

# **DAY CAMP PARENT INFORMATION 2018**

## **DAILY CAMP PROCEDURES**

### **Camp Day**

The camp day runs from 9:00am – 5:00pm. AM and PM Before and After Care is included as part of the weekly tuition. Before Care begins at 7:00am and Afternoon Care is available until 6:00pm located in the Game Room at both Y Branches.

### **Camp Compliance and Safety**

YMCA Day Camps are licensed by the Office of Children and Family Services and the NYS Department of Health. Camps are inspected to ensure that our facilities are in compliance with all safety standards.

### **Drop-Off/Pick-Up and Departure Guidelines**

- If you drop off your child before 7:00am a family member or emergency contact over the age of 18 must stay with your child until Camp Staff arrives. All campers must be signed in when arriving at camp.
- Please provide written notice if you need to pick-up your child before 3:00pm.
- Please be aware that due to the daily schedule, it's likely your child's group will not be in the immediate area of the Game Room. Signs will be posted on the Game Room door as to where your child is within the building or outdoor areas. Your cooperation in scheduling all early pick-ups in advance is greatly appreciated.
- If you drop off your child before 7:00am a family member or emergency contact over the age of 18 must stay with your child until Camp Staff arrives. All campers must be signed in when arriving at camp.
- Anyone picking up a camper must be listed on the child's Authorized Pick-up List must be over the age of 18 and must present proper photo identification.

### **Absences**

Please notify the camp if your child will be absent. A doctor's note is required if your child is absent for more than 2 days in a row and for any refunds minus weekly deposit to your registered week.

## **OTHER CAMP INFORMATION**

### **Call with Questions**

If you have any questions or concerns, please call. Communication is very important to us. We like hearing from you! Check the camp specific web page for the best contact number.

## Sick Child Policy

Please do not send your child to camp if he/she is sick and/or running a fever. If a child becomes ill during camp, a parent or person authorized to pick-up will be contacted to pick-up the child. Children must be symptom free for at least 24 hours before returning. A doctor's note may be required for your child to return to camp.

## Cell Phone/Electronics Policy

Camp is a cell-phone and electronic free zone. If cell phones come to camp, they must remain safely in a backpack or held for safekeeping by camp staff. Remember the YMCA is not responsible for the loss or damage of any personal items.

## Rainy Days

Campers will take part in a full scheduled program of activities regardless of the weather. We are prepared with a rainy day schedule for each group which focuses on crafts, group games, and special events. Be sure to dress campers appropriately for the weather!

## Field Trips

Campers will go on field trips occasionally according to the theme of week. A minimal fee may be required in addition to session tuition for your child to attend. Participation is voluntary. Alternate activities will be provided by game room staff if your child is staying behind.

## YMCA Financial Assistance

Financial assistance is made available through generous donations to the YMCA's annual Building Strong Communities Campaign. Applications for assistance are confidential and available [on our website](#) or at the Welcome Center. The amount of assistance granted is based on individual need and family circumstances. All camper financial assistance applications are processed on a first come, first serve basis. We also accept payment subsidies from the Day Care Unit of DSS (Department of Social Services).

## Swimming

Campers who wish to swim in designated deep water areas must pass the deep end test. The deep end test will be administered on Monday of each camp session. Campers that are unable to complete the deep end test will be required to stay in shallow water. Those that pass the deep end test will be required to wear a band to designate that they can swim in deep water.

## CAMPER PREPARATION

## What to Pack

We advise packing the following items in your camper's backpack each day. Please be sure to clearly label everything with your camper's first and last name.

- Swimsuit and towel
- Plastic bag for wet clothes
- Extra set of clothes
- Sunscreen lotion (labeled with child's name), hat, and water bottle

## Daily Clothing Needs

There is no formal uniform at camp. Please dress your child in a t-shirt and shorts every day. Sneakers are required footwear for all camp activities. Open-toed sandals/flip flops will only be worn to the pool and back. Campers participating in swimming may want to bring a pair of water shoes.

## Lost and Found

Misplaced items are common among school age children. You can help limit lost items by following these procedures:

- Label all belongings with camper's first and last name.
- Remind each child to check his/her belongings at the end of each day.
- If something is lost, check the lost and found as soon as possible.
- Notify camp staff upon sign-in/sign-out regarding lost items or speak with your child's camp leader.
- The YMCA is not responsible for lost, stolen, broken or destroyed items.

## MEDICAL AND HEALTH INFORMATION

### Medications

The YMCA does not administer any medications. Parents are required to medicate children themselves. We encourage parents to drop in to our programs at any time to administer medications. In case of an emergency, the YMCA is allowed to administer medications such as epi-pens or inhalers. Please label all items with child's name and date of birth. All medications must be kept in their original package.

