YMCA Hayo-Went-Ha Camps

Experiential Environmental Education

*Teacher Planning Packet*
Welcome to Camp!

Thank you for your interest in YMCA Hayo-Went-Ha Camps’ Experiential Environmental Education program. YMCA Hayo-Went-Ha Camps have a solid reputation for outstanding camping programs that began in 1904. Since 1981, our camps have offered Outdoor Environmental Education, Challenge Programs and specialized retreats to people of all ages. Our programs are rooted in our mission of building the spirit, mind, and body of young people or people who are young at heart. We emphasize activities that inspire personal growth, team building, and appreciation for our natural surroundings. Hayo-Went-Ha is committed to providing a safe, fun, and exciting learning environment that will make a lasting impression and aid in the transfer of learning to home, school, work and the greater community!

YMCA Mission

To put Christian principles into practice through programs that build healthy mind, body and spirit for all.

Hayo-Went-Ha Camp Vision

To be a leader in providing transformational program experiences that increases each individual’s capacity to be a contributing member of society.

E3 Mission Statement

We are committed to providing experiential opportunities for growth beyond the classroom for children of all ages. We aim to provide fun, safe experiences within a positive learning environment that foster stewardship and instill respect and awareness of self, others and the communities of which we are all a part.
Why Choose Hayo-Went-Ha Camps E3?

For over 100 years Hayo-Went-Ha Camps have provided enriching outdoor experiences for children of all ages. This longevity and experience has made us a leader in the outdoor industry and an organization people look up to throughout Michigan and the United States. Whether at Arbutus Lake or Torch Lake, a visit to Hayo-Went-Ha Camps is a unique opportunity, unlike anything many students will have an opportunity to experience ever again. The diversity of the camp environment is unmatched! There are multiple ecosystems for students to experience and the Naturalists are from around the country and the world. Our philosophic thread of caring, honesty, respect and responsibility is woven through everything we do.

We Believe Experiential Environmental Education at YMCA Hayo-Went-Ha Camps Will:

- Provide an opportunity to acquire practical knowledge and awareness so that students may better appreciate and respect the natural world and make their own decisions concerning their role within the environment.
- Help students develop cooperative and leadership abilities through personal achievement, self-expression and teamwork.
- Allow students to begin to develop a sense of respect for themselves, each other, and the world around them.
- Strengthen social relationships between teachers and students as well as students and their peers
- Foster an atmosphere where students experience feelings of competence, confidence, and satisfaction in learning, being outdoors and helping others.
- Give all students a chance to succeed in a non-graded environment.
- Allow students an opportunity to succeed no matter their learning style or modality.
- Foster an attitude of inquiry in the student.
- Instill an appreciation and love of the natural world that will provide inspiration and hope for the rest of their lives.
- Incorporate the values of honestly, caring, respect and responsibility.

What this really means is:

- Students will get a more hands-on experience than in the classroom.
- Students will have an opportunity to learn more about themselves, their classmates, and their teachers.
- Camp gives students an opportunity to have fun and learn at the same time!
Who Are We?

YMCA Hayo-Went-Ha Camp staff is carefully chosen because of their experience, skill and concern for the well-being of children. Our staff comes to us from around the world. International staff will provide opportunities to learn about different cultures and create diversity within the camp community. Safety is our main concern in all aspects of your camping experience.

David Yuhaus, our Outdoor Education (E3) and Retreats Director and Assistant Camp Director, joined Hayo-Went-Ha Camps in 2008 after 5 years as the Assistant Outdoor Education Director at Northern Illinois University’s Lorado Taft Field Campus. Prior to journeying to Illinois, David worked as an OE Program Director at YMCA Camp Thunderbird in South Carolina and as an OE Instructor at YMCA Camp Pendalouan in Montague, MI. David is often visited during camp dinners by his wife, Jessica, son David and daughter Abigayle.

David Martin is celebrating his 32nd year at Camp Hayo-Went-Ha! Dave became Camp Director in 1999. He truly has come up “through the ranks” beginning as a camper in 1968. David received his Bachelors from The University of Michigan and Masters from The University of Colorado. He taught for 18 years as a high school band director in Reed City and Jackson Northwest Public Schools. Dave and his wife Niki have four children that have all been HWH campers. In his free time, he enjoys sailing, college football and participating in a community band in Traverse City.

Amanda Macaluso started her camping career as a counselor in 1993 and “loved it so much” that she never left! She has served as the Camp Arbutus Hayo-Went-Ha Director since 1998. During the winter she plans the intricate details of every trip, recruits campers and staff, and oversees all the year round programming at the Arbutus Lake site. She enjoys spending her free time with her husband and their two daughters.

Mike Kraft is from Ann Arbor, Michigan and graduated with a degree in Biology from Michigan Technological University. He started at Camp Hayo-Went-Ha in 2000 as a ten year old camper and enjoyed it so much that he has returned every year since. Mike worked many seasons in the outdoor education program so he will be a familiar face to many teachers, parents and campers in his new role as the Interim Outdoor Education Assistant Director.
Camp Hayo-Went-Ha is located on beautiful Torch Lake – recognized as the third most beautiful lake in the world! With a mile and a half of shoreline, the camp’s phenomenal landscape varies from rolling hills and fields to pine forests and northern Michigan hardwoods. This picturesque setting awaits all visitors to enjoy and explore!

