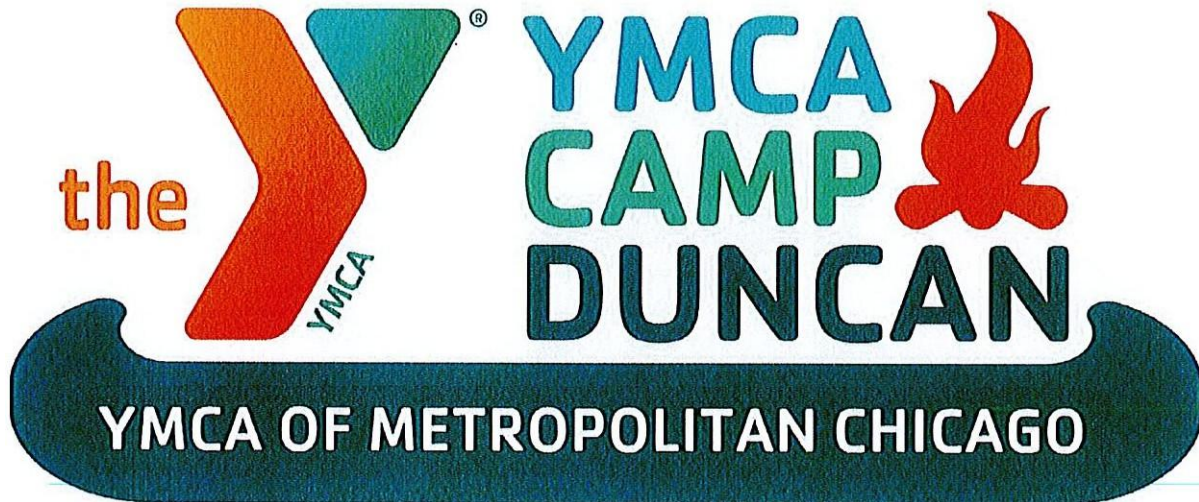


YMCA Camp Duncan Welcome Packet



YMCA Camp Duncan
32405 N. Hwy 12
Ingleside, IL 60041
(847) 546-8086 ext. 1109

Kevin Morrison
Group Services Director
kdmorrison@ymcachicago.org



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELCOME!

Greetings from YMCA Camp Duncan! Thank you for choosing our camp for your group experience. We look forward to serving you and your group.

We are located 55 miles northwest of Chicago and four miles south of Fox Lake, Illinois. The camp entrance is accessible from Highway 12, one mile north of Route 120.

YMCA Camp Duncan meets the standards of excellence of the American Camping Association, Lake County Health Department, and the State of Illinois camp licensing.

Please read through the following information carefully. It is the responsibility of the group leader to make sure all group participants are aware of YMCA Camp Duncan's Policies and Procedures. The group leader must also request a Certificate of Insurance. This document must name YMCA of Metro Chicago as an "additional insured". The insurance must be on file at camp **prior** to the group's visit.

Enclosed you will find the following documents:

- (1) Group Leader Checklist
- (2) Policies and Procedures
- (3) Map of Camp / Directions to YMCA Camp Duncan
- (4) FAQ's
- (5) What to Bring List
- (6) Chaperone/Teacher Expectations

As we get closer to your event additional information will be emailed to you to help plan and organize your outing. We will arrange your schedule 2-4 weeks before your visit!

Sincerely,

Kevin Morrison

Kevin Morrison
Director of Group Services
kdmorrison@ymcachicago.org
847-546-8086

Group Leader's Checklist

YMCA Camp Duncan

Please send in the following two items before your event:

___ Signed Group User Agreement with Deposit

- The contract must be signed on both the front and back pages by the appropriate person.
- Please return the signed agreement by the due date stated at the top of the form.
- Please send the deposit with the agreement.

___ Certificate of Insurance

- All groups must provide a certificate of insurance as noted in the Group User Agreement.
- The certificate of insurance must name the YMCA of Metro Chicago as an "additional insured".
- The certificate must be on file with the camp prior to your group's arrival or we will not be able to facilitate your visit.

