

YMCA of Lansing Day Camp Parent Handbook

Dear Parent or Guardian

Welcome to 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.

Staff are 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.

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 Regional Youth Development Director at 517-827-9666 or via email at jhelman@lansingymca.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. Our areas of focus are:

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 YMCA of Lansing Summer Day 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. 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. In addition, all children will be placed in age-appropriate groups with one counselor per every ten campers.

WHERE TO BEGIN

Registration Information

The YMCA of Lansing Summer Day Camp is a 10-week program that runs June 13 – August 19, 2022. Camp runs Monday through Friday 7:30am to 5:30pm.

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 any of the 4 Lansing locations
- Over the phone by calling one of the 4 Lansing locations

Registration/Payments

- A \$35 registration fee is required for each week of camp at the time of registration.
- All balances will be paid by auto draft and will be set up at the time of registration. These balances will be drawn out two weeks prior to each camp starting. Failing to make a payment on time may result in a loss of spot in camp.
- Registration/Health Forms are due at least one week before the first day of camp.
- All medication forms must be completed and available at time of drop off each week of camp.
See medication policies for full procedures

Cancellations, Changes & Refunds

Cancellations received fourteen (14) days before the affected week receive a full refund less a \$35 registration fee. Refunds requested after this time require a medical certification. Once the week begins, no refunds or credits will be given.

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 Jason Helman at 517.827.9666 or via email at jhelman@lansingymca.org.

Administration and Staffing

The YMCA of Lansing Day Camps are administered by the Regional Youth Development Director. Our staff are hand selected and screened through local and national databases prior to beginning employment with the YMCA. Each staff member is required to attend orientation training, be certified in CPR/First Aid/AED, as well as attend required YMCA of Lansing trainings that pertain to risk management and youth development.

GETTING READY FOR CAMP

Program Hours

Drop off: 7:30am-8:45am

Pick up: 4:00pm-5:30pm

Camper Drop Off and Pick Up

To help limit the exposure and access to our facilities, daily drop-off and pick-up will be curbside/outside only. For inclement weather, campers will be sheltered inside the building and brought out upon parent arrival. Late drop off/early pick up will require communication to a camp coordinator to schedule.

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

As a response to COVID-19 our goal is to make everything as contactless as possible and will be doing a curbside digital check in/out each day. We plan to take photos of the campers as well as authorized pick-up individuals with our app to ensure only authorized individuals are picking up each day. We still ask that you have your photo ID with you each day in case we experience technical issues or need to verify your identity before taking your photo. Only families that are receiving DHHS childcare support will be required to physically sign in and out each day in accordance with their rules, all others will be initialed by staff. Upon arrival staff will complete a temperature check of your child prior to being released to staff. We do not take responsibility for children until they have been screened for COVID-19 and are officially signed into our care.

Sign out will occur at designated areas at each camp. Parents will be asked text us at the number provided in their welcome email 15 minutes prior to their arrival each day in order to give us time to gather your campers' belongings and have ready at the designated sign out area. This will ensure safer conditions by limiting the traffic where campers and staff will be.

If you have certain circumstances where a child can NOT be released to an individual, please note 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. The YMCA will provide a snack for campers each day at 4:15pm but parents are welcome to pack one for their camper if they chose. At **Oak Park** and **Westside**, a Free breakfast and lunch is also provided through the SFSP program for any camper who forgot and/or wants a lunch.
2. Leak-proof, unbreakable, refillable water bottle labeled with camper's name.
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 primarily outdoors. A raincoat or poncho will be needed on rainy days.
4. Bathing suit & towel should be packed each day. The plan is to swim each day at Oak Park, Westside, and Parkwood Day Camps. We do not swim at Camp PaWaPi but do play water games throughout the week.
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 your child has difficulties with this, please inform the camp director so staff can assist him/her. We would prefer insect repellent to be in the pump form or lotions.
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
4. Electronics of any kind (iPods, tablets, PSP's, watches with texting capabilities, 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 it can be returned to an authorized person at pick up. 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

Each camp is unique but follows similar schedules. Swimming is not currently an option but if swimming opens up at Oak Park or Parkwood it will occur in the afternoon. The following is a sample schedule:

