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FOR HEALTHY LIVING  
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# **DREAM DISCOVER GROW**

**NORTH PENN YMCA  
PARENT HANDBOOK**



**NORTH PENN YMCA**

[www.northpennymca.org](http://www.northpennymca.org)

# NORTH PENN SUMMER CAMP PARENT HANDBOOK

Welcome to our North Penn 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, organized 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 North Penn YMCA is committed to the wellbeing of each child in our care. Our policies and procedures reflect that commitment. We welcome your questions, concerns and suggestions. 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 North Penn YMCA family. We look forward to working with you and your child(ren) and sharing in their growth and development.

Sincerely,  
The YMCA Camp Directors

## **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.

## **North Penn YMCA CAMP PURPOSE**

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

## **North Penn 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 North Penn YMCA embraces the values of Caring, Honesty, Respect and Responsibility as the basis of all YMCA operations, staff development, and program development. The North Penn YMCA is committed to a positive approach and improves 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 teaching and promoting 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 North Penn 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)
- Authorization for Administration of Medication (if applicable)

- Health Form
  - Minor Participant Waiver, Release, Indemnification of All Claims & Covenant Not to Sue
- Any change in parent’s information 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.
- Weekly camp payments are due two (2) weeks prior to the session start date. Make all checks payable to the North Penn YMCA.
- All past due accounts will be assessed a \$30.00 late payment fee after the due date.
- If 4:00 PM pick-up is a challenge, your child will need to be registered for extended care. Campers remaining past 4:00 PM are only scheduled for full day and will be charged a late fee. Parents, who in our extended care program, come after our closing time of 6:00 PM will also be charged a late fee. Please be aware that our camp staff has other commitments after 6:00 PM. Please have someone other than yourself ready to pick up your child in case of an emergency.
- Late fee/extended hours: If your child is dropped off or picked up any time other than the times that are indicated on your registration form, your account will be charged \$15.00 per 15 minutes.

**CAMP WEEKLY PAYMENT DUE DATES:**

SESSION 1: 06/03/2024	SESSION 6: 07/08/2024
SESSION 2: 06/10/2024	SESSION 7: 07/15/2024
SESSION 3: 06/17/2024	SESSION 8: 07/22/2024
SESSION 4: 06/24/2024	SESSION 9: 07/29/2024
SESSION 5: 07/01/2024	SESSION 10: 08/05/2024

**CANCELLATION/CREDIT POLICY**

Written notice to the Day Camp Director is required to cancel camp. Withdrawals require two week’s written notice to receive a full refund minus \$25.00. Less than two week’s written notice, registrant receives a 50% refund.

**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.

## ABSENCES

Please call the following:

- Lansdale Branch YMCA 215.368.1601, x 236
- Indian Valley YMCA, 215-723-0574 or email [kidskare@northpennymca.org](mailto:kidskare@northpennymca.org)
- Harleysville YMCA-Early Childhood Center, 215-256-0767 or email [dianeq@northpennymca.org](mailto:dianeq@northpennymca.org)

## DATES & HOURS OF OPERATION

Monday through Friday June 17 through Aug. 23

<b>#1 - Indian Valley Family YMCA</b>	Grades: 3 - 8	June 17-Aug 23
<b>#2 - Harleysville E.C. Center</b>	Grades: K - 2	June 17-Aug 16
<b>#3 - Indian Crest Middle School</b>	Grades: K - 5	June 17-Aug 16

Traditional Camp Hours (Full Day):	9 am to 4 pm
Extended Hours:	7 am to 9 am and/or 3 pm to 6 pm
Camp Schedules Options:	5 days per week schedule
	3 days (t,w,th) per week schedule

## CAMP OFFICE

In the event a parent needs to be in contact with their child please call and a staff person will locate your child and relay the message.

- Lansdale Branch YMCA 215.368.1601, x 236
- Indian Valley YMCA, 215-723-0574 or email [kidskare@northpennymca.org](mailto:kidskare@northpennymca.org)
- Harleysville Early Childhood Center, 215-256-0767 or email [dianeq@northpennymca.org](mailto:dianeq@northpennymca.org)

## 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 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.

## UNAUTHORIZED PERSON SEEKING CUSTODY

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. Children will not be released to anyone under the age of 18. Our staff will request a photo identification of pick-up person as proof of identity and driver's license. 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.

It is important 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.

## **LOST AND FOUND**

Our staff will place all forgotten possessions every in our Lost and Found. Although we make every effort to recover lost items, the YMCA is not responsible for lost articles of clothing, other personal items, or money. Items not claimed by August 31, 2023 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 AND 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.

## **POOL RULES**

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

## **WHAT TO BRING TO CAMP**

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

Items a child brings to camp must be labeled with his/her name. On a daily basis, campers must bring a backpack with the following items:

- Bathing suit/large, absorbent towel and a plastic bag for storage of these items
- Refillable water bottle
- Sunscreen
- Sweatshirt/rain gear (weather dependent)
- 2 snacks/day (nut-free)
- Ready-to-eat lunch stored in a container with re-usable frozen ice packs (nut-free)

Campers are not permitted soda, gum, or to use vending machine.

