

## **Preparing for Camp**

We strive to make campers feel welcome as they arrive for their first day at camp.

### **ADMINISTRATING MEDICATION:**

Whenever possible, please administer all medications at home. If medications must be given during camp hours, please carefully review the following information. Our staff cannot administer medicine to any child without written permission from BOTH the camper's physician and the parent/guardian. Permission for medication can be indicated on the Health Form (see previous section for link to on-line). This portion of the form must be completed for BOTH prescription and over-the-counter medication. Additional forms are available in our camp office.

**Note:** All prescription medication must be given to the check-in counselor by the child's parent or guardian and kept in the actual container in which it was received from the pharmacy. Your child may not give the medication to the counselor. The container should include the prescribing doctor's name, name of medication, procedures for use, and the child's name.

### **BACKPACKS :**

These are good for transporting additional items to and from camp, including arts and crafts projects. Please label the backpack with your camper's name! Campers carry their backpack most of the day, so we recommend a traditional two strap, lightweight bag that can be worn on their backs. Backpacks with wheels are often more a hindrance than a convenience, as they are hard to wheel over the gravel and terrain.

### **LUNCH AND SNACKS:**

For full-day campers, lunch will be provided by the Jamieson Center Summer Food Program. For half day campers, pack snacks. Also, include several water bottles in addition to any fruit or sports drinks that you send. All campers should bring a water bottle and/or drink in a small cooler. There is no refrigeration available but freezing a water bottle makes a great ice pack and a refreshing afternoon drink. We have water available to our campers at all times. We will provide an afternoon snack for campers.

## **SUNSCREEN :**

We ask that you apply sunscreen to your child before you drop them off at camp each morning, and that you provide them with sunscreen to be kept in their backpacks. Sunscreen should also be labeled with your camper's name. Counselors will have campers reapply sunscreen multiple times throughout the day.

## **WHAT NOT TO BRING :**

Camp is a natural setting to retreat from the amenities of electronic technology and to discover self-potential, group dynamics, friendships and nature. Campers are extremely active during the day and the possibility of their item getting lost, damaged, or misplaced is great. Cell Phones, iPads/Tablets, Kindles, Nintendo DS/DSI, MP3 players, iPods, Pokemon or other trading Cards, toys, etc. do not fit into the camp setting- Please do not send any valuable or meaningful items to camp with your child, leave these items at home. The Y and our staff will not be responsible for these items and will not be responsible for lost, stolen or damaged electronics.

We encourage campers to try all the activities and we continue activities rain or shine. Expect your camper to come home a little dirty, tired and rumped after a full day of camp fun!

## **WHAT TO WEAR:**

Campers should come dressed in comfortable clothes that CAN get dirty. Sneakers only, please (no open-toe shoes, sandals, crocs, or flip-flops). For safety reasons, a child that arrives to camp in open-toe shoes of any kind will not be allowed to participate in camp activities. Parents will be called to pick up child (or deliver shoes). A bathing suit and a towel are required every day. Children's things should be packed in a backpack. Please mark all clothing, belongings, and backpack clearly with your child's name.

## **Info from A to Z!**

### **Absences:**

Absences may occur for various reasons: illness, family emergencies, vacation, disciplinary reasons, unexpected visits from relatives, etc., however, we do not pro-rate fees for missed days of camp.

## **Allergies:**

In order to help us keep your camper safe and healthy, please note allergies on your child's Medical History Form. Campers do not share sunscreen or insect repellent and the YMCA does not provide any of these items (in case of emergency) without written authorization from a parent or guardian.

## **Arrival and Departure:**

- \* Extended care is available beginning at 7:00 am.
- \* Half days are considered 5 hours or less.
- \* Pick-up is between 4pm and 5:30 pm. If the weather is unsuitable to facilitate an outdoor check out, campers will be inside the facility and can be checked out in the game room.
- \* We will only release your child to authorized persons listed on your child's Pick Up Authorization Form. Those authorized still must show a valid picture ID each time the child is picked up from camp.
- \* Please provide us with written notification if you wish to pick up early.
- \* If there are custody issues involving your child, please provide the Camp Office with court documentation indicating who may and may not pick up your child.

## **Behavior Guidelines:**

At summer camp, we strive to provide a positive atmosphere where children develop good social skills and grow as individuals within a group setting. It is our sincere hope that your child will venture through this summer enjoying themselves to the fullest meeting new friends, learning new games, and excelling in all that they do. With this in mind, the Y has established specific rules and a discipline system, which every child is expected to follow.

**PARENTS, PLEASE DISCUSS THE RULES WITH YOUR CHILD BEFORE CAMP!**

## **YMCA HOUSE RULES:**

- Speak for yourself, not anyone else.
- Listen to others, and they will listen to you
- Avoid put downs, who needs them?
- Take charge of yourself. YOU are responsible for you.
- Show respect. Every person is important.

