



Day Camp Family Handbook

Summer 2025

Parkwood YMCA Day Camp

2306 Haslett Road
East Lansing, MI 48823
Phone: (517) 827-9680

Westside YMCA Day Camp

3700 Old Lansing Road
Lansing, MI 48917
Phone: (517) 827-9670

YMCA Camp PaWaPi

3235 Grand River Avenue
Williamston, MI 48895
Phone: (517) 827-9680

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Welcome to Day Camp! We're glad 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—we've planned for this summer throughout the entire year. We have hired role models for your children who will help build character through positive experiences, creating memories that will last a lifetime.

Staff are trained to demonstrate 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 are a seasoned Y camp family, we are pleased to welcome you.

This family 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; it will also serve as a valuable resource to you, the parent/guardian. Please review this handbook carefully with your child, particularly the camp rules and guidelines. If we can provide you with any additional information, please do not hesitate to contact the camp staff by email at campstaff@lansingymca.org.

GOALS OF OUR SUMMER PROGRAM

The YMCA of Metropolitan Lansing Summer Day Camp program exists to make a positive impact on our campers and their families. To provide growth and positive youth development, we have 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; and
- Provide a safe place where campers feel as though they belong.

To help attain our goals, each of our camp staff has been carefully selected for their maturity, character, special talents, creativity, and experience with children. Each has 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 awareness and prevention. In addition, all children will be placed in age-appropriate groups, with a maximum ratio of one counselor for every ten campers.

WHERE TO BEGIN

Dates and Times

The 2025 YMCA of Metropolitan Lansing Summer Day Camp is a ten-week program that operates June 9th – August 15th. Camp is open Monday through Friday, 7:30 a.m. to 5:30 p.m.

How to Register

To register for camp, choose any of the methods listed below. Enrollment is subject to availability.

- Via the website at lansingymca.org/daycamp.
- In person at any of the Lansing YMCA's three branch locations (Westside Y, Parkwood Y, or Oak Park Y).
- Over the phone by calling one of the Lansing YMCA's three branch locations.

Registration and Payment Requirements

- Registration and health forms are due at least one week before the first day of camp.
- Campers must be fully toilet-trained.
- All medication forms must be completed and available at the time of drop-off each week of camp. ****See health policies for full procedures****
- A \$45 non-refundable deposit 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 the spot in camp.

Camp Fee Policies

- The \$45/week per child deposit is NOT refundable in any circumstance.
- Cancellations received twenty-one (21) days before the affected week are eligible for a full refund (less the \$45 non-refundable deposit). Cancellations received fourteen (14) days before the affected week are eligible for a 50% refund (less the \$45 non-refundable deposit). For cancellations received less than fourteen (14) days before the affected week, no refunds or credits will be given.
- There will be a \$10 fee to change from one week to another, or one child to another in the same household, twenty-one (21) or more days before the affected week. Changes received fourteen (14) or more days before the affected week will be subject to a \$15 fee. No changes will be honored within fourteen (14) days of the affected week.

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 complete a scholarship application located on our website or contact staff via sreid@lansingymca.org.

GETTING READY FOR CAMP

Camper Drop-off and Pick-up

- Drop-off: 7:30 - 9:00 a.m.
- Pick-up: 4:00 - 5:30 p.m.

To help minimize traffic at our facility entrances, 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 with a camp coordinator to schedule in advance.

Sign-in and Sign-out

All campers must be signed in and out daily by a parent or adult guardian listed on the child's registration/health form. There is space on the 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 in advance and complete an additional pick-up authorization form.

Our goal is to make everything as contactless as possible, so we do 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 roster app to ensure that only authorized individuals are picking up each day. We ask that you have photo ID each day in case we experience technical issues or need to verify your identity before taking your photo.

Sign-out will occur at designated areas at each camp. Parents must **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 camper's belongings and have them ready at the designated sign-out area. This will ensure safer conditions by limiting traffic where campers and staff will be.

If there are circumstances where a child may NOT be released to a specific individual, please 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 the camper's full name to minimize lost items.

