



Champaign Family YMCA

Summer Day Camp Parent Handbook

191 Community Drive
Urbana, OH 43078
937-653-9622 (Welcome Center)
937-653-1902 (Fax)
champaignfamilyymca.org

Camp Shiffer
5678 Cox Road
North Lewisburg Ohio 43060

Hours of Operation:

Monday-Friday; 6:30 a.m. - 6:00 p.m.



Agency Partner

TABLE OF CONTENTS

Program Overview.....Pages 3-5

- Mission Statement
- Program Philosophy
- Program Goals
- Logo Review
- Family Involvement
- Sensitive Issues
- Parent/Staff Communication
- Staff
- Staff to Participant Ratios
- Staff Structure
- Staff Babysitting Policy

Enrollment Policy.....Page 5-6

- Enrollment Policy and Information
- Permanent Withdrawals

Payment Procedures.....Page 6-7

- Payment Procedures
- Child Care Vouchers
- Credits and Refunds
- Overtime/Late Fees
- Financial Assistance
- Tax Information

Code of Conduct.....Pages 7-9

- Camper Code of Conduct
- Rules to Live By
- Discipline
- Suspension/Expulsion Policies

Camper Safety.....Pages 9-12

- Procedures for Emergencies/Accidents
- General Emergency
- Emergency Transportation Authorization
- Accident/Illness
- Serious Accident/Illness
- Child Abuse & Neglect
- Incident/Accident Reports
- Illness Policies
- Isolation Precautions
- Management of Illness
- Medication
- Inhalers & Other Emergency Medications
- Disclaimer/Hold Harmless Statement

Camp Life – What to Expect.....Pages 13-16

- Camper Orientation
- Arrival/Departure
- Early Pick-Up/Late Drop Off Policy
- Late Pick Up
- Verified Absences
- Self Sign In/Out
- What to Wear
- Outdoor Activities
- Swimming Policy
- What to Bring
- Lost and Found
- Field Trip Information
- Food Information
- Breakfast
- Lunch
- Trading Post Snack

At-A-Glance Checklists.....Pages 17

- Backpack Checklist

Day Camp & BAC Camp.....Pages 18-21

- Program Information
- Day Camp Programming
- Daily Schedules
- Fees
- Description of Activities

C.I.T Program.....Pages 21

- Teen Camp Program Information
- Teen Camp Schedule
- CIT Program Information
- CIT Fees

Sports & Specialty Camps.....Page 21

- Program Information
- Fees & Schedule
- Description of Activities

Ohio Administrative Code.....Page 22

PROGRAM OVERVIEW

Champaign Family YMCA Mission Statement

The mission of the Champaign Family YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our four core values of caring, honesty, respect and responsibility help us embrace our mission. The Champaign Family YMCA has three areas of focus: Youth Development, Healthy Living, and Social Responsibility.

Program Philosophy

The purpose of YMCA youth programs is to meet the developmental needs of children and provide families with quality care. Our programs focus on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, which encourages initiative and supports the growth of self-direction and free choice, all under the guidance of nurturing and caring staff. This is done in a setting built with acceptance, respect and encouragement. In all of our programs, we work in cooperation with educational efforts of parents and communities. We believe in building positive self-esteem and strong character development in children by focusing on our values of caring, honesty, respect and responsibility.

Program Goals

The following are the goals of the camp program. Campers will:

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

In support of achieving the above goals, camp utilizes 26 of 40 the Developmental Assets. Identified by the Search Institute, the Developmental Assets are identified building blocks of healthy development that help young children grow up healthy, caring and responsible. The 26 Developmental Assets utilized at camp are as follows:

- | | | |
|----------------------------------|--------------------------------------|--------------------------|
| 3. Other Adult Relationships | 4. Caring Neighborhood | 6. Parent Involvement |
| 7. Community Values Youth | 8. Youth as Resources | 9. Service to others |
| 10. Safety | 13. Neighborhood Boundaries | 14. Adult Role Models |
| 16. High Expectations | 17. Creative Activities | 25. Reading for Pleasure |
| 26. Caring | 27. Equality and Social Justice | 28. Integrity |
| 29. Honesty | 30. Responsibility | 31. Restraint |
| 32. Planning and Decision Making | 33. Interpersonal Competence | 34. Cultural Competence |
| 36. Peaceful Conflict Resolution | 37. Personal Power | 38. Self-Esteem |
| 39. Sense of Purpose | 40. Positive View of Personal Future | |

Logos



ACA Accreditation means that our camp cares enough to undergo a thorough (over 300 standards) review of its operation by the American Camp Association – from staff qualifications and training to emergency management. ACA collaborates with experts from the American Academy of Pediatrics, The American Red Cross and other youth service agencies to assure that the camp practices reflect the most up-to-date research based standards in camp operation. Our partnership with ACA helps promote summers of growth and fun in an environment committed to safety!



