

# CYO CAMP PARENT GUIDE

GREETINGS! On behalf of our camp staff, we want to take this opportunity to tell you how excited we are that your child will be joining us this summer! Young people of all backgrounds meet at CYO Camp Rancho Framasa to share in the positive experience of values-based programs, faith-filled activities and good clean fun!

To help you and your child get off to a great start we offer this guide full of information for navigating your child's preparations for coming to camp. You will find information on checking in and checking out, health care, mail, homesickness and more!

If you have questions that are not answered in this guide, please contact Lauren Verhiley, Camp Registrar, at 1-888-988-2839, ext. 122 or registrar@campranchoframasa.org. She will be happy to assist you. Thanks so much! We look forward to meeting you at camp.

Sincerely,  
Kevin & Angi Sullivan  
CYO Camp Co-Directors

## CHECK-IN

- Traditional, Explore, Adventure, Mustang, Ranch Hands, Leadership, Ethete: Check-in is on Sunday at 2pm Eastern time.
- Junior Counselors: Check-in is on Sunday at 11am Eastern time.
- Sassafra, Sassafra Ranch Hands & Sassafra Ethete: Check-in is on Sunday or Wednesday (depends on session) at 2pm Eastern time.

- On check-in day, supervision is not available until check-in time. Campers must be present for check-in.
- If your child has medications listed on their registration or has medications to turn in you and your child will check-in at our pavilion. Check in begins promptly at 2pm.
- If your child does not have medication listed on their registration or does not have medication to turn in then you and your child may do Speedy check-in in the pavilion or parking lot. Check in begins promptly at 2pm.
- For the safety of your child, we believe in the necessity of searching ALL luggage. Your child's counselor will check luggage in the cabin. Please help us in this effort by assisting your child as they pack for camp. packing and unpacking lists are included in this guide.
- Please call and leave a message with Lauren Verhiley, Camp Registrar, at ext. 122 if you will be arriving after check-in hours. Late check-in is allowed on check-in day until 7:00pm. If you are going to be later than 7:00pm please bring your child no earlier than 9:30am the next day.

## CHECK-OUT

- Traditional, Explore, Adventure, Mustang, Ranch Hands, Leadership, Ethete: Check-out is on Friday at 2pm Eastern time.
- Sassafra, Sassafra Ranch Hands, & Sassafra Ethete: Check-out is on Tuesday or Friday (depends on session) 2pm Eastern time.

- To pick up your child early, contact Lauren Verhiley, Camp Registrar, at ext. 122 to make the arrangements. Camp policy is: early pickups may only occur after 9:30 am, Monday-Friday and before 7pm, Monday-Thursday.
- Camp closes at 3pm on check-out days.
- Parents must do the following before leaving camp:
  1. Sign out camper---show ID; required for check-out. Campers will only be released to adults listed in your account as authorized.
  2. Pick up unused medication.
  3. Check your child's bags and the lost and found area.

*Staff will assist campers with their belongings but it is ultimately the parents' responsibility to make sure a child has all of his or her things. Staff can assist parents with locating items after camp. We cannot guarantee the return of every item. For information about items left behind please email Angi at [angi@campranchoframasa.org](mailto:angi@campranchoframasa.org). Pick up for "found" items left at camp can be arranged during normal business hours at the CYO office in Indianapolis or at the camp office. Unclaimed items are donated 2 weeks after each session.*

## CYO CAMP PACKING LISTS

**TRADITIONAL, EXPLORE, RANCH HANDS,  
MUSTANG, ETHETE SERVICE CAMP,  
SASSAFRAS, LEADERSHIP, JUNIOR COUNSELOR**

### Must Haves:

- T-Shirts & shorts
- Bedding (twin sheets & blanket/pillow)
- Shampoo/soap
- Tennis Shoes & Socks
- Sweatshirts
- Towels (2 minimum)
- Long Pants or Sweats
- Creek stomping shoes (not flip flops)
- Rain Gear
- Washcloths & Soap
- Underwear
- Water Bottle
- Sleepwear
- Toothbrush/Paste
- Swimsuit
- White T-shirt for tie-dye
- Bug Spray/sunscreen
- Sleeping Bag (Explore Campers Only)
- Labeled laundry bag

**Optional:** Camera, notebook/reading materials, writing supplies/postage, drawstring bag, flashlight

### ADVENTURE CAMP

#### Must Haves:

- T-Shirts & shorts
- Flashlight
- Sleeping Bag/pillow
- Back Pack
- Shampoo/soap
- Rain Gear
- Sweatshirts
- Swimsuit
- Towels (2 minimum)
- Toothbrush/Toothpaste
- Long Pants or Sweats
- Socks
- Sleepwear
- Washcloths & Soap
- Underwear
- "Sports" Sandals (such as Crocs)
- Water Bottle
- Sturdy Knee Pads (for caving)
- Old Clothes (for caving - will get dirty: long pants/long sleeve shirt)

**Optional:** Camera, notebook/reading materials, writing supplies/postage, gloves for caving

## UNPACKING LIST

### FOR ALL CAMPS

**Please do not bring any of the following to camp.**

- Cell phones or smart watches
- Handheld electronic games
- Cash
- Ipad
- Food includes candy and gum
- Jewelry (stud earrings ok)
- Radios
- Tobacco products, vape pens of any kind
- Drugs or alcohol
- DVD/CD players
- Pets (even during check in and out)
- Anything of emotional attachment
- Fans (the cabins have AC)
- Knives includes pocket knives
- Lighters or matches
- Valuables

## MEDICATION INFORMATION

Please note the following for all camps:

1. **All medication including over the counter medications must be in its original container AND for the prescribed person.** Have all medications in hand (not packed in bags) ready to turn into the Health Care Staff upon arrival to camp.
2. Non prescriptions/over the counter medication including ointments, sprays, etc. may be brought to camp however; the Camp maintains a stock of over-the-counter medications for your child to use during their stay with us. If your child uses a non-prescription medication every day he or she should bring their own.
3. Medication brought to camp, may not be stored with the camper's personal gear or in the cabin.
4. Campers who have medication listed in their camp account or are bringing medication to camp will not be eligible for speedy check-in.

## FREQUENTLY ASKED QUESTIONS

### **When will my child find out what cabin they are in and if their friends are in the same group?**

- Upon your arrival to camp you will receive your child's cabin and counselor assignments.
- To ensure that campers can be grouped with their friends, groups are not assigned until the day prior to their camp session.
- Requests to be grouped with a friend within 2 years of age will be honored whenever possible. Campers of like age (within 2 years) will make up the remainder of your child's group.
- Large groups (7 or more) who are requesting to be in one cabin group will be divided into separate groups. Efforts will be made to house all campers of a large group into two groups in the same cabin and to schedule as many activities as possible together.



### **Are there any special needs to consider when packing for camp?**

- Camp is a good place to wear out old clothes.
- Try to consider ALL possible weather conditions when packing.
- PACKING and UNPACKING lists are provided in this guide.
- Campers will be responsible for providing their own bedding (see packing list), all toiletries and clothing.
- Campers are asked to bring creek stomping shoes. Most types of shoes will work as a creek stomping shoe EXCEPT flip flops. Having a designated pair of shoes to get wet in the creek ensures that campers will have dry shoes for other activities. Sending additional socks and more than one pair of shoes for dry wear is also recommended.
- Please do not let your child bring any items or clothing of great value or of emotional attachment. Things can get soiled easily, and in a cabin full of excited campers, personal belongings can get mixed up.
- Labeling all items is suggested to help keep your camper's belongings easily distinguished from others and to make retrieval from lost and found easier.
- Remember that comfortable shoes will make traveling around camp a much more pleasant experience, and participating in High Ropes, Horseback Riding or Caving (for Adventure campers) will require athletic type shoes (closed toe, sports sandals are not OK for these activities).

### **How do I find out how my child is doing while at camp?**

- You may call or email camp to check on your child. The best time to contact camp is during regular business hours, so that someone in the office will be available to receive your request. Please phone Lauren Verhiley at 1-888-988-2839, ext. 122 or e-mail [registrar@campranchoframasa.org](mailto:registrar@campranchoframasa.org)
- Our staff will check on your camper, and call you back to inform you about how he or she is doing. Sometimes this takes time; we field several of these requests each day.
- We will not notify your camper that you have called.
- Personal calls and return e-mails are not permitted by campers during their stay at camp.

### **What if my child is unable to attend the session registered for?**

Please contact Lauren Verhiley at ext. 122 as soon as you can. If your cancellation occurs more than 3 weeks before your child's camp session, then all fees are refundable, less a \$75 cancellation fee. If your cancellation occurs less than 3 weeks before your camp session, then all fees are non-refundable

### **What if I need to change sessions?**

You can return to your camp account at any time to cancel and make a new reservation. You will sign in with the username and password you created. We are unable to take change requests over the phone or via email.

## WRITING TO YOUR CAMPER

- We encourage you to write to your child while they are at camp. Postal mail is delivered, as well as sent from camp daily
- Campers are also able to receive e-mail. This account is printed and delivered ONE time daily. E-mail attachments, photos and E-cards will not be opened or printed. Campers CANNOT send email from camp.
- Please include the camper's first and last name, cabin/group number/counselor name\* on all mail (e-mail and standard mail). Please use the following e-address: [campermail@campranchoframasa.org](mailto:campermail@campranchoframasa.org). Do not send camper e-mail to other camp accounts. It will not reach your camper. Email is printed one time each day between 2 and 3pm.
- Due to the volume of email we receive, we reserve the right to limit the number of emails per camper, per day.
- Parents may drop mail into a mail drop box during check -in.
- E-mail is NOT printed and delivered on the opening or the closing day of camp sessions.

### MAILING ADDRESS

CAMP RANCHO FRAMASA  
C/O CAMPER'S NAME  
\*CABIN/GROUP/COUNSELOR NAME  
2230 N. CLAY LICK ROAD  
NASHVILLE, IN 47448

### E-MAIL ADDRESS:

[campermail@campranchoframasa.org](mailto:campermail@campranchoframasa.org)



**\*Your child's assigned Cabin, Group # and Counselor Name is given to you on the 1st day of your camper's session during check-in.**

## BRINGING YOUR CHILD TO CAMP

### When you bring your child to camp:

- Wear comfortable or hiking shoes. Some of the cabins are a hike from the registration area.
- Be prepared to carry your camper's luggage to his/her cabin. The cabins that are far away from the registration area will have luggage delivered by the camp truck.
- Please note that camp policy prevents any camper from saving a bed for a friend. In our efforts to be fair and inclusive we find saving beds can be counterproductive to making new friends and immediately sets children apart rather than building community. Please note that bunks are pre-assigned for this reason. Thank you for your patience and compliance with this policy!
- Please do not bring your pets to camp even if it is on a leash. A staff member will ask you to leave with your pet or to close the pet in your vehicle. Summer days are hot and this may not be convenient for you and unsafe for your pet. Pets are not allowed on camp property. If you have a service dog please phone 1- 888-988-2839, x122 to inform us that your dog will be accompanying you on camp property.

## HOMESICKNESS

It is normal, even healthy, and it happens at some point to 95% of all campers at camp. Even the staff members experience it. Homesickness is very common, but we can do a few things to help campers resolve feelings and support a positive experience at camp.

**Will my child be homesick?** Research shows us that some campers can almost “tell us” they will be homesick BEFORE camp. Below are some indicators of homesickness.

1. Camper has a negative attitude about camp before camp.
2. Camper has little or no previous experience at camp or staying away from home.
3. Camper is forced to go to camp.
4. Parents show anxiety or doubt about camp.
5. An anxious event is happening at home—such as a move, a divorce, a relative’s illness.
6. Camper has a negative first impression of camp.

**What can I do?** Parents can use the following strategies to help prevent homesickness.

1. Talk positively about camp to your child as soon as you are considering sending your child to camp.
2. Plan a few overnights for your child before his or her session at camp.
3. Talk with your child before camp to address any fears he or she may have such as bedwetting, homesickness, darkness or storms.
4. Visit Camp Rancho Framasa Family Tour Day: Saturday, May 11, 2019, 11am-3pm.
5. Provide your child with materials to write home: pens, paper, addressed and stamped envelopes or postcards.
6. Say good-byes and move on. Linger in your child’s cabin during check-in may cause your child to hesitate and focus on his or her fears. Allowing your child to move ahead with this experience will create positive first impressions.
7. Realize that emotional ups and downs are common. You may receive an unhappy letter. This does not mean that your child is miserable at camp.
8. There are two ways to keep in touch with your camper. One is through “real time.” Real time consists of visits and phone calls. This type of contact can increase feelings of homesickness. The second is “a synchronized time.” Contacting a camper through an email, letter or checking in via camp staff can alleviate homesickness by reassuring the camper about home. “A synchronized” contact is the way to keep in touch with your child while he or she is at camp. Send positive letters and e-mails to your child. A letter that focuses on how much a child is missed or that focus on how much fun is going on at home without he or she may cause stress.

**What will the staff at camp do?** Staff will use the following strategies to prevent feelings of homesickness in campers.

1. Welcome and orient campers upon arrival and integrate campers into the camp experience by introducing campers to each other, taking campers on a tour of camp, & going over schedules/expectations in a fun and non-threatening way.
3. Connect campers with home by making sure campers receive mail every day and by providing opportunities for writing home.

Staff will use the following strategies to guide campers through homesickness:

1. Let campers know that it is OK to be homesick. Campers will be encouraged to be open about and to discuss feelings.
2. Help campers cope with their feelings by helping each adjust to the things they can’t change, such as the actual length of their camp stay, and help them change what they can, such as choosing to participate in activities or not.
3. If a camper does not work through his or her feelings of homesickness the Summer Program Director (SPD) will phone you to let you know that your child is homesick. It is almost always in the best interest of the child to remain at camp. In some rare cases, campers and his or her parents may speak on the phone if that suits the situation. Phone conversations (real time contact) have the potential to worsen a camper’s homesick feelings. The parent and the SPD will discuss this and make the best choice for the child.
4. Most campers work through homesickness and enjoy their camp session. Many return to camp. Homesickness is its own cure. Working through it inoculates for the future.

## CAMPER EXPECTATIONS

We hope that all campers will arrive ready to join in and have fun. It is expected that campers will be cooperative and attentive to staff at all times. We reserve the right to remove any camper from the program, without refund, if the camper uses drugs, alcohol, endangers the lives of others or self, or consistently disregards staff instructions.

PLEASE NOTE: Refunds are not available for campers who leave camp due to homesickness, behavior or health reasons.

## WHAT IF MY CHILD NEEDS ME?

- Camp staff will contact you if your child needs you.
- You MAY contact camp by phone or e-mail if you are concerned about your child. Camp staff will check on your camper, and return your call or e-mail. Please phone Lauren at 1- 888-988-2839, ext. 122 or e-mail [registrar@campranchoframasa.org](mailto:registrar@campranchoframasa.org).
- Phones are not available to campers. Sometimes, when a camper believes he/she has permission to call home, he/she may focus on calling home instead of getting involved in camp activities.

**Please, do NOT give your child permission to call home or allow him or her to bring a cell phone.**

A Camp Staff member will CALL YOU in the following situations:

### Health Related

- A camper is admitted to the Health Center and requires extended attention, treatment or observation by the camp health staff.
- A camper requires a visit to the doctor or hospital.
- A camper is involved in a medical emergency.
- A camper has declined or refused to take his or her medication.
- A camper is seen more than 2 times for the same health concern and it has not been resolved.
- A camper vomits or has diarrhea.
- A camper has a temperature of 100 degrees or higher.
- A female camper has her first menstrual cycle.
- A camper experiences a physical change such as excessive bug bites, rash or sunburn.
- The health staff has a medical/health related concern about a camper for which they need parental guidance or clarification.

Health staff will also discuss any health related concerns with parent(s) during checkout.

### Behavior Related

- A camper brings and or uses drugs or alcohol
- A camper endangers the lives of others.
- A camper consistently disregards staff instructions or breaks a camp rule.
- A camper is homesick and does not respond to continued participation or discussion.
- A camper is involved in a verbal or physical altercation with another camper.
- A camper needs additional staff support.

## HEALTH CARE GUIDELINES

- Campers **MUST** have a Health History Form completed prior to attending camp. This is part of the registration process. Campers do not need a physical to attend camp.
- Campers who have experienced an injury or illness prior to camp that would affect participation (ie. fevers, breaks, fractures, strains, tears, sprains, rashes) must be assessed by the camp director and health care staff in order to attend camp. This assessment should occur prior to check-in date. Please contact Angi at [angi@campranchoframasa.org](mailto:angi@campranchoframasa.org) or 1-888-988-2839, x125. If the assessment determines that the camper cannot attend camp, a credit will be issued for a future camp session. Please note our cancellation policy in this handbook as it would apply if the camper cancels.
- Each camper will be asked about exposure to and history of having head lice upon arrival to camp. If live lice are present, campers will not be permitted to stay at camp. A credit for a future session of camp will be given. Please note our cancellation policy in this handbook as it would apply if the camper cancels.
- **ALL medication MUST be turned in to the Health Center upon arrival to camp AND MUST be in its original containers.**

This includes:

- Prescription Drugs (including ointments, creams, eye or ear drops)
  - Non-prescription medications
  - Homeopathic Remedies (Includes essential oils that are ingested)
  - Vitamins and Supplements
  - Inhalers and Epi-pens (can be carried by your child's counselor after checking them in)
- **NON-PRESCRIPTION MEDICATIONS** that are used only as needed should be left at home. The Health Care Center keeps a wide variety of over-the-counter medications in stock for your camper to use while he or she is at camp.

## ACCIDENT INSURANCE

Camp Rancho Framasa provides excess accidental medical expense coverage. This insurance pays for expenses' remaining after a claim has been made on any existing coverage that is being carried on your child. Only in cases where there is absences of coverage will this policy pay claims first. Normally, any remaining deductible and copay are paid under this policy. The policy is on file at the Catholic Youth Organization office 317-632-9311.

## FREQUENTLY ASKED HEALTH CARE QUESTIONS

**Does my child need to see the doctor for a physical to be able to attend camp?**

- No, we do not require a doctor's physical for camp attendance.

**Do I have to check in with the Health Care Staff if my child does not bring any medications to camp?**

- No, but one of the camp staff will do a brief health screening with your child during the check-in process.

**Can my child keep an inhaler with him/her at camp?**

- An inhaler for emergency use can be kept with your child's counselor in a first aid fanny pack. This will need to be checked in with the Health Care Staff upon arrival so that our staff can be aware and familiar with your child's medical needs while at camp. Your child's counselor will carry the fanny pack during your child's stay at camp and allow your child to use his or her inhaler when needed.

**What do I do if my child uses a Nebulizer?**

- The camp health center has a Nebulizer available for your camper to use during their stay with us. Please provide nebulizer medication and tubing.

## DIRECTIONS TO CAMP

2230 N Clay Lick Road, Nashville, IN 47448

NORTH (Indianapolis and surrounding communities):

Take I-65 South to 2nd Columbus Exit (#68) which is SR 46. Turn right (west) for 14 miles to Old SR 46 (across from the north entrance to Brown County State Park) and turn right. Go 1/2 mile and veer to the right, the road becomes Clay Lick Road. Camp is 2 miles from this point.

SOUTH (Southern Indiana):

Take I-65 North to 1st Columbus Exit (#68) which is SR 46. Turn left (west) for 14 miles to Old SR 46 (directly across from the north entrance to Brown County State Park) and turn right. Go 1/2 mile and veer to the right, the road becomes Clay Lick Road. Camp is 2 miles from this point.

EAST (Columbus and surrounding communities):

Take SR 46 to 14 miles west of the I-65 interchange to Old SR 46 (directly across from the north entrance to Brown County State Park) and turn right. Go 1/2 mile and veer to the right, the road becomes Clay Lick Road. Camp is 2 miles from this point.

WEST (Bloomington and surrounding communities):

Take SR 46 East through Nashville (watch for right turn at stoplight) to Old SR 46 (directly across from the north entrance to Brown County State Park) and turn left. Go 1/2 mile and veer to the right, the road becomes Clay Lick Road. Camp is 2 miles from this point.

Catholic Youth Organization



Camp Rancho Framasa

## OPEN HOUSE

Come see CYO Camp Rancho Framasa for yourself!

Saturday, May 11, 2019

11am-3pm

- Take a tour of camp
- Meet the camp administration
- Meet camp staff

No need to RSVP, just show up and we will show you around!

Unable to visit camp during the open house?

Phone Lauren Verhiley, Camp Registrar at 888-988-2839, x122 to schedule a staff-guided tour.