



# SUMMER'S TWICE AS NICE AT Y DAY CAMP



# WELCOME TO CAMP!

The YMCA is the nation's leader in camping, offering outdoor programming for over 100 years. The Vigo County YMCA serves over 200 children in day camp programs each summer and we are excited to have your camper experience what the YMCA has to offer. You are in for a fun-filled, exciting summer.

## ABOUT OUR CAMP

At Day Camp, our goal is to provide a safe, wholesome, Christian environment for campers to experience outdoor adventures and grow physically, mentally and spiritually so that they may achieve their greatest God-given potential. Our focus at day camp is to encourage campers to demonstrate four key character traits: Caring, Honesty, Respect and Responsibility while promoting an environment that promotes belonging, achievement and relationships. Keeping our mission and purpose in the forefront allows us to reach our goal of the YMCA pillars of youth development, healthy living and social responsibility.

Camp Hours:  
7:00am-5:30pm

Sites:  
Meadows Elementary  
West Vigo Elementary

Special Note:

Campers will be at the YMCA every Friday. We will also spend the last two weeks of camp at the YMCA.

## OUR AWESOME STAFF

### WE ARE PROFESSIONAL ROLE MODELS

Our Day Camp program is committed first and foremost to the safety of your child. A YMCA professional supervises all day camp staff, recruited through local churches, leadership organizations and from high schools and area colleges. We place a serious emphasis on safety standards by offering a remarkable counselor to camper ratio and requiring our counselors to complete pre-camp training, including CPR, First Aid, AED and Child Abuse Prevention along with specific training in the areas of working with children, discipline, group dynamics, safety and programming. All YMCA staff go through background checks prior to hiring. We take pride in the high expectations we set for our summer camp staff each year and evaluate them on a regular basis.

## Special Contact Information

### Youth Coordinator

Jessica Wireman

Email: [jwireman@ymcaswv.org](mailto:jwireman@ymcaswv.org)

### Camp Cell Phone

Phone: (812) 251-7086 To use after June 4<sup>th</sup>

### YMCA Phone

Phone: (812) 232-8446



# TABLE OF CONTENTS

Arrival and Departure Policy.....	8
Camp Fees and Cancellation Policy .....	4
Camper Code of Conduct.....	11
Custody Issues.....	7
Daily Schedule and Field Trips.....	5
Discipline Policy.....	7
Dress Code and Clothing.....	6
Late Pick-Up Policy.....	9
Lost and Found.....	6
Lunch.....	5
Medication Policy.....	9
Parent Responsibilities.....	4
Payment Procedure and Due Dates.....	4
Snacks.....	7
Special Needs.....	10
Staff Code of Conduct.....	7
Stay Informed.....	8
Sunscreen.....	6
Swimming and Swim Tests.....	6
What Not to Bring to Camp.....	6
What to Bring to Camp.....	6
What to Expect at Camp.....	5

# Ways To Pay

## Tuition payments and Due dates

It is expected that payment in full for each session is **received the Wednesday prior to the start of the session. THERE WILL BE NO EXCEPTIONS.** If the payment is not received, the child will not be permitted to attend. All payments for camp registration must be made by the following payment schedule:

Session	Payment Due Date	Session	Payment Due Date
June 5 <sup>th</sup> -9 <sup>th</sup>	May 31 <sup>st</sup>	July 10 <sup>th</sup> -14 <sup>th</sup>	July 5 <sup>th</sup>
June 12 <sup>th</sup> -15 <sup>th</sup>	June 7 <sup>th</sup>	July 17 <sup>th</sup> -21 <sup>st</sup>	July 12 <sup>th</sup>
June 19 <sup>th</sup> -23 <sup>rd</sup>	June 14 <sup>th</sup>	July 24 <sup>th</sup> -28 <sup>th</sup>	July 19 <sup>th</sup>
June 26 <sup>th</sup> -30 <sup>th</sup>	June 21 <sup>st</sup>	July 31 <sup>st</sup> - August 4 <sup>th</sup>	July 26 <sup>th</sup>
July 3 <sup>rd</sup> -7 <sup>th</sup>	June 28 <sup>th</sup>		

## FORMS OF PAYMENT:

Payments cannot not be accepted at locations other than the Vigo County YMCA. Outstanding balances resulting from uncollected returned checks or programs must be taken care of before the child may enroll or attend any YMCA program. The Vigo County YMCA's Annual Campaign ensures that everyone in Vigo County has the opportunity to learn, grow and thrive. At the Y, no child, family or adult is turned away because of an inability to pay as long as funds and space are available. If you would like to apply for a scholarship, please fill out an application and return to the YMCA.

