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FOR HEALTHY LIVING
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ENDLESS SUMMER FUN

FAIRFIELD YMCA

Camp Badakookala, Discovery and Sunshine Club

2014 Day Camp Parent Handbook

Central Connecticut Coast YMCA
Day Camp Parent Handbook

Thank you for registering your child for our summer camp. We strongly believe that every child needs a safe and fun outdoor experience each and every day. Our program is designed to provide an environment where each child can learn and grow through a wide variety of exciting activities that promote youth development, healthy living and social responsibility. We maintain a strong commitment to building character in youth through our four core values of Caring, Honesty, Respect and Responsibility. Our camp is committed to providing your child a chance to make memories that will last a lifetime!

Camp Staff
We pride ourselves on maintaining a well-trained and enthusiastic staff. Our swim instructors are lifeguard certified and where we offer archery, ropes, and climbing walls our specialists all have certifications in their respective fields. Staff is first aid and CPR certified. In addition, the majority of our staff and all supervisory staff hold medication certifications to assist with providing medications as needs arise. We carefully screen all staff prior to hire and continually throughout the duration of employment. Character references are called and police/DCF background checks are done. Experience, education and knowledge are considered, as is a persons ability to nurture and respect children. All staff must meet state licensing qualifications and are required to complete external staff development classes each year. The minimum age of staff is 16 years old. Camper to staff ratio varies with age. The Y strives to provide a safe, happy, playful, nurturing and stable environment.

Supervision of Children
Our summer camps are all licensed through the Department of Public Health, Youth Camp Licensing Bureau. Per licensing regulations, the minimum ratio for day camp groups will follow DPH guidelines for staff to camper ratio each day. These ratios will be maintained over the course of the summer.

Camper Conduct Policy
The YMCA is a family organization that values personal responsibility, honesty, mutual respect, and nonviolence. Campers are expected to abide by YMCA policies and rules.

Camper Suspension
Camper's attendance will be terminated if camper engages in vandalism, theft, or physical roughness, uses obscene or threatening language, or acts in an abusive or intimidating manner to other campers or staff. Staff is responsible for enforcing YMCA guidelines. Refunds are not given for suspensions or expulsions!

Camp Refund Policy
Camp deposit fees and registration fees are non-refundable. Session refund requests must be done in writing on a Refund Request Form. Refunds will not be granted less than 2 weeks before the start of a session. Refunds may be issued for medical emergencies, physician notes will be required.

Service Fees
A $25 fee for credit card returns and returned checks will be applied to outstanding balances. Failure to pay this fee will jeopardize your child's enrollment in camp.

Registration Forms
A registration form must be completed and signed to register your child for camp. If you register online, a completed and signed registration form is still required prior to your child attending camp. Registration forms are available online or at the Y.

- Registration and Release Form
- Camp Payment Authorization Form
- Current Health Form
- Camper Behavior Contract
- Transportation/Swimming Permission Slip
- Authorization for Medication Administration Form (if needed)
- Additional forms specific to the camp your child attends may be required

Financial Aid or Other Financial Services (Care 4 Kids, DCF, etc.)
The Y's Open Door Financial Assistance program deadline is May 1st. Financial Aid is limited, please apply early. Families applying for Care 4 Kids, both current recipients and new applicants, may be required to pay up to 100% of the total cost of the first session of camp upon registration. Once Care 4 Kids makes a determination of acceptance or denial of funds and provides the Y with reimbursement, the Y will provide families with the total remaining fees that they will be responsible for per session.

Care 4 Kids information and forms can be obtained by calling 1-888-214-5437 or visiting their website www.ctcare4kids.com.

All parents will be responsible for all deposits, registration fees, and full balances before the first day of the camp. If a balance remains on your account for the current session, your child will not be able to attend camp until it has been addressed.

Insurance
The Y does not provide health or accident insurance. The parent/guardian assumes total liability for all charges incurred for medical treatment or property damage.

Parental Concerns
If your child is having a problem at camp, we ask that you inform us of the situation as soon as possible so that we may be more effective in providing a solution. Any abrasive behavior by a parent displayed towards any Y staff member may result in suspension or cancellation of care. If something is unsatisfactory, please speak with the Camp Director.

Membership
Y facility membership allows usage of the Main Facility, reduced rates and priority registration for programs. Non-members may also register for programs at the full rate. If you are interested in taking out a membership at the time you register your camper, the membership must last from the time of registration to the last day of your child's camp session. The membership will continue until you submit a termination request in writing with a 48 hour notice and only after your child completes their time at camp. Please contact the Y for further details on membership prices, hours and programs offered.

