


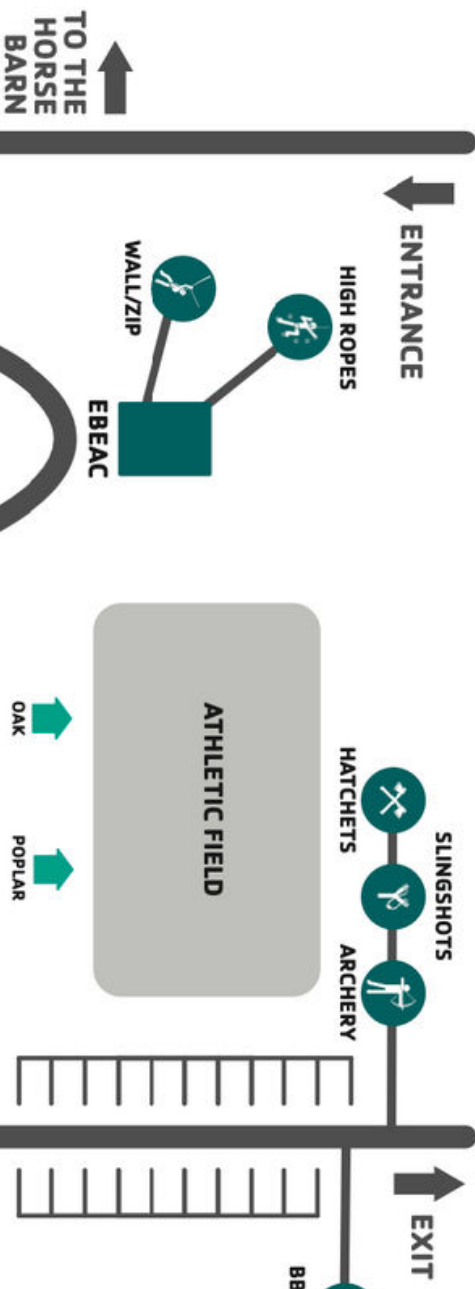


the  **YMCA CAMP**  
**Pendalouan**

# Outdoor Education

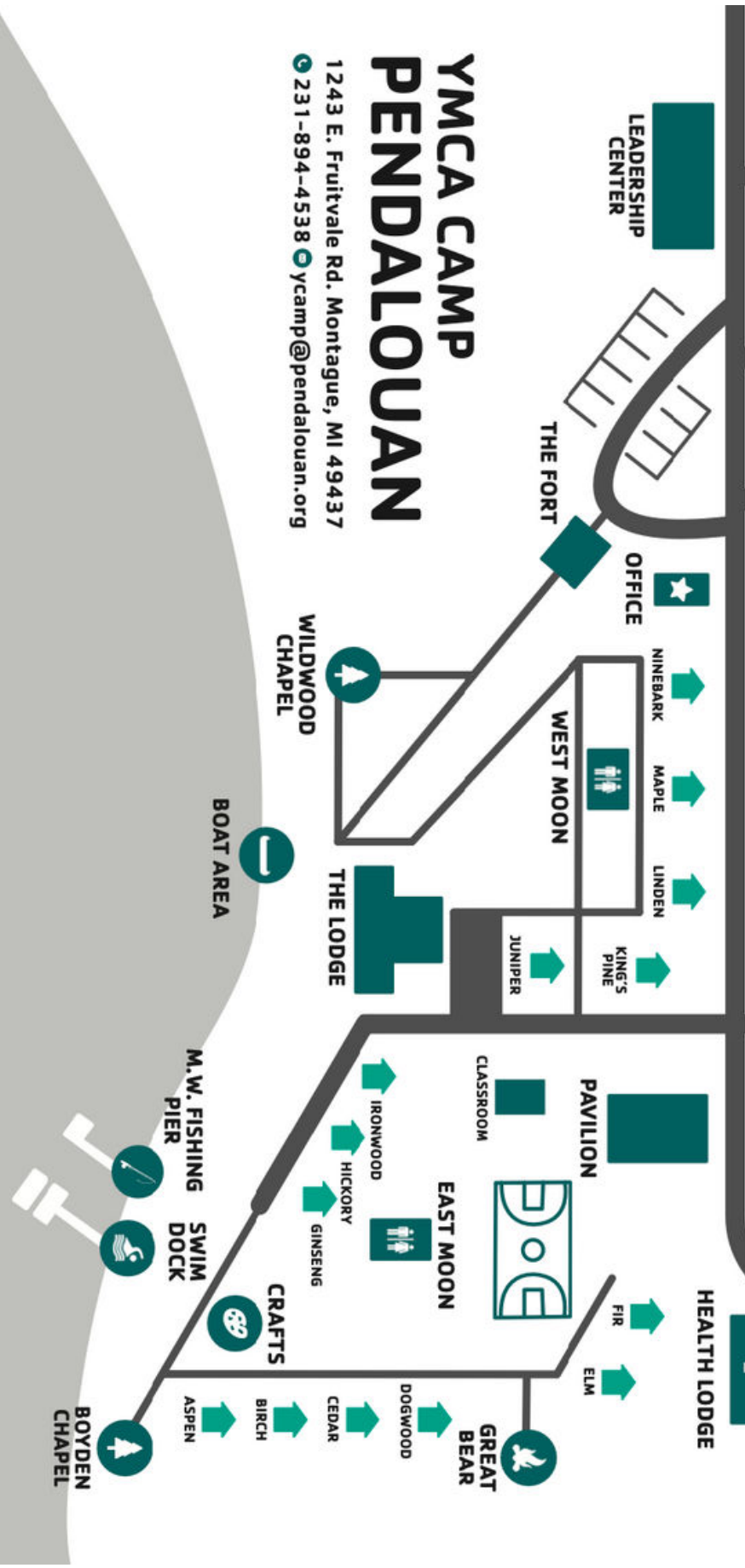
## School Trip Guide





# YMCA CAMP PENDALOUAN

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## **A Letter From the Director-**

YMCA Camp Pandalouan creates strong values through programs that build social emotional, mental, and physical strength for all participants. Your Outdoor Education experience is tailored to your school and classroom needs.

Our curriculum teaches students content as well as process. All curriculum is designed to provide support for character development as well. We do this by focusing on the core values of the YMCA Honesty, Caring, Respect, and Responsibility.

Group Leaders provide support through prepping student and adult participants.

**Bridgette McKeown**  
Senior Program Director  
bmckeown@pendalouan.org

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# CHAPERONE EXPECTATIONS

Thank you for volunteering to be a chaperone! Adult chaperones make our Outdoor Education program possible! It is key to keeping students safe and supervised so they can learn and grow from their experience.

## Policies-

- Cabin and activity groups are to be supervised at all times. In an emergency, please find another adult to supervise your group in the cabin.
- Smoking, alcohol, and drugs are not allowed on site. Any indication of use will be cause for immediate dismissal from the property.
- Under no circumstances shall a student be deprived of food, isolated, or subjected to corporal punishment or abusive physical exercise as a means of punishment.
- All chaperones will be provided an on-site orientation by Pendalouan staff.

## Activities-

- Activities are designed for students to struggle; please allow students to solve the tasks presented.