## PARENT RESPONSIBILITIES:

- Parents must follow all established policies and procedures outlined in the YMCA Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy etc.
- Payments may be submitted by debit or credit automatic draft. Camp payments should be submitted to the Y front desk. Parents are responsible for keeping personal payment receipts.
- Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the Day Camp program as well as regularly reviewing the Y website, Facebook page, and materials available at your child's Day Camp location to keep well-informed about the program.
- Parents should read and review the Camper Code of Conduct with their children regularly.



## OUR DAILY ADVENTURES

It is important to us that your child has a wonderful “first”, “second”...or “seventh” camp experience. Therefore, our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Campers’ activities include but are not limited to: devotion, assemblies, swimming, choice activities based on weekly themes, skits, stories, arts & crafts, fitness activities, field trips, sports, games & relays, special guests, character development, all camp activities, academic enrichment and counselor huddle times. We take special care of campers. The program is progressively structured to challenge children according to their age. Campers stay with their counselor throughout the entire day. However, YMCA lifeguards as well as day camp counselors supervise swim time. The program is planned to give children an introduction to a wide variety of camp activities, along with providing them the opportunity for creative expression.

### Weekly Themes

In Day Camp we strive to create an outstanding experience for your camper, so we ask that they participate in weekly themes.

### Field Trips

We are currently planning and securing all of our field trips for the summer. A list of all the field trips will be released. On field trip days there will be no swimming for any age group. **Campers should wear their provided camp t-shirt on their field trip every FRIDAY!**

### YREAD

Throughout the summer campers will participate in a program called Camp Readers. By including 30 minutes of reading time during camp, the Readers Program shows kids that reading is fun while building general reading skills and increasing their reading confidence. Children who are not able to read can enjoy the time by being read to by camp staff members.

### STEM and FIT

The STEM and FIT program is an innovative way to stay in shape by using science, technology, engineering, and math. This program is possible because of a grant through the Pomeroy Wellness Program, and Terre Haute Rotary Club. The STEM and FIT program involves a portion of our educational enrichment.

### Sports Lessons

During summer camp we have one week where campers will be able to participate in specific sports lessons. If your camper will be attending this week (Sports of all Sorts) please sign your child up for their chosen activity at the **beginning** of summer! Some sports areas have a limited number of spots available, and campers may have to travel by bus to attend their sports lesson.

### Eating at Camp

Campers will be provided breakfast, lunch and snack Monday-Thursday. On Fridays campers will need to bring a sack lunch (we are not able to microwave), but breakfast and snack will be provided.

### SWIM AT THE Y

Swimming and splashing around are a great part of summer camp. Please keep this in mind when making your daily pick-up arrangements. If you do not want your camper to swim please inform the Camp Director at sign-in. Please note that it takes each group about 15 minutes to change back into regular clothes. **Each camper must take a swim test prior to their first time in the pool.** All those that have taken the test in prior years will have to take it again after June 1st - this is the pool policy to ensure that children who may not have swam in several months still have the skills to keep them safe.

## THE SWIM TEST

Safety is our top priority at the pool. Prior to entry into the pool all swimmers 18 years and younger will have their swimming ability tested and will be placed into one of three swimming categories designated by Green Band, Yellow Band, or Red Band. This test will be done on your child's first swim day. There are three levels of swim test:

**Non Swimmers** – 18 year and younger who cannot demonstrate the Green or Yellow Band skills will be required to wear a lifejacket.

**Yellow Band**- Swimmer can go under water comfortably and stand flat footed with the water being no higher than armpit height on the child.