___ Actual number of participants attending

- If this number increases by more than 10 from the guaranteed minimum, please notify camp at least 2 weeks prior to your arrival. This is important for the kitchen and facilities staff.

___ Program Selections

- 2-4 weeks prior to your visit, we will contact you with our list of available activities so that we can create your schedule.
- Some activities may be unavailable depending on season, weather, staffing, or safety concerns.
- Some activities carry an extra fee such as: High Adventure activities, Star Labs, and some water-based activities. If you are interested in these, please let us know as soon as possible.

___ Cabin Assignments

- Based on your final number of participants, camp will work with you to assign a unit and cabins.
- We cannot guarantee requests for certain buildings, units, or cabins but we will try.

___ Special Needs

- Are there any special considerations we should know about your group?
- Are there any special set up needs? We will do our best to accommodate you.

___ Mealtime Special needs

- If you have any dietary needs for anyone in your group, please communicate that to Camp as early as possible. At least 2-4 weeks prior to your event.
- We can accommodate gluten free, vegetarian, and certain other dietary restrictions.
- We cannot guarantee full vegan options.
- We are a nut free camp.

Chaperone and Teacher/Leader Expectations

Groups are expected to know and follow all policies and procedures as outlined on the following pages. In addition, group leaders and chaperones are responsible for the following while at Camp.

- There will be at least one leader per group of 15-20 students.
- There will be at least one adult leader in a cabin with students/participants overnight
- Chaperones and Teachers are fully responsible for the supervision of students/participants at all times.
- Chaperones and Teachers are responsible for student/participant behaviors and corrective actions while participating in camp programs. Camp staff will expect chaperones and adults to intercede in the event of a disruption by students/participants while we lead lessons or activities.
- Do counts of your groups often to ensure safety and that activities can begin on time.
- Disruptive behaviors include: talking over camp staff, using cell phones during instructions for activities, arguing, physical altercations, and outbursts during activity times.
- There are times where we will need assistance in quieting large groups and getting their attention. If your school or organization has a quiet signal, please use it and model it for our camp staff
- Please take the time to discuss the group's and camp's expectations with students/participants prior to your arrival at camp.
- Camp Duncan does not allow group participants on docks or in water without a lifeguard and proper safety equipment. Please do not allow students/participants to enter prohibited areas without properly trained camp staff.
- First Aid and Safety are the responsibility of the group leaders. Properly trained camp staff will facilitate certain activity areas such as: high adventure activities, water based activities, and target sports. Adults and chaperones will be expected to supervise their group participants while staff facilitate the activity or lesson. If you see safety risks, please intervene. If a student is injured while participating in games or activities, the group is responsible for assisting the participant(s) with first aid, contact of parents/guardians, and any transportation if necessary. Camp staff will assist with what we can, however, we are not able to dispense any medications (prescription or over-the-counter) or transport of a group participant off of camp. Camp staff are trained in first aid and CPR and we will support the group participant in an emergency or when absolutely necessary.
- In the event of an extreme behavior issue, camp staff will defer to group chaperones and leaders. Parent chaperones will defer to group teachers or main leaders. They are expected to de-escalate the situation and take care of all follow up with the school and/or parents or guardians. The Group's Director does reserve the right to ask that a student or participant be removed from camp without a refund, if necessary.
- Incident Reports will need to be filed by camp staff in the event of an accident or injury, extreme behavior affecting camp property, staff, or other participants. The following information will be needed for a report: participant full name, parent or guardian full name, address, contact number, and a factual description of the situation.

YMCA Camp Duncan User Group Policies and Procedures

It is the responsibility of the Group Leader to make sure all group participants are informed of the following policies and procedures. If there are any infractions of the camp policies, YMCA Camp Duncan, herein called "the Camp," will inform the group leader.