Camp Arbutus Hayo-Went-Ha is located on the shore of scenic Arbutus Lake, seven miles southeast of Traverse City. It provides 160 acres of beautiful wooded landscape. Cabins and activity sites are nestled in among the piney wood hills, surrounding campers with a beautiful, natural environment.
Teacher Testimonials

Teachers have many reasons for coming to Hayo-Went-Ha Camps. Some teachers love the diversity of the staff. Others enjoy the history and location of the camps. Still others find that the program fits with their curriculum while offering their students amazing opportunities to experience the outdoors that they won’t find in a classroom. For all of them, a residential experience at Hayo-Went-Ha Camps is something their students will never forget. A sampling of their impressions..............

“Camp bonds my class; we go as individuals and return as a team! Everyone leaves camp feeling successful!”

Stacy Wright
6th Grade Teacher
Gaylord Middle School

“I have taken my 5th graders to Camp Hayo-Went-Ha for more than 10 years. Every year the kids have a fabulous time, learn new things, and become a more cohesive group because of the camp experience. It is the one thing that they reflect on all during the year..."Do you remember at Hayo-Went-Ha when..." One of the most exciting things about camp for me is to see some of the kids that struggle academically absolutely *shine* at camp...what a truly confidence building adventure our two days at Camp Hayo-Went-Ha is!”

Betsy Randall
5th grade teacher
Ellsworth Community School

“My students bonded as a class, a team and a group of friends in ways that I never imagined possible. Every child, and I mean EVERY SINGLE child I brought there, left feeling better about themselves and their classmates. They challenged themselves, both physically and socially, while encouraging one another to conquer personal fears and limitations. An all-around amazing experience! The kids are still talking about it!"

Debbie Robert
Beaver Island Community School

“Everything went really well! My students had a blast! The naturalists were great. They really seemed in tune to how to treat middle school kids which I think helped contribute to the wonderful time had by my students.”

Nicole Guiles
Lake Fenton Middle School

“We had an absolutely wonderful time at Camp Hayo-Went-Ha! I cannot say enough about how awesome your staff were!! We are already looking forward to next year!”

Tami Roeske
Platte River Elementary
Camp Guidelines and Procedures

YMCA Hayo-Went-Ha Camps promote caring, honesty, respect and responsibility in all areas. To ensure a quality program, the following guidelines are in place.

1. **Dates of programs** are guaranteed when a signed copy of the group contract is received, along with a $500 deposit. The deposit is returned if the cancellation occurs 30 days prior to the event.

2. **Minimum group size** will be 20 paid participants. Smaller groups will be charged for 20 unless pre-arranged with the Camp Director. The final number of participants is due 14 days prior to the arrival date. The Group will be responsible for at least 90% of reported attendants. If less than 90% attend, the Group will be billed for 90% of the reported number.

3. **Permission and Health forms** will be the responsibility of a teacher/group leader, and they must accompany the group to camp. This person will also be responsible for the group during the stay. While at camp, this person will be responsible for the release of campers who are minors to a person other than their legal guardian. They will also be in charge of checking on absentee campers at the beginning of each day. In the event of an emergency, user groups are responsible for their own transportation to and from medical facilities.

4. **Activity risks** are part of the camp experience. Our staff is trained to follow strict safety procedures, but all risks cannot be eliminated. We need to be aware of any physical limitations or special accommodations including dietary needs any camper may have. All information will be treated with confidentiality.

5. **Medication** and supervision of ill participants will be the responsibility of the teacher or designated chaperone. Our staff is trained in basic first aid. In the event of an emergency, camp staff will provide any help possible, but transportation and the decision to treat will be the responsibility of the teacher.

6. **One Adult chaperone** may participate in programs free of charge for every fourteen (14) students attending. Adults above the ratio will be charged ½ price of the student’s fee. Visitors are welcome, but need to make us aware if they plan to stay for any meals. A $7.00/meal fee will cover the food expense. Overnight chaperones will receive an orientation from our staff, including emergency procedures upon arrival.

7. **Weather** may change quickly. All activities will proceed as scheduled unless lightning or severe weather makes them unsafe. Participants should come prepared for all kinds of weather. Please refer to the packing list for items.

8. **Special food needs** can be accommodated if the Director is made aware prior to your arrival. In certain cases, the participant will have to bring their own items. Storage and access to items are available in our kitchen. Meals are served buffet style by our certified Food Service Director.

9. **Lost and found** items will be held for a reasonable amount of time and then donated to charity.

10. **Incoming phone calls** should be made to (231) 544-5915. Our office is staffed Monday through Friday 8:30-6:00. After hours calls will ring through to the kitchen.
Facilities and Food Services

Camp Hayo-Went-Ha on Torch Lake

Camp Arbutus Hayo-Went-Ha on Arbutus Lake

Our Food Service Director and staff create meals that emphasize fresh, local foods with plenty of whole grains and healthy options. If we are informed in advance, special requests, dietary restrictions and specific menu items can be accommodated.

