

NORTH PENN YMCA  
LANSDALE BRANCH

SUMMER CAMP  
2009



PARENT HANDBOOK

**NORTH PENN YMCA**  
**SUMMER CAMP PARENT HANDBOOK**

**Welcome to our YMCA Day Camp...**

The purpose of summer camp is to provide positive experiences and opportunities to children through a variety of wholesome outdoor and recreational activities including, sports, non-competitive games, swimming, environmental education and the arts. At the North Penn YMCA we believe that through these activities we will foster the social, cultural, physical and emotional development of children of all ages.

In a partnership with parents, the YMCA is committed to the well being of each and every child in our care. Our policies and procedures reflect that commitment. We welcome your questions, concerns and suggestions. If there is any situation which seems outside our policies or that you feel is inappropriate or uncomfortable, please see the Day Camp Administrator or the Camp Director immediately. If there is anything we can do to make your child's "summer home away from home" even better, please let us know.

It is our hope that this informational handbook will be instrumental in answering questions concerning our program and contains procedures that will ensure the best possible experience for you and your child. Thank you for becoming part of our YMCA family. We look forward to working with you and your child(ren) and sharing in their growth and development.

In the YMCA Spirit,

Robin Fletcher  
YMCA Day Camp Director

## **MISSION OF THE NORTH PENN YMCA**

Our mission is to make the community we serve a better place to live. Through our programs and activities, we strive to enrich and strengthen families; provide wholesome supervised recreation; offer positive learning, leadership and character development opportunities, and promote wellness for all people regardless of ability to pay.

## **YMCA CAMP PURPOSE**

The purpose of summer camp is to provide positive experiences and opportunities to children through a variety of wholesome outdoor and recreational activities including, sports, non-competitive games, swimming, environmental education and the arts.

## **YMCA CAMP OBJECTIVES**

The camp experience is grounded in a set of seven objectives that characterize all YMCA programs:

- Grow personally.
- Learn values.
- Improve personal and family relationships.
- Appreciate diversity.
- Become better leaders and supporters.
- Develop specific skills.
- Have fun.

## **CHARACTER DEVELOPMENT**

The YMCA embraces the values of Caring, Honesty, Respect and Responsibility as the basis of all YMCA operations, staff development, and program development. The YMCA is committed to a positive approach to improving our community through its future leaders, our children. Character Development challenges others to accept and demonstrate positive values. Our camp staff serves as role models as well as teaches and promotes good character.

## **CAMP ADMISSIONS**

The North Penn YMCA Camp Program admits children without regard to race, color, religious creed, disability, ancestry, national origin, or gender. The YMCA will make reasonable accommodations for children who are protected by the American with Disabilities Act (ADA) or Individuals with Disabilities Education Act (IDEA).

## **REGISTRATION PROCEDURES**

Each camper's parent or guardian is required to complete the camper registration packet. The following forms must be completed and returned to our office for our permanent files:

- Registration Form & Enrollment Agreement (required the day of registration)
- Emergency Contact Information (required the day of registration)
- Health Appraisal (due 7 days prior to the start of camp)
- Authorization for Administration of Medicine (if applicable)
- Activity and Transportation Consent Form
- Photo Release Form
- Civil Rights Awareness Form
- Acknowledgment of receipt for the Parent Day Camp Handbook

Any change in parent's home or business telephone numbers or address must be reported to the Camp Director immediately.

**DAY CAMP PAYMENT POLICIES**

- A \$25.00 non-refundable deposit is due at the time of registration for each camp session your child is registered.
- Deposits will be credited toward the camp session fee.
- Balances are due 7 days prior to the camp start date. (Payment in full date).
- Balances less deposits are refundable up to June 1, 2009. After June 1 refunds will be issued in the form of credit. (See Cancellation/Credit Policy).
- There are no refunds or credits after the Payment in Full Date. (7 days prior to the camp session.)
- All past due accounts will be assessed a \$10.00 late payment fee after the due date.
- There will be a transfer fee of \$10.00 charged after June 1, 2009.

