

Parkwood YMCA Day Camp Parent Handbook

Dear Parent or Guardian

Welcome to the Parkwood YMCA Day Camp! We're glad that you've chosen to spend some memorable moments with us this summer. We look forward to providing an exciting summer, filled with tremendous summertime experiences that only YMCA camps can offer. We are committed to providing your child with a rewarding and memorable experience. Our camp staff and directors have planned for this summer throughout the entire year. We have hired role models for your children who will help build character, create positive experiences and memories that will last a lifetime. Our staff is trained to display and encourage the values of honesty, caring, respect and responsibility throughout the daily activities and games of the camp curriculum. A YMCA summer can make an impression that lasts a lifetime! Whether you are new to the YMCA Summer Camp or a seasoned Y Camper, we are pleased to welcome you to the summer camp program.

This parent handbook is designed to prepare and assist you with sending your child to summer camp. It contains helpful and pertinent information that will make camp a meaningful experience for your child as well as a valuable source to you, the parent/guardian. Please review this handbook carefully and review the camp rules and guidelines with your child. If we can provide you with any additional information or be of any service to you throughout the summer, please do not hesitate to contact the Camp Director at 517-827-9686 or via email at rgregory@ymcaoflansing.org.

OUR MISSION, OUR FOCUS & OUR VALUES

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Through our focus of...

Youth Development – *Nurturing the potential of youth and teens*

Healthy Living – *Improving the health and well-being for our communities*

Social Responsibility – *Giving back and providing support to our neighbors*

...we strive to make each camp program reflective of the values of honesty, caring, respect and responsibility. We also try our best to help campers grow physically, mentally, and spiritually all within a fun camp environment. Nurturing the potential in each and every child is of the utmost importance and we take on that challenge with an open mind.

GOALS OF OUR SUMMER PROGRAM

The Parkwood YMCA summer camp program plans to make a positive impact on our campers and families. To provide growth and positive youth development, we established goals for ourselves and our campers. We hope to:

- Assist in the personal development of each camper
- Help campers develop new friendships
- Expose campers to new skills and activities
- Aid in building self-esteem, confidence and independence so they can become better leaders and supporters

- Appreciate diversity
- Provide a safe place where campers feel as though they belong

To help attain our goals, each of our camp staff have been carefully selected for their maturity, character, special talents, creativity, and experience with children. Each have been thoroughly screened with a complete background and criminal history check. In addition, all children will be placed in age appropriate groups with one counselor per every twelve campers. Camp staff receive extensive training in camp programming, behavior management and emergency procedures. Some of these trainings include but are not limited to certifications in CPR, Basic First Aid and Child Abuse Prevention.

WHERE TO BEGIN

Registration Information

The Parkwood YMCA Summer Day Camp is an 11-week program that runs June 10 – August 23, 2019. Camp runs Monday through Friday. Extended Care is available from 7:30am-9am and 4-6pm (except for Camp Hugabee).

How to Register

In order to register for camp, you may choose any of the methods listed below. Enrollments are subject to availability.

- Via the website at www.lansingymca.org/daycamp
- In person at the Parkwood YMCA 2360 Haslett Rd., East Lansing, MI 48823 or any of the other 4 Lansing locations
- By mail to the Parkwood YMCA 2360 Haslett Rd., East Lansing, MI 48823

What is Needed?

Regardless of the method you choose, the following items must be included to secure a spot for your child in camp.

- A completed Health Form, Registration Form, and Concussion form (for gymnastics, sports, and specialty camps) is due at least one week prior to your child attending.
- A \$35 deposit is due for each week of camp at the time of registration

In addition, the following must be noted regarding registration

- Only applications which are completed in full, signed and accompanied by the appropriate forms and fees will be processed
- Phone and online registration require payment by credit card
- Registration/health form and concussion form are due at least one week before the first day of camp.
- Please ensure we have your current email address on file

Deposits / Late Fees

A \$35 deposit is required for each week of camp. The remaining balance must be paid by 10pm on the Tuesday prior to week of camp. Payments made after 10pm on Tuesday are subject to a \$10 late payment fee. The YMCA reserves the right to charge a credit card on file for the balance due and \$10 late payment fee on Wednesday prior to the start of camp.

Cancellations, Changes & Refunds

Cancellations received seven (7) days before the affected week receive a full refund less a \$35 processing fee. Refunds requested after this time require a medical certification. Once the week begins, no refunds or credits will be given.