Overnight Accommodations

YMCA Hayo-Went-Ha Camps have overnight accommodations suitable for any size group. Depending on the time of year, your group may choose to sleep in cabins or heated dorm rooms. We can sleep groups as small as 20 or as large as 250. Give us a call and we can outline our different options.
Daily Schedule

We try to tailor each groups schedule to best meet their needs, so no two schedules are ever the same. Almost every schedule does follow some general patterns. This is a basic outline of a three day visit to the E3 program. Activities will last 1 ½ hours unless otherwise noted (some activities may require 2 activity periods). For information on a schedule that is specially made for your school, please contact the director at (231) 544-5915.

Day One

10:30 – Arrive and move in to dorms/cabins
11:00 – Orientation and Tours
12:00 – Lunch
1:00 – Activity one
2:30 – Bathroom Break and Snack
3:00 – Activity Two
4:30 – Choice Time
6:00 – Dinner
7:00 – Evening Program
9:30 – Head to Bed

Day Three

7:30 – Wake Up!
8:15 – Breakfast
9:00 – Activity Seven
10:30 – Activity Eight
12:00 – Lunch
1:00 – Load Bus and Depart

Day Two

7:30 – Wake Up!
8:15 – Breakfast
9:00 – Activity Three
10:30 – Activity Four
12:15 – Lunch
1:15 – Activity Five
2:45 – Snack and Bathroom Break
3:15 – Activity Six
4:45 – Choice Time
6:00 – Dinner
7:00 – Evening Program
9:30 – Head to Bed

Program Activity Selection

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<thead>
<tr>
<th>Program Length</th>
<th># of Activities Periods</th>
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<tr>
<td>One Day</td>
<td>Dependent on Length of stay</td>
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<td>12</td>
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<td>Five Day</td>
<td>15/Custom Designed</td>
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What Can I Do At Camp?

All of the activities offered by the E3 program are designed to be hands-on experiences where students don’t just listen, they DO. We pride ourselves on closely working with schools to design an experience that will best meet their needs. We offer activities in teamwork and adventure learning as well as science and environmental education. This is a list of activities that Hayo-Went-Ha Camps currently offers as well as suggested ages and times of year that the class is offered. Because we custom design each program these are only suggestions.

Program Options

Teambuilding and Adventure Activities

Archery (Fall and Spring, 3rd grade and up)
Students will be taught the basics of target shooting including safety, commands, and technique. After discussing the history of the bow and its different parts, each participant will have a chance to practice this skill. HWH naturalists are trained in the proper safety and supervision of this command sport.

Michigan Pioneers (Year-round, up to 5th grade)
Students will spend this activity period exploring what life was like for the early Michigan settlers. Student activities will include typical pioneer chores such as using tools, making candles and churning butter. Pioneer crafts such as corn husk dolls and buzz saws may also be made. Requests are welcome but due to ordering cycles and the supplies on hand, cannot be guaranteed.

Orienteering (Year-round, 4th grade and up)
With the help of a compass, students will navigate their way through the history of orienteering while familiarizing themselves with its parts and proper use. Then, while working in small groups, students will traverse our orienteering course.

Survival Skills (Year-round, all ages)
While role playing being lost in the woods, students will use cooperation and teamwork to build shelters and start fires in an attempt to survive the northern Michigan elements. Students will learn about food and water collection, shelter design, as well as participating in the closely supervised fire-building segment. Students will be introduced to “low impact” techniques to keep our natural setting clean and friendly for all to enjoy.

Low Initiatives/Teambuilding (Year round, all ages)
Along with a camp facilitator, students will work with their group to overcome the challenges set before them. These challenges are a series of group building and problem solving activities that compel the students to use their communication and cooperation skills. Activities are geared toward the capabilities of the group and because of this, no two low initiatives classes are the same. Activities are sequenced to increase in difficulty as the class progresses so the students will share in excitement of achieving a common goal before moving onto the next activity. This is a challenge by choice activity.

The Beast (Year round, all ages)
This communication activity will allow students to work together in small groups to recreate a “beast.” Each group will attempt to build the most accurate representation in the shortest period of time by using their listening and speaking skills like a giant game of “telephone.”

Group Dynamics (Year round, all ages)
Students test their patience, attention to detail, and communication skills in this exciting, large group teambuilding activity. Your students will participate in a series of activities focusing on both verbal and non-verbal communication.

High Ropes Course*
(Torch Lake - lower level 5th grade and up, upper level 6th grade and up, Arbutus Lake 6th grade and up)
Using our continuous belay system, students will spend time 24’ or 36’ feet above the ground challenging themselves and working together to complete our high elements. All students will wear a harness and helmet as well as be instructed on all safety procedures on the ground before entering the course. This is a challenge by choice activity. The High Ropes Course requires 2 activity periods.
**Climbing Tower** *(Year-round, all ages)*
This rock wall will challenge the students physically while promoting self-esteem. Different climbing routes are available to challenge students of different abilities. As with all of our high initiatives, positive group interaction is stressed before the activity. All students will be connected to a belay system and wear a harness and helmet for safety. This is a challenge by choice activity.