**Camp Payment Due Dates**

	<b><u>Session</u></b>	<b><u>Payment Due in Full Date:</u></b>
<b>Week 1</b>	<b>June 22 - June 26</b>	<b>June 15</b>
<b>Week 2</b>	<b>June 29 – July 3</b>	<b>June 22</b>
<b>Week 3</b>	<b>July 6 – July 10</b>	<b>June 29</b>
<b>Week 4</b>	<b>July 13 – July 17</b>	<b>July 6</b>
<b>Week 5</b>	<b>July 20 – July 24</b>	<b>July 13</b>
<b>Week 6</b>	<b>July 27 – July 31</b>	<b>July 20</b>
<b>Week 7</b>	<b>August 3 – August 7</b>	<b>July 27</b>
<b>Week 8</b>	<b>August 10 – August 14</b>	<b>August 3</b>
<b>Week 9</b>	<b>August 17 – August 21</b>	<b>August 10</b>
<b>Week 10</b>	<b>August 24 – August 28</b>	<b>August 17</b>

- **Enrollment for each week of camp must be made by the Monday of the previous week. No exceptions.**

**CANCELLATION/CREDIT POLICY**

Written notice to the Day Camp Director is required to cancel camp. Camp cancellations received prior to June 1, 2009 will be issued a refund less the deposit. After June 1, refunds will be issued in the form of credit towards North Penn YMCA, Lansdale Branch programs. No credit will be granted for cancellation less than 7 days prior to the camp session.

**FINANCIAL ASSISTANCE**

The YMCA strives to serve everyone in our community, regardless of their individual economic circumstances. Camp financial assistance applications are available at the YMCA Membership Office and must be submitted by April 30th for the 2009 summer camp season. Financial assistance is made possible through the generous support of contributors to the North Penn YMCA Annual Gifts Campaign and the North Penn United Way.

**WAIT LIST POLICY**

If the program is full and you are placed on a waiting list, the day camp registration staff will contact you when a camper space becomes open. We ask that parents update us if they register for another camp program or their plans change. Openings are dependent upon the approved ratios for each grade group in each program area.

## **ARRIVAL AND DEPARTURE**

Camp arrival for children in our ½ day and full day camps shall be dropped off at the back of the YMCA near the pavilion. Children may not be dropped off prior to 8:45 a.m. Camp opening begins at 9:00 a.m. Children in the half day camps only shall be picked up at 12:00 p.m. in the back of the YMCA, at the pavilion. Children in full day camp shall be picked up from camp at 4:00 p.m. in the same location. Camp closing begins at 3:45 p.m. We would appreciate it if parents waited till after our camp closing to pick up their child, as this is an important part of the camp day.

Camp arrival for extended day children begins at 6:30 a.m. and ends at 9:00 a.m. Parents shall deliver their children to our childcare facility using the front of the building entrance {facing Main Street} up until 8:30 a.m. Camp departure for extended day children begins at 4:00 p.m. and ends at 6:00 p.m. Parents shall pick up their children in our childcare facility using the front of the building entrance after 4:15 p.m.

The doors to our childcare facility are kept locked at all times to safeguard the children in our camp programs. Staff monitors the door via a TV camera during scheduled extended day drop off/pick up times. No one will be permitted to enter the childcare facility entrance between the hours of 8:30 a.m. and 3:45 p.m. Everyone must enter through the main reception desk entrance {with your membership card} if arriving between these hours. This policy is for the safety and security of your children and we thank you for your cooperation.

Parent{s}/Guardians{s} must sign their children in at the beginning of the day and sign them out at the end of the day. Sign-in and sign-out sheets are kept at the parent station or with group counselors at each camp. Children must be escorted to their assigned area or into the care of their counselor.

For safety purposes, children will not be allowed to leave with anyone except the people whose names are listed on your child's emergency information form. Our staff may request a photo identification of pick-up person as proof of identity. In order to provide the best protection for your child, we cannot release the child to anyone who is not listed on the emergency form unless we receive written permission from you in advance.

### **Rainy Days:**

If there is rain, the 9:00 a.m. drop off, ½ day children pick up at 12:00 p.m., & 4:00 p.m. pick ups can pull around the building in their cars to the gym doors {located along the alley between the YMCA and the old Bowling Alley}. We will have drop off and pick up there.

### **Unauthorized Person Seeking Custody**

It is important that a parent/guardian provide the Day Camp Director with certified copies of Court Orders for Custody of children enrolled in our camp programs. We cannot legally deny a parent/guardian access to a child unless we have been notified that the parent or guardian's custodial rights have been limited or revoked. The only legally acceptable notification is the certified copy of the Court Order. If an unauthorized person arrives to pick up a child, the staff will contact the custodial parent/guardian.

### **Absences**

Please call the YMCA at 215-368-1601 and ask for the camp office by 8:30 a.m. each day your child is absent. Be prepared to give the name of your child's counselor and the camp they are attending.

