



# YMCA SUMMER CAMP PARENT HANDBOOK



## TABLE OF CONTENTS

- 2 Mission/Purpose/Welcome
- 3 What Can I Expect
- 4 What to Bring to Camp
- 5 Health & Wellness At Camp
- 6 Discipline & Camper Behavior
- 7 About Our Camp Staff
- 7/8 Camp Drop-Off And Pick-Up
- 9 Camp Fees & Camp Payments



**WELCOME  
TO SUMMER  
DAY CAMP  
FOR TEENS**

### **YMCA MISSION**

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

### **PURPOSE**

At the Y, our goal is to provide a safe, wholesome Christian environment for children to experience outdoor adventures that encourages growth physically, mentally and spiritually so that they may achieve their greatest potential. Our focus at day camp is to encourage campers to demonstrate four key character traits: Caring, Honesty, Respect, and Responsibility, that promote belonging, achievement, and positive relationships.

### **ALL CHILDREN ARE WELCOME**

No child will be excluded from our programs because of race, religion, sex, or national origin. Our programs are designed for children from ages 10 through 14 in traditional camp.

## SPECIAL NEEDS

Children with disabilities are welcome in YMCA programs, however; individual disabilities may limit participation in some activities. While the YMCA strives to provide adequate care for every child, it is not able to provide specialized one-on-one attention for any participant. Children who need one-on-one attention due for any participant. Based on the current funding levels, The YMCA of the Capital Area is not able to provide one-to-one staffing. This does not mean that children who require such care are excluded from the program, but only that the YMCA of the Capital Area cannot provide additional staff to meet that need. Where providing one-to-one care would allow the child to reasonably participate in the program, parents have the option of providing one-to-one care at their own expense. Children who need one-to-one attention due to special needs, circumstances, or behavioral issues may not be able to remain in the program. Staff will make efforts to provide reasonable accommodation provided it does not affect general operations, oversight, ratios, or program/activity implementation and does not require expertise that exceeds the normal YMCA staff training. All children participating in the program must be potty trained, as our program is a school-age program, not an early childhood program. If this is needed, please contact your branch Childcare Director.

## WHAT CAN I EXPECT?

Going to summer camp is a very exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and making new friends. The following information will familiarize you with camp procedures and minimize "first-day" anxiety. The YMCA Day Camp has a well-trained staff that is focused on meeting the needs of individual campers and is committed to serving as excellent role models.

Dress for the weather. The camp day will continue rain or shine.

Campers are very active during camp. Therefore, have your child wear clothes that can become dirty.

Your child will probably come home tired and may need additional rest after a day of high energy activities.

Label all items with your child's name including water bottles and backpacks.

Please do not wear valuable clothing or valuable items to camp including jewelry.

Make sure all your forms and payments are completed the week prior to attending camp.



## WHAT TO BRING TO CAMP

### Healthy Food Choices

Our Y is committed to Healthy Eating and Physical Activity (HEPA) standards. We do not recommend fried foods, foods high in sugar and saturated fats, or sugar-sweetened beverages at our sites. Please keep this in mind when packing snacks/lunch for your camper; we ask all parents to limit packing foods that do not meet HEPA standards such as chips, cookies, cake, candy, and soda. Parents may bring in food items for birthday celebrations that are healthy and nutritious. Ideas for appropriate items can be provided upon request.

### Breakfast and Lunch

Breakfast and lunch will be provided. You may provide your own lunch. We recommend sending food that is already prepared such as sandwiches and Lunchables. Camp does not have refrigeration or microwaves for campers' lunches. Please do not send perishable items such as milk or any other items that require heating. A small cooler with the camper's name works best for packing lunches and drinks. A (frozen) water bottle is recommended. We do not recommend sending carbonated drinks such as soda as these products do not work well in hydrating your child. Please try to avoid colorful drinks to prevent stains from spills. Campers have access to water during the day, so we are requesting that your child bring a labeled "refillable" water bottle.

### Snack

Campers will need to bring snacks, one for the morning and one for the afternoon. We recommend sending fruits and vegetables as primary snacks with water being the primary beverage. Please do not bring anything with peanuts, including but not limited to peanut butter. Please make sure your child eats a good breakfast each morning.



