Y Camp at Arnett

2017 Camp Handbook

Arnett Elementary
3552 Kimberly Drive
Erlanger, Kentucky 41018
513-748-3420 (Summer Camp Y Phone)

R.C. Durr YMCA
5874 Veterans Way
Burlington, KY 41005
859-534-5700 (Welcome Center)
859-334-6502 (Senior Program Director of Family Life – Erlanger/Elsmere)
859-534-5777 (Fax)
www.myy.org

All information contained in this Handbook is subject to change!

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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 a healthy spirit, mind, and body for all. The Y is about…

Youth Development: Children need caring adults to provide support, guidance and encouragement as they grow. All kids deserve the opportunity to discover who they are and what they can achieve.

Healthy Living: Wellness in spirit, mind, and body strengthens our very being and enhances our interactions with others.

Social Responsibility: We truly are in this together and together we can harness our individual strengths and bring about positive change around us. The Y is dedicated to building healthy, confident, secure, and connected children, families, and communities.

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

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 play, learn and build confidence through games, role play and exercise
- 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 activities and arts programming with math and language integration
- Time and appropriate space for rest or quiet time
- Encouragement to accept one's own abilities
- Opportunities to learn about diversity and inclusion
- Opportunities to learn about nutrition and other components of a healthy and safe lifestyle
- 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.

Staff
Our staff is made up of dedicated individuals with degrees in education and/or training who provide a quality recreational program and provide special care and warmth for each child as well. Prior to hiring, each staff member completes a personal interview session, a reference check, and a background check completed. YMCA staff members receive Child Protection training as part of employment. Lead staff members are given the opportunity to become CPR/First Aid certified.

Each summer program site has a Director who is responsible for program plans and staff supervision.

Staff Structure
Junior Counselors
Camp Counselors
Lead Counselors

Camp Director
Senior Program Director of Family Life
Associate Executive Director
Executive Director

Sorry to inform you that **YMCA policy prohibits staff members from babysitting children** met through any Y programs!

Family Involvement and Feedback

Family involvement and input are essential to our program. The YMCA believes activities designed to involve parents in their child's development should be included in a summer program. Parents will be notified of events through newsletters and other oral and written communications. Parents are encouraged to participate in any special activities, or to volunteer.

Chaperones: Volunteers are especially welcome on field trips. Please notify the Camp Director a minimum of 4 days prior to any field trip you plan on attending as a chaperone. All chaperones must review and fill out a **Summer Camp Excursion form for Chaperones/Volunteers** with a Camp Director.

Family Friday: Who says only kids can have all the fun?! Join your camper on Family Friday for lunch and a camp activity! Each week campers and their guest can purchase pizza for Family Friday. (Lunch must be pre-ordered through the Camp Director by Thursday.) More information about Family Friday is found later in this handbook.

Maintaining an open relationship with all family members ensures better care for children. Any parent/guardian concerns will be addressed with care and concern by our staff. Our program has an Open Door Policy; conferences with a Camp Director are welcome and available upon request. Parents can also contact the Y's Senior Program Director of Family Life, Rebecca Nooe, at 859-334-6502.

We want overall suggestions and feedback from our families about their experience with our programming. Each week, parents will be emailed information on how to complete an online Camp Evaluation. (Hard copies of this evaluation can also be made available upon request.) We use your feedback to make ongoing changes and also continue to provide services that are important to you and your camper. **YOU COULD WIN:** Each week one lucky winner will be randomly selected from completed evaluations. Winners will receive $10 in *Camp Bucks* that can be applied to any camp program!

Senior Program Director of Family Life	Rebecca Nooe	rnooe@myy.org	859-334-6502
Y Camp at Arnett Phone	513-748-3420	(The Camp Director on duty will answer this phone)	

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. Regular, open communication between parents and staff is vital.

Custody: Parents/Guardians must provide legal documents concerning any custody agreements/ arrangements made within the court system regarding who can or cannot pick up the child/children.

Staff to Participant Ratios

Maintaining an appropriate Staff to Camper ratio is an important component to help ensure campers are having fun and staying safe. During any scheduled swimming activity a certified lifeguard or water instructor will be on be duty at all times. A staff to child ratio maximum of 1:18 for school aged children and 1:10 for preschool children will be maintained at all times in the pool.

Recommended Staff to Camper Ratios

2 - 5 years	1:6
6 - 8 years	1:8
9 -14 years	1:10

The staff to child ratio during all other camp activities will never be higher than 1:18 with the exception of preschool age children. The staff to preschool age children ratio will be no higher than 1:12. However, the YMCA strives to be in accordance with American Camp Association (ACA) guidelines and, under normal circumstances, maintains their recommended staff to camper ratios.

Program Overview

Meet & Greet Open House

Families are asked to attend the Meet & Greet Open House. This open house style event will give you and your child time to meet his/her counselors and other campers, ask questions, turn in missing information, verify your child's registration, **receive your camp T-shirt**, **take a swim test**, etc. – all before the start of camp.

Camper Meet & Greet Open House

Sunday, May 21, 2017 / 2:00–4:00 p.m. /R.C. Durr YMCA

Sunday, May 21, 2017 is also Family Night!

2:00 – 5:00 p.m. R.C. Durr Outdoor Pool ***(weather permitting)***

Join us after you wrap up from the Meet & Greet.
Be sure to bring your swim gear so you can jump in the pool!
We'll also be conducting swim tests for your camper.
Beat the lines at camp and test early!

Camp Swim Tests (Red Band/Yellow Band/Green Band)

Parent/Staff Communication

Your child's safety and security is our number one priority. Please keep the Camp Director informed of any changes during the summer so we can keep our records updated. These changes may include, but are not limited to, family changes, medical history, address, phone numbers, email address, etc.

We have a number of ways that we communicate with families during the summer. You can always speak with a staff member by phone or during check in or pick up. Here are some other methods we use to keep our campers and parents informed throughout the week:

Weekly Camp Newsletters will be emailed the Friday morning before the start of each week of camp to the email address provided on the *Camp Registration Packet*. A hard copy of the newsletter is available upon request. If you do not receive the email, or if your email address changes, please notify the Camp Director immediately. Our Camp Newsletter is a great way to kick off your upcoming week and be informed of special events, activities, helpful hints, schedules, etc.

