

YMCA of Lansing Summer Camp Parent Handbook

Dear Parents,

Welcome to a new and exciting season of the YMCA camps and clubs. We are glad you are joining in on the fun and excitement of our new Summer Camp Programs. We offer opportunities for positive growth and development in an environment that is safe, fun and educational. This is a place where your child will play games, develop some new skills and participate in team building while forming long lasting friendships. For the 2008 summer season, we are offering many different choices. In addition to our traditional camps, we will be offering a variety of specialty camps. Please check out our brochure for more information about our many camps, dates and locations.

As you read through this handbook, you will receive a better understanding of how our program operates. Our hopes are that it will help prepare you and your child for a safe and fun camp experience. Set aside some time with your child to read this booklet, it will give you some suggestions to help prepare for our exciting summer together. However, if you have further questions or concerns please feel free to contact us. We are very excited about this summer and we look forward to introducing your child to new friends and memories to last a lifetime.

Sincerely,
YMCA of Lansing Camp Staff

Mission, Goals, Values, Leadership

YMCA Mission

"Our mission is to put Christian principals into practice through programs that build healthy spirit, mind and body for all."

Day Camp Goals

Our camps seek to help campers:

1. Grow personally
2. Learn core values
3. Develop specific skills
4. Improve relationships
5. Develop leadership abilities
6. Appreciate diversity
7. HAVE FUN!

Core Values

The YMCA of Lansing works to accomplish its mission by living and sharing the following core values:

Caring: Love; putting others before yourself; serving youth that youth may serve; building more responsive communities

Honesty: Integrity; telling the truth; keeping promises to self and others; trustworthiness; maintaining wholeness of spirit, mind and body

Respect: Regard; treating others as you would have them treat you; acknowledging and accepting others regardless of differences

Responsibility: Duty; to do what you should; accepting accountability to long term relationships; pursuing excellence; following through with personal commitments

Non-Discrimination

The YMCA does not discriminate on the basis of race, color, national origin, age, religion or gender in its programs or its employment practices.

Staff Leadership

All YMCA Day Camp staff have been carefully selected for their maturity, character, experience with children, special talents and creativity. All staff has been thoroughly screened with a complete background and criminal history check. Children are placed in age appropriate groups and there is a trained senior counselor for every ten campers. All staff receives extensive training in camp programming, age appropriate activities, behavior management and emergency procedures. The camp staff is also certified in CPR, Basic First Aid and Child Abuse Prevention. Camp Pa-Wa-Pi has a certified Health Officer with advanced training in CPR and First Aid on site at all times.

Getting Ready for Camp

Program Hours

Drop Off

9:00am (most camps)

10:00am (Parkwood Sports/Gymnastics/Specialty)

Pick Up

4:00pm (most camps)

4:30pm (Camp Pa-Wa-Pi)

Extended Care Hours

Campers MUST be registered for extended care to be dropped off before 8:45am or picked up after 4pm!
(times specific to your camp)

Before Care

7:00am – Beginning of camp at Westside & Parkwood

6:45am - Beginning of camp at Oak Park

After Care

End of Camp – 6:00pm

What to Bring to Camp

Listed below are items your child will need for camp (**label All Items with Camper's Name**):

1. A Lunch with a Drink: Campers will need a non-perishable sack lunch each day. There is no refrigerator or microwave available. Due to hot weather and the possibility of dehydration, please avoid sending soft drinks. Camp Pa-Wa-Pi parents will be notified of their child's group cook-out day in a weekly newsletter sent home on Monday. You are encouraged to pack an afternoon snack.

2. A Water Bottle: A labeled water bottle for those hot days.

3. Appropriate Clothing: NO sandals or open-toed shoes. Tennis shoes and socks must be worn. Water games on hot days will be played. Campers should NOT wear good clothes. A jacket or sweater may be needed on cool mornings. Camp is held indoors and out. A raincoat or poncho will be needed on rainy days. Dress to get messy! Athletic apparel and clean gym shoes may be required for sports camps.

4. Swimsuit & Towel: Campers should pack a swimsuit, towel and a plastic bag for their wet swimsuit everyday in a backpack clearly labeled with their name.

