



Bath Area Family YMCA 2018 Day Camp Handbook

Bath Area Family YMCA Mission

The purpose of the Bath Area Family YMCA is to promote the health and well-being of individuals, families and communities.

We offer a broad range of programs and services to our members and the community. These programs and services will nourish the mind, body and spirit; promote life skills and improve health and wellness.

We are driven by the values of caring, honesty, respect and responsibility. We embrace the diversity of our community. We do not discriminate based on race, creed, national origin, age, gender, sexual orientation, disability or socio-economic status.

All children are invited to participate in the camp program. We realize that some campers may have particular needs, which our staff may not be trained to handle. This being the case the YMCA will work with the family to find appropriate accommodations for the child. We will always strive to provide our services without regard for one's ability to pay for such services.

Day Camp Objectives

The purpose of YMCA day camp is to help campers of all ages experience positive attitudes and behaviors.

The Day Camp experience is based upon seven objectives that include:

- Have fun
- Grow Personally
- Learn values
- Improve personal and family relations
- Appreciate diversity
- Become better leaders and supporters

Life should be enjoyable, and it is our goal for campers to feel good about themselves and others.

Camp Hours

Regular camp hours are 9:00am to 4:00 pm. During these hours we have field trips and structured activities. With additional registration, there are options for early drop off which begins at 6:30am and late pick up which runs until 5:30pm. During these hours, children have more free time with options of less structured activities.

Arrival/Departure

You can list a few people who are eligible to pick up your child from camp on the enrollment packet. Notify the camp director if there are any additions or deletions to the list. Parents must sign their child in and out when dropping off or picking up their child.

Safety is an important consideration here at the YMCA. Our policy is to know where every child is at all times. Therefore, an adult must accompany his/her child into and out of camp programs daily.

Please note: If the Y Camp staff suspect that a parent/guardian is unable to safely transport their child at the time of Y-Camp pick up, the YMCA will follow the guidelines listed under the impairment policy and contact the proper authorities.

Impairment Policy

If a child care teacher or administrator has reason to believe that a family member or responsible adult is unable to safely transport a child, the teacher or administrator will address the concern and offer assistance in arranging for alternate transportation for the adult and child.

Examples of possible reasons a responsible adult may be deemed "unable to transport a child safely" include:

- Odor of alcohol
- Slurring of speech
- Disturbance of gait
- Confusion
- Unusual behavior that may indicate impaired judgment or risk to safety
- Voluntary disclosure of alcohol consumption

If an observation is made which indicates the child may be at risk if the responsible adult operates a motor vehicle, the Teacher/Site Director or administrator will:

- Document the incident using objective observation skills and language (report to DHHS, if deemed necessary (see Reporting Abuse)

- Attempt to find alternative transportation (contacting other responsible parties listed as possible pick up on emergency paperwork)
- Contact the police if the responsible adult refuses the above option (give the police the name of the driver and passengers, vehicle information, and our concern that the child may be in danger).

Registration

Payment, in full, is expected on the Friday prior to the week your child is attending camp. We require \$25 deposit to reserve a spot for each session of camp. Deposits paid are non-refundable.

Removal Policy

On rare occasions, the YMCA removes children from camp programs. The YMCA reserves the right to terminate camp services at any time. Here are some examples of times when children may be removed from camp:

1. A camper is demonstrating behavior that threatens the health and safety of campers, staff or other members of the Bath YMCA.
2. Non-payment of tuition or assessed fees.

Safety

The YMCA is very aware of the responsibility we have to see that your child has a safe and fun time at camp. Our staff is American Red Cross certified in CPR/1st Aid and Water Safety.

Child Staff Ratio

All programs will follow YMCA Day Camp Standards:

| <u>Age of Child:</u> | <u>Number of Staff:</u> |
|----------------------|------------------------------|
| 6 years to 8 years | 1 Staff for every 8 campers |
| 9 years to 12 years | 1 staff for every 10 campers |

Reporting Abuse

The Bath Area Family YMCA believes strongly that the safety of children in our care is our utmost responsibility. Essential to this responsibility must be that parents believe in the State Policy which considers physical, sexual or emotional abuse intolerable and that immediate

action will be taken if such an allegation is made. The following procedures will be followed in the event of an allegation:

The alleged victim will be our primary concern ensuring safety, protection and comfort.

The staff person, as soon as he or she is accused of abuse, will be suspended immediately until the investigation is completed and a report issued.

The accusation, suspicion or risk of harm will be reported immediately to the appropriate State authority.

The Bath Area Family YMCA will cooperate fully with the investigation.

The Bath Area Family YMCA will act responsibly when the investigation is over to ensure that all children in our program are protected.

In the case of an event observed by a staff member, or a direct report of a staff member, we will follow the following procedure:

The staff member will report the observation/incident to the immediate supervisor.

The supervisor will immediately report to the Director, and will determine what action should be taken.

If a report to the Department of Human Services is needed, the above procedure will immediately be put in place.

If no further reporting is necessary, the Director will report back to the initiator the rationale for this decision.

Necessities

Campers must bring the following items everyday regardless of the weather.