Health Forms
State of Connecticut regulations require that a fully completed and signed health form must be on file in the Camp Office one week before the first day of camp. No camper will be allowed to attend camp without a current, complete form. A physical within the past two years is required with this years date and signature from the physician. Health forms can be requested from the school nurse prior to the end of the school year. Families must submit a health form annually at time of registration.

Medication Administration at Camp
State regulation requires compliance with the following guidelines with any medications: A completed medical authorization form must be signed by a physician stating name of medication, time to be administered, and prescribed dose to be given. The parent must bring the proper prescription bottle (with exact amount needed for the time the child will be in camp.) No controlled medication is allowed to be sent in with a camper. Medication may be dropped off before the child's camp session. All medication needs to be picked up at end of camp session. Any medication not picked up within one week of last day of camp session will be properly disposed of.

- Parents must bring in an Authorization for the Administration of Medication by Day Care Personnel Form completed by a Connecticut licensed physician/dentist and by the parent
- The medication must be in a safety cap container with the original prescription label
- The device for measuring and administering the medication must accompany the medication

Children must be given the first dose of medication by a parent before the YMCA may administer subsequent doses. Parents must pick up all unused medication within one week following the termination of the order or the medication will be destroyed. Please see the Camp Director or Nurse for a copy of the entire Medication Administration Policy if your child is in need of medication to be administered while at the camp.

Injury at the Program Site:
In the event that a child is injured at camp, the staff will:
1. Attend to the child
2. Administer first aid as needed
3. Assess the seriousness of the injury
4. Observe and monitor the child's activity

Life Threatening:
1. Call 911. If deemed necessary by medical personnel, child will be transported by ambulance to Yale/New Haven Children's Hospital or other designated hospital by parents/guardians. A staff member will accompany the child to the hospital and remain with the child until making contact with the parent.
2. Call parent, guardian or other designated person.
3. Call Camp Director. Request alternate coverage if needed.
4. Fill out an accident report and submit to the Child Care Office within 24 hours.

Serious:

Deep Cut	Injury to the Eye
Uncontrollable Bleeding	Bee Sting
Bump to the Head	Injury to Mouth or Teeth
Facial Cut	Possible Broken Bone
Possible Sprained Muscle	

Procedure:
1. Call parent, guardian or other designated person.
2. Call Camp Director.
3. Fill out an accident report and submit to the Camp Office within 24 hours.

Non-serious:

Bruise	Splinter
Minor Cut	Scraped Skin

Procedure:
1. Notify parent, guardian or other designated person when they pick up child.
2. Fill out an accident report and submit to the Camp Office within 24 hours.

The staff will inform you if your child is injured. The parent/guardian is responsible for picking up the injured child and determining whether further medical attention is necessary.

Illness/Injury

The Y staff wants your child to enjoy his/her time at camp. It is in the best interest of your child and the other campers that everyone at camp be healthy. If your child does not feel well the night before or the morning of camp, or has an injury or fever, we suggest that your child stay home from camp that day. Having your child come to camp while ill can prolong the illness as well as spread the illness to other campers. This is very important if your child is exhibiting symptoms of chicken pox, the flu, strep throat or any other contagious illness. If your child becomes ill or is injured during camp, the camp nurse will decide if it is severe enough to contact you.

Health Policy

It is very important that parents conform to the Health Policy for the benefit of the sick child as well as for the protection of other children and staff in the program. Symptoms or conditions that justify keeping a child home or sending a child home are:

Symptom/Condition	Child May Return
Chest or Bronchial Cough	With a doctor's note
Conjunctivitis (Pink Eye)	With a doctor's note & after on medication for 24 hours
Coxsackie	Fever-free for 24 hours & sores must be in the healing stage
Diarrhea	When normal bowel movements returns
Fever of 100 F or higher	Fever-free for 24 hours
Head Lice	After first treatment with proof of purchase & head check
Impetigo	With doctor's note & treatment for 24 hours
Pinworm/Ringworm/Chicken Pox/Fifth's Disease	With doctor's note & treatment for 24 hours
Rash/Skin Eruption	With doctor's note
Scabies	With doctor's note & treatment for 24 hours
Strep Throat/Tonsillitis	With doctor's note & treatment for 24 hours
Vomiting	24 hours after vomiting has stopped

Children with symptoms are isolated under the care of a counselor and in an area of the camp within view. Parents or emergency contacts are notified and the child must be picked up within an hour.