### **Late Pick-ups**

If 4:00 p.m. pick-up is a challenge, your child will need to be registered for extended care. Campers remaining past 4:00 will be charged a daily-extended care fee and sent with the extended care camp group. The extended day ends at 6:00 p.m.

Parents whose children remain past 6:00 p.m. must pay overtime fees of \$5.00 for every 5 minutes. The pick-up person will sign a late slip and the Day Camp Director will bill the parent/guardian. Please be aware that our camp staff have other commitments after 6:00 p.m. Please have someone other than yourself ready to pick up your child in case of an emergency.

## **COMMUNICATION WITH PARENTS**

### **Emergency Contact Information**

Complete emergency information including emergency contact persons is required prior to the start of camp. If there are changes to this information, it is the parent's responsibility to update this as needed. Please inform the emergency contact person of their responsibility, and notify them of camp procedures and trip information, should you not be able to be reached. This information is kept on file at the site of the camp.

### **Camp Office**

If a camper must be contacted in an emergency, please call the YMCA at 215-368-1601 and ask for the Camp Director at ext. 200. The staff at the YMCA camp location carry walkie-talkies and also the staff who travel in the Y vans & the rented buses have cell phones. The camp director and the camp administrator will locate your child and relay the message.

When the campers are on a trip, or on a non-YMCA site location, please be assured that the staff will be in touch with the YMCA by cell phone or by public telephone.

### **Trip and Event information**

Our Summer Camp Theme is, "Natural Wonders". Day Camp will include special guests, special events, and monthly trips to Mauch Chunk Lake. Trips are scheduled for Thursday and special guests and camp events are usually held on Thursday or Friday. **Campers must wear their camp shirt on trip days.**

**\*\*Children enrolled in Enrichment and Sports Camps will not attend Lake Trips.**

### **Information board**

Parents are encouraged to take a look at the information board outside Room 7, and the board set up by tables out back. Daily and weekly information, new programs, photographs, timely articles of interest, trips and special guests and event information will be posted.

### **Camp newsletter**

A weekly day camp newsletter will be sent home with each camper on Monday of each week. Copies will be available during extended care hours at the sign-in desk in room 7.

### **Lost and Found**

Our staff will place all forgotten possessions every evening in the lost & found closet located at the top of the stairs near pool. Although we make every effort to recover lost items, the YMCA is not responsible for lost articles or money. Items not claimed by September 2 will be donated to charity.

### **Rainy Days**

Camp is operational on rainy days. Some activities are modified to be inside the YMCA building. As much as safety allows, we will continue activities outside. Please send rain gear and dress in clothes that can get muddy. NO activities will take place outside, during severe weather or thunderstorms.

### **Swimming & Pool Rules**

Swim days and availability of swim time will vary with the camp program. When using public pools and water parks, all campers must follow additional rules posted by the facility.

### **YMCA Pool Rules**

- Running on deck, pushing, horse play, flips, and jumping in backwards is not permitted for your safety.
- Glass containers, food, gum, and beverages are not permitted in the pool area.
- Bathing suits must be appropriate, no cut-offs or t-shirts.
- Shower before entering the pool.
- Hanging on ladders and recreational flotation devices are not allowed.

### **What to bring to camp**

Campers will need to wear clothing, footwear and socks suitable for sports, being outdoors, doing crafts and generally getting hot and dirty.

All items that a child brings to camp must be labeled with his/her name. Campers will need to bring in a backpack daily and include:

- Bathing suit & towel (Might play water games if not a scheduled swim day)
- Plastic bag for storage of wet bathing suit
- Water bottle
- Sunscreen
- Sweatshirt or rain gear if weather is changeable
- Lunch

Lunch should be stored in a small lunch bag, lunchbox or cooler, with a re-usable frozen icepack or frozen drink daily. Please do not send foods that need to be heated. Campers should bring extra snacks for breaks. Campers are not allowed to use the vending machines during camp hours. The YMCA does provide a snack to children during p.m. extended care hours.

**\*\* Reminder: We are a NUT free program.**

### **What to leave at home**

Campers are not to bring dolls or toys (unless requested for a specific program); game boys or electronic games; radios, boom boxes or tape players (campers may bring music for specific programs); expensive equipment or jewelry; cell phones/beepers; and money except on trip days. Please do not bring your family pet to the YMCA, as some children are allergic and very afraid of animals.

**Inappropriate Items:**

Toy guns and other toys that encourage aggressive behavior do not promote the type of learning and cooperative play according to the principles of our program, please leave these at home. Children may not wear sandals, flip-flops, jelly shoes, dresses or skirts to camp.