**Big Zip Line** *- Torch Lake Only* *(Year-round, all ages)*
Leap from a platform 50’ above the ground and sail 200 feet through the air across camp! A spiral staircase entrance takes you to the top of our climbing tower where you can experience our big zip line. This activity can challenge participants both physically and mentally while giving them a sense of personal accomplishment and boosting self-esteem. This is a challenge by choice activity.

**Vertical Team Elements** *- Torch Lake Only* *(Year-Round, 5th grade and up)*
The cargo net and Jacob’s ladder are perfect for teamwork and group building. Under the supervision of a Hayo-Went-Ha facilitator, students belay each other to the top of our 50’ vertical elements. Students will have the opportunity to build trust within their group while assisting each other in overcoming the challenge. This is a challenge by choice activity.

**Pamper Pole** *- Torch Lake Only* *(Year-round, 6th grade and up)*
This is our most challenging high initiative activity. Students will attempt to climb a 28’ tall pole and stand on the top. From there, they will leap towards a buoy in an attempt to reach their goal. The rest of the group will assist the facilitators in belaying the climber. This is a challenge by choice activity.

**Snowshoeing** *(Winter, 4th grade and up)*
Enjoy a leisurely hike through the winter wonderland around Torch Lake or Arbutus Lake. Students will discuss the history of snowshoes and how they work before suiting up and heading out on their exploration of camp.

**X-C Skiing** *(Winter, 4th grade and up)*
Students will discuss the history of cross country skiing before going out to practice their technique. Afterward they will hit the trail as they will have the opportunity to explore camps ski trails.

*May require an additional cost. For additional information, please contact the E3 Director.*

**Environmental Education Activities**

These activity periods are designed to complement the Michigan GLCE’s for elementary and middle school. The lessons allow students to observe and interact with our natural settings as well as participate in simulations and interactive games all while exploring beautiful Northern Michigan. The classes are constructed to bring the concepts and ideas taught in the classroom to the natural world.

**Animal Ecology** *(Year-round, all ages)*
Through interactive games, simulations and role-playing activities students explore basic ecological principals such as adaptation, carrying capacity, predator-prey relationship and food webs. Students explore the diverse habitats at either Arbutus Lake or Torch Lake and discover what kinds of animals would be best suited for these environments and how they interact with each other and the world around them.

**Aquatic Ecology** *(Spring and Fall, all ages)*
Students will take on the role of “Aquatic CSI” while they investigate the health of the Torch Lake or Arbutus Lake watersheds. Students will have the opportunity to collect aquatic macroinvertebrates and learn about all of the attributes of a healthy aquatic ecosystem.

**Astronomy** *(Year-round, all ages)*
Travel through the universe in the USS StarLab! Students will journey through space, exploring stars, planets, constellations and more using our inflatable planetarium. (Because we only have one StarLab, this class is offered on a first come, first served basis.)
**The Cell**  (*Year-round, 6th grade and up*)
Students will be taught, or reintroduced, to the structure of a cell. They will be able to hands-on create their own cell, all while learning the purpose and function of each organelle. Students will focus on an animal cell while discussing the similarities and differences to a plant cell. Students will also have the ability to practice laboratory procedure to visibly extract DNA/RNA from plant material.  *(Construction of the cell uses materials that have been prepared on a line with peanuts!!)*

**Earth Education** (*Year-round, all ages*)
These hands-on activities allow students to examine the environmental challenges facing our world today. Students will also explore ways to solve those problems like reducing, re-using and recycling, among other conservation measures.

**Geology** (*Year-round, all ages*)
Students probe the geologic history of Northern Michigan by exploring the different landforms surrounding camp. Students will discover how plate tectonics shaped the world we know today and how glaciers scoured Michigan to create our current landscape and how that landscape is still being changed by both natural and human forces.

**Insects** (*Spring and Fall, all ages*)
Students will have an opportunity to delve into the largest and most diverse group of animals. By exploring several different habitats and observing insects up close students can reflect on the similarities and differences they find. Simulations will allow students to explore insect adaptations and behavior.

**Forest Ecology** (*Spring and Fall, all ages*)
This lesson is designed to introduce children to native trees and forest ecosystems of Northern Michigan. Students will identify trees (including their anatomy and individual functions) and other forest denizens and explore the unique role they play in our environment through interactive games and simulations.

**Winter Ecology** (*Winter, all ages*)
What happens during the winter? This lesson answers that question and others by leading students on an interactive journey through winter. Discover how animals adapt to the winter and how people have learned from them. Students will use their senses to explore this unique season and wrap up their journey with some snow ice cream!

**Tracking** (*Winter, all ages*)
Not all animals hibernate during the winter. This activity allows students to discover the winter adaptations, habits and behaviors of animals. Follow their search for food and shelter as they battle winter elements!

**Large Group Games**

**Life in the Woods** (*Year-round, all ages*)
This food chain simulation game puts students in the roles of producers and consumers (plants, herbivores and carnivores). The simulation is played in rounds; with each round representing a year. The survival of each group is charted so students may view what a food chain can look like over time. Students are also asked to predict what may happen in the future. Human impact can also be measured.

**PIT** (*Year-round, 4th grade and up*)
This camp twist on the classic card game allows students to acquire and trade different commodities. Each team tries to collect all of the commodities they need to complete their set before the other groups complete theirs. Commodities include stages of a food chain, planets, life cycles, and geography, among others.