5. Sunscreens and Insect Repellants: MUST be applied before coming to camp. If extra is sent to camp in camper's backpack, please label bottle. Insect repellants MUST be in stick or lotion form, NO aerosol sprays!

6. A Great Attitude: Campers need to be prepared to have an active day outdoors. A **good night's sleep and breakfast** are essential for a healthy camper. Swimming, sports, games, songs, arts & crafts and much more will offered during a regular camp day. Our goal is to keep everyone active and busy throughout the day.

What NOT to Bring to Camp

The following items are not allowed in YMCA Day Camp programs: knives or weapons of any kind (including chains); alcohol, drugs or tobacco products; expensive jewelry; personal video games, toys or card games; radio, tape or CD players; money (unless it is specifically allowed for field trips or special events). Please help us maintain a safe environment by not allowing your youth to bring any of these items to the programs. The YMCA of Lansing is not responsible for lost, stolen or broken items that are brought to camp.

Lost and Found

Each camp site will have a designated "lost and found" area. Check with the camp staff about its location and the procedures for returning items to campers. Labeling your camper's items will reduce the risk of their being lost.

Rainy Days

Camp is held rain or shine. We will be conducting activities inside and outside (providing that there is no lightning). Please dress your child accordingly. Don't forget a raincoat or poncho!

Extreme Heat Days

If it is determined that the campers are in a heat emergency, the staff will take all precautions to protect campers from the effects of the heat. Children will be provided plenty of water breaks and rest periods in a cool place.

Field Trips, Special Events, Family Day

Watch for announcements concerning field trips, special events and family activities that are scheduled throughout the summer programs.

Financial Procedures

Payment Schedules/Deadlines

At the time of registration a \$35.00 deposit is required for each week of camp (\$50.00 processing fee at Parkwood) per child. Due to high demand, fees for gymnastics and sports camps, plus all specialty and teen trip camps must be paid in full at time of registration. Also, Camp Hugabee must be paid in full. **All balances of camp fees must be paid in full prior to the session of attendance. Failure to make balance payment by the designated deadline will cancel the registration and advance another camper from the waiting list.** There are no partial week enrollments. Fees **MUST** be paid whether your child is present or absent. Inquires concerning refunds and transfers should be directed to the branch where your child is scheduled to attend. The \$35.00 deposit (\$50.00 processing fee at Parkwood) is non-refundable.

Financial Assistance

For those who cannot afford the full weekly fee of camp, there are a limited number of partial scholarships available. Assistance forms are available at each YMCA branch. Qualification is based on personal need, enrollment limitations and the financial need of the family. Proof of income is required. Assistance is awarded on a "first come, first serve" basis.

Transfers, Credits, Cancellations, and Refunds

Transfers from one camp session to another will be allowed on a limited basis and subject to availability. There will be a \$5.00 processing fee charged for each transfer requested. To transfer from one session to another, the necessary branch needs to have that request in writing one week prior to the change. Cancellations received seven (7) days before the affected session will receive a refund less a \$35 processing fee (\$50 processing fee at Parkwood). Refunds requested after this time require a medical certificate. Once the session begins, no refunds or credits are made.

General Camp Policies

Health Policy

The YMCA Day Camp programs are equipped to care only for children who are in good health. Children may NOT attend the program if they exhibit any of the following symptoms:

- fever of 100 degrees or more
- vomiting or diarrhea
- severe nasal or eye discharge
- an unidentified rash
- a contagious disease (chicken pox, measles, lice and ring worm)

If a child is prescribed antibiotics the child must be on the medication for at least 24 hours before returning to the camp program. If your child has a communicable disease, please notify the camp director as soon as possible. If a camper becomes ill while at camp, parents will be contacted to make necessary arrangements to pick up the child.

Your child can return to camp when:

- a temperature is steadily below 100 degrees for 24 hours without medication
- an infection has been diagnosed and child has been on antibiotics for 24 hours
- it has been 24 hours since the last episode of vomiting or diarrhea
- nasal discharge is not thick, yellow or green
- a rash has subsided, or a physician has determined that it is not contagious
- head lice/nits have been treated and there is no sign of nits
- Ring worm has been treated and covered.