The Champaign Family YMCA partners with United Way to advance the common good, creating opportunities for a better life for all, by focusing on the three key building blocks of education, income and health. United Way's goal is to create long-lasting changes by addressing the underlying causes of these problems.

Family Involvement

Family involvement and input is essential to our program! Parents will be notified of events through a white board located on the shelter house and other oral or written communications. We appreciate any suggestions or concerns from our families. In providing an open relationship with all family members, we believe that we provide better care for their children. Parents and employees are welcome and highly encouraged to participate in all activities planned for the children by the Camp Staff. Parents are especially welcome on field trips (after passing a background check). Any family member with a special interest or skill to share should notify the Camp Director. Parents are welcome to volunteer time and talents!

Any concerns of parents/guardians will be addressed with care and concern from our staff. If a parent/guardian would like to meet with Camp Staff, they can call the Camp Director to schedule time with the appropriate staff member. It is the policy of our program to have an "Open Door Policy." Conferences are welcome and available upon request. Please note that we will have opportunities throughout the summer for parents to meet on a more casual basis with the program staff that are working with their child.

Each year the YMCA will provide evaluations of our programs for parents to complete. Please take a few minutes to complete this evaluation via pen and paper at camp. Your feedback is greatly appreciated and helps us improve our programs!

The Champaign Family YMCA is a volunteer driven agency. We welcome volunteer assistance in all branch and program development. Volunteer opportunities may include youth coach, parent advisory committee, fundraising, special events, and more. Contact the YMCA for more volunteer information and/or to fill out a volunteer application and background check release form.

Sensitive Issues

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. It is very important that parents talk with the staff and the staff will keep parents informed as well.

All parents/guardians must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pick up the child/children. The staff will ask for the proper identification of the person picking up the child.

Parent/Staff Communication

The YMCA believes that activities designed to involve parents in their child's development should be included in a summer program. Activities will be posted on the parent table and featured on our white board. It is a great way to stay informed of special events, field trips, and what the children are doing during camp.

Please keep the Camp Director informed of any changes during the summer so we can keep your records updated. These changes may include, but are not limited to medical history, address, phone numbers, email address, etc.

Staff

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as a quality recreational program. Prior to hiring, each staff member completes a personal interview session, background check and reference checks. We plan age-appropriate activities for children in a structured and safe environment. Each camp has a lead counselor who is responsible for camp planning.

All YMCA staff members receive CPR, First Aid, and Child Protection training as part of employment.

Staff to Participant Ratios

During any scheduled swimming activity a certified lifeguard will be on duty at all times. A child to staff ratio maximum of 1:18 for school-aged will be maintained at all times in the pool.

All children are supervised at all times. A staff to child ratio during all other camp activities will never be higher than 1:18. However, the YMCA in accordance with American Camp Association (ACA) recommendations, maintains the following staff to camper ratios, under normal circumstances:

3 - 5 years	1:6
6 - 8 years	1:8
9 -14 years	1:10

ENROLLMENT POLICY

Enrollment Policy and Information

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

The YMCA camp programs are not drop-in programs. Enrollment must be consistent and in advance. Before attending the YMCA program, all children must be registered and officially enrolled. Program sessions have limited enrollment and registration is on a first-come, first-serve basis. Families may reserve a spot for specific weeks of camp by completing an *Registration Packet*, and submitting the required deposits for each week of camp they wish to attend (full fee is due the week before the camp). The deposit is deducted from the weekly fee. Please note that the deposit is non-refundable and non-transferable.

In order to register your child for any camp, you must submit a *Camper Info Packet*. This packet must be completed in full. The packet requests pertinent information such as contact information, personal history of any special medical issues, special needs and food allergies, emergency transportation authorization, etc. This packet is turned in at the sign in table on the first day your child attends camp.