**New Games** (*Year-round, all ages*)
Sometimes you just need to run around and have fun. This collection of games will keep students active and entertained for hours. Students move from game to game always being introduced to something new. Sure to be a hit, this will give the students something to bring back to the playground!

**Michigan Country** (*Year-round, all ages*)
This early Michigan history game simulates life in the 1800’s. Students will learn about Farmers, Trappers, Prospectors, and Lumberjacks. Within their family group, students will have to complete a store contract by hunting, mining, farming, trading with other families or bartering with the storekeeper. This simulation demonstrates the interdependence amongst the roles that students play and the how everyone needed to work together to survive on the frontier.
Evening Programs
These activities are available for an overnight experience. Preferences for these activities are helpful in advance. Every group staying overnight will be provided with a snack before bedtime.

Alpha Wolf
Students will experience life as a wolf in an attempt to reassemble the wolf pack. This wolf ecology simulation game requires students to communicate in non-traditional ways with each other and the Alpha Wolf in order to survive. Successful wolves will be able to differentiate between a wolf call and a coyote howl as well as traverse the dangerous playing field safely.

Field Games
Some of the best camp experiences are the big group games. While playing Hootie, Chaos, or other popular field games, students will enjoy running around through the early evening air. Sure to lead to an early bed time!

Predator/Prey
This is a large scale food chain simulation where groups of students are placed in the role of an animal and asked to survive. Each animal must acquire food, water and shelter as well as stay away from potential predators either by out running them or hiding from them. The ecosystem (boundaries) in which the “animals” must survive is the whole camp!

Night Hike (Fall and Early Spring only)
Just because the sun goes down, that doesn’t mean the forest goes to sleep! This activity allows students the opportunity to experience camp using all of their senses, not just sight. While on their excursion into the night, students will feel, smell, listen and taste their way to the end of the trail while learning the physiological and chemical adaptations nocturnal animals use to survive.

Campfire
What stay at camp is complete without a night spent around the campfire singing songs and telling stories? This activity allows students that experience. Hayo-Went-Ha naturalists will lead the group in traditional camp songs as well as some international favorites.

Skit Night
Watch your students test out their acting chops. During skit night, students will work with naturalists to develop a short skit based on any number of different topics ranging from their experiences at camp to why the raccoon wears a mask.

Wacky Olympics
The Olympics only happen every 4 years but the Wacky Olympics happen every day at camp! Students are divided into teams and compete in a series of relay races to determine the Wackiest Olympians.

CSI: Hayo-Went-Ha
Who killed the Camp Director?!? Students will work together both in small groups and large groups to solve the mystery and catch the criminal. Students will have the opportunity to gather physical evidence and test it as well as to interrogate the suspects to determine who committed the crime. Remember to follow the evidence!!

Scavenger Hunt (Early Fall and Spring only)
Students will go on a fun filled search of camp in a race to acquire more information and items than their classmates.

Field Trips
We offer local field trips for groups staying more than 3 days. Area attractions include Grass River Natural Area, Lake Michigan beaches, and Sleeping Bear Sand Dunes. For more information, please discuss these and other options with the E3 Director.
Appendix A

Information to return to camp!!

While we know you are swamped with tests to grade and papers to read and parents to meet and SO much other work, this information helps us to prepare your unique schedule, and insure dietary and other special needs are met so that you and your students may have the best experience possible. Please return this information at least two weeks prior to your visit.
Scheduling and Information Form

Please complete and mail or fax this form to YMCA Hayo-Went-Ha Camps main office at least 2 weeks prior to your visit. Mailing address:

YMCA Hayo-Went-Ha Camps
919 N. East Torch Lake Drive
Central Lake, MI 49622
Fax Number: (231) 544-2916

Name of School: ___________________________ Dates of Attendance: ___________________________

Group Leader: ___________________________ Contact Phone: ___________________________

Email Address: ___________________________

Meetings

Communication is what makes any experience great. While phone calls and e-mails do a pretty good job, sometimes there is nothing like a face to face meeting. Whether for a parent meeting, student presentation or a planning meeting, the Hayo-Went-Ha Directors and Staff are eager to meet with you!

______ Please call to set up a meeting ______ Thank you, but a meeting is not needed

Chaperones

Hayo-Went-Ha Camps offer overnight chaperoning of students for an additional fee. Please refer to the price list for details. School chaperones must be a responsible adult 18 years or older designated by the teachers. All chaperones will receive an orientation upon arrival.

______ School overnight chaperones ______ Camp overnight chaperones

Transportation

Transportation is available through Hayo-Went-Ha Camps for an additional fee that is dependent upon the distance that busses must travel. Please contact the Director for more information and a rate quote. **When using your own transportation, please make sure to separate the boys and girls luggage for easier unloading!**

______ We will provide our own transportation ______ I would like some additional information

______ We would like camp transportation and the bus should arrive at _________________.

General Information

Please list the name and conditions of any students with special needs (physical, cognitive, or emotional) of which Hayo-Went-Ha camps should be aware. This helps us in our preparation for your arrival and allows us to provide the best experience possible for everybody. All information will be handled in a confidential manner. Hayo-Went-Ha Camps staff is trained in HIPPA Laws and sign non-disclosure forms.