7:30am-8:30am	Drop Off (breakfast, small group games, crafts, reading, etc.) **Breakfast provided at Oak Park**
8:30am-9:00am	Opening Small Group Activities/Devotionals
9:00am-10:00am	Morning Themed Activities (games, songs, nature, & crafts based on the description from the guide)
10:00am-11:30am	STEAM/Teambuilding Activities/Literacy rotating through the week
11:30am-12:30pm	Lunch **Provided at Oak Park**
12:30pm-1:30pm	Swimming/Water Games (No Swimming at PaWaPi)
1:30pm-2:30pm	Field Games/Nature Hike/Water Games/SPARK rotating through the week
2:30pm-4:30pm	Afternoon Themed Activities (games, songs, nature, & crafts based on the description from the guide)
4:30pm-5:30pm	Pick Up (afternoon snack, small group games, crafts, reading etc.)

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, and special events.

Field Trips

Due to COVID-19 restrictions, the YMCA Camp Program will not be offering field trips this summer. If this changes parents will be notified in advance.

Swimming

We plan to swim each afternoon at Oak Park, Westside, and Parkwood Day Camps. On the first day of swimming each week all campers will be tested to determine their swim level. Non-swimmers will be measured for height and fitted with lifejackets as necessary.

Lost & Found

The YMCA strongly discourages bringing any valuables to camp. All lost and found items will be kept in a container at the check in/out table. 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 periodically throughout the summer.

Inclement Weather Procedures

Camp is held in all weather, rain or shine. We will be conducting activities outside the majority of time 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. In the event of field trips severe weather may occasionally cause cancellations.

Meal Program at Oak Park and Westside only

Take advantage of our free breakfast and lunch program through the SFSP. All meals are sufficient in quantity and meet or exceed current nutritional guidelines as set forth by governing bodies. Breakfast is served from 7:30am-8:30am and lunch is served from 11:30am-12:30pm. Menus will be emailed prior to each week and will be available to pick up at the designated sign in/out area at both locations. This program begins June 13th and goes through August 19th. Reasonable accommodations can be met for campers with dietary restrictions or food allergies. Please note these items on the registration form at time of registration.

GENERAL CAMP POLICIES

Safety & Risk Procedures

Camp staff 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 including but not limited to, field trips, swimming, entering and exiting buses, movement from one area to another, etc.
- 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 following information has been reviewed by a licensed physician and is in compliance with the licensing rules published by the State of Michigan Department of Licensing and Regulatory Affairs. If necessary, we will have direct consultation with a licensed physician prior to changing any of our procedures/policies as it pertains to health of campers and staff.

Screening

The YMCA Day Camp Programs are equipped to care only for children who are in good health. A camper health screening is conducted prior to your camper's arrival as well as at drop off. These procedures include:

- Prior to arrival there will be a review of health history statement on registration form including allergies and medication
- A discussion of camper's health needs if necessary
- Check in of prescription and non-prescription medication in original containers
- Observation of camper's physical state

Illness

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

Prevention

In order to reduce the risk of spreading communicable diseases staff are trained in the use of personal protective equipment and techniques in working with bloodborne pathogens including recognizing, safe handling, sanitating infected areas, and quarantining if necessary.

Campers will practice regular handwashing throughout the day and campers and staff will be observed throughout the day in order to recognize a possible change in health.

In the event of illness or potential risk of exposure guardians will be notified as soon as possible and staff will document the exposure or change in health on a YMCA incident report.

Emergency Services

In accordance with Day Camp Licensing all YMCA of Lansing Day Camps have arrangements with local EMS services to provide advance medical treatment and transportation if necessary. These agencies were targeted based on their proximity and response time to our camp(s) and have been provided address and directions to our facilities.

First Aid and Health Care Supplies

Each camp has a designated first aid and medical supply area. This includes PPE equipment for staff, basic first aid supplies to treat minor scrapes and bruises, as well as an AED and CPR equipment to treat major medical concerns.

Procedures for Prompt Guardian Notification

If your child becomes ill or is injured at camp the guardian(s) listed on the registration/health form will be contacted by the camp coordinator/director as soon as the camper is cared for and in a position for staff to make the call. In the event of an emergency staff will continue to call down the emergency contact list until someone is reached.

