



We are excited to welcome you to Special Days Camps, Summer 2024 where we will be “under the sea”! Yes, that is our theme this summer we will be kicking off the week so be prepared for lots of fun with activities both on land and in the water along with a few Olympic sports thrown in.

- The first week, Partners Week, Sunday, July 28th - Saturday, August 3rd will be for siblings of children who have been diagnosed with cancer.
- The second week, Special Days Week, Saturday, August 3rd - Saturday, August 10th will be for children who have been diagnosed with cancer.

Campers will be in a cabin group based on their age and will enjoy all the things that camp has to offer, including beach nights, arts and crafts, all camp games, open activities, campfires and so much more.

Please take some time to review the information here in its entirety; we know it’s long but we’ve tried to provide you with the important information you’ll need for this summer.

### **CHECK-IN / CHECK OUT:**

#### **Partners Week:**

Check-in: Sunday, July 28th 11:00 a.m. - noon.

Checkout: Saturday, Aug. 3rd 11:00 a.m. - Immediately after closing ceremonies

#### **Special Days Week:**

Check-in: Saturday, Aug. 3rd 11:00 a.m. - 12:00 p.m. (after closing ceremonies for first week campers)

Checkout: Saturday, Aug. 10th 10:00 a.m. - Immediately after closing ceremonies

### **BUS INFORMATION: Please see additional details sent to families who have requested this service**

Please arrive with your camper(s) at the drop off location at least 20 minutes BEFORE scheduled departure and arrival times. A responsible adult must check in each camper with the camp chaperone.

- All medications will be collected by the camp volunteers, please have your child’s medications in a plastic zip lock bag with his/her name on it. Include any medical updates for the med staff with the medications.
- The bus will leave promptly at the scheduled times and will not wait for campers who are not present.
- Lunch will be provided to campers once they arrive at camp and a sack lunch will be provided to campers returning home on the bus.

**CAMPER MEDICAL HISTORY RECORD:** EVERY camper is required to have a medical history record on file prior to attending camp. This form may be found online.

1. [Medical History Record for first child attending camp](#) – this includes family information that only needs to be provided one time.
2. [Medical History Record for each additional child attending camp](#) – if sending more than one child to camp please complete this online form for each additional camper.

For example if you are sending:

- Only one child to camp then you only need to fill out the Medical History Record for first child attending camp (#1 Above)
- Three children to camp then you would fill out the Medical History Record for the first child attending camp (#1 Above) once and the Medical History Record for each additional child (#2 Above) twice.

**MAIL AT CAMP:** You may drop off mail when you check in or arrive at the bus or you may send through the United States Postal Service. All mail to campers should be addressed as follows:

Camper's Name  
SPECIAL DAYS Camps  
YMCA Camp Pandalouan  
1243 E Fruitvale Rd.  
Montague, MI 49437

Notes: Only use this address for mail. For driving directions please see ones provided in this document below. Allow at least four days for mail to arrive at camp. Care packages are welcomed. If you send a care package please do not send food or candy items as snacks in sleeping areas create trash, and attract insects. (We suggest books, stickers, notepads, games, or playing cards.)

**PHONE CALLS:** At camp, we do not allow campers to receive or to make phone calls except in emergencies. If you need to get a phone message to your child please call us at (866) 448-4710. Cell phone coverage is limited so you may also call or text Camp Director, Tammy Willis at 517-281-1308 or in case of an emergency call the camp land line directly at 231-894-4538.

Please do not encourage your camper to call home. It takes time for campers to get settled into camp and contacts home tend to contribute to a camper's homesickness.

We request that you do not allow your child to bring a cell phone to camp. Not only can they be easily lost or broken but they are disruptive to the program. If a camper comes with a cell phone it may be collected and held in the camp office until check-out at the end of the week. If your child needs to call home, arrangements may be made with the Camp Director.

**CAMP BANK AND STORE:** The Special Days Camps store sells T-shirts, hats, sweatshirts, and accessories with the Special Days Camps logo. (Not all items are available in all sizes and colors.) The store will also sell food items such as snacks, candy bars, chips and soft drinks.

It is suggested that \$20.00 - \$30.00 per camper be deposited in the camp bank at check-in. Campers should not keep money in their cabins. Campers will not be allowed to overdraw their camp bank account. Money not spent will be returned by check after camp or you may donate it to camp at checkout. The camp bank and store provides an excellent opportunity for your camper to learn money management skills. Please discuss the amount of deposit with your camper.