1. A healthy, non-perishable sack lunch with drink and TWO snacks need to be packed, labeled with camper's name (refrigerators and microwaves are *not* available for campers' lunches, please use ice packs if needed). We discourage soft drinks due to the possibility of dehydration on hot days. NOTE: At **Westside** a free breakfast and lunch is provided through the Summer Food Service Program for any camper who forgot and/or wants breakfast or lunch.
2. Leak-proof, unbreakable, refillable water bottle labeled with camper's name.
3. Appropriate clothing including tennis shoes and socks. **No sandals or open-toed shoes.** In addition, children should dress to get messy! Water games may be played on hot days so campers should NOT wear clothes that require special care. A jacket or sweater may be needed for 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 Westside and Parkwood day camps. We do not swim at Camp PaWaPi, but we do play water games throughout the week. NOTE: At **Parkwood**, campers aged 3-5 (pre-kindergarten) do NOT swim.
5. Plastic bags for wet gear.
6. Sunscreens and insect repellent in lotion form—**no sprays**. 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 be sent to camp every day. Please work with your child on how to reapply sunscreen and insect repellent. If your child has difficulties with this, please inform the camp director so staff may assist him/her.
7. Backpack large enough to hold all items.
8. At **Parkwood**, campers aged 3-5 (pre-kindergarten) enjoy a rest period after lunch; families are encouraged to provide a nap blanket.

The Y is not responsible for any lost or stolen items. ****See Lost and Found****

What Not to Bring to Camp

The following items are not allowed in YMCA of Metropolitan Lansing's day camp programs:

1. Toys.
2. Cell phones or electronics of any kind (iPods, tablets, PSPs, smart-watches, etc.).
3. Money.
4. Wheelie shoes.
5. Valuables.
6. Knives, guns, or any other weapon (whether real or play).
7. Alcohol, cigarettes, or illicit drugs.

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; the camper may be removed from camp for the remainder of the week, at the discretion of the camp director. Any weapon brought to camp will result in the immediate removal of your child from camp for the duration of summer and the forfeiting of all prepayments.

Typical Day at Camp

Each camp is unique but follows similar schedules. Swimming is currently only offered at the Parkwood and Westside camps in the afternoons. The following is a sample schedule:

7:30 - 9:00 a.m.	Drop-off (breakfast, small group games, crafts, reading, etc.) **Breakfast is provided at Westside**
9:00 - 9:45 a.m.	Opening small or large group activities
10:00 – 10:45 a.m.	Morning themed activities (games, songs, nature, and crafts based on weekly theme)
11:00 – 11:30 a.m.	STEAM/teambuilding activities/literacy rotating throughout the week
11:30 a.m. – 12:15 p.m.	Lunch **Lunch is provided at Westside**
1:00 – 3:00 p.m.	Swimming/water games (Tues./Wed./Fri.) **At Parkwood, campers aged 3-5 (pre-kindergarten) do NOT swim; this time period is used for rest or quiet activities**
3:00 – 4:00 p.m.	Field games/nature hikes/water games rotating throughout the week
4:00 - 5:30 p.m.	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 culture of each camp and include ice breakers, arts & crafts, sports, games, fitness, hands-on science, songs, character development, and special events.

Field Trips

The YMCA camp program does not offer field trips during the summer. If this changes, parents will be notified in advance.

Swimming (Westside and Parkwood)

We plan to swim at least three days a week in the afternoons at 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. NOTE: At Parkwood, campers aged 3-5 (pre-kindergarten) do NOT swim.

Water Activities (Camp PaWaPi)

Campers will not be actively swimming at our PaWaPi camp location. However, campers will be engaged in water activities such as outside giant slip and slide, water mists, and canoeing. All campers will be instructed on the use of a canoe, and they will all be measured and fitted with lifejackets prior to entering the canoe.

High Adventures (Camp PaWaPi)

Campers may participate in a variety of activities each day, some of which are considered “high adventure.” Our high adventure activities include archery, a rock wall, a zipline, and a low ropes course. Each of the high-adventure areas are arranged and maintained for optimal safety, and they are inspected daily.

For each of these areas, staff are properly trained and qualified to ensure campers are safe while participating in the activity, and they maintain a staff-to-camper ratio that is appropriate to the specific activity. The YMCA staff will assess each child’s ability prior to participation. For the zipline, only children aged 8 and older, who weigh less than 250 pounds and have a signed waiver on file (completed on-site) are allowed to participate.

