



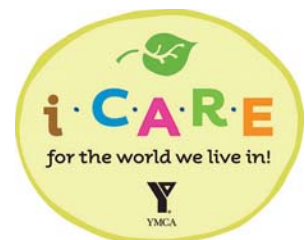
# YCHILD CARE™

We build strong kids, strong families, strong communities.

# 2010 Summer Day Camp

# Parent Handbook

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Independence, KY 41015  
859-356-3178  
859-572-3063 (Fax)  
[www.myy.org](http://www.myy.org)





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# Program Overview

## YMCA of Greater Cincinnati Mission Statement

The mission of the YMCA of Greater Cincinnati is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our four core values of caring, honesty, respect, and responsibility help us embrace our mission.

## Program Philosophy

The purpose of the YMCA youth programs is to meet the developmental needs of children and to provide families with quality care, whatever their needs may be. Our programs focus on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, which encourages initiative and supports the growth of self-direction and free choice, all under the guidance of nurturing and caring staff. This is done in a setting built with acceptance, respect and encouragement. In all of our programs, we work in cooperation with educational efforts through parents and communities. We believe in building positive self-esteem and strong character development in children by focusing in on our values of caring, honesty, respect, and responsibility.

## Program Goals

Our program provides:

- A safe environment
- Emotional support and warmth
- Responsive adults who serve as good role models and exceptionally good listeners
- Opportunities to work with real tools for play and/or purposeful real world work as well as learning confidence in dealing with the physical world through games, hobbies, and exercise
- A focus on 40 Developmental Assets
- Freedom of choice in an environment full of age-appropriate materials
- Freedom to work and play individually or with peers
- Encouragement to be creative and imaginative
- Time and space to engage in reading, computing and problem-solving through self-selected tasks
- Time and appropriate space for rest or quiet time
- Opportunities to develop personal discipline including: taking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships, and using community resources responsibly
- Learning to accept one's own personal abilities
- Opportunities to learn about diversity and inclusion
- Opportunities to learn about nutrition and other components of a healthy and safe lifestyle



ACA Accreditation means that our camp cares enough to undergo a thorough (over 300 standards) review of its operation by the American Camp Association – from staff qualifications and training to emergency management. ACA collaborates with experts from the American Academy of Pediatrics, The American Red Cross and other youth service agencies to assure that camp practices reflect the most up-to-date research based standards in camp operation. Our partnership with ACA helps promote summers of growth and fun in an environment committed to safety!



Y Camp is also proud to be green! Campers will participate in programs that are focused on our "iCare For the World We Live In" program. This includes recycling projects, a focus on protecting nature, learning ways we can care for the world we live in, etc.

## Family Involvement

**Family involvement and input is essential to our program!** Parents will be notified of events through newsletters and other oral or written communications. We appreciate any suggestions or concerns that families may have. In providing an open relationship with all family members, we believe that we provide better care for their children. Parents and employees are welcome and highly encouraged to participate in all activities planned for the children by the Camp Staff. Parents are especially welcome on field trips. Any family member with a special interest or skill to share should notify the Camp Staff. Parents are welcome to volunteer time and talents.

Any concerns of parents/guardians will be addressed with care and concern from our staff. If a parent or guardian would like to meet with camp staff, they can call to schedule time with the appropriate staff member. It is the policy of our program to have an "Open Door Policy." Parents can also feel free to contact the **Camp Director at 859-356-3178** or the Program Director, **Alesha Meyn** by contacting the Campbell County YMCA Welcome Center at **(859) 781-1814**. Conferences are welcome and available upon request. Please note that we will have opportunities throughout the summer for parents to meet on a more casual basis with the program staff that is working with their child. The YMCA will also provide evaluations of our program for parents to complete throughout the summer.

The YMCA of Greater Cincinnati is a volunteer driven agency. We welcome volunteer assistance in all branch and program development. Volunteer opportunities may include youth coach, parent advisory committee, fundraising and special events. Contact the YMCA for more volunteer information.

Families are asked to attend the **Meet-N-Greet**. This session will give you and your child time to meet his/her counselors and ask questions before the start of camp.

## Sensitive Issues

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. It is very important that parent's talk with the staff and the staff will keep parents informed as well.

All parents/guardians must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pick up the child/children. The staff will ask for the proper identification of the person picking up the child. This information should be listed on *the Pickup Authorization* section of the *Enrollment Application*.

**SUMMER DAY CAMP MEET AND GREET**

**SATURDAY, MAY 29TH  
1:00PM-3:00PM**



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# Program Overview

## Parent/Staff Communication

The YMCA believes that activities designed to involve parents in their child's development should be included in a summer program. Activities and weekly lesson plans will be posted on the parent table and/or bulletin board for everyone's information. **The Camp Chronicle**, our camp newsletter will be emailed to the address provided on the *Summer Camp Enrollment* form. A copy of this newsletter is also available upon request. It is a great way to keep parents informed of special events and what the children are doing during camp.

