



Clermont Family YMCA Camp Timber Trails

2017 Summer Camp Parent Handbook

2075 James E. Sauls Sr. Dr.
513-724-9622 (Front Desk)
513-724-5511(Fax)
www.myy.org

Hours of Operation:
Monday-Friday; 6:30 a.m. - 6:00 p.m.



*Post on your fridge:
Contact Info: Page 21
Weekly Schedule: Page 22*

TABLE OF CONTENTS

Program Overview.....Pages 3-5

- Mission Statement
- Program Philosophy
- Program Goals
- Logo Review
- Family Involvement
- Sensitive Issues
- Parent/Staff Communication
- Staff
- Staff to Participant Ratios
- Staff Structure
- Staff Babysitting Policy

Enrollment Policy.....Page 5

- Enrollment Policy and Information
- Permanent Withdrawals

Payment Procedures.....Page 5-6

- Payment Procedures
- Child Care Vouchers
- Credits and Refunds
- Overtime/Late Fees
- Financial Assistance
- Tax Information
- Discounts

Code of Conduct.....Pages 7-8

- Camper Code of Conduct
- Rules to Live By
- Discipline
- Suspension/Expulsion Policies

Camper Safety.....Pages 9-12

- Procedures for Emergencies/Accidents
- General Emergency
- Emergency Transportation Authorization
- Accident/Illness
- Serious Accident/Illness
- Child Abuse & Neglect
- Incident/Accident Reports
- Illness Policies
- Isolation Precautions
- Management of Illness
- Medication
- Inhalers & Other Emergency Medications
- Disclaimer/Hold Harmless Statement

Camp Life – What to Expect.....Pages 12-14

- Camper Orientation
- Arrival/Departure
- Early Pick-Up/Late Drop Off Policy
- Late Pick Up
- Verified Absences
- Self Sign In/Out
- What to Wear
- Outdoor Activities
- Swimming Policy
- What to Bring
- Lost and Found
- Field Trip Information
- Field Trip T-Shirt Policy
- Food Information
- Breakfast
- Lunch
- Snacks

At-A-Glance Checklists.....Pages 15-16

- Backpack Checklist
- Parent Checklist

Day Camp & Pre/Post Camp.....Pages 17-18

- Program Information
- Fees
- Day Camp Programming
- Daily Schedules
- Description of Activities

LIT Program.....Page 19

- LIT Program Information
- LIT Fees

Sports & Specialty Camps.....Page 19

- Program Information
- Fees & Schedule
- Description of Activities

Ohio Administrative Code.....Page 20

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. The YMCA of Greater Cincinnati has three areas of focus: Youth Development, Healthy Living, and Social Responsibility.

Program Philosophy

The purpose of YMCA youth programs is to meet the developmental needs of children and provide families with quality care. 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 of parents and communities. We believe in building positive self-esteem and strong character development in children by focusing 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 the 40 Developmental Assets identified by the Search Institute
- Freedom of choice in an environment full of age-appropriate materials and activities
- 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 the 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

Logos



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 the 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!



The YMCA of Greater Cincinnati partners with United Way to advance the common good, creating opportunities for a better life for all, by focusing on the three key building blocks of education, income and health. United Way's goal is to create long-lasting changes by addressing the underlying causes of these problems.

Family Involvement

Family involvement and input is essential to our program! Parents will be notified of events through emailed newsletters and other oral or written communications. We appreciate any suggestions or concerns from our families. 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. Any family member with a special interest or skill to share should notify the Camp Coordinator. 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/guardian would like to meet with Camp Staff, they can call the Camp Coordinator to schedule time with the appropriate staff member. It is the policy of our

program to have an “Open Door Policy.” 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 are working with their child.

Each week the YMCA will email online evaluations of our programs for parents to complete. Please take a few minutes to complete this evaluation electronically or via pen and paper at camp. Your feedback is greatly appreciated and helps us improve our programs!

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, special events, and more. Contact the YMCA for more volunteer information and/or to fill out a volunteer application and background check release form.

Families are asked to attend **Camp Open House**. This session will give you and your child time to ask questions before the start of camp.