### Clothing

Please make sure your child is dressed appropriately. You should take into consideration the weather forecast and camp activities. Campers must wear clothes suitable for outdoor play and TENNIS SHOES. Open-toed shoes/heels, Crocs or sandals of any kind are not permitted.

### Sunscreen

We are committed to keeping your child safe from the sun. To help prevent sunburn, it is recommended that parents apply sunscreen before campers arrive at camp. Campers are outdoors for some of the day. Please apply 8-hour sunscreen that will last all day before arriving at camp. Parents should provide campers with labeled spray sunscreen to keep with them throughout the day. Staff members are not allowed to apply "rub-on" sunscreen to children. There will be no sharing of sunscreen.

## 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 the lost and found. Items left will be donated to a local charity after 30 days. The YMCA is not responsible for lost, stolen, or damaged clothing or items.

## Leave it at Home

The Y is not responsible for any valuables. Please make sure your child leaves money, toys, trading cards, cell phones, candy, and all electronics at home. If a child attends camp with any of these items, the items will be confiscated and returned to the parent at sign-out.

## HEALTH & WELLNESS AT CAMP

It is our sincere desire to provide quality care for your child while they are participants at day camp. Any child who has symptoms of being sick will be isolated and sent 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. If the parent/guardian cannot be reached, individuals on the emergency contact and authorized pick-up list will be contacted.

Please be advised that due to general health and safety precautions staff may remove your child from activities or camp if one or more of the following exists:

- Illness or signs of illness prevents the camper from participating comfortably in camp activities.
- The camper has any of the following conditions:  
Temperature of (100.4F) - This applies to the child and the adult dropping off the camper.

Signs of possible severe illness: Examples include lethargy, fever, uncontrolled coughing, irritability, persistent crying, difficulty breathing or shortness of breath, runny nose, sore throat, wheezing, or other unusual signs.

- Uncontrolled diarrhea: Examples include one or more watery stools in a 24- hour period.
- Vomiting
- Signs of communicable illness (rash, lice, etc.)

If your child is removed from camp due to one of the above-mentioned conditions or circumstance, they may not return until the condition discontinues for a minimum of 24 hours or you have consulted with the camp director and received clearance from a doctor. Please assist us in our efforts to maintain a healthy environment for our staff and children.

## Medications

The YMCA prefers that all medications be administered at home before attending camp. 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 must be stored in the camp office and administered by the camper. Check in all medications with the camp office on the first day of each session. Please make sure that your child's name is on all items. Refrigeration will be provided if necessary. **DO NOT PACK MEDICATION IN BACKPACK, OR IN LUNCH.** Medication must be given directly to staff at sign-in along with the "Medicine Administration" form.

Please ask the staff for this form or email the Childcare Program Director, Monica Brown ([mbrown@ymcabr.org](mailto:mbrown@ymcabr.org)) before your child attends camp.

### **DISCIPLINE & CAMPER BEHAVIOR**

The Y expects all participants to demonstrate the four Y character values of Caring, Honesty, Respect, and Responsibility. Children 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, and individual coaching. Y staff respect children and do not participate in any forms of physical or corporal punishment including spanking, hitting, using exercise as punishment, etc. Should discipline problems arise that require parent involvement, the Y will follow the steps below:

- **First Offense** - The parent will be notified. (The YMCA reserves the right to remove a participant from the program at any time due to the seriousness of the offense.)
- **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 the program.

Please note that 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 our children to enjoy their experiences at the Y and 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.

### **Camper Behavior Code of Conduct**

Participants must behave toward others and their environment in a way that demonstrates the Y's four character values: Caring, Honesty, Respect, and Responsibility.

Participants are responsible for following all behavioral standards, policies and procedures outlined in the YMCA Day Camp Handbook.

Behavioral standards are expected to be followed at all Y locations and any Y-hosted events.

The use of cell phones and other electronic devices is not permitted. Communication between participants and families will be available through the day camp office if necessary.

Campers are expected to follow all directions issued by Y staff and volunteers.



## **ABOUT OUR CAMP STAFF**

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 regular review of program expectations, rules, and procedures to campers.

