



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

# Best Summer Ever

**Summer Camp at the Vigo County YMCA**

**Caregiver Handbook**

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## YMCA MISSION STATEMENT

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

## GOALS & OBJECTIVES:

Our areas of focus are youth development, healthy living and social responsibility. Our camp programs, as part of the YMCA, reflect these values and are designed to help our campers grow physically, mentally, and spiritually within a fun camp environment. Trained camp staff act as a catalyst for the development in your child as they lead the campers in challenging activities.

All YMCA camps are designed to meet the following goals that are established for these three areas of focus. Each camper will:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills and assets
- Have fun

## CHARACTER DEVELOPMENT

At the YMCA, character development and values are a part of who we are. At our YMCA that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants and parents – to accept and demonstrate the positive YMCA core values of caring, respect, honesty and responsibility.



## REGISTRATION & ADMISSION

Campers may register online, by phone, or in person at the Vigo County YMCA. Pre-registration is strongly recommended to ensure a spot for every child. There is a 24 hour process for registration. Same day registration and attendance is permitted with an additional same-day \$10 fee.

If your child has special needs, please contact the Camp Director to discuss appropriate accommodations prior to registration.

Thanks to generous donors, the YMCA offers financial assistance to those who qualify. Financial assistance is capped at 50% off for camps to ensure all families who qualify may attend camp. Applications for financial assistance are available at the front desk. Children in foster care or who receive free or reduced lunch automatically qualify. Contact the Camp Director to apply financial assistance to your account.

# CANCELLATION POLICY

Campers may register for the entire summer or week-by-week.

For participants registered week-by-week the Y must receive cancellation requests by noon on the Wednesday before the camp begins. For example, to cancel the week of June 24th, the Y must receive the request to cancel by noon on June 19th. Cancellations can be placed by phone or in person with our membership representatives, or in writing by emails or by phone to the Camp Director.

For participants registered for the whole summer, the Y must receive cancellations requests by mid-summer, July 1, 2019. If cancellation requests are received by July 1, the Y will refund 25% of the total summer payment. Any cancellations requests after July 1 are not eligible for a refund.

## Waiting Lists

In the event that a camp fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available 3-5 days prior to the session start date.

## Age Exceptions

Campers must be entering the grade indicated for the camp. Camps are designed with curriculum and programming for campers of a certain ages and grades. Exceptions can be made with approval of the Camp Director.

## Pro-rating Camps

We believe that a true camp experience is a week-long experience (3 days or more). That is why we encourage a full week registration. We understand some families may need fewer than three days of childcare and offer a 2 day or less rate. We do not have a single date rate. Campers who register for the Adventure Camp and want to participate in 3-6 Day Camp receive a 25% discount and waived registration fee.

## Absences

Please contact your camp's assistant director or the Camp Director if your child will have an unplanned absence and leave a detailed voice message with your camper's name, and date(s) absent. Camp weeks will not be prorated based on attendance. If your child is registered for a week of camp and does not attend a week of camp, a refund will not be granted.



# DAY CAMP FEES & PAYMENT

## Day Camp Fees

\$25 non-refundable Registration Fee per child. You may apply registration fees over \$50 per family to your first week of camp by contacting the Camp Director.

\$100 YMCA Member weekly fee

\$125 Non-YMCA Member weekly fee

\$55 YMCA Member Part Time weekly fee

\$75 Non-YMCA Member Part Time weekly fee

## Field Trip Fees

Field trip fees are included in camp registration. Let us know if you are interested in being a chaperone on a field trip for any of our camps.

## Payments & Late Fees

Payments are due in full on the Friday before the upcoming week.

Payment can be made by credit card, check, or cash. These must be made with the membership representatives at the front desk. Camp leadership will not accept payments.

Payments will not be pro-rated due to absences, holidays, or inclement weather.

## Refund Policy

All withdrawals from a camp session and/or refund requests must be done over the phone, in person, or in writing to the Camp Director.

Refunds/credits will be issued as follows:

A full refund for weekly registrations (less the registration fee) will be issued if a notice of cancellation is received by noon on the Wednesday prior to the start of the camp session.

Full summer payments are not eligible for full refunds. A refund of 25% of the full payment will be granted if notice of cancellation is received by July 1.

