



**Bath YMCA Summer Day Camp
Handbook
2021**

Grades: Incoming 1st-5th Grade

Bath Area Family YMCA 303 Centre St.
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DAY CAMP SESSION DATES

Session 1: 6/28-7/2: Cookout Session 2: 7/6-7/9 (NO CARE 7/5): Movies (Pending COVID-19 Guidelines) Session 3: 7/12-7/16: Bowling (Pending COVID-19 Guidelines) Session 4: 7/19-7/23: Mr. Drew & His Animals Too! Session 5: 7/26-7/30: Olympic Trials Session 6: 8/2-8/6: Aquaboggan Session 7: 8/9-8/13: Fire Truck/K9 Visit Session 8: 8/16-8/20: Carnival Games/Inflatables Session 9: 8/23-8/27: Sport Tourneys	
Day Camp- Sessions 1-9 (1 Week Sessions)	Monday-Friday 9:00AM-4:00PM
Early Drop-Off	Monday-Friday 6:30AM-9:30AM
Late Pick-Up	Monday-Friday 4:00PM-5:30PM

CAMP SCHEDULE EXAMPLE

SCHEUDLE									
9:00AM-9:30AM AM ASSEMBLY UNDER TENTS									
GROUPS:	AM Period 1 9:30AM-10:20AM	AM Period 2 10:25AM-11:10AM	AM Period 3 11:15AM-12:00PM	LUNCH 12:00PM-12:30PM	Counselor Choice 12:30PM-1:00PM	PM Period 1 1:00PM-1:40PM	PM Period 2 1:40PM-2:20PM	PM Period 3 2:20PM-3:00PM	Counselor Choice 3:00PM-3:45PM
BEAR PAWS	Field Games	Rock Area	Tent^1			Art & Craft	Nature Trails	Tent^2	
WLD BLUEBERRIES	Rock Area	Tent^1	Art & Craft			Nature Trails	Tent^2	Field Games	
MOOSE TROOP	Tent^1	Art & Craft	Nature Trails			Tent^2	Field Games	Rock Area	
EVERGREEN PINES	Art & Craft	Nature Trails	Tent^2			Field Games	Rock Area	Tent^1	
SOARING EAGLES	Nature Trails	Tent^2	Field Games			Rock Area	Tent^1	Art & Craft	
3:45PM-4:00PM PM ASSEMBLY UNDER TENTS									

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 are designed to nourish 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.

We always strive to provide our services without regard for one's ability to pay for such services.

WHAT TO WEAR & TO BRING TO CAMP

CLOTHING:

- Appropriate clothing for play and weather
- Close-toed shoes, preferably sneakers
- Swimsuit & towel (swimming every day!)

WHAT TO BRING EVERY DAY:

- **MASKS**
- Backpack
- Sunscreen
 - Staff will supervise the application of sunscreen but are unable to apply sunscreen to your child unless it is in spray form & sunscreen waiver is signed.
- A small cooler-type lunch box filled with a morning and afternoon snack, and a healthy, hearty lunch that is PEANUT & TREE NUT FREE
- Refillable water bottle
- Swimsuit & towel
- Younger campers, or campers who are at risk of having an accident, should bring a change of clothes each day.
- A good attitude and ready to have fun!!

ITEMS INAPPROPRIATE FOR CAMP:

There are many items that are brought to camp, which are not appropriate for the program's environment. The following items should remain at home: lasers, large amounts of money, toys/games, trading cards, electronics of any kind, and weapons.

They YMCA reserves the right to add items that are not currently listed, as needed to maintain an appropriate environment.

LUNCH & SNACKS

- Campers should bring two snacks and a lunch- PEANUT & TREE NUT FREE
- Please be aware that Bath Area Family YMCA takes part in the USDA Summer Food Service Program (SFSP). This program ensures children continue to receive nutritious meals during the summer months when school is not in session. Free meals that meet the federal nutrition guidelines are provided to all children 18 years old and younger at approved SFSP sites in areas. IF you would like your child to take part in this program or your child forgets their lunch you need not register.
- Breakfast and lunch are available to all campers daily at no cost to you. We encourage you all to take advantage of this program. Menus will be provided.

LABEL EVERYTHING

Please clearly mark clothing, water bottles, backpack, sunscreen, and lunchbox with your child's name.

DAY CAMP OBJECTIVES

The purpose of the YMCA summer day camp is to help campers of all ages, experience a fun-filled summer in a positive and safe environment.

The summer day camp experience is based upon six objectives:

1. To have FUN!
2. Grow personally
3. Learn & create values
4. Improve personal relations
5. Appreciate diversity
6. Enhance & gain leadership skills

CAMPER EXPECTATION

Campers are expected to display appropriate behavior at all times.