Camp Open House
Thursday, May 13 6:30-8pm
or
Saturday, May 20 8:30-10pm

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 parents 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.

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. Our camp newsletter will be emailed to the address provided on the *Summer Camp Registration* form. It is a great way to keep parents informed of special events, field trips, 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 checks. We plan age-appropriate activities for children in a structured and safe environment. Each program has a Director or Coordinator 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 to Participant Ratios

During any scheduled swimming activity a certified lifeguard or water instructor will be on duty at all times. A child to staff ratio maximum of 1:18 for school-aged children and 1:12 for preschool children will be maintained at all times in the pool.

All children are supervised at all times. A staff to child ratio during all other camp activities will never be higher than 1:18 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:

3 - 5 years	1:6
6 - 8 years	1:8
9 -14 years	1:10

Babysitting Policy

The YMCA of Greater Cincinnati *Code of Conduct* prohibits staff members from babysitting children met through any YMCA programs.

ENROLLMENT POLICY

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 *Registration Packet*, submitting a \$25/\$50 Registration Fee and a \$10 deposit (\$1 for families using Hamilton County assistance) for each week of camp they wish to attend. The deposit is deducted from the weekly fee. Please note that the registration fee and deposit are non-refundable and non-transferable.

In order to register your child for any camp, you must submit a *Registration Packet*. This packet must be completed in full and immunization records must be attached. Preschool and Kindergarten participants require a medical statement with a physician’s signature. 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 *Registration Packet* and immunization records are turned into the front desk and the child is registered with paid deposits. If your child has a health condition or requires medication, you will be required to fill out additional paperwork.

Permanent Withdrawals

The YMCA reserves the right to permanently withdraw a program participant at any time. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions, 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 Executive Director.

If your child’s schedule changes or you withdraw from the program you must turn in the *Camp Cancellation Form* to the Welcome Center with 7 days notice to avoid billing. **No** verbal, emailed or phone withdrawals will be accepted.



It’s as easy as 1-2-3! Check out the At-A-Glance Parent Checklist (located on page 16) for a quick and simple reference tool on getting your child officially enrolled into camp!

PAYMENT INFORMATION

Payment Procedures

- **Weekly payments:** My credit/debit card will be charged in full for any programs I have selected on the registration form the Friday *before* the selected week.
- **Monthly payments:** My credit/debit card will be charged in full for any programs I have selected on the registration form for the given month on the 1st of the month.

- If my voucher co-pay is unavailable on the Friday before a selected week of camp, my credit/debit card will be charged on Monday.
- **I will be charged in full (whether or not my child attends) unless I withdraw my child from a selected program using the *Camp Cancellation Form* and returning it *one week before the start of the selected week*.**
- No verbal, emailed, or over the phone withdrawals are accepted.

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.

There is a \$30 charge for returned checks.

County Child Care Subsidy

County child care subsidy is accepted for Traditional Day Camp and Pre/Post Camp. Subsidy is not accepted for Sports Camps, Specialty Camps, or the LIT program. **It is the responsibility of the parent to add the Clermont Family YMCA as an authorized provider before the child starts in the program.** This can be done by calling your case worker. Our Provider Name is Clermont County YMCA/Y-kids and our address is 2075 James E. Sauls Sr. Dr. or maybe 2075 Front Wheel Dr. **It is also the responsibility of the parent to swipe the child in and out each day using the Ohio ECC system. Children who are not authorized, denied in anyway, or are not swiped in/out will not be permitted to attend camp.**

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 registration fee or deposit, nor is it transferable to another session of camp.

Overtime/Late Fees

Parents will be charged a late fee of **\$10.00 for any portion of time up to 10 minutes late. After that, an additional \$1 per minute per child** will be charged until the child is picked up. The individual that picks up the camper will be asked sign a late fee slip to acknowledge charges. Late fees must be paid before the child can be accepted back into the program. If late pick-up is more than one hour, Child Protective Services will be contacted. Excessive late pick-ups may result in the child’s dismissal from the program.