If you paid by credit card, it may take 1-2 weeks from the date requested to receive a refund on your credit card statement.

## Expulsion Policy

The YMCA reserves the right to end your child's enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's enrollment termination is deemed necessary by staff, parents will be informed of reasons for termination.

# CAMP OPERATING DAYS & HOURS

Camp Hours—Camp opens Monday, June 3, 2019 and closes Friday, August 2, 2019. Camp is closed on Thursday July 4, 2019.

Pre-Camp Hours: 6:30am-9:00am (free)

Camp Hours: 9:00am-4:00pm

Extended Care Hours: 4:00pm-6:00pm (free)

All campers may be checked in or out at any time, except on field trip days. If a child arrives after the field trip departure time or if a permission slip for a field trip is not on file, child care will be provided at the Y. Anticipate a longer wait to pick up a camper if picking up before 4pm as your camper may be in a nearby location outside of the YMCA. We ask you to reduce this wait time by calling the camp phone when picking up your child early.

## Location - Our camp is located at the:

Vigo County YMCA, 951 Dresser Drive,  
Terre Haute, Indiana 47807

## A Typical Day at Camp

Campers participate in a variety of activities each day that have been designed to fit the theme of the week & include:

- Ice Breakers
- Arts & Crafts
- Sports
- Games & Fitness for Kids
- Hands on Science
- Songs, Music & Drama ·
- Character Development
- Swimming or Water
- Activities



The activities can be camp wide activities, personally selected activities, and group activities. Each camp will offer a different set of activity choices designed to optimize the child's camp experience. Adventure Camp will offer activities depending on the location of the trip.

Children in the pre-camp and extended care will be given a variety of structured and non-structured activities to choose from each day. Activities may include: Science, Nature, Puzzles & Games, Arts & Crafts, Sports, and Group Games.

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## Playgrounds

We will operate camp at facilities with playgrounds, at the Y, and at other locations. We do not maintain playgrounds and they may or may not meet the requirements of state licensing. Our staff will monitor and check the safety of grounds and equipment daily. We are not responsible for any injuries that may occur from playground equipment.

## CHECK IN & CHECK OUT PROCEDURES

### Check In

The YMCA requires that all children are to be properly signed in by an adult and turned over to a YMCA staff person. Before 10:00am and after 4:00pm this can be done at the summer camp desk. Between the hours of 10:00am and 4:00pm you must call the camp cell phone to check in your child directly with the camp. This helps ensure the safety of your child. The YMCA does not and will not assume responsibility for children that arrive before the start time at any location.

### Check Out

The YMCA requires that all children are to be properly signed out by an adult. Before 10:00am and after 4:00pm this can be done at the summer camp desk. Between the hours of 10:00am and 4:00pm you must call the camp cell phone to check out your child directly from camp. This helps ensure the safety of your child.

Please bring a photo ID with you every day. Children will be released only to those authorized by the parent on the child's registration form. It is the parent's responsibility to notify the camp of any changes in authorization. If someone other than the authorized individuals must pick-up your child, a written note must be sent in ahead of time, or the child will not be released until the parent is contacted. Those picking up children should be prepared to show identification to the camp staff member upon request. No child will be released to anyone who is not authorized to pick up that child.

### Late Check In

When dropping off your child after pre-camp hours, please call your child's assistant director's cell phone. Depending on the location of your child's group, staff will either ask you to bring your child to their group or will escort your child to their group.

### Early Check Out

When picking up your child during camp hours (before 4:00pm), your child's assistant director's cell phone to determine your child's location. Depending on the location of your child's group, staff will either ask you to pick up your child at a given location or escort your child to the front desk.



## Late Pick-Up

We close promptly at 6:00pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

The penalty is \$15 for pickup between 6:15pm – 6:30pm. If a camper is picked up at 6:31pm or after, a \$30 fee will be assessed. If a parent or guardian has not arrived by 6:31pm and cannot be reached, The Department of Child Services will be contacted. Reoccurring late pickup may result in disenrollment. Payment should be made at the YMCA.

If you are running late, please notify the camp leadership and attempt to make alternate pick-up arrangements.