**Please keep the Camp Director informed of any changes during the summer so we can keep your records updated.** These changes may include, but are not limited to, medical history, address, phone numbers, email address, etc.

## Staff

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as a quality recreational program. Prior to hiring, each staff member completes a personal interview session, background check and reference check. We plan age appropriate activities for children in a structured and safe environment. Each program has a Director who is responsible for program plans and staff supervision.

All YMCA staff members receive CPR, First Aid, and Child Protection training as part of employment.

### Staff Structure

Junior Counselors  
Camp Counselors  
Lead Counselors

Teen Camp Counselor  
Pre & Post Camp Director

Camp Director  
Program Director  
Executive Director

## Staff to Participant Ratios

During any scheduled swimming activity a certified lifeguard or water instructor will be on duty at all times. A child staff ratio maximum of **1:18** for school aged children and 1:10 for preschool children will be maintained at all times in the pool.

A staff to child ratio during all other camp activities will never be higher than **1:14** with the exception of preschool age children. Staff to preschool age children ratio will be no higher than **1:12**. However, the YMCA in accordance with American Camp Association (ACA) recommendations, maintains the following staff to camper ratios, under normal circumstances:

<b>3 - 5 years</b>	<b>1:6</b>
<b>6 - 8 years</b>	<b>1:8</b>
<b>9 - 14 years</b>	<b>1:10</b>

**Good-day Mates!**  
Sorry to inform you that  
YMCA policy prohibits staff members from  
babysitting children met through any  
YMCA programs!



## Enrollment Policy and Information

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

The YMCA Camp programs are not drop-in programs. Enrollment must be consistent and in advance. Before attending the YMCA program, all children must be registered and officially enrolled. Program sessions have limited enrollment and registration is on a first-come, first-serve basis. Families may reserve a spot for specific weeks of camp by completing a *Enrollment Form* and submitting a **\$10 deposit** for each week of camp they wish to attend. The deposit is deducted from the weekly fee. A registration fee will also be applied at this time. Please note that the deposit and registration fee is non-refundable and non-transferable.

Before you register, please ensure that your enrollment form is completed in full. The packet requests pertinent information such as contact information, personal history of any special medical issues, special needs and food allergies, emergency transportation authorization, etc.

A child is not officially enrolled in camp until the *Enrollment Form*, an attached copy of an up-to-date immunization form, and payment has been made for the first week of a selected camp. Payment is due no later than the Friday before the camp week begins.

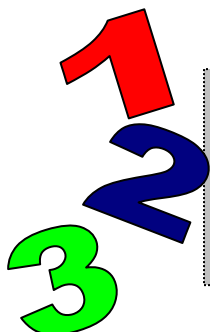
**All registration and enrollment information must be returned BEFORE the child is permitted to begin any YMCA Camp program.**

**Please review the At-A-Glance Parent Checklist located in this handbook for registration and enrollment details.**

## Permanent Withdrawals

The YMCA reserves the right to permanently withdraw a program participant at anytime. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Camp Director, Program Director and the Executive Director.

If your child's schedule changes or you withdraw from the program you must turn in the Change of Camp Form to your YMCA Camp Director or Program Director with a week's notice to avoid billing. **No** over the phone withdrawals will be accepted. At a minimum, parents must cancel prior to the week their child is registered to attend camp. This will assist in registering children who are on the waiting list.



**It's as easy as 1-2-3! Check out the At-A-Glance Parent Checklist (located on page 18) for a quick and simple reference tool on getting your child officially enrolled into camp!**



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# Payment Information

## Payment Procedures

Program tuition fees are due no later than **6:00 pm on the Friday prior** to the week your child is registered for attending camp. Fees are to be paid every week regardless of the total number of times your child attends camp. Fees will only be prorated when there is a scheduled day off for holidays. Full payment is due regardless of attendance. There is no refund for absences. When a child is absent due to suspension from the program, full tuition payment is still expected.

Payment must be made by check, money order or credit card. If tuition has not been paid as scheduled, your child/children will be withdrawn from the program until the late payment fee of **\$10.00** and the weekly tuition has been paid in full. There is a **\$25 charge** for returned checks. After one returned check, money orders will only be accepted, payable to YMCA. NO CASH!

**NEW!** Parents/Guardians also have a new option of paying for fees automatically through their credit card. This optional payment plan allows the YMCA to automatically place fees on a designated credit card weekly for payment. To utilize this option, please call Alesha Meyn at the Campbell County YMCA at 859-781-1814. You will need to fill out a one time payment form.

