



HCY Camp Liberty

@ Highland County Family YMCA



Parent Handbook

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. 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 the YMCA youth programs is to meet the developmental needs of children and to provide families with quality care, whatever their needs. 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:

- o A safe environment
- o Emotional support and warmth
- o Responsive adults who serve as good role models and exceptionally good listeners
- o Opportunities to play, learn and build confidence through games, role play and exercise
- o Freedom of choice in an environment full of age-appropriate materials
- o Freedom to work and play individually or with peers
- o Encouragement to be creative and imaginative
- o Time and space to engage in reading activities and arts programming with math and language integration
- o Time and appropriate space for rest or quiet time
- o Encouragement to accept one's own abilities
- o Opportunities to learn about diversity and inclusion
- o Opportunities to learn about nutrition and other components of a healthy and safe lifestyle
- o 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

ACA Accredited

ACA Accreditation means that our camp cares enough to undergo a thorough review (over 300 standards) of its operation by the American Camp Association – from staff qualifications and training to emergency management. For over 50 years the ACA accreditation process has grown to keep pace with changes in the camp industry, expectations of the public, and the challenges of operating a business in today's highly regulated society. ACA collaborates with experts from the American Academy of Pediatrics, The American Red Cross and other youth service agencies to assure that camp practices reflect 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!



Program Overview

Family Involvement & Feedback

Family involvement and input are essential to our program! Maintaining an open relationship with all family members ensures better care for children. Our program has an "Open Door Policy." Conferences with a Camp Director are welcome and available upon request. Any parent/guardian concerns will be addressed with care and concern by our staff. Parents can also contact the YMCA Associate Executive Director Kellie Kiser by calling (937)840-9622. Please note that we will have opportunities throughout the summer for parents to meet on a more casual basis with the program staff.

We also appreciate any overall suggestions or feedback that families may have concerning their experience with our programming. The YMCA will email camp program evaluations weekly. (Hard copies will be provided to those families without internet services.) We strongly encourage you and your camper to complete and submit these weekly evaluations so that we may make ongoing changes based on your feedback and also continue to provide services that are important to you and your camper.

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

Sensitive Issues

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

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

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

Meet & Greet Open House

Families are asked to attend the Meet & Greet. This Open House session will give you and your child time to meet his/her counselors, ask questions, turn in or pick up enrollment paperwork and receive your camp T-shirt before the start of camp.



Don't forget to pick up your Camp T-shirt today!

Meet & Greet Open House
@ Highland County Family YMCA
Monday
May 16
6:00 – 7:00 pm

Program Overview

Parent/Staff Communication

The YMCA believes that activities designed to involve parents in their child's development should be included in a summer program. Parents will be notified of events through newsletters and other oral/written communications.

Weekly Camp Newsletters will be emailed to the address provided on the *Summer Camp Registration* form the Friday before the start of each week of camp. A copy of this newsletter is also available upon request. Please be sure to keep the Camp Director updated on any changes to your email address or if you do not receive the email transmission. Our Camp Newsletter is a great way to keep informed of special events, activities, helpful hints, etc. and is our main form of weekly communication.

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, medical history, address, phone numbers, email address, etc.

Staff

Our staff is full 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 and has reference checks and a background check completed.

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

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

Staff Structure

Camp Counselors

Camp Director

Executive Director

Staff to Participant Ratios

ACA Recommended Staff to Camper Ratios



6 - 8 years 1:8

9 - 14 years 1:10

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

The staff to child ratio during all other camp activities will never be higher than 1:18. 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.

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



Enrollment Policies

Registration and Enrollment 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-serve basis. Registration and enrollment can be completed in three easy steps!

1

Families may **reserve a spot** for specific weeks of camp or summer programming by completing a **Registration Form and submitting a \$10 deposit for each week** they wish to attend. A **\$25 registration fee** will also be applied at this time. Please note that the deposit and registration fee is **non-refundable and non-transferable**. Be sure to retain your copy of your completed Registration Form. **You are financially held responsible for all weeks registered for.** (See below for policies on changing your original registration needs and a later page in this handbook for payment information.)