A child is not officially enrolled in camp until the *Registration Packet* is turned into the Welcome Center and the child is registered with paid deposits. If your child has a health/behavioral condition or requires medication, you will be required to fill out additional paperwork.

Permanent Withdrawals

The YMCA reserves the right to permanently withdraw a program participant at any time. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Camp Director, Membership Director and the CEO.

If your child's schedule changes or you withdraw from the program, you must let the Camp Director know. **No** phone or verbal withdrawals will be accepted. At a minimum, parents must cancel prior to the week their child is registered to attend camp. This will assist in registering children who are on the waiting list.

PAYMENT INFORMATION

Payment Procedures

Participants are required to have a valid credit/debit card on file at the time of registration. The credit/debit card will be charged in full for any programs selected on the registration form between the Thursday *before* and Monday of the selected week. Only the registration fee/deposits can be paid by other means. If your card is rejected, you will be notified the Friday before the selected week. Your child will not be permitted to attend the selected program until the fee is paid *and* a valid card is on file.

Fees are charged every week regardless of the total number of times your child attends camp. Full payment is due even if your child does not attend at all. Fees will not be prorated when there is a scheduled day off for holidays. When a child is absent due to suspension from the program, full tuition payment is still expected.

To cancel a week of camp and avoid being charged, you must contact the Camp Director *two week before the start of the selected week*. No verbal, emailed, or over the phone withdrawals are accepted.

Questions regarding vouchers and payments should be directed to the Camp Director.

Champaign County Child Care Subsidy

Champaign County child care subsidy is accepted for Traditional Day Camp and Before/After Care. **It is the responsibility of the parent to tap the child in and out each day using the Ohio ECC system. Parents will be charged the full camp fee for children who are not authorized or are not tapped in/out. It is also the responsibility of the parent to ensure that their child attends camp a minimum of 25 hours per week.** If a child attends less than 25 hours in a week and no absences are left to use, the parent will be charged for the difference in payment. Families using child care subsidy must follow all registration procedures, and pay the registration fee and activity fees per camp week.

Credit and Refunds

Once a week of camp begins, we will not give credits or refunds for that session. We do not refund or give credit for the registration fee or deposit, nor is it transferable to another session of camp.

Tax Information

We highly encourage you to keep your receipts for tax purposes. If you need a tax statement, one can be requested by contacting the camp director. Please allow 10 business days (Monday-Friday) for your request to be processed.

**YMCA TAX I.D.
NUMBER:
31-1506457**

CODE OF CONDUCT

Camper Code of Conduct

The Champaign Family YMCA has a responsibility to protect the children in our programs and to promote the YMCA mission that includes practicing programs based on Christian principles that build healthy spirit, mind and body. We teach children to resolve conflicts by peaceful and non-violent means. In support of this responsibility, this Code of Conduct governs the behavior of all adults at the YMCA programs. Staff, parents, and visitors are to treat each other professionally, with respect, and act as role models for the children.

The Code of Conduct identifies unacceptable behaviors by any participant while in any space designated as a YMCA program areas. Misconduct includes, but is not limited to, the following:

- Profanity
- Threats, intimidation, or harassment
- Mental or bodily harm
- Disruption or obstruction
- Disturbing the peace
- Dishonesty or misrepresentation
- Violation of criminal law
- Possession of weapons
- Dressing inappropriately
- Possessing illegal substances (including alcohol, tobacco, and other drugs)
- Engaging in sexual activity, harassment or other display or conduct
- Misusing photographic devices

Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, and/or criminal charges.

Rules We Live By

The following is a list of rules that all campers must adhere to at all times:

- ☐ Keep your hands and feet to yourself
- ☐ Rocks and sticks belong on the ground
- ☐ Use appropriate language
- ☐ Respect all campers and staff
- ☐ Follow all directions
- ☐ Wear appropriate footwear
- ☐ Stay with your group
- ☐ Toys and games belong at home including personal sports equipment
- ☐ Electronics and cell phones stay at home
- ☐ Leave money at home
- ☐ Balls belong outside or in the gym
- ☐ No pets in the program area
- ☐ No vehicles in the program area

Discipline

In youth programs, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits and guidelines. When a set boundary is broken, it is also essential to provide some form of understanding. All specifications under Ohio Child Care Licensing Rule 5101:2-12-22 apply to all YMCA employees.