**Reporting Suspected Child Abuse or Neglect**

The YMCA staff is mandated by state law to report all suspected cases of child abuse and neglect to the appropriate authorities. Any staff member who fails to report any suspicions may be subject to criminal prosecution. Staff is prohibited from conducting their own investigation of suspected child abuse or neglect and may not always notify you of their suspicions. Staff receives regular training regarding the signs and symptoms of abuse and neglect. If you have questions regarding the reporting of suspected child abuse and neglect, you should contact the Camp Director.

**Child Care for Families outside the YMCA**

The YMCA staff policy states that staff may not use employment at the YMCA to develop a situation where they will be alone, outside the YMCA, with children they meet in the YMCA programs. This includes babysitting for children in our camp program. Please do not ask our staff to baby-sit for your children as they are strictly prohibited from doing so.

**Staff Qualifications & Training**

Conditions of employment include, but are not limited to, the following:

- First aid/CPR certification
- Training in safety and emergency procedures
- Program specific certifications
- Training in YMCA of the USA Child Abuse Prevention
- Criminal history clearance from PA State Police
- Child Abuse History clearance through The Department of Public Welfare
- 3 written references
- Proof of Education, PA Teaching Certification, college classes and/or experience.

All staff attends at least 15 hours of training prior to the start of the day camp. In addition they receive on the job training and are required to attend staff meetings on a regular basis.

**TRANSPORTATION PROCEDURES**

When the camp is transporting campers, the child's safety is of utmost importance. Campers will be informed of rules and guidelines to follow. During that time the children are under the supervision of the Camp Director, staff and the transportation authority. Should there be any kind of incident the parents will be notified immediately.

**Bus and Van Safety Rules**

Failure to follow these bus/van rules will result first in a verbal warning, second an assigned seat, third a written warning. Receiving three warnings could result in the loss of bus/van privilege.

1. Campers must remain seated while the bus or van is in motion and until the bus or van has come to a complete stop.
2. Quiet inside voices must be used.
3. Hands must be kept off other students' bodies. Hurting other campers by such actions as punching, pushing, kicking, fighting, etc. will not be tolerated.
4. Eating, drinking and/or gum chewing is not permitted on the bus or van.
5. Trash must be discarded in the proper receptacles.

6. Campers must obey the driver's directions.
7. Seat belts must be worn in the van.
8. Camp staff may not transport campers in their personal vehicles.

## **HEALTH, ILLNESS, INJURY AND ACCIDENTS**

### **Health and Illness Attendance Policy**

If a child becomes ill at the YMCA, he/she will be kept comfortable until the parent arrives. However, if the child is too ill to remain at the camp for an extended period of time, a parent will be notified to come and pick up the child immediately. When a parent cannot be reached, the emergency contact person will be called. The child must remain free of symptoms, fever, nausea and vomiting, rashes, diarrhea, severe congestion, infections, etc., for 24 hours before he/she can be readmitted to the program. Children with signs of communicable or contagious disease will be readmitted only with a signed note from a physician stating they are no longer contagious.

### **Illness Policy**

Is my child too sick to be in camp? Illness guidelines established by the YMCA will help you decide whether or not to send your child to our program. He/she should not be sent to camp and will be sent home if any of the following conditions are apparent:

1. Temperature of 100 degrees or more (excluding immunization reaction).
2. Conjunctivitis or Pink Eye. The eye is usually red and itchy with sticky yellow drainage. Your child must have a physician's written recommendation or be on medication for 24 hours before returning.
3. Contagious diseases including Measles, Chicken Pox, Mumps, Roseola, Hand-Foot-and-Mouth, and the Fifth Disease. Parents will notify the Day Camp Director if their child contracts a communicable disease as soon as diagnosed. When a serious communicable disease occurs, the director will notify the parents of the guidelines by which the child will be re-admitted to the facility.
4. Severe cold symptoms, excessive drainage and/or coughing.
5. Rashes that cannot be identified and have not been diagnosed by a physician.
6. Throat infections: child may return to care after 24 hours on an antibiotic.
7. Excessive vomiting and/or diarrhea.
8. Impetigo or ringworm until treated for 24 hours.
9. Pain reported in the stomach or head.

### **Injury and Accident Procedures**

In the case of minor injury, staff certified in first aid procedures will administer first aid and the parent will be contacted. The staff person on the site will fill out an accident report at the time of the accident/incident.

In the event of an emergency, 911 and the parents will be called. In case the parents or designated person cannot be reached, the Day Camp Director will have the authority to call for emergency transportation to a hospital. A staff person will accompany the child to the hospital and stay until the parent/guardian arrives.