The Benefit of Membership

By becoming a Full Privilege Member of the YMCA, you will receive full access to all 5 YMCA of Metropolitan Lansing locations, have access to hundreds of programs, and attain reduced rates on swim lessons, youth sports, personal training, and Y Day camps. To receive a member rate, a current membership must be in effect at the time of registration and for the duration of camper attendance.

To learn more about our family membership options, please call the Parkwood YMCA Member Welcome Center at 517.827.9682.

Financial Assistance

We work hard throughout the year so everyone can be a part of the Y. Our Annual Campaign makes financial assistance available to those who qualify. For more information, please contact Lynne Fortune at 517.827.9683 or via email at lfortune@ymcaoflansing.org.

GETTING READY FOR CAMP

Program Hours

Parkwood Gymnastics, Sports, & Specialty Camps: 9:30am – 4pm

Camp Hugabee: 8:30am – 5:30pm

Camp Pawapi: 9:00am – 4:30pm (If dropping off and picking up at PAWAPI, time is 9:15am-4:30pm)

Extended Care Hours

Extended care is available for all Parkwood summer camps except Camp Hugabee. Also, no extended care out at Camp PAWAPI, the extended care takes place at the Parkwood YMCA. Extended care hours are from 7:30am to the start of camp and from the end of camp to 6:00pm. You can drop off or pick up your child(ren) anytime during the extended care hours. If you are running late, please call us in advance.

The fee is \$40 per week per child.

Camper Drop Off and Pick Up

Drop off and pick up areas will be clearly marked. Parents will be communicated with prior to the week of camp and on the first day with regards to specifics.

Sign In & Sign Out

It is the authorized adult's responsibility to sign their child in every morning and sign their child out at the end of the program day. We do not take responsibility for children until they are signed over to our care.

All campers (including CIT's) must be signed in and out daily by a parent or adult guardian that is listed on the child's registration form. There is space on the health form to list additional adults authorized to pick up your child. Anytime someone other than those designated will be picking up your camper(s), you must notify the day camp staff and complete an additional pick-up authorization form.

Photo ID is required at the time of pick up. Please have your license or photo ID ready to show to our staff. Do not be offended if our staff asks for an ID, this procedure is to ensure the safety of your child. Please make sure all authorized pick up individuals have a photo ID or we may not be able to release the camper to their care.

If a child is NOT to be released to any individual, the guardian must note this on the child's health form.

What to Bring to Camp

Listed below are the items your child will need for camp. Please LABEL ALL ITEMS with camper's full name for this will help to reduce lost items.

1. A healthy, non-perishable sack lunch with drink (refrigerators and microwaves are not available for campers lunches, please use ice packs if needed). We discourage soft drinks due to the possibility of dehydrations on hot days.
2. Leak-proof, unbreakable, refillable water bottle
3. Appropriate clothing which includes tennis shoes and socks. No sandals or open-toed shoes. In addition, dress to get messy! Water games may be played on hot days so campers should NOT wear good clothes. A jacket or sweater may be needed on cool mornings. Camp is held indoors and out. A raincoat or poncho will be needed on rainy days.
4. Bathing suit & towel
5. Plastic bag for wet gear
6. Sunscreens and insect repellent – Children will be outdoors for a large portion of the day. Please apply sunscreen and bug repellent before arriving at camp. It is recommended that extra sunscreen and insect repellent is sent to camp every day. Please work with your child on how to reapply these applications. If you child has difficulties with this, please inform the camp director so staff can assist him/her. Insect repellent MUST be in stick or lotion form, NO aerosol sprays!
7. Backpack large enough to hold all items

The Y is not responsible for any lost or stolen items.

What Not to Bring to Camp

The following items are not allowed in YMCA Day Camp programs:

1. Toys

2. Cell phones
3. Money (Campers will not be allowed to make purchases from the vending machines)
4. Electronics of any kind (iPods, tablets, PSP's, etc.)
5. Wheelie shoes
6. Valuables
7. Knives, guns or any other weapon

Please help us maintain a safe environment by not allowing your child to bring in any of these items. Any unauthorized item will be confiscated and held by the camp director until the end of the week. Any weapon brought to camp will result in the immediate removal of your child from camp for the duration of summer with the forfeit of all deposits.

Typical Day at Camp

Campers participate in a variety of activities each day. Camp activities have been designed to fit the theme of each camp and include: ice breakers, arts & crafts, sports, games, fitness, hands on science, songs, character development, special events and swimming.

Field Trips

The cost of all trips are included in the fee paid for the camp. Schedules are available to pick up the Friday before camp and will be posted at the sign in/out counter throughout the week. Please ensure your child is here prior to the departure time. We cannot accommodate late drop off and early pick up times. Please speak to the Camp Director if you have time conflicts on field trip days, as you may need to make other arrangements.