### Immunization History

New York State Department of Health requires each camp to keep a current copy of every camper's immunization history on file in order for them to attend. A complete copy of your child's immunization

history should be submitted to the YMCA with enrollment packet. CAMPERS WITHOUT AN IMMUNIZATION HISTORY ON FILE WILL NOT BE PERMITTED TO ATTEND.

## Emergencies

Our staff is trained in handling a variety of emergency situations. In the event of an emergency, we will make every attempt to notify parents immediately. If necessary, emergency transportation will be handled by local emergency services.

## Daily Snack/Lunch

The Y is committed to healthy living and modeling healthy eating. A healthy morning snack, afternoon snack and lunch will be provided for all campers. Please note any allergies and dietary restrictions on camper information packet prior to attending camp.

## IMPORTANT DATES AND EVENTS

### 2018 Camp Session Dates/Fees

Session 1: June 25-29

Session 2: July 2-6

Session 3: July 9-13

Session 4: July 16-20

Session 5: July 23-27

Session 6: July 30- August 3

Session 7: August 6-10

Session 8: August 13-17

Session 9: August 20-24

Session 10: August 27-31

Camp Fees:

\$149.00 Members

\$253.00 Non-Members

Youth Membership \$75.00 per year

A \$30.00 non-refundable deposit is required to register

## Payments and Procedures

A non-refundable weekly deposit of \$30.00 is due at time of registration for all camp sessions attending. Payment is due no later than 9:00am prior to the session start date. Payments not received in full will forfeit the deposit and possible spot for specified session. Below are the payment due dates:

<b>Session</b>	<b>Due Date</b>
1: June 25-29	June 20
2: July 2-6	June 27
3: July 9-13	July 4
4: July 16-20	July 11
5: July 23-27	July 18
6: July 30-August 3	July 25
7: August 6-10	August 1
8: August 13-17	August 8
9: August 20-24	August 15
10: August 27-31	August 22

Payments can be made on-line, over the phone, in-person at the Welcome Desks or by mail. Accepted payment methods are cash, check, credit card, bank check or money order.

## **Changes in Registration**

Parents are responsible for informing the camp office in writing of all changes to camper registration and updating contact details including address and phone numbers.

## **CAMPER RELEASE PROCEDURES**

The following procedures are in place for your child's safety and will be employed during the camp season. Anyone picking up a camper must be on the camper's Authorized Pick-Up list, MUST be 18 years of age or older, and present photo identification before a camper will be released. Acceptable forms of ID include:

- A driver's license or state non-driver ID
- A passport or military ID
- An Employment Identification Card

## **Authorized Pick-up List**

Only those people listed under the "Persons Authorized to Pick-up Camper" on the camper application will be permitted to sign-out campers with proper identification. No notes will be accepted at the time of pick-up. In order to add or change authorized persons, please send a note at least one day prior to the pick-up date. A written note must be on file in the camp registration binders.

## **BEHAVIOR EXPECTATIONS**

# Behavior Policy

Our camp is dedicated to providing every camper with a positive summer experience. We have a set of community standards and expectations for behavior which all camp participants must follow, including a strict no bullying policy. Our leadership team addresses all incidents of bullying seriously and encourages campers, staff, and parents to alert us to any problems during the camp season. It is our goal to ensure that all participants in our community gain self-confidence, make new friends, and go home with a magical and memorable experience.

At Camp, we expect campers to:

- Follow the rules that instructors set out for each activity, area, or project.
- Remain on the camp property and with their assigned group at all times until properly signed out by authorized persons.
- Use appropriate language and be respectful to staff and other campers.
- Use all camp facilities and equipment properly.
- Refrain from fighting and any form of physical or verbal aggression.
- Be a positive and active participant in all camp activities.

# Prohibited Items

The following items will be confiscated by YMCA Staff and held in the office for parents to retrieve at the end of the camp day.

- Tobacco, alcohol, drugs
- Electronic games or devices (including cell phones)
- Valuables (YMCA is not responsible for lost or stolen items)
- Personal toys or games
- Weapons (play or real)
- Animals

# Behavioral Consequences

Campers who do not adhere to camp behavior standards will be handled on an individual basis. Frequent or severe violations may result in suspension or expulsion from the program at the discretion of the camp director. No refunds will be given due to expulsion or suspensions. Behaviors resulting in immediate dismissal include but are not limited to:

- Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
- Fighting/bullying

- Possession of a weapon of any kind
- Vandalism or destruction of YMCA property or the property of others
- Sexual misconduct
- Possession or use of alcohol, drugs or controlled substances unless under the prescription of a physician
- Running away
- Biting

If your child is unable to comply with our behavior expectations, the parents/guardians will be notified in writing with an incident report and/or conferences may be held with Camp Director, child and family members/guardians.