## Credit and Refunds

Once a week of camp begins, we will not give credits or refunds for that session. We do not refund or give credit for the **\$10 deposit**, nor is it transferable to another session of camp.

## Overtime/Late Fees

A late fee of **\$1.00** per minute per child will be charged if the child/children are not picked up on time. The individual that picks up the camper will be expected to sign the late fee slip and full payment is required.

## Financial Assistance

The YMCA of Greater Cincinnati believes that no child should be excluded from an activity because they are unable to afford the fees. Payment assistance is available to any eligible family through the *YMCA's Everyone Deserves a Y Campaign*. Some programs also receive assistance through the *Commonwealth of Kentucky's Childcare Assistance* program or other agencies. Enrollment and financial funds are limited and as a result we encourage you to apply early.

## Tax Information

The YMCA's tax exempt # is 31-0537171. Please keep all receipts for tax purposes.

**YMCA TAX I.D.  
NUMBER:  
# 31-0537178**

## Discounts

If you pay for the summer in full (**6 weeks** or more per child) you save **10%**! We also provide a Multiple Family discount, which allows you to save **10%** for additional child/children! Register for camp before **May 1, 2010** and the Registration Fee will be waived!

**WOW!** Did you see if you register for camp before **May 1st** the Registration Fee is waived! That's a **\$25 - \$40** value!



## Camper Code of Conduct

The YMCA of Greater Cincinnati has a clear responsibility to protect the children in the programs and to promote the YMCA mission that includes practicing programs based on Christian principles that build healthy spirit, mind, and body. We therefore teach children to resolve conflicts by peaceful and non-violent means. In support of this responsibility, this Code of Conduct governs the behavior of all adults at the YMCA programs. Staff, parents, and visitors are to treat each other professionally, with respect, and act as role models for the children.

The Code of Conduct identifies unacceptable behaviors by any participant while in any space designated as YMCA program areas. Misconduct includes, but is not limited to the following:

- o Profanity
- o Threats, intimidation, or harassment
- o Mental or bodily harm
- o Disruption or obstruction
- o Disturbing the peace
- o Dishonesty or misrepresentation
- o Violation of criminal law
- o Possession of weapons
- o Dressing inappropriately
- o Possessing illegal substances (including alcohol, tobacco and other drugs)
- o Engaging in sexual activity, harassment or other display or conduct
- o Misusing photographic devices

**Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, and/or criminal charges.**

## Rules We Live By

The following is a list of rules that all campers must adhere to at all times:

- Keep your hands to yourself
- Rocks and sticks belong on the ground
- Use appropriate language
- Respect all campers and staff
- Please follow all directions
- Wear appropriate footwear
- Stay with your group
- Toys and games belong at home
- Electronics and cell phones stay at home
- Leave money at home
- Balls belong outside or in the gym
- No pets in program area

**We stand by the Four Character Values of Caring, Honesty, Respect, and Responsibility!**



## Discipline

In youth programs, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits and guidelines. When that set boundary is broken, it is also essential to provide some form of understanding.

### The YMCA Discipline Policy follows these steps:

- Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, appropriate to the situation, and to each child's individual development. Verbalization of feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.
- No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In case of physical fighting among children, restraint by the staff may be used for the safety of the children involved, but no form of physical punishment or physical restraint is ever used.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, rest, or toilet use ever withheld as a means of discipline.
- Physical exercise is never used as a punishment or discipline method.
- No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the YMCA.
- No child is ever shamed, humiliated, or frightened by any form of discipline.
- No discipline technique is ever delegated to another child. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.
- "No" is used only if followed by an explanation.

## Suspension/Expulsion Policies

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens, the YMCA supervisors can exercise the option to suspend a child from the program. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

### Serious behavior problems may include:

- Verbal or physical aggression toward staff or other adults
- Repeated incidents of physical and verbal aggression toward other children
- Exhibiting behavior that endangers the safety of the children
- Racism
- Attempting to leave the program or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession or pretending to possess weapons of any kind

If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others." We strive to help each child reach his or her full potential as a productive, responsible human being.



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# Camper Safety

## Procedures for Emergencies or Accidents

All efforts to ensure safety are made at all times. However, although all children will be supervised at all times by staff, an emergency incident or accident may occur. The following general policies are in place to help ensure safety of all campers:

- All camp programs have a telephone available for emergencies as well as for communication with parents. **The Kenton County YMCA phone # is 859-356-3178.** The staff will locate the next available manager and assist in the communication process.
- A First Aid Kit is located in the program area's primary space and each group will carry their own kit.
- Children's information concerning medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the administrative area. Copies of these forms are made available for counselors to be taken during the transportation of children to scheduled field trips.
- Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization section of the Enrollment Application*.
- YMCA personnel will NOT transport children in their personal vehicles, even in emergency situations.