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 four Character Values and the mission of the YMCA of the Capital Area.

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 confidentiality policies.

## **CAMP DROP-OFF AND PICK-UP**

Pre/Post-Camp Drop-off is at: Westdale Middle School  
5650 Claycut Rd.  
Baton Rouge, LA 70806

### **Pre-Camp/Drop-Off**

Day camp arrival is between the hours of 7:00 am and 9:00 am, Monday-Thursday. During the pre-camp period, breakfast will be served in the school cafeteria. YMCA staff will be stationed in the cafeteria to direct campers to the designated YMCA area of the school. We will begin modified organized activities for all age groups while taking in campers. Normal camp rotations and activities will begin at 9:00 am. Camp begins with morning assembly and jumpstart. In order to participate in the day's activities, children must be signed into camp by 9:00 am.

### **Post-Camp/Pick-Up**

Post-Camp will take place from 4:00 pm to 6:00 pm, Monday-Thursday. Modified organized activities will be done during the post-camp period for all age groups. The Y 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. All people listed on the authorized pick-up list must provide an official form of identification when picking up a child from camp. The Y staff will adhere to the rules below to protect children in their care.

If your child arrives after sign-in, they must have a doctor's note and check in at the school office. If you must pick up your camper before 4:00pm, please check in at the school office. 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. Adults picking up campers must sign out the camper each day and will be asked to provide official photo identification.

### **Late pick-up/Failure to pick-up**

The staff are scheduled until 6:00 pm. At 6:05 pm a late fee of \$1 per minute, per child will be applied to your account for a 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 including emergency and authorized pick-up persons.
- 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 the police and/or social services and/or having your child dismissed from the program.

### **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 signed by a judge is in our file. This document must expressly forbid a parent from picking up the child from our program, or from picking up at times not allowed by the court decree. 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 contact local law enforcement or social services as necessary.

### **Other Special Circumstances**

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 camp director. Changes to The Pick-up List Changes to the pick-up list must be submitted online 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.

### **Impairment**

Your child's safety is our priority. At times we are called to make judgments concerning a child's 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.

## **CAMP FEES**

In order for the YMCA to properly staff each week of camp, we must know how many children will be in attendance. We do this by collecting payments prior to providing service. All payments for each week of attendance must be paid every Friday for the upcoming week of camp.

## **CAMP PAYMENT**

### **Registration Fee**

To register for summer camp at the Y, there is a one-time registration fee of \$25 per child.

### **Deposit**

When registering for camp, you have a choice of paying the weekly camp fees in full or paying a \$15.00 non-transferable and non-refundable deposit per week, per child for all the weeks your child(ren) will attend. Weekly payments are due on the Friday before the week of attendance. The YMCA does not pro-rate fees due to non-attendance. The last day to change or cancel for the upcoming week is Thursday before 5pm. Please refer to refund policy below concerning cancellations/refunds.

### **Weekly Payment**

Camp fees will be paid automatically through a credit card or debit card. The charge will appear on your monthly statement on the due date.

### **Online Account Management**

Register, make payments online, and view balances paid and due: [ymcabr.org](http://ymcabr.org)

### **Refund Policy**

Refund requests must be made before the week of attendance through the Program Change Form. This form can be found on the YMCA website [www.ymcabr.org/program-changes](http://www.ymcabr.org/program-changes). If a child does not attend a week of camp and written notice via the program change form is not given by 5pm the Thursday before the week of scheduled attendance, a refund will not be issued. Documented medical reasons are the only exceptions to the above-stated policy. A \$15.00 administrative fee will be charged on all qualifying refunds.

### **Financial Assistance**

Financial assistance is available through private donations from the Y's annual campaign to those who qualify for a reduced rate. To apply for this program please visit [www.ymcabr.org/scholarships](http://www.ymcabr.org/scholarships) and complete the application process. We require a completed application and household income, as stated on the application. Once your application is

processed you will receive an email with the results of your application, or with a request for any information still needed to process your application. A YMCA membership is required to receive financial assistance for the YMCA Summer Day Camp program.

**To have your Financial Assistance application reviewed and processed prior to summer camp beginning, please submit the application by May 1.**