



OE Supplemental Planning Information

We hope the following information will make your program planning go smoothly. We recommend a packet sent home to include the following: Map/Directions to Willson, Parent Information Sheet, Clothing List, Health History, Horseback Waiver, and a school letter.

Horseback Trail Rides: Trail Rides are designed for fifth grade and up. Arena lessons are available for younger students. Adults do not ride in the Arena Lessons. For schools wishing to participate in horseback riding, each participant (adult and child) must have the horseback riding liability waiver signed. No one may ride without a completed liability waiver, long pants, closed-toed shoes, and a provided helmet. Please give the forms to the Outdoor Education Director upon your arrival. Include a list of students that have or have not completed the form, depending on which list is smaller. This is mandatory for the insurance to be in effect.

If your school has chosen to allow some students to ride horses and others to participate in the Horse Sense class, we ask that study groups be organized accordingly. The students who choose horse sense should be in the same study group(s) and those who participate in trail rides should be in the same groups. Please do not mix riders and non-riders in study groups without the permission of the Outdoor Education Director. Please call for additional details. **The liability waiver is not necessary for the Horse Sense class.** We realize the additional organization necessary, and thank you in advance!

Medical Care/Health Forms: Each school is responsible for first aid and medical needs of all students, chaperones and teachers attending. Cooperatively, either the YMCA or the school will provide for the transportation of any participants for doctor's visits or emergency room visits. 9-1-1 is available in Logan County. YMCA Directors and staff can assist with general first aid (following standing orders as established by our local physician). A first aid supply kit, as well as storage for any medication brought by the school are available and are located in a locked cabinet. A supply list of all contents is available from the Outdoor Education Director.

We require that all schools use the YMCA Health History. It is a form that has been approved by Mary Rutan Hospital (our closest hospital) and covers information most pertinent to camp. Any minor without a signed medical form cannot attend camp. This form must be signed in ink. If not, the hospital will not treat the child. We require emergency contact numbers on all adults attending camp. We ask that the medical forms are taken with the school upon departure. When a school takes the forms with them, they are required to keep the forms 2 years beyond the age of majority (18 years). This is necessary for our legal system.

Camp Willson has several staff trained in First Aid and CPR and our standing orders. Schools are encouraged to provide trained medical personnel. We encourage the school to call parents in the event of any illness or accident. Schools are responsible to review Health forms prior to camp and for the recording medication dispensed and recording all first aid according to established school guidelines. In the event of a hospital trip, the school and necessary individuals would be responsible to provide information to complete a report.

Cabin Assignments: YMCA Camp Willson requires a copy of each group's cabin assignments. The American Camping Association recommends the following ratios of adults to children: 1:6 for children ages six to eight, and 1:8 for children ages nine to fourteen. **While these are recommendations, we require at least one adult for every ten students.** We suggest a screening process for all cabin leaders. School administration is responsible for the selection of chaperones.

Each cabin has wooden bunk beds. Participants are to provide their own bedding and towels. Restrooms of 2 sinks, 2 toilets, and one shower are within each cabin. An additional winterized shower house is also available.

Please consult the Director for your cabin assignments. Many schools have students choose one cabin buddy, and then combine groupings. If you have any students with limited mobility, please contact the Director to ensure the participant is in the accessible cabin(s). **Cabin capacity: 14.**

Class Assignments: Please ask the Director for your number of study groups. This number is determined by the number of students, number of staff available, and whether teachers are teaching at Willson. In grouping students, we suggest a mixture of boys and girls, and separating those children who would have difficulty being successful in the same group. It is often helpful to have children from the same cabins in the same study groups, making it easier to keep track of them. You or your students may want to make up names for class groups (numbers, colors, or animals). Please plan to have a least one adult assigned per group. **PLEASE NOTE:** Chaperones and/or teachers are responsible for supervising the students between classes. Frisbees and/or balls are provided or the adults can plan activities. The Willson staff need this time to prepare for their next class.

Table Assignments: We ask that all adults eat meals with the students, supervising the children, and sharing the joys of camp. Schools have three options concerning how they organize the dining hall. It is helpful to check the tables to ensure that the mix of boys and girls is to your liking.

1. The first option is to let students sit at any table for the first meal (with four boys, four girls, and two adults), and remain at that table their entire stay at camp. (4+4, Sit & Stay)
2. Secondly, the students may sit at any table as long as there is a mix of boys and girls and at least one adult at a table. (Random)
3. Finally, teachers may assign eight children to a table, leaving space for one or two Adults. (Assigned)

Parent Information Sheet: The form on the third page of this packet can be duplicated to provide other important Willson information to parents.