Campers will be instructed on the required gear for activities prior to being attached to any necessary safety harness or other apparatus. No camper will be required to participate in any activity if they do not want to. Consideration will be given for campers with physical limitations, age, experience, and parental consent. If adaptations can be made, staff will make the effort. Children who are unable to participate in any given activity will be engaged in supervised activities away from the immediate activity area during the activity time.

Lost and 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 throughout the summer.

Inclement Weather Procedures

Camp is held in all weather, rain or shine. We will be conducting activities outdoors for much of the time, provided there is no lightning. Although Michigan weather is 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.

GENERAL CAMP POLICIES

Safety and Risk Procedures

Camp staff ensure that the site and facilities do not present a fire, health, or safety hazard and they will be responsible for their group at all times. This includes ensuring that equipment used is in good repair and safe for campers. In the event of a fire, natural disaster, lost camper, or accident, the following steps will be taken:

- Face-to-name counts are 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 are 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 are directed to the designated area of safety.
- In the unlikely event of a lost camper, the local authorities and parents are contacted immediately after all other steps have been taken to locate the child.
- Camp-specific evacuation routes, emergency procedures, and exposure control plans are onsite. All staff are familiar with and trained on these procedures.
- To ensure all campers are prepared in case of emergency, a fire drill is completed on the first day of each week of camp and these are documented for camp licensing inspections.

Telephone Policy

Emergency calls to campers should be made 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 may be placed. On occasion, a counselor or supervisor may call to discuss behavior issues or special circumstances.

Transportation Policy

Transportation is not planned for this summer.

Parking

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

Social Media and Contact with Staff Outside of YMCA Programming

For the safety of the children in our programs and the YMCA staff, the YMCA of Metropolitan 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 are encouraged to monitor 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 that is conducive to a variety of satisfying skills and relationships while allowing children to enjoy healthy activities. Throughout the summer we will instill our character development mission of 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, its off-site locations, other campers, and YMCA staff.
- *Play:* We encourage campers to have fun and participate 100% of the time. Negative attitudes can ruin the camp experience for the camper and others.
- *Respect:* When asked to do or refrain from doing something, a camper must follow directions the first time for the safety of all campers. Campers are expected to speak to staff and other campers with respect.
- *Responsibility:* All campers need to remain with their group and within sight and sound of camp staff. This applies while on the YMCA grounds and off-site. We want campers to be safe at all times.
- *Non-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's welfare, the YMCA will not allow children who display chronic disruptive behavior to remain in the program. 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 Policy 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 following techniques:

- Guide children by setting clear, consistent, fair expectations for behavior.
- Value mistakes as learning opportunities.
- Redirect children to more acceptable behavior and 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.
- Convey instruction and direction in a positive fashion.

When behavior intensifies, the following steps will be taken:

- *First Violation:* Staffers 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:* The camper will be immediately removed from camp for the remainder of the summer season. 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 at the camp director's discretion. In any situation, campers will not be deprived of food or sleep; shall not be alone without proper staff supervision; and shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.

Bullying and Hazing

At the YMCA of Metropolitan Lansing summer day camps, bullying and hazing is inexcusable and we have a firm policy against all types of it. Our camp philosophy is based on our mission, 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, whether physically or emotionally.
- Hazing is when one or more people are subjected to abusive or humiliating tricks and ridicule.
- Bullying and hazing happens when a person or group of people seek power over others, and they use their power to get their way at the expense of someone else.
- Bullying can also happen through cyber-space, using emails, texts, instant messaging, social networks, and other indirect methods.
- This type of bullying can also lead to people being hurt during or between the camp seasons and can be especially hurtful when the people 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 and hazing, we can ensure that all campers and staff have a great summer at the YMCA of Metropolitan Lansing day camps.

NUTRITION AND FOOD SERVICE POLICIES

At **Parkwood** and **PaWaPi**, day-campers must bring their own food from home as sack lunches and snacks; no food service is being conducted and campers are responsible for their own meals and snacks.

At the **Westside** day camp, a free breakfast and lunch is provided for campers through the Summer Food Service Program.

- All meals are sufficient in quantity and meet or exceed current nutritional guidelines as set forth by the U.S. Department of Agriculture and the Michigan Department of Education.

- Menus will be emailed prior to each week and will be available to pick up at the designated sign-in/out area.
- Reasonable accommodations can be made for campers with dietary restrictions or food allergies; please note these on the registration form at time of registration.