## In the Case of a General Emergency

General emergencies include: threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat or water. The staff will follow the posted procedures by the YMCA of Greater Cincinnati Association in regard to general emergencies.

If camp has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will alert parents of their whereabouts and the emergency situation at hand. Staff will be with the children at all times and no one will be left unsupervised.

In the event of a facility lock-down, we will relocate the children to a designated space in the building depending upon the emergency.

In any event where there would be loss of power, heat, or water, we would contact parents at that time to notify them that their children are to be picked up and removed from the program.

## Emergency Transportation Authorization

We are unable to accept enrollment for families who refuse to grant permission for their child/children to be transported for emergency medical or dental treatment. During the time of registration, you will need to complete all required information in the *Enrollment Application* that contains many important forms that must be completed and kept on file, including documentation on *Emergency Transportation Authorization*.

## In the Case of an Accident/Illness

The Camp Director or a staff person in charge will attend to the accident and/or illness. All other staff shall clear the area and supervise the other children. Minor accidents such as cuts, bruises, etc., will be treated by a staff member. If warranted, the Camp Director will immediately call the appropriate emergency contact numbers. If the parents or guardians cannot be reached, the physician or dentist (dental emergency) will be notified. An accident / incident report will be completed after any and all accidents at camp. The report will remain on the camp premises. Parents will receive a *Parent Communication Form* explaining all details of the accident / incident.



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# Camper Safety

## In the Case of a Serious Accident/Illness

If a child is injured or becomes severely ill at camp the parents/guardians will be called first. If the situation requires transportation to a hospital or practitioner, our staff will call 911, and an emergency squad will transport the child to the appropriate facility. Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization section of the Enrollment Application*. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the signed *Emergency Medical Authorization*, as well as any other vital medical information in the child's file with them.

## In the Case of Child Abuse or Neglect

Staff members are trained to observe children on a daily basis as they enter the program to look for a variety of signs of child abuse and/or neglect. The YMCA and the camp program itself has a number of policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Director and each employee of the program are required by law to report any suspicion of child abuse or neglect to Child Protection Services.

## Incident/Accident Reports

If a child is involved in an incident or accident during camp, the staff will complete an *Incident/Accident Report*. Staff will also fill out this form if they are suspicious of abuse or neglect. One copy will be given to the Metro Office and one copy will be retained on file. Parents will receive a *Parent Communication Form* for their records.

Incidents or injuries that require an *Incident/Accident Report* include but are not limited to: illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff, etc.

## Illness Policies

All staff members are trained to recognize the signs of communicable diseases and other illnesses. A trained staff member will observe each child as he or she enters the program. All children will be required to wash their hands prior to eating meals.

Any child who develops the following symptoms while in our program will be isolated immediately in the designated First Aid area until discharged to his/her parent or guardian. **They may only return with a doctor's note stating that the child's condition is not contagious.** The symptoms include:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and **may be readmitted to the program after he/she is free from all symptoms for 24 hours.** These symptoms include:

- Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- Evidence of untreated lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- Sore throat or difficulty in swallowing.

## Isolation Precautions

A child isolated due to a suspected communicable disease (or symptoms listed under the Illness Policy of this handbook) shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room or portion of a room away from other children.
- Made comfortable in an area. After use, the area will be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and disinfected with an appropriate germicide.

## Management of Illness

YMCA programs cannot allow “mildly ill” children to attend. A mildly ill child is defined as someone who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled programs, he/she should remain at home. Note that our employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any symptoms listed in our illness policy.

A child who becomes ill during the day will be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to pick the child up, the staff will discharge the ill child to the person who has been designated by the parent.

In the case of exposure to a communicable disease, parents will be notified by email or in the camp newsletter.

## Live Bugs

The YMCA does not allow any child to attend the Camp Program if he or she has any kind of influx of live bugs. Live bugs includes, but is not limited to lice, fleas, and bed bugs. In order for any child to return to camp after an outbreak of live bugs has occurred, he or she must have been treated and out of camp contact for 24 hours.

## Medications

Administration of medication or special diets will be undertaken by the program, after receipt of a completed, *Request for the Administration of Medication Form*, signed by a parent/guardian. The Parent/Guardian will need to sign this form on a daily basis in order for camp staff to administer the medication. This form can be obtained from the Camp Director. The Camp Director must receive this form before any prescribed medications can be given. The Camp Director, in a confidential log, will note all administrations of medications.

Over-the-counter medication/topical lotions cannot be administered, given to, or applied to children. Sunscreen lotions are very welcome at camp, however they are categorized as a topical lotion. Parents must provide authorization for their use. (You may do this by completing the *Authorization to Participate* section of the *Enrollment Application*.)

