

# Parkwood Camp Hugabee Parent Handbook



## A Summer to Remember

Parkwood YMCA  
2306 Haslett Road  
East Lansing, MI 48823  
517-827-9680

Regional Director of Early Learning: Megan Christensen

[mchristensen@lansingymca.org](mailto:mchristensen@lansingymca.org)

517-827-9679

## **Welcome to Camp Hugabee!**

In our commitment to quality, the childcare programs are continually reviewed and revised to provide childcare, which is safe, secure, and dependable: a place where children and parents feel welcome and comfortable.

We are excited to have you join our YMCA family. This handbook will help helpful while you are in our program. Please keep it handy for future reference.

## **Philosophy**

Camp Hugabee believes that each child is unique as is his or her own way of learning. We believe that playing is a child's work. The summer camp should be full of new experiences and discoveries that can be made during meaningful facilitated play.

## **Goals**

The YMCA core values of caring, respect, responsibility and honest are incorporated into our daily routine to enhance character development. Our goal is to provide a safe, nurturing, age-appropriate environment that encourages individual growth.

## **Staff**

Megan Christensen, who is certified and experienced in Early Childhood Development, administers our program.

Camp Hugabee Lead Teachers are qualified personnel who meet the YMCA standards of holding a college degree or meet the necessary standards for qualifications for Michigan Child Care State Licensing. Our Assistance teachers are all over the age of 18 years old.

All staff have a comprehensive background check completed by LARA including the national fingerprint registry and clearance through the Michigan DHS central registry of child sexual offenders and Michigan State Police internet criminal access tool (ICHAT).

In addition, all staff are trained in Child Abuse Prevention, Infant/Child CPR and Basic First Aid, Blood Borne pathogens and Safe sleep if required and will complete at least 16 hours of additional professional development training each calendar year.

## **Typical Day**

Program is for ages 3-5

Children must be fully potty trained (pull-ups are allowed, you will be called if your child needs a change).

We will help assist with buttons/ zippers and hand washing.

## **ALL DAY CAMPERS**

8:30-9:00 Arrival time and independent play time.

9:00-9:30 Camp meeting time, we will discuss our day, sings songs and ready a story.

9:30-10:00 Bathroom break, handwashing and snack time

10:00-11:00 Arts & crafts and Center exploration

11:00-11:45 Outside play time

11:45-12:30 Lunch time

12:30-1:00 Outside exploring

1-3:00 Rest and relaxation time

3:00-3:30 Bathroom break, handwashing, snack time

3:30-4:00 Arts & crafts, Center exploration

4:00-4:30 Group games and songs

4:30-5:30 Clean up, pack up, outside play and departure.

## **AM CAMPERS**

8:30-9:00 Arrival time and independent play time.

9:00-9:30 Morning meeting time, we will discuss our day, sings songs and ready a story.

9:30-10:00 Bathroom break, handwashing and snack time

10:00-11:00 Arts & crafts and Center exploration

11:00-11:45 Outside play time

11:45-12:30 Lunch time

12:30 Departure for AM campers

## **PM CAMPERS**

1:30-1:45 Arrival time and independent play time.

1:45-2:00 Camp meeting time, we will discuss our day, sings songs and ready a story.

2:00-3:00 Arts & crafts and Center exploration

3:00-3:30 Bathroom break, handwashing and snack time

3:30-4:00 Outside play time

4:00-4:30 Group games and songs

4:30-5:30 Clean up, pack up, outside play and departure

## **Enrollment Policy**

Enrollment is offered on a first-come first-serve basis. Prior to the first day of attendance all required information must be completed and returned to the childcare director. These forms include an emergency information card, immunization records. A Health Appraisal form must be signed by a Dr.

## **Arrival and Dismissal**

Arrival—Please park in the designated drop off area for your child. Upon arrival please be sure to make the staff aware of the child's arrival and sign the child in each day.

Dismissal—Please park in the designated pick up area. Please sign your child out each day.

## **Authorized Adults**

Children will only be released to custodial parents/guardians and authorized adults whose name are listed on the child information card. The staff will ask for picture ID and the name will be checked on the emergency information card. Parents must contact the director, Megan Christensen, to add names of individuals allowed to pick up.

If your family is in a unique custodial situation, staff must have legal documentation of file. Please notify the director of any changes or updates to the custody agreements.

## **Absence/Illness**

Please notify the YMCA (517-827-9680) if your child will be absent. If your child is ill, please keep them home. Children must be fever free for 24 hours without medication to return to school. See the full Health Policy below. No credit is given for occasional absences.

## **Withdrawal**

A two week's written notice is required for withdrawal from the camp. Regular tuition will be expected for those two weeks, regardless of attendance.

## **Discipline Policy and Behavior Issues**

Camp Hugabee Staff will use only positive methods of discipline which encourages self-control, self-direction, self-esteem and cooperation. Our staff takes measure to set up an environment which minimizes the potential for behavioral occurrences by constantly supervising children, providing support to help the children work through a dispute, and by teaching children how to navigate through social situations successfully.

When a child is injured, staff will treat that child per first aid guidelines and fill out proper documentation for the parents. The child with the behavior issue will also be documented and parents will be notified. Most disciplinary problems will be prevented through kind, consistent treatment and effective intervention. Parents will be kept continually aware of their child's behavior in order to assure that the family and the YMCA program are working toward a common behavioral goal. If a pattern of aggressive or inappropriate behavior continues summer camp program reserves the right to dismiss any child from the program.