Children with behavior issues may be excluded from field trips.

Swimming

Campers will swim most days of camp, either at the Parkwood pool or Williamston Community pool. They will be supervised in the locker rooms by their camp counselors. Campers may be exposed to YMCA members in various stages of undress while in the locker rooms. The staff will take all necessary precautions to ensure the campers' privacy.

All of our campers are required to take a swim test. Any camper who is unable to swim 25 yards and tread water for 30 seconds will be kept in the section of the pool that is approved for them based on their height.

Lost & Found

The YMCA strongly discourages bringing any valuables to camp. All lost and found items will be kept in a designated "lost and found area". Please make sure your child's belongings are labeled. Parents are encouraged to check the bin often. Unclaimed items will be donated to local charities every four weeks.

Inclement Weather Procedures

Camp is held in all weather, rain or shine. We will be conducting activities inside and outside providing that there is no lightning. Although summer weather is very unpredictable and changes frequently, the Y seeks to provide for the safety of each child and staff member at camp. In the case of severe weather or a tornado warning, campers will be escorted immediately inside. Because field trips are scheduled in advance, severe weather may occasionally cause cancellations.

GENERAL CAMP POLICIES

Safety & Risk Procedures

Camp counselors will be responsible for their group at all times. In the event of a fire, natural disaster, lost camper or accident, the following steps will be taken:

- Face counts will be conducted between each significant activity to include, but not limited to, field trips, swimming, entering and exiting buses, movement from one area to another, etc. The buddy system will be used in all camps.
- In the event of a fire, the children will be removed from the building/area of danger and the local fire department will be called.
- In the event of a natural disaster such as a tornado or electrical storm, children will be directed to the designated area of safety.
- In the unlikely event of a lost camper, the local authorities and parents will be contacted immediately after all other steps have been taken to locate the child.
- Camp specific evacuation routes, emergency procedures, and exposure control plans will be onsite. All staff will be familiar with these procedures.

Injury Policy

Camp staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Camp Director or a camp supervisor will contact the parent or guardian. In the event they cannot be reached, the signed authorization on the child's health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

Health Policy

The YMCA Day Camp Programs are equipped to care only for children who are in good health. Please do not send your child to camp if they are sick, this includes but is not limited to:

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Severe sore throat, nasal or eye discharge
- An unidentified rash
- A contagious disease (pink eye, chicken pox, measles, lice and/or ring worm)

If a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the camp program. If your child has a communicable disease, please notify the camp director as soon as possible. If a camper becomes ill while at camp, parents will be contacted and arrangements must be made to pick up your child. In the meantime, your child will be isolated and made comfortable, within sight and sound of an adult. If parents cannot be reached, the emergency contact person listed on the registration form will be contacted. A parent/emergency contact must pick up the ill child within one hour after being contacted.

Your child can return to camp when:

- A temperature is readily below 100 degrees for 24 hours without medication
- An infection has been diagnosed and child has been on antibiotics for 24 hours
- It has been 24 hours since the last episode of vomiting or diarrhea
- Nasal discharge is not thick, yellow or green
- A rash has subsided, or a physician has determined that it is not contagious
- Head lice/nits have been treated and there is no sign of nits

- Ring worm has been treated and covered

Medication Administration

All medication either prescribed or over the counter, must have an Authorization to Administer Medication Form that is fully completed and signed. Please note the following procedures:

- All medication must be in the original container and labeled with the child's name and dosage. We cannot administer medication over the recommended dosage listed on the label without authorization from the camper's physician.
- Children are not permitted to take medication unsupervised; all medicine is dispensed by permission of the Camp Director only.
- Dates must be clearly noted on the form. We are not permitted to keep a form open ended for use at the counselors or campers discretion unless documented by a physician for such things as an epi pen or inhaler.
- You must physically hand all medication in along with an authorization form to the counselor at the check in table. Campers are not permitted to keep any medication on them.

Telephone Policy

Emergency calls to campers should be done through the YMCA branch by calling 517-827-9680. The program director or camp supervisors will be contacted and will return the call. Typically, campers are not allowed to make calls from camp. In cases where consultation is required with a parent or guardian, a camp supervisor will accompany the camper to the phone where a call will be placed. On occasion, a counselor or supervisor may call to discuss behavior or special circumstances.