**LOST AND FOUND:** All lost and found items are brought to the dining hall and shown to the campers on a daily basis. It is each camper's responsibility to keep track of personal belongings. Parents will have the opportunity to see all lost and found items on checkout day. Please make sure you pick up ALL luggage and belongings before departing from camp; campers might have an extra plastic bag with wet or dirty clothes.

**CAMPER EXPECTATIONS (Please review with your camper):**

All campers are expected to:

1. Follow staff members' instructions at all times. This includes the instructions of cabin leaders, directors, medical staff, arts and crafts staff, and YMCA Pandalouan Camp staff.
2. Use the buddy system and let their cabin leaders know their whereabouts at all times.
3. Be respectful of one another's feelings and person (no hitting, kicking, name-calling or bullying).
4. Refrain from using foul, abusive or inappropriate language.
5. Respect one another's privacy. STAY OUT of others' personal belongings.
6. Wear shoes at all times to prevent injuries.
7. Stay out of others' sleeping areas.
8. Be ready and on time for meals, activities, and flag ceremony.
9. Try new activities and try to become a part of their cabin group.
10. Abide by all listed and stated camp rules.

**BEHAVIOR MANAGEMENT POLICY:** We believe that every child has the right to experience camp and all it has to offer. We believe in setting limits and explaining the boundaries for all participants. When these boundaries are tested, we use specific procedures to help the camper to continue his/her experience at camp. All of our staff receive training in these procedures.

On the first day of camp our staff will go over cabin expectations and ground rules of camp life. Campers have the opportunity to ask questions about policies and rules, so everyone is clear about expectations.

**DISCIPLINARY PROCEDURES WE FOLLOW:** Special Days Camps fully supports the Michigan Law that states “a camper will not be deprived of food or sleep, or be placed alone without staff supervision, observation, and interaction, or be subjected to ridicule, threat, corporal punishment, or excessive physical exercise or excessive restraint.”

If a behavior problem arises, the camper’s cabin leader will speak with the camper and make sure the camper understands why the behavior is unacceptable and knows what the consequences are. The cabin leader will restate the desired behavior, with clear consequences given for not following the desired behavior. If the behavior is repeated, the cabin leader will let the camper know that this is still unacceptable and will then involve the Village Director and/or Camp Director. At this stage the parent or guardian may be contacted. The purpose of contacting the parents is to make them aware of the situation and to ask for cooperation and insight.

If the behavior persists, the Village Director and/or Camp Director will determine if the camper should remain at camp or be sent home. Parents will need to make transportation arrangements for a camper who is to be sent home no matter what time of day or night the incident occurs. There are some actions that may warrant immediate removal from camp. These actions include but are not limited to: smoking or tobacco product use, alcohol or illegal drug use, or behavior which endangers the safety of the camper, staff, or other campers.

This discipline policy attempts to let campers know that while they are cared for, certain behaviors are not acceptable in a camp setting. This policy also involves the parents whenever possible before the problems escalate and invites them to be a part of the solution.

**DIVERSITY, EQUITY, AND INCLUSION STATEMENT:** The Special Days Camp Board of Directors has approved a diversity, equity and inclusion statement to demonstrate our organization’s commitment to be an inclusive and affirming camp regardless of gender, age, race, ethnicity, nationality, sexual orientation or identity, disability, education, or religion.

*Special Days Camps is committed to providing a diverse, inclusive, and equitable environment where all feel valued, respected, and safe. We recognize the perspectives that each child, family, and volunteer brings to camp and celebrate their unique voices.*

**COVID-19 PROTOCOLS 2024:** We have created a medical advisory committee to develop protocols related to COVID-19 so we can safely provide an in-person program. This committee, made up of physicians, nurse practitioners and nurses, have reviewed recommendations from the CDC, American Camping Association (ACA), Children’s Oncology Camping Association International (COCA-I), YMCA and the State of Michigan Department of Licensing and Regulatory Affairs - Bureau of Community and Health Systems for Camp Licensing.

At this time we are only planning to test if someone is symptomatic. Camp will have rapid test available and parents will be notified of any positive results.