2

Upon registration, you will receive an *Enrollment Packet*. This packet must be completed in full and returned prior to the start of the first registered week of camp. The packet requests pertinent information such as contact information, medical history, individual concerns, parent authorizations, permission for emergency transportation, etc. As part of the enrollment process, an up-to-date *Immunization Certificate* must also be turned in prior to the start of camp. **The Enrollment Packet with attached Immunization Certificate should be turned in no later than the Friday before the start of the first week of programming selected.**

3

Your **remaining payment** for each selected week of camp and/or summer programming - including any supply fees or add-on programming fees - **must be paid by the Friday before the week of camp.** (The \$10 deposit paid for the week will be subtracted out.)

All registration and enrollment paperwork and payments must be returned and paid in full BEFORE your child is permitted to attend any YMCA program.

Permanent Withdrawals/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 from what 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 withdrawals or changes are accepted.

If you cancel a week of camp, the non-refundable and non-transferable deposit or supply fees that have been paid will be forfeited. These monies **will not transfer to a new week** that you would like to add or switch to. It is also important to remember that **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 anytime. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Camp Director, Family Life Director or the Executive Director.

Payment Information

Registration Fees & Deposits

Registration reserves a spot for your child. Registration fees and the \$10 deposit for each selected week of camp or summer programming is payable by cash, check, money order or credit card at the YMCA. All personal checks and money orders are to be made out to the YMCA. If paying by check or money order, please write the child's name and what you wish the check to be applied to.

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 or to a Camp Director.

Program Fees

Program tuition is due the Friday prior to each week of camp your child is attending. Fees will only be prorated when there is a scheduled day off for holidays. (Prorated weeks are outlined on the Registration form.) Fees are charged regardless of the total number of days your child attends camp during the week. **There is no refund for absences.** Even if a child is absent due to suspension from the program, full tuition payment is still expected.

Registration will be denied to any individuals who have any outstanding Y balances from last year's camp, child care programming or from any other additional YMCA programming. All **outstanding balances must be paid in full** before a registration can be processed.

Late Payment Policy & Fees

If your credit/debit card payment was 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 should be in the habit of checking their email or phone messages for failure to pay notifications on Fridays** for each upcoming week. If you receive a notification, full payment can be made at the Member Services front desk over the weekend or be made upon check-in on the first day of the camp week.

If full payment for the week is not received by the end of the camper's first day the child may **not** return to the program until the weekly fee is received and all balances are paid in full.

There is a **\$25 penalty fee** for returned checks. After one returned check, only money orders will be accepted, made payable to YMCA.

Please note that ongoing payment issues could result in your child being withdrawn from the program.

Late Pickup Fees

A late fee of **\$10.00 for the first 10 minutes and \$1.00 per minute per child each additional minute** 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.

Credit and Refunds

Once a week of camp or programming begins, we will not give credits or refunds for that session. We also do not refund or give credit for the \$10 deposit or any money paid towards additional fees associated with any program, nor are these fees or deposits transferable to another week of camp or other Y programming.

Payment Information

Financial Assistance

The YMCA believes that no child should be excluded from an activity due to the inability to pay. Child care payment assistance may be available to your family through the *YMCA's Annual Support Fund*. A *Membership for All Program Application* (MFA) is available at the Member Services Welcome Center or through a Camp Director. All applications must be submitted to Kellie Kiser, Assoc Exec Director. Enrollment and financial funds are limited, therefore we encourage early application.

Financial Assistance Questions? Contact:

Kellie Kiser, Assoc Exec Director
kkiser@cincinnatiymca.org
937-840-9622



Tax Information

A tax statement for each child will be available by January 31. If you have a change of address, please contact the YMCA Welcome Center to update your information.

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, or mid-program when the need arises. However, we cannot separate accounts at the end of the year to reflect payments made by different parties for a child/family.

YMCA
TAX I.D. NUMBER:
31-0385178

Payment Receipts & Billing Accounts

If you need a weekly receipt for your records you must notify the billing department in advance. Contact Kellie Kiser at kkiser@cincinnatiymca.org to request receipts.

