



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **BEST SUMMER EVER**

## **Day Camp Parent Handbook**

**CENTRAL YMCA  
17 N. Champion St  
Youngstown, OH 44501  
330-744-8411  
[youngstownymca.org](http://youngstownymca.org)**

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## **INTRODUCTION**

In the interest of making your child's experiences at YMCA Camps enjoyable and to provide for his or her health and safety, please take time to read this handbook. Please, ask any questions or discuss any concerns you might have with the appropriate camp director/staff.

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

**Our Cause...**Youth development, healthy living, social responsibility.

**Our Values...**Building character through the promotion of Caring, Honesty, Respect and Responsibility.

**Our Promise...**Strengthening the foundation of community.

## **PROGRAM PHILOSOPHY**

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

The camp philosophy for the YMCA of Youngstown, as well as the YMCA of the USA, is to help participants grow spiritually, mentally, and physically through a variety of activities that promote character development, sportsmanship, and teamwork. Under the guidance of well-trained staff, YMCA camp programs can give children an experience that will last a lifetime.

## **CAMP GOALS**

As with all YMCA programs, our camp programs are designed to help each participant grow personally, learn values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills, and have fun!

## **REGISTRATION PROCESS**

- Day Camp is open to children ages 6-13.

Children are enrolled on a first come, first served basis. Efforts will be made to accommodate special needs circumstances. Please see the camp director for more information on our accommodations for those with special needs.

The camp program will not discriminate in the employment of staff or the enrollment of children based on race, color, religion, sex, or national origin.

5-year olds with Kindergarten experience will be considered as enrolled campers of program at camp director's discretion.

To complete enrollment of your child at Camp, you will need to fill out and return the following information:

- Handbook Acknowledgement
- Medication Administration
- Swim/Video Release
- Child Enrollment and Health Information
- Escort Form
- Field Trip Permission
- Camp Behavior Guidelines
- Child Medical Statement

### **PAYMENT SCHEDULE**

- Payments are due in full upon registration for Camp
- All fees must be paid no later than the Friday before the week you wish your child to attend.

### **WITHDRAWAL POLICY**

Because we have secured staff and supplies to provide a quality experience for your child, please notify the director by the Friday before the week your child was scheduled to attend camp. If the director has not been notified in writing, no refunds will be given.

### **ABSENCES**

The YMCA is a not-for-profit institution. We base our operating costs on annual registration projections. In order to continually assure the highest quality of staff, equipment and supplies, we cannot offer fee reductions for absences due to illness or otherwise.

### **EXTRA CHARGES**

1. Returned checks result in a \$20 minimum charge. Recurrent returned checks result in "cash only" terms.
2. A late fee of \$10 is charged for a period of 15 minutes after camp ends and one dollar per minute thereafter. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem.
3. A late fee of \$15 per child will be added if registering after Friday for the upcoming week of camp.

### **PARENT COMMUNICATION**

We will be communicating via e-mail and will be asking for e-mail addresses for both parents. Day Camp Weekly Parent Letters will be handed out during drop-off and pick-up times, and can be picked up the first day your child attends for that week.

Please follow us on Facebook, **Central YMCA Day Camp**, for up to date information.

**Check the Camp Brochure for Parent Orientation Dates.**

\*The orientation will give you helpful information for first day of camp.

### **CAMP PROGRAM OPERATIONS**

## CAMP HOURS

Camp Activities run from 9:00 am - 4:00 pm Monday – Friday  
Extended hours 7:00-9:00 am/4:00-6:00 pm

### \*\*DAILY SCHEDULE

7:00-9:00 am	Extended Hours
9:00- 9:15 am	Sign In
9:15-10:00 am	Breakfast/Opening Ceremony
10:00 am - 12:15 pm	Dynamic Rotations by Age Group Create – Art and Music Engage – Team Sport Explore – Science/History/Weekly Theme Thrive – Reading and Writing
12:15 - 1:00 pm	Lunch
1:00- 1:45 pm	Groups Activity
1:45- 3:15 pm	Swim/Open Gym
3:15-3:45 pm	All Camp Activity
3:45- 4:00 pm	Closing Ceremony
4:00-6:00 pm	Extended Hours

Every day is carefully planned, so please drop-off and pick-up your child at the scheduled time. **All campers must wear their Day Camp T-shirt on field trip day or they will not be permitted to go.** (Field Trips are on Thursdays unless otherwise noted and are subject to change.) **There is no Day Camp on Wednesday, July 4.**

\*\* Subject to change.

