



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



BEST. SUMMMER. EVER!

Summer Day Camp 2022

Parent Handbook
Summerville Family YMCA

Dear Parents,

Welcome to a new and exciting season of Y Summer Camp. We are glad you are joining in on the fun and excitement we have to offer. We offer opportunities for positive growth and development in an environment that is safe, fun, and educational. This is a place where your child will play games, develop some new skills, and participate in team building while forming long-lasting friendships.

As you read through this handbook, you will receive a better understanding of how our program operates. Our hopes are that it will help prepare you and your child for a safe and fun camp experience. Set aside some time with your child to read this booklet, it will give you some suggestions to help prepare for our exciting summer together. However, if you have further questions or concerns please feel free to contact us. We are very excited about this summer and we look forward to introducing your child to new friends and memories to last a lifetime.

Here's to the best summer ever!
Your YMCA Camp Staff



CORE VALUES

The Y works to accomplish its mission by living and sharing the following core values:

- **CARING:** Love; putting others before yourself; serving youth that youth may serve; building more responsive communities
- **HONESTY:** Integrity; telling the truth, keeping promises to self and others; trustworthiness; maintaining wholeness of spirit, mind, and body
- **RESPECT:** Regard; treating others as you would have them treat you; acknowledging and accepting others regardless of differences
- **RESPONSIBILITY:** Duty; to do what you should; accepting accountability to long term relationships; pursuing excellence; following through with personal commitments

Day Camp Goals

Our camp seeks to help campers:

1. Grow personally
2. Learn core values
3. Develop specific skills
4. Improve relationships
5. Develop leadership abilities
6. Appreciate diversity
7. HAVE FUN!

NON-DISCRIMINATION

The YMCA does not discriminate on the basis of race, color, national origin, age, religion or gender in its programs or its employment practices.

STAFF LEADERSHIP

All YMCA Day Camp staff has been carefully selected for their maturity, character, and experience with children, special talents and creativity. All staff have been thoroughly screened with a complete background and criminal history check. Children are placed in age appropriate groups and there is a trained counselor for every 10 campers. Generally the YMCA is unable to meet the needs of a camper who requires a ratio of less than 1 to 10. All staff receives training in camp programming, age appropriate activities and behavior

CHECK IN/OUT PROCEDURES

Check-In Procedures:

- The following protocols will be in place at all times during check-in (supplies needed: gloves and wipes):
- All staff must wash their hands when they arrive to work.
- All staff will escort child(ren) to the bathroom to wash their hands as soon as they arrive.
- Secondary family center staff will check the child(ren) in on the roster.
- All staff will wash their hands once check-in is over and sooner as needed.
- Staff should refrain from touching their face.

Check-Out Procedures:

- The following protocols will be in place at all times during check out.
- Parents will stay in their cars and show us their IDs.

- Once ID is verified, staff will sign-out children.

ISOLATION

If a child develops symptoms of a fever of 100.4 while in the program, the following will take place:

- Child(ren) will be isolated immediately away from other children and staff.
- Parent(s) will be called to pick up their child(ren) immediately.
- Program Director and the Executive Director, Jill Lewellyn, will immediately be notified.
- Cleaning guidelines will be followed immediately in the area where the child(ren) was.

MEALS

- All surfaces will be disinfected at the beginning of each meal and after meal time using CDC and EPA approved products.
- All staff will wash their hands before and after meal time, feeding and bathroom breaks.
- Staff and children will not eat at the same time to allow staff to adequately wash hands and disinfect surfaces between meals.

ROLE OF THE FAMILY CENTER STAFF

Family Center Staff will serve in the following capacities:

- Operate check-in and check-out car line daily
- Assist with supervising children as needed (help maintain ratios; bathroom/meal breaks for staff)
- Cleaning areas after children leave
- Cleaning supplies after use

CLEANING GUIDELINES

Staff will follow the guidelines listed below for cleaning.

- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Additional personal protection equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Cleaning surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.
 - **High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.**
 - **THESE AREAS WILL BE CLEANED AND DISINFECTED EVERY HOUR BY BRANCH STAFF.**

HANDWASHING

- We ask campers, parents and staff to wash their hands and often for 20 seconds.
- Always wash immediately after removing gloves and after contact with an ill person.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before, during and after preparing food
 - Before eating food
 - After touching carpet
 - Before and after treating a cut or a wound.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).





GETTING READY FOR CAMP

Program Hours: 7am – 6pm

Camp officially runs from 9am-4:30pm, before and after care offered free of charge. Drop off is between 7am-8:30am. We will be doing a car rider drop off line, similar to DD2. If you arrive after 8:30am, you will need to call the front desk and wait for a family center staff member to come out. Car rider pick up 4pm-6pm. You must bring your ID to pick up your child. Only adults on your registration form who have permission to pick up your child will be allowed to do so. Breakfast is served from 7am-8:30.

WHAT TO BRING TO CAMP

Listed below are items your child will need for camp (label all items with Camper's Name):

- **Snacks and lunch:** Campers are provided breakfast and lunch each day. A menu will be available at the front desk and e-mailed out every Friday. Please look over the menu and provide additional food as needed. Please send a snack daily as well. There is **no** refrigerator or microwave available.
- **A water bottle:** A labeled, refillable water bottle for those hot days.
- **Recommended clothing:** Tennis shoes and socks and play clothes are highly recommended. Camp is held both indoors and out. Dress to get messy.
- **Swimsuit and towel:** Campers should pack a swimsuit, towel, and plastic bag for their wet swimsuit every day.
- **Sunscreen and insect repellants:** Please apply before coming to camp. We will be applying throughout the day. Please label bottles with your campers name. Our staff can help guide the camper with applying their sunscreen. Spray sunscreen is preferred.
- **A great attitude.** Campers need to be prepared to have an active day outdoors. A good night's sleep is essential for a healthy camper. Swimming, sports, games, songs, arts & crafts and much more will be offered during a regular camp day. Our goal is to keep everyone active and busy throughout the day.

WHAT NOT TO BRING TO CAMP

We ask campers not to bring the following items:

- Knives or weapons of any kind (including chains; alcohol or tobacco products; expensive jewelry and large amounts of money).
- Electronic devices, including: hand held games and cell phones are not allowed at camp, if brought to camp we will hold them at the front desk and return them to the parent.

LOST AND FOUND

We have a designated lost and found box in the gym. Labeling your camper's items will reduce the risk of theirs being lost. Lost and Found will be presented daily. After one week all items are given to Goodwill.

EXTREME HEAT DAYS

If it is determined that the campers are in a heat emergency, the staff will take all precautions to protect campers from the effects of the heat. Children will be provided plenty of water breaks and rest periods in a cool place.

FIELD TRIPS AND SPECIAL EVENTS

Watch for announcements concerning field trips and special events which will be held throughout the summer program. Information will be available at the front desk.

FINANCIAL PROCEDURES

Payment Schedule

At the time of registration, a \$50 non-refundable fee is due. Drafts will be set up for designated weeks of attendance. There are no partial week enrollments. Thank you for paying whether your child is present or absent. Inquiries concerning refunds must be made to the camp director.

CANCELLATIONS AND REFUNDS

Cancellations must be written and received one week prior to affected session. Any request made in less than one week's time will not be honored and no refunds or credits will be made. Requests due to medical concerns will require a doctor's note.

FINANCIAL ASSISTANCE

For those who cannot afford the full weekly fee of camp, there are a limited number of partial scholarships available. Assistance forms are available at all family centers. Qualification is based on personal need, enrollment limitations, and the financial need of the family. Proof of income is required. Assistance is awarded on a "first come, first serve" basis.





GENERAL CAMP POLICIES

Health Policy

The camp program is equipped to care only for children who are in good health. If a child exhibits any of the following symptoms, we ask that they remain home.

- Fever of 100.4 degrees or more
- Vomiting or diarrhea
- Severe nasal or eye discharge
- An unidentified rash
- A contagious disease (chicken pox, measles, whooping cough, lice, and ring worm)

If a child is prescribed antibiotics the child must be on the medication for at least 24 hours before returning to the camp. If your child has a communicable disease, please notify the camp director as soon as possible. If a camper becomes ill while at camp, parents will be contacted to make necessary arrangements to pick up the child.

YOUR CHILD CAN RETURN TO CAMP WHEN:

- A temperature is steadily below 100.4 degrees for 24 hours with medication
- An infection has been diagnosed and child has been on antibiotics for 24 hours
- Nasal discharge is not thick, yellow or green
- A rash has subsided, or a physician has determined that it is not contagious
- Head lice/nits have been treated and there is no sign of nits
- Ring worm has been treated and covered

INJURY POLICY

Camp staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Camp Director will contact the parent or guardian. In the event they cannot be reached, the signed authorization on the child's registration form will allow the YMCA to secure prompt treatment. **Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.**



MEDICATION POLICY

All prescribed oral and topical medication for the camper, which must be administered during the program hours, requires a medication form filled out at the sign in desk. The medication must be in its original container labeled with the camper's name, dates, and the amount and frequency of dosage clearly labeled. A staff member will administer medication to campers.

TELEPHONE POLICIES

Emergency calls to campers should be done through the sign in desk.

PARKING

Due to the number of campers arriving and departing at the same time, please be cautious and courteous when driving in the parking lot. Do **NOT** park directly in front of the building or in the handicapped area (unless you have the proper decal).

WEEKLY THEMES

Each week of camp has a designated theme and the activities for the week will be based on those themes. Postings will be at the sign in desk regarding activities and each week's themes.

SWIMMING AND LOCKER ROOM INFORMATION

Campers will be swimming on a weekly basis (depending on the weather). They will be supervised in the locker rooms by their counselors. Campers may be exposed to fellow campers in various states of undress while in the locker rooms. The staff will take all necessary precautions to ensure the campers' privacy. We ask the campers dress themselves without assistance.



SAFETY SWIM TEST PROCEDURES

- These procedures are for all children, ages 17 and under, during Open and Family Swim Times at the Outdoor Pool.
- Swim Tests help provide you and our staff with an awareness of your child's swimming competency and confidence, as well as ensure a safe swimming experience for everyone.
- Swim Bands are break-away bands worn around your child's wrist. There are two swim bands, yellow and green, that designate what areas of our pool your child can play.

NO BAND: If he/she is without a swim band they are required to be at arms length of a parent or wear a Coast Guard Approved PFD (Personal Flotation Device). Any child 5 and under automatically falls under this category. Only a child 5 and under who has passed Starfish level or has equivalent swimming ability may test for a band.

YELLOW BAND: To earn a yellow band, a child must be able to swim comfortably at least one half (12 1/2 yards) of the pool length without any floatation. A yellow band allows children to swim alone in water that is armpit deep or less as well as go down the slide. A parent or guardian must stay in the immediate pool area with any child aged 11 and under.

GREEN BAND: To earn a green band, a child must be able to jump in water over their head then tread water for 30 seconds, followed by comfortably swimming one length (25 yards) of the pool without goggles, with their face in the water and/or maintaining a positive body position (legs should not drop below 45-degree angle), and without touching the side or bottom of the pool. A green band allows children access to all areas of both pools. A parent or guardian must stay in the immediate pool area with any child aged 11 and under.

To ensure safety, swimmers should always wear their band when in the pool.

Swim testing may occur every Monday for camp at the outdoor pool and anytime the lifeguard feels comfortable watching a swim test at the indoor pool. The lifeguard may have too many people in the pool and testing would have to take place at a later time.

Once your child has their band information recorded, their band information will be entered into our database. If your child forgets or loses their band, a new band can be purchased for \$2 at the front desk.

Thank you for your cooperation in helping us ensure the safety of all.



BEHAVIOR MANAGEMENT

Guiding the behavior of children, helping them develop core values, and building personalities are important tasks that adults must take seriously.

YMCA CAMP RULES

- Respect and care about everyone I share my indoor space with by using my indoor voice and walking from place to place.
- Care for and respect myself and others by keeping hands, feet, arms, legs, and all other objects to myself.
- Care for and respect others by avoiding put-downs, bad language, and not saying the three “illegal words” (stupid, hate, and shut-up)
- Take responsibility for my own behavior by listening to and respecting my counselors.
- Be honest by playing fair (by the rules), telling the truth, and not touching other’s belongings without their permission.
- Take responsibility for my safety by always getting permission from my leader and a pass before I leave my group.
- Respect the needs of others to understand what is going on and listening to directions for activities by raising my hand to ask questions or make comments during these times.
- Show respect and caring for myself and others by using good manners, saying please and thank you whenever I should.
- Other rules will include basic playground, pool, and gym rules.

Children are entitled to a pleasant environment at camp. Therefore, the YMCA cannot serve children who display chronic disruptive behavior. Such behavior is defined as “verbal or physical activity which may involve, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, and/or ignores or disobeys the rules that guide behavior during the day at camp”

If a child cannot adjust to the camp setting and behave appropriately, then the child will be discharged. Reasonable efforts will be made to help children adjust to the camp setting.



ACTION STEPS

The YMCA believes that children learn self-control for appropriate and responsible behavior when adults treat them with dignity and use proper techniques:

- Guide children by setting clear, consistent, fair limits for behavior.
- Value mistakes as learning opportunities.
- Redirect children to more acceptable behavior or activities.
- Make eye-to-eye contact and listen when children talk about their feelings and frustrations.
- Guide children to resolve their own conflicts and model skills that help them solve problems.
- Patiently remind children of rules and their rationale as needed.
- Use effective praise that is immediate, sincere, and specific.
- State directions in a positive fashion.
- “Time Out” is used as a method of behavior management. If this does not solve the inappropriate behavior, then the next step in our list of consequences will occur.

LIST OF CONSEQUENCES

1. Positive redirection
2. Warning
3. Time out
4. Loss of privilege
5. Conference with parent

If the severity of a problem is great enough, termination from the camp program can be effective immediately. Any and all terminations will be handled by the Camp Director.

YMCA CAMP DIRECTORS

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PLEASE RETURN THIS PAGE TO YOUR CAMP FAMILY CENTER.

My child/children and I have discussed the rules involved with camp, understand them fully and agree to follow them.

In the event my child/children break a rule, he/she understands there will be consequences.

Child's signature

Date

Parent signature

Date