**\*\* REMINDER: We are NUT free program.**

## **WHAT TO LEAVE AT HOME**

Campers may only bring the items noted above as requested by the Camp. Please leave all personal items, electronics, cell phones, etc. at home.

## **STAFF QUALIFICATIONS AND TRAINING**

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

- Pediatric First aid/CPR/AED certification
- Training in safety and emergency procedures
- Program specific certifications
- Mandated Reporter Child Abuse training
- PA Criminal History clearance
- PA Child Abuse History clearance
- Federal fingerprint clearances
- NSOR (National Sex Offender Registry) clearance
- 3 written references
- Proof of Education, Pa Teaching Certification, college classes and/or experience. All staff attends at least 12 hours of training prior to the start of the day camp.

## **HEALTH AND ILLNESS**

### **ATTENDANCE POLICY**

Children who are ill at the North Penn YMCA will be kept comfortable until the parent arrives. Parents will be contact and expected to pick their child up within an hour. 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 and have met the above criteria for 24 hours before the return date.

### **ILLNESS/ACCIDENT**

Important note: If the child demonstrates any of the physical signs listed below while in our care, parent/guardian will be notified for immediate pick-up. The parent/guardian has a maximum time frame of one hour to pick-up their child; after one hour we will move to contacting the emergency contact in our system. Teachers cannot properly care for the sick child without interfering with the care of the other children. If a child exhibits any signs of contagious disease, you will be asked to provide a medical evaluation. A child may be sent home or may not be admitted into care at the center for the following situations:

- Minimum temperature of 100.4 degrees orally or 100 from the armpit (this excludes reactions children may be having from immunizations). Note: Children need to be fever free ( without fever reducing medication) for 24 hours prior to returning to care.
- A behavior change making the child unable to participate; for example- sluggish, sleepy and/or inconsolable.
- Exceeds 2 or more loose stools; or stools are abnormal for that child.
- Vomiting 2 or more times while at school. May return 24 hours after vomiting has stopped.

- Bronchitis, which is an upper respiratory infection with severe coughing and mucous. May return as per direction of doctor's note.
- Severe cold with fever, coughing, sneezing, and nose drainage. May return when symptoms are gone or with the direction of a doctor's note.
- Whooping Cough. May return as per direction of doctor's note.
- Rashes that have oozing/open wound. May return after rash has disappeared or as per direction of doctor's note.
- Impetigo. May not return until treated and as per direction of doctor's note.
- Scabies. May not return until treated and as per direction of doctor's note.
- Ringworm. Red circular patches on skin and heads. Must consult physician and may not return for 24 hours and as per direction of doctor's note.
- Chicken Pox. May not return until pox have healed and as per direction of doctor's note.
- Measles. May not return for at least five school days, rash has disappeared, and with direction of doctor's note.
- Mumps. May return after fever and swelling are gone and with the direction of a doctor's note.
- Head lice. May return once the child has been treated. Staff will check the child before readmitting.
- Children receiving antibiotics may return after 24 hours of medication or at the direction of a doctor's note.

The Department of Human Services requires whenever there is an illness that is infectious or contagious that we notify all the families. The American Academy of Pediatrics supplies childcare centers with informative handouts for staff and families. Classroom staff will be responsible for distributing informational handouts to families with children enrolled. Certain diseases are reportable to the Board of Health and may result in your child not being able to attend child care until cleared by a physician.

## **BATHROOM & HYGIENE**

Students enrolled at Camp or in the Kids Kare/Live Y'er programs should be potty trained before beginning with the school year or camp program.

- A. A potty trained child:
  - a. No longer wears diapers or pull ups at school
  - b. Can tell the teacher when he/she needs to go to the bathroom
  - c. Can attend to his/her own hygiene.
- B. We understand that children will have occasional bathroom accidents. However, if a child is having consistent bathroom accidents, the program will take these steps.
  - a. If a child may have accidents, it is requested that parents/guardians provide the necessary supplies to clean up (wipes, pull ups, etc.) and changes of clothes to be kept on site in case of need
- C. If no such supplies are on hand, a parent/guardian will be promptly called to pick up child so the child may be taken home. This is to protect the health and hygiene of the child.
- D. The parent/guardian will be called for every accident. A parent/guardian or designated emergency contact pick up person should be on site within 1 hour to pick up.
- E. The director will meet with the child's parent/guardian to determine a cause and/or if a plan of action can be developed to help the child be successful. Some examples are developing positive charts and giving bathroom reminders at specific times.
- F. If repeated accidents continue to occur, an evaluation will be had between the director and family to see if the program is suited to meet the needs of the child after all reasonable accommodations



have been met. If at that time it is found the program has made all accommodations possible, a decision may be made to depend upon if the program is the right program to best meet the needs of the child.