## Parking

Please remember to drive slowly and carefully. During early morning/afternoon pickup, please note parking is limited, so please plan accordingly.

## ILLNESS & EXCLUSION CRITERIA

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact your assistant camp director by phone and let the staff know of your child's absence. When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.

Exclusion from camp may include, but not limited to the following illness communicable health problems:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the child has had a fever within the past 24 hours

Please notify the YMCA if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the YMCA within 24 hours or the next business day. In the case of a life-threatening illness, please notify the YMCA immediately. It is important for us to post a notice to other parents as soon as possible.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

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# ACCIDENTS & EMERGENCIES

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

First Aid will be provided and the incident recorded. Parents will be asked to sign the form upon pick up.

The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as necessary and informed by camp leadership. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken: (may not be in this order)

Immediate First Aid will be administered by the camp staff until professional services arrive.

911 will be called.

Parent or responsible party will be contacted. If they cannot be reached, the emergency contact person will be notified.

A staff person will accompany your camper to the hospital and remain until you or your emergency contact person arrives.

The incident will be described in writing on the YMCA incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

\*\*\* Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's registration form what type of health insurance you carry.

## Children at Risk

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be exercised are:

- Call the other parent
- Call another person on the child's emergency contact list
- Call a taxi
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either the Indiana Department of Child Services or the Police will be called.

## Child Abuse & Neglect

The YMCA takes allegations of abuse and neglect very seriously. Day Camp staff is trained each year on Child Abuse, Sexual Abuse, and Neglect Prevention. The YMCA reports all suspected child abuse and neglect. Reports are made to Indiana Child Abuse and Neglect Hotline.

Abuse hotline: 1-800-800-5556

## Babysitting Policy

YMCA employees are not allowed to babysit or transport your child anytime outside of the program. Violation of this policy is grounds for the employee's immediate dismissal. An exception to this policy can be made with approval of the Director of Youth and Family Services and a waiver on file.

## Staff Training & Qualifications

All camp staff are required to attend comprehensive training prior to the first day of Summer Camp.

Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the YMCA Camp program, they learn how important it is to apply sunscreen throughout the day, how to do head counts, how to check children in and out, and how the drop-off and pick-up operates. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in children having fun.

At the end of our training, they are ready to use their new skills and knowledge with campers.

## Camper Ratios

We operate with the ideal ratio of 1:10 staff to child ratio but fluctuate based on the activity and age.

## Special Needs

The YMCA is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best day camp experience for your child, and ask that prior to registration, you consult with the camp director regarding any special needs of your child. We will work to provide reasonable accommodations upon request. Information for children with special needs must be provided at the time of registration & directly to the Camp Director on the first day of each camp. YMCA staff may not be trained in all areas of special needs. Children will be enrolled on an individual basis. We will make every attempt to serve all children.



## Bathroom Procedures

No camper is ever alone and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire camp and / or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

## Communicating with the YMCA Camp Staff

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

On the first Monday of each session you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

## Contacting your Child at Camp

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the camp assistant director at any time.

Campers are not allowed to have cell phones or any other electronic devices at any of our camp sites. Electronic devices that are not left at home and are an issue in regards to use or a camper's behavior will be placed at the camp desk to be returned to the parent or guardian at pick up.

## Parent Participation

Parents are an important part of our camp program. We encourage you to share your talents, hobbies, and/or profession with your child's group. Please contact the camp director to volunteer your services.

Parents of enrolled children may make unannounced visits at any time. All custodial parents have the right to enter the day camp at any time. To avoid disruption of camp programming, we request that visits of a lengthy nature are scheduled with the camp assistant director ahead of time in order to avoid having too many people in the room at one time. Visitors other than parents are welcome to visit, but should make an appointment with the Director ahead of time.

We would also like to invite all the parents to attend special events and shows put on by the children each session.



## Volunteer Process

Volunteers are always encouraged at the YMCA. Parents wishing to volunteer at special field trips, and/or classroom activities must fill out a volunteer application, which includes authorization to perform a background check and an Indiana Department of Child Services check. All paperwork must pass YMCA standards before volunteer participation in an activity can begin. Any individuals with active allegations or past substantiations of child abuse or neglect will not be permitted to volunteer with camp.