1. **Check-in/Orientation:** Upon arrival, the Camp will provide the required orientation for all group participants. The orientation will cover general safety regulations, communication in an emergency, security concerns, and warning systems. The group leader is responsible for providing orientation information to any group participants who do not attend the group orientation provided by the Camp.
2. **Checkout Time:** Camp rental and check out time is slated and agreed upon in the User Group Agreement. Group leaders are responsible for ensuring that all group participants adhere to the check-out times. You may be asked to pack luggage prior to your scheduled departure time so that cabins can be cleaned for incoming programs.
3. **Smoking:** Smoking is not permitted anywhere on camp. If a group participant is found smoking on the property they will be asked once to stop. Any instance after and they will be asked to leave the property without a refund.
4. **Supervision of Group Participants:** The Group is responsible to always provide supervision of all group participants while using the Camp facilities and/or programs. It is the responsibility of the group leader to implement periodic attendance checks and buddy systems to assist in accounting for their group's participants throughout their stay at the Camp. The Group agrees to provide at least one chaperone for each 15-20 participants. There must be at least 1 adult leader present in cabins to supervise overnight. The Group is responsible for the supervision and behavior of their group participants at all times while on the camp property. Damage to facilities or camp properties due to unsupervised group participants may incur an additional charge.
5. **Alcohol and Illegal Drugs:** Alcohol and illegal drugs are prohibited. Violators will be asked to leave the property. The Camp reserves the right to call the police should alcohol or drugs be suspected or found.
6. **Camp Kitchen:** The kitchen is off limits to all group participants. Group members are not allowed past the kitchen counter. Should the Group need something from the kitchen, please wait at the counter for kitchen staff to assist. Due to Health Department regulations, the Group is not allowed to use the kitchen for snacks, meal preparations or programs. Groups providing their own food for outdoor cooking or meals, do not have access to the camp kitchen, utensils, or staff.
7. **Pets:** No pets or animals are allowed on camp at any time.
8. **Vehicles on Property:** All user group vehicles are to park in designated camp parking areas. The camp is not liable for damage to user group vehicles. Vehicles are always prohibited on the grass. Do not park in front of cabins or drive in the grass to the cabins. Do not park in front of gate openings, as these are designated fire lanes. Please do not block roads or lanes, in the event of a medical emergency, vehicles need to be able to access all camp areas. ATV's, snowmobiles, power skis or minibikes are not allowed on the camp property. If asked to move your vehicle, please move to a designated parking area and space. Refusal can result in your dismissal from camp without a refund.
9. **Speed Limit:** For the safety of our camp community members, **the camp speed limit is 15 m.p.h.** The speed limit regulation is always in effect regardless of whether there are groups in camp or not.
10. **Lost and Found Items:** Any items found by the Camp will be placed in the lost and found box in the main lodge. Unclaimed items will be given to a charity after two weeks.
11. **Leaving Cabin/Departing Camp:** The Group is responsible for sweeping cabins, turning off lights and shutting doors.
12. **Off-limit Areas:** Please do not enter any buildings that you have not been given access to.
13. **Tables and Lodge Furniture:** Do not move the tables or furniture in the dining hall. If you need tables moved, contact the Camp staff. Do not remove chairs from the main lodge. Please do not move picnic tables without permission from camp staff.

14. **Personal Property:** All personal property is the responsibility of the owner. The Camp is not responsible for any loss or damage to personal property/equipment. Personal sporting equipment is the responsibility of the owner, including the liability and any negligence associated with the use of personal sports equipment.
15. **Litter:** Put all garbage in the trash receptacles. Do not litter. Recycling bins can be found in the main lodge.
16. **Damage:** Please check your cabins when you arrive. Ensure your cabin is left as good or better than it was found. All damage is to be reported to the camp staff immediately. The Group is financially responsible for any damage to facility or equipment caused by any members of the Group.
17. **Programming**

Pool, waterfront, docks, high ropes, climbing tower, tobogganing, archery and teams course are program areas supervised and conducted by Camp staff and are not available for Groups use unless specified in the Group schedule agreed upon 7-12 days prior to the event. The Group must participate in a safety orientation presentation prior to participation in these activities. No one shall enter the pool or waterfront areas unless a Camp lifeguard is on duty. The Camp Director at any time and without advanced notice may close the pool or waterfront areas and/ or cancel a program area due to weather, unsafe conditions, at the Directors sole discretion.