At all YMCA of Metropolitan Lansing's day camps, breakfast is served/eaten from 7:30 - 8:30 a.m., and lunch is served/eaten from 11:30 a.m. - 12:30 p.m. Staff members sit at each table with children during these times.

HEALTH SERVICE POLICIES

All YMCA camp staff have responsibility for the health and welfare of campers. These Health Service Policies provide for a continuum of procedures from prevention to intervention.

All camp staff are fully trained in these health policies and emergency response—including (but not limited to) allergy awareness, physical and sexual abuse awareness, and seizure awareness. All staff are certified in first aid, CPR, and AED use (there is an AED at each camp location).

Procedures for Camper Health Screening

- Prior to any camper's first day at camp, the **camp director** and one additional staff person will verify that the required health forms, medication forms, and special instructions have been completed and submitted by the parent/guardian.
- On any camper's first day at camp, the **camp director, assistant director, or site leader** will verify—at the time of drop-off—that the parent/guardian has disclosed any pertinent health matter and provided any medication (including use of a physician-approved inhaler or epinephrine auto-injector) and form needed for the child. Medication must be in original containers. These camp staff will confirm the accuracy of the prescription by comparing it with the details provided on the child's health form Both the camp staffer and the **parent/guardian** will attest in writing that this discussion and transfer of any medication has taken place.
- Each subsequent day, at drop-off, the camper's **counselor** will perform a visual and verbal assessment of the camper.
- Throughout each day, the camper's **counselor(s)** and other attending **camp staff** will monitor the camper's physical state and behavior for any signs of illness.

Arrangements for On-Call Health Care Consultation Services

When the non-emergency health needs of campers are beyond the knowledge or skill set of the YMCA camp staff, we have arranged for one or more of the following to take place:

- The camper's **counselor**, a **site leader**, or the **camp director/assistant director** will contact the camper's parent/guardian to inquire whether there is a known issue.
- The camper's **counselor**, a **site leader**, or the **camp director/assistant director** will contact the **Ingham County Health Department at (517) 887-4311** for guidance.
- The camper's **counselor**, a **site leader**, or the **camp director/assistant director** will contact the YMCA's health services policy physician for guidance.

Arrangements for Emergency Health Care and Transportation to an Emergency Health Care Facility

Each of the YMCA of Metropolitan Lansing's day camps has arrangements with its local EMS service and has identified the location of the closest, appropriate emergency health care facility. In the event that any camper or camp staffer is in need of emergency care, the **camp director/assistant director** will call 911 or one of the following numbers and provide the following information:

- Camp PaWaPi: Northeast Ingham Emergency Service Authority, Station #61: **(517) 655-3384** (McLaren Greater Lansing is the nearest hospital)
 - Alert the dispatcher that **Camp PaWaPi is located at 3235 Grand River Avenue, east of Williamston and west of Perry Road**
- Parkwood: Meridian Township Fire Department, North Fire Station #92: **(517) 853-4791** (McLaren Greater Lansing is the nearest hospital)
 - Alert the dispatcher that **Parkwood YMCA Day Camp is located at 2306 Haslett Road, between Okemos Road and Westminster Way**
- Westside: Lansing Township Fire Department, Station #51: **(517) 485-5443** (Sparrow is the nearest hospital)
 - Alert the dispatcher that **Westside YMCA Day Camp is located at 3700 Old Lansing Road, half-mile east of Waverly Road**

This information is prominently displayed in the camp office and near all camp phones (as applicable). The camper's parent/guardian will then be called and notified of the incident and steps that have been taken.

First Aid and Health Care Supplies

Camp staff will treat routine scrapes and cuts. The YMCA of Lansing's camps have a sufficient quantity of first aid and health care supplies and equipment for the campers served and for the environment of each site. Every member of the camp staff must have certification in basic first aid to administer the available health care supplies.

Each camp maintains sufficient quantities first aid and health care supplies in clearly-marked locations in/near the camp office; a list of specific supplies is posted in those locations. These supplies are monitored by the camp director(s) weekly and replenished as needed to maintain sufficient inventory. In addition, portable camp first aid kits and supplies are taken with the site leaders and/or counselors during offsite activities.