Code of Conduct

Code of Conduct

The YMCA 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. In support of this responsibility, our Code of Conduct governs the behavior of all participants in YMCA 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 YMCA 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

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 and sticks on the ground
- Use appropriate language
- Respect all campers and staff
- Follow directions
- Stay with your group
- Keep all toys and games at home**
- Leave electronic devices and cell phones at home
- Leave money at home
- Keep pets out of program area
- Wear appropriate footwear

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



Code of Conduct

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 or unusual punishment, and no corporal 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.
- No child is ever humiliated, subjected to profane language or other verbal abuse, neglected, or abused while in the care of the YMCA. 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 and/or 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

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 Enrollment 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 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. 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 Highland County YMCA Welcome Center number is 937-840-9622.
- Enrollment Packets 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 the Clermont Family YMCA. Copies of these forms are made available to counselors and are always on hand, including when children are transported on scheduled field trips.
- Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization section of the Enrollment Packet*.
- 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 emergency situations.

In the Case of a General Emergency

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

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

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

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

Emergency Transportation Authorization

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

In the Case of Accidents/Illness

All Y staff members are trained in first aid and how to recognize the signs of communicable diseases and other illnesses. 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, the child will visit the designated first aid station and a parent will be contacted for pick up.

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 Enrollment Packet*. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the signed *Emergency Medical Authorization*, as well as any other vital medical information in the child's file with them, if transportation is necessary.

Camper Safety

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 Family Life Director, 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. 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.

One copy of the report will be given to the Metro Office and one copy will be retained on file. Parents will receive a *Parent Communication Form* for their records of the incident/accident.

Illness Policies

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

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

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

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

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

Isolation Precautions

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

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

Camper Safety

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 *Enrollment Packet*.

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

Health Concerns

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*.

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.

Medications

Over-the-counter or prescribed medications or topical lotions cannot be administered, given to, or applied to children without a Request for the Administration of Medication Form completed and signed in advance.

This form can be obtained from the Camp Director or at the Member Services front desk. The Camp Director must receive this form before **any** actions can be taken.

All medications are kept in a locked medication box. The Camp Director will administer all medications and in a confidential log, will note all administrations of medications.

Parents need to provide any emergency medications (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.



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 *Enrollment Packet*.)

Camp Life: What to Expect

Arrival/Departure

As each child arrives for the program, the parent is required to sign them in with a camp staff member. When leaving the program, parents must also sign their child out from a camp staff member.

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file with the Director, which may include but is not limited to a custody agreement. No child will be released to anyone other than the parents, legal guardians, or other persons specifically indicated in the *Enrollment Application*. We require that parents give advance, written notification to the program when changes regarding this information occur. Staff will ask for verification of Code Words and/or identification before releasing a child.

Camper Arrivals		
Day Campers	Drop Off Time	Location
Day Camp Arrivals	9:00 a.m.	Far End of YMCA Parking Lot Check-In @ camp table
Late Arrivals	After 9:30 a.m.	Camp Area Check-In with staff @ camp area by camp tables Campers not accepted after 10:00am unless prior authorization is given.
Camper Departures		
Campers	Pick Up Time	Pick up Location
Day Camp Departures	4:00 p.m.	Pickup @ Camp

Camp Life: What to Expect

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 Pickup Policy

If a parent is more than 10 minutes late picking up a child, we **will** attempt to contact that parent/guardian and/or the emergency contacts. If pickup is more than one hour late, Child Protective Services will be contacted to care for the child until the parents can be contacted. Excessive late pickups may result in the child's dismissal from the program. A late pickup fee of \$1.00 per minute, per child **will** be charged.

Verify Absences

When a child will be absent from the program, it is important to notify camp staff. Parents please call Highland Family YMCA Welcome Center at (937)840-9622. A staff member will be happy to record and pass along your information. Parents/guardians will be contacted by telephone by a staff member if a child has not arrived for camp and we have not received any notification. **There is no refund for absences.**

Camper Orientation

Campers will receive an orientation on their first day of attendance to review rules, policies, and procedures. Parents and campers are also invited to attend a Meet & Greet in May.

