



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NEWPORT COUNTY YMCA



YMCA Day Camp Parent Handbook

www.newportymca.org
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DISCOVER SUMMER FUN AT THE YMCA

Dear Parents,

Each summer the Newport County YMCA prides itself on providing a Camp experience for your child that instills our core values of Caring, Honesty, Respect and Responsibility. Whether your child is a new or veteran camper, they are sure to enjoy the incredible summer we have planned for them. Campers will enjoy an experience of a lifetime because each week is designed to include a wide variety of activities that are sure to keep your kids exploring, learning, growing, and having fun all summer long! YMCA Day Camp staff are experienced, well-trained individuals. You can depend on YMCA Day Camps to always focus on adventure and fun in a safe and caring environment!

Our camp staff team models our core values of caring, honesty, respect and responsibility. Counselors are carefully screened and selected based on experience working with children, maturity, sound judgment and sensitivity. Safety is a top priority. Every member of our team is certified and trained in CPR, First Aid, OSHA regulations and Child Abuse Prevention.

All of our camps are accredited by the American Camping Association. ACA Accreditation means that the Newport County YMCA camp program has undergone a thorough (up to 300 standards) review of its operation - from staff qualifications and training to emergency management.

If at anytime you have concerns or questions about the programs, staff or facilities, please stop by or call the main office at 847-9200 and they will put you in contact with the appropriate director of that program. We welcome your new ideas and suggestions for improvement so we can make your child's camp experience a positive one. Thank you for choosing YMCA camp and we will see you over the summer!

YMCA Staff

Philosophy

Camp will provide opportunities for participation in a wide range of positive recreational activities. Through these activities children will have the opportunity to develop new skills and talents, make new friends, explore new interests and create new experiences in a safe and fun environment.

Goals

To provide a safe, fun, learning environment. Our emphasis is on physical fitness, outdoor awareness, education, and socialization. To achieve this goal we have established the following objectives:

- YMCA Camp will be safe – To provide a safe, healthy atmosphere for the peace of mind of the parents and well being of the campers and staff, the camps will follow the regulations of the Newport County YMCA, State of RI Board of Health, and the standards of the American Camping Association.
- YMCA Camp will be fun - arts & crafts, nature, water activities, sports and group activities will provide the opportunity for fun, adventure, excitement and the development new skills.
- YMCA Camp will encourage interest, enjoyment and appreciation of the outdoors - A stimulating outdoor learning program will be offered that encourages interest and enjoyment in the outdoors.
- YMCA Camp will provide physical fitness opportunities - Leisure education will be provided through structured activities. We stress the importance and benefits of physical fitness throughout the implementation of individual/group games and other activities.
- YMCA Camp will develop good habits and good character - By setting a good example and obtaining high standards, we will influence habits and character in a positive manner. Emphasis will be on following rules, treating others well and increased understanding of those who are different than you.

Personal Property Regulations

The following list represents some of the policies of the Newport County YMCA Day Camps and is not all-inclusive. Each camper is expected to abide by all policies and conduct him or herself in a manner that is in keeping with the standards of the YMCA.

- **Alcohol, Drugs and Tobacco products**

As a camper, no persons may possess or use any alcoholic beverage, or possess or use any form of drug other than those prescribed to him/her by a licensed Doctor of Medicine. Tobacco products are not permitted.

- **Camper Transportation**

Campers will only be allowed to travel in state licensed and camp approved vehicles that meet all governmental safety regulations.

- **Transporting Children**

Staff is not allowed to transport children to and from camp, unless they are relatives of the staff member.

- **Personal Property**

The Newport County YMCA is not responsible for any lost, stolen or damaged personal property. Please do not give money to your child to bring to camp. No toys, video games, iPods, MP3 players, cell phones or trading cards. These items may get misplaced.

- **Pets**

No pets will be allowed in camp buildings and on campgrounds while camp is in session. Only individuals that need the assistance of a service animal (i.e. seeing eye dog) will be allowed to be in the camp building and on campgrounds.

- **Weapons**

Weapons of any kind will not be allowed on YMCA Property by staff or any individual except law enforcement.