## WHAT TO BRING TO CAMP

Please add your child's name on everything they bring to camp.

- Backpack
- Swim Suit every day
- Towel
- Life Jacket (if needed)
- Sunscreen
- Close-toed Shoes
- Water Bottle with Water
- Bug Spray
- Extra change of clothes



The YMCA is not responsible for lost or broken items.

## ADDITIONAL INFORMATION

### Meals and Food Service Practices

In collaboration with Chances and Services for Youth, and the USDA Summer Food Service Program, YMCA Summer Day Camps offer summer meals at no additional cost to parents. Campers who arrive before 8:00 AM will be offered breakfast. Lunch is served around noon each day. We make every effort to serve nutritional meals campers will enjoy. All efforts will be akelf you do not want to participate in the summer food program, please send your child to camp with a sack lunch & drink.

Our camps are a NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at camp to ensure the safety of all children.

Breakfast, Lunch and an afternoon snack are provided to all children. Meals and snacks meet USDA guidelines and are served in a family style environment. The family style environment helps enhance self-help skills along with social and motor development.

Breakfast 8:15 AM

Lunch: 12:00 Noon

Afternoon Snack: 2:30 PM – 3:00 PM (varying on the daily schedule)

Please note that no additional meals will be served after the times listed.

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## Special Meals

If your child has an allergy and cannot eat a food item, you must complete a dietary needs form complete with signatures from a parent/guardian and their primary care physician. If there is any medication to be given, that must be kept on-site.

## Medications

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and “over-the-counter” medications will not be dispensed without written consent from the child’s parent.

Complete the medication authorization form at drop off.

Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child’s name, the name of medication, the dosage amount, and the time or times to be given. We recommend putting the dosage amount and times on paper and placing that with the prescription bottle in a plastic bag.

Hand all medication (including inhalers, etc.) to the camp counselor. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags unless they have doctor and parent permission to self-carry emergency medication.

All medications will be given to your child at the prescribed time.

## Bug Spray and Sunscreen

Should your camper be required to use either while participating in the camp day, the following procedures MUST be followed in accordance with YMCA policies.

Keep the product in the original container, labeled with your camper’s name

Camp staff will remind campers to apply the product multiple times per day as needed.

Camp staff will apply the product to campers who need assistance.

## Grouping Campers Together

We’ll do our best. Many of our camps are divided into groups by age and / or ability. Please send a note to your child’s assistant camp director on Monday morning, and we will make our best effort at keeping your child with his / her friend. Of course, there are circumstances (age and/or ability) in which the YMCA camp staff will be unable to meet your request. Luckily, there is a great deal of time in which the entire camp is together. You child will be able to be with his / her friend during this time. And remember, camp is for making new friends too!

## Screen-Free Camp

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod, DSi, etc., comes to camp, it will be collected and placed at the camp desk until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost or stolen electronics.

## Field Trips

During each week of camp, field trip/program activities are planned to various local attractions or on-site locations. On field trip days, children will be required to be at camp by 9:00 am. Some trips may leave earlier or later. Parents will be informed on the time the Monday of the week of the trip. The cost of all field trips/program activities are included in the registration fee. Sack lunches are provided on field trip days.

Alternative care is available for those who wish not to attend a field trip. You must inform your child's assistant director of your need for alternative care 1 week prior to the field trip.

Field trips are age appropriate and we encourage parents to volunteer. (See volunteer procedures)

All YMCA campers will be provided a YMCA Day Camp t-shirt. Children must wear the current Day Camp shirts on field trip days. If your camper forgets his/her t-shirt on a field trip day, you will be required to purchase another t-shirt for \$6.

You will be notified in advance of any schedule changes. If any changes are made, please realize that they are for the benefit of the participants at the discretion of the YMCA, including any unforeseen delays or inclement weather.

A qualified staff person will be in charge of a specific group of children during each field trip. Each group will not exceed the state ratio for field trips. Each staff will have a written list of the children in their group with them at all times. The Day Camp Director or other director is required to go on all field trips and will ensure all policies and procedures are followed. The Camp Director will be responsible for bringing the children's necessary documents on the field trip.