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 for them to change into. No sandals, flip-flops, mules, crocs or dress shoes are allowed! **All children must wear tennis shoes with socks! Preferably shoes that can get dirty too!**

Outdoor Activities

Camp Timber trails is based outdoors and weather permitting, campers are outside all day. Day 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, board games, and individual activities. Indoor activities will be conducted in the Highland Family YMCA facility.

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.

If a parent is picking up early in inclement weather and needs to know at which alternative site to find the group, the Camp Director can be reached thru our member services desk at (937)840-9622.

Camp Life: What to Expect

Swimming Policy

Parents/guardians must complete the *Swim Authorization* section of the *Enrollment Packet* to give written permission for a child to swim or otherwise participate in water play activities. Parents may also opt to limit swim to only the zero depth entry or disallow swimming altogether. Children without a completed swim authorization will **not** be allowed to swim.

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.

If a parent/guardian provides permission for a child to swim in the deep, the child will complete a swim test on their first day of camp, to evaluate their skill level. Swimmers are re-tested every year and swim bands do not transfer over from last year. Depending on the swim skills demonstrated, campers might be limited to a specific area of the pool lower than what a parent gave permission for. A child can re-test at any time they feel they are ready. A child will not be able to retest for a swim level that is higher than what they gave permission for in the *Swim Authorization* section of the *Enrollment Packet*.

Children who do not pass the swim test or whose parents did not give permission for deep water swimming will be given a **RED** wristband.

Again, a child can retest when they feel they are ready!

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



Need to Improve Your Swimming Skills?

Campers can "add on" Swim Lessons to their Camp experience! Please ask our member service team for details!

Camp Life: What to Expect

Food Information

Nutrition plays a vital role in a camper's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. A 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 of their child.

Breakfast

Breakfast is one of the most important meals of the day! Breakfast will ensure your camper has fuel for their day! Please ensure your child has a healthy and filling breakfast, we have a lot planned for them today!

Lunch

All campers will need to pack a nutritious lunch, containing foods from all food groups. Refrigeration will not be available, please be sure to pack appropriately. 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.*

Snack

We will make sure all campers have a snack at the end of our camp day to help replenish the energy we have used all day. Please be sure all information we need is filled out if your camper has any food allergies.

Camp Life: What to Expect

Lost and Found

It is important to label each 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 the items will be returned if they are misplaced. Remember, many younger children do not remember what their possessions look like! The YMCA staff will do their best to remind campers to pick up their items daily. Lost and Found items will be kept for the week at which point unclaimed items will be donated to Goodwill®.

Attending Field Trips / Excursions

Parents/guardians must complete the *Authorization to Participate* section of the *Enrollment Packet* to give written permission for a child to attend any field trips or excursions away from the program site. (This includes **all** campers.)

All campers and summer program participants engage in excursions near and around the Highland Family YMCA facility.

Copies of *Enrollment 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 on and 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 insure our participants' safety. YMCA staff members cannot transport children in personal vehicles under any circumstance. Unless otherwise noted in the weekly camp newsletter, **all campers must be signed in by 8:45 a.m. on field trip days in order to attend the field trip. Busses pull out of the Highland Family YMCA program at approx. 9:00 am. * If a child misses the bus on field trip day, alternative child care will need to be secured.** Children may not be dropped off at the field trip site, and all camp staff are with the field trip.

In order to have enough time to enjoy our field trips and account for travel time, some trips require an early departure time. Be sure to check out the weekly Camp Newsletter for specifics!

Field Trip T-Shirt Policy

All campers will receive one camp shirt. These are distributed at the Meet & Greet in May or are provided to the child on their first day of camp. **Camp shirts must be worn for every 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 purchase another shirt (\$7.00) to be worn that day. Payment will be requested at the time of drop-off.

Field Trip Meal Policy

Sack lunches will be required for all campers on days when a lunch is required for off sight excursions, unless otherwise noted in the camp newsletter.

At-A-Glance Backpack Checklist

Inside the Backpack

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

Make sure to bring...