Remind Messaging Services are also available. This is the best way for us to send out quick, real time reminders, changes in schedules, etc. It's simple and easy to use. By signing up for Remind, you are able to choose to receive messages via push notifications (Remind app), SMS (text), or email. Remind keeps all your personal contact information confidential.

Camp Program	Visit this Link to Join:	Join via SMS (Text Messaging)
Y Camp at Arnett	www.remind.com/join/erlanger	Enter this number: 513-259-2086 with this message @erlanger

Like us (R.C. Durr Y) on Facebook! We are continually posting updates on the fun that our campers are having, important events, weather information and more! Remember, parents always have the option of indicating on their registration form that they do not wish to have their camper photographed.

Please provide your email address!
It helps us stay green and is the most common form of communication the Camp program utilizes!

Registration Policies

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 summer programs are not drop-in programs and registration must be completed in advance. Program sessions have limited enrollment and registration is on a first-come, first-served basis. Registration can be completed in two easy steps!

1. Families may reserve a spot for specific weeks of camp or summer programming by completing a *Camp Registration Packet* for each child and submitting a $5 deposit for each week they wish to attend. A registration fee will also be applied at this time. Please note that the deposit and registration fee are non-refundable and non-transferable.

   Please be sure to document for yourself what weeks/programs you are registered for. You are held financially responsible for all weeks registered for. (See below for policies on changing your original registration needs and the next few pages of this handbook for payment information.)

   The *Registration Packet* must be completed in full upon registration. The packet requests pertinent information such as camps/programs registered for, billing information, contact information, medical history, individual concerns, parent authorizations, permission for emergency transportation, etc.

2. Your remaining payment for each selected week of camp and/or summer programming will be charged to your credit/debit card on file the Friday prior to the week attending. (Less the $5 deposit paid.)

NEW **NEW this Summer:** Campers will not have to supply a copy of their child's immunization/shot records. Parents will only need to verify on the *Camp Registration Packet* that their child is up-to-date on all immunizations required for school/the state.

All *Registration Paperwork* and payments must be completed and paid in full BEFORE your child is permitted to attend any Y program.

Permanent Withdraws/Changing Your Registration

Parents/Guardians will be held financially responsible for all registered weeks. If you need to change or withdraw your child from a selected week of camp or summer programming you originally registered for, you must complete a *Change of Camp Form* and return it no later than the Thursday before the start of the selected week you wish to update or you will be charged the full fee. No verbal or over the phone withdraws or changes are accepted.

If you cancel a week of camp (withdraw), the non-refundable and non-transferable deposit will be forfeited. These monies will not transfer to a new week that you would like to add or switch to. When switching/adding a week of camp, the deposit is due for the new selected program with the *Change of Camp* form. Always keep your duplicate copy of the *Change of Camp Form* with your files to serve as a receipt.

The YMCA reserves the right to permanently withdraw a program participant at any time. Reasons for permanent withdraw 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 and/or other supervisory staff.

Please note that even in cases where a camper is on suspension from a program, all fees are still due and no refunds/credits will be issued.

Payment Information

Registration Fees and Deposits

Registration paperwork with paid deposits reserves a spot for your child. Registration fees and the $5 deposit for each selected week of camp or summer programming is payable by check, money order or credit card (Visa, MasterCard, or American Express) at the Y. **No cash will be accepted.**

All fees and deposits are due upon registration. Fees and deposits will be processed through billing upon receipt. The registration fee is not subject to any discounts and is due even if scholarship or state assistance is applied. Registration fees, forms, and deposits may be dropped off at the Member Services front desk at the R.C. Durr Y or to a Camp Director.

Program Fees

A valid credit/debit card must be on file to pay for weekly camp fees. Please be sure to notify the billing department or your Camp Director if your credit/debit card number changes. Program fees are charged weekly on the Friday prior to the week your child is registered for. Fees are charged regardless of the total number of days your child attends camp during the week. There is no refund for absences.

Fees will not be prorated when there is a scheduled day off during the week for holidays. In order to keep costs down we have adopted a flat-billing format. We calculate how much it costs to run the program per child and divide it by the number of weeks it is offered. Fees are a set amount that is due weekly and we do not prorate under any circumstance.

Registration will be denied to any individuals who have any outstanding Y balances from last year's camp, child care programming, or any other Y membership or programming. All outstanding balances must be paid in full before a registration can be processed. A child may not attend a new week of camp until all past balances have been paid in full.

Late/Declined Payment Policy and Fees

If your credit/debit card payment is unable to be processed, you will be notified and full payment for the upcoming week is expected prior to your child attending the program. Parents need to check their email every Friday for newsletters and payment issue emails for each upcoming week. If you receive a notification, full payment can be made at the R.C. Durr Y Member Services front desk over the weekend or be made upon check in on the first day of the camp week. Campers cannot stay in/attend the program with outstanding fees.

If full payment for the week is not received by the end of the camper's first day, an additional $25 late penalty fee will be added to the overdue weekly payment. Please note: your child may not return to the program until the weekly fee and late payment fee is received and all balances are paid in full. Please note that ongoing payment issues could result in your child being withdrawn from the program for the summer.

Late Pick up 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 picking up the child will be asked to sign a late fee slip to acknowledge charges and the parent's credit/debit card on file will be charged. Please note that ongoing payment issues could result in your child being withdrawn from the program.

Tax Information

A tax statement for each child will be mailed out by January 31. If you have a change of address, please contact the billing department to update your information.

YMCA TAX I.D. NUMBER:

31-0537178

If more than one party is sharing program payment responsibilities for child/children and, for tax purposes, you need the tax statement to reflect separate payments made by each party, you must communicate this in advance. Separate billing accounts can be set up upon registration. We cannot separate accounts to reflect payments made by different parties for a child/family after your child starts the program.