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 Y’s Annual Support Campaign. Some programs also receive assistance through United Way or other agencies. Enrollment and financial funds are limited and as a result we encourage you to apply early. **In order to apply for a camp scholarship, you must prove that you do not qualify for County child care subsidy.**

Notification of approval generally takes 2 weeks and will be mailed or emailed to the address provided on the *Scholarship Form*. Incomplete scholarship applications will be returned to the family via mail.

Tax Information

We highly encourage you to keep your receipts for tax purposes. If you need a tax statement, one can be requested by emailing Susan at sspanja@cincinnatiymca.org. Please allow 3 business days (Monday-Friday) for your request to be processed. At the end of the year, tax statements will be available at the front desk by January 31.

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

Discounts

Camp Registration Day
Saturday, March 4

Register on **Camp Registration Day** and your registration fee (\$25-\$50 savings) will be waived. The registration fee will not be waived for any other reason. Deposits are due at registration.

We will also be raffling off a FREE week of Camp!

Family Discount: Pay full price for only one child! Additional siblings save 10% each!

CODE OF CONDUCT

Camper Code of Conduct

The YMCA of Greater Cincinnati has a clear responsibility to protect the children in our programs and to promote the YMCA mission that includes practicing programs based on Christian principles that build healthy spirit, mind and body. We 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:

- 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 display or conduct
- 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 and feet 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 the program area
- No vehicles in the program area

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. All specifications under Ohio Child Care Licensing Rule 5101:2-12-22 apply to all YMCA employees (please see the Camp Director or Executive Director for a copy of this rule).

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 the 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. The YMCA supervisors can also request that a child be picked up before the program end time due to behavior issues. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

The following behaviors will not be tolerated and if exhibited, the child will be sent home immediately:

- Verbal or physical aggression toward staff or other adults
- Physical or verbal aggression toward other children
- Exhibiting behavior that endangers the safety of the children, staff, or other adults
- Racism or threats to another person
- Bullying or excessive teasing
- 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
- Possession of drugs, alcohol, paraphernalia, etc.

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.

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 YMCA number is: (513) 724-9622. The staff will locate the Camp Director or next available manager 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.
- 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.
- All children must have *Emergency Transportation Authorization* on file. This is located on page 4 of the *Registration Packet*.
- 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 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 will 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 receive a *Registration Packet* 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 Camp Coordinator 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 emergency contacts will be called.

In the Case of a Serious Accident/Illness

If a child is injured or becomes severely ill at camp, 911 will be called and then the parents/guardians will be contacted. If the situation requires transportation to a hospital, an emergency squad will transport the child to the appropriate facility. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the child's *Registration Packet* 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 has 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 fill out this form if they are suspicious of abuse or neglect. One copy will be given to the Executive Director and one copy will be retained on file. Parents will be told about the incident/accident by a phone call or verbally with 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.

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 or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- 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.

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. This form can be obtained from your child’s Counselor or 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. For most camps you may do this by completing the *Authorization to Participate* section of the *Registration Packet*. Sunscreen cannot be applied during Pre/Post Camps unless an *Administration of Medication Form* is on file for the child.

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 Packet*. All inhalers and other emergency medications are readily available to program staff members who are working with children that may need such items. Children are not permitted to carry inhalers or emergency medications.

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.

A *Request for the Administration of Medication* form must be on file for all inhalers and other emergency medications. Parents will be notified if emergency medications need to be used.

YMCA of Greater Cincinnati Disclaimer/Hold Harmless Statement

All participants or in the case of a minor, their parent/guardian must sign off on the YMCA of Greater Cincinnati Disclaimer/Hold Harmless Statement before participating in a YMCA program. This statement is a part of the *Enrollment Form* located in the *Registration Packet*. The statement is as follows:

I understand that the YMCA of Greater Cincinnati assumes no responsibility for injuries or illness which I may sustain as the result of my/our physical condition or resulting from my participation in any athletic activities, sports programs, the use of any equipment, exercise, or any other activity at the YMCA. I expressly acknowledge on behalf of myself and my heirs that I assume the risk of any and all injuries and illness, which may result in my participation of these activities. I hereby release and discharge the YMCA of Greater Cincinnati, its agents, servants, and employees from any and all claims of injury, death, loss, or damage, which I may suffer as a result of my participation in these activities.

