS:** Here is a list of what your child **needs** to bring to camp. **Please label your children's possessions with child's name and name of school and PLEASE MAKE SURE EACH STUDENT HAS ADEQUATE RAINGEAR!** Camp Seymour's classes go on, Rain or Shine! Also, please note that students will carry their own gear over hilly unpaved land. The hike takes about ten to fifteen minutes. Easy to carry luggage such as backpacks and rolling luggage are recommended.

**BEDDING:** \_\_\_\_\_ Sleeping Bag or blankets  
\_\_\_\_\_ Pillow  
\_\_\_\_\_ Sheet (optional: for small twin-size mattress)

**CLOTHING:** \_\_\_\_\_ **Waterproof Raingear with hood or hat is required!**  
\_\_\_\_\_ *Nylon jackets, sweatshirts, and jeans are **not** waterproof*  
\_\_\_\_\_ 2 pair of shoes (including Waterproof Boots or old pair of shoes that can get wet)  
\_\_\_\_\_ Pajamas  
\_\_\_\_\_ Daily change of socks and underwear  
\_\_\_\_\_ Heavy and light shirts  
\_\_\_\_\_ Warm jacket and sweater  
\_\_\_\_\_ 2-3 pairs of long pants (add shorts in warm weather)  
\_\_\_\_\_ Gloves (nice for canoeing) and hat  
\_\_\_\_\_ Dirty clothes bag

**TOILETRIES:** \_\_\_\_\_ Toothbrush and toothpaste  
\_\_\_\_\_ Soap and shampoo  
\_\_\_\_\_ Brush or comb  
\_\_\_\_\_ Washcloth and towel  
\_\_\_\_\_ Flip-flops for showering

**EQUIPMENT:** \_\_\_\_\_ Backpack (or book bag)  
\_\_\_\_\_ Water bottle  
\_\_\_\_\_ Flashlight with extra batteries

**OPTIONAL:** \_\_\_\_\_ Sunscreen and Swimsuit (seasonal)  
\_\_\_\_\_ Disposable camera with your name written on it  
\_\_\_\_\_ Books and journal  
\_\_\_\_\_ Garbage Bag

**DO NOT BRING:** Money  
Any Electronic Devices  
Matches or fireworks  
Food (including soda, chewing gum, and candy) (except sack lunch for the first day)  
Jewelry or valuables  
Phones or walkie-talkies (adults may bring them)  
Pets  
Weapons (knives, guns, etc.)

Please note-this is a **SAMPLE MENU**. Menu options may change. If you need to know the exact menu, please contact Becca or Scott for more information.

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>
	Eggs	Pancakes	Eggs	Pancakes
	Hashbrowns	Bacon	Hashbrowns	Bacon
	Fruit bar	Fruit bar	Fruit bar	Fruit bar
	Oatmeal and cereal	Oatmeal and cereal	Oatmeal and cereal	Oatmeal and cereal
<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
	Chicken Sandwich	Pizza	Grilled Cheese	Chicken Strips
	Chips	Soup	Tomato Soup	Tater Tots
	Salad bar	Salad bar	Salad bar	Salad Bar
<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>
Calzones	Tacos	Baked Pasta	Burgers	
Marinara Sauce	Beans and cheese	Bread sticks	Fries	
Green beans	Tortillas and salsa	Green beans	Toppings	
Salad bar	Salad bar	Salad bar	Salad bar	
Brownies	Churro	Cookie	Cake	

# YMCA Camp Seymour's Outdoor and Environmental Education School Information Sheet-2 Nights, 3 Days

Please fill out the following two pages of this form and **return to Becca Gjertson at least 3 weeks prior** to your scheduled visit.

**Please send to:**

Email: [rgjertson@ymcapkc.org](mailto:rgjertson@ymcapkc.org)

Or fax to (253) 460-8897

Or mail to 9725 Cramer Rd KPN, Gig Harbor, WA 98329

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Dates at camp (including year): \_\_\_\_\_

Person(s) in charge of your group: \_\_\_\_\_

Other teachers/staff coming: \_\_\_\_\_

Work phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Can we call you at home?  yes  no

e-mail: \_\_\_\_\_

Arrival time at Camp: \_\_\_\_\_ Departure time on last day: \_\_\_\_\_

How your group will be transported to camp: \_\_\_\_\_ # of buses \_\_\_\_\_

First meal served by Camp: \_\_\_\_\_ Last meal served by Camp: \_\_\_\_\_

# Students \_\_\_\_\_ # Teachers \_\_\_\_\_ # High School Leaders \_\_\_\_\_

# Parent Cabin Leaders \_\_\_\_\_ # Other \_\_\_\_\_

**TOTAL # of participants:** \_\_\_\_\_

**CABINS:** The Camp Seymour OEE Director will determine which cabins you will have and how many by the following information:

# Male campers \_\_\_\_\_ # Male chaperones \_\_\_\_\_ # Cabins requested \_\_\_\_\_  
(# of cabins requested is not a guarantee)

# Female campers \_\_\_\_\_ # Female chaperones \_\_\_\_\_ # Cabins requested \_\_\_\_\_  
(# of cabins requested is not a guarantee)

# of campers/adults (please indicate gender and whether this person is a camper, cabin leader, or teacher) needing wheelchair accessibility: \_\_\_\_\_

Do you have any participants who will/might need cart transport while they are here?  
(If you check yes, camp staff will be contacting you to make a plan for needs and availability.  
The cart is only available for people with mobility issues.)  yes  no

Teachers/adults not staying with students needing housing:

# Males \_\_\_\_\_ # Females \_\_\_\_\_

**Your group's goal(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CLASSES:** Please pick your top 8 choices for classes in order of preference. We will do our best to give you the top six classes that you request, but many things go into making a schedule, so we will use your top 8 choices to help us create a suitable schedule for your school. (See Curriculum Guide for classes offered by Camp Seymour)

**Requested Classes:**

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

**Learning Groups** are the small groups in which your students will travel to all the different classes that you take. The Camp Seymour OEE Director will choose the number of learning groups for you.