## Field Trip Discipline Policy

On site discipline policy will be followed on all field trips. Any child who leaves his/her groups will not be allowed to go on future field trips. Any child who cannot follow field trip guidelines is subject to suspension from all future field trips. If a child's behavior poses a threat to the safety of themselves or others, that child will lose field trip privileges. If your child is suspended from a field trip because of behavior, you will not receive a refund for that field trip.

## Transportation

The YMCA will provide transportation to & from all scheduled field trips.

## Parent Volunteers on Field Trips

All parent volunteers must complete a YMCA volunteer form at least 2 weeks prior to the field trip.

Parent volunteers will be placed in a group of children along with YMCA staff members.

Volunteers are not to be left alone with a group of campers.

If a parent attends a field trip and does not assist with a group, the YMCA will not pay any field trip fees the parent may incur.

Parents may ride the bus with campers as long as there is room.

If you are interested in volunteering for a field trip, please contact your Camp Director.

## Swim

Please send your child to camp with a swimsuit and towel EVERYDAY, along with a plastic bag for their wet suits. Although you will be provided with a schedule that indicates your camper's swim schedule, sending your camper with his / her swim gear each day will allow them to participate in any activities in case of a schedule change. If your child requires a lifejacket to swim, please send one along and insure it is labeled with your child's name. Lifejackets must be Coast Guard Approved.

## Swim Test

Children will be swim tested at the beginning of summer and grouped accordingly. The swim test will be unique at each pool the campers visit. The procedure is required to ensure to safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool during camp time. Those campers that do not pass the required swim test will be restricted to designated areas of the pool. No exceptions! All campers will be marked as swimmers (with a green wristband), non-swimmers without life vest (with a yellow wristband), non-swimmers with life vest (with a red wristband) at the completion of the swim test. Camp staff reserve the right to re-test any camper during the summer if necessary.

## Water Safety Rules

1. Swimming safety is based on common sense. Keep rules in mind at all times.
2. Stay in assigned section of the pool.
3. No roughhousing in the water.
4. Do not dunk other swimmers.
5. Do not hold anyone under water.
6. Do not accept dares.
7. Always walk. No running in the pool areas.
8. Get dressed quickly. Changing rooms are not play areas. Show courtesy to others in changing rooms.
9. No diving.





# EMERGENCY OR INCLEMENT WEATHER DURING CAMP DAY

Each YMCA camp location has a disaster/emergency plan. In the event of a disaster/ emergency the YMCA Program Administrators will update the YMCA front desk in order to help parents trying to locate campers. We ask that parents wait to be notified before trying to call camps, as the staff need to focus on the safety of the children and any weather emergency.

In the case that our location is compromised significantly and deemed dangerous, we may transport campers to an alternate location until we feel it is safe to return.

During heat advisory days we will take extra precaution to keep children in shaded areas and well hydrated. When possible, indoor spaces will be utilized. Activities will be modified to give campers plenty of rest time in extreme heat. Due to the outdoor nature of camp, please be aware that your child is at risk of getting sunburned even if sunscreen is applied a number of times during the day.

It is imperative to keep emergency contact information current so we can reach you in an emergency.

## YMCA RULES

Our Day Camp programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

- Keep hands, feet, body and objects to yourself.
- Show respect to staff, others and self.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.
- Have fun.

## YMCA Consequences\*

- Verbal warning.
- Re-direction to another activity.
- Time away without activities.
- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of Suspension (1 Day), next day of care/without refund.
- Notice of suspension (3 Days), next 3 days of care/without refund.
- Conference with Program Director/Parent/Camper.
- Removal from program.

\*Depending on the seriousness of the behavior any step can be taken at any time.

## Zero Tolerance

- Purposefully inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Possession of a weapon, controlled substance or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Camper does not stay within the boundaries of the camp (runs out of the program).

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

## ADULT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the YMCA. All YMCA staff and volunteers are knowledgeable of these standards, policies and procedures.

Communicate with the assistant camp director or staff daily.  
 Give detailed information to the Camp Director if custody situations arise.  
 People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the camper must not be present when campers are in care.

- Do not confront any camper in a threatening manner.
- Do not confront campers from other families.
- Using profanity in the presence of a child is prohibited.
- Report concerns to the Camp Director.
- In the event of threatening behavior towards a YMCA staff member or child, 911 will be called.