**Green Band** - Swimmer jumps into water over his/her head and easily returns to the surface. Swim 25 yards unassisted front crawl or breast stroke and without resting while maintaining a positive body position. Tread water 30 sec.

Swimmers will receive a swim band every time they swim. Any swimmer that seems to have difficulty after receiving a green or yellow band, may be retested.

## WHAT TO BRING TO CAMP

### CLOTHING

Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities. Campers must wear play clothes to camp and tennis shoes as your camper will be participating in outdoor activities. Campers should also bring a swimsuit and towel each swim day that is clearly labeled with the camper's name. For sanitary reasons, campers should not come dressed in their bathing suits. Campers will be given time to change before participating in water activities. Also, for safety reasons, open toed shoes and sandals are not permitted at camp.

### BATHING SUITS

Please send a bathing suit and towel that is clearly labeled with your child's name with your child on swim days, or water activity days. You may send goggles with your child as well, however the YMCA will provide all flotation gear.

**PLEASE REMEMBER TO LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME.**

**SUNSCREEN**- We are committed to keeping your child safe from the sun. To help prevent sunburn, **it is recommended that parents apply sunscreen prior to arriving at camp.** Our day camp spends a large amount of time in outdoor activities. Please apply 8-hour sunscreen that will last all day before arriving at camp. In addition, parents should provide campers with spray sunscreen to keep with them throughout the day. Staff are only able to apply spray sunscreen. As needed, staff will aid children in applying sunscreen.

### LEAVE IT AT HOME

The Y is not responsible for any valuables. Please make sure your child leaves toys, trading cards, video games, iPods, cell phones, candy and gaming systems at home. If a child is sent to the Y with these items, they **MUST** remain in the child's bag during program hours. Campers will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign-out. At the Y, we make sure our programs are packed with activities and these personal items can often be a distraction.

### LOST AND FOUND

We will make every effort to return lost and found items while your child is at camp. Please mark all items with your child's first and last name with a permanent marker or laundry label for easy identification. If you discover



something is missing please check lost and found immediately. Items left will be donated to a local charity. The more time passes, the less likely it can be found. The YMCA is not responsible for lost, stolen or damaged clothing or equipment.

## Our Healthy Living Rules

1. Water is served at every meal.
2. Fresh fruits and veggies will be served 5 days a week.
3. A minimum of 60 minutes of physical activity every day.
4. Fun nutrition education at least 3 times per week.

## WE KEEP THE PEACE

The Y expects all participants to demonstrate the four Y character values of Caring, Honesty, Respect, and Responsibility. Students who fail to exhibit these character traits will be counseled by Y staff. YMCA employees use positive discipline approaches to modify behavior including redirection, time out, one-on-one counseling, and think sheets (a written narrative of the incident written by the child that encourages reflection on alternative choices the child had available.) Y staff respect children and do not participate in any forms of physical or corporal punishment, including spanking, hitting, using exercise as a punishment, etc. Participating students and parents are required to read and sign the Y family code of conduct. Should discipline problems arise that require parent involvement, the Y will follow the steps below:

- **First Offense** - Child completes a think sheet, have a one-to-one with staff, camp Director is notified and parent may be notified.
- **Second Offense** - Child removed from activity; parent notified in writing.
- **Third Offense** - Parent conference and/or suspension.
- **Fourth Offense** - Parent conference and/or removal from program.

Please note: these steps are guidelines and Y program directors have the right to adjust consequences on an individual basis as the situation warrants. We want all of our children to enjoy their experiences at the Y. We also want all of our children to be physically, emotionally, and mentally safe when in our programs. Children who interfere with the mental, emotional, and physical safety of others might not find this program a good fit, and may be asked to leave. If your child is removed from the program due to behavior, a refund will not be issued.

**ALL PARTICIPATING STUDENTS AND FAMILIES ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARD OTHERS AT ALL TIMES.**

### YMCA Staff Code of Conduct:

- Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only as a last resort, in necessary situations (to protect the child or other children from harm), only administered in a prescribed manner by trained persons, and must be documented in writing.
- Staff will treat each child with dignity and respect.
- Staff will administer clear delivery and regular review of program expectations, rules and procedures to Participants.
- Staff will establish an atmosphere of appropriate behavior.
- Staff will communicate any behavioral and/or social issues involving campers to their parents and the Camp Director in a timely manner.
- Staff will deliver program components appropriately, demonstrating the YMCA's 4 CoreValues and the mission of the YMCAs of the Wabash Valley.