Storage and Administration of Prescription and Nonprescription Drugs and Medications

- **How medication is received on a child's first day.** As noted in the screening procedures, on any camper's first day at camp, the **camp director, assistant director, or site leader** will verify—at the time of drop-off—that the parent/guardian has disclosed any pertinent health matter and provided any medication (including use of a physician-approved inhaler or epinephrine auto-injector) and form needed for the child. Medication must be in original containers. These camp staff will confirm the accuracy of the prescription by comparing it with the details provided on the child's health form. Both the **camp staffer** and the **parent/guardian** will attest in writing that this discussion and transfer of any medication has taken place. Campers are not permitted to keep or handle their own medications.

- **How medication is stored securely.** The YMCA of Metropolitan Lansing's day camps have all prescription and nonprescription drugs and medications (including those requiring refrigeration) stored in secure, locked storage unless medically contraindicated. The **camp director, assistant director, and site leader** have access to the medication and know how to access it. Camp staff are trained to comply with secure locked storage of medications.
- **How medication is administered and documented.** The YMCA of Metropolitan Lansing's day camps follow any instructions provided by a camper's physician or authorized person to meet the health and behavior needs of a camper admitted to the camp. All camp staff are trained to identify the administration procedures listed on the original packaging and the health form, including when, where, how, and by whom the medication is administered.
 - We cannot administer medication in any amount or by any method except that which is listed on the label without written authorization from the camper's physician.
 - Children are not permitted to take or apply 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 medication form open-ended for use at the staff or camper's discretion except as documented by a physician for such things as an epinephrine injector or inhaler.
- The YMCA of Metropolitan Lansing's day camps maintain a permanent medical record that includes the medical treatment of a camper and documentation of medication dispensed. Documentation includes the date of treatment, name of camper, ailment, treatment prescribed, or medication dispensed, and identification of the person providing the treatment.
- **How medications given back on closing day.** On a child's last day at camp, parents/guardians must contact the **camp director, assistant director, and site leader** to retrieve any remaining medication. Medication will not be placed with a camper's items.

Medical Procedures for Camper Trips Away from a Campsite

The YMCA of Metropolitan Lansing's camp program does not offer field trips during the summer.

Procedures for Daily Observation of Each Camper's Physical State

Throughout each day, the camper's **counselor(s)** and other attending **camp staff** observe the camper's physical state and behaviors. Observation means that at any point of time campers are within sight or sound of an adult staff member responsible for direct supervision. Observation includes preventative procedures which encompass some of the following:

- Adequate sleep, food, and drink.
- Balanced schedule for age of population and environment (i.e., rest period, indoor and outdoor activities, etc.).
- Communication of a camper's physical limitations and special health or behavioral considerations with all appropriate staff.
- Adult staff member responsible for direct observation understands the camper's physical limitations and special health or behavioral considerations.
- Awareness of what circumstances require involving the camp director.

Observation also includes responsive procedures which encompass some of the following:

- Ongoing observation, treatment, and documentation of injury and illness by appropriate adult staff member.
- Reaching out to community resources for additional support as needed (poison control, community mental health).
- Reporting incidents to appropriate agencies (CPS, law enforcement, state licensing) and parents/guardians while maintaining confidentiality.

Procedures for Prompt and Responsive Notification of the Camper's Authorized Person

In all cases of serious accident or injury, the **camp director, assistant director, or site leader** will contact the camper's parent or guardian. In the event they cannot be reached, the signed authorization on the child's health form will allow the YMCA of Metropolitan Lansing to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

Circumstances that require communication with a camper's parent/guardian are as follows:

- Immediately in the event of death.
- Immediately following admission to the hospital.
- As soon as possible if a physician recommends that camper returns home due to serious injury or illness.
- At a physician's discretion if the matter requires the parent's/guardian's attention related to the health of their child.
- Instructions provided by the parent/guardian related to notification.
- Inquiry by a parent/guardian about their child.

Health Care Staffing

Each of the YMCA of Metropolitan Lansing's day camps maintains an agreement for the provision of EMS with the local emergency service provider. The EMS agency attests that the *average* response time is within five minutes. This agreement is reestablished each year. A copy of the agreement is maintained and posted in each camp's office, along with the camp's operating license.

All camp staff are trained on procedures for when to notify local EMS. Emergency notification numbers and instructions are prominently displayed near each camp phone.