The YMCA Discipline Policy follows these steps:

- Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, appropriate to the situation, and to each child's individual development. Verbalization of feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.
- No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In the case of physical fighting among children, restraint by the staff may be used for the safety of the children involved, but no form of physical punishment or physical restraint is ever used otherwise.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, rest, or toilet use ever withheld as a means of discipline.
- Physical exercise is never used as a punishment or discipline method.
- No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the YMCA.
- No child is ever shamed, humiliated, or frightened by any form of discipline.
- No discipline technique is ever delegated to another child. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.
- "No" is used only if followed by an explanation.

Suspension/Expulsion Policies

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens, the YMCA supervisors can exercise the option to suspend a child from the program. The YMCA supervisors can also request that a child be picked up before the program end time due to behavior issues (failure to pick up your child within 1 hour of notification will result in being

charged a late fee of \$1 per minute per child). If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

Serious behavior problems may include:

- Verbal or physical aggression toward staff or other adults
- Repeated incidents of physical and verbal aggression toward other children
- Exhibiting behavior that endangers the safety of the child or the other children
- Racism
- Attempting to leave the program or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession or pretending to possess weapons of any kind

If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes “opportunities to develop personal discipline including taking responsibility for one’s own actions, setting and accepting limits, respecting the rights and property of others.” We strive to help each child reach his or her full potential as a productive, responsible human being.

CAMPER SAFETY

Procedures for Emergencies or Accidents

All efforts to ensure safety are made at all times. However, although all children will be supervised at all times by staff, an emergency incident or accident may occur. The following general policies are in place to help ensure safety of all campers:

- All camp programs have a telephone available for emergencies as well as for communication with parents. The YMCA number is: (937)-484-3564. The staff will locate the Camp Director or next available manager to assist in the communication process.
- A First Aid Kit is located in the program area’s primary space and each group will carry their own kit.
- Children’s information concerning medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the administrative area. Copies of these forms are made available for counselors to be taken during the transportation of children to scheduled field trips.
- All children must have *Emergency Transportation Authorization* on file.
- YMCA personnel will NOT transport children in their personal vehicles, even in emergency situations.

In the Case of a General Emergency

General emergencies include: threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat or water. The staff will follow the posted procedures by the Champaign Family YMCA in regard to general emergencies.

If camp has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will alert parents of their whereabouts and the emergency situation at hand. Staff will be with the children at all times and no one will be left unsupervised.

In the event of a facility lock-down, we will relocate the children to a designated space in the building depending upon the emergency.

In any event where there would be loss of power, heat, or water, we will contact parents at that time to notify them that their children are to be picked up from the program.

Emergency Transportation Authorization

We are unable to accept enrollment for families who refuse to grant permission for their child/children to be transported for emergency medical or dental treatment. During the time of registration, you will receive a *Camper Info Packet* that contains many important forms that must be completed and kept on file, including documentation on *Emergency Transportation Authorization*.

In the Case of an Accident/Illness

The Camp Counselor or Camp Director will attend to the accident and/or illness. All other staff shall clear the area and supervise the other children. Minor accidents such as cuts, bruises, etc., will be treated by a staff member. If warranted, the Camp Director will immediately call the appropriate emergency contact numbers. If the parents or guardians cannot be reached, the emergency contacts will be called.

In the Case of a Serious Accident/Illness

If a child is injured or becomes severely ill at camp, 911 will be called and then the parents/guardians will be contacted. If the situation requires transportation to a hospital, an emergency squad will transport the child to the appropriate facility. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the child's *Camper Info Packet* with them.

In the Case of Child Abuse or Neglect

Staff members are trained to observe children on a daily basis as they enter the program to look for a variety of signs of child abuse and/or neglect. The YMCA has a number of policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Director and each employee of the program are required by law to report any suspicion of child abuse or neglect to Child Protection Services.