## **SPECIAL NEEDS**

If a child has special needs or the need to take special medications (i.e. insulin, epipens, inhalers, etc.) that our program may need to make reasonable accommodations for, the North Penn YMCA requests parents to contact us at the appropriate branch phone number or email before completing your registration packet.

A meeting may be requested between the Camp Director and family to determine if the North Penn YMCA Summer Camp Program or specific camp location chosen is the appropriate care facility to meet your child's needs. Please note that our program/camp locations may not always be the best match for all children. We want the very best for every child and it is our hope that we can be the match he / she needs.

We reserve the right to ensure the safety and wellbeing of all children in our program and will make a decision based on the child's needs and the ability of the program to ensure those needs are met through reasonable accommodations.

If we are unable to meet the needs of your child within our program, we will be unable to register them and will suggest alternative means of care in our area. If the child is enrolled and it is later found that even with reasonable accommodations, the program cannot meet the needs of the child, there is a possibility that the children will be withdrawn from the program and alternative care in the area will need to be found.

**Please attach a copy of your child's IEP if there is one available. We are committed to providing the optimal environment for all of our children, and the IEP allows us to continue with the care plan the district has identified for your child. Information in the IEP will be kept confidential.**

## **INJURY AND ACCIDENT PROCEDURES**

In the case of minor injury, staff certified in first aid procedures will attend to the child 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 will be called first followed by a call to parent/guardian/emergency contact. A staff person will accompany the child to the hospital and stay until the parent/guardian/emergency contact arrives.

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

## **MEDICATION PROCEDURES**

Camp staff may not dispense Prescription medication of any type 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 site director.

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.

## **SUNSCREEN POLICY**

Application of sunscreen is an important part of protecting your child from the harmful rays of the sun. North Penn 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 providing their children with enough sunscreen {in a sealed container} to take with them for later day applications. One container per child, please. Sprayable sunscreen is recommended.
- 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}, or any other time as needed. Please note, campers will be responsible for applying sunscreen themselves. Camp staff will give limited hands-on assistance to ensure sunscreen does not go in eyes, nose, or mouth.
- 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 outside swim only for additional protection.

## **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!**

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.

## **SAFETY**

### **FIRE DRILL**

Fire drills are completed monthly. An alarm will be heard and all of camp will 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 are 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 appropriate procedures for each site and the procedures are reviewed with the campers prior to the drill.

## **REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

The North Penn 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.

## **CHILDCARE FOR FAMILIES OUTSIDE THE YMCA**

The North Penn YMCA staff policy states 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.

## **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 every infraction does not warrant attention and identifying those that can be used as a learning opportunity. 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.

All participants must be able to demonstrate the following minimal guidelines:

- Must be able to maintain personal care without staff support
- Stay with assigned group
- Respect others (listen, follow directors, use appropriate language, keep hands to self)
- Keep self-control

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 with the chronically disruptive behavior, 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.

## **THERE IS A ZERO TOLERANCE POLICY FROM HITTING AND BULLYING**

### **SAFETY PROTOCOLS AND POLICIES RELATED TO COVID-19**

To assure the safest possible environment for your child during school age care, the following policies and procedures have been adopted based on recommendations and guidelines from the Center for Disease Control (CDC), Pennsylvania Department of Health and the American Camping Association.

#### **Face Coverings**

- Per the CDC guidelines – at all of our facilities and programs: FACE COVERINGS ARE OPTIONAL.

#### **Staff Requirements**

- Staff will wear gloves when assisting children with self-care needs.
- If a staff member has 2 or more symptoms of illness (sore throat, fever, congestion, cough, etc.), please notify director immediately.

#### **Physical Distancing**

- Social distancing will be maintained as able.

### **Hand Washing/Sanitizer Usage**

- We will ensure frequent hand washing with warm soap and water for 20 seconds periodically throughout the day depending on the group activities.
- If soap and warm water are not available, staff will assist children in applying an alcohol based hand sanitizer. Hand sanitizer will not be left in reach of children.

### **Cleaning and Sanitizing**

- The Y will implement sanitation procedures throughout the program hours, disinfecting high volume surfaces such as doorknobs, tables and bathrooms regularly.
- All toys, equipment, and craft supplies will be wiped down immediately after use or stored in a bin for cleaning at the end of the day

### **Sick Child Policy**

- The child will be isolated from the rest of the children. The family will be contacted and the child will be removed from care until they are 24 hours free of symptoms without medication. The materials and area the child was playing with will be sanitized before being used by any other staff or children.
- If a positive Covid case is confirmed, this information will be immediately given to Camp Director. The Branch Executive will notify CEO. CEO will notify Montgomery County Department of Health and organization will follow DOH directions as to next steps.

Our licensed child care programs and summer camps will continue to follow CDC, State, licensing, and local Health Department recommendations in addition to requirements from host school districts.