- Help students be on time and dressed appropriately for all activities.
- When physical help is not possible, please provide enthusiasm and interest in activities, as well as helping Pendalouan staff with disciplinary concerns.

## Meals-

- Please ensure one adult is at each meal table. OE Staff will send adults into the Lodge before campers and students.
- Please wait until food is served before getting coffee or tea. The hot beverage station is for adults only.
- Expect and encourage good manners at your table, including dish passing during meals and keeping students seated during the meal.
- Listen carefully to dining hall procedures
- Students in need are welcome to use the Lodge restroom; please refrain from students leaving the Lodge during meals.

## Cabin Time-

- Plan ahead for bedtime restroom use. Communicate with other chaperones to help plan for showering, teeth brushing, etc.
- Telling a story or reading to your cabin group will help calm them and get them to sleep. Avoid scary stories-it will not end well.
- Challenges in the cabin can be shared immediately with your Group Leader or camp staff.

# **CABIN INFORMATION**

**YMCA Camp Pendalouan has 16 insulated cabins available for students and chaperone use. All cabins are equipped with bunk beds, storage space, and heat. Community bathhouses are located close to cabins. Oak, Poplar, and Aspen have a shower, sink, and two toilets within the cabin. Pendalouan staff will inform you of what cabins are available during your stay.**

**LINENS** are not provided. Suggested bedding is a pillow, twin bed sheets, and a sleeping bag.

**HEAT** is turned on when the temperature is below 50 F. Cabin Chaperones will be shown how to control cabin heat.

**GROUP LEADERS** and teachers are encouraged to stay with students in cabins as well. If separate staff housing is required, we will assign a teacher cabin as necessary.