Additional Teacher Information

The **MASSAS** cabin is set as a teacher lounge. This can be used for teacher housing when other chaperones are living with children. If teachers are living with children, **MASSAS** cabin can be used for a private showers area. Personal vehicles brought to camp by any adult participant must be parked in the upper or lower parking lots near the dining hall throughout the entire length of stay. We require emergency access to the cabin areas.

All participants are asked to bring a **sack lunch** for their first meal. The YMCA provides a kool-aid beverage for the sack lunch. Meal substitutions can be made for students who are vegetarians or have food allergies. Please notify us at least a week before arriving so we can best prepare for any substitutions. In extreme allergy cases, please have the parent call and talk directly with our Food Service Director. This helps reassure the parent and make sure we are serving the child as best as possible.

For students with other specific needs or considerations, please inform the Director or Assistant of the best way to assist your students.

Telephone: School and medical-related calls can be made through the camp office. All incoming personal and emergency parent calls should be directed to use the 937-593-9001 telephone line.

Tee-shirts, if schools choose, are available to students at an additional fee. The price of a t-shirt is \$14.00 (including sales tax). If your school chooses t-shirts, please collect the money before your visit to camp so that children are not arriving at camp with money. Payment should be directed to your school, not to camp (checks should not be made out to camp). The total cost of shirts purchased by the school can be added to the school invoice, or paid separately while at camp.

Program Supplies: The YMCA provides all sports equipment, fishing tackle, and class materials. Anything not included will be discussed at school. Use of personal equipment on property is limited. See OE Director.



Parent Information

The YMCA Camp Willson is located 2 1/2 miles west of Bellefontaine, Ohio (one hour northwest of Columbus). Owned and operated by the YMCA of Central Ohio, camp was established in 1918. Outdoor Education started in 1970. The Camp consists of 455 acres of rolling forest and meadows, as well as a 40 acre glacial, spring fed lake. In addition to its abundance of wildlife, there are over 40 horses at Camp. A critter room of reptiles and amphibians, a “window on wildlife” for bird and animal observation and a petting zoo complements our facilities.

Program

Your students will be participating in a highly organized learning experience. The students learn about science and history by being outdoors. Students will be involved in group cooperative activities such as pioneer activities at our 1860's log cabin, reptiles and amphibians, and many more fun, and educational activities. Evening programs are staff-led activities such as campfires, square dances, and more.

Facilities

Students live in modern, winterized, and well lit cabins. Each cabin is complete with restroom and bunk beds. Students must bring all bedding and linens. Our Conference Center, Dining Hall, and classrooms provide great indoor space for use during inclement weather. An outdoor spot area is also available. Camp is a non-smoking facility.

Mealtime

Meals are prepared and served by the food service staff of Willson. These hot, hearty meals are served family style with adult supervision at each table. Evening snacks are also provided. Please do not send along additional snacks or food. All participants need to bring a sack lunch for the first meal at camp, with Willson providing the beverage. If a child has a special dietary need, please make the classroom teacher aware before coming to camp, so that substitutions can be made.

Money

Unless told otherwise, students should not bring any money to the Camp.

Supervision

The YMCA provides a full, on-site program with staff leading instructional classes and recreation activities. The Naturalists are college educated and have a variety of backgrounds. All of them have a passion for teaching and great enthusiasm for working with children.

Your school is responsible to screen and select positive role models to live with the students in the cabins. Chaperones will supervise the students between classes, at meals, and in the cabins. Any visitors must check-in at the office.

Health Care

Health care is a high priority. Each student must have a YMCA medical history on file at camp. Prescribed medication will be dispensed by authorized school personnel trained in CPR and First Aid and according to your Doctor's instructions. Parents will be notified of any serious health problems. In case of emergency, students will be taken to Mary Rutan Hospital, Bellefontaine, Ohio (5 miles from camp) for emergency treatment.

Personal Property

The YMCA program staff will provide all equipment needed for participation in the program. Please do not send any sports, climbing, fishing equipment, etc. Refer to the suggested clothing list sheet for any needed supplies. Alcohol, illegal drugs, or firearms of any kind are strictly prohibited by any participant on the camp grounds. No personal pets are allowed on camp property without permission from the Camp Director.

Telephones

Students are not permitted to call home except in rare cases and only at the teacher's discretion. Students are seldom near a telephone, we ask that you do not call except in the case of an emergency. The camp telephone number is (937)593-9001. We discourage student cell phones at camp.

Other Programs

In addition to Outdoor Education, YMCA Willson is available to groups for retreats. Our summer camp program is available to boys and girls ages 7-17. The YMCA is a non-profit organization and is an accredited program of the American Camping Association.