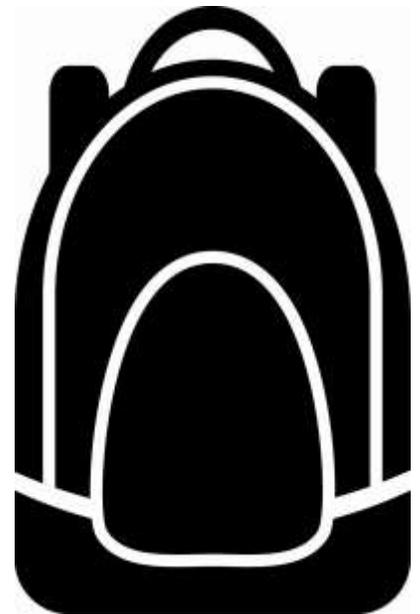




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



DEVELOPMENT THROUGH EXPERIENCE



Off School Camp Parent Packet
DAVIS FAMILY YMCA

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INTRODUCTION

In the interest of making your child's experiences at YMCA Off School Camp enjoyable and to provide for his or her health and safety, please take time to read this handbook. Then, please, ask any questions or discuss any concerns you might have with the Program Director.

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

Our Cause: To strengthen the foundations of our community.

Our Areas of Focus: We're for Youth Development, Healthy Living and Social Responsibility.

Our Values: We build character by promoting our values of Caring, Honesty, Respect and Responsibility.

PROGRAM PHILOSOPHY

The Off School Camp program is designed to meet the development needs of children as well as provide them with a FUN day away from school. Off School Camp provides experiences that enhance and enrich each child's cognitive, language, social, emotional, physical, and creative development. Within the daily schedule, each child has the opportunity to create, to explore their environment, to develop problem-solving and personal interaction skills, and to develop concepts through self-discovery and counselor-assisted activities. Opportunities for solitary play, as well as group activities, are provided. Staff serves as positive role models and provides care that is supportive, nurturing, warm, and responsive to each child's needs. Parents are always welcome to visit and to participate in our day as volunteers.

OFF SCHOOL CAMP GOALS

The YMCA's Off School Camp program helps children to:

- Grow personally.
- Clarify values.
- Improve personal and family relationships.
- Appreciate diversity.
- Become better leader and supporters.
- Develop specific skills.
- Have a whole lot of FUN!

SAFETY, HEALTH & SUPERVISION

DISCIPLINE POLICY: We believe that children need to become independent, self-sufficient individuals with the ability to engage in active problem solving; therefore, we encourage the development of self-discipline skills by:

1. Setting realistic limits for children based on the individual developmental needs.
2. Planning an environment, which is developmentally appropriate and which encourages children to develop responsibility and independence within the developmentally appropriate limits.

The following approaches are unacceptable:

1. Using physical restraint to confine children.
2. Humiliating and/or shaming children.
3. Using profane language or other verbal abuse.
4. Delegating discipline to any other child.
5. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toilet accidents.
6. Placing children in isolation for more than 2 or 3 minutes.
7. Using unusual, harsh, and/or cruel punishments.
8. Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in their care.

In rare cases where children exhibit inappropriate behavior, we redirect the child's activity or remove the child from the situation for a very short time - about two minutes. If the situation requires written documentation of behavior, it will be shared with parent or guardian and a copy placed in their file. If the behavior is not resolved suspension could occur.

All common and reasonable efforts to ensure safety are made at all times.

1. Emergencies and accidents will be handled as requested by the parent(s) per emergency forms. Minor accidents (cuts, etc.) will be treated by staff trained in first aid procedures.
2. No child shall be left alone or unsupervised.
3. There is immediate access at all times to a working telephone.
4. There is a Fire Emergency and Weather Alert plan for each site, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts. (The plan shall include a diagram showing primary and secondary evacuation routes where there are camps using buildings.)
5. We have a plan for Water Safety, including swimming and other water activities.
6. First Aid Box and emergency information will be taken on all field trips.
7. When walking near the parking lot, extreme caution must be taken.
8. When an accident or injury occurs, or when any other incident necessitates administration of Syrup of Ipecac or the emergency transportation of a child, the YMCA shall complete an incident report. Every attempt will be made to contact the parent or legal guardian if a child is seriously injured.
9. The use of spray aerosols shall be prohibited.