- Show respect for all campers and staff.
- Follow basic directions from staff.
- Abstain from foul, inappropriate language.
- Abstain from causing bodily harm to other participants or staff.
- Respect for equipment, other camper's property, and facilities.
- Campers should not bring electronics or items of value.
 - We are not responsible for lost or stolen items.

CAMP HOURS

Regular, everyday camp hours are 9:00AM to 4:00PM. During these hours we will have structured activities, swimming, and excursions. We do have additional registration options for early drop-off, which begins at 6:30AM and late pick-up, which runs until 5:30PM (before and after care require additional registration). During early drop-off and late-pick, campers will have more free time and less structured activities.

DROP OFF & PICK-UP POLICIES

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 the Y Care programs daily. A parent/caregiver must be sure to let staff know they are leaving with the child they are picking up. All person's dropping off or picking up MUST sign in AND out daily and indicate the time below their signature.

Please note: If Y Care staff suspect that a parent/guardian is unable to safely transport their child at the time of pick up, the YMCA will follow the guidelines listed under the Impairment Policy.

We ask parents that if a child has any appointments throughout the day to please notify us the day prior, so we can staff adequately and be prepared for pick up.

Our program closes promptly at 5:30pm.

A late fee of \$2.00 a minute will be charged for a child who remains at the site after 5:30pm.

** We reserve the right to terminate services when a parent is repeatedly late.

CHILD TO STAFF RATIO

All programs will follow the state of Maine and CDC recommendations. Regulations for the program are as follows:

Age of Child	Number of Staff
5 Years to 12 Years	1 adult to every 13

SAFETY

The YMCA is aware of the responsibility we have, to make sure that your child has a safe and fun-filled summer. Our staff is American Red Cross certified in CPR & First AID and Basic Water Safety.

EMERGENCY POLICY

We conduct and complete fire drills and emergency procedures for all staff and children to ensure the safety of everyone involved. Our emergency procedures are posted around our facilities.

EMERGENCY CLOSURE POLICY

The Bath Area Family YMCA has the discretion to make closure decisions based on safety, conditions of roads, parking lots and sidewalks, as well as staff availability.

If the Bath Area Family YMCA closes due to unforeseen circumstances, money is still due until further review of the situation.

Please review our COVID-19 policy sheet that is attached to our enrollment packet.

RAIN DAY

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

FIELD TRIP & BUS SAFETY

Weekly field trips and beach days 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 on field trip and beach days.

Weeks that require additional fees for field trips need to be paid along with tuition the week prior. If they are not paid, your child may not attend camp on those days.

Scheduled trips will be evaluated on a week to week basis. Parents/guardians will be notified the Thursday prior, if the field trip will be taking place. Any trips that require an additional fee and was paid in advance, will be refunded the following week.

It is required that campers have their camp shirt with them every off site field trip. If they do not bring a camp shirt, one will be provided at an additional \$10 charge, which will be charged on the next billing cycle.

BEACH DAYS

Beach days will occur every Wednesday starting 6/30. The bus leaves **PROMPTLY** at 9:45AM and will arrive back on site at 3:30PM. In the case a camper arrives after 9:30AM and the bus has departed, they will not be able to attend camp that day. We will not be able to accept any drop offs or pick-ups at the beach.

It is required that campers have their camp shirt with them every beach day (Wednesday). If they do not bring a camp shirt, one will be provided at an additional \$10 charge, which will be charged on the next billing cycle.

SWIMMING

Swimming will be part of your child's weekly camp experience excluding beach and excursion days. Each child should bring his/her swimsuit, towel, and goggles, if desired. Please also have your child bring a plastic/waterproof bag for his/her wet articles. Any child with long enough hair to be pulled into a ponytail will be expected to put their hair up during swim time. All summer camp staff are required to take the Basic Water Safety Course. All children will be swim tested prior to swimming, or they will have to wear a life preserver. If your child does not want to swim, they are still required to be in the pool area during their allotted swim time. The swim area does have seating for campers to sit if they are not swimming.

ESSENTIAL ELGIBLITY

Due to the nature of a group-based style of this program, the following list of eligibility criteria have been developed to create a safe environment for all the children in our care. We will do our best to make any reasonable accommodations. Please list any accommodations in the Enrollment Packet.

- Your child should be able to meet his/her personal needs (toileting, basic hygiene.)
- Your child should be able to move from place to place with the group without wandering off or running out of the program area.
- Your child should be able to follow basic directions from staff.
- Your child should be capable of positive interaction in our group-based environment.
- Your child should be able to talk with a staff person when assistance is needed.

We want to provide children with the supports they need to be successful in our program. We encourage parents of all children with known disabilities (medical, educational/developmental, and behavioral) to:

- Share additional information with the YMCA. (Helpful information includes diagnoses, recommendations by physicians, and recommendations by child development experts and other professionals who have relationships with the child and family.)
- If a child has known or diagnosed behavioral issues, information **MUST** be shared by parents/guardians at enrollment.

