

DeWitt YMCA Day Camp Parent Handbook

Dear Parent/Guardian

Thank you for enrolling your child in the DeWitt YMCA Day Camp. You have taken a very important step in helping your children develop their character and appreciation of the outdoors. We will do everything possible to make your child's day camp experience a positive one by emphasizing the core values of caring, respect, honesty, and responsibility. This guide will assist you with your preparation for camp. If you have any further questions, please feel free to contact Kayla Scelfo, Camp Director at 517-827-9634 or kscelfo@ymcaoflansing.org.

Arrival & Departure Times/Locations

Specialty Camps are located at Gunnisonville Meadows located at 1758 E. Clark Rd. Lansing MI 48901 and run from 7:30am-5:30pm. Drop off time will begin at 7:30am with small group games and board games; specialty activities will begin at 9:00am; pick up can be as late as 5:30pm. Drop off and pick up will be located in the presentation classroom.

Young Athletes Strength & Conditioning Camps are located at the DeWitt YMCA located in the DeWitt Shopping Center, 13161 Schavey Rd. DeWitt MI 48820. Drop off time will be at 10:00am and pick up time will be at 11:30am. Drop off and pick up will be located in the lobby.

There will be a \$10 fee charged per occurrence if you're six or more minutes late for pick up.

Staff Leadership

All YMCA Day Camp staff have been carefully selected for their maturity, character, experience with children, special talents, and creativity. All staff have been thoroughly screened with a complete background and criminal history check. All staff receive extensive training in camp programming, behavior management, and emergency procedures. Camp staff are certified in CPR, Basic First Aid, and Child Abuse Prevention.

Late Fees

Payment and registrations received after 10:00pm the Wednesday prior to the beginning of camp will incur a \$10 late fee.

Cancellations, Changes, and Refunds

Cancellations received 14 days before the affected session receive a refund less a \$25 processing fee. Refunds or transfers requested after this time require a medical certificate. Once the session begins, no refunds or credits will be issued. There will be a \$10 fee to switch from one week to another.

Healthy History

A healthy history form must be completed for every camper prior to their first day of camp. Health forms can be found online or picked up at the DeWitt YMCA Welcome Center. Please ensure that you have read, completed, signed and returned it to the DeWitt YMCA Welcome Center prior to the start date of your child's camp session. All information given on this form is strictly confidential. Please understand your child will not be accepted at camp without a completed and signed form.

Please be specific about the medication your child needs throughout the day. Medication should be sent in the original container with directions clearly marked, and with parent's written permission. All prescription medications must have a pharmacy label with the camper's name, doctor's name and correct directions for dispensing. **ALL PRESCRIPTION MEDICATIONS AND OVER THE COUNTER MEDICATIONS MUST BE GIVEN TO A YMCA STAFF MEMBER AT CHECK-IN.**

Camper Release Policy

Please include all persons you are authorizing to pick up your child from camp or in the event of emergency where your child needs to leave camp and you are unreachable. Campers will not be released to anyone without a picture ID. Authorized pick up person should have a photo ID available to be checked every day.

Parent Notification of Injury or Illness

A parent or guardian that is listed on the health history form will be notified immediately by the director if their child becomes ill or injured at camp.

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.

Camper Expectations Regarding Physical and Emotional Behavior

All of our campers are held to the same safety and behavior expectations. Campers are expected to treat others in a respectful manner. Actions deemed physically or emotionally harmful to oneself, another camper, or staff are subject to immediate dismissal. This includes but not limited to inappropriate physical contact, aggressive physical contact and repeated hurtful words. At YMCA camps, bullying and hazing are inexcusable, and we have a firm policy against all types. Our camp philosophy is based on our mission statement which ensures that every camper has the opportunity to grow personally, develop positive self-image, learn to appreciate diversity, feel safe, feel accepted and have fun! We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Camp Behavior Management

The staff at camp will work very hard and practice positive reinforcement as the primary focus for camper behavior. In addressing those campers that find it difficult to follow camp rules and policies the following steps are in place:

Step 1: Counselors address the behavior with the camper, helping the camper to understand the rules and take responsibility for changing the behavior.

Step 2: The camper will meet with the Camp Director. Parent contact and clear objectives will be established.

Step 3: The camper will be removed from camp for the day, the next day, or the week, depending on the severity of the behavior, without a refund. A parent or guardian will be asked to pick the camper up as soon as possible.

What to Bring to Specialty Camps (Please label your camper's items)

- Jacket or Sweatshirt
- Water Bottle
- Day pack or book bag to carry everything
- Bathing Suit & Towel
- Tennis Shoes
- Non perishable lunch
- AM/PM Snack
- Sunscreen
- Insect Repellent
- Rain gear

What to Bring to Young Athletes Strength & Conditioning Camps

- Tennis Shoes
- Water Bottle

What NOT to Bring to Camp

Please do not bring any electronics as they can discourage the mission and purpose of active summer camp programming. Do not bring any weapons of any kind, including but not limited to, guns, firearms, knives, illegal drugs and contraband. Campers found in possession of these items will be asked to leave camp immediately and the police will be notified.

Lost and Found

Camp will have a designated lost and found area. Camp staff will do their best to return items to campers on Friday afternoons. If any items are not claimed within four weeks they will be donated to charity. Labeling your camper's items will reduce the risk of losing them.