Registration Information

Register by mail, fax, or in person in the YMCA registration office. Be advised, when faxing or mailing registration paperwork, you will be required to stop into the office for any additional paperwork and pick up your campers YMCA T-shirt. Contact our registration office if your registration is faxed or mailed to ensure your paperwork has been received and space is available. Include the entire registration form and all required payments. All registrations are subject to available space at the time of receipt.

Registration Office Hours: Mon. – Fri. 8:00 a.m. – 7:00 p.m./Sat. 9:00 a.m. – noon Tel: 401.847.9200, Fax: 401.848.7521, www.newportymca.org

Financial & Scholarship Assistance

No one will be denied the opportunity to participate in YMCA activities due to an inability to pay the program or membership fee. Confidential scholarship assistance is available.

Stop by the registration office or visit our website to obtain camp financial application packet. The RI Childcare Assistance Program and YMCA scholarships will be available.

Payment Plans

You may pay by check, money order, debit/credit card or cash upon registering your child for camp. Checks/money orders are made payable to the Newport County YMCA. All cash payments must be made in person at the YMCA or at one of the Informational Open House dates.

When registering for camp, you may pay in full or to choose one of our two Easy Pay option plans below.

We recommend if you choose to pay by credit or debit card using one of our easy-pay options that you authorize payments to be drafted automatically on the 1st of each month.

If you are not paying in full at the time of registration, a \$25.00/\$50.00 non-refundable deposit is due upon registration for each camp session/each child. This deposit will be applied to your balance and must accompany each registration form.

Returned checks/debit payments will incur a \$10.00 fee.

A \$10.00 late charge will be applied to payments received after due date(s). Lack of payment (or late payment) may result in loss of reserved space.

General payment option

You may pay by credit/debit card, personal check or cash upon registering for camp.

Draft payment options

Easy-Pay 5 auto

Your debit/credit card will be automatically drafted on the 1st of each month for 5 months: April thru August.

Easy-Pay Extended auto

Your debit/credit card will be automatically drafted on the 1st of each month for up to 11 months: Feb thru Dec of the current year. All camp balances must be paid by Dec. 1st of the current year.

Refund and Cancellation Policy

Participants who request a refund by the Friday before the session they are scheduled to attend will receive a full refund less their non-refundable deposit. Participants who request a refund during the week they were scheduled to attend and were not present more than one day during that week will receive a 50% refund less their \$25/\$50 non-refundable deposit. The request must be made during the week the participant is requesting a refund for. Requests submitted after the week they were scheduled to attend will be denied.

What to Bring to Camp Daily

Campers should bring a backpack with a non-perishable healthy lunch, 2 drinks, 2 healthy snacks, labeled water bottle, sunscreen, bathing suit, towel and an extra set of clothing. They should wear comfortable clothing to play in and closed-toe shoes for safety. Please label all campers' belongings. Sunscreen should be applied before camp. The camper should wear his/her camp T-shirt on field trip days.

Morning Arrival & Departure

Sign-in & sign-out: You must sign your child in and out of camp **each day**. Arrival time for all camps is 8:30-9:00 a.m. at the designated site unless the camper is registered for A.M. Care. All persons signing your child out of camp must be on the YMCA's Authorization List and provide a picture ID everyday. In order to add or delete a person from the authorization list, you must go to the YMCA Registration Office and make the appropriate changes. **No child will be released unless an authorized person presents a photo ID.** You may ask to have your ID copied in our Registration Office to be placed in the pickup book if you wish to avoid this.

Bus Rules

- No food or drink on the bus
- Everyone must sit and face the front

- Campers/ Staff will wear safety belts whenever they are provided
- No yelling
- Keep hands and all other body parts in the bus
- Do not throw anything out the window
- No bags or feet in the aisle
- Maximum of 3 to a seat
- Always respect the bus driver and staff

Transportation Accident Procedures

In case of a traffic accident the following procedures will apply:

- The bus designated First Aid Responder (FAR) will evaluate the situation and determine if campers and staff should evacuate the vehicle or remain seated.
- The FAR will assign a staff person to identify witnesses and attain any accidents or emergency information.
- The bus driver will radio for police assistance.
- In the event that the FAR or bus driver is unable to carry out their duties, the YMCA senior staff member will assume responsibility.