Injury Policy

Camp staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Camp Director will contact the parent or guardian. In the event they cannot be reached, the signed authorization on the child's health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

Medication Policy

All prescribed oral or topical medication for the camper, which must be administered during the program hours, requires **written permission** from the parent and written instructions from the physician or dentist. The medication must be in its original container labeled with camper's name, dates and the amount and frequency of dosage clearly labeled. Medication forms must accompany prescription. Under NO circumstances are campers allowed to administer their own medication.

Telephone Policies

Emergency calls to campers should be done through the YMCA branch. The program director will be contacted and, if necessary, will return the call.

Typically, campers are not allowed to make calls from camp. In cases where consultation is required with a parent or guardian, a camp counselor will accompany the camper to the phone where a call will be placed. On occasion, a counselor may call to discuss behavior or special circumstances.

Transportation Policies

Transportation will be provided to and from Camp Pa-Wa-Pi and for scheduled camp field trips. Camp Pa-Wa-Pi transportation is provided via Haslett Schools with their certified drivers. Transportation for camp-sponsored field trips is provided in YMCA vehicles by certified YMCA staff.

Parking

Due to the number of campers arriving and departing at the same time, please be cautious and courteous when driving in the parking lot. Please do not park in the fire lane.

Weekly Themes/Planning

Check out our branch brochure for the weekly themes. Camp planning sheets will be available on Monday mornings. Camp Pa-Wa-Pi campers will receive a note from their counselor concerning the week's activities on Monday afternoon. If you would like more information about activities, talk to the camp counselors.

Swimming and Locker Room Information

Campers (except for Hugabee) will be swimming at the YMCA as part of the daily programming. They will be supervised in the locker rooms by their camp counselors. Campers may be exposed to YMCA members in various states of undress while in the locker rooms. The staff will take all necessary precautions to ensure the campers' privacy.

Camper Information Forms

This form **MUST BE** filled out and returned prior to the first day of camp. It is available in the Summer Day Camp brochure you received or you can download it from our website.

Behavior Management

General Guidelines

Guiding the behavior of children, helping them develop core values, and building healthy personalities are important tasks that adults must take seriously.

YMCA Camp Rules

- Show respect for yourself and others
- Speak for yourself, not for anyone else
- Use put-ups, not put-downs
- Listen and others will listen to you
- Play safely and fairly
- Follow all facility and pool rules

Other rules will include basic playground rules and any risk management policies needed at camp sites.

Children are entitled to a pleasant environment at camp. Therefore, the YMCA cannot serve children who display chronic disruptive behavior. Such behavior is defined as "verbal or physical activity which may involve, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or ignores or disobeys the rules that guide behavior during the day at camp."

If a child cannot adjust to the camp setting and behave appropriately, then the child may be discharged. Reasonable efforts will be made to help children adjust to the camp setting.

Action Steps

The YMCA believes that children learn self-control for appropriate and responsible behavior when adults treat them with dignity and use proper techniques:

- Guide children by setting clear, consistent, fair limits for behavior
- Value mistakes as learning opportunities
- Redirect children to more acceptable behavior or activities
- Make eye-to-eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help them to solve problems
- Patiently remind children of rules and their rationale as needed
- Use effective praise that is immediate, sincere and specific
- State directions in a positive fashion
- "Time Out" is used as a method of behavior management. If this does not solve the inappropriate behavior, then a behavior report will be written and discussed with the parent/guardian.

- If a child receives three written behavior reports during the summer, the child will be suspended at the end of the day of the third report. The suspension will be for a period of one week, during which time the parent and camp director will have a conference in order to determine conditions for reinstatement. This conference must be initiated by the parent and the child will not be reinstated until the conference is held.
- If an agreement cannot be reached, reinstatement into the camp will be denied
- If a child is reinstated into camp and receives a fourth behavior report, the camp director will dismiss the child immediately. If necessary, the parent will be notified to come to pick up the child. Upon the fourth write-up, the child will be discharged without the right of reinstatement.
- If the severity of a problem is great enough, termination from the camp program can be effective immediately. Any and all terminations will be handled in conjunction with the Youth and Family Director.

YMCA Camp Directors

Westside Camp Director

Jennifer Dunlap

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Oak Park Camp Director

Sue Huggett

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Parkwood Camp Director

Robert J. Gregory

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Camp Pa-Wa-Pi Director

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