If your child is not feeling well enough to fully participate in the daily program, such as going outside, please keep your child at home.

Contagious Disease
Please notify the camp if your child has a contagious disease. We must exercise precautions in order to maintain a reasonably healthy and safe environment and to avoid any epidemic situations. Children may return to the program when all symptoms disappear as noted above or the child's physician signs a statement as to the lack of contagious disease.

Child Abuse/Neglect – Legal Requirements
All camp staff providers are mandated by the State of Connecticut to report suspected child abuse, child neglect and child at risk to the Department of Children and Families. We are not required to inform parents or guardians if such a report is made.

Parental Substance Abuse Policy
If any staff member of the Y suspects substance abuse on the part of a parent or guardian, the Y staff will call an authorized adult on the release form to pick up the child. If the parent or guardian is aggressive or threatening, the Y staff will call the police or 911. According to state regulations, the Department of Children and Families (DCF) will be notified of any presumed substance abuse. If the situation happens more than once, the Y reserves the right to discontinue care for the child enrolled in the program.

Discipline Policy
The Y believes in positive discipline based upon the core values of caring, honesty, respect and responsibility. The child care environment is one in which children are nurtured and encouraged. The staff and other children acknowledge positive behavior. We recognize that discipline issues will arise and therefore, we have developed progressive procedures that, while standardized, are adaptable to individual circumstances.

The First Procedure is to resolve the problem through a discussion and agreement with the child. It may be also necessary to implement alternative methods including re-direction, problem solving, separation, or time out. When using time out, children will be separated from the group in an area with staff supervision for a period of time equivalent to one minute per year of the child's life. The child may not be put in a corner, outside of a door, or facing the wall. After the specified time and when the child is ready, the child will join the group.

If we are not able to resolve the problem, the Second Procedure is to involve the parents to discuss the behavior and how to work together with the child to resolve it. If continued and extreme violation of these rules occurs, the Third Procedure is to call the parent to pick up the child and/or may be required to meet with the Camp Director to discuss a plan of action.

If none of the above results in a satisfactory resolution of the inappropriate behavior, the Last Procedure would be to suspend or expel the child from the program. Some behaviors may warrant our skipping procedures depending upon the severity of the inappropriate behavior. Behaviors that involve physical harm or verbal attack toward other children or staff will not be tolerated.

Parent Involvement and Communication
We strongly believe that parent involvement is a key ingredient in a quality camp program. We have an open door policy and you are welcomed and encouraged to visit the program at any time your child is enrolled. Parents and visitors are required to sign-in at the office prior to visiting their child.

In order to understand each child better, the staff welcomes any opportunity to talk with parents about their children. It is critical that the lines of communication stay open. If communication is frequent, together we can provide security and continuity for your children. Any time during a child's participation in the program a parent may request a meeting with the staff to discuss the child's needs. The meeting will be set at a time that is convenient for both the parent and staff. Others can be invited to attend the meeting at the request of the parent or staff.

Parents are encouraged to share a special talent, hobby or vocation with our children. Contributions of toys, supplies for creative art projects and scrap office paper are very useful at camp and are always appreciated by the children and staff.

In an effort to be environmentally friendly, weekly emails will be sent to families throughout the summer. Information about the upcoming week's events as well as the current week's highlights will be included in the emails.

Lunch & Snacks
Please send your camper's lunch in a zip-lock baggie (no lunch boxes or coolers) clearly marked with his/her name and group name along with cardboard/disposable drink. All lunches are kept refrigerated. Camp is a nut-free environment. Food items containing any trace of nuts will be confiscated and parents will be notified that they need to provide their children with an alternate, nut free, lunch. Food sharing is not permitted. Campers who need a snack should bring a non-refrigerated snack which can be eaten at program areas.

Rainy Days
Camp is held rain or shine! On rainy days, activities will be held in sheltered structures. Children will travel to and from activity areas and should be dressed appropriately for the weather conditions. We recommend packing rain gear, towels, umbrella and additional footwear and clothing.

Clothing
Children should wear play clothes and sneakers. No open-toe shoes, crocs or sandals are allowed at camp except for water based activities. Children wearing sandals will not be allowed to participate in some activities as it can lead to injuries. Please label all clothing with first initial and last name and other items that are brought to camp. This includes towels, bathing suits, backpacks, extra clothing, footwear, and rain gear (for rainy & cooler days) with your child's name. Insect repellent, sunscreen, and water bottles should also be labeled and brought to camp. These items should be packed into a backpack or gym bag. Appropriate swim attire is required, one piece bathing suits for females and swim shorts for males.