Transportation Emergencies

If any camper/staff are injured while on the bus the following procedure will apply:

- The vehicle designated First Aid Responder (FAR) will administer all necessary CPR/First Aid.
- The FAR will notify any emergency services that may be needed (EMS/911).
- The FAR will notify the Camp Director of any emergency.
- The Camp Director will notify Parent/ Legal Guardian of any injured camper/staff.
- If the bus should happen to break down, the driver will call the dispatcher, radio for assistance or for a new vehicle. If campers have to evacuate the bus, the staff will keep them out of the street, road, highway, or any unsafe situations.
- Staff will keep campers entertained throughout the evacuation process (i.e., songs, games, and area appropriate activities).
- The Camp Director will notify the parents of any delay in the pick-up/drop-off times.

AM Care & PM Care

Additional time is available for a fee to those families who need extended hours of care for their children. Children will participate in games, stories and quiet activities. Fun for your child and peace of mind for you. Please refer to the camp brochure for more details on extended hours for your child's camp.

The YMCA has a pick-up procedure in place designed to ensure the safety of your child. The policy is NOT flexible and needs your cooperation with the following procedures. Please refer to the camp brochure for more details on departure time for your child's camp.

- We request 24 hours notice for early release. Parents who pick up their children after the set PM care time will be assessed a late fee.
- Parent or an authorized individual must show a photo I.D. before signing the camper out of the program each day.
- No changes for pick-up will be authorized by telephone or written note. The parent or guardian must make any changes in person in the Registration Office.
- If a child has not been picked up five minutes after dismissal has been completed, the staff will contact the child's parent/guardian. If they are unable to reach you and your child is not picked up 15 minutes after dismissal, emergency contacts will be called. One hour after dismissal, if our staff is still unable to contact an authorized person to pick up your child, they will contact the local police department for further assistance.

Sunscreen/Insect Repellent

We recommend that campers wear sunscreen everyday. Campers should apply sunscreen or bug repellent before coming to camp each morning. Campers must bring sunscreen in a) stick and b) spray forms. Stick sun block can be used for faces and the aerosol spray sun block for balance of the body. Campers that need to reapply during the day can keep sunscreen and/or bug lotion in their backpacks then they can reapply the lotion themselves at anytime or at designated times.

Rainy Days and Extremely Hot Days

We do operate on rainy days. Most rainy day activities take place inside different buildings and under pavilions. However, campers should be prepared with the proper rain gear for transitions to and from program areas. Please send campers with a raincoat, extra clothing and proper footwear.

We also operate on extremely hot days. When an Ozone Alert Day is announced there will be limited physical activities. On these days we make sure campers have ample opportunity to get drinks, extra swim or water activities times and be in the shade. Please send campers to camp with a labeled water bottle or an extra beverage for lunch. The parents should apply sunscreen before the campers arrive.

Lost and Found

Lost and Found at YMCA Camp accumulates quickly. Please remind your camper that it is their responsibility to look after their belongings. Please make every effort to label your child's clothing, backpack, lunch boxes, or anything else that may be brought to camp. Should items be lost at camp, have your camper look in the Lost and Found area located near their camp sign-in area or the lost & found bin near the lower bathroom. The YMCA is not responsible for lost items.

Emergencies

We devote a lot of time and attention to our emergency procedures during our staff training in June. We have specific procedures for a "lost camper at the Y" and "lost camper off-site," as well as

fire, severe weather and medical emergencies. We practice these procedures during staff training and throughout the summer so that campers and staff will be prepared in the event of an emergency.

Health & Safety Policy

For the safety of your child and that of others we require that the following procedures be followed:

- A copy of your child's medical immunization record and physical signed by the child's family physician or pediatrician is required before entrance to camp.
- A sick child is to stay at home. If a child arrives at the camp not feeling well, the child will be sent to the Camp Director for evaluation. The parent or emergency contact may be called to pick up the child. Your child must be free of symptoms for 24 hours before returning to camp.
- A child must have a doctor's note before returning from a communicable disease such as impetigo, measles, mumps, lice, etc.
- A child must have sunscreen applied before camp!