Payment Information

Discounts

We offer two types of discounts, which are described below. Discounts cannot be applied to registration fees, Family Friday pizza, etc. In addition, discounts cannot be applied to those individuals receiving state or scholarship assistance.

- **Multiple Child Family Discounts:** We provide a multiple child discount, which allows families to save 10% for each additional child. Parents/Guardians pay full price for one child, and a 10% discount will be subtracted for each additional child's weekly fee.

- **Member Discount:** There are substantial savings in camp fees when you are a Y member! Speak to a Member Services representative to register for Y membership.

Financial Assistance

The YMCA believes that no child should be excluded from an activity due to the inability to pay. Some families can receive assistance through the *Commonwealth of Kentucky's Childcare Assistance* program. To determine if your family is eligible and for application assistance, contact a Child Care Assistance agent at:

Child Care Council **1-800-809-7076**

If you are not eligible for state child care assistance, payment assistance may be available to your family through the *YMCA's Annual Campaign Fund.* A *Membership for All Program Application* (MFA) is available at the Member Services Welcome Center at the R.C. Durr Y or through the billing department. All applications must be submitted to the Y Child Care/Camp Billing Department for review. Scholarship enrollments are limited, therefore we encourage early application. Please note, on average it takes two weeks to review/approve applications after all documentation has been received.

Payment Receipts and Billing Accounts

To request copies of your weekly receipts throughout the summer, you must notify the billing department in advance. If you need to request a receipt for a specific payment, we will be happy to print you one, however you must allow up to three business days from your request to process.

Monitoring Your Account Online

Did you know you can also view your account, print receipts, pull your tax statements, and so much more online?

Visit *www.myyonline.org* or sign in on the link found on *www.myy.org.*

From there you can visit your online account. You will need to enter your last name, birth date and zip code. It's as easy as following the prompts provided! You will need to create a password to log in to your online account. It is important that you use the email we have on file to receive your information. Be sure to contact the billing department if you need to update your contact information!

Do You Have Financial Assistance or Billing Questions?

Contact: R.C. Durr Y Child Care/Camp Billing Department
Beth Texley
etexley@myy.org
859-334-6513

Code of Conduct

The Y has a clear responsibility to protect the children in our programs and to promote the Y mission that includes practicing programs based on principles that build a healthy spirit, mind, and body for all. In support of this responsibility, our Code of Conduct governs the behavior of all participants in Y programs.

Adults must always treat each other professionally, with respect, and act as role models for the children. In addition, the Code of Conduct identifies unacceptable behaviors by staff, parents, visitors, program participants and campers while in any space designated for Y programming. Misconduct includes, but is not limited to the following:

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

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

Rules Campers Must Live By

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

- ☐ Keep your hands to yourself
- ☐ Keep rocks, sticks, and dirt on the ground (What's on the ground, stays on the ground!)
- ☐ Use appropriate language
- ☐ Respect all campers and staff
- ☐ Follow directions
- ☐ Stay with your group
- ☐ **Keep all toys, games, and animals at home**
- ☐ **Leave electronic devices at home** (See cell phone policy below)
- ☐ Leave money at home
- ☐ Keep pets out of program area
- ☐ Wear appropriate footwear- closed toed shoes only (no flip flops, crocks, sandals, mules, etc.)

Cell Phone Policy

Cell phones are not encouraged; however, we understand that some families are more comfortable in the knowledge that their child has access to their cell phone. Please note the following policies:

- Cell phones must be kept in the camper's backpack at all times during the program. If a staff member sees the phone, it will be confiscated.
- No texting is allowed during the program.
- Cell phones may not be used to take pictures of other campers/staff.
- No postings on social media sites by campers/staff or concerning camp/campers/staff is allowed.

Discipline

In youth programs, we strive to meet the needs of all children without ignoring the demands of any individual. It is necessary in organizing and maintaining a large group of children to set limits and guidelines. When those limits and guidelines are broken, it is essential to enforce established disciplinary actions.

The YMCA Discipline Policy

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, redirection, and problem-solving techniques are the methods used by the staff to guide children's' behavior. Below are other discipline guidelines we follow:

- No cruel, harsh, corporal or unusual punishment (including, but not limited to, punching, pinching, shaking, spanking, or biting) is ever permitted. Physical exercise is never used as a punishment or discipline method.
- 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 restraint is ever used as a punishment.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, drink, rest, or bathroom breaks ever withheld as a means of discipline. (L.I.T. will not be placed in a supervisory position or administer discipline at any time.)
- No child is ever humiliated, subjected to profane language or other verbal abuse, neglected, or abused while in the care of the Y. No child is ever shamed, humiliated, or frightened by any form of discipline.
- Children are never permitted to discipline one another. An entire group will not be disciplined due to the unacceptable behavior of an individual.
- "No" is used only if followed by an explanation. We utilize redirection and time-out as methods of dealing with negative behaviors.

Suspension/Expulsion Policies

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, inappropriate behaviors 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.

Examples of inappropriate behaviors that are grounds for suspension and/or expulsion from the program include, but are not limited to:

- Verbal or physical aggression or incidents toward staff or other children.
- Exhibiting behavior that endangers the safety of oneself, other children, or staff.
- Racism and/or any type of discrimination.
- Attempting to leave the program or intentionally going to unauthorized areas without staff permission.
- Consistently disregarding the rules and authority of the staff.
- Possession or pretending to possess weapons of any kind or verbally threatening staff/peers.
- Defacing YMCA or other children's property.
- Cell phone usage.

It is helpful for staff to also be aware of any behavioral, processing, or sensory concerns, so that they may better work with your child. Please be sure to indicate these concerns on your child's *Registration Packet* and/or speak with your Camp Director.

If a child engages in the types of behaviors, the parent will be notified prior to any action taken by the staff. As stated 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. Please note that even if a camper is on suspension for the program, all fees are still due and no refunds/credits will be issued.

Procedures for Emergencies or Accidents

All efforts to ensure safety are made at all times. Although all children will be supervised at all times by staff, an emergency incident/accident may occur. The following general policies are in place to help ensure safety of all program participants.

All camp programs have a telephone available for emergencies as well as for communication with parents.