If specialized program activities such as high ropes, climbing tower, teams course, archery, pool, or waterfront are a part of the Group's program, the Camp will provide appropriately certified, trained staff.

Additionally, entrance by group participants to these areas is prohibited to any of the following program areas without a camp staff person: high ropes, climbing tower, teams course, pool and waterfront.
19. **Food Service**

The Camp shall provide the meals as specified in the Group User Agreement. The group shall provide the final, total number of participants, dietary restrictions, and any other special food needs/ information at least 10 -14 days prior to the arrival date on the Group User Agreement. The Camp cannot accommodate same day food allergy/dietary restriction requests. If the group has not called in the number of participants 10 days prior to the arrival date, the Camp will make the Group's menu selection based on the guaranteed minimum established for the Group in the User Group Agreement. If the Group has a "No Meals" agreement with Camp and chooses to provide its own meals, the Group agrees to indemnify, defend and hold the Camp harmless from any loss, liability, cost damage, personal injury, or death arising or resulting therefrom. The Group is not permitted to use the Camp kitchen or any item therein.
20. **Access to the Ice in Winter and ice fishing:** Access to the frozen lake is prohibited until the camp staff measures the ice and deems it safe for usage. Camp staff will inform the Group regarding the state of using the ice on the lake. Once the ice is deemed safe, the Group must stay within the marked boundaries on the ice. Ice fishing is prohibited.
21. **Unauthorized Persons:** All visitors must check in with the camp staff. Any person on the camp property who did not check in at the camp office is considered an unauthorized person. Unauthorized people will be considered trespassers. Please notify the camp staff of any unauthorized people on the property.
22. **Release of a Minor to Parent(s)/Guardian(s)/Other(s):** It is the responsibility of the group chaperones to assure that each group participant is released to their parent(s), guardian or other authorized persons. Authorized person means the group leaders have secured a release form approval from the child's guardian or parent giving the group leader permission to release the child to someone other than the child's legal guardian. Additionally, it is the group leader's responsibility to verify absentees or no-shows at the group's check in time.
23. **Missing Person(s):** Report any missing person(s) to the camp staff. The camp staff will assist the group leader with organizing and implementing a search. The camps emergency procedures for missing persons will be implemented.
24. **Bedding and toiletries/towels:** Each group member must supply their own bedding and personal items. Camp does not provide any linens/towels/toiletries.

25. **Health Care and First Aid:** The Group is responsible to provide their own medical supervision, treatment, maintenance, or dispensing of medications for group participants. The Group agrees to furnish a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age and possesses at least a certificate of training in the principles of first aid and CPR. The group must bring their own first aid supplies and equipment. YMCA Camp Duncan advises rental groups to store and lock all medication, both prescription and over-the-counter, except when in the controlled possession of the person responsible for administering them. This does not include emergency inhalers/epipens for students. It is recommended that the adults/chaperones with students with emergency medical needs to be trained in what to do in case of an emergency (sting/asthma situation).

Groups are responsible for providing their own lockable container. The group leader shall bring and have available at all times a current list of the group participants that includes: names, addresses, emergency contact information, and known allergies or health conditions. Also, for each participant under the age of 18 and not accompanied by their parent or guardian, a signed form granting permission to seek emergency treatment. The group agrees to furnish at least one counselor, age 21 or older, who is trained in the principles of first aid. Emergency transportation is available through local emergency response groups by dialing 911. Group agrees to furnish non-emergency transportation. Report any injuries or accidents to the camp staff person immediately. An incident/accident report may need to be filed depending on the situation.