I understand that the YMCA of Greater Cincinnati is not responsible for personal property lost or stolen while using the YMCA facilities or while on YMCA premises.

On behalf of myself and my heirs I will adhere to the YMCA Code of Conduct. I understand that the YMCA of Greater Cincinnati will hold me accountable to the Code of Conduct, and may restrict my access to the YMCA facilities and its programs upon breach of the code.

I acknowledge the Waiver set forth above and, being in sympathy with the mission statement of the YMCA, I hereby accept the policies of and procedures of the YMCA of Greater Cincinnati.

CAMP LIFE: WHAT TO EXPECT

Camper Orientation

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

Arrival/Departure

For traditional day camp, campers should arrive at camp by 9:15 a.m. to be signed in at their camp's meeting spot. After 9:15 a.m. parents will have to locate their child's group/counselor for sign in which may require the parent to walk into the woods (camp). All campers should arrive by 10 a.m.!

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file, 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 *Registration Packet*. We require that you give advance, written notification to the program Director when changes occur. Staff will ask for verification of identity before releasing a child.

Early Pick-up / Late Drop-off Policy

If arriving or departing the program other than the scheduled times, staff must be **notified in writing in advance**. 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. Also, please avoid Early Pick-up/Late Drop-off on Field Trip days.

Late Pick-up Policy

Parents will be charged a late fee of **\$10.00 for any portion of time up to 10 minutes late. After that, an additional \$1 per minute per child** will be charged until the child is picked up. The individual that picks up the camper will be asked sign a late fee slip to acknowledge charges. Late fees must be paid before the child can be accepted back into the program. If late pick-up is more than one hour, Child Protective Services will be contacted. Excessive late pick-ups may result in the child's dismissal from the program.

Verify Absences

When your child will be absent from the program, please notify camp staff. Parents are encouraged to notify the Camp Director by calling 513-724-9622 and asking for Kaitlin or her voicemail. (There is no refund for absences.)

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 go outside, and may need to pack a light wind jacket or extra set of clothes. No sandals, crocs or dress shoes are allowed! Your child must be in tennis shoes.

Outdoor Activities

The program shall provide outdoor play each day in suitable weather for all camps. Day and Sports 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. This will include, but is not limited to, organized games such as kickball, basketball, tag, and developmentally appropriate group games. Indoor activities will be conducted in the YMCA main building.

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 *Swimming Permission Slip* section of the *Registration Packet* to give written permission for their child to swim or otherwise participate in water play activities. 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. We will only use pools 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. 50% of Camp Counselors will swim with their groups and 50% of Camp Counselors will remain on the pool deck to provide additional supervision. Program participants must complete a swim test on their first day of swimming, to evaluate their skill level. Depending on the swim skills demonstrated, campers might be limited to a specific area of the pool and might be required to wear a flotation device provided by the YMCA.

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* (pg. 15) located in this handbook. It also lists items that your camper should leave at home and items that your camper should 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 one week after the end of each camp week.

Field Trip Information

Day and LIT campers have 1 field trip per week. Parents/guardians must complete the *Field Trip* section of the *Enrollment Agreement* to give written permission for their child to attend any field trips or excursions away from the program site. 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 *Registration Packets* 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/cell phone 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 ensure 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 by 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 pay for a loaner shirt (\$5.00) to be worn that day. Loaner shirts must be given back to camp before going home for the day for laundering. 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 parents 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.

Morning Snack

Pre Camp will provide a morning snack for 30 minutes beginning at 8:45 a.m. Children arriving after 9 a.m. will have breakfast offered at camp sign in with all campers arriving for the day. 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

Camp will provide lunch for one hour beginning at 12:00pm. All campers attending camp will be provided with a nutritious lunch, containing foods from all food groups. On days when a sack lunch is required for fieldtrips, it will be provided as well. Lunches will be kept outside in a cooler with the campers. Please make sure you have given us all the information we need if your camper has any food allergies.