- Staff will deliver program information updates and reminders regularly via newsletter, email, social media, flyers, etc.
- Staff will respect the privacy of program participants and adhere to established confidentiality policies.

## STAY INFORMED

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child! We communicate through newsletters, social media, signs posted at pick-up or drop-off time, phone calls, in person, through your camper's folder, and email. It is required that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more, please contact your Y and speak with the program director or a member of our leadership staff.

## Get Home Safely

### PICK UP AND DROP OFF

Camp staff will be available with rosters to sign in your child and a runner may be there to take your child to their group. Campers must be "signed in" to the program each morning and "signed out" of the program in the afternoon each day.

We cannot and will not permit children to leave camp on their own. For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the camper's registration form.

### DROP OFF

Day Camp serves breakfast at 8:30, if your child will be eating with camp please make sure they arrive before this time. We begin organized activities at 9:00am, so please have your child at camp by 9:00am. This is a good time for parents to receive information regarding camp, and for staff to communicate with parents.

### PICK UP

The Vigo County YMCA recognizes the need to provide a safe and secure site for all children in our Day Camp programs. As a result, the Y will only release a child to an adult who is listed on the "Authorized Pick-up List" provided on the registration form. Furthermore, the Y staff will adhere to the rules below to protect children in their care.

**Sign-out:** Adults picking up children must initial the program sign-out sheet each day upon pick up and will be asked by a Y staff member to show a picture id. **Children will not be allowed to leave with a person who does not have a state issued I.D. even if the person is recognized by camp staff.**

**Changes to the pick-up list:** Any changes to the pick-up list **must be submitted in writing** to the Y by the primary responsible party. Any court orders declaring changes in custody should also be provided to the Y for our records. The primary responsible party is the only person who can amend the authorized pick-up list.

**Steps for clarifying custody issues:** If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. Y staff will contact the primary responsible party who must clarify the situation as outlined above. If the primary responsible party cannot comply by providing a signed notice, then the YMCA staff must: 1) Contact and involve a Y Director immediately; and/or 2) Contact local law enforcement or social services if necessary.

### CUSTODY ISSUES:

In cases of separated and divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding a parent from picking up the child from our program, or from picking up at times not allowed by the court decree. If anyone is specifically NOT allowed to pick up your child, please inform the Camp Director.



## LATE PICK-UP/FAILURE TO PICK UP:

Staff are scheduled until 5:30 p.m. However, staff will not leave a camper unattended. A late fee of \$1 per minute will be applied for late pick-up. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program. **In the event that you fail to pick up your child, the following will happen:**

- All phone numbers we have on file for your child will be called.
- If no contact can be made at those numbers, we will continually assure the child that everything is ok. Your child will never be left alone with only one YMCA staff person in attendance.
- We will notify the Program Director and call the Branch Executive to determine the appropriate next steps, which may include calling police and/or social services.

## IMPAIRMENT:

Your child's safety is our priority. At times we are called to make judgments concerning his or her safety. If a YMCA staff member suspects that a parent, guardian, or other adult authorized to pick up the child is impaired when he or she arrives to pick-up the child, the YMCA will keep the child at the YMCA facility until alternative transportation can be arranged. The YMCA will first try to contact another family member or spouse; then one of the emergency contacts listed on the child's registration form. The YMCA reserves the right to involve appropriate authorities if necessary to protect the child and the YMCA.

## TAKING GOOD CARE HEALTH AND WELLNESS

It is our sincere desire to provide quality care for your camper while they are participants at Camp. It is absolutely imperative that we work together to make this happen. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 100 degrees or has vomited will be required to go home. If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted. Please be advised that staff will not exclude your camper from activities unless one or more of the following exists:

1. The illness prevents the camper from participating comfortably in camp activities.
2. The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.
3. The camper has any of the following conditions:
  - a. Fever
  - b. Signs of Possible Severe Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs – until medical evaluation allows inclusion.
  - c. Uncontrolled Diarrhea: Examples include one or more watery stools in a 24 hr. period.
  - d. Vomiting
  - e. Signs of communicable illness (rash, lice, nits etc.)