## **YMCA DAY CAMP RULES:**

- 1. Know the YMCA House Rules and follow them!**
- 2. Stay with your group at all times, unless you have permission from your counselor.**
- 3. Respect all Y staff, Y members, counselors and other campers.**
- 4. Be courteous with the words you use. Inappropriate language will not be tolerated. Campers will be expected to tell their parents the word or words used.**
- 5. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.**
- 6. Be respectful of others belongings. Do not take anything that is not yours.**
- 7. When riding on the Y van, you must remain seated and wear your seatbelt. When the van stops, stay seated until a counselor or leader opens the door, and gives you permission to get off the van.**
- 8. Respect your environment and the Y facilities by throwing away all trash and returning equipment to the proper place after use.**
- 9. Do not sit on top of the picnic tables. Sit on a chair, bench or the ground.**
- 10. Do not bring toys or valuables to the Y. We are not responsible for lost/broken items that are brought from home.**
- 11. Cell Phone use is not allowed and the Y is not liable for lost or damaged phones.**
- 12. Campers may use the vending machines inside the Y if they brought their own money.**
- 13. Campers are to keep their shirts on, unless involved in a supervised activity.**
- 14. Always follow the Golden Rule by treating others as you wish to be treated.**

**Campers are entitled to a pleasant and safe environment while participating in the Y Day Camp program. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and non-threatening manner. We want everyone at camp to feel that they are in a safe environment where they are valued. All campers should use their number one resource when an unexpected altercation happens, that is to self-report to the counselor in charge right away.**

**On the first day of camp, all camp and camper expectations and guidelines will be covered and explained by camp administrators and staff. Please review with your child daily these types of behaviors that we expect and perhaps even spend some time discussing their importance in order for one to have a successful time at camp.**

**Friends Helping Friends! Honesty and Respect will be the basis for all relationships and interactions. Reach out and make a new friend each new week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply WILL NOT BE TOLERATED.**

**Social Inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and Courtesy go along way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs, who needs them? Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.

**Building a community:** Every child is part of the Y day camp. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, counselors and other camper's. The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our camp environment by putting litter in its place, by not destroying property that belongs to camp or to others and putting equipment up in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

**Inappropriate Behavior includes but is not limited to:**

- 1. Refusing to remain with his/her assigned group during activities.**
- 2. Using foul language or being disruptive or disrespectful to staff or peers.**
- 3. Refusing to follow camp safety rules.**
- 4. Inappropriate physical or sexual contact of any nature.**

**Camp staff will do their best to manage problems as they arise. Depending on the severity of the offense, parents may be contacted immediately. While every effort will be made to make your camper's time at camp successful, he or she will not be allowed to remain at camp if they are a threat to others. In such a case, your child may be suspended or dismissed from camp.**

### **Bullying Policy:**

**Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.**

**At camp bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our mission statement which ensures that every camper is accepted. We are open to all to develop the spirit, mind and body. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at our Y camp.**

### **Communication:**

**With Parents- Please refer questions to the appropriate contact person of the camp your child is enrolled in. We make every effort to keep you up to date but sometimes we have to make changes at the last minute because of traffic, weather, or other unforeseen circumstances. The Front Desk is the first to receive notification of these changes.**

**With Staff- During the camp day, our staff is directly involved with your child and will not always be available to speak with you. If someone cannot**

help you right away, please leave a message and we will return your call as soon as possible. In an emergency, please call the Front Desk at 309-734-3183 and they will be able to reach us by cell phone.

### **Contacting us:**

If you have questions, concerns, or suggestions regarding your child's day or the operation of camp in general, we would be happy to speak with you. Please do not hesitate call us. Our number is 309-734-3183.

If you are sending a note for your child's counselor or the camp office, please DO NOT entrust it to your child for delivery. We ask that all written communication be handed directly to one of our counselors.

### **Discipline:**

Campers are entitled to a pleasant and safe environment while participating in this program. We will make every effort to help your child adjust to our camp.

The following disciplinary policy will be followed for general misbehavior:

1st offense: Child will be redirected and given a verbal warning

2nd offense: Child will be asked to take a personal time-out

3rd offense: Child will lose the some or all of a privilege of participating in a special activity (Loss of privilege of any high risk activity such as swimming, they may be assigned to a silent lunch table, etc.)

4th offense: Camper will talk with Camp Director and parent will be called to discuss a positive plan for change.

5th offense: Parent will be called to pick-up child early or risk the child being suspended for additional days of camp or removed from camp completely

6th offense: Camper will be suspended based on severity offense from a day to a week of summer camp.

7th offense: Camper's enrollment will be terminated for the summer.

### **Electronics:**

Help us help your child "UNPLUG"! Camp is not a place for Cell Phones, iPads, Nintendo DS/DSI, PSP, game boys, Kindles, MP3 players, iPods, Video games, DVD players or any other electrical device used for entertainment. The Y and our staff will not be responsible for these items and will not be responsible for lost, stolen or damaged electronics.