Helpful hint: Campers will often accidentally leave water bottles, etc. Be sure to clearly label any items with its owners name to assist in identify missing items.

Afternoon Snack

For campers registered for Post Camp hours, an afternoon snack will be provided at 4:15 p.m. The healthy snack will always consist of foods from 2 different food groups.

AT A GLANCE: BACKPACK CHECKLIST

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, including the backpack should be labeled with the camper's name.

Don't forget to pack..

- Tennis shoes
- 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 and undergarments (*Optional*)

Don't forget to dress for the weather! Camp is held outside each day!

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?

- Money
- Electronics (game systems, iPods, CD players, cell phones, etc.)
- Playing cards
- New or expensive clothing and shoes
- Toys
- Animals
- Makeup and nail polish

The YMCA and YMCA staff are not responsible for lost, stolen, or broken items.

AT A GLANCE: PARENT CHECKLIST

The Registration/Enrollment Process:

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 ensures your child's spot in camp. Parents/guardians will need to complete and turn in the following in order to register:

- Attend Camp Registration Day on March 4
- Registration Fee (\$25/child or \$50/family)
- Deposit for each selected camp (\$10 per camp/per child or \$1 per camp/child)

Step #2: Enrollment

- 2016 Summer Camp Registration Packet
- Up-to-date Immunization Records

Step #3: Payment

A child is not officially enrolled in camp until the registration form, all the enrollment paperwork, and payment has been received. Tuition fees will be automatically charged to a credit/debit card.

- Payment by cash, check, money order, or credit card for registration fees/deposits
- Credit or debit card on file for weekly charges.

Don't forget...

Open House
Saturday, May 13 6:30-8pm
or
Saturday, May 20 8:30-10pm

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

- Camp Cancellation Form
- Change of Camp Form
- Administration of Medication Form
- Medical/Physical Care Plan Form

DAY CAMP & PRE/POST CAMPS

Day Camp

Day camp is designed for children ages 6-12. Pre and Post camp hours are available in addition to the Day Camp program for families who need care before and/or after regular camp program hours.

Fee & Schedule Information

Fees and schedule information are available in the Camp Brochure.

Day Camp Programs

We have 12 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!

SAMPLE DAILY 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. Your child's schedule will vary based on their age group, trail group assignment and field trip. Your camper's day will typically consist of:

Time	Activity
<i>Pre Camp</i> 6:30 – 8:15	Free Play
7:00 – 7:30	Snack
8:15 – 8:45	Group Games & Activities
8:45 – 9:00	Transition
9:00 – 9:30	Sign In & Breakfast
9:30 – 9:55	Fire Circle
9:55 – 10:00	Transition
10:00 – 10:10	Activity Announcements
10:10 – 10:15	Transition
10:15 – 11:00	Activity Period #1 (Choice Activity)
11:00 – 11:05	Transition
11:05 – 11:40	Activity Period #2 (Group Activity)
11:40 – 12:00	Clean Up/Handwashing/Transition
12:00 – 12:30	Lunch
12:30 – 12:45	Camp Announcements & Clean Up
12:45 – 1:15	Camp Readers
1:15 – 1:30	Transition
1:30 – 3:00	Swimming
3:00 – 3:15	Transition
3:15 – 3:45	Trail Group Activities
3:45 – 3:50	Transition
3:50 – 4:00	Closing Ceremonies
4:00 – 4:10	Sign Out

4:15 – 4:45	Snack
4:45 – 5:45	Free Play
5:45 – 6:00	Clean Up

Description of Activities

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

Activity	Description
Swim	Campers will participate in daily swimming activities at the Outdoor Pool or Indoor Pool.
Transition	Transition includes campers walking from one activity site to the next. It is also an opportunity to grab their water bottle and hydrate themselves or reapply sunscreen.
Opening & Closing Ceremonies	The flag pole is our daily meeting place where we gather to start and end our day.
Lunch/Snack & Free Time	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.
Activity Periods	Campers enjoy a variety of organized group activities. Activities could include: Sports – returning favorites & sports new to camp Science & Nature – activities focused around caring for the Earth & scientific exploration Arts & Crafts – designed to match the weekly camp theme Character Development – games & activities that concentrate on our four core values Games –returning favorites & games new to camp Hodge Podge – a little bit of everything

LIT PROGRAM

Fee & Schedule Information

Fees and schedule information are available in the Camp Brochure.

