

MAKE THE MOST OUT OF SUMMER



2020 SUMMER CAMP PARENT HANDBOOK
SOUTHEAST FAMILY YMCA



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Parents/Guardians,

Southeast YMCA Day Camp offers children positive developmental experiences and encourages them to forge bonds with each other and with staff by building confidence through skill-building activities suited to their age. Children experience a sense of achievement through outdoor activities and are welcomed to a physically and emotionally safe as well as stimulating environment, whether in a Y facility or at an outdoor day camp site or park.

Day campers are able to explore creativity, teamwork and leadership in a wide range of physically active programs that influence lifelong healthy living. They have the opportunity to enjoy an outdoor environment where they can develop an appreciation of nature. Day camp builds an interest in community with experiences in local and global cultures where campers gain an appreciation for others different from themselves. Today, Day Camp is more vital than ever, with an increased emphasis on child safety, summer learning traditions, personal values and social skills.

As with any Y program, the purpose of Day Camp is to help youth grow spiritually, mentally and physically. Day Camps give young people an experience that can last a lifetime and inspire them to continue an involvement with the Y for years to come.

Thank you very much for choosing the Southeast YMCA Summer Day Camp program and assisting us in our quest to fulfill our mission “to put Christian principles in practice through programs that help build a healthy spirit, mind and body for all.”

Bev Capps

Southeast YMCA Executive Director

Bradley Ruff

Youth & Family Services Director



Mission Statement

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

Character Values

We strive to integrate our four core character values into everything we do. These values are: caring, honesty, respect and responsibility. We hope to help build these values in your children by serving as an example, doing activities to promote them and encouraging your child to exhibit them in their behavior.

Hours of Operation

Summer camp operates 7:00 am-6:00 pm.

All children must be signed in before a parent/guardian may leave them in our care.

Late Pick Up

Late pick up will accrue a cost of \$5.00 for the first 15 minutes (6:00-6:15 pm) and \$1.00 per minute thereafter.

Age Requirements

Day Camp is for children that will be entering Kindergarten through entering 8th grade in the fall.

Payments

ALL FEES MUST BE PAID BY FRIDAY BEFORE THE WEEK OF WHICH THE CHILD PLANS TO ATTEND.

However, if payment is not received by 9:00 am on Tuesday, **a \$10.00 late fee** will be added to your account. If paying by check, please include the following information on the memo line:

- Child's full name
- Dates the payment is for

This will help insure your account is credited properly.

When registering your child for any week of camp, we reserve a space just for your child. We make a commitment to staff, space and materials based on your registration. If your child is absent from camp, **NO REFUND** will be given. With prior written notice of your child's absence, a system credit may be applied to your account and can be used for another week of camp. The YMCA will not deduct individual days missed, for any reason, from your weekly fee. Weekly fees will not be refunded in the event of severe weather.

The YMCA will notify you should an "insufficient funds" check be returned to us. The fee for an insufficient check is \$25.00. Should you at any time have a financial problem, contact the YMCA.



Caring and Trained Staff

The Youth and Family Services Director and the Summer Camp Coordinator are responsible for the management of the YMCA Summer Camp Program. Summer Camp Counselors have been carefully selected and put through background and reference checks prior to employment. The counselors have also participated in the YMCA Child Abuse and Prevention Safety courses as well as additional hours of training to prepare for camp. Summer Camp Counselors are also CPR and First Aid certified.

Program Activities

Children will participate in a variety of activities during the week. These activities will include: swimming, arts and crafts, sports, nature and science, math, field trips and free play. All children are encouraged (but not required) to participate in all activities. If a child is unable to participate in activities due to illness or injury, they may need to be picked up by the parent/guardian for the day.

Personal Belongings

We encourage children to learn responsibility for their own belongings. Please do not send toys, Legos, phones, video games, Pokémon cards, fidget spinners, etc. These items can be expensive and the YMCA is NOT responsible for lost, stolen or broken items. If these items are found at camp, they will be taken up by staff and returned to the parents/guardians at pick up. If you are unsure about bringing an item to camp, please err on the side of caution and leave all personal items at home.

Lunch and Snacks

Your child will need two snacks and a lunch each day that they are in attendance at camp. You may purchase lunches at the parent table. These lunches will be provided by a different restaurant each week. There will be **NO MICROWAVE/REFRIGERATOR** for camper use. Try to pack lunches/snacks that will not require heating/refrigeration. Small coolers and/or ice packs have been useful if lunches need to remain cold. Children are not allowed to use the vending machines to purchase snacks and drinks.

Food Allergies

Food allergies can be life threatening. YMCA Day Camps are NOT nut/peanut free. A nut free table will be identified for campers with nut allergies. If your child has a food allergy, please instruct them to never trade food with other campers, not eat anything with unknown ingredients and tell their counselor immediately if a reaction seems to be starting. Parents, make sure you have identified your child's allergy to camp staff and on their application. It is important that we as camp staff know what your child's allergic reaction is so we can help efficiently in the event of an emergency.