- **The Arnett Camp Hotline number is: 513-748-3420**.
- If no one is available on the hotline number, the R.C. Durr Y Welcome Center number is 859-534-5700. The staff will locate a staff member to 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.
- YMCA personnel will NOT transport children in their personal vehicles, even in an emergency situation.
- Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization* section of the *Registration Packet*.
- Paperwork containing information concerning children's medical and health concerns, emergency transportation authorizations, program activity authorizations, emergency contacts, etc. are kept in a administrative area at Camp. Copies of these forms are made available to counselors and are always on hand, including when children are transported on scheduled field trips.

Please remember to keep your Camp Director up to date with any needed changes to your child's information!

Emergency Transportation Authorization

We are unable to accept enrollment for families who refuse to grant permission for their child(ren) to be transported for emergency medical or dental treatment. Upon registration, you will receive a *Registration Packet* that requests important information that must be completed and kept on file, including documentation of your *Emergency Transportation Authorization.*

In the Case of a General Emergency

The staff will follow the procedures of the YMCA of Greater Cincinnati Association in regards to general emergencies. 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.

In any event where there would be loss of power or water, we would contact parents to notify them that their children are to be picked up and removed from the program. In the event of a fire, tornado or flood, we would follow our procedures outlined in our emergency action plan. In the event of a threat of violence, the program immediately goes on lock-down, which includes relocating the children to a designated space in the building depending upon the threat/emergency.

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 Case of Accidents/Illness

In the case of **minor accidents** such as cuts, bruises, scrapes, bumps to the head, etc., the child will be treated by a qualified staff member. In the case of minor illnesses (outlined on page 11) the child will visit the designated first aid station and a parent will be contacted to pick up their child.

In the case of **serious accidents/illnesses** a Camp Director will attend to the child as other staff members keep the area clear and supervise other participants. If a child is injured or becomes severely ill at camp the parents/guardians will be contacted first. If the situation requires transportation to a hospital or practitioner, the staff will call 911, and an emergency squad will transport the child to the appropriate facility.

Emergencies and accidents will be handled as indicated on the Emergency Medical Authorization section of the *Registration Packet*. A staff member will accompany the child until a parent/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 if transportation is necessary.

In the Case of Child Abuse or Neglect

Staff members are trained to observe children on a daily basis for a variety of signs of child abuse and/or neglect. The YMCA and the camp program itself have a number of policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Camp 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 use this form if they are suspicious of abuse or neglect. Incidents or injuries that require an *Incident/Accident Report* include but are not limited to: 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. One copy of the report will be given to the Association Office and one copy will be retained on file. This is an internal document and we cannot provide families with a copy of this report; however, a *Parent Communication Form* documenting the incident/accident can be requested. In the event of a minor illness, a *Parent Communication Form* will be filled out and provided to the parent.

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 upon entering the program area and prior to eating and/or after using the restroom.

Any child who develops the following symptoms while in our program will be isolated in the designated first aid area until discharged to his/her parent or guardian. They may only return with a doctor's note stating a return date or verifying 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 of the eyes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than once 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 24 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.

Management of Illness

For the safety of <u>all</u> children in the program, we cannot allow ill children to attend. Even "mildly ill" children should not be in attendance. A mildly ill child is defined for example, as someone who is experiencing minor cold symptoms. 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.

If a child is ill, he/she should remain at home. A child who becomes ill during the day will need to be picked up. They cannot stay within their group or "hang out" in the shelter for the day. An ill child will be discharged to the care of his or her parent/guardian as promptly as possible. If the parent or guardian is unable to pick up the child, the staff will discharge the ill child to the person who has been designated by the parent. The Y should be informed of the nature of any illness your child may contract.

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

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, portion of a room, or the camp shelter - away from other children.
- Made comfortable in an area. The area will be disinfected with a germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and then disinfected.

Lice Policy

It is our policy that if your child is found with lice **or** nits/eggs, the child **may not attend camp**. If we find nits/lice while the child is attending the program, you will be contacted and your child will need to be picked up immediately. Children will not be able to return to the program until they have been checked and cleared by the Camp Director or Y Senior Program Director of Family Life.

Medications

Administration of medication (over the counter and/or prescribed – including cough drops, medicated lip balm, ointments, etc.) or special diets will only be undertaken by the program after receipt of a completed, *Request for the Administration of Medication Form*, signed by a parent/guardian.

This form can be obtained from the Camp Director or the Member Services front desk at the R.C. Durr Y. This request must be filled out annually for each program. Sorry, we cannot use a form from last year's camp or a form from another program, such as from the school year. No verbal or over the phone medication requests will be accepted. Each new medication needs its own form. Noting the severity of a possible reaction to bee stings, peanuts, food allergies, etc., is vital to proper care.

Parents need to provide any emergency medications (i.e.: bee sting kits, Epi pens, inhalers, etc.) for their child. All inhalers and other emergency medications are readily available to program staff members who are working with your child that may need such items. Parents also have the option of providing a second backup emergency medication that would be locked up in the Medication Box that stays with the Camp Director.

Parents will be notified if emergency medications are used. The Camp Director (in a confidential log) will note all administrations of medications.

Please also note the following concerning all over the counter or prescribed medications:

- **All medications must be received in their original container/packaging.**
- **All medications must include properly labeled information such as child's name, address, dosage, method of administration, etc.**
- **Medications must also be placed in a Ziploc® freezer bag to help protect labeling.**

Did you know that sunscreen lotions are categorized as a topical lotion?

Sunscreen is an important part of camp; however, parents must provide authorization for staff to assist with application as necessary.

(Please review and complete the *Authorization to Participate* section of the *Registration Packet*)

Camp Life: What to Expect

Sign In/Out Policy

It is our policy that all campers (including L.I.T.) must be signed in and out of the program – with the time noted - by a parent/guardian or a person they have designated on the camper's *Registration paperwork*.

Please note another sibling in the program may not sign in or sign out their brother/sister. The designated person for pick up/drop off must be 18 years of age or older.