## **Cabin Capacity-**

**It is recommended groups fill cabins in total before using other buildings.  
Students will not be given much time inside cabins**

### **Lower Pendalouan-**

|           |            |            |             |        |
|-----------|------------|------------|-------------|--------|
| Aspen- 12 | Birch-14   | Cedar-14   | Dogwood-8   | Elm-14 |
| Fir-14    | Ginseng-16 | Hickory-16 | Ironwood-16 |        |

### **Upper Pendalouan-**

|                |           |          |             |        |           |
|----------------|-----------|----------|-------------|--------|-----------|
| King's Pine-10 | Linden-11 | Maple-11 | Ninebark-14 | Oak-16 | Poplar-16 |
|----------------|-----------|----------|-------------|--------|-----------|

**We request at least two chaperones per cabin. A cabin roster will be provided to aid in assigning cabins. Pendalouan staff will inform you of what cabins are available for your stay.**

# **SUGGESTED PACKING LIST**

**It is in your best interest to LABEL ALL BELONGINGS. Older clothes that can get wet and dirty are suggested. Packing sleeping gear in a labeled garbage bag is often helpful, as well as including another for dirty laundry and quick packing for departure.**

## **Bedding-**

- Sleeping bag/blanket
- Twin Sized fitted sheet
- Pillow and Case

## **Clothing-**

- Two pairs of shoes (comfortable for movement)
- Several extra pairs of socks • 1 shirt/pants per day plus one (include at least one pair of long pants)
- Warm outerwear-coat, sweatshirt, sweater
- Hat
- Rain gear-Camp activities happen rain or shine!

## **Toiletries-**

- Washcloth/Towel
- Soap/Shampoo
- Toothbrush/paste
- Other Items as necessary

## **General-**

- Flashlight/Headlamp
- Bug Repellent
- Sunscreen

## **Please leave at home-**

- Food (candy/gum)
- Cell phones and personal electronics
- Blow Dryers/Curling Irons
- Weapons
- Matches
- Valuables

**Optional items such as cameras are at the discretion of Teachers and Group Leaders. YMCA Camp Pendalouan discourages bringing personal electronics and items of great value.**

# **TEACHER PREP- DAY GROUP**

## **BE READY TO ARRIVE**

When arriving, buses and transportation will drop students and chaperones off at our Welcome Pavilion ("The Fort"). Pentalouan staff will greet and begin orienting students to the property. The following tips can help expedite unpacking and being ready.

## **STUDENTS**

Please make sure students know what their chaperone/group leader and activity group are before arriving. Name Tags with this information are very helpful, as well as providing Pentalouan Staff with a quick way to learn names.

## **TEACHERS/GROUP LEADERS**

Please have significant attendance changes of both students and chaperones ready, as well as copies of group lists for Penty Staff. This will speed up activities, allow them to help with group assignments, and provide for a smoother experience.

You will be provided with a locking closet in The Lodge for student medications and other items needing extra security.

# **TEACHER PREP- OVERNIGHT**

## **BE READY TO ARRIVE**

When arriving, buses and transportation will drop students and chaperones off at our Welcome Pavilion ("The Fort"). Pandalouan staff will greet and begin orienting students to the property. The following tips can help expedite unpacking and being ready.

## **STUDENTS**

Please make sure students know their cabin name, chaperone, and activity group before arriving. Name Tags with this information are very helpful, as well as providing Pandalouan Staff with a quick way to learn names.

## **LUGGAGE**

If available, a separate cargo trailer is highly recommended. This will help you organize student luggage most effectively. Regardless of luggage transport, keeping cabin group luggage together will help with unpacking.

Before loading luggage, make sure all student luggage is labeled clearly with the student's name and cabin.

Chaperones and Pandy Staff will work together to unload and organize luggage. Cabin groups will each have a designated space near the Welcome Pavilion.

## **TEACHERS/GROUP LEADERS**

Please have significant attendance changes of both students and chaperones ready, as well as copies of group/cabin lists for Pandy Staff. This will speed up activities, allow them to help with cabin assignments, and provide for a smoother experience.

You will be provided with a locking closet in The Lodge for student medications and other items needing extra security.



# STUDENT EXPECTATIONS

**Please share expectations with all students to make sure they are ready to participate fully and stay safe. It is recommended the schedule be shared prior to arrival.**

## ORIENTATION

Upon arrival, Pendalouan Staff will greet students, help them to cabins, and provide an Orientation session with further expectations and safety guidelines.

## AREAS OF INTEREST

Students are allowed in fenced and posted areas only with Pendalouan staff. This includes the T-Dock, boating area and other activity areas.

Students are welcome to use both the Sandlot, Basketball, and Volleyball areas as time allows. Please be responsible with sports equipment when finished.

## THE BELL

While on site, the bell is a major piece of communication. It signals meals and activities. Please only ring the bell when asked to do so. When you hear the bell, please line up at the Lodge.

## CABIN INFORMATION

Please only enter your assigned cabin. Please keep your belongings in your bunk space and only touch others' belongings with explicit consent. Trust the adult chaperones with the thermostat. Please keep any extra food, candy, or gum at home. Stay responsible, doors closed, and lights off when not needed. When evening activities are complete, please stay in your assigned area of Pendalouan

## STUDENT BEHAVIOR

Students at Pendalouan are still in session at school. All school rules and expectations apply while on Pendalouan grounds. Major discipline concerns should be brought to Group Leaders/ Teachers.

While at Pendalouan, students are expected to make choices with both voice and body using the four core values of the YMCA: HONESTY, CARING, RESPECT, and RESPONSIBILITY.

