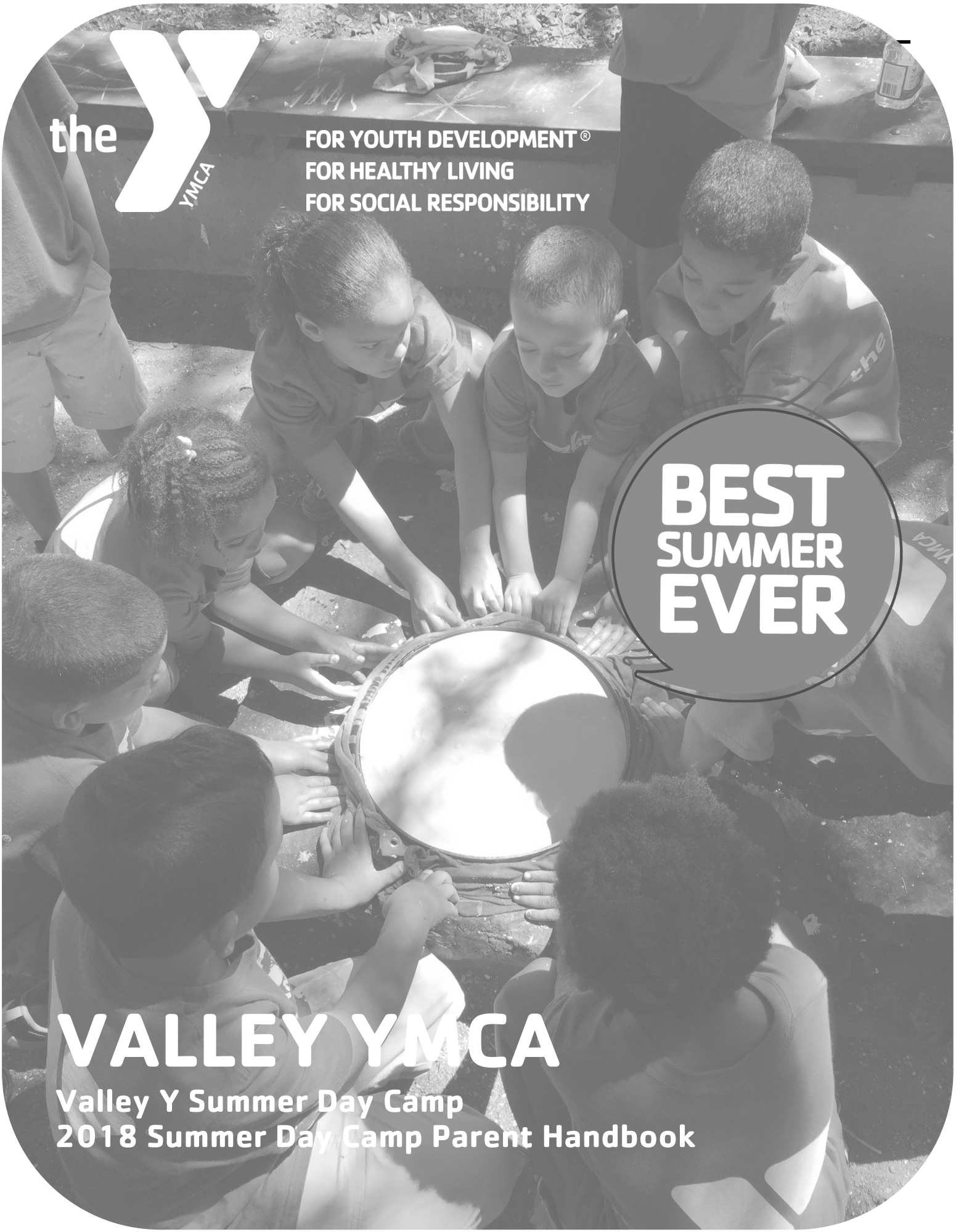


# VALLEY YMCA

## Valley Y Summer Day Camp
## 2018 Summer 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 Fees / Refund Policy**
Camp fees are due, in full, the Wednesday prior to the session start date. Deposit fees and registration fees are **non-refundable** and **non-transferrable**. 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 / Late Fees**
A $25 late camp payment fee will be applied to accounts not paid in full the Wednesday prior to the session start date. A $20 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**
Registration forms/packets must be completed and signed to register your child for camp. If you register online, a completed and signed forms are still required prior to your child attending camp. Registration forms/packets are available online or at the Y.
**All forms are due the week prior to the session start date. Forms include:**

- Registration and Release Form
- Camp Payment Authorization Form
- Current Medical Health Assessment Form
- Camper Behavior Contract
- Transportation/Swimming Permission Slip
- Additional forms specific to your child and/or the camp your child attends may be required such as:
  - Field Trip permission form
  - Medication Administration Form (if needed) with an Individual Plan of Care for a Child
  - Individual Plan of Care for a Child
  - Third party organizations must complete and return the Third Party Agreement Form one week prior to the camper's start date.