Consumption and/or possession of alcohol in any form are strictly prohibited by the YMCA. Controlled substances/medications must be accompanied by a written doctor's prescription when used during Day Camp, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol or controlled substances in the presence of day campers and staff.

Day Camp program, during transportation on field trips:

- Children will not be released to parents, guardians, or other authorized adults if the YMCA staff feels as though the individual is consuming, under the influence of or impaired by alcohol or a controlled substance.

People must not smoke, use tobacco products, E Cigs, or Vape Pens at the YMCA, on the premises, on the playground, in transportation vehicles or during field trips.

## Consequences of Parent Misbehavior

In regard to the “Adult Code of Conduct” listed above, any parent misbehavior will result in the Camp Director’s decision ranging from a verbal warning to the maximum penalty being parent’s removal from the building or the camper’s removal from our program.

## FREQUENTLY ASKED QUESTIONS

### What should my camper bring to camp?

All campers must bring a healthy, peanut-free lunch, plenty to drink and two snacks to camp daily if you do not plan to utilize our food program. Please send only non-perishable foods because refrigeration is not possible. Campers should also bring their own water bottle to stay hydrated during the day. Send your child to camp with a backpack to keep all of their belongings together. Please have your camper bring a swimsuit, towel, insect repellent, a hat for sun protection, and sunscreen to help prevent sunburn. It is recommended that parents or guardians apply sunscreen to campers’ arms, legs and back prior to arriving at camp.

### What to bring for field trips?

Please label all items with name and phone number. Campers should not need money. Trips are subject to change, so campers should bring a backpack with swimsuit, towel and sunscreen each day, regardless of the schedule. All campers should wear comfortable and appropriate attire, such as T-shirt, shorts and tennis shoes. Please do not wear sandals or flip flops.

### What should my campers wear to camp?

Children should wear clothing suitable for an active day at camp. Appropriate items would include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes (no sandals). Please label all items sent to camp with the child’s first and last name. Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity. Campers should wear their camp shirts on Fridays.

### What shouldn’t my child wear?

Baggy pants, short shorts, halter, spaghetti strap tops, sandals are not permitted.

### Can my camper buy lunch?

No. Campers are not to bring any money to camp. Campers will have no access to vending machines or purchasing of snacks.



## What shouldn't my campers bring to camp?

- Cell phones
- Video games
- Personal CD players / stereos / iPods
- Expensive jewelry / watches
- New or expensive clothes
- Money
- Toys and card games
- Weapons
- Alcohol and drugs
- Personal sports equipment (unless otherwise specified)
- Vehicles
- Animals
- Sandals



The YMCA is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse or lost, stolen or broken items.

## Should my campers bring money to camp?

No. Camp fees include all day trip admission fees.

## What if my camper loses something at camp?

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found. Please check for your child's items. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for camper possessions that are lost or stolen.

## Should I pack water for my child?

Yes. Though we fill coolers for the kids and our staff make regular trips to the restrooms and drinking fountains, parents are ultimately responsible for sending their child with plenty of fluids for the day.

## What if my camper can't swim?

Parents of non-swimmers should indicate their child's swimming ability on the registration form. Non swimmers will be marked and required to remain in the shallow end of the pool. Campers are not required to swim, although encouraged to do so.

## How often do campers take the swim test?

In order to keep your child safe, campers wanting to swim in the deep end take the swim test weekly before swimming.

# QUESTIONS?

## Day Camp Questions & Concerns

Questions or concerns about the policies and procedures of the Day Camp program can be directed to any of the professional Day Camp staff at the Vigo County YMCA. All questions will be answered in a timely manner.

## Youth Programs Professional Staff

Ali Weber | Assistant Director of Youth and Family Services

812.232.8446 | aweber@ymcaswv.org

## Camp Leadership

### Camp Director

Cayce Cottom | 812-605-2126 | vigocamp@ymcaswv.org

### K-2 Assistant Director

MacKenzie Hamrick | 812-605-8551

### 3-6 Assistant Director

Madison Hays | 812-605-8884

### Adventure Camp Assistant Director

Stori Beard | 812-605-2028