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We can provide for many different dietary needs with prior knowledge. Please list any dietary needs students or chaperones may have.

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### Activity Choices

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<th># of Day Time Activity Periods</th>
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<td>12</td>
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<td>Five Day</td>
<td>15/Custom Designed</td>
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Please refer to the chart above to select the correct number of activities for the length of your visit. Activities, unless otherwise noted, are 1 ½ hours in length. Please refer to the activity descriptions for the suggested seasons and participant ages of each activity. If you have questions about a particular activity, please contact the director.

### Day Time Classes

- [ ] Archery
- [ ] Michigan Pioneers
- [ ] Orienteering
- [ ] Survival Skills
- [ ] Low Initiatives/Teambuilding
- [ ] The Beast
- [ ] Big Zip Line*
- [ ] Pamper Pole*
- [ ] Aquatic Ecology
- [ ] High Ropes*
- [ ] Vertical Team Elements*
- [ ] Animal Ecology
- [ ] Earth Education
- [ ] Geology
- [ ] Insects
- [ ] The Cell
- [ ] Forces & Motion
- [ ] Astronomy
- [ ] Forest Ecology
- [ ] Winter Ecology
- [ ] Tracking
- [ ] Snowshoeing
- [ ] X-C Skiing
- [ ] Life in the Woods
- [ ] PIT
- [ ] New Games
- [ ] Group Dynamics
- [ ] Climbing Tower
- [ ] Michigan Country

### Evening Programs (2 hours per night)

- [ ] Alpha Wolf (1 hour)
- [ ] Field Games (1 Hour)
- [ ] Night Hike (1 Hour)
- [ ] Campfire (1 or 2 Hours)
- [ ] Skit Night (2 Hours)
- [ ] Wacky Olympics (1 Hour)
- [ ] CSI: HWH (2 Hours)
- [ ] Scavenger Hunt (1 Hour)
- [ ] Dutch Auction (1 Hour)
- [ ] Predator/Prey (2 Hour)
Group List

Please use this list to divide your students into groups. While we have no problem dividing classes into groups, we often find that teachers know their students much better than we do and can create groups with better dynamics than we can with random choice. Optimum group size is 12 students. Please do not put more than 15 students or less than 10 students in a group.

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Appendix B
Information and Handouts for Parents
And
Parent Chaperones

While many schools have their own personalized information that they pass out to parents so they may prepare their students to visit camp, we often receive calls requesting this information as well. Feel free to use any of this information in preparing your students or chaperones for their trip. Make as many copies as you wish!
# Packing List

Chaperones and Hayo-Went-Ha staff will ensure the children are prepared for the day, assuming they pack what is necessary. The following is a helpful list of items students should have with them for the camp experience. Activities continue rain or shine outside and clothes can get very dirty, so please plan appropriately for all kinds of weather.

## All season items
- **Label all items!!**
- Underwear and socks
- Sleepwear, sleeping bag, pillow
- Towel, toiletries, sunscreen
- Rain gear
- Long sleeve shirt or sweatshirt
- Flashlight, disposable camera, water bottle
- Old jeans or pants, and more socks
- Hair ties for shoulder length hair
- Book for bedtime reading
- Broken in sneakers or sturdy hiking boots
- Extra Shoes/Boots

*(Sandals or “Crocs” cannot be worn on challenge courses)*

## Cold weather items
- **Label all items!!**
- Winter hat
- Gloves
- Long underwear, extra layers
- Warm jacket
- Winter Boots
- Lots of warm socks
- Snow or Ski Pants

## Please do not bring
- Candy or snacks
- Jewelry
- Money
- Electronic devices/ MP3 players
- Expensive or new clothes
- Expensive camera
- Sports Equipment
- Animals

## Helpful hints
- Try a disposable camera
- Consider the length of stay
- Hair Ties for long hair *(required for all challenge activities)*
- **Label All Items!!**
Questions Frequently Asked By Parents

Where are the Hayo-Went-Ha Camps?

Our Torch lake site is located forty miles north of Traverse City, on the shores of beautiful Torch Lake. Our Arbutus Lake site is located seven miles south east of Traverse City, on the shores of Lake Arbutus. We have 140 acres at Arbutus Lake and 640 acres at Torch Lake. You can enjoy wooded trails, rustic buildings and modern facilities at both sites.

Where will we sleep?

Most of our school groups will use our bunk rooms in Kresge Lodge or Bonbright Lodge on Torch Lake or T.Grace McDonald Lodge on Arbutus Lake. Boys and girls will be accommodated separately and we ask that the students are respectful of living spaces and of other student’s belongings. Each sleeping area has a bathroom facility either across the hall or close by. The bathrooms are equipped with individual showers and plenty of space.

What will we eat?

Meals are prepared with an emphasis on fresh, local ingredients with plenty of whole grains and healthy options and are served buffet style. Menus are planned with kid-friendly options to provide students with the energy they need to spend the day exploring camp. We also provide afternoon and evening snacks to keep the energy level up throughout the day. Bring your appetite!

What will we do during the day?