If this plan changes or additional information becomes available a communication will be sent from our Health Director with details but should you have any questions please contact [Lynne.Willoughby@specialdays.org](mailto:Lynne.Willoughby@specialdays.org)

## **PACKING FOR CAMP:**

- Have your child “live out of a suitcase or bag” for a few days before camp so he/she can learn to keep personal belongings somewhat organized.
- Please pack for camp WITH your child, not FOR them. They need to know where everything is and they will also need to know how to pack again at the end of the week.
- **LABEL EVERYTHING!** Please use first and last names on all belongings, as many children have similar possessions and names. Please use masking tape to label the outside of suitcases, bags and pillows with the camper’s full name.
- Please do not pack belongings loose in a sleeping bag or pillow. If you are not using a suitcase or duffel bag, please use a plastic garbage bag tied securely shut and labeled on the outside with masking tape.
- Due to the nature of camp activities, send old clothes to camp with the camper. Please avoid purchasing new clothes for camp, due to the fact that campers may be unfamiliar with those new articles of clothing. Campers play hard and are more comfortable in clothing they can get dirty or wet. EXPECT CLOTHES TO COME HOME DIRTY.

## **PACKING LIST:**

### **Linen**

- Wash cloth and towels (remember to bring extra for the beach)
- Sleeping bag with single bed sheet (or sheets and a warm blanket)
- Pillow

### **Clothing**

- White cotton t-shirts for Arts & Crafts tie dye!
- 7 pairs of underwear 8 - 10 pairs of socks 2 pairs of pajamas
- 2 pairs of tennis shoes (Wet shoes need time to dry)
- 1 pair of beach shoes (sandals or water shoes)
- 3 pairs of jeans / pants
- 2 sweatshirts
- 1 warm jacket
- 4 pairs of shorts
- 6 T-shirts
- 1-2 bathing suits
- 1-2 sweat pants

### **Miscellaneous**

- Flashlight with extra batteries
- Toilet articles: soap, toothbrush, toothpaste, shampoo, etc.
- Sunglasses
- Bug repellent
- Sunscreen
- Plastic garbage bag for dirty clothes
- Plastic bag for wet clothes

### **Other suggestions (not required)**

- Camera with extra film
- Favorite toys and books for rest period Paper, pens, envelopes, and stamps
- Coloring books and crayons
- Sports equipment
- Tote bag or backpack to carry towel, sunscreen, etc. to the waterfront
- Water bottle
- Money for camp store
- Masks

**DO NOT BRING:**

- VALUABLE ITEMS, they could be lost or broken!
- We also ask that campers do not bring cell phones with them to camp.
- Tobacco products, Alcohol, Illegal drugs, Knives, Firearms or weapons - Possession of any of these items will result in immediate dismissal from camp

**DRIVING DIRECTIONS:**

YMCA Camp Pandalouan  
1243 E. Fruitvale Rd.  
Montague, MI 49437

PLEASE NOTE: For GPS (and Mapquest) directions, type in E Fruitvale Rd & Blue Lake Rd, 49425. If you type in the camp address then most mapping programs will not take you to the correct address.

**From the South**

- Take U.S. 31 North.
- Take the RUSSELL ROAD exit. (Approx. 6 miles North of the Apple Ave. exit).
- Turn Right onto Russell Road.
- Follow Russell all the way until it ends, about 10 miles. (Russell Road twists and turns, be sure to follow the signs for Muskegon County B-23).
- Russell Road will end at FRUITVALE ROAD.
- Take a right onto Fruitvale Road. Go 1/2 mile, Camp Pandalouan is on the right.
- Staff will be near the entrance to greet you and show you to the parking area.

**From the North**

- Take U.S. 31 South.
- Take the COLBY ROAD - Whitehall Exit.
- Take a left onto Colby Road. Go exactly 1/2 mile to SILVER CREEK ROAD.
- Take a left onto Silver Creek Road. Go 5.1 miles. Silver Creek will end at RUSSELL ROAD.
- Take a left onto Russell Road. Go 2.4 miles. Russell Road will end at FRUITVALE ROAD.
- Take a right onto Fruitvale Road. Go 1/2 mile, Camp Pandalouan is on the right.
- Staff will be near the entrance to greet you and show you to the parking area.

**QUESTIONS:** We are here to help make your child(ren's) camp experience the best it can be. Please do not hesitate to contact us with questions you may have.

Executive/Camp Director:

Tammy Willis, R.N.  
Camp Phone: 866-448-4710  
Cell Phone: 517-281-1308  
Email: [Tammy.Willis@specialdays.org](mailto:Tammy.Willis@specialdays.org)

Director, Health/Medical Center

Lynne Royer-Willoughby, RN, MSN, NP  
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