Arrivals: All campers must arrive between 6:30-8:15 a.m. (Campers arriving after 8:15 a.m. are not provided breakfast.) Campers and their parents will go to the main front entrance of the school. A staff member will be there to greet you and let you in the building. Parents will need to sign in their child at this time. If no one is available at the entrance, the camp paging system will be set up outside. Simply hit the call button on the walkie-talkie and a staff member will come to assist you.

Departures: Parents are asked to pick up campers between 4:00-6:00 p.m. Parents will need to pick up their camper at the front entrance of the school. A staff member should be present at the entrance to assist in this process. The staff member will determine who you are picking up and page for your child.

While you are waiting, staff will have the parent/guardian sign their child out on the appropriate form and verify code words and/or ask for identification. If a staff member is not available to greet you when you arrive to pick up your child, simply use the call button on the walkie-talkie set up at the entrance of the building.

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, and we are unable to contact a parent/guardian or emergency contact, Child Protective Services will be contacted to care for the child until the parents can be contacted.

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 picking up the child will be asked to sign a late fee slip to acknowledge charges and the parent's credit/debit card on file will be charged.

Excessive late pick up may result in the child's dismissal from the program. The late pick up fee must be paid in full before the child will be allowed back into the program.

Verify Absences

When a child will be absent from the program, it is important to notify the camp staff. Parents must call the Camp Hotline to notify the Camp Director of your camp in the case of an absence. This is an important safety issue that we appreciate your due diligence in assisting with!

Every effort will be made to contact parents/guardians by telephone if a child has not arrived for camp and we have not received any notification. Please note that there are no refunds for absences.

Camper Orientation

Campers will receive an orientation on their first day of attendance to review rules, policies, and procedures. Parents and campers are encouraged to attend a Meet & Greet Open House in May before camp starts.

Camp Life: What to Expect

What to Wear

Most summer programming is done outside; 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 go outside, and may need to pack a light wind jacket or extra set of clothes for them to change into.

All children must also arrive to camp prepared for water fun! On some Fridays we will travel to the R.C. Durr Y for swim day. Check out your weekly Camp Newsletter for more information! On swim days, it is important that children arrive to camp already prepared to swim, with their swimsuit and sunscreen on under their day clothes. Please remember to pack appropriate undergarments for your child in their camp bag.

No sandals, flip-flops, mules, crocs or dress shoes are allowed. All children must wear tennis shoes with socks! If your child arrives in inappropriate footwear they may remain ONLY IF arrangements are made for tennis shoes to be dropped off before the children are finished with swim time.

Outdoor vs. Indoor Activities

Camp is based outdoors and weather permitting, campers are outside all day. 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. This will include, but is not limited to, organized games such as kickball, basketball, tag, and developmentally appropriate group games, board games, and individual activities.

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.

Lost and Found

It is important to label each child's possessions. All campers' possessions should be labeled with their last name. (Sharpies® work great!) This vastly improves the chance that the items will be returned if they are misplaced.

The YMCA is not responsible for lost, damaged or stolen items brought to camp. We encourage families not to buy new/expensive items for their child for camp. Some children are more prone to "leaving things behind" and many younger children do not remember what their possessions look like. The Y staff will do their best to remind campers to pick up their items daily – but it is the camper's responsibility to manage their possessions.

Lost and found items will be kept for the week; all unclaimed items will be donated to Goodwill®.

Swimming Policy

Y Camp at Arnett campers will participate in fieldtrips and events involving swimming and/or water play. 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.

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

Swim Authorization and Swim Tests

Parents/guardians must complete the *Swim Authorization* section of the *Registration Packet* to give written permission for a child to swim/enter the pool. Parents may also opt to disallow swimming altogether. Children without a completed swim authorization will not be allowed to enter the pool.

In addition to parental permission, a child must complete a swim test with a certified lifeguard in order to determine and access a specific depth in the pool. Swim tests are administered on a camper's first day of camp to evaluate a child's skill level. A child can retest at any time they feel they are ready. Swim bands do not transfer over from last year.

Swim Bands

On the *Registration Packet*, parents/guardians must provide permission for their camper to enter the pool/swim before a swim test and/or a swim band will be administered. There are four swim band/depth levels.

Pool Depth	Swim Band	Passing Swim Test Requirements
NO ADMISSION	No Band	Camper is NOT allowed in the pool- not even to get their feet wet!
Zero Depth 0 to 2.5 ft.	Red	No test required.
Intermediate Depth 0 to 4 ft.	Yellow	① Swim across the shallow end of the pool (15 to 20 feet) once. ② Float horizontally and move from a face down to a face up position. ③ The swimmer must then stand up and regain a vertical position.
Deep Water Depth 0 to 5 ft. Outdoor Pool 0 to 9 ft. Indoor Pool	Green	① Swim across the shallow end of the pool (15 to 20 feet) once. ② Jump into the water that is over the individual's head and return to the surface. ③ Tread water for at least one minute, then turn onto back and float briefly. ④ Swim one length of the deep end of the pool (25 yards.) unassisted and without rest. ⑤ Swim (on front or back) to a ladder or the side of the pool and exit the pool. Swimmer may not touch the side of the pool at any point in order to pass the swim test!

Camp Life: What to Expect

Swim Time at R.C. Durr Y

Throughout the summer, campers will be transported to the R.C. Durr Y facility for swim day and special events. On these days be sure your camper arrives to camp already prepared for swimming! (Check out your weekly Camp Newsletter for more detailed information and specific swim days.)

Slide Requirements
In order to go on the slide, camper must be a GREEN or YELLOW band swimmer.

Red band swimmers cannot have access to the slide!

Swim Bands
ALL swimmers in the pool/on the pool deck must wear a swim band on their wrist! Swim bands will be administered through each child's camp counselor each day.

Swim Authorization
Parents who do not give their child permission to enter the pool will be denied access to the pool itself, but will be outside on the pool deck with other campers and staff!

Severe Weather
During severe weather all pools – indoor and outdoor – are closed!

Swim Tests
Swim Bands are based on swimmer's tested skill level!