## Inhalers and Other Emergency Medications

**Pertinent information regarding any special medical issues, special needs and allergies must be clearly noted in the *Health History* section of your child's *Enrollment Application*.** All inhalers and other emergency medications are readily available to program staff members who are working with children that may need such items. A child who is in need of an inhaler may be allowed to carry the inhaler if a *Request for the Administration of Medication* form is on file. Please send an extra inhaler for the Camp Director to keep in the locked medication box.

It is important to keep staff aware of any allergies your child may have such as possible allergic reactions to bee stings, peanuts, other food allergies, etc. If you know your child is allergic to something, please note this information on his/her health history and note the severity of a possible reaction. Please provide any emergency medications (bee sting kits, Epi pens, etc.) for your child.



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# Camp Life: What to Expect

## Camper Orientation

Campers will receive an orientation on or prior to their first day of attendance to review rules, policies, and procedures.

## Arrival/Departure

As the children arrive for the program, the parent signs their child/children in and staff immediately takes attendance. When leaving the program, parents must sign their child out on the appropriate form and notify staff that they are removing their child from the program.

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file with the Program Director, which may include a custody agreement. No child will be released from a program to anyone other than the parents, legal guardians, or other persons specifically indicated in the *Enrollment Application*. We require that you give advance, written notification to the program when changes occur. Staff will ask for verification of identity.

## Early Pick-up / Late Drop-off Policy

If arriving or departing the program other than the scheduled times, staff must be **notified in advance** – preferably in writing. Parents are responsible for communicating this information in advance so that counselors can ensure the camper(s) are ready and waiting at the appointed time and designated location.

## Late Pick-up Policy

If you are more than **10** minutes late picking up your child, we will attempt to contact the parent/guardian or emergency contacts. If pick up is more than one hour late, Child Protective Services will be contacted to care for the child until the parents can be contacted. Excessive late pick-ups may result in the child's dismissal from the program. (A late fee of **\$1.00** per minute per child will be charged, if children are not picked up by the end of the scheduled program time.)

## Verify Absences

When your child will be absent from the program, please notify camp staff. Parents are encouraged to notify the YMCA by calling the Kenton County YMCA 859-356-3178. A staff member will be happy to record and pass along your information. Parents/guardians will be contacted by telephone by a staff member if a child has not arrived for camp and we have not received any notification. (There is no refund for absences.)

## Self Sign-Out Policy

Children who are **13 years old** have the ability to sign themselves out of camp with a signed permission slip. Children can only sign out during scheduled departure times, not in the middle of the program. Children who are enrolled in the Post Camp program cannot sign themselves out. Children signing themselves out must follow all rules. Siblings cannot sign each other out from camp. The YMCA reserves the right to revoke this privilege at any time. The *Self Sign Out Permission Form* is available upon request.

## What to Wear

**Your child will get dirty!** It is important that campers dress appropriately for any weather and that they are comfortable. On rainy days, campers will still be outside, and may need to pack a light wind jacket or extra set of clothes for them to change into. No sandals, crocs or dress shoes are allowed! Your child must be in tennis shoes.

## Outdoor Activities

Day and Teen Camp programs are primarily based outdoors. In the event of inclement weather conditions, such as severe storms, winds, or extreme high or low temperatures, and we cannot remain outdoors, the program will provide alternate indoor activities. These activities will take place in the extension office.

The staff maintains daily contact with local weather services and monitors for storm watch and weather signals. At the discretion of YMCA staff, the program participants will be moved to their alternate indoor weather site as the weather changes. However, predicting the weather can sometimes be difficult. If a downpour of rain should occur, campers will be kept in a sheltered location until they can be safely moved to an indoor facility. Due to our love of nature, we may not go indoors during a quick and light summer shower!

## Swimming Policy

Parents/guardians must complete the *Authorization to Participate* section of the *Enrollment Application* to give written permission for their child to swim or otherwise participate in water play activities. Parents may also opt to limit swim to the zero depth entry only. If you do not want your child to swim for any reason, please notify staff in writing.

Staff members will always accompany and supervise children at swimming sites. Staff members review all of the center's swimming rules with campers before each opportunity to go swimming. Staff/child ratios will be maintained. Staff members will ensure that the "buddy system" is in place at all times during swimming activities and will take head counts on a regular basis. We will only use pools and water parks that are staffed with certified lifeguards with CPR and first aid training. During all recreational swimming activities, certified lifeguards will be present at all times. Camp counselors will swim with their groups and provide additional supervision. Program participants must complete a swim test on the first day of camp, to evaluate their skill level. Depending on the swim skills demonstrated, campers might be limited to a specific area of the pool. Please refer to the *Enrollment Application* for specifics on the swim test and evaluation process.

All children should arrive at camp prepared to swim. Children should have their swimsuit and a coat of sunscreen on upon arrival. Please remember to pack appropriate undergarments for your child.