Incident/Accident Reports

If a child is involved in an incident or accident during camp, the staff will complete an *Incident/Accident Report*. Staff will also fill out this form if they are suspicious of abuse or neglect. One copy will be given to the Executive Director and one copy will be retained on file. Parents will be told about any incident/accident by a phone call or verbally. A copy of the *Incident/Accident Report* will be offered to the parent/guardian. Incidents or injuries that require an *Incident/Accident Report* include but are not limited to: illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff, etc.

Illness Policies

All staff members are trained to recognize the signs of communicable diseases and other illnesses. A trained staff member will observe each child as he or she enters the program.

Any child who develops the following symptoms while in our program will be isolated immediately in the designated First Aid area, until while parents are contacted and remain there until discharged to his/her parent or guardian. **They may only return with a**

doctor's note stating that the child's condition is not contagious. The symptoms include:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and **may be readmitted to the program after he/she is free from all symptoms for 24 hours.** These symptoms include:

- Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- Evidence of untreated lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- Sore throat or difficulty in swallowing.

Isolation Precautions

A child isolated due to a suspected communicable disease (or symptoms listed under the Illness Policy of this handbook) shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room or portion of a room away from other children.
- Made comfortable in an area. After use, the area will be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and disinfected with an appropriate germicide.

Management of Illness

YMCA programs cannot allow "mildly ill" children to attend. A mildly ill child is defined as someone who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled programs, he/she should remain at home. Note that our employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any symptoms listed in our illness policy.

A child who becomes ill during the day will be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to pick the child up, the staff will discharge the ill child to the person who has been designated by the parent. If no one has arrived to pick up the ill child within 1 hour of initial contact, a late fee of \$1 per minute per child will be charged.

In the case of exposure to a communicable disease, parents will be notified by a posted sign.

Medications

Administration of medication or special diets will be undertaken by the program after a completed *Request for the Administration of Medication Form* and *Medical/Physical Care*

Plan are received and signed by a parent/guardian. This form can be obtained from the camp office. The Camp Director must receive this form before any prescribed medications will be accepted or administered. The Camp Director, in a confidential log, will note all administrations of medications.

Over-the-counter medication/topical lotions cannot be administered, given to, or applied to children. Sunscreen lotions are very welcome at camp, however they are categorized as a topical lotion. Parents must provide authorization for their use. For most camps you may do this by completing the *Authorization to Participate* section of the *Registration Packet*. Sunscreen cannot be applied during Pre/Post Camps unless an *Administration of Medication Form* is on file for the child.

Inhalers and Other Emergency Medications

Pertinent information regarding any special medical issues, special needs and allergies must be clearly noted in the *Health History* section of your child's *Enrollment Packet*.

All inhalers and other emergency medications are readily available to program staff members who are working with children that may need such items. A child who is in need of an inhaler may be allowed to carry the inhaler if a *Request for the Administration of Medication* form is on file. Please send an extra inhaler for the Camp Director to keep in the locked medication box.

It is important to keep staff aware of any allergies your child may have such as possible allergic reactions to bee stings, peanuts, other food allergies, etc. If you know your child is allergic to something, please note this information on his/her health history and note the severity of a possible reaction. Please provide any emergency medications (bee sting kits, Epi pens, etc.) for your child.

A *Request for the Administration of Medication* form must be on file for all inhalers and other emergency medications. Parents will be notified if emergency medications need to be used.

The Champaign Family YMCA Disclaimer/Hold Harmless Statement

All participants or in the case of a minor, their parent/guardian must sign off on the YMCA of Disclaimer/Hold Harmless Statement before participating in a YMCA program. This statement is a part of the *Authorization to Participate Form* located in the *Registration Packet*. The statement is as follows:

I understand that the Champaign Family YMCA assumes no responsibility for injuries or illness which I may sustain as the result of my/our physical condition or resulting from my participation in any athletic activities, sports programs, the use of any equipment, exercise, or any other activity at the YMCA. I expressly acknowledge on behalf of myself and my heirs that I assume the risk of any and all injuries and illness, which may result in my participation of these activities. I hereby release and discharge the Champaign Family YMCA, its agents, servants, and employees from any and all claims of injury, death, loss, or damage, which I may suffer as a result of my participation in these activities.

I understand that the Champaign Family YMCA is not responsible for personal property lost or stolen while using the YMCA facilities or while on YMCA premises.

