



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

**2024 Worthington Area YMCA
Summer Day Camp Parent Handbook**

**DISCOVER
PLAY
GROW**

MEET THE SUMMER CAMP ADMINISTRATION TEAM



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YMCA Mission

To put christian principles into practice through programs and services that build a healthy spirit, mind, and body for all.

Camp Philosophy

The purpose of the Worthington Area YMCA Summer Camp Program is to create a safe, fun, and inclusive environment where every child has the opportunity to develop and feel valued.

Program Goals

1. Promote a sense of self-confidence, independence, and personal growth.
2. Build positive relationships with peers and other adults.
3. Provide a variety of activities that develop skills in the fields of arts, STEAM, and games.
4. Teach character development using the core values; caring, honesty, responsibility, respect, and faith.

Program Standards

Staff/Child ratio:

- 1:10 for ages 5-12 years old

Staff must pass a criminal/child protection background check and complete First Aid/CPR/AED training.

Child Abuse Prevention

At the YMCA, we believe that every child deserves a safe environment to grow. As mandated reporters, we take child abuse seriously and are required to report any incident that may intentionally, recklessly, and/or knowingly cause harm to a child. The counselor team is trained in child abuse recognition and reporting. Additionally, we have guidelines for appropriate interactions with you and among youth in our programs. The lists below provide examples of appropriate and inappropriate behaviors.

- Physical Interactions
 - Appropriate:
 - Side Hugs
 - Handshakes/Elbows
 - High fives/fist bumps
 - Pats on shoulder/back
 - Inappropriate:
 - Full frontal hug
 - Kisses
 - Lap sitting
 - Any form of unwanted affection
- Verbal Interactions
 - Appropriate:
 - Positive reinforcement
 - Appropriate jokes
 - Encouragement
 - Praise
 - Inappropriate
 - Name-calling
 - Secrets
 - Cursing
 - Derogatory remarks or sexual language

Child Safe Environment

YMCA Staff and Volunteers place great value on creating the most child-safe environment possible. We prioritize participant supervision. All staff are trained on the Worthington Area YMCA Child Abuse Prevention Policies and Code of Conduct, report all suspected abuse to the authorities as required by law and have all passed

criminal & child protection background checks, and completed CPR/First Aid training.

Communication Policy

At the Y, we strive to provide you with timely relevant information regarding summer camp engaging you as a parent in your camper's success. This includes surveys, previews, and daily/weekly communication. Anticipate an email a week prior to your camper's camp session along with a weekly preview of our week the Sunday before your session. Following the conclusion of summer day camp, you will receive a survey via email and encourage you to complete the survey and offer your feedback so we can improve in the future.

REMIND- Primary Communication

REMIND is the best resource to use to contact the camp staff directly. They will have access to REMIND from 7:15am to 5:30pm, Monday-Friday. Communication received out of this time period, may be answered but is not guaranteed until the following business day. To enroll into REMIND, please email our Youth & Family Director at erin.benz@ymcaworthington.org

We strongly encourage every parent/guardian to join REMIND. This is our primary form of communication. If not enrolled, you will miss vital information regarding your camper's experience. The Worthington Area YMCA Summer Camp program is not responsible for missed messages due to unenrollment in REMIND.

Payments

All camp balances must be paid in full by the 15th of the month prior to the camp your child(ren) attends.

- June camps by May 15th, July camps by June 15th, August camps by July 15th.

For questions on camp payments contact Angel Heille-Anderson, angel.heille@ymcaworthington.org (507) 376-6197 ext 224

Summer Camp Drop Policy

Those who wish to withdraw their registration for a camp must do so no later than two (2) full weeks before the camp is scheduled to start. No refunds will be given after the two (2) week policy prior to the start of camp. The \$25 deposit used to register per session is non-refundable and non-transferable.

Days of Operation

- Day Camp will operate from 7:00am-5:00pm Monday-Friday unless otherwise specified.
- All forms must be complete and turned in prior to attending camp.