Lost & Found
The Lost and Found is centrally located at camp. Parents should have their children check the Lost and Found anytime during camp hours. Due to state health regulations, all un-claimed items will be donated to charity at the end of each camp session so if you notice something missing, please check Lost and Found immediately.

Emergency Action Plan
In the event of an emergency at camp it is our policy to stop all activities and collect all campers at a designated location to take attendance. Parents of the campers involved will be called immediately. Please provide an emergency contact number if neither parent can be reached during the day (grandparent, neighbor, etc.). Please be patient with us if you arrive during a drill or an emergency.

Visitors
All visitors/parents must sign in at the camp office. Visitors must be escorted by a staff member while on camp property.

Absences and Leaving Camp Early
If your child is going to be absent from camp we require that you call the camp office. If you wish to pick up your camper before the end of camp, please contact administration in writing that you wish to do so. No call-in requests will be honored after 12:00 p.m. Early pick-up time must occur at least one hour prior to regular dismissal. All campers must be dismissed and signed out from the camp office daily when parents are picking up prior to the afternoon dismissal. All parents/guardians and authorized individuals picking children up from camp must have valid photo ID. The Y staff will check each individual's photo ID to verify that he/she has permission to leave the camp property with the camper based on the information provided by the parent/guardian of the child on their Camp Registration and Release Form.

Pre/Post Care
Pre Care: The YMCA is not responsible for children dropped off before the program begins each day. All pre-care campers should be walked into the YMCA and signed in with camp staff.

Post Care: Children participate in games, stories, and quiet activities under the instruction and supervision of our camp staff. If your child is not picked up by closing time, a $15.00 late fee will be charged for the first 15 minutes and $1.00 for every minute thereafter. At the end of post care, emergency contacts will be called to make arrangements to provide transportation for the camper. All late fees must be paid within 24 hours or camp and post care privileges will be suspended.

Pre and post care are offered on a weekly basis only. We encourage early enrollment. No individual day requests for pre/post care will be allowed.

Camp Change Forms
Any camp related changes must be made on a Camp Change Form. Camp Change forms can be picked up at the Y. All changes will be processed accordingly.

Things to Bring Everyday
- Backpack with towel and one-piece bathing suit
- Odorless Sunscreen Lotion and Insect Repellent with name on bottle
- Ziploc bag for your child's lunch with name and group name on it (no lunch boxes or coolers). All lunches are refrigerated.
- Cardboard/disposable drink, (no glass, cans, or thermos allowed)
- Plastic water bottle with name on it

Bus Transportation

Important Transportation Notes for Camps Providing Bussing to and from Camp:

- You must adhere to your child's assigned bus stop. Once a new session begins, we will be unable to make changes. Make sure your child knows what bus they are on am/pm.
- Do not be late for the bus. The bus cannot wait. Be at your stop 5-10 minutes before your pick up/drop off time. If you are late to your stop in the afternoon, your child will be returned to camp and you will be charged $20.00. When writing a note for any reason, include your child's full name, date, group name, telephone number, and your signature. It is difficult to get notes to the proper person if this information is missing. Notes must be given to the child's bus monitor or counselor.
- When picking up or dropping off your child while camp is in session, please sign in/out at the camp office. A note must be sent in with your child if you are picking up early, and you must have your photo ID whenever picking up your child. If your child is being picked up by someone other than on your emergency contact list a note must be sent in with the child in the morning with contact information or bus driver will not release child
- Early pick-up requests made after 2:00 p.m. will not be honored unless it is an extreme emergency. The number of campers we serve makes it difficult to honor last minute requests. Early pick-up time can not be after 3:00.
- Your child must be made aware of when and where you will be picking him/her up. Say "I'll meet you at the bus stop," "I'll pick you up at camp" or "Go to post care today." Campers are often confused if not told where you will be meeting them.
- When driving your child to camp; drop-off and pick-up at the designated area (after the buses leave the property).
- If you are late picking up your child, your child will be put into post care and you will be charged $15.00. If you need post care on a regular basis, please sign up for this service (limited space available). This fee will also be charged if you drop your child off prior to the start of camp and are not signed up for pre care.
- Children can not use different buses other than the one assigned to them.