STEPS FOR BEHAVIOR MANAGEMENT

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the consequences of breaking any rules.
 - a. Quiet time
 - b. Restriction from activity
 - c. Meeting/phone call with parents/guardians and School Age & Camp Director
 - d. Suspension
 - e. Removal from summer camp
3. Always enforce rules with consistent application and without malice
4. Inform the School Age & Camp Director of all major and/or ongoing behavior management and discipline challenges, including those involving an Incident Report or Disciplinary Action Report.
5. Filling out a Disciplinary Action Report includes, but not limited to; when a camper behavior leads to restriction from the activities, physical harm to themselves or others, bullying, or discrimination. When in doubt, check with the School Age & Camp Director.
6. At no time will discipline include depriving a camper of sleep, food, or restroom privileges; placing a camper alone without supervision; or subjecting a camper to ridicule, shaming, threat, corporal punishment (i.e., striking, biting, kicking, squeezing), or excessive physical exercise or restraint.
7. Periodic evaluation of the program, volunteers, and camper groups will be done to ensure that the camp environment is not contributing to behavior problems.

RESOLVING PARENT ISSUES

At any time, a conference or brief meeting with the School Age & Camp Director may be requested. All staff is directly supervised by the School Age & Camp Director, when you have any questions or concerns, we encourage you to communicate them to us in a timely manner.

FAMILY PARTICIPATION & INTERACTION

We ask that parents follow these guidelines when they interact with others when picking up and dropping off from the program.

- Use respectful language
- Listen attentively
- Talk or meet outside the classroom, away from children
- Please understand that the children are our first concern, and the discussion may need to be postponed until coverage can be found.
- Avoid adult conversation in front of the children

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 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.

Camp staff will discuss this policy with their campers in age-appropriate ways that will assure them that they need not endure any form of bullying. Campers 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:

- The Bath Area Family YMCA summer 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.

SUSPENSION & TERMINATION POLICY

The YMCA reserves the right to suspend & terminate camp services at any time. Incidents will be addressed on an individual basis and severity of the incident will be taken into account. In general, parents should be aware of the following guidelines for a child's inability to follow the basic expectations of our program:

- Any incident that reflects a child's inability to follow our camper expectations will result in a Disciplinary Action Report. (Incident Reports are not part of this policy, unless the injury is result of not following camper expectations.)
- Parents will be required to sign all Disciplinary Action Reports. In some cases, parents may be called and required to pick their child up from camp immediately.
- After TWO Disciplinary Action Reports, the camper will miss the next field trip as well as a suspension from camp for up to a period of 1 week.
- After THREE Disciplinary Action Reports the camper will be removed from summer camp for remainder of the program.

MEDICATION

If your child uses an EpiPen or Inhaler one should be provided to the School Age & Camp Director at the beginning of the program and should be clearly labeled with administration instructions.

Any other medication needing to be administered during camp needs to be in the container from the doctor or pharmacist. An Authorization to Dispense Medication form needs to be filled out prior to camp/participation.

Should your child have an allergy, or a medical condition please contact the School Age & Camp Director prior to enrollment

ILLNESS POLICY

Illness is an important topic to address in childcare. We understand the importance of having a safe place to leave your child, but we must keep the health of the group the top priority. Please try to assist us with reducing the transmission of childhood diseases by noting your child's behavior and checking for signs of illness. We trust that you will follow these simple guidelines:

- *A child, who is not well enough to participate in all our daily activities, including swimming, gymnastics, and outdoor play, should not attend.*
- Children must be without fever of 101° or greater for 72 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.)
- 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
 - If your child is sent home with conjunctivitis, it is our policy that he/she may not return to the program for 24 hours after beginning treatment.
- Please monitor your child for any unusual symptoms. If your child has been exposed to a highly contagious disease, please notify us. *Coronavirus, strep throat, pinworm, viral infections, measles, mumps, chicken pox, fifth disease, scarlet fever, conjunctivitis, diarrhea, and impetigo* 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 him or her 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. While waiting, your child will be provided with a safe, comfortable place to rest. The emergency pickup person must be on file for the release to occur.

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 with pay 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/lead teacher.
- The supervisor/lead teacher 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.

IMPAIRMENT POLICY

If a Y Care staff 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 sharing 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 Wednesday prior to the week your child is attending camp. We require a \$25 deposit to reserve a spot for each session of camp. *Deposits paid are non-refundable.*

- Registration fees will only be refunded if effected by COVID-19 (Coronavirus). Any other registration fee refunds requested by guardians/parents will be declined per policy being nonrefundable.

FINANCIAL AID

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

COMMUNICATION

Any questions or concerns regarding your child's camp experience should be directed to Kayla Royer, School Age & Camp Director at kayla@bathymca.org. Any billing questions regarding billing should be directed to Jacqueline Stahl, Childcare Billing specialist at jacqueline@bathymca.org.