## **Snack and Lunch (Provided by Parents)**

Eating time is an important learning and social time. The YMCA encourages healthy eating habits. Parents are encouraged to provide a nutritious snack/lunch and beverage each day. All families will be notified of any food allergies or restrictions. No child will be deprived of snack. **If your child requires a nut free environment, please contact Director Megan Christensen PRIOR to the first day of attendance to set up an agreeable plan.**

## **Outdoor Policy**

Summertime is fun time! We will go outdoors as weather permits. Be sure that your child is prepared and dressed appropriately for the weather conditions. It will be assumed that if a child is well enough to be in attendance that they are well enough to go outside.

### **SUNSCREEN & BUG SPRAY**

**Please apply sunscreen and bug spray to your child before coming to camp. Send sunscreen and bug spray in your child's backpack and we will reapply as needed. We will written permission to do so.**

## **Rest Period**

Nap and rest period will be provided and is required as part of our licensing. Individual mats and sheets will be provided for children. We ask that you send a small pillow, a blanket and a small comfort item from home. Sheets will be washed weekly at the center. Home items will be sent home on Friday to be washed at home and returned the following week.

## **Items from home**

### **What to bring**

Children should be dressed comfortable so they can participate in all activities, including be outdoors. Please do not send your child in flip flops.

Please label jackets, coats, backpacks...

Please bring a complete change of clothing in a labeled gallon size Ziploc bag to be stored in the classroom (including socks and underwear).

If needed, please bring a small pillow, blanket and comfort item for nap time.

### **What not to bring**

Please leave all toys at home! This helps to avoid hurt feelings from not sharing with others and prevents your toys from being damaged or lost.

## Child Abuse

The Child Protection Law mandates that Camp Hugabee Staff report to the Department of Protective Services on any suspected cases of child abuse or neglect.

## Fire, Tornado and Other Emergencies

The safety of the children at the YMCA is always a primary concern. The Preschool will practice quarterly fire drills and seasonal tornado drills. In the event of an actual fire, the building will be evacuated and, if necessary, parents will be called and asked to pick up their children.

In the event of a tornado, we will move to an appropriate interior hallway and remain there until the "all clear" has been issued.

In the event of a bomb scare, we will evacuate the building and remain outside until the "all clear" has been issued by the police department.

If children are expected to be outside for a long period of time, parents will be called to pick up their children.

Emergency and evacuation procedure are posted in each classroom.

## Health and Safety Policy

Your child's health and safety are our first priority.

- **Hand Washing**-Hands must be washed with soap and running water.
- **Cleaning of Toys and Equipment**-We use a three-step process. Wash, Rinse, Sanitize for all tables, chairs, toys and equipment. Dress-up clothes, dolls, soft toys and bedding used for nap time will be washed on hot with laundry detergent.
- **Illness**-Children may not attend the center if they exhibit any of the following symptoms:
  - Fever of 100 degrees or more
  - Vomiting
  - Diarrhea
  - Severe nasal or eye discharge
  - Unidentified rash
  - Contagious disease (chicken pox, measles, lice, etc.)

If any of the symptoms mentioned become evident while the child is at the center, parents will be contacted to make necessary arrangements to pick up the child. If a child is prescribed antibiotics the child must be on the medicine for at least 24 hours before returning to the center. Parents must notify the center if a child has contracted or been exposed to any communicable diseases.

The child can come back to the center when:

The temperature is steadily below 100 degrees for 24 hours (without medication)

The child has been diagnosed as having a bacterial infection and has been on antibiotics for 24 hours.

It has been 24 hours since the last episode of vomiting or diarrhea.

The nasal discharge is not thick, green or yellow.

The rash has subsided, or a physician has determined that the rash is not contagious.

In the case of head lice or nits, the child must be treated and be lice/nit free.

### **Prescription Medications**

Written permission is required before any medication can be administered.

All prescriptions must:

Be in the original container with the physician's name, and clearly labeled with the child's name, stating the instructions and the dosage to be administered.

Be accompanied by a licensing approved medication form with a parent or guardian signature and daily instructions for administration.

Be documented by the staff member at the time that it is given to the child.

Be accompanied by a marked spoon or syringe.

### **All Non-Prescription Medications**

Must follow the same procedures as prescription medications (a doctor's note is not required)

Includes over the counter medication, such as Tylenol.

Will not be administered for more than 7 days, after that the child must be seen by a physician.

### **Pain Relief Medications**

Pain relief medications, such as Tylenol, will be given only for pain and are not used to mask fever or illness.

### **Ointments and Lotions**

Ointments, hand lotions and special soap need to be signed in with parental direction for usage.

All ointments and lotions must be labeled with the child's name.

May be kept at the center overnight.

## **Medical Emergencies**

In the event that a child becomes seriously ill or injured, he or she will be taken to the emergency facilities at Sparrow Hospital. The parents will be called to meet us there. Less serious injuries which may require a doctor's attention will be reported to the parent immediately, and together the parent and the Director will decide how to handle the situation.

Minor injuries, such as scraped knees, will be treated by the staff at the center and reported to parents at departure time.

**Smoking and vaping are prohibited on the premises of the YMCA.**

**Weapons of any kind are prohibited on the premises of the YMCA.**

## **Questions and Concerns?**

Questions and concerns regarding your child or the program should be brought to the immediate attention of the Child Care Director in person, through email, or by phone. Director Megan Christensen can be reached at 517-827-9679 or [mchristensen@lansingymca.org](mailto:mchristensen@lansingymca.org)

The Licensing notebook is always available for parents to view during regular business hours or online **<https://www.michigan.gov/michildcare>**