Check In Process

- Parents/Guardians are expected to park their vehicle and check-in campers with the camp staff at the **YMCA (Voyagers & Pathfinders) or Prairie Elementary (K-Club & Explorers)** between the hours of 7:00-8:30am.
- **K-Club & Explorers** will be dropped off at Prairie Elementary Monday-Thursday mornings and the YMCA on Friday mornings.
- **Voyagers & Pathfinders** will be dropped off at the YMCA Monday-Friday mornings.
- If campers are arriving late to the YMCA (after 8:30am) and the camp in which the camper is registered for has already departed, it is the responsibility of the parent/guardian to get their camper to the location of the camp.
- Be patient during the check-in process. Our attendance records must be accurate and your child is our top priority.

Check Out Process

- Check-Out is between the hours of 4:00-5:00pm at the **YMCA for all groups**
- Campers must be signed out each day by parent/guardian or authorized adults **with a photo I.D.** Notify camp staff if an additional person needs to be added as an authorized adult.
- If a camper needs to be picked up prior to end of day (before 4:30pm), it is the responsibility of the parent/ guardian to meet the camper at the location in which their camp resides.
- Be patient during the check out process. Our attendance records must be accurate. The safety of your child is our top priority.

Late Arrival/Early Pick Up Policy

If campers are arriving late to the YMCA (after 8:30am) and the camp in which the camper is registered for has already departed, it is the responsibility of the parent/guardian to get their camper to the location of the camp. If a camper needs to be picked up prior to end of day (before 4:00), it is the responsibility of the parent/guardian to meet the camper at the location in which their camp resides.

Visitors & Communication with your child at Camp

- Parents/Guardians are required to communicate with camp staff via REMIND. This includes absences.
- Mid-day visits are *not recommended*. If necessary, contact camp staff to arrange a date and time.
 - Campers should not make phone calls without the camp staff's permission.
- In case of an emergency or to assist with your camper's social adjustment, we will reach out to you. We understand that as a parent, it can be challenging not to have direct communication with your camper during their

time with us. We also recognize that the camp experience is enriched when children can disconnect from their devices and fully enjoy every moment at camp.

Electronic Devices

Participant use of personal electronic devices such as cell phones, *Smart watches, tablets, etc. are not allowed within the Summer Camp program (including field trip days). If devices are used, the device will be brought to Summer Camp Lead staff or the Camp Director for safe keeping. Devices will be returned to the participant or family upon parent pick-up.

*Smart watches may be worn during program time as long as they do not become a distraction.

Camp Dress Code

Ensure your camper is dressed appropriately for all camp activities. Keep in mind that campers are active and may get dirty. Campers must wear tennis shoes or closed heel sandals each day. Campers must wear their YMCA Field Trip shirt on their designated field trip day.

Medications

- Camp staff will not administer any medication without written parental/guardian consent.
- All medications will be collected by the camp staff at the beginning of each week of camp and administered as prescribed by parent/guardian.
- Medication must be in the original bottle.
- Unused medications will be returned to the parent/guardian on the last day of the camp session.
- Campers who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen for bee stings) may keep the medication on them but only administer it to themselves under supervision of camp staff.

Sunscreen/Bug Repellent

- Sunscreen and bug repellent may be considered a medication and must be used appropriately only when instructed by camp staff.
- Campers should arrive in the morning with sunscreen already applied.
- Campers should bring their own sunscreen and bug repellent to camp. They will be given the opportunity to re-apply as needed during designated times throughout the day.
- YMCA camp staff are not encouraged to apply rub-on sunscreen directly on to any camper. We prefer campers to use spray sunscreen and bug repellent so counselors can assist with application if needed.

Food Allergies

- List all food allergies that your child has on their camp registration.
- Some food allergies are exceptionally difficult to accommodate at camp. In some situations, you may be asked to send your camper with their own allergen-free foods.

Lunch & Snacks

- Free lunches are provided through the District 518 summer lunch program on Weeks 2-4 & 6-10
- On week 1, 5, 11, campers will be responsible for bringing their own lunch.
- Sack lunches will be provided on field trip days.
- Please note: refrigerators and microwaves are not available for camper use.
- The YMCA also provides a morning and afternoon snack to all campers.

Inclimate Weather & Rainy Days

- Camps will operate outdoors for the majority of the time.
- In the event of incimate weather, activities will be modified and a message will be sent around via REMIND.
- Shelter will be taken in the presence of lightning, thunder, high winds and high heat index.
- Campers must be prepared for rainy days by having the appropriate clothing (sweatshirt/rain jacket).