Illness/Communicable Diseases

Campers must be healthy, injury-free and well enough to fully participate. If your child becomes ill at camp, we require that they be promptly picked up and transported home or to a medical facility. Any child who has a fever, diarrhea, or vomiting, must be free of symptoms for 24 hours before returning to camp. Any child with a communicable disease must remain out of camp for the prescribed isolation period designated by the physician for that particular situation. Please keep sick campers home so that germs and illnesses will not spread to other campers and staff.

Medication Policy & Forms

If your camper needs to take medication (either over-the-counter or prescription) during the camp day or an overnight, our staff can dispense medication only if the following requirements are met:

- The medication is in its original container with the child's name on the prescription.
- A physician has filled out and signed an Administration of Medication Form specifically for camp personnel. This form must also be signed by the parent and must be on file in your child's camp.
- The medication has not yet expired.
- An adult **MUST** pick up all medication on Friday or last day child is in that specific camp unless that child is attending that specific camp on the following Monday. Any medication left at the end of the week will be placed in the Associate Executive Director or it will be disposed of.
- YMCA staff is not allowed to transport medication from camp to camp.

It is the parent's responsibility to provide all medications and authorizations for their child. If both of these are not provided, the YMCA cannot be held responsible for, or guarantee, the health/safety of your child while at camp. All medications must be brought to the their child's camp Director by the parent/guardian and can not be carried or dispensed by campers unless specific written permission from a physician and parent has been given to do so.

Discipline Policy

At the YMCA, we believe one of the best ways to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well organized, we believe that many potential problems can be avoided. Disrespect toward staff or property, injuring other children or staff, disruptive behavior, stealing, leaving camp property or profanity will not be tolerated. If such a problem arises, the following steps will be taken:

- An Unacceptable Behavior Notification form will be filled out
- There will be a verbal discussion with the child.
- If inappropriate behavior continues, the child will be removed from the group for a specified time frame or privileges will be taken away.
- When there are serious concerns about a behavior, the staff will immediately notify the parent and will make an attempt to work with the parent to resolve the problem.
- If the problem persists, or a serious infraction has been made, the camper will be put on suspension or asked to leave the program.

The YMCA is determined to provide a safe and fun environment for all campers, free from negative behaviors that disrupt a positive day camp experience. Parents/guardians will be notified of all situations. The following are some of the unacceptable behaviors:

- Swearing, teasing or other improper language or gesture
- Provoking or fighting with others or other inappropriate physical contact
- Failing to follow safety or discipline procedures
- Leaving the premises without permission
- Talking back to or failing to pay attention to any supervising leader
- Possessing a dangerous item or controlled substance
- Disruption of YMCA activities
- Misusing YMCA or others' equipment or facilities
- Endangering others
- Engaging in improper behavior in a YMCA transport vehicle
- Theft/tampering with someone else's belongings

If the offense is repeated or the camper is continuously disrupting the group's activities, the camper will miss time out of an activity and/or be sent to the Director (depending on severity/frequency). The Director will evaluate the negative behavior and may notify the parents (depending on severity/frequency), fill out an Unacceptable Behavior Notification form, put it in the file after the parent/guardian signs the form.

The following negative behaviors will result in camper(s) being sent immediately to the Director.

- Aggressive physical contact (hitting, shoving or pushing)
- Verbal threats to campers or staff
- Destruction of camp property or property of others
- Stealing
- Possession of drugs, drug paraphernalia, alcohol or tobacco products
- Possession of weapons, including knives or other dangerous items
- Emotional harassment of other campers or staff
- Endangerment of self or others

The Director will work with the staff to evaluate the negative behavior. Parent(s) will be notified, the Unacceptable Behavior Notification form will be filled out, put in the file after the parent/guardian signs the form. A parent/guardian may request a copy of the form and camper may be dismissed from camp (temporarily or permanently).

Off-Site Facilities

All off-site facilities that are used for our summer camp program are covered by insurance and inspected by the appropriate agencies.

Visitor And Trespasser Policy And Procedures

Any visitor to camp must speak with the director or go to the main office to get a "Visitor's Pass".