All campers who have parental permission to be in the pool will be tested by a certified lifeguard to determine the depth level/area of the pool they can be in.

Campers can re-test any time they feel they are ready to move onto the next level.

Camp Life: What to Expect

Feeding Your Hungry Camper

Daily nutrition plays a vital role in your camper's day. Staff and children spend quality group time in a relaxed atmosphere to enjoy eating together. Parents are asked to remind staff in advance of any camper special dietary needs. This information should also be documented on the camper's *Registration Packet.*

Breakfast & Lunch

Arnett participates in the Summer Food Service Program. Both breakfast and lunch will be available as part of the Summer Camp program at no additional cost EVERY day of the program. During weeks that campers attend the program at the R.C. Durr Y or when campers attend field trips, both breakfast and lunch will still be provided.

Parents may also choose to pack a nutritious lunch for their child. Your child's meals should be nutritious and help fulfill a child's recommended daily dietary allowances.

Field Trip Lunch Policy

A nutritious lunch is available to campers every day - even field trip days! If you choose to pack your campers lunch, please be sure to label it with the campers name and pack the entire lunch in disposable bags. Please note that the breakfast program will still be available during field trip days as well. Parents will be reminded of upcoming field trips and special activities during drop off and pick up and in the weekly Camp Newsletter.

Refillable Water Bottle and Late Day Snack

Campers who are staying after 4:00 p.m. should pack a nutritious snack to enjoy during our designated snack time. (Snack time is designated between 4:00 – 6:00 p.m.) **All campers must also bring a refillable water bottle every day** to help keep hydrated throughout each day.

Family Friday Lunch at R.C. Durr Y (Optional)

On designated Fridays we will travel to the R.C. Durr Y to join our friends at Camp Outback. Every Friday that we are at R.C. Durr Y, campers will get to enjoy participating in Camp Outback's special events – including Family Friday. Family Friday includes the optional Pizza Day. Campers can choose to turn in $5.00 (per week, per child) to order this Family Friday Lunch.

All orders AND payments must be received by the Camp Director no later than 9:00 a.m. by Thursday in order to make the ordering deadline. NO EXCEPTIONS!

Pizza Day Fridays will include pizza, chips, and a drink. Campers may choose not to participate in Family Friday Lunch, in which case they will be supplied a boxed lunch and drink provided by the Summer Food Service program.

NEW **NEW THIS SUMMER**: Kona Ice will be available on Family Fridays at no charge to campers.

For safety reasons, we have a strict policy that food and beverages are not allowed to be traded or shared among campers.

Camp Life: What to Expect

Field Trips/Excursions

Parents/guardians must complete the *Authorization to Participate section* of the *Registration Packet* to give written permission for a child to attend any excursions or field trips away from the program site. (This includes **all** campers.) All campers engage in walking excursions near and around the program site (including when at R.C. Durr Y) and parents must provide permission for this type of activity!

Copies of *Registration Packet* 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. Attendance will be taken multiple times during travel and while off site. All participants will adhere to all bus rules and safety guidelines during transport.

The YMCA shall only use a reputable bus service for routine and special field trips. These vehicles undergo regularly scheduled maintenance to ensure our participants' safety. Y staff members cannot transport children in personal vehicles under any circumstance. If a child misses the bus on field trip day, they will not be able to attend the field trip. Children may not be dropped off at the field trip site! Please check with camp staff to verify departure time if you are unsure!

Please note all field trips and special events are subject to change.

Field Trip Arrival/Departure Times

Unless otherwise noted, **campers must be signed in by 8:00 a.m. on field trip days.** Buses pull out of the program 8:30 a.m. In some cases, in order to have enough time to enjoy the field trip and account for travel time, some trips require an early departure time and/or extended day. Be sure to check out the weekly Camp Newsletter for any changes to the normal schedule and/or signup for our text messaging system.

Note: If a child misses the bus on field trip day, they will not be able to attend the field trip and you will need to secure childcare. All staff members attend the field trip. Children may not be dropped off or picked up at the field trip site!

Field Trip T-Shirt Policy

All campers will receive one camp shirt. These are distributed at the Meet & Greet Open House in May or are provided to the child on their first week of camp. Camp shirts must be worn for every off site field trip to aid in supervision of the group. If your child does not wear the shirt on field trip day, the parent/guardian is required to (a) purchase another shirt ($7.00) to be worn for the day or (b) find alternative childcare arrangements. Students cannot attend a field trip without a Y camp shirt! Payment will be expected upon purchase of an additional camp shirt.

Reds Rookie Success League (RRSL)

Y Campers of the Arnett program have a special option to their camping experience! The Reds Rookie Success League is a coed, character-building, introductory baseball program for campers **6-12 years.** Children will receive a character-based curriculum as well as fundamental baseball/softball instruction from volunteer coaches. The program meets for four days a week over a span of two weeks (July 10-20), **during weeks 7 and 8 of Camp at Arnett**. Campers will attend the RRSL program on Monday, Tuesday, Wednesday, and Thursday of those weeks, as they are reserved for the YMCA programs.

This is an exceptional two week opportunity to add to your child's camp experience at no additional cost. Busing, t-shirt, equipment, and lunch are provided by the Cincinnati Reds. This program is on a first come/first serve registration process. You will be contacted to let you know if your child is selected to attend the program or if they will go on the waiting list. If your child attends this two week program, your child will not attend any swim times/field trips/special events, etc. that are in conflict with the normal camp schedule.

Participants of this program must **be at the school no later than 8:00** a.m. to ensure your child makes the bus! Participants will also attend a home Cincinnati Reds baseball game as part of the program. Y staff members will accompany our campers to this event. More detailed information is available by contacting Rebecca Nooe, Senior Program Director of Family Life.

Camp Life: What to Expect

21st Century Summer Learning (21st CSL) Program

The 21st CSL program is **invitation only** to students that attend Arnett, Howell, Miles, or Lindeman Elementary. Four specific weeks of the summer are designated for this summer learning programming. Students can attend one or more of all four weeks.