If your camper has any of the symptoms listed above, or is removed from camp because of an above listed condition please refrain from returning to camp until condition discontinues (a minimum of 24 hours). This is in the best interest of all the campers in the program. Please assist us in our efforts to maintain a healthy environment for our children.

## MEDICATIONS

The YMCA Day Camp prefers that all medications be administered at home before the camp day. However if medication needs to be administered, all prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All

medication, including over the counter items (vitamins, creams, lotions, etc.) must be given to the camp director and will be administered to the camper by YMCA leadership staff. Check all medications in at the camp office on the first day of each session. Please make sure camper's name is on all items. Refrigeration will be provided if necessary. **DO NOT PACK MEDICATION IN BACKPACK, OR IN LUNCH.** All medications will be taken off-site to our field trip locations as needed.

## **SPECIAL EMOTIONAL / PHYSICAL NEEDS**

Campers with special emotional or physical needs should be called to the attention of the Camp Director by fully describing any unique requirements of the camper at least two weeks prior to arrival. Please call Camp if you have questions regarding children with special needs. **WE WILL MAKE EVERY REASONABLE ACCOMMODATION POSSIBLE TO SERVE CHILDREN WITH SPECIAL NEEDS.** Please contact the Day Camp Director regarding special circumstances.

## **WHAT'S GOING ON AT HOME**

Children's actions in camp often reflect situations they are experiencing at home (i.e pet's death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the director or counselor. Please review the following regarding the YMCA's policy:

- YMCA Staff and volunteers are not allowed to transport children at any time outside of YMCA programs.
- Parents may not leave children at the YMCA or program site unsupervised.
- The YMCA is a federally mandated reporter of any suspected cases of child abuse or neglect.
- YMCA staff may babysit your child, but both parties will need to sign waivers for each occasion.



# Camper Behavior Code of Conduct

Are you ready to have fun this summer? We are! In order for you to have a fun, exciting and safe summer, everyone needs to follow the same guidelines. Below is a list of the basic rules that you will need to follow while you're at camp. Keep in mind that more specific rules will be talked about when you get to camp. Please read over all of these guidelines and make sure that you understand them. You will be expected to follow these guidelines upon arrival at Camp. This form MUST be completed along with all required forms for your child to participate at Camp.

## WHILE AT YMCA DAY CAMP

- I will be honest and respectful (of my peers, my camp staff, and myself).
- I will follow directions and rules at camp.
- I will not act violently toward any camper or staff member.
- I will not steal or destroy property belonging Camp, other campers, or staff members.
- I will not use/practice inappropriate conduct and language.
- I will stay within camp boundaries.
- I will participate at all times.
- I will do my best to HAVE FUN!!!

## Camp Behavior Policy:

**Step 1:** Inappropriate behavior is discussed with the camper by their counselor and/or program director, helping the camper to understand the rules and take responsibility for changing the behavior. The 4 core values of the YMCA, the 'I'm Third' motto, appropriate behavior as well as consequences are discussed.

**Step 2:** A call home is made by senior staff to discuss the behavior and gain insight. The camper will meet with the program director/camp director to discuss their actions, the negative impact these actions have, appropriate behavior and consequences should inappropriate behavior continue. Camper will call home.

**Step 3:** The camp director will inform parents that their camper cannot remain at camp. A parent or guardian will be asked to pick up the camper from Camp as soon as possible. Parent or guardian is responsible for pick up/transportation of camper.

**There are a few situations that will automatically result in a child being sent home.**

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

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging Y or personal property
- Leaving the day camp program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

## Camper agreement

By signing this form, I am agreeing to follow the above guidelines. I understand that more specific rules will be explained to me when I arrive at Camp. I also realize that failing to follow these guidelines will result in disciplinary action by the staff of Camp and may include removal from the Summer Camp Program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

Child Signature: \_\_\_\_\_ Date: \_\_\_\_\_