Transportation Policy

Transportation for camp-sponsored field trips is provided in YMCA vehicles by certified YMCA staff. In the event there is a medical emergency while on a field trip, EMS (911) will be activated. The YMCA does not allow a child to be transported in a personal vehicle. If a child needs to return to the YMCA, the bus or parent/guardian will transport the child.

Parking

Due to the number of campers arriving and departing at the same time, please be cautious and courteous when driving in the parking lot. Please do not **park** in the fire land or in the handicap parking spaces.

Policy Regarding Social Networks/Contact with Staff Outside of YMCA of Lansing Programs

For the safety of the children in our programs and the YMCA staff, the YMCA of Lansing has a policy prohibiting contact between staff and children outside the YMCA, including babysitting and popular social networks such as Facebook and Instagram.

Parents please remember to monitor you children's internet use and to review personal web pages and blogs. If you notice that your child has been contacted by YMCA staff outside the YMCA, including social networks, please contact the Camp Director or Executive Director immediately.

Behavior Contract

The goal of our day camp program is to provide an atmosphere to develop a variety of satisfying skills and relationships while enjoying healthy activities. Throughout the summer **we** will instill our

character development mission to develop honesty, caring, respect, responsibility and safety among our campers. Please discuss the following expected behaviors with your child(ren).

Appropriate Conversation: Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other campers or staff.

Appropriate Language: Children must refrain from using obscene language or gestures for any reason.

Caring: It is important to use and care for equipment, toys, and games properly so that other campers can enjoy them. We will care for the property of the YMCA, off-site locations, of other campers and of YMCA staff.

Play: We require campers to have fun and participate 100% of the time. Negative attitudes can ruin the camp experience for yourself and others.

Respect: When asked to do or not to do something, a camper needs to follow directions the first time given for the safety of all campers. Please speak to staff and other campers with respect.

Responsibility: All campers need to remain with their group and within sight and sound of their counselors. This applies while when on the YMCA grounds and on off-site field trips. We want campers to be safe at all times.

Violence: To ensure a safe and caring environment for all campers must refrain from any act of violence, including bullying, toward any person, animal, equipment, property or facility.

Children are entitled to a pleasant environment at camp. Therefore, the YMCA **can't** serve children who display chronic disruptive behavior. Such behavior is defined as "verbal or physical activity which may involve, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or ignores or disobeys the rules that guide behavior during the day at camp.

What will happen if this contract is violated?

If an incident occurs where a camper conducts him/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the mission of the Y and Camp, the counselors will use the proper techniques:

- Guide children by setting clear, consistent, fair limits for behavior
- Value mistakes as learning opportunities
- Redirect children to more acceptable behavior or activities
- Make eye-to-eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help them to solve problems
- Patiently remind children of rules and their rationale as needed
- Use effective praise that is immediate, sincere and specific
- State direction in a positive fashion

When behavior intensifies, the following steps will be taken:

- First Violation – Counselors address the behavior with the camper, helping the camper to understand the rules and take responsibility for changing the behavior.
- Second Violation - The camper will meet with the Camp Director. Parental contact and clear objectives will be established.

- Third Violation – The camper will be removed from camp for the day, the next day, or the week, depending on the severity of the behavior, without a refund. A parent or guardian will be asked to pick the camper up as soon as possible.
- Fourth Violation – If behavior persists, camper will be immediately removed from camp for the remainder of the summer season. Any and all terminations will be handled in conjunction with the Camp Director. No refunds will be provided.

Depending on the severity of the incident, a child may be suspended or terminated from camp on the first violation per the Camp Director’s decision.

Bullying & Hazing

At the YMCA of Lansing Summer Camps, bullying and hazing is inexcusable, and we have a firm policy against all types of bullying and hazing. Our camp philosophy is based on our mission statement which ensures that every camper has the opportunity to grow personally, develop a positive self-image, learn to appreciate diversity, feel safe, feel confident, make new friends and go home with great memories.

- Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick or put down another person with the intent to hurt another.
- Hazing is when one or more people (typically newcomers) are subjected to abusive or humiliating tricks and ridicule.
- Bullying and hazing happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else.
- Bullying can also happen through cyber-space, through the use of emails, text messaging, instant messaging, social networks and other less direct methods.
- This type of bullying can also lead to person being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

Every person has the right to expect to have the best possible experience at camp, and by working as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at the Parkwood YMCA Day Camp.

Thank you for choosing the Parkwood YMCA to be your partner in the summer care and education of your child(ren). If we can be of any assistance to you and your family, please feel free to contact us.

THANK YOU FOR PARTICIPATING IN YMCA DAY CAMP!