**Financial Aid or Other Financial Services (Care 4 Kids, DCF, etc.)**
The Y's 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 the Wednesday before the session start date. 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. Community 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 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. A signed CT Dept of Public Health Medical Exemption Certification Statement is required for children without proof of immunization.

**Medication Administration at Camp**
State regulation requires compliance with the following guidelines with any medications: A completed Individual Plan of Care for a Child and a 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 Individual Plan of Care for a Child and Authorization for the Administration of Medication by Day Care/Camp 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

**In the Event, an Injury Appears to be Life Threatening**
The Camp Staff will:
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 Injuries Are Considered to Be**

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

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 Injuries Are Considered to Be**
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 the Camp Staff and in an area of the camp within view of others. 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.

**Ticks**
Enjoying outdoor activities in grassy areas may expose campers to ticks. While most ticks don't carry diseases, and most tick bites don't cause serious health problems, it is important to wear repellent; check for ticks at the end of the day; change clothes; shower; and stay on marked paths.

**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 age. The child will 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 per the Central Connecticut Coast YMCA Code of Conduct and Membership Handbook.

**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**
Some of our camps offer a sponsored food program. If the camp doesn't, 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, back-packs, extra clothing, footwear, and rain gear (for rainy & cooler days). 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 must be 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. Session changes can be made no later than the Wednesday prior to the session start date.

**Things to Bring Everyday**
- Backpack with towel and one-piece bathing suit labeled with your child's name
- Extra clothing; footware; rain gear
- Odorless Sunscreen Lotion and Insect Repellent with name on bottle
- If lunch is not provided by the camp, a 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

**Transportation Rules for Buses**

- 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.
- If persistent behavior issues occur on the bus, individuals will no longer be allowed to ride the bus for the duration of the summer.
- For campers being transported from the Y designated bus stop to and/or from Camp: all authorized pick up individuals must present their identification as needed for the camp staff to release their child from the bus.

**Things to Remember**

- All balances must be paid before your camper can start camp.
- The camper will not be allowed at camp if balance is not paid in prior to the Wednesday before the camp session start date.
- Medical Health Assessment Forms are due the week before the Camp session date. Children will be sent home if they do not have a valid medical release. Forms must be filled out completely and signed. State Law requires an Individual Plan of Care of a Child and an authorization of medication form for any medication that is administered at camp. Any other medication will be confiscated.
- Requested counselors and specific camper group cannot be guaranteed.
- 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. Valuables should be left at home. The YMCA is not responsible for lost or stolen items.
- Please check Lost and Found if your child has not brought everything home.
- Check email and backpacks for flyers about upcoming events and important messages.
- Inclement weather days DO happen and can happen unexpectedly. 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)** where available

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 1. 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. Upon acceptance into the program, all Camp Registration Forms are required prior to the start of camp. CITs and their families will be required to follow the Camp Parent Handbook.

**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. Individual Plan of Care for a Child is required for campers to help provide a positive and successful camp experience.

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**Welcome to CCC Y Summer Day Camp! Having a great camp experience is an essential ingredient to a fun summer. Please review this Summer Camp Parent Handbook carefully. We follow the guidelines outlined in this Handbook and the CCC Y Member Handbook. Both handbooks can be found on our web site. If you have questions about the handbooks or have comments, questions or concerns while at day camp, please contact one of the day camp supervisory staff. We are looking forward to getting to know you and your family!**

**Camp Ratios:** The Greenhorn Group (K and 1st grade) will maintain a ratio of no more than 1 staff to 9 campers. The Explorers, Pioneers, and Adventurers will maintain a ratio no more than 1 staff to 12 campers.

**Camp Hours:** Each day, camp begins at 9:00am and concludes at 3:30pm. Morning drop off will begin no earlier than 8:45am. Parent/guardians must sign their child in with a designated staff member. Drop off will be in the Community room, in the front of the building, until 8:50am. After 8:50am, please bring your camper upstairs to the gym to sign them into camp. 3:30pm pick-up will also be in the Community Room. In order for your child to get the most out of their camp day, please drop them off by 9am.

**Pre-Care Program:** The hours of operation for the Pre-Care Program are 7:00-9:00am. Parents must walk children into the building and sign them in. Children may not be left at the YMCA before the program begins. Children who are enrolled in Pre-Care will receive breakfast.

**Post-Care Program:** The hours of operation for this program are 3:30-6:00pm. When picking up your child during the post-care program, please check in at the front desk and they will tell you where your child is located. Children enrolled in Post-Care should bring a snack.

**Camp Activities and Notifications:** A camp calendar will be mailed and emailed prior to the start of camp and will also be available here at the Y. Please be sure to refer to our camp calendar for our weekly dress-up days, field trips and other fun activities. We will also send out a weekly newsletter through email.

**Camp T-Shirts:** Each camper will receive one T-Shirt when they are registered or at the beginning of camp. T-Shirts must be worn on all field trip days.

**Camp Contact Information:** The Valley Y Summer Day Camp is located at 12 State Street in Ansonia. The camp telephone number is (203)736-9622. Further camp information and registration forms are located on the Valley YMCA website, www.valleyy.org under the camp section.