## OTHER AREAS

Medications must be turned in to teachers and will be dispersed by them as needed. Shoes must be worn at all times outside of cabins. Please be respectful to camp property and wildlife.

# **INCLEMENT WEATHER POLICY**

**YMCA Camp Pandalouan is dedicated to the safety of all campers and guests. We participate in activities in rain or shine. However we have specific policies for extreme weather.**

## **DANGEROUS WEATHER CONDITIONS**

### **THUNDER:**

**Evaluated by staff based on distance, and threat of immediate severe weather. Waterfront and High Adventure activities will be vacated immediately. Other activities will depend on the staff evaluation. Halted activities may proceed after 20 minutes if no additional thunder.**

### **WIND:**

**High wind will be evaluated by staff. Waterfront and High Adventure activities may be postponed or canceled due to wind.**

#### **The High Ropes Course will be closed if:**

- Air temperature is below 30 F**
- There is ice present on the elements**
- The wind speed is 25 MPH or above**
- There is thunder present**

#### **The waterfront will be closed if:**

- There is thunder present**
- The wind presents any sort of danger**
- The water is dangerously rough**

**YMCA Camp Pandalouan Staff will alter the activity schedule as needed to preserve the safety of participants.**

# YMCA CAMP PENDALOUAN

## USER GROUP POLICIES AND PROCEDURES



Use of YMCA Camp Pendalouan (herein referred to as YMCA) facilities and participation in programs implies consent to the following policies:

### MEDICAL AND OVERALL SUPERVISION

- The group will provide a competent leader 21 years or older on site to help supervise the program, and an adequate number of chaperones to help with youth programs. This leader is responsible for relaying all camp policies and procedures. This person will work closely with the YMCA host to cover rules and expectations, and will convey any concerns to the host.
- YMCA strongly advises group leaders to designate an emergency medical person who has current CPR and First Aid certifications from a nationally recognized provider.
- YMCA advises group leaders to gather and bring to camp all participant information, including emergency contacts and health issues/concerns.
- Group leaders are responsible for administering medications, first aid and emergency transportation for participants.

YMCA advises groups to provide adequate supervision based on the following Michigan Camp Licensing ratios:

- Ages 4 - 5 : 1 adult per 5 campers overnight / 1 per 6 day use
- Ages 6 - 8: 1 adult per 6 campers overnight / 1 per 8 day use
- Ages 9 - 14: 1 adult per 8 campers overnight / 1 per 10 day use
- Ages 15 - 18: 1 adult per 10 campers overnight / 1 per 12 day use

### POLICIES AND CONDITIONS

- The group will leave the facility in a clean and orderly condition. Groups are responsible for any loss or damage. YMCA is not responsible for personal property. Before your departure, please make sure to follow the cabin check out procedures posted in each cabin.
- The group is responsible for transporting its staff, customers, employees, clients, and guests to and from the facility at group's sole risk and expense.
- Boating and swimming are not permitted unless a YMCA lifeguard are paid and present in the boating or swim area. In other times, please follow the waterfront closure signs.
- YMCA has the right to prohibit any activity and any person or persons involved in destructive or abusive behavior. YMCA reserves the right to eject individuals from the program and property.
- Vehicles are to be parked in designated parking lots only.
- Quiet hours are from 11:00p.m. to 7:00a.m.
- Pets, firearms, tobacco and other smoking products (including vapes) are not permitted to be brought to camp. YMCA is a drug free facility.
- Ground fires are only allowed in designated areas and food should not be brought into cabins due to sanitary standards. If storage of snacks is required, space in the camp kitchen can be requested. All guest food should be consumed in the lodge, pavillion areas, or designated campfire areas.
- YMCA reserves the right to host multiple groups on site at the same time. Cabin and menu requests will be considered, but not guaranteed. YMCA reserves the right to change menus and cabin reservations if needed.
- Dietary restrictions or food allergies need to be communicated to camp 2 weeks prior to arrival. The kitchen will do its best to honor as many requests as possible. YMCA is a peanut/nut free facility.
- Groups must provide YMCA a copy of their Certificate of Insurance with adequate liability coverage for all participants. For Wedding Rentals - Special event insurance is required.
- Permission to take and display photos, video or other digital media of group members is implied and ownership and usage rights of all material will remain with Pendalouan.

### ADDITIONAL FEES

- \$100/hour cleaning fee - if camp is left in an unsuitable manner (such as excess trash, graffiti, misplaced equipment, etc.).
- \$45/hour/staff - for rental and wedding program areas requiring supervision by a certified camp staff person (including waterfront, high adventure activities, target sports, etc.)
- \$5/participant - for outdoor education program areas requiring supervision by a certified camp staff person (including waterfront, high adventure activities, target sports, etc.)