Medication

We will need written permission from the parent/guardian in order to administer medication. There is a written authorization form that must include specific instructions as to quantity, time of dosage, the method medication is given and an authorized signature. Medications must be in the original container and have the child's name on the label.

Illness

The YMCA cannot provide care for sick children. Due to the concern and well-being of the other campers and staff, you will be required to pick up your child as soon as possible in the event he/she becomes ill while in our program. We ask that children that are ill do not return to the YMCA program until they have been symptom free without medication for 24 hours.

First Aid

First aid kits are kept in the program areas and consist of bandages, gloves, ice packs and CPR masks. The program staff will contact parents, if needed. Should your child require emergency care, emergency services will be called and a director will remain with your child until you arrive at the designated location.

Swimming

Our Camp Program prides itself on the accessibility to indoor pools, providing swimming all year round! The children will have the opportunity to swim every day except field trip days. As such, be sure to have your child bring his or her swimming attire and towel daily. If your child chooses not to swim on a day they will still go to the pool and participate in other activities available there for non-swimmers. Our facility has three indoor pools: a lap pool (up to 9 feet depth), a temperature controlled pool (up to 5 feet depth), and a splash pool (around 2 feet at its deepest). With three pools, this facility can accommodate all children of varying swimming experiences. Don't worry; every child must take a swim test to determine their swimming ability before entering the pools. If the swim test is not passed, participant will be required to wear a YMCA supplied life jacket.

Camp Attire

Please send your children in close-toed shoes every day. Flip flops/ Sandals are not appropriate for camp and can result in injury. Make sure to send you children dressed in clothes that are appropriate for camp. Children will be participating in activities that are active and dirty, nicer clothes that could be damaged are not encouraged. It is also important that an extra change of clothes be kept in their bags at all times; various emergencies could arise at any time.



Heat

YMCA Summer Day Camp is primarily an outdoor camp. Throughout the summer, we take extra care to monitor the heat index and air quality. We adjust our day to avoid overexposure, create cool shaded areas for activities and plan frequent water breaks. We also encourage you to send a refillable water bottle (labeled of course) for your children every day.

Sunscreen

Protecting skin from the sun is important. Please apply sunscreen all over your child's body before they arrive at camp. You may send aerosol sunscreen for your child (labeled of course) daily and a stick for their face and ears. Please do not send lotion or sunscreen that needs to be rubbed in unless your child can handle the task themselves. Children may not share sunscreen and the YMCA does not provide sunscreen. Y staff may assist a child in reapplying sunscreen if asked. However, for the safety of all involved, they may not rub in sunscreen on any child.

Field Trips

There is no additional fee for field trips taken during Camp. This cost is included in your weekly fee. There are no refunds if your child does not attend a field trip. The field trip schedule with dates, times and locations will be given to you in the newsletter. Due to seating on the buses, children cannot be dropped off at field trip locations. Field trips will not be rescheduled due to inclement weather. All children in attendance the day of a field trip must attend. Children must arrive by the published time. If a child is late or not attending the trip, other arrangements must be made by the parent for that day. Staff will not be left behind to watch children that arrive late. **Campers must wear their YMCA Camp T-Shirt on all field trips.** One shirt will be given to campers. If you would like to purchase additional shirts, you may do so. The cost for additional shirts is \$8 each and may be purchased at the front desk.

Places we have visited in the past*

- Southern Adventures
- Stars and Stripes
- Skate Odyssey
- Insanity Complex (skating, putt putt, or movies)

*Not guaranteed trip locations

Camp Newsletter

A camp newsletter will be provided each week to inform you of any pertinent information about the program. Part of our goal is to keep you, the parent/guardian informed, as much as possible. The newsletter will be posted on our website and available at the sign in/out table.

Keeping Us Updated

It is the responsibility of the parents to keep proper registration information and phone numbers current in your child's records. A child will be released only to persons who are listed on the



Authorized Pick Up section of the registration form. In emergency situations, changes in authorization may be taken by phone or email at the discretion of the Director.

WHAT TO BRING TO CAMP

All items a child brings should be labeled with his/her name. Campers will need to bring a backpack/bag daily and include:

- Bathing suit and towel (we may play water games even if your child doesn't plan to swim)
- Plastic bag for wet clothes
- Complete change of clothing
- Water bottle
- Sunscreen
- Two snacks
- Lunch

****PLEASE LABEL YOUR BELONGINGS****

Health and Safety Protocols

Campers will be expected to comply with CDC and State mandates as it relates to Covid Health and Safety Protocols. At this time, participants are expected to wear masks unless they are keeping three feet of social distance from others. Please understand that as CDC guidelines and recommendations change we will adapt and change as well.

CAMPER GUIDELINES

Please ensure that you review these guidelines and house rules with your child prior to attending camp so they are clear of their expectations while in the program.

