



## SUMMER CAMP PARENT HANDBOOK



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Whether it is splashing in the pool, exploring nature, learning a new skill, or going on fun field trips, summer camp at the Y provides an opportunity for children to build meaningful relationships and gain important life skills.

### **ABOUT OUR CAMP STAFF**

Day camp staff are selected based on their experience, attitude, skills, and their ability to accept and demonstrate the YMCA core values of caring, honesty, respect, and responsibility. The Y executes an extensive screening process which includes undergoing a behavioral interview to determine the best candidate possible, as well as extensive employment and reference checks.

YMCA Buffalo Niagara establishes standards for key aspects of camp operation, program quality, health, and safety of campers. All camps have staff that are certified in CPR, First Aid, and Responding to Emergencies training on duty during all camp hours. In addition, all lifeguards hold their current Lifeguard/First Aid Certifications, CPR, and Oxygen Administration Certification.

### **DROP OFF AND PICK-UP**

A parent/guardian or Authorized Pickup will be required to sign the child out every afternoon. Photo I.D. is required for sign-out to ensure the safety of program participants.

### **DAILY DRESS AND GEAR**

Please label all belongings with your child's name and phone number. Please make sure your child dresses according to the weather each day. Campers will be outdoors most of the day unless it is raining. No flip flops or open-toe shoes.

### **PROTECTIVE CLOTHING AND SUNSCREEN**

We encourage all campers to apply sunscreen several times each day. While we cannot apply the sunscreen on the campers we will monitor and assist them in applying it themselves. Each day campers should bring labeled sunscreen, hat, sunglasses, and wear light colored, protective clothing.



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### WHAT TO BRING

Campers must bring their own lunch and beverage in a labeled bag each day unless attending a camp where lunch is provided (please check with your branch). Bag lunches are kept with the camper's belongings, so please pack accordingly. All clothes and belongings that come to camp with your child must be labeled. Also, please note any food allergies during registration.

- Bagged lunch with drink (optional)
- Sunscreen-labeled with your child's name
- Water Bottle
- Bug spray (DEET free)
- Swimsuit and towel
- Comfortable clothing that can get a little messy
- Backpack
- Sneakers
- Raincoat if necessary
- Extra set of clothes (especially for younger campers)
- A smile

### LOST AND FOUND

All items that are left by campers will be placed in a Lost and Found box inside the YMCA camp facility.

### CAMP DETAILS

#### Bathroom

All children must be able to use a bathroom facility independently and be completely potty trained. The staff understands that accidents may occur therefore please bring a change of clothes for your child. If your child has an accident and does not have a change of clothes, you will be called and asked to come to the YMCA with new clothes.

#### Illness

A sick child should be kept home, both for his/her sake and that of others. Please inform us of the nature of the illness, especially if it is a communicable disease. Credits for time missed may be issued upon receipt of a doctor's note. Credits will be pro-rated when appropriate.

#### Medication

If your child needs to take medication while in the YMCA program, medication must be brought to the YMCA staff, directly by a parent or guardian, and accompanied by a Medication Form that can be obtained from a staff member. The medication must be in its original container and labeled with the child's first and last name. Written instructions specifying the quantity and time to be administered, the name and phone number of your doctor, and other instructions must accompany the medication. All medicine is stored and handled by the camp director who will dispense the medication as per the medicine form. Any inhalers or Epi-Pens that are needed when a child exerts him/herself will be kept with the senior counselor in charge of the group.

#### Injuries

In case of minor injuries, YMCA staff will administer first aid and you will be informed of the incident when you pick your child up. If your child is seriously injured, the YMCA office will contact the designated person listed on the child's registration form. If we cannot contact a responsible party, we may call an ambulance or paramedic and have your child taken to a hospital accompanied by a staff member. Please make sure that the information on your emergency contact form is current and accurate.

#### Personal Belongings

Please make sure your child's belongings are labeled. We discourage children from bringing any toys, electronics, trading cards, etc. to camp.



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Video games and other electronics are not permitted at camp and will be taken from a camper if brought to camp. The YMCA assumes no responsibility for any lost or stolen items at any summer camp.

### **Inclement Weather**

In case of inclement weather camp will be moved inside until it is safe to resume outdoor activities. In case of camp closure parents/guardians will be contacted by YMCA staff.