SWIMMING AND WATER SAFETY

There shall be written permission (on file with the YMCA Off School Camp) from the parent or legal guardian of a child, before a child shall be permitted to swim or otherwise participate in water based activities in bodies of water two (2) or more feet in depth. The written permission sheet shall be signed, dated, and shall include the following:

1. The child's name.
2. A statement indicating whether the child is a swimmer or a non-swimmer.
3. That the parent or legal guardian grants permission for the child to participate in water activities.

The YMCA shall provide enough Off School Camp staff members during swimming and water play activities. A certified lifeguard will also be present when the children are participating in a swimming activity. All children will be required to have a swim assessment, which will be kept on file.

CHILD ABUSE AND NEGLECT

A staff member shall immediately notify his or her supervisor when the staff member suspects that a child has been abused or neglected. A child will always be safe from any form of abuse or neglect when in the care of the YMCA.

SEXUAL OFFENDER NOTIFICATION

As of July 1, 1997, Ohio law requires that sex offenders register with the Sheriff of the county in which they reside. Following such registration, the Sheriff must provide in writing certain information to a variety of entities including childcare providers. If notices are received, they will be placed with the sign in/out sheet at the applicable site. More information can be obtained by calling your local Sheriff's office or visiting their Web site. Listed below are the phone numbers and web sites for Mahoning and Columbiana Counties.

Boardman Police Department (330) 726-4144
Mahoning County Sheriff (330) 740-2370

MEDICAL EMERGENCY PLAN

First Aid Kits are available and are accessible to staff at all times. A First Aid fanny pack will be worn by at least one staff member present during activities and on all field trips.

Emergency Phone Numbers: Emergency 911
Davis YMCA (330) 480-5656

Off School Camp will have at least one staff member trained in First Aid/CPR during the hours of operations.

Children's health records are located in a secured file box, accessible at all times to staff members.

In case of an emergency, the Program Director are to be notified immediately. If the Program Director is not available, then the next senior staff member is to be notified. The Program Director will then immediately notify the parent or legal guardian and make contact with the appropriate emergency phone contact. If the parent or legal guardian cannot be reached, the requested adult and child's physician will be notified. If necessary, the child will be transported by the EMS to the hospital of their choice.

In case of illness of a child, he/she will be cared for by either the Program Director or other staff member while the parent or legal guardian or requested adult is notified and in route.

The Ohio Department of Human Services' Dental First Aid chart is available at the site. Off School Camp staff members will follow procedures indicated on the Dental First Aid chart in case of dental emergency.

MANAGEMENT OF COMMUNICABLE DISEASE

1. A staff person will be trained to recognize the common signs of communicable disease and other illness through First Aid training and "Childhood Disease" training certified by the Red Cross, a licensed physician, or a registered nurse. All staff will be trained in the proper hand washing and disinfecting procedures. A staff person trained as explained above will observe each child during the camp day.
2. A copy of the "communicable disease" policy will be given to each parent or legal guardian during the registration process.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or legal guardian:
 - a. Diarrhea (more than one abnormally loose stool within a twenty-four (24) hour period.)
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
 - c. Difficult or rapid breathing.
 - d. Yellowish skin or eyes.
 - e. Conjunctivitis.
 - f. Temperature of one hundred (100) degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.
 - g. Untreated infected skin patch(es)
 - h. Unusually dark urine and/or gray or white stool.
 - i. Stiff neck.
5. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the Program Director and the parent or legal guardian. The child shall be carefully watched for symptoms listed below:
 - a. Unusual spots or rashes.
 - b. Sore throat or difficulty in swallowing.
 - c. Elevated temperature.
 - d. Vomiting.
 - e. Evidence of lice, scabies, or other parasitic infections.