It is necessary that you keep the YMCA up-to-date on telephone numbers, emergency numbers and other pertinent information.

### **Medication procedures**

Camp staff may not dispense medication of any type, including over the counter medications, without a physician's current written instructions and written consent from the child's parents/guardians. All medications must be kept in their original child-resistant containers, labeled with the original prescription label, and should be handed to the camp staff on duty. For over-the-counter medications, parents/guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's name, specific instructions for administration and storage, and the name of the health care provider who recommended the medication. Staff will have the parent/guardian complete the daily medicine log giving them permission to administer the medication to your child. Medication will not be used beyond the date of expiration on the container or beyond the expiration of instructions provided by the physician.

### **Heat Exhaustion**

In an effort to keep our campers and counselors safe from dehydration and heat exhaustion, water is readily available for our campers and staff.

**\*\*Please bring a water bottle with the camper's name on it every day.**

### **Sunscreen Policy**

Application of sunscreen is an important part of protecting your child from the harmful rays of the sun. YMCA day camp participants spend a great deal of time in the outdoors and are thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy spirits, minds, and bodies, we have made the following policies in this regard:

- All campers and staff will wear sunscreen with a SPF of at least 15 on all exposed skin, including lips, daily, even on cloudy days.
- Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to morning drop off.
- Parents or legal guardians will be responsible for providing their children with enough sunscreen (in a sealed container) to take with them for later day applications. One container per child, please.
- Day camp staff will be responsible for ensuring thorough follow-up applications after one hour in the water, after two hours of activity in the sun (due to perspiration), and/or any other time as needed. Please note, this will mean some children will have the sunscreen applied for them by the day camp staff. Please explain this to your child before camp.
- For campers who have fair skin, freckles, or numerous moles; have blond, red, or light brown hair; have blue, green, or gray eyes; tend to burn easily and tan little or not at all; and have a family history of skin cancer, we recommend an extra T-shirt be brought to wear in the water for extra protection.

Please note that these decisions were made to protect your child. Furthermore, our staff members have been trained on this subject and understand their responsibilities and the consequences for failure in observing this policy.

## **EMERGENCY PROCEDURES**

### **Fire Drill**

Fire drills are completed monthly. An alarm is heard and the staff and children proceed in an appropriate manner to a designated meeting place. A record of drills is kept on file noting the date, time, and length of drill.

### **Evacuation Procedures**

Procedures have been developed for emergency evacuation. Staff is trained in procedures for evacuation due to unforeseen emergencies.

### **Lost Camper and Lost Bather Drills**

Drills are completed once a session. Camp staff is trained in the appropriate procedures for each site and reviews the procedures with the campers prior to the drill.

## **BEHAVIOR AND DISCIPLINE**

The North Penn YMCA camp staff will model expected behavior and help children set clear rules. Staff will provide structure and routine to the daily schedule. Staff will intervene promptly and provide coaching to promote children's development of respect for others.

It is our policy to keep misbehavior in perspective, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities. It is also our policy to resolve conflict with non-violent means. Similarly, we must insist that children participating in our programs refrain from threatening and violent behavior towards staff or children. Behavior that infringes upon the safety of the child or other children such as: attempting to leave a supervised area without permission, bullying, or abusive acts towards others, is considered chronically disruptive behavior. Chronically disruptive behavior will be dealt with in the following manner:

1. A verbal warning will be given to the child along with a reminder of acceptable behavior.
2. If the behavior continues, the child and staff will complete a discipline referral sheet. If warranted, a parent/guardian will be notified.
3. In the event of a second discipline referral, and/or if the child continues to require constant staff attention, a meeting will be scheduled with the Camp Director, appropriate staff, and parent/guardian in order to determine conditions for the child remaining in the program.

Any child who continues to be a discipline problem is subject to suspension and/or expulsion at the Camp Director's discretion. Any child who purposely endangers or injures himself/herself, a staff member or another child is subject to immediate expulsion by the Camp Director. **No refunds will be made for the remainder of the camp session if this occurs.**

**We are dedicated to the wellbeing of children and staff, and because of this we will take a firm stand on any types of bullying or aggressive behavior by any camper.**

**ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK**

This is to acknowledge that I have received a copy of the North Penn YMCA Day Camp Parent Handbook. I understand that the handbook is intended to serve as a guide of the YMCA's policies and procedures for Day Camp.

I acknowledge that I have read the information herein and understand that it describes the responsibilities of both the parents/guardians and the YMCA for Day Camp.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Camp Program