## **Camper Illness:**

The YMCA cannot provide care for sick campers. Please do not send your child to camp if they are sick. They will not have fun and it presents a health risk to the whole camp community. If your camper shows signs of a communicable disease while at camp, you or your emergency contact will be asked to come pick them up immediately. If a child has any of the following signs or symptoms of illness, they shall be immediately isolated and discharged to their parent or guardian:

- Diarrhea
- Severe Coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Temperature of 100 degrees
- MRSA
- Sore throat or difficulty swallowing
- Vomiting
- Evidence of lice, scabies or other parasitic infestations
- Pink or runny eyes
- Severe stomach or head pain

Campers must be free from symptoms for at least 24 hours before returning to the YMCA and any contagious illness should be cleared by a doctor.

## **Camper Medication/First Aid Policy:**

The Y is required to receive a completed Authorization for Medication Form prior to medicine being dispensed to children.

Parents must give medication to the check in counselor each morning in a prescription bottle so that we can put it in a locked box to keep safe. The bottle must contain the dosage for one day only. Prescription bottles will be returned each day at checkout.

The YMCA is not permitted to dispense non-prescribed medicine.

Staff must be informed of children needing and inhalant for asthma or an epi-pen for allergies-do not send these with your camper without telling us.

Staff may only treat injuries with soap, water, and ice.

Our staff is certified in CPR.

Please provide your camper plenty of water bottles, snacks and sunscreen in order to help them stay healthy and hydrated all day.

## **Lost and Found:**

Lost and Found is collected daily and will be kept in a bin at the sign in table. We make every effort to return labeled items. Any Lost and Found items not picked up within 2 weeks will be donated to charity. Please remember to label everything with permanent marker.

## **Parent visits:**

Please feel free to stop by any time while camp is in session. Parents and other visitors are always welcome at Blue Wolves Day Camp. For the safety of the children, a visitor's pass must be obtained from the camp office.

## **Personal Items:**

Please do not send any valuable or meaningful items to camp with your child. Campers are extremely active during the day and the possibility of their item getting lost, damaged, or misplaced is great. The Y and our staff will not be responsible for these items and will not be responsible for lost, stolen or damaged items. Also, please don't send your camper to camp with clothing items that should not get dirty or lost.

## **Pick Up:**

For your camper's safety – the person picking up your camper may be asked to present a photo ID and must be listed on the Authorized Pick Up section of the registration.

When you arrange for persons who are not on the Authorized Pick Up Form to pick up your child from camp:

You must send a written permission slip or speak with the Camp Director. Authorized individuals are responsible for signing your child in and/or out. Authorized individuals must present a photo ID.

## **Registration:**

Our goal is to provide a safe, fun, and affordable experience for your children. We carefully plan each day of camp for maximum fun. We understand that your schedule may change during the summer, but our arrangements have been finalized based on projected attendance.

- A \$30/member or \$40/non-member registration fee per child is required on the first day of every week your child will be attending camp. This amount will be applied to the end of the week's fee.
- Opening counselor will be given an updated roster every morning.
- If your child is not registered you will be asked to do so before you drop off your child at camp.

## **Swimming:**

Have your child bring their bathing suit and towel every day (we do other water activities to keep cool so it's best to pack it every day).

Blue Wolves Campers will have a swim assessment on their first swim day. Campers who pass the swim test will be allowed to swim in the deep end. Campers who do not pass, but who can swim at least 15 feet will be allowed in the shallow end without a life jacket. Campers who fail to swim at least 15 feet or choose not to take the swim test will have to wear a life jacket and swim in the shallow end.

A counselor is in the water with campers at all times

Campers will never be forced to swim if they don't want to.

Campers who do not follow pool and locker room rules or who misbehave may lose their swim privileges.

## **Weather:**

The YMCA monitors current weather conditions utilizing [www.noaa.gov](http://www.noaa.gov) and local media for up-to-the-minute forecasts and/or emerging weather systems that may pose a threat to the area. Although summer weather is very unpredictable our commitment is to the safety of each child and staff member at camp. The YMCA reserves the right to delay or cancel camp activities due to severe weather. For everyone's safety, please be familiar with the following guidelines:

- In the event of light rain, we will go on with our day and get a little wet, please pack a dry change of clothes and a poncho.
- In the event of a severe thunderstorm, we will seek shelter indoors until the weather has cleared.
- In the event of a Severe Thunderstorm warning, Tornado Watch or Warning, or High Wind Advisory, we will delay operations and/or travel until it is safe to continue.

For any weather emergency during the camp day, all day camps will follow YMCA emergency procedures.

# Warren County YMCA Blue Wolves Day Camp Parent Handbook



**YMCA Mission Statement: To put Christian principles into practice through programs that builds a healthy spirit, mind and body for all.**



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**