Students will meet Monday thru Friday. Due to the fact that this is a grant-based program specifically targeting summer learning loss, it is important that your child attend during the designated program hours. This program is full of focused academic, unique enrichment, enlightening service, and fun recreational activities – all designed to help your child succeed!

The 21st Century Summer Learning program runs 8:00 a.m. to 2:00 p.m. ☆**.** This portion of the program is FREE to invited participants. Participants in this program attend educational off site field trips and/or engage in special events on site each week.

- ☆ **Field trip days may have extended hours (at no additional charge).** Participants should monitor their weekly Camp Newsletter for more information specific to their week of attendance to determine which days are extended days and when to pick up their child.

NEW **NEW THIS SUMMER: Families will have an option to purchase extended hours to the 21st Century program! Campers can attend Before, After, or both Before & After for one price!**

- Extended Hours - Before Camp are from 6:30 – 8:00 a.m.
- Extended Hours – After Camp are from 2:00 – 6:00 p.m.
- Extended Hours are available for $50 per child, per week.

More information is available by contacting your current Child Care Site Director or contacting Rebecca Nooe – Senior Program Director of Family Life (Erlanger/Elsmere).

21st Century at Arnett	Lesa McAllister	lmcallister@myy.org	513-748-3420
21st Century at Howell	Dale Logue	dlogue@my.org	513-426-5539
21st Century at Lindeman	Nathaniel Cheeks	ncheeks@myy.org	513-426-5529
21st Century at Miles	Sara Jennings	sjennings@myy.org	513-748-3359
Senior Program Director of Family Life (Erlanger/Elsmere)	Rebecca Nooe	rnooe@myy.org	859-334-6502

The information on this page only applies to the 21st Century Summer Learning program, and is not applicable to the Y Camp at Arnett program.

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. **ALL** ITEMS BROUGHT TO CAMP SHOULD BE LABELED WITH YOUR CHILD'S LAST NAME!

Make sure to bring...

Mandatory:

- ☐ Snack (if staying past 4 p.m.)
- ☐ Refillable water bottle
- ☐ Swimsuit
- ☐ Towel
- ☐ Sunscreen
- ☐ An extra pair of socks or undergarments
- ☐ Y Camp shirt on designated days

Remember to label ALL of your camper's possessions!

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

Optional:

- ☐ Goggles and nose plugs
- ☐ Hat for sunny days
- ☐ Jacket/sweatshirt for cool days

Don't forget to bring cash before Thursday morning drop off for Family Fridays Pizza Day on weeks we are at the R.C. Durr Y!

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.

- ☐ **Electronics** (Handheld gaming systems, CD players, DS systems, video watches, etc.)
- ☐ Money
- ☐ **Cell phones**
- ☐ Cameras
- ☐ Playing/trading cards
- ☐ Stuffed/living animals
- ☐ Arts & Crafts
- ☐ Makeup and nail polish
- ☐ New or expensive clothing and shoes
- ☐ Toys
- ☐ Jewelry

Remember that **ALL** campers must be in tennis shoes! Campers may **NOT** stay in the program without proper footwear!

This is safety issue!

NO flip-flops, mules, crocs, sandals, open toe shoes, etc. are allowed!

Program Information

Y Camp at Arnett is designed for children ages 5-12. Camp's hours of operation are from 6:30 a.m.-6:00 p.m. We have both part time (1-3 days) and full time (4-5 days) options.

Rate and Schedule Information

Session	Time	Rate Per Week
PT Day Camp	6:30 a.m.–6:00 p.m.	$105
FT Day Camp	6:30 a.m.–6:00 p.m.	$145

Camp Programs

We have 11 weeks' worth of camp fun planned for your child. Pick and choose the weeks you like, or choose them all. Please note the below information is subject to change! Also note we follow the Erlanger/Elsmere School District Calendar. If there is school – there is NO Camp program!

All families will be responsible for all weeks registered.

Camp	Week	Camp Theme	Field Trips Field trips occur off site	Event Visits Event visits occur at the YMCA
1	May 30-June 2 *(Closed 5.29)*	Aloha Summer	---	Luau Party (Fri.)
The 21st Century Summer Learning programs are available on-site at Arnett, Howell, Lindeman, and Miles Elementary during the month of June. You must be a student of one of these schools to be invited to attend a 21st Century program. All other campers must register for the Y Camp at Arnett program.				
2	June 5-9	Lights, Camera, Action	TBA	TBA
3	June 12-16	Magic of Camp	TBA	TBA
4	June 19-23	Jurassic Camp	TBA	TBA
5	June 26-30	Camp Scene Investigators	TBA	TBA
6	July 3-7 *(Closed 7.4)*	Infinity and Beyond	Scene 75 (Weds.)	---
7	RRSL July 10-14	Great Outdoors	---	Zoo on the Move (Fri.)
8	RRSL July 17-21	Wet and Wild	Beach Waterpark (Weds.)	---
9	July 24-28	Sportstastic	Florence Freedom (Weds.)	---
10	July 31-August 4	Ooey Gooey	---	Icky Olympics (Fri.)
11	August 7-11	Epic Adventures	---	Color War (Fri.)

- **If scheduled to attend an event visit at the R.C. Durr Y facility – this will also be a Swim Day for our campers!**
- Campers must wear their Y Summer Camp T-shirt on all off site Field Trip days. All campers will be provided with one Summer Camp T-Shirt. Additional T-shirts will be available for purchase at $7.00.
- Unless otherwise notified, on field trip days/special event days/designated swim days, campers must arrive to the program by 8:00 a.m. to catch the bus.
- The **Reds Rookie Success League (RRSL)** is scheduled for Camp Weeks 7 & 8 and only meets 4 days (Friday is an off day); Registration is required and spaces are limited. Refer back to page 18 for more information.