Guidelines

1. Stay with your group at ALL times. Do not leave the group without permission from a counselor.
2. Always walk and use inside voices while in the building.
3. Listen and follow directions of all staff, counselors and leaders.
4. Leave ALL toys, games and cell phones at home.
5. Put your name on your personal belongings and place them in the area assigned to you.
6. When riding on the bus, you must stay seated and keep your hands inside the windows. Do not yell or throw anything out of the windows. When the bus stops, remain seated and quiet in order to receive instructions.
7. Telephone calls are made in the case of an emergency. Contact the Director in order to make a call.
8. Sit on chairs, benches or the ground, never the tables.
9. Follow the Golden Rule: Treat others the way you would like to be treated.
10. Remember the House Rules and act on them and we will have fun without any fighting, bad language, name calling or bad feelings.



House Rules

1. Listen to counselors
2. Stay with counselors at all times
3. If you have a problem or need help, let a counselor know
4. Use kind words and actions toward others
5. Keep your body and objects to yourself
6. Have fun!

BEHAVIOR MANAGEMENT

It is the goal of the Heart of the Valley YMCA to provide a fun, healthy, safe and secure environment for our participants. The YMCA teaches core values of caring, honesty, respect, responsibility and faith. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

Behavior Guidelines

1. Children are **responsible** for their actions.
2. We **respect** each other and our environment.
3. **Honesty** will be the basis for all relationships and interactions.
4. We will **care** for ourselves and those around us.

When a child does not follow the behavior guidelines, we will take the following steps:

1. Counselor will redirect the child to a more appropriate behavior.
2. The child will be reminded of the behavior guidelines and YMCA rules. A discussion will take place.
The child may also be placed in time out.
 - A. The child will be removed from the activity he/she is currently participating in and will sit out for a certain period of time.
 - B. When placed in time out, the child will sit out in minutes equivalent to his/her age (7 years old= 7 minutes in time out)
3. If the behavior persists, a parent will be notified of the problem. The staff will document the situation. The written document will include what the behavior problem was, what provoked the problems, and the corrective action taken.
4. Director will schedule a conference with the parents so they can determine the appropriate actions to take.
5. Director will schedule a progress check or follow-up conference if needed.
6. If the problem persists, the Director will schedule a conference that includes the parent, child, staff and Director.
7. If a child's behavior at any time threatens the immediate safety of that child or other children and staff, the parent may be notified and will need to pick up the child immediately.
8. If a problem persists and the child continues to disrupt the program, the Heart of the Valley YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.



The following behaviors are not acceptable and may result in immediate suspension of a child for the remainder of the current day and the next day:

- Endangering the health and safety of children, staff, members or volunteers
- Stealing or damaging YMCA, school or personal property
- Leaving the program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or YMCA rules
- Using profanity, vulgarity or obscenities frequently
- Acting in a lewd manner
- Fighting
- Bullying
- Pantsing (pulling someone's pants or shorts down)

If any of these behaviors persist, your child may be expelled from the summer camp program. No refunds will be given for time missed due to suspensions or expulsions.

Immediate expulsions may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, explosives, firearms or weapons of any kind.

ENROLLMENT PROCEDURE

In-House Registration

1. Read, complete and sign the Program Registration form/packet for each child. Forms/Packets can be obtained online or at the front desk of the YMCA lobby.
2. Along with the completed registration form, deposits for all weeks you wish to reserve must be paid at registration.
3. Be sure to look over the form/packet carefully and make sure all areas are completed.

Online Registration (<http://www.ymcahuntsville.org/camps/summer-day-camp/southeast-y-summer-day-camp>)

1. Complete the registration process online (all waivers and information will be entered by you, the parent).
2. Pay the deposit for all weeks that you are reserving.
3. Be sure the information you entered is correct and complete.

NOTE: By signing the registration for emergency medical authorization, swimming-wading authorization, and field trip authorization, you and your child agree to abide by the policies set forth by the YMCA.



Dates and Themes

*Last day of Summer Camp is July 29th, 2022. Any camps made available for the days before school starts require registration in our after school program.

Session	Dates	Theme
1	May 31-June 3 (No camp Memorial Day)	TBD
2	June 6-10	TBD
3	June 13-17	TBD
4	June 20-24	TBD
5	June 27-July 1	TBD
6	July 5-8 (No Camp on Independence Day)	TBD
7	July 11-15	TBD
8	July 18-22	TBD
9	July 25-29	TBD

Sample Schedule (this is not an actual schedule)

TIME	MONDAY
7:00-8:00	Pre Camp
8:00-8:45	Huddle Time
8:45-9:00	Morning Snack
9:00-9:30	Opening Ceremonies
9:30-10:15	Activity
10:15-11:00	Activity
11:00-11:30	Activity
11:30-12:30	Lunch
12:30-1:00	Activity
1:00-1:30	Activity
1:00-2:00	Swim Time K-1 (change 2/3)
2:00-3:00	Swim Time 2/3 (Change 4-6)
3:00-4:00	Swim Time 4-6 Activities for groups not swimming
3:00-4:00	Afternoon Snack as they finish swimming
4:00-4:30	Activity
4:30-4:45	Huddle Time
4:45-5:30	Activity
5:30-6:00	Post Camp



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