## ARRIVALS AND DEPARTURES

In order to promote a sense of independence and age appropriate socialization, we suggest that parents encourage their children to meet new friends and enjoy a camp-like atmosphere by making your departure a positive and smooth transition.

## DAY CAMP

All children must be signed in upon arrival and signed out when departing. Proper photo identification is required for all pick-ups. If child is not arriving or departing at normal time, please notify staff so we can be prepared to accommodate your schedule.

- **Campers must attend a minimum of three days in order to attend any trip (trip day plus two other days.)**
- **Drop-Off/Pick-Up will be in the Front Lobby**

Late fee will be assessed starting at 4:00 or 6:00 pm for extended care.

## **SAFETY, HEALTH AND 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 for their age.

**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 or for toilet accidents.
6. Placing children in time out for more than 5-10 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 will redirect the child's activity or remove the child from the situation for a very short time. If a situation occurs where a child uses physical aggressive behavior towards another child, the staff will discuss this with the parents. If it continues to be an unsolvable problem, your child will be withdrawn from the program.

## **HEALTH & SAFETY**

**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.
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. When walking near the parking lot, extreme caution must be taken.
7. When an accident or injury occurs the YMCA shall complete an incident or accident report. Every attempt will be made to contact the parent or legal guardian if a child is seriously injured.
8. Camp director/Coordinator will have emergency information during out of camp activity digitally or on paper, at all times.

# SWIMMING AND WATER SAFETY

## Safe Pools Have Rules

**TEST**-All children 12 and under who want to swim in water deeper than their chest must pass the swim tests.

**MARK**-All children 12 and under must wear a swim band that correlates with his/her swimming ability.

- ◆ Red=non-swimmer (has not passed the swim test in 2018)

- ◆ Green=swimmer (has passed the swim test in 2018)

**PROTECT**-All non-swimmers must remain in shallow water. If the water in the shallow end is deeper than a non-swimmer's armpits, then they must also have one of the following layers of protection:

- ◆ must be within arm's reach of a parent or guardian (16+) -max kids per adult=3

- ◆ must be wearing a Coast Guard approved lifejacket

- ◆ non-swimmers aged 5 and under must be within arm's reach of a parent or guardian regardless if they are wearing a Coast Guard approved lifejacket or if they have passed the swim test.

\*Children must meet the height requirement in order to enjoy our water slide.

There shall be written permission from the parent or legal guardian of a child, before a child shall be permitted to swim or otherwise participate in water-based activities. 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 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.

\*Please pack spray-on sunscreen so campers can apply sunscreen to themselves on days we will be outside.

## DEEP WATER TEST (All campers ages 6-12 years)

Any child wanting to swim in water over their head or go off the diving board must pass a deep-water test, which consists of 20-second tread and 25-yard front crawl swim. Bracelets will be worn to identify swimmers.

## POOL RATIOS

YUSA and Ohio bathing Code dictates that minimum ratios of 1 lifeguard to 25 participants on duty for each aquatic activity, not including camp staff that will also be on duty.

## **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. No YMCA staff are permitted to babysit members that they meet while working at our camps.

## **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. And 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 for Mahoning

Youngstown Police Department (742-8900)

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 kit will be available by at least one staff member present during activities.

Emergency Phone Numbers: Emergency 911 - Central YMCA (330) 744-8411

All Camps have staff members trained in First Aid/CPR during the hours of operation.

**In case of an emergency**, the camp director and the program director are to be notified immediately. If the camp director is not available, then the next senior staff member is to be notified. The camp 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 life-squad to the hospital of their choice.