## What to Bring

It is recommended that each child bring a backpack or other easy-to-carry bag to camp. Parents and campers should refer to the *At-A-Glance Backpack Checklist* located in this handbook. It also lists items that your camper will not be allowed to bring to camp!

## Lost and Found

It is important to label your child's possessions. All campers' possessions should be labeled with their last name or first and last initial. (Sharpies® work great!) This vastly improves the chance that you will have the items returned if they are misplaced. Remember, many younger children do not remember what their possessions look like! The YMCA staff will do their best to remind campers to pick up their items daily. Lost and Found items will be kept for the week at which point unclaimed items will be donated to Goodwill®.

## Field Trip Information

Parents/guardians must complete the *Authorization to Participate* section of the *Enrollment Application* to give written permission for their child to attend any field trips or excursions away from the program site. Parents will also be expected to fill out an additional written permission request for all field trips prior to the date of the field trip. Attendance will be taken at the beginning of each trip, during, and again at the destination. All participants will adhere to all bus rules and safety guidelines.

Copies of the *Enrollment Application* with health history and complete emergency information for each child are kept with the camp staff member of each group at all times. A complete first aid kit will be taken as well. All camp staff members have radio communication with each other at all times for routine and special field trips.

The YMCA shall only use a reputable bus service for routine and special field trips. These vehicles undergo regularly scheduled maintenance to insure our participants' safety. YMCA staff members cannot transport children in personal vehicles under any circumstance.

## Field Trip T-Shirt Policy

Each child will receive a "Field Trip" shirt. These shirts must be worn for every field trip to aid in supervision of the group. The shirts provide identification regarding the program's name, address, and phone number. Field Trip shirts will be distributed the morning of the first field trip your child attends. If the child does not wear the shirt on field trip day and one has already been received, the parent/guardian is required to buy another shirt (\$7.00) to be worn that day. Payment will be requested at the time of drop-off.

## Food Information

Daily nutrition plays a vital role in your camper's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. Your child's lunch and snacks should be nutritious and help fulfill a child's recommended daily dietary allowances. If parent's need assistance in determining what these allowances are, the program can provide this information. Parents are asked to inform staff of any special dietary needs.



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# Camp Life: What to Expect

## Breakfast

Pre Camp will provide a cereal breakfast for 30 minutes beginning at 7:00 a.m. Breakfast will end promptly at 7:30 a.m. Children arriving after 7:30 a.m. should be fed a nutritious breakfast **prior** to their arrival to camp. Breakfast is one of the most important meals of the day! Ensure your camper has had a nutritious breakfast to fuel up for their day!

## Lunch

All campers should bring a **sealed container** with a nutritious lunch, containing foods from all food groups. Campers who attend afternoon Sport & Specialty camps will need to eat a nutritious lunch prior to their arrival.

All lunches should be ready to eat, with no need for refrigeration, cooking or microwaving. It is recommended to pack lunches in insulated containers with a freezer pack to keep items cold. For field trip days, please only send lunch in disposable bags. Plastic grocery bags work great to carry lunch and a beverage in! This will make it easier for campers to transport lunches, throwing things away, etc. In addition, campers will not have to worry about losing containers, freezer packs, etc.

## Snack

Campers should also pack a nutritious snack to enjoy during our designated snack time.

## Hand Washing

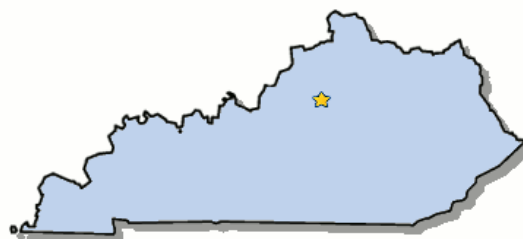
It is Kentucky law and good practice for students to wash their hands upon entering the program. Hand washing is encouraged after using the bathroom; wiping the nose; changing clothes after a toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed upon. Children's hand washing is supervised by staff.

## Appropriate Dress

Your child will actively participate in many activities. It is important that your child is dressed in a manner that is comfortable and allows the freedom to experiment and enjoy the many opportunities for learning and play. We also ask that you consider having your child dress in clothing that he/she can fasten and unfasten by themselves as this encourages independence and fine motor skill development when using the restroom. Comfortable, sturdy shoes will make active play much safer and more enjoyable. There will be occasions when clothing will become soiled.

### Licensure

The center is fully licensed by the State of Kentucky meeting all health, safety and fire regulations!



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## Inside the Backpack

Each camper should have a backpack or other easy-to-carry bag filled with items they will need to have a successful camping experience.