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 forms and medication bottles/boxes/etc. must be turned into the camp at the time of your child's check in on their first day for inspection. 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 Coordinator/Director only.
- All medication is stored in a locked container throughout the camp day and this container is stored in a locked room during non-camp hours. The only exception are inhalers or epinephrine auto-injectors which may be carried by staff or camper if the guardian prefers but still must be locked up during non-camp hours.
- Staff will document on the camper's medication form each dose that was given to the camper. This will include the medication given, the date and time given, as well as the staff's initial that was present during time of administration.
- Dates must be clearly noted on the form. We are not permitted to keep a form open ended for use at the staff or campers' discretion unless documented by a physician for such things as an epi pen or inhaler. This means that all medication bottles and remaining doses must be given to the guardian at pickup on their last day of each week.

Telephone Policy

Emergency calls to campers should be done through the YMCA branch by calling the dedicated camp phone number. 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 is not being planned for this summer. However, in the event transportation is possible again the following will apply. Transportation for camp-sponsored field trips is provided in YMCA vehicles by certified YMCA staff who holds an operator license in accordance with licensing and state laws. All YMCA vehicles are inspected and maintained annually, and all capacity restrictions are followed. In the event there is a medical emergency while on a field trip, EMS (911) will be activated. As groups are loaded onto the bus a face count is completed and all groups and staff are

assigned seats for optimal safety during transit. 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 lane 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, Snap Chat, Instagram, etc.

Parents, please remember to monitor your 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.

Behavior Management Policy

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. Campers will be recognized in the moment for demonstrating these skills. 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 staff. 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.

All children will be treated equally and deserve to have a great time at camp. To ensure every camper welfare, the YMCA will not allow children to remain in the program 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 – Staff 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. In any situation, campers will not be deprived of food or sleep; shall not be alone without proper staff supervision; or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.

Bullying & Hazing

At the YMCA of Lansing Summer Day 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 YMCA of Lansing Day Camps.

STAFF/ VOLUNTEERS

Staff

The YMCA of Lansing is confident that our staff team is the very best. Combined with a fun-loving spirit and skill set, our staff team looks forward to making your child's experience magnificent.

Staff members are carefully screened, well trained, and fully prepared to help each child create priceless memories. Staff are trained in the following areas (this list is not inclusive of all topics covered):

- Active, Low Active & Transitional Instruction
- Project Based Learning Activities
- Character Development
- Health and Wellness Curriculum
- Literacy
- Age-Appropriate Activities
- Child Abuse and Prevention
- Behavior Management and Bully Prevention
- General Risk Management and Prevention
- Mental Health First Aid

Thorough screening and interviewing procedures will be consistently followed. All staff will be required to submit to a criminal background check prior to offer of employment being made, which includes in and out of state felony and misdemeanor checks, sex offender clearance, and reference checks. Staff will also be required to submit proof of a Child Protective Services Central Registry clearance. In addition, staff will have blood borne pathogen, diversity, child abuse and neglect prevention training, and CPR/First Aid/AED training.

Supervision

We understand that safety is the number one objective. The day camp program shall provide appropriate care and supervision, by sight and sound of children, always. The ratio of staff to children present will be no less than 1 staff member for every 10 children.

Volunteers

This summer may look different but traditionally volunteers, including parents, are welcome and very much appreciated in YMCA programs. All volunteers are required to submit a criminal background check and have a Michigan State Police Sex Offender Registry clearance. Volunteers that

give 4 hours or more of their time, per week, are also required to attend training sessions and show proof of a negative TB test. Volunteers are always supervised by the classroom teacher and/or director.

Staff Relationship with Families Outside of the YMCA Programming

Staff may not be alone, outside the YMCA, with children they meet in the YMCA programs. This includes babysitting, sleepovers, and inviting children to a staff member's home.

Confidentiality Statement

The YMCA maintains confidentiality, and will respect the family's right to privacy, refraining from disclosure of confidential information (including health and assessment information) and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality, shall require familial consent (except in cases of child abuse and/or neglect).

Child Protection Laws

The YMCA and its youth development staff are mandated by the Child Protection Law of Michigan to report to the Department of Human Services any "suspected" cases of abuse, neglect, child sexual abuse or sexual exploitation."

THANK YOU FOR PARTICIPATING IN YMCA DAY CAMP!
LET'S MAKE THIS THE BEST SUMMER EVER!!!