- Appropriate clothing for the day
- Extra clothing
- Water Bottle (not glass)
- Nutritious Lunch and snacks that are peanut and tree nut free!
 - We provide an afternoon snack

- The YMCA participates in the Summer Food Service Program, which offers free lunches to all children in the area, including day campers. We encourage all campers to participate.
- Bathing suits and towel
- Sneakers or similar footwear. Please no sandals unless it's a scheduled beach trip.
- Bug repellent (non-spray type)
- Sunblock

Please label all of your child's belongings. Check lost and found on a regular basis.

Rainy Day

Camp is held regardless of the weather. All drop off and pick up remain the same. Please make sure that children have appropriate rain gear.

Financial Aid

Financial aid forms are available at the reception desk. It will be reviewed, and you will be notified of your award. We attempt to provide a camp experience to as many children as possible.

Illness Policy

Illness is an important topic to address in summer camp. We understand the importance of having a safe place to leave your child, but must keep the health of the group the top priority. Please make an effort to assist us with reducing the transmission of childhood diseases by noting your child's behavior and checking for a sign of illness. We use common sense in our decision-making regarding sickness and trust that you will follow these simple guidelines:

- ★ Activities, including swimming, gymnastics and outdoor play, should not attend.
- ★ A child who is presenting any of the following symptoms, should be kept home and will be sent home, if any of these symptoms are noted
 - ★ A temperature (of 101° or higher)
 - ★ Diarrhea or Vomiting
 - ★ An Unexplained Rash
 - ★ Discharging Eyes or Ears

Children must be without fever of 101° or greater for 24 hours and/or must be without vomiting and diarrhea for 24 hours before returning to the program. (Vomiting includes two or more episodes in the previous 24 hours.) Please monitor your child for any unusual symptoms. If your child has been exposed to a highly contagious disease, please notify us. *Strep throat, Pinworm, Viral infections, Measles, Mumps, Chicken Pox, Fifth Disease, Scarlet Fever, Conjunctivitis, Impetigo, Fever, German Measles, Rashes, Ringworm, Roseola, Scabies* are among those conditions characterized as “highly contagious.

If a child has been exposed to a contagious disease, we will post notification to inform all parents of the possible exposure, symptoms to look for, as well as treatment. If your child has a contagious disease and there is a question as to when they should return to care, we may request a doctor’s note stating it is safe for them to return to care.

If your child develops any of these symptoms, you will be notified to come and pick up your child. You will then be required to make arrangements for your child to be picked up within one hour of the request.

If your child is sent home with a contagious disease, it is our policy that he/she may not return to the program for 24 hours.

Lice: Children with head lice should not be sent to camp. If lice are found present, the child will be sent home immediately and may not return until they have been treated and no lice are found. The child will be checked periodically upon return to camp.

Camper Expectations

Campers are expected to display appropriate behavior at all times.

- Show respect for all campers and staff
- Abstain from foul language
- Abstain from causing bodily harm to other participants or staff.
- Respect for equipment, other camper’s property and facilities.
- Campers should not bring any electronics or items of value. We are not responsible for lost or stolen items.
- Campers should bring a book, sketch pad, etc. for quiet times after lunch and after regular camp hours are over.

Resolving Parent Issues

At any time, a conference or brief meeting with the Director or teaching staff may be requested. For programmatic issues, Site Directors are an excellent resource. The Child Care

Director is available to assist with policy issues as well as support classroom issues. The Bath Area Family YMCA feels that positive parent-teacher communication is necessary to create the best possible environment for children. All staff is directly supervised by the Youth and Family Director. When you have concerns or questions, we encourage you to communicate them to us in a timely manner. Only in this way, may we hope and expect to be responsive to your needs.

Bully Prevention Policy

The Bath Area Family YMCA believes that all students have a right to a safe and healthy childcare environment. We have an obligation to promote mutual respect, tolerance and acceptance.

The Bath Area Family YMCA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words and actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Bath Area Family YMCA expects students, family members and staff to immediately report incidents of bullying to the site director or the childcare director. The staff member who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from the Y, on Bath Area Family YMCA sponsored activities, or at the Bath Area Family YMCA.

To ensure bullying does not occur in childcare programs, The Bath Area Family YMCA will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Childcare staff will discuss this policy with their students in age-appropriate ways and will assure them that they need not endure any form of bullying. Students who bully are in violation of this policy, and are subject to disciplinary action up to and including expulsion from the program.

The procedures for intervening in bullying behavior include, but are not limited to:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the family handbook.
- The Bath Area Family YMCA childcare programs will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witness in anyway.

Field Trips and Bus Safety

Weekly field trips are scheduled throughout the summer. A field trip permission form is contained in the enrollment packet. Field trips are mandatory with attendance. There will be no staff or campers staying behind. If your child does not have a signed field trip waiver, they may not attend camp during field trip hours.

Bus Safety

- Remain seated at all times. No walking in the aisles, standing or kneeling when the bus is in motion.
- Hands, arms, and heads need to stay inside the bus.
- Disrespectful treatment of the bus, campers or counselors will not be tolerated.

Communications

Any questions or concerns regarding your child's camp experience should be directed to Bob Priest, Youth and Family Director at bob@bathymca.org.

Any questions regarding billing should be directed to Jackie Stahl, Childcare Billing Specialist at jacqueline@bathymca.org.