Injuries, Illness & Diseases

All Staff members have been trained in First Aid/CPR/AED.

- If a camper has a minor injury, they will be treated and cared for with basic first aid until they feel ready to return to camp activities.
- In the case of a more severe injury, program staff will contact parents/guardians immediately and an injury report will be completed. This would include; severe falls, lacerations, sprains/fractures, and head injuries.
- In emergency situations, program staff will immediately contact 911 and parent/guardians. When EMS arrives, emergency personnel will determine the next steps. If the camper requires further medical attention, they will be transported to the nearest medical facility. Parents/Guardians will be responsible for all medical charges.

Emergency Procedures

- All staff are trained in the emergency action procedures (EAP) to keep all campers safe.
- Camp staff will contact you if an emergency situation arises via REMIND.

Transportation

When campers participate in a YMCA program, the following safety guidelines must be observed:

- Get on and off the vehicle in an orderly fashion while listening to the driver and camp staff.
- Treat others with the YMCA core values of caring, honesty, responsibility, respect, and faith in mind.
- Keep hands, feet, and belongings inside the vehicle and to themselves at all times.
- Remain in seats when the vehicle is moving.
- Talk in normal voice levels. Screaming, yelling, and vulgar language will not be tolerated.
- No food or drink is permitted to be consumed on the vehicle unless instructed to do so.
- YMCA camp staff is present and alert on the vehicle.
- Disruptive behavior that threatens the safety of others may result in suspension or loss of riding privileges, based on the recommendation of the driver and/or camp staff.

Activities

The YMCA Summer Camp Program curriculum includes: Arts and Humanities, Character Development, Health and Wellness, Literacy, Science and Technology, Service Learning, Social Competence and Conflict Resolution. We will encourage everyone to participate in the scheduled activities, however; no one will be forced to participate. If a child chooses not to participate, they may sit nearby to watch, but cannot leave the area.

Swimming

Summer Camp participants will get 2-3 opportunities to swim throughout their camp session. Each camp will be assigned certain days of the week that will be considered their "swim day". If campers choose not to swim on their swim day, they will be expected to sit on a bench on the pool deck. Swimming occurs in the afternoon of each swim day.

Swim Test & Evaluations

- Campers are separated into beginner/non-swimmer, intermediate, or advanced swim levels and will be restricted to how deep they may swim based on the level received. Campers need a swimsuit/towel.
- On the first swim day of each camp session, campers will take part in a swim evaluation. Campers are not forced to take the swim test, however, it is highly recommended. To determine a campers swimming ability, the test

consists of campers entering the deep area of the pool, swim 15 yards, and be able to tread 10 consecutive seconds.

- Campers that choose not to take the swim test can enjoy swimming and water activities in the zero-depth area while wearing a life jacket.
- Red Cross certified Lifeguards are on duty at all times.
- Campers should pack a swimsuit and towel with them daily

Field Trips

Specific field trip information will be provided to parents/guardians prior to the scheduled field trip.

Each camp is assigned to a designated field trip day. Campers may travel up to 90 miles away.

- No additional costs therefore, no extra money should be sent along to camp.
- YMCA camp staff is not responsible for money that is lost or stolen.
- Campers may bring a lunch or bring a sack lunch from home to eat on the trip and wear their provided YMCA summer camp field trip shirt.

There isn't alternate camp programming on field trip days; no refunds for campers who do not attend.

Behavior Expectation Policy & Management

The Worthington Area YMCA staff works proactively to follow the Mission of the YMCA of the USA as well as apply the four core values of caring, honesty, respect, and responsibility.

- We expect all participants to treat others with these principles and values in mind.
- If a child's behavior deems unsuitable for the program, we will respond with those same principles. The YMCA does not tolerate physical fighting, inappropriate language and/or touch, disruptive behavior, profanity, blatant disrespect, violation of rules or illegal activity. If this should occur, parents will be notified and may be asked to pick up their child, dependent on the circumstances.
- If behaviors continue or escalate, the child may be suspended from the program depending on the severity and/or frequency of behavior.
- Property & Equipment Damage - Parents are financially responsible for intentional damage to equipment and facilities caused by their camper. This includes graffiti, malicious destruction of property, intentional misuse of equipment, etc.
- In the event of a behavior incident, the following behavior management strategies may be used:
 - Redirection
 - Participant and staff will discuss the behavior and why it is deemed inappropriate. Staff use situations as learning moments

for participants to understand the impact of their behavior and healthy ways to react in the future

- Modeling
 - Program staff will model positive behavior, provide praise, and encourage acceptable behavior

If behaviors escalate and camp safety is a concern, parent/guardians will be contacted for an immediate pick-up. Documentation will be collected on the incident.