26. **Search Policy:** Camp staff reserve the right to search a participant's property, either by themselves or with the aid of law enforcement officials, if the camp staff deem the search is necessary to maintain the integrity of the camp's environment and/or the protection of the other group participants, staff or other campers. A search may or may not include the use of specially trained dogs.
27. **Weapons:** Weapons are prohibited at camp. A weapon can be deemed as any item designed to cause bodily harm or any item not "designated" to cause bodily harm that is deemed potentially harmful. All types of knives, firearms and dangerous items are prohibited on the camp property. If a weapon is deemed potentially illegal, law enforcement officials will be contacted immediately. Additionally, the Camp will fully assist law enforcement with prosecution to the fullest extent of the law.
28. **Campfires:** Campfires are restricted to pre-established campfire rings. The group is responsible to properly extinguish campfires. Portable campfire rings are allowed with permission from the Camp Director. Portable campfire rings are the groups responsibility. If burn scars are found on the grounds, groups are responsible for this.
29. **Fireworks:** Fireworks are not permitted at Camp Duncan.

Example Schedule:

Seen below is a template for a typical Camp Day! We will create your schedule based on this template. We will send our activities list to the group leader and allow you to choose a variety of activities based on the size of your group and the amount of time that you are at camp. Some activities will be fee based due to the specialized training or supplies needed to facilitate the activity. Arrival and Departure times can be adjusted. Activity rotations are typically one hour with a 15-minute transition time. Meal times are typically 8:30a, 12:30p, and 5:30p.

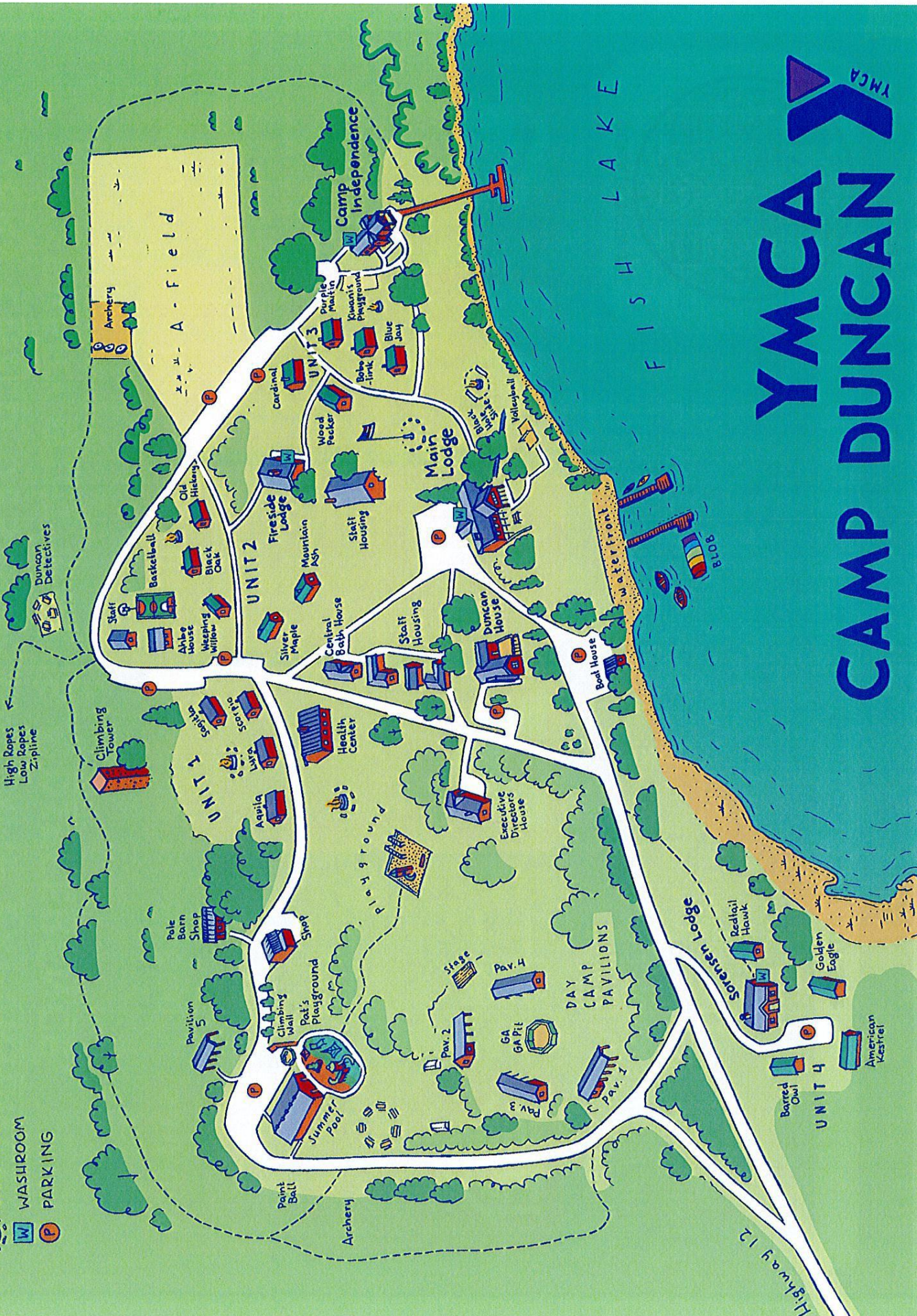
Day Group:

9:00a-	Arrival and Orientation
9:15a-	Field Games (All group)
9:45a-	Activity Rotation 1
11:00a-	Activity Rotation 2
12:30p-	Lunch
1:00p-	Activity Rotation 3
2:15p-	Activity Rotation 4
3:30p-	Depart Camp (See you soon!)

Overnight Group:

8:15a-	Meal Hoppers (set tables)
8:30a-	Breakfast
9:30a-	Activity Rotation 1
10:45a-	Activity Rotation 2
12:15p-	Meal Hoppers (set tables)
12:30p-	Lunch
1:30p-	Activity Rotation 3
2:45p-	Activity Rotation 4
4:00p-	Free Time (playground or cabin time)
5:15p-	Meal Hoppers
5:30p-	Dinner
6:30p-	Evening Activity (All Group)
8:00p-	Campfire or Night Hike

-  CAMPFIRE
-  WASHROOM
-  PARKING



YMCA CAMP DUNCAN



Highway 12

Directions to YMCA Camp Duncan

FROM THE SOUTH:

Take 294 North to Belvidere road/Hwy. 120 west. Exit on Belvidere and travel west on 120 to Hwy. 12 /Rand Road. Right on Rand road to the camp entrance, 1/4 of a mile on the right hand side of Hwy. 12.

FROM THE NORTH:

1-94 south, exit Route 21 (Milwaukee Ave.) Turn right (south) to Route 120 (Belvidere Rd.) Go west on 120 to Hwy. 12/Rand road. Right on Rand road to the camp entrance, 1/4 of a mile on the right hand side of the Hwy. 12.

FROM THE WEST:

Take 355 to 290 to 53. Stay on Route 53 to the last exit, Lake Cook Road west. Merge onto Lake Cook road and go to the second intersection. Turn right (north) onto Hwy. 12/Rand road. Take Hwy. 12 to the camp entrance; about 25 minutes north on Hwy. 12. After crossing O'ver Hwy. 120, camp is located about 1/4 of a mile on the right on Hwy. 12.

FROM THE NORTHWEST:

Take 1-90 south to Hwy. 43 north/east to Hwy. 12. Hwy. 12 south towards Fox Lake, past Hwy. 134. Camp is located 2 miles south of Hwy. 134 on the left hand side of the road. If you get to Hwy. 120 you have gone about 1/4 mile too far.

FROM O'HARE AIRPORT:

Take 1-190 out of the airport and follow signs to 294 North. As you exit to 294 N, watch for signs to 1-90 West to Rockford. Take 1-90 West to 53 North. Exit 53 north and take to Lake Cook Road west. Merge onto Lake Cook road and go to the second intersection. (Hwy. 12) Turn right (north) onto Hwy. 12/Rand Rd. Take Hwy. 12 to the camp entrance; about 25 minutes north on Hwy. 12. After crossing over Hwy. 120, camp is located about 1/4 of a mile on the east side of Hwy. 12.