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!

Leaders in Training (LIT)

Our LIT program is designed for teens ages 13-17. This program is designed to develop future camp counselors. Teens in this program will have the opportunity to develop their leadership skills, communication skills, and embrace the philosophies of volunteerism. LIT's assist summer camp staff with various activities, including general and specialized sports and games, arts and crafts, and general supervision of participants.

SPORTS & SPECIALTY CAMPS

Sports & Specialty Camps

Sports & Specialty camps are designed for children ages 6-12. Please refer to the Camp Brochure for specific camps, dates, times, ages, and rates.

County child care subsidy is not accepted for these camps.

For scheduling purposes, parents/guardians may opt to have their child/children participate in a Sport or Specialty camp **and** Day. This would allow the camper to attend a full day of camp. This would have to be noted on the *Registration Form*. The fees for that week's camps would be adjusted to account for only being at Day/Teen camp for part of the day. See the Camp Brochure for more information. Parents may also opt to register their child for Pre and/or Post camp hours as well.

Campers enrolled in a Sports camp and Day camp will most likely not attend the Sports/Specialty Camp on Field Trip days. On field trip days, if you would prefer that your child attend Sports/Specialty Camp instead of the field trip, you are responsible for ensuring that your child is picked up by the end time of the Sports/Specialty Camp.

ODJFS - CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

IN CLOSING...

We appreciate that your family has selected the Blue Ash YMCA to care for your child. Just like you, we care deeply about your child. Your suggestions and comments will receive careful consideration as we continue to design a program responsive to the needs of your family.

Clermont Family YMCA Camp Timber Trails

IMPORTANT CONTACT INFORMATION

Contact	Phone #	Email Address
Clermont Family YMCA Main #	513-724-9622	
Office Manager Susan Spanja	513-724-9622	sspanja@cincinnatiymca.org
Day Camp Director Kaitlin McMullen	513-724-9622	kmcmullen@cincinnatiymca.org
Sr. Program Director Jackie McNary	513-724-9622	jmcnary@cincinnatiymca.org
Executive Director Sheila Hinton	513-724-9622	shinton@cincinnatiymca.org

Did you include your email address on your child's registration packet?

The Camp Timber Trails newsletter, evaluations, and reminders go out via email each week.

If you haven't received a newsletter or evaluation by 6/3/15, please let us know.

Have you registered to receive text messages from Camp Timber Trails?

Camp Timber Trails will text field trip info, reminders and special event info throughout the week.

To receive messages via text, text **@camptimber** to **81010**.

Clermont Family YMCA Camp Timber Trails SUMMER CALENDER – DAY CAMP

Camp Week	Camp Theme	Spirit Day Thursday	Sport & Specialty Camps	Field Trips Field trips occur off site	Event Visits Event visits occur here at YMCA
May 29-June 2	Pokemon	Wacky Goggles		-----	
June 5-9	Anime	Character		ScallyWag Tag	-----
June 12-16	Marvel Mania			Camp Ernst	-----
June 19-23	Future Scientists	Crazy Hair		-----	Science Show
June 26-30	Future Artists	80's Dress-Up		-----	Art Exhibition
July 3-7	Junkyard Inventions			-----	Invention Showcase
July 10-14	Wild, Wild West	Cowboy/Cowgirl		-----	
July 17-21	Whose Line Is It Anyway?: Camper Edition	Mime Day		Kids Expo at Winton Woods	-----
July 24-28	WipeOut: Camper Edition	Animal		-----	Camp WipeOut! Competition
July 31-Aug 4	Wacky Water	Mix Match		-----	Cincinnati Museum Center Program on Wheels -One World, Many Cultures
Aug 7-11	Talent Show	Celebrity		-----	Talent Show
Aug 14-18	Magic	Magician		-----	