Transportation Rules for Bussing and Field Trips

- All passengers must remain seated while the bus is in motion.
- All passengers will wear seat belts while traveling on the bus as they are available.
- All passengers will keep their hands and belongings inside the bus and not out the windows.
- All passengers will follow the rules outlined in the Camper Code of Conduct which will be signed at the time of registration.
- All passengers will sit with their backs to the seats, facing forward while the bus is in motion.
- All authorized pick up individuals must present their identification as needed for the camp staff to release their child from the bus at time of dismissal.
- If persistent behavior issues occur on the bus, individuals will no longer be allowed to ride the bus for the duration of the summer.

Things to Remember

- All balances must be paid before camper can start camp.
- The camper will not be allowed at camp if balance is not paid in full prior to the first day of camp session.
- Medical Health Form is due before child's first day of camp. Children will be sent home if they do not have a valid medical release. Both sides must be filled out completely and signed. State Law requires a formal doctor's order for any medication that is administered at camp. Any other medication will be confiscated.
- Camp is a nut-free environment. Because of an increase in allergies, please do not pack lunches or snacks that include nuts or nut products. That also includes products that are made in peanut facilities (i.e. granola bars)
- When picking your child up from camp, you must have a photo ID.
- Cell phones, electronic devices, radios, CD players, video games, weapons, and pets are not allowed at camp. These items may be confiscated by staff. The YMCA is not responsible for lost or stolen items.
- Please check Lost and Found if your child has not brought everything home.
- Check backpacks for flyers about upcoming events and important messages.
- Inclement weather days DO happen so please pack accordingly. That includes extra towels, clothing, sneakers, umbrellas and sweatshirts.
- Financial Aid is available. Please contact the Y for details and application.

Counselor in Training Program (CIT)

CITs will be required to fill out an application and have an interview prior to registering for camp. These applications will be available at the front desk of the Y as of February 1st. Once the application has been received, a staff member will contact the candidate to set up an appointment for an interview. Interviews will be scheduled after the complete application, including reference forms, is returned to the Y.

Special Needs Information

The Y strives to meet the needs of a diverse population of campers through a highly qualified staff. Please indicate/share any necessary information that will allow your child to have the optimal camp experience. If you would like to set up a meeting to discuss your child's needs with a supervisor, please contact the Y to do so prior to the beginning of camp. Individualized care plans will be developed for campers to help provide a positive and successful camp experience.

We are very pleased to have you in our day camp program. If you ever have any comments, questions, or concerns, please contact the supervisory staff at camp. Further camp information and registration forms are located on our website. We are looking forward to a fun-filled camp season and getting to know your family.

Fairfield YMCA Camp Staff

Camp Ratios: The Greenhorn Group (K and 1st grade) will maintain a ratio of no more than 1 staff to 10 campers. The Explorers Group (2nd and 3rd grade) will also maintain a ratio of no more than 1 staff to 10 campers. The Pioneers and Adventurer Groups (4th-9th grade) will maintain a ratio of no more than 1 staff to 12 campers. Camp discover (ages 3, 4 and 5) will maintain a ratio of no more than 1 staff to 8 campers. Sunshine Club (2 years olds) will maintain a ratio of no more than 2 staff to 8 campers.

Camp Hours: Each day, at Camp Badakookala camp begins at 9am and concludes at 3pm. For Camp Discovery camp begins at 9am and concludes at 1pm. For Sunshine Club camp begins at 9am and concludes at 12pm. Morning drop off will begin no later than 8:50am. Parent/guardians must sign their children in each day with the designated supervisor at the camp desk. Parents/guardians are required to sign their child out with the afternoon supervisor daily.

Pre-Care Program: For Camp Badakookala, the hours of operation for the Pre-Care Program are 7:30-9:00am. The Y is not responsible for children dropped off at the program prior to 7:30am. Parents/guardians must sign their child in with the designated Pre-Care Program supervisor daily.

Post-Care Program: For Camp Badakookala, the hours of operation for this program are 3-6pm. For Camp Discovery, the hours of operation for this program are 1-4pm. Campers will be able to participate in recreation games, camper choice activities, and quiet activities under the instruction and supervision of our camp staff. Snacks are provided at the Post Care Program. However, families are welcome to send a nut-free afternoon snack for their child.

Camp Contact Information: Camp Badakookala is located at Jennings Elementary School at 31 Palm Drive in Fairfield. Camp Discover and Sunshine Club are located at the Fairfield YMCA 841 Old Post Road in Fairfield. The camp telephone number is (203) 255-2834. Further camp information and registration forms are located on the Fairfield Y website, www.fairfieldy.org under the camp section.