Disciplinary and Dismissal Process

- In order to participate successfully in YMCA programs, a camper must be able to function in a group setting, stay with the group at all times, as well as follow directions and other behavior expectations.
- YMCA school-age child care programs are not designed for one-on-one care. Therefore, it may be necessary to evaluate if the program is appropriate for your child.
- Conferences may be required to problem solve and share strategies for dealing with spirited behaviors. Contact camp administration to arrange a conference prior to attending camp.
- There will be NO REFUND OF ANY AMOUNT if a child is sent home because of behavior problems.
- Most disagreement and redirection situations are minor and can be resolved with minimal corrections. YMCA staff use these situations as a learning opportunity for campers and try to integrate problem-solving skills into the discussion. If negative behavior continues, the following steps may be instituted:
 1. Discussions between child and staff to set goals and objectives.
 2. Discussion between child, staff and Program Director to clarify goals and objectives previously set by the parties involved. Documentation will be kept of the negative behavior and parents/guardians will be made of the situation.
 3. If the conduct continues, the Program Director will contact the parent/guardian to inform them of the situation and discuss possible options to correct the behavior. This will be recorded in the form of a Behavior Contract signed by the child, staff, parent and Program Director.
 4. If the conduct continues, the Program Director will contact the parent/guardian to arrange for the child's discharge from the program.

Although the above steps may be implemented in sequential order, YMCA administrative staff retains the right to take immediate action if the child's behavior poses a threat to their own safety or the safety of other children/staff.

Lost and Found

Items not claimed by camper/parent upon completion of session will be disposed of in the following manner; Items will be held in YMCA office area for two weeks.

- Items/equipment not claimed within the two-week period will be donated to a local charity.

Packing for Camp

Camp staff will help your camper keep track of his or her belongings, but they are NOT responsible for lost or stolen or damaged personal items. **LABEL ALL ITEMS.**

Kindergarten Clubhouse <ul style="list-style-type: none"><input type="checkbox"/> Backpack<input type="checkbox"/> Sweatshirt/Rain Coat<input type="checkbox"/> Swimsuit<input type="checkbox"/> Towel<input type="checkbox"/> Sunscreen<input type="checkbox"/> Insect Repellent<input type="checkbox"/> Filled Water Bottle<input type="checkbox"/> Closed toed shoes<input type="checkbox"/> Rest time Blanket/Stuffed Animal	Explorers, Voyagers, Pathfinders <ul style="list-style-type: none"><input type="checkbox"/> Backpack<input type="checkbox"/> Sweatshirt/Rain Coat<input type="checkbox"/> Swim Suit<input type="checkbox"/> Towel<input type="checkbox"/> Sun Screen<input type="checkbox"/> Bug Repellent<input type="checkbox"/> Filled Water Bottle<input type="checkbox"/> Closed toed shoes<input type="checkbox"/> Electronics allowed on field trip days only	Items <u>not</u> allowed at day camp: <ul style="list-style-type: none"><input type="checkbox"/> Weapons<input type="checkbox"/> Electronics (exception: on field trips)<input type="checkbox"/> Money<input type="checkbox"/> Toys/Trading Cards<input type="checkbox"/> Attire that's inappropriate / depict weapons<input type="checkbox"/> Cigarettes, Tobacco or Vaping tools<input type="checkbox"/> Alcohol or Illegal Drugs<input type="checkbox"/> Items of value you cannot afford to lose
<p style="text-align: center;"><u>Grounds for Immediate Dismissal:</u></p> <p>There will be NO REFUND OF ANY AMOUNT for the children who are sent home because of having cigarettes, tobacco or vaping tools, alcohol, illegal drugs, weapons, sexually explicit material, and/or behavior.</p>		