**In case of illness of a child**, he/she will be cared for by either the camp 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. 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.
  - j. Unusual spots or rashes.
  - k. Sore throat or difficulty in swallowing.
  - l. Elevated temperature.
  - m. Vomiting.
  - n. Evidence of lice, scabies, or other parasitic infections.
4. 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.
5. Parents will be notified in writing of any communicable disease that is present at camp.
6. 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.
7. Administration of Medicine forms for medication, sun screen, bug spray, special diet, and vitamins are included in the registration packet.
8. 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.

## FIELD TRIPS

Camper must attend camp a minimum of three days to attend a field trip. **Camp shirt must be worn the day of the field trip.** A small orientation will be given the morning of the trip to ensure camper's safety at each location. Y is not responsible nor liable for any articles lost or stolen, so we encourage campers to leave valuables at home. If campers bring money, please bring it in a labeled envelope to give to their counselor for safe keeping. Campers will be divided up by ACA counselor to camper ratio and placed into small groups for the day of the field trip.

All trips are on Thursdays except for Week 7 (Wednesday) and Week 8 (Friday)

Week 1 June 11 – June 15: Camelot Lanes (\$10)

Week 2 June 18 – June 22: YNDC (\$10)

Week 3 June 25 – June 29: Akron Zoo (\$15)

Week 4 July 2 – July 6: Pioneer Waterland (\$15)

Week 5 July 9 – July 13: Rock and Roll Hall of Fame (\$20)

Week 6 July 16 – July 20: OH WOW! (\$10)

Week 7 July 23 – July 27: Cleveland Indians Game (\$20) **WEDNESDAY**

Week 8 July 30 – Aug 3: Sand Castle Waterpark (\$20) **FRIDAY**

Week 9 Aug 6 – Aug 10: Camp Fitch (\$30)

Week 10 Aug 13 – Aug 17: Butler Art Museum (\$10)

Week 11 Aug 20 – Aug 24: Sports World (\$15)

## DAY CAMP LUNCHES

Breakfast will be provided Mon-Fri, and lunch will be provided Mon-Thu by Neighborhood Ministries. If parents prefer to pack campers lunches each day, they are welcome to do so. **Campers need to pack a lunch on trip days and pack a healthy snack each day.**

## DRESS

Each day children should dress for active play. Comfortable clothing and shoes made for running and climbing are a must. Please avoid thongs and open-toe sandals. Wear appropriate weather clothing. Please protect your child by applying sunscreen before you come. Since children will be outside and using water, paint, and other messy materials, it is best if children do not wear expensive or dressy clothing. The YMCA is not responsible for clothing that may become stained or dirty while at camp. A swimsuit must be worn under clothing for quick changing each day, unless otherwise notified (non-swimming trip days.) Campers should bring a backpack that they can carry on their own with a beach towel and backup set of clothing. Please label all clothing and personal items.

## WHAT CHILDREN SHOULD NOT BRING FROM HOME

Please Do Not Bring alcohol, drugs, weapons of any kind, animals, money, iPods, phones, electronic games, etc... The YMCA will not be responsible for lost or stolen items. Items will be confiscated, and campers may be removed from the program.

## **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 CONCERNS**

It is important that parents familiarize themselves with the program. All concerns about your child's care should be promptly resolved with the camp director. Communication and e-mail access to each parent's e-mail is recommended to stay in touch with everyone.

## **TRIP SAFETY PROCEDURES**

**The camps transportation practices promote safety, minimize risk, and help administrators consider all traffic control, vehicular safety, and camper education.**

1. Vehicles are loaded only within seating limit, established by manufacturer.
2. All persons are to wear restraint devices when available/required.
3. All passengers remain seated while vehicle is moving.
4. All vehicles follow convoy travel procedures when applicable.
5. Roster of individuals will always be readily available on bus.
6. Persons in wheelchairs will be strapped into wheelchairs, in locked positions, in secure spaces on vehicles.
7. Staff will be staggered throughout bus to provide ample supervision.
8. Campers will have assigned seats on buses while traveling.
9. Campers who fail to follow Trip Rules or Safety Procedures will not be able to attend camp on field trip days.