On behalf of myself and my heirs I will adhere to the YMCA Code of Conduct. I understand that the Champaign Family YMCA will hold me accountable to the Code of Conduct, and may restrict my access to the YMCA facilities and its programs upon breach of the code.

I acknowledge the Waiver set forth above and, being in sympathy with the mission statement of the YMCA, I hereby accept the policies of and procedures of the Champaign Family YMCA.

CAMP LIFE: WHAT TO EXPECT

Camper Orientation

Campers will receive an orientation on their first day of attendance to review rules, policies, and procedures.

Arrival/Departure

During arrival (between 6:30-9:30 a.m.) and dismissal (3:45-6:00 p.m.), parents and campers will enter/leave through the back of the camp area. **Parents must sign their child in and out at the designated table at the shelter house.** A staff member will be available to assist you. It is the parent's responsibility to make sure that their camper arrives safely to and from their designated counselor/group after they are signed in. **It is also the parent's responsibility to communicate any necessary information directly to their child's counselor.**

If picking up early or dropping off late, please ensure your child's counselor knows that your child has been dropped off/picked up before leaving. It is highly recommended that children not be dropped off after 9:30 a.m. or picked up before 3:45 p.m. DO NOT park in the fire lane while picking up your child.

Please anticipate that picking up your child may take several minutes as the child may need to end an activity and retrieve his/her things and as children may be located in different areas of our facility. A staff member may also request that you walk to their location if something in regards to your child needs to be discussed. If children are inside for activities or because of inclement weather, parents will be asked to escort/pick up their child from their current location in the building after signing them in/out.

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file, which may include a custody agreement. No child will be released from a program to anyone other than the parents, legal guardians, or other persons specifically indicated in the *Camper Info Packet*. We require that you give advance, written notification to the program Director when changes occur. Staff will ask for verification of identity before releasing a child.

Early Pick-up / Late Drop-off Policy

If arriving or departing the program other than the scheduled times, staff must be **notified in advance** – preferably in writing. Parents are responsible for communicating this information in advance so that counselors can ensure the camper(s) are ready and waiting at the appointed time and designated location. Please avoid Early Pick-up/Late Drop-off on Field Trip days.

Late Pick-up Policy

A late fee of \$1.00 per minute per child will be charged if the child/children are not picked up on time. The individual that picks up the camper will be expected to sign the late fee slip, and full payment is required before the child returns to camp. After ten minutes, parents and emergency contacts will be called. If late pick-up is more than one hour, **Child**

Protective Services will be contacted. Excessive late pick-ups may result in the child's dismissal from the program.

Verify Absences

When your child will be absent from the program, please notify camp staff. Parents are encouraged to notify the YMCA by calling Welcome Center at (937)-653-9622 and asking for the Camp Director's voicemail. (There is no refund for absences.)

Self Sign In/Out Policy

Children who are **9 years old and a member of the YMCA** have the ability to sign themselves in and out of camp **with a signed permission slip**. The camper **MUST** have their membership card to present to the Welcome Center upon sign out. Children can only sign out during scheduled departure times, not in the middle of the program. Children must stay on YMCA property and be unsupervised no longer than 2 hours. Children signing themselves out must follow all rules. Siblings cannot sign each other out from camp. The YMCA reserves the right to revoke this privilege at any time. The *Self Sign Out Permission Form* is available upon request by the Camp Director.

What to Wear

Your child will get dirty! It is important that campers dress appropriately for any weather and that they are comfortable. On rainy days, campers will still go outside, and may need to pack a light wind jacket or extra set of clothes. No sandals, flip flops, crocs or dress shoes are allowed! **Your child must be in tennis shoes.**

Outdoor Activities

The program shall provide outdoor play each day in suitable weather for Specialty Camps. Traditional Camp and (some Specialty Camp) programs are primarily based outdoors. In the event of inclement weather conditions, such as severe storms, winds, or extreme high or low temperatures to the extent that we cannot remain outdoors, the program will provide alternate indoor activities. This will include, but is not limited to, organized games such as kickball, basketball, tag, and developmentally appropriate group games. Indoor activities will be conducted at the shelter house or YMCA main building.

The staff maintains daily contact with local weather services and monitors for storm watch and weather signals. At the discretion of YMCA staff, the program participants will be moved to their alternate indoor weather site as the weather changes. However, predicting the weather can sometimes be difficult. If a downpour of rain should occur, campers will be kept in a sheltered location until they can be safely moved to an indoor facility. Due to our love of nature, we may not go indoors during a quick and light summer shower!