You will spend the majority of the day with 10 or so of your classmates along with a Hayo-Went-Ha Naturalist. Your group will travel around to different activities. At meals and during evening activities, the whole class will be together.

Who are the naturalists at Camp Hayo-Went-Ha?

One of the fundamental philosophies of Hayo-Went-Ha is encouraging a diverse cultural experience. We employ staff from a number of countries including England, France, Australia, New Zealand, Scotland and Jordan. Also, experienced American staff members are present through the year. All camp naturalists are certified in First Aid and CPR and have passed background checks.

Will we have time to hang out with our friends?

At camp we try to fill the day with exciting activities so that there is never a dull moment. There will be an hour or so of time before bed to prepare for sleeping. This is a great time to catch up with classmates on the day’s activities. There is a free period called Choice Time before dinner where the children can hang out as well, always supervised by our staff members.

Can we bring electronic devices or mp3 players?

We ask that student do not bring these items. There will not be enough time during the day to use them, and we will not be responsible for expensive items.

What should we bring?

Your teachers will have a packing list of what items to bring. The most important things to remember are sturdy boots, rain gear, and a good attitude. Medications should be turned into teachers who will be responsible for distributing them.
Being A Camp Chaperone

Visitors to the E3 Program at Hayo-Went-Ha Camps have two different options when it comes to obtaining chaperones for the trip. For an extra fee, Hayo-Went-Ha does provide camp staff to chaperone the students. Most schools, though, choose to use volunteers whether they are parents, school officials, or high school students. This is for a school chaperone.

Who supervises the students? Each school sends teachers of the students, whose role is to oversee the entire program. The school can also select parents, school officials or high school or college students to chaperone students. These chaperones are screened by the school, trained, and are then responsible for supervising students during programs throughout the day, and in lodging at night. Hayo-Went-Ha staff members teach classes, and facilitate the overall program.

Will a chaperone always be with their child? Chaperones will be assigned a trail group to supervise. Our policy is that no males may be in girls’ lodging, and whenever possible, only males may be in male lodging. School faculty should make the decisions as to which trail groups parents are assigned. School faculty may choose to make lodging and daytime class group assignments as they deem appropriate. There are break times and meals times, where everyone may visit with each other. Ideally, chaperones should be able to stay for the entire program.

What are the duties of a chaperone? Chaperones supervise children during classes, meals and clean-up, evening activities, break times, and overnight in dorms or cabins. Chaperones will not normally be responsible for leading activities or teaching, their role during programs is to maintain safety and order. Hayo-Went-Ha staff might ask for some help in classes, such as assisting with equipment, keeping students involved, etc. This responsibility is not to be taken lightly, keeping in mind student safety and the goals of the program!

How many chaperones may come for the program? This is left up to the school to determine. We ask that there be one chaperone per 14 students. Any more than that is up to the schools discretion. Schools receive one adult free per 14 students.

Will there be opportunities for recreation? The program is designed to be both educational and fun, and to keep students occupied and interacting all the time. Many short breaks are planned throughout the program. Each afternoon we often have a choice time where students have an opportunity to choose a game, craft, hike or other activity in which they would like to participate. Students do not swim in the lake. Recreation equipment such as playground balls and basketballs are provided.

Chaperones will have opportunities throughout the day to have some free time away from their group. Establishing a “time off” rotation to ensure that there is always an adult to supervise the groups is a good way to manage recreation time.

Secrets to Chaperone success: Get to know the children (their names, their personalities), and set a good example for them. Help be on time. Remind them to take responsibility for cleaning and other duties. No raids, no scary stories, no damaging of property, no hurting others’ feelings. Keep tabs on everyone (12 kids is a lot!).

What about sleeping in the dorms or cabins? They will be tired. The excitement of camp, the running and walking around, and all of the activity is usually more than they are used to. A good method is to settle the students down step by step. First make sure everyone is comfortable (they have their clothes, supplies, etc.). Everyone get your bed clothes on, and finish in the bathroom. Everyone get in bed. Reading a book to the students can settle them down. Okay, lights out. No more flashlights. Whisper only. Silence, good night! They will invariably wake themselves up – but an alarm is a good idea.
What about weather safety? Safety is our first concern, and we want to be completely prepared for any weather. As long as students can be happy and safe outside, the program will include outdoor activities. The packing list includes: a water bottle, sun block, a hat, rain gear, and winter gear. All staff members are trained to monitor and recognize severe weather, and know where to go and how to react to extreme weather.

What about medication and health care? Safety is our highest priority at camp. School personnel are responsible for medication oversight and student health care. Chaperones can help students remember to take their medications. All YMCA staff members have first aid, AED and CPR training. The camp staff members conduct regular drills to plan for safe handling of any situation. Staff members carry first aid kits, and first aid kits are located in key places throughout camp. Many schools send a nurse to help with medication administration. Each student will need an up-to-date medical form, to be kept on hand with the school personnel. All student medication will be kept in the medical closet in each Lodge, locked (except such “keep with you” medications such as asthma medicine or epinephrine pens), and should be in the original prescription container, with clear instructions. Persons with diabetes may want to bring snacks along. Feel free to send along “just-in-case” medications, just leave clear instructions on the medical form. Should your child need special medical care, we will contact parents.