**EVENING ACTIVITIES:**

**Note:** It is expected that your school will lead at least one activity each evening, and the Camp Seymour staff will lead the other. (There are ideas for evening activities listed on pages 17-18 in the Teacher’s Planning Manual.)

	<u>ACTIVITY</u>	<u>WHO’S RESPONSIBLE</u>
<u>1<sup>st</sup> Evening:</u>		
Early activity	_____	_____
Late activity	_____	_____
<u>2<sup>nd</sup> Evening:</u>		
Early activity	_____	_____
Late activity	_____	_____

**Last morning:** Many schools choose to have an activity the last morning after the campers clean-up and move out of their cabins. See pgs. 18-19 in the Teacher’s Planning Manual for ideas. Please indicate what activity you would like to do and who is responsible for running it:

ACTIVITY \_\_\_\_\_ WHO’S RESPONSIBLE \_\_\_\_\_

**Other Notes / Requests:**

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**MEDICAL ALERTS, ACCOMMODATIONS, DINING HALL, ETC...**

**Name of School:** \_\_\_\_\_

Teachers, please complete these two pages and **SEND THEM IN no later than TWO WEEKS PRIOR TO CAMP.** It is imperative that we have this information before your arrival!

Who will be in charge of dispensing medication and first aid?

\_\_\_\_\_

Is this person a nurse?     yes  no

**MEDICAL ALERTS** (please list any medical conditions which are important for camp staff to know for a person participating in our program. Examples of such conditions are heart problems, extreme asthma, blood clotting disorders, etc.)

Name	Identify whether the person is a camper, cabin leader, or teacher	Cabin & learning group	Medical Condition/Alert

**ACCOMMODATIONS**

We want all participants to feel included in camp programming, and we work hard to be as accommodating as possible. To better prepare for participants, please share as much information as deemed possible and appropriate, so we can work with you and your participants. Thank you for helping us make our program more accessible to all!

Name	Identify whether the person is a camper, cabin leader, or teacher	Cabin & learning group	Please list any different abilities or areas of additional support (physical, behavioral, or other). Please include what accommodations have worked well for this person in the past, and how we can help this participant be successful while at camp.

**Other Notes (i.e. birthdays, traditions, special campfire requests, etc.):**

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**DINING HALL NEEDS:**

Do you want a teacher's table?     yes     no

Total # of tables requested in Dining Hall, including teachers' table

**(maximum of 12 people per table):** \_\_\_\_\_

How will your group be sitting in the dining hall (e.g. by cabins, by learning groups, etc.): \_\_\_\_\_

Do you do any sort of awards at the end of the meal?     yes     no

If yes, we will work with you on an appropriate time to do the awards to work with our Clean-up Procedures.

# Dietary Needs and Restrictions

Please list **students and adults** and type of **SPECIAL DIETS** needed (e.g. allergies, diabetics, vegetarians, etc.). These are for food allergies and intolerance not preferences with the exception of vegetarians. Feel free to encourage participants to bring their own food for their desires and needs beyond what we provide.

Please be as specific as possible on food allergies. Such as, if a student is "allergic to eggs", please specify when this allergy happens (such as just eating plain eggs, or eggs in all forms-even baked in cakes) as well as the extent of the allergy (such as getting a stomach ache or going into anaphylaxis). **\*Please note that the kitchen staff will do their best to work with schools on special food needs and allergies, but in some cases, participants may need to supplement some of their own food.**

Person's Name	Cabin	No Red Meat	No Pork	Vegetarian (No Meat of Any Kind)	No Eggs in any form	No eggs except when cooked in foods	No Dairy in any form	Dairy intolerance (won't drink milk but will eat cheese)	No Nuts (Peanuts or Tree nuts)	Gluten Free	Other-Please Describe



# Diversity Assessment

On your last day at camp, we will give you a billing form to fill out. The diversity assessment below is included on that form. Please feel free to fill this out ahead of time, and then make whatever small changes are necessary after your arrival at camp.

## DIVERSITY ASSESSMENT

A goal of YMCA Camp Seymour is to increase diversity in its programs. Please fill out the following information indicating the number of attendees (children and adults) in each category, so we can determine our present level of diversification.

Elementary 6 - 12 years		Jr/Sr High 13 - 17		Young Adult 18 - 29		Adults 30 - 54		Adults 55 - 64		Senior Citizens 65+	
M	F	M	F	M	F	M	F	M	F	M	F

Male:

- \_\_\_\_\_ Caucasian
- \_\_\_\_\_ African American
- \_\_\_\_\_ Hispanic/Latino
- \_\_\_\_\_ Asian or Pacific Islander
- \_\_\_\_\_ Native American
- \_\_\_\_\_ Multi-Racial
- \_\_\_\_\_ Other
- \_\_\_\_\_ \_\_\_\_\_

Female:

- \_\_\_\_\_ Caucasian
- \_\_\_\_\_ African American
- \_\_\_\_\_ Hispanic/Latino
- \_\_\_\_\_ Asian or Pacific Islander
- \_\_\_\_\_ Native American
- \_\_\_\_\_ Multi-Racial
- \_\_\_\_\_ Other
- \_\_\_\_\_ \_\_\_\_\_