Mandatory:

- Tennis Shoes
- Refillable water bottle
- Swimsuit (if required)
- Towel (if required)
- Sunscreen
- YMCA Camp shirt on designated days

Optional:

- Goggles and nose plugs
- Hat for sunny days
- Jacket/sweatshirt for cool days
- An extra pair of socks or undergarments

Remember to label
ALL of your
camper's
possessions!

Summer is Hot!
Don't forget to bring
Your camper's Water
bottle!!

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

What Should My Camper Leave At Home?

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

- Money
- Electronics (Game boys, CD players, DS systems, video watches, cell phones, etc.)
- Personal Sports equipment
- Makeup and nail polish
- Campers are not permitted to be in possession or use of vehicles.
- Alcohol, drugs, or weapons**
- Animals

No flip-flops, mules, crocs, etc. are allowed.

Day Camp

Day Camp

Day camp is designed for children ages 5-12. Pre

Fee & Schedule Information

Session	Time	Rates Per Week	
Day Camp	9:00 am – 4:00 pm	\$80 Members	\$110 Program Members

Day 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!

Camp Week	Camp Theme	Spirit Day Thursday
May 23- 27	Master Chef Camp Edition	Wacky Hat Day
May 30- June 3	Mine Craft Mania	Gotta Wear Shades!
June 6-10	Camper Vs. Wild	Baseball Cap Day
June 13-17	Show Biz	Clothes Inside Out/ Backwards
June 20-24	Fear Factor	Animal Prints
June 27- July 1	Celebrations	School Color Day!
July 4- 8	Splish Splash	Cowboy Hats!
July 11- 15	Treasure Hunters	Animal Shirt Day
July 18- 22	Animal Planet	Mismatch Clothes Day
July 25- 29	Camp Olympics	Camouflage Day
Aug 1 – 5	Ancient Egypt	Crazy Hair Day
Aug 8- 12	Pixar Palooza	Bring a Pillow

Campers must wear their YMCA Summer Camp shirt on all Field Trip days. All campers will be provided with one Field trips and event visits are subject to change. Both activities are held on Friday unless otherwise notified!

Be sure to have a valid email address on file with us to keep up to date on daily activities for the week by receiving your weekly Camp Newsletter!

Day Camp

Description of Activities

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

Activity	Description
Activity Periods	<p>Campers enjoy a variety of organized group activities. Activities could include:</p> <p>Sports - returning favorites and new sports</p> <p>Nature Programs - activities focused on helping the environment</p> <p>Arts & Crafts - designed to match the weekly camp theme</p> <p>Water Activities - Games and activities involving water to help cool off</p> <p>All Camp Activities - Games and activities for the whole camp to enjoy</p>
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.
Opening & Closing Ceremonies	Fire Circle is our daily meeting place where we gather to start and end our day, with camp songs, cheers and updates.
Spirit Days	On Thursdays, campers will be asked to participate in Spirit Days. This is designed to enhance the camping experience and often includes special events or campers being asked to wear particular items to show their spirit!
Swim	Campers may participate in swimming activities at the indoor pool. This includes free play and the chance to socialize. You will be notified should your child need swim suit and towel.
Transition	Transition includes campers walking from one activity sight to the next. Transition time always starts with campers applying sunscreen! It is also an opportunity to grab their water bottle!
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: support, constructive use of time, empowerment, commitment to learning, positive identity, boundaries & expectations, positive values and social competence.

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

- 2016 Summer Camp Registration Form
- Registration Fee payment (\$25 a child or \$50 per family)
- \$10 Deposit payment for each selected camp (per week/per child)

Step #2: Enrollment

The enrollment process includes obtaining and communicating important information! Forms need to be completed, authorizations need to be obtained, signatures need to be given, etc. Parents/guardians will need to complete the forms in full and turn them in prior to the first day of camp that the child is to attend:

- 2016 Summer Camp Enrollment Application Packet
- Certified copy of child's up-to-date immunizations

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 are due by the Friday prior to the week child is attending. Families must be paid in full in order to attend camp!

- Payment by cash, check, money order or credit card.

Don't Forget...



**Meet & Greet
Open House**

**Monday
May 16, 2016
6:00 – 7:00 pm**

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

- Change of Camp Form
- Administration of Medication Form