### **SWIMMING**

Your child will have scheduled times for recreational and instructional swimming at most of our camp locations. If a pool is not available water games will be planned daily. Please help ensure that your child comes prepared each day with a swimsuit and towel.

Swim lesson plans are developed by the YMCA Aquatics Director and implemented by swim instructors. We comply with NYS Department of Health Swim Ratios during swim lessons and recreational swim. All lifeguards have met the requirements for employment at the YMCA including current Lifeguard/First Aid Certifications, CPR, and Oxygen Administration Certification.

### **CAMPER CONDUCT**

YMCA Day Camp is geared for fun, exploration, and adventure! Day campers are broken out into age specific groups to ensure that all activities are focused on their specific interests and abilities. Your child's success at YMCA Day Camp requires their ability to independently, safely, and cooperatively:

- Exhibit appropriate behavior without excessive individualized attention

- Function within a group of campers (with staff supervision)
- Be responsible for personal belongings such as backpacks, water bottles, etc.
- Contribute to the overall enthusiastic atmosphere of the camp community.

### **Discipline**

The safety and well-being of each child in our care is our number one priority. When behavior expectations are not met, Y staff will implement our progressive discipline policy to help correct the undesired behavior. Listed below are the steps utilized by our staff:

- A. A verbal warning is given explaining why behavior is inappropriate.
- B. A staff person will give the camper time to refocus and redirect, allowing the camper to demonstrate understanding and change their behavior.
- C. Verbal communication between parent and site coordinator.
- D. Parent conference with site coordinator and program director, followed by a written summary of meeting. Child, parent, and site coordinator sign a written contract agreeing to acceptable behavior and alternative solutions.
- E. If inappropriate behavior continues, the child may be suspended from camp for up to one week.
- F. Prolonged disruptive and inappropriate behavior will result in dismissal from camp.



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**G. Extreme Behavior Issues:** In extreme cases a child's behavior may warrant immediate suspension or expulsion from camp. Such cases include use of profanity, abusive language or any aggression behavior which threatens or causes physical harm to other participants or staff.

### **ACCESS FOR ALL**

As a non-profit organization, the YMCA is committed to providing equitable opportunities for people of all income levels to access healthy living and youth development programs like summer camp. Participants requesting financial assistance for summer camp should fill out the Access for All program application form and bring this, along with corresponding documentation, to a Member Services desk at one of our branches. Proof of household income, in the form of IRS Form 1040, will need to be shown within seven days of signing up either online or in person.

### **FINANCIAL POLICIES AND PROCEDURES**

#### **Deposits**

When registering, you have the choice of paying the camp fees in full or paying a \$25 non-transferable/non-refundable deposit per week, per child for all weeks your child(ren) will attend. This \$25 deposit will be deducted from the weekly camp balance.

### **2023 CAMP BILLING SCHEDULE**

#### **Payment Due Date/Late Fees**

Full payment is due on the Monday two weeks prior to the week your child is scheduled to attend camp. If payment is not received by 3:00 pm the Wednesday before your child's registered week of attendance, the registration will be cancelled, and services will not be rendered unless permission is

granted by the Program Director or Executive Program Director

### **CREDIT CARD DRAFTING**

All camp fees will be paid automatically through credit card drafting. The charge will appear on your monthly statements of the credit card entered at the time of registration.

### **Returned Drafts**

If a credit card draft is returned to the YMCA a fee of \$20.00 will be assessed.

### **Late Pick-Up Charges**

If you know that you may be late in picking up your child, please contact the YMCA office as soon as possible. Please note, if your child needs to be picked up after 6:00 pm, a late fee of \$20 per child will be applied to your bill. If we find this to be a consistent pattern, we will address this concern with you to avoid having your child dismissed from the program.

### **Refunds**

In the case of illness or injury, all paid fees (less the non-refundable deposit) will be refunded with a written notice from a physician to the YMCA. If your child has attended part of the session when a medical excuse is presented, the refund will be pro-rated.

### **Payment Summaries**

Payment history summaries for tax purposes will be provided upon request in January 2023. Please contact the billing department to request this information. Our tax identification number is: 16-0743231.