6. A child will be readmitted to camp after he/she has been checked by a staff member trained in Communicable Disease, or other authorized person. There must be a twenty-four (24) hour period free of symptoms, including fever, before the child can return to camp.
7. Administration of medication, vitamins, and fluoride supplements or special diets will be distributed by camp staff only after receipt of a completed administration of Medication form signed by a physician and the parent. All prescription medication must be in the original container with the child's name, date, and age.
8. Parents will be notified in writing of any communicable disease that is present at camp.
9. Those children experiencing minor common cold symptoms, or if the child does not feel well enough to participate in activities, but is not exhibiting any symptoms specified above, are classified as a mildly ill child. It is our policy to care for mildly ill children as long as the parent has been notified of the child's condition. The child will be watched for conditions or other symptoms that would result in the child's discharge.
10. Administration of Medicine forms for medication, special diet, and vitamins are included in the registration packet.
11. Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician states that their illness is not contagious.

ALLERGIES

If your child has an allergy to anything including, but not limited to, food, or medication it must be filled out on the Enrollment form.

PARENT INVOLVEMENT & CAMP OPERATIONS

PARENTAL VISITATION

We encourage parents to visit camp any time during the hours of operation. Parents should feel free to observe and interact with their child. When arriving to visit or observe, we ask that parents notify the Program Director of their presence. It is helpful for the staff to be notified concerning parent's plans to spend time at camp. We do encourage parents to be respectful of their Child's camp schedule of activities.

PARENT CONCERNS

It is important that parents familiarize themselves with the program. All concerns about your child's care should be promptly resolved with the Program Director.

OFF SCHOOL CAMP PROGRAM OPERATIONS

Off School Camp runs from 9:00 a.m. to 4:00 p.m. on scheduled Off School Days. There are extended hours available from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. at an additional cost. Some trips may incur a fee. This fee may or may not include extended hours as we expect a late return time. If there will be an expected late return time, you will be notified at the time of registration.

ARRIVALS & DEPARTURES

All pick up and drop offs will take place indoors during Off School Camps. Please stop by the Service Desk as they will direct you to the correct location to drop off or pick up your child. Accommodations will be made for any late drop offs. Any late pick ups after 4:00 p.m. without extended hours or after 6:00 p.m. with extended hours may incur an additional fee (the cost of extended hours after 4:00 p.m. or a late fee for those picking up later than 6:00 p.m. is to compensate for Staff overtime.)

WHAT CAMPERS SHOULD AND SHOULD NOT BRING TO CAMP

Please make sure your Camper has all of their belongings clearly marked with their name. Each day, please send your Camper with weather appropriate clothing, tennis shoes, clothing you do not mind getting dirty (we will be active and utilizing multiple arts & crafts mediums), a lunch (lunch box with their name on it, and a "brown bag" disposable lunch during trip days works best), and a backpack/gym bag with their swim suit and towel will be needed unless otherwise notified. Plead do NOT bring to Camp anything of value, sentimental or otherwise. This includes handheld video games, jewelry, trading cards, etc. We will provide the fun and games. Also, to ensure the safety of all Campers, anything considered hazardous should be left at home. This includes weapons, intoxicants, etc. All medication should be given to the Program Director or Counselor directly from the parent with instructions on usage.

ACKNOWLEDGEMENT

I acknowledge that I have read the Off School Camp Parent Handbook and I am fully aware of the following:

- Program Philosophy**
- Registration process, Fees, Refunds, Late Charges, and Withdrawals**
- Discipline Policy**
- Safety, Health, and Supervision**
- Swimming and Water Safety**
- Child Abuse or Neglect**
- Sexual Offender Notification**
- Medical Emergency Policy**
- Management of Communicable Disease**
- Parent Involvement**
- OFF School Camp Program Operations**
- Arrivals and Departures**
- Off School Camp Program Schedule**
- What Campers Should and Should Not Bring to Camp**

I have read and understand the fee arrangements and conditions detailed in the Parent Handbook. I agree to these conditions and will abide by them.

This acknowledgment must be placed in our files. Please sign the form and return along with your enrollment forms to the YMCA registration site.

Child's Name

Parent or Legal Guardian's Signature

Date