Swimming Policy

Parents/guardians must complete the *Permission to Participate in Swimming Activities* section of the *Camper Info Packet* to give written permission for their child to swim or otherwise participate in water play activities.

Staff members will always accompany and supervise children at swimming sites. Staff members review all of the center's swimming rules with campers before each opportunity to go swimming. Staff/child ratios will be maintained. Staff Members will take head counts on a regular basis. We will only use pools that are staffed with certified lifeguards with CPR and first aid training. During all recreational swimming activities, certified lifeguards will be present at all times. Program participants must complete a swim test on their first day of swimming, to evaluate their skill level. Depending on the swim skills demonstrated,

campers might be limited to a specific area of the pool and might be required to wear a flotation device provided by the YMCA.

Children should arrive at camp with swimsuit and towel prepared to swim. Children should have their sunscreen (and Bug Spray) on upon arrival. Please remember to pack appropriate undergarments for your child.

What to Bring

It is recommended that each child bring a backpack or other easy-to-carry bag to camp. Parents and campers should refer to the *At-A-Glance Backpack Checklist* (pg. 17) located in this handbook. It also lists items that your camper will not be allowed to bring to camp!

Lost and Found

It is important to label your child's possessions. All campers' possessions should be labeled with their last name or first and last initial. (Sharpies® work great!) This vastly improves the chance that you will have the items returned if they are misplaced. Remember, many younger children do not remember what their possessions look like! The YMCA staff will do their best to remind campers to pick up their items daily. Lost and Found items will be kept for the week at which point unclaimed items will be donated to charity.

Field Trip Information

Parents/guardians must complete the *Authorization to Participate* section of the *Enrollment Packet* to give written permission for their child to attend any field trips or excursions away from the program site. Attendance will be taken at the beginning of each trip, during, and again at the destination. All participants will adhere to all bus rules and safety guidelines.

Copies of *Camper Info Packets* with health history and complete emergency information for each child are kept with the camp staff member of each group at all times. A complete first aid kit will be taken as well. All camp staff members have radio/cell phone communication with each other at all times for routine and special field trips.

The YMCA shall only use our Camp Shiffer bus for routine and special field trips. YMCA vans may also be used to transport when needed. These vehicles undergo regularly scheduled maintenance to ensure our participants' safety. YMCA staff members cannot transport children in personal vehicles under any circumstance.

Food Information

Daily nutrition plays a vital role in your camper's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. Your child's lunch and snacks should be nutritious and help fulfill a child's recommended daily dietary allowances. If parents need assistance in determining what these allowances are, the program can provide this information. Parents are asked to inform staff of any special dietary needs.

Morning Snack

Pre Camp/Before Care will provide a morning snack. Snack will end promptly at 8:00 a.m. Children arriving after 8:00 a.m. should be fed a nutritious breakfast **prior** to their arrival to camp. Breakfast is one of the most important meals of the day! Ensure your camper has had a nutritious breakfast to fuel up for their day!

Lunch

The Summer Food Program will provide lunch for those that wish to have a hot. Menus for the Summer Food Program are provided weekly on Mondays at the camp sign in/out table. Campers **WILL** have to pack a lunch on field trip days. If we are unable to provide lunch for campers through the summer food program, parents will be notified and instructed to pack their child's lunch. Traditional Campers are required to pack lunch daily.

All campers attending a full day camp may choose to bring a **sealed container** with a nutritious lunch, containing foods from all food groups. All lunches should be ready to eat, with no need for refrigeration, cooking or microwaving. It is recommended to pack lunches in insulated containers with a freezer pack to keep items cold.

Trading Post Snack

Campers will be provided a snack at approximately 3:00 p.m. before camp dismisses. All Campers are welcome to pack a nutritious snack to eat during appropriate times of the day if they feel hungry. If your child is interested in purchasing the afternoon snack, they should bring \$1 a day. This money needs to be turned in on Monday/Tuesday each week at sign in table and will stay in the camper's trading post account.

AT A GLANCE: BACKPACK CHECKLIST

Inside the Backpack

Each camper should have a backpