



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST. SUMMER. EVER!

Specialty Camp 2024

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.

Special Needs

At the Y, we aim to promote an inclusive environment where children can learn and develop in a happy, caring, safe, and educational environment. At Y camp locations campers participate in highly active games, hikes and other physical activities. Generally the Y is unable to meet the needs of a child who requires a greater ratio than one staff to ten campers. These needs include social, emotional, cognitive, language, and/or motor development growth. Decisions are made on a per case basis.

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. All staff receives training in camp programming, age appropriate activities and behavior

- 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.
- 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

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).



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:** Pack snacks and depending on the hours of your camp you may need to pack a lunch.
- **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.

FINANCIAL PROCEDURES

Payment Schedule

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).



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. Chronic, disruptive behavior is defined as, “verbal or physical activity which may involve, but is not limited to, 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 chronic, disruptive behavior occurs our camp staff will first work with parents to curb this behavior. If reasonable efforts have been made and the child poses a direct threat -- a substantial risk of serious harm -- to the health or safety of others, then the child may be expelled from 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