Procedures for Preventing Disease Transmission/Universal Precautions

Communicable diseases, also known as infectious or contagious diseases, are illnesses that result from an infection ranging in severity from asymptomatic (without symptoms) to severe and fatal. There are different ways that an individual could become infected, including through body fluids, airborne, contact surface, or indirectly from a plant or animal host.

All camp staff are fully trained in recognizing potential risks of exposure, mitigation strategies to reduce exposure, and specific actions to take when exposure occurs. Procedures for prevention include:

- Proper handwashing.
- Cleaning and sanitizing.
- Preparing and maintaining campsite and activity space.
- Health screening of staff and campers.

- Appropriate safety equipment including personal protective equipment (PPE).

Camp staff are trained to respond to potential contagious disease in the following ways:

- Safe handling and disposal of body fluids.
- Cleaning and sanitizing infected area.
- Quarantine, isolation, and treatment of infected individuals.
- Notification and documentation of actions to guardians, appropriate personnel, and authorities.

The YMCA of Metropolitan Lansing's 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 101 degrees Fahrenheit or higher.
- Vomiting or diarrhea.
- Severe sore throat, nasal or eye discharge.
- An unidentified rash.
- An infectious disease or condition (pinkeye, chicken pox, measles, untreated head lice, uncovered ringworm, etc.).

If a child is prescribed antibiotics for a bacterial infection, the child must be on the medication for at least 24 hours (or as specified in writing by a physician) 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 to pick up the child. In the meantime, the child will be separated from other children and made comfortable, within sight and sound of an adult. If a parent or guardian cannot be reached, the emergency contact person listed on the registration form will be contacted. A parent/guardian/emergency contact must pick up the ill child within one hour after being contacted.

Your child may return to camp when:

- His/her temperature is below 101 degrees Fahrenheit for at least 24 hours without fever-reducing medication, such as ibuprofen or acetaminophen.
- A bacterial infection has been diagnosed and the child has been on antibiotics for at least 24 hours (if specified).
- It has been at least 24 hours since the last episode of vomiting or diarrhea.
- Nasal discharge is not thick or discolored.
- Any rash has subsided, or a physician has provided written notice that it is not contagious.
- Head lice have been treated.
- Ringworm has been treated and covered.

STAFF & VOLUNTEERS

Staff Screening and Training

The YMCA of Metropolitan 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.

All staff and volunteers are screened in the following manner prior to hire:

- Interview with Program Director, and/or another administrator, to determine suitability for work with and around children at the YMCA of Metropolitan Lansing.
- Professional reference checks (minimum of three) to confirm prospective employee is a responsible adult with the maturity and knowledge necessary to work with children at the YMCA of Metropolitan Lansing.
- Criminal background check prior to any offer of employment, 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.

Prior to having any unsupervised contact with children, all camp staff receive a formal orientation, delivered by the Program Director, covering

- Our philosophy, policies, and practices (including health and emergency practices);
- Camp Licensing Rules; and
- Facility and grounds tour.

Staff members participate in a comprehensive 30-hour training plan prior to the start of summer camp. 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

In addition, staff are trained in handling bloodborne pathogens, diversity and inclusion, child abuse and neglect prevention, and CPR/first aid/AED use.

Supervision

We understand that safety is the number one objective. The day camp program shall provide appropriate care and supervision of children, by sight and sound, at all times. The ratio of staff to children present will be no less than one staff member for every ten children. Staffers will each be assigned a group of campers and provided a roster of their campers for each day in order to complete proper face-to-name counts during each transition. The master roster will be kept electronically, and all camp coordinators will have direct access to this information at all times.

Outside Groups

To help campers have an expanded learning experience, outside organizations may visit during the week. Examples of these organizations could be experts from Potter Park Zoo, Impressions 5 Museum, Scouts, etc. Staffers will be present the entire time; campers will have minimal interactions with these groups and only as it related to the program focus.

Staff Relationship with Families Outside of 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. ****See Social Networks & Contact with Staff Outside of YMCA Programming****

Confidentiality

The YMCA maintains strict confidentiality and respects 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 may 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 suspected child abuse or neglect).

Child Protection Laws

The YMCA and its youth development staff are mandated by the Child Protection Law of Michigan to report to Children's Protective Services (CPS) any suspicion 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!