Daily Schedule

Each week, camp centers on a different theme. However, the schedule of activities remains basically the same each day, from week to week. Remember that the schedule will be different on Field Trip/Event Visit days. Please note that we do our best to stay on our time guidelines, but they are subject to change! A camper's day will consist of:

Time	Activity	Location & Notes
6:30-8:00	**Camper Check in** *Includes: Free play, quiet activities, group and individual games, etc.*	**Check in at the Main Entrance** Campers will then report to cafeteria
8:00-8:30 a.m.	Breakfast	Cafeteria Campers arriving after 8:15 a.m. will not be served breakfast
8:30-9:00 a.m.	Opening Ceremonies	Gym
9:00-10:15 a.m.	Activity Period #1	Outdoor Area or Gym
10:15-10:30 a.m.	Transition	
10:30-11:45 a.m.	Activity Period #2	Outdoor Area or Cafeteria
11:45 a.m.-12:00 p.m.	Transition	
12:00-12:30 p.m.	Lunch and Reading Time	Cafeteria or Outside
12:30-12:45 p.m.	Transition	
12:45-2:00 p.m.	Activity Period #3	Outdoor Area or Gym
2:00-2:15 p.m.	Transition	
2:15-3:15 p.m.	Activity Period #4	
3:15-3:30 p.m.	Free Time	Cafeteria or Outside
3:45-4:00 p.m.	Closing Camp Ceremonies	Gym
4:00–6:00 p.m.	**Camper Pick up** *Includes: Organized free play, games, activities, snack, etc.*	**Campers will be outside or in the gym.** **Parents can pick up at the main entrance**

On field trip days, special event visits, and swim days, the above daily camp schedule will change. Please review your weekly camp newsletter or speak to a staff member for program details on those days.

Description of Activities

Below is a brief description of activities indicated on the Daily Camp Schedule and/or Program descriptions. Be sure to check out the weekly Camp Newsletter for changes on event and activity dates!

Activity	Description
Activity Periods	Campers enjoy a variety of organized group activities. Activities could include: **Sports** – Play returning favorites and new sports. **Nature Programs** – Activities focused on helping the environment. **Arts & Crafts** – Projects designed to match the weekly camp theme. **Water Activities** – Games and activities involving water to help cool off. **All Camp Activities** – Games and activities for the whole camp to enjoy. **STEM (Science, Technology, Engineering, Math)** – Activities and applications that make learning fun and exciting.
Breakfast, Lunch, and Snack Time	Arnett participates in the Summer Food Service Program. Both breakfast and lunch will be available as part of the Summer Camp program for no additional fee. Time will be designated for snack between 4:00 – 6:00 p.m. Campers must pack their own snack. Campers must also bring a refillable water bottle daily.
Family Fridays at R.C. Durr YMCA	Who says that only kids get to have all the fun? Parents/Guardians are welcome to join their camper on selected Fridays to experience camp! Join your camper during lunch (11:15 a.m.) and stay for a fun camp activity! We ask that you let the Camp Director know no later than Thursday by 9 a.m. if you will be attending. Be sure to monitor your weekly camp newsletter to determine if it's a Family Friday week. **Family Friday is also pizza day**! The OPTIONAL Family Friday pizza must be purchased no later than 9 a.m. Thursday from the Camp Director. (Parents and/or campers can purchase pizza. **Pizza Friday is $5 per child, per week**. NEW **Family Friday is also Kona Ice day! NEW THIS SUMMER:** Kona Ice is available at no additional cost to our campers!
Field Trips and Special Events	Campers will enjoy a variety of field trips this summer. Review the Camp Program schedule on page 21 of this handbook for a list of field trips and special events. We encourage you to also pay close attention to your weekly newsletter for more detail and updated information.
Opening and Closing Ceremonies	Campers will officially gather in the school gym to start and end the day. Camp ceremonies include camp songs, review of the day, announcements, etc.
Passport Session	The Y is proud to focus on youth development, healthy living, and social responsibility. The Search Institute has identified 40 developmental assets that, when present in a child's life, contribute to healthy decision making. We will offer Passport Sessions during camp to help promote these 40 assets. Session categories include: DEAR (Drop Everything & Read), support, constructive use of time, empowerment, commitment to learning, positive identity, boundaries and expectations, positive values and social competence.
Free Time	Staff and children spend quality group time together in a relaxed atmosphere to free time. Campers are encouraged to use this time with their peers to visit, rest, play games, etc.
Swim Days	Fridays are typically swim days if we are traveling to the R.C. Durr Y facility! If a swim week, campers will enjoy pool time at the R.C. Durr YMCA Outdoor Pool. Check out the weekly Camp Newsletter to know if it's a swim Friday. This includes free play and the chance to socialize.
Transition	Transition includes campers walking from one activity site to the next. **Transition time always starts with campers applying sunscreen first.** It is also an opportunity to grab their water bottle and hydrate themselves or use the restroom facilities.

At-A-Glance Parent Checklist

The Registration Process:
This At-A-Glance Checklist provides parents a quick and easy outline of the registering process and notes important steps that parents must follow to officially get their child(ren) enrolled in camp.

Step #1: Registration

Registration with deposit is a quick method for a parent to hold a spot for their child for a desired week of a specific camp and communicate important information specific to the camper. Parents/Guardians will need to complete and turn in the following in order to register:

- ☐ 2017 Summer Camp *Registration Packet*
- ☐ $5 Deposit payment for <u>each</u> selected camp (per week/per child)
- ☐ Registration Fee payment ($10 a child or $20 per family)

Step #2: Payment

A child is not officially enrolled in camp until the weekly payment for registered weeks and programs has been received. Tuition fees are charged the Friday prior to the first day of camp. Families must be paid in full in order to attend camp.

- ☐ Payment by credit/debit card on file

NEW this Summer: Campers will not have to supply a copy of their child's immunization/shot records. Parents will only need to verify on the *Camp Registration Packet* that their child is up-to-date on all immunizations required for school/the state.

Don't Forget...

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

- ☐ *Self-Sign Out Permission Form*
- ☐ *Change of Camp Form*
- ☐ *Administration of Medication Form*
- ☐ *L.I.T. Application*

Meet & Greet Open House
at R.C. Durr YMCA

Sunday
May 21st
2:00-4:00 p.m.

Camper Family Swim Night

Sunday
May 21st
2:00-5:00 p.m.
R.C. Durr Outdoor Pool
(weather permitting)

Take Your Swim Test!