Important points:

- This is an educational program, an extension of the school.
- SAFETY of your child and everyone at camp is top priority.
- Students are under constant adult supervision.
- The camp staff is trained in first aid and CPR, plus, quick access to 911 services is available.
- The school (not camp) is responsible for distributing medications to students.
- Students do not swim or boat in the lake.
- Classes/activities are curriculum based and cover all subject areas.
- The dorms are heated and restrooms and showers are either inside or within easy walking distance of each dorm. Cabins are rustic and do not have heat, air conditioning and most do not have electricity but restrooms and showers are within easy walking distance.
- Camp can accommodate most special dietary requirements with advance notification.
- Every participant must have a completed medical information sheet.
How To Be A Good Chaperone

A great group of adults recently accompanied a school group to a program at Hayo-Went-Ha Camps. They were SO good that we wanted to write about them. Would you please share this with your chaperones? Thank you!

What the good chaperones did and did not do...

- A few parents wanted to visit with one another. That was all right BECAUSE they left the room before they started talking. They stayed far away from the student activities. Nobody else heard them. Other adults stayed with the students.

*Whispered conversations among adults are distracting. Follow the example of the group we loved so much—be a quiet observer of the program or step far, far away for a conversation.*

- When the first cell phone rang, the offender jumped up and left the area to have her conversation—we did not hear her talking—and everyone else immediately turned off their phones.

*We prefer never to hear cell phones. They spoil our rustic atmosphere! But the first ring was the last one for the rest of the trip. That was great.*

- When we explained to the students how to line up, they did a good job. Eventually they needed a reminder—but our hands were full. Adults with the group gently, but firmly, stepped in to reassemble the kids in their orderly line. We were grateful!

*Harnessing, spotting, teaching AND getting the kids back in line was more than one body could do. It was terrific for the teachers and chaperones to see our need and bring order back to the group—so unobtrusively.*

- Another parent helped us harness a boy at the ropes course. We needed that help, too. We wished, when we had the next group that those parents would have helped when their kids got a little rowdy.

- The teacher and the parents had been to this program in years past. But none of them shared what they knew. They let the staff and the students do the talking. They participated in the games and activities, helping to engage the students. It seemed as though they had as much fun as the kids while not taking away from the experience of the students.

*When we ask a question we often hear answers from big folks—who don’t even raise their hands! We LOVE adults feeling that engaged. But, during this experience, we are looking for answers from your kids. We’ve even had adults so enthusiastic that they step in to teach the activity! Please, feel free to be an active participant by asking guiding questions. We’re happy to teach the classes!*
Enjoy, and thank you for being part of a great program!

*We appreciate your help and good work!*
YMCA Hayo-Went-Ha Camps provides the following information on the expected Code of Conduct for Experiential Environmental Education chaperones while participating in the E3 Program.

For the purpose of this Code of Conduct, chaperone is defined as school administrator, High School student, teacher, parent of participants, volunteer, and/or anyone who has contact with youth participants.

- In order to protect school, chaperones, and program participants, at no time during an Outdoor Environmental Education program may a chaperone be alone with a single child where she/he cannot be observed by others. As chaperones supervise children, they should space themselves in a way that other people can see them, and there is physical distance between chaperone and child.

- Using, possessing, or being under the influence of alcohol, tobacco products or an illegal drug while on camp property is prohibited. Fireworks, firearms, animals and sports equipment are also prohibited.

- Chaperones shall never leave a child unsupervised.

- Chaperones will not abuse children, including: Physical abuse- strike, spank, shake, slap; Verbal abuse - humiliate, degrade, threaten; Sexual abuse - inappropriate touch or verbal exchange; Mental abuse - shaming, withholding love, cruelty; Neglect - withholding food, water, basic care, Isolation – forcing child into a confined, locked space. Any type of abuse will not be tolerated and may be cause for dismissal from the Outdoor Environmental Education program and a report filed with the Protective Services Division of the Family Independence Agency.

- Chaperones must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Chaperones will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child, chaperone or other children from harm), and is only administered in a prescribed manner and must be documented in writing.

- Chaperones will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.

- Chaperones will respect children’s right to not be touched in ways that make them feel uncomfortable, and their right to say ‘No’. Children are not to be touched on areas of their bodies that could be covered by a bathing suit.

- Chaperones will refrain from intimate displays of affection towards others in the presence of children or parents.

- While the school and YMCA do not discriminate against an individual’s lifestyle, they do require that in their camp performance, chaperones will abide by the standards of conduct set forth by the YMCA.

- Chaperones must appear clean, neat and appropriately attired.

- Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children is prohibited.

- Chaperones must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
- Chaperones will not release children into the custody of others or transport children in their personal vehicle without the written authorization of the legal guardian and without the involvement of School’s Staff.

- Chaperones will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.

- Chaperones are required to read, sign, and date this document.

I, the chaperone, understand that any violation of the Code of Conduct may result in dismissal from the Camp Hayo-Went-Ha E3 Program and a potential investigation by Family Independence Agency.

____________________________
Chaperone’s Signature

____________________________
Lead Teacher’s Signature

____________________________
Date

____________________________
Date