# Don't forget to pack ...

- Nutritious lunch in a sealed container
  - o Field trip days, please send disposable bags only
- Milk, Water, or 100% juice for a drink for lunch and snack
- Freezer packs for lunch
- Snack items
- Refillable water bottle
- Swimsuit
- Towel
- Sunscreen
- Goggles (*Optional*)
- Hat for sunny days
- "Field Trip" shirt on field trip days
- Jacket/sweatshirt for cool days
- An extra pair of socks or undergarments (*Optional*)

**Don't forget  
to send your child to  
camp with  
sunscreen!**

**Remember to  
label ALL of your  
camper's  
possessions!**

**Check your child's  
backpack each day  
for important  
information, arts &  
crafts projects, etc.**

## What Should My Camper Leave At Home?

Under no circumstances should children bring the following items to camp. If children do so, staff reserves the right to confiscate it and return it to a parent at the end of the day.

- Money
- Electronics (Game boys, CD players, cell phones, etc.)
- Yu-Gi-Oh cards and similar trading-cards
- New or expensive clothing and shoes
- Toys
- Animals
- Motor vehicle

It's as easy as 1-2-3! This At-A-Glance Checklist provides parents a quick and easy outline of the registering process and notes important dates and steps that parents must follow to officially get their child/children enrolled in camp.

## Step #1: Registration

Registration is a quick method of "holding a spot" for your child/children for a desired week of a specific camp. Parents/guardians will need to complete and turn in the following in order to register:

- 2010** Summer Camp Enrollment Application
- Certified copy of child's up-to-date immunization form
- \$10 Deposit** payment for each selected camp (per week/per child)
- Registration Fee payment (**\$25 a child or \$40 per family**)

**Register for camp  
before **May 1st** and  
the **Registration  
Fee will be waived!****

## Step #2: Payment

A child is not officially enrolled in camp until all the enrollment paperwork and payment has been received. Tuition fees are due no later than **the Friday before the camp week begins.**

- Payment by check, money order, or credit card

## Don't forget...

### Meet & Greet

**Saturday  
May 29, 2009  
1:00 pm – 3:00 pm**

**The following forms are available upon request and are due during the enrollment process:**

- Self Sign Out Permission Form
- Change of Camp Form
- Administration of Medication Form



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# Day Camp

## Day Camp

Day camp is designed for children ages 5-11. Pre and Post camp hours are available with the Day Camp program for families who need care before and/or after regular camp program hours.

## Fee & Schedule Information

Session	Time	Rates	
Day Camp	9:00 am – 4:00 pm	\$100 Members	\$120 Program Members
Day w/Pre Camp	6:30 am – 4:00 pm	\$125 Members	\$155 Program Members
Day w/Post Camp	9:00 am – 6:00 pm	\$120 Members	\$150 Program Members
Day w/Pre & Post Camp	6:30 am – 6:00 pm	\$140 Members	\$170 Program Members

## Day Camp Programs

We have 11 weeks worth of camp fun planned for your child. Each week will be a different theme, but will focus on one of our four core values! Pick and choose the weeks you like, or choose them all! If you register for 6 weeks or more and pay in full, you receive a 10% Discount!

Camp Week	Camp Theme	Field Trips / Event Visits	Spirit Days	Friday Fashions
May 31-June 4	Schools Finally Out!	(No Field Trip)	Yellow Day	School Spirit
June 7 – June 11	Wild Wild West	On-Site Field Trip	Backwards Day	Cowboy / Cowgirl
June 14-June 18	Games Galore	Red's Game*	Weird Hair Day	Sports Gear
June 21 – June 25	Holiday Happenings	On-site Field Trip	Silly Sunglasses & Socks	Dress like your favorite Holiday!
June 28 – July 2	Around the World in 5 Days	Cincinnati Zoo	Red, White, & Blue	Pick a Country to Represent
July 5 – July 9	Survivor: Outwit, Outlast Olympics	On-Site Field Trip	Bandana Day	Group Spirit for Olympics
July 12 – July 16	Hollywood Bound	Gameworks	Sunglasses	Formal Dress for Academy Awards
July 19 – July 23	Operation Y Spy	On Site Field Trip	Green Day	Alien or Detective
July 26 – July 30	Splish Splash	Beach Waterpark	Blue Day	Luau
Aug 2 – Aug 6	Treasure Island	Sallywag Tag*	Snow Cone Day	Pirate
Aug 9 – Aug 13	It's a Jungle Out There	On-Site Field Trip	Crazy Hat	Cartoon Characters

(\*) Scallywag Tag Fieldtrip is on Monday of this week, not the usual Wednesday! Also the Red's Game field trip will be on Thursday of that week.

Thursday's are Spirit Days and Field Trips are held on Wednesday's unless otherwise notified!

Field Trips are subject to change.