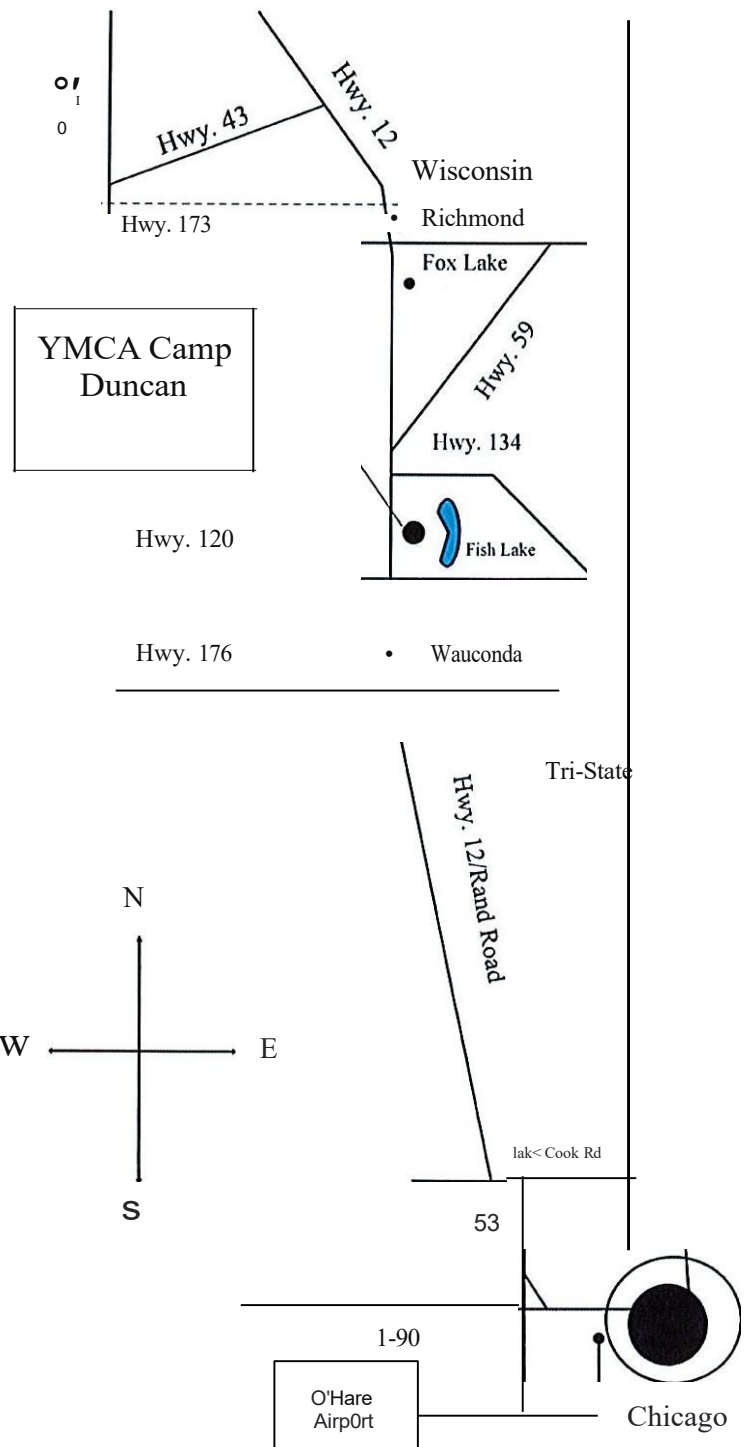
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YMCA Camp Duncan

Frequently Asked Questions

Here are some frequently asked questions that many group leaders have as they prepare for their visit. If you have any questions, please do not hesitate to give us a call. Camp staff are more than happy to assist you.

When do I need to return my groups signed Group User Agreement?

The return date for your User Group Agreement is printed near the top of the first page of the User Agreement. This due date is approximately 30 days after the initial date of the agreement; however this can vary depending upon how close the date of the event is. If you require extra time to complete the agreement please contact camp.

Is just one signature required on the Group User Agreement?

All groups must have the group leaders' signature on both the first and last pages of the User Group Agreement. The following groups require additional signatures:

School Groups: The group leader must sign the front and back pages. In addition, the school principal must also sign the back page.

Scout groups: The group leader must sign the front and back pages. In addition, a member of the groups Scout Council must sign the back page. This varies by council.

Can I get a tour before my outing at camp?

Camp Duncan would be more than happy to schedule a tour for you. All tours must be arranged in advance. Please contact camp to set up a tour.

When does camp require head counts, meal requests, program selections etc,?

Please turn in all group information approximately *two weeks* prior to your event. This allows camp enough time to schedule activities, order food and assign staff. If this information changes, please contact camp staff immediately.

What should we do if we have vegetarians/ special dietary requirements in our group?

Please notify Camp Duncan with any special dietary needs, restrictions, allergies and/ or vegetarians. YMCA Camp Duncan is a nut free facility. However we do not control or are responsible for any food that is brought in by any group members.

What if the weather is bad, will Camp Duncan still run outdoor activities?

Camp offers program rain or shine! Most activities can continue to run as normal in light rain (make sure you bring rain gear!). In the event of heavy rain, severe cold or thunder and lightning, activities will be moved inside and YMCA Camp Duncan staff can work with the group leader to offer alternative activities.

When we arrive at YMCA Camp Duncan, do we need to check-in?

Leaders are asked to check in at the Main Lodge. School groups arriving by bus are greeted and shown where to park by a member of the YMCA Camp Duncan staff.

What are the safety practices at camp?

Camper welfare comes before everything else. The following items are in place to help keep campers and customers safe.

- YMCA Camp Duncan is accredited by the American Camp Association.
- All Camp Duncan staff are CPR/ First Aid certified.
- ThorGuard- a lighting detection system is installed and gives camp and participants an advance warning of any inclement weather.

Our group requires a barbeque, slide screen, TV etc. Can you supply these for us?

Please let camp know if you have any special requirements for your group. Camp will try to assist you with any requests. The following items are available upon request:

- TV / DVD (We do not supply TV antennas)
- Slide screen
- Barbeques (Group must supply charcoal, lighter fluid, tongs etc.)
- Easels

Are there any local pizza companies that deliver to camp?

The following companies deliver to Camp Duncan or can be picked up locally:

- Pizza Hut (847) 587-7929
- Domino's (847) 587-4666
- Rosati's (847) 973-9100

Do we need to bring our own firewood for campfires and can we have s'mores?

Camp will stock each fire ring with 20-25 pieces of wood. Upon group requests, camp staff can build light and run your campfire program. Campfire programs should be requested when scheduling activities. If the group wants to have s'mores, the group must provide their own food supplies. Camp can provide the s'mores sticks.

We have some free time in our schedule, what can we do?

Camp has about two miles of hiking trails around camp. Camp can also supply your group with recreational equipment for various sports. We have access to 2 different playgrounds on camp, unless otherwise specified. Please stop by the Main Lodge for maps and equipment.

YMCA Camp Duncan

Packing List

Here are some helpful notes

- Label your child's clothes.
- Kids will be playing and active outside. They should be comfortable and wear things that are ok to get dirty.
- Check the weather before the trip. Make sure they have warm or cool enough clothing. If rain is expected a light poncho would be helpful as we are outside as much as possible.

BEDDING

Sleeping Bag Pillow

CLOTHING

Pajamas or clothing to sleep in
Closed- toed shoes (Boots if rainy or wintry weather) Daily
Change of Socks and Underwear (with a few extra) Heavy and
Light Shirts
Warm Jacket/Coat and Sweater
Snow pants (weather dependent)
1 Pair of Pants or Shorts (weather dependent) for each day Hat and
Gloves (in cold weather)
Plastic Bag for Dirty Clothes

TOILETRIES

Toothbrush and Toothpaste
Soap and Shampoo Washcloth
and Towel Brush/ Comb
Sandals for taking a shower / walking to shower Plastic Bag
to hold it all in

OPTIONAL

Flashlight
Bug Repellent (no aerosol), Lip Balm, Sunscreen
Inexpensive Camera (disposables work well) Book
Water bottle
Money for the Camp Store

DO NOT BRING

Radios, I-pods, Electronic Games
Knives, Matches or Fireworks Food
Chewing Gum Jewelry
or Valuables