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# Day Camp

## Daily Tribe Schedule

Each week, camp is designed around a different theme. However, campers and parents will find comfort in knowing the schedule of activities remains basically the same each day. Remember that the schedule will be different on Field Trip/ On-Site Field Trip days. Your camper's day will consist of:

Time	Activity	Location & Notes
6:30 – 9:00	Pre-Camp Hours <i>Includes: Free play, breakfast, quiet activities, group games, etc.</i>	<b>Campers should be dropped off at the sign in / out area of camp.</b>
9:00 – 9:15	Transition	Campers will transition to the gymnasium.
9:15 - 10:45	Activity 1	Outdoor Activity Areas
10:45 - 11:00	Transition	
11:00 - 11:15	Opening Ceremonies	The Barn
11:15 – 11:55	Lunch & Free Time	Outdoor Group Area
11:55 – 12:05	Transition	
12:05 – 12:50	Activity Period #1	Outdoor Activity Areas
12:50 – 1:00	Transition	
1:00 – 1:45	Activity Period #2	Outdoor Activity Areas
1:45 – 1:55	Transition	
1:55 – 2:15	Snack & Free Time	Outdoor Activity Areas
2:15 – 2:25	Transition	
2:25 – 3:05	Activity Period #3	Outdoor Activity Areas
3:05 – 3:15	Transition	
3:15 – 3:30	Closing Camp Ceremonies	The Barn
3:30 - 4:00	Transition	
4:00	Camper Pick Up	<b>Departing Campers can be picked up at the covered drop off pavilion</b> 
4:00 – 6:00	Post Camp Hours <i>Includes: Organized group activities, play ground, snack wagon, etc.</i>	<b>Departing Campers can be picked up at the Play Ground</b>



Until the Pre and Post Camp staff can get used to the influx of parents picking up children at the end of everyday, please be sure to bring with you patience and an ID! Camp staff will be checking anyone's ID that comes to pick up a child from our camp!



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# Day Camp

## Description of Activities

Below is a brief description of activities indicated on the Daily Tribe Schedule and/or Program Descriptions:

Activity	Description
<b>Swim</b>	Campers will participate in daily swimming activities at the outdoor pool.
<b>Transition</b>	Transition includes campers walking from one activity sight to the next. <b>Transition time always starts with campers applying sunscreen first!</b> It is also an opportunity to grab their water bottle and hydrate themselves.
<b>Opening &amp; Closing Ceremonies</b>	The Soccer Field is our daily meeting place where we gather to start and end our day.
<b>Lunch/Snack &amp; Free Time</b>	Staff and children spend quality group time together in a relaxed atmosphere to enjoy lunch and snacking. Campers are encouraged to use this time to visit, rest, play games, etc. with their peers.
<b>Activity Periods</b>	<p>Campers enjoy a variety of organized group activities. Activities could include:</p> <p><b>Sports</b> - returning favorites and sports new to camp</p> <p><b>Nature Programs</b> – activities focused around the <i>YMCA iCare for the World We Live In</i> program</p> <p><b>Arts &amp; Crafts</b> – designed to match the weekly camp theme</p> <p><b>Core Club</b> – Games that concentrate on our four core values</p> <p><b>Water Activities</b> – Games involving water to help cool off!</p> <p><b>All Camp Activities</b> – Games and activities for the whole camp to enjoy; occur every other Wednesday</p>
<b>Spirit Days</b>	On Thursdays campers will be asked to participate in Spirit Days. This is designed to enhance the camping experience and often includes special events or campers being asked to wear particular items to show their spirit!
<b>Fashion Fridays</b>	On Fridays campers will be asked to participate in Fashion Friday! This is another creative method to encourage fun and excitement at camp!



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# Teen Camp

## Teen Camp

Teen camp is designed for children ages 12-15. Pre and Post camp hours are available for families who need care before and/or after regular camp program hours.

## Fee & Schedule Information

Session	Time	Rates	
Teen Camp	9:00 am – 4:00 pm	\$100 Members	\$120 Program Members
Teen Camp w/Pre Camp	6:30 am – 4:00 pm	\$125 Members	\$155 Program Members
Teen Camp w/Post Camp	9:00 am – 6:00 pm	\$120 Members	\$150 Program Members
Teen Camp w/Pre & Post	6:30 am – 6:00 pm	\$140 Members	\$155 Program Members

## Teen Camp Programs

Teen Camp follows the same 1-week dates and themes found during Day Camp. Please refer to the Day Camp section of this handbook to pick and choose the weeks you like, or choose them all! If you register for 6 weeks or more and pay in full, you receive a 10% Discount!

Though the themes are the same as Day Camp, teens will be responsible for planning their weekly activities and daily tribe schedule. This is done with the assistance of their Camp Director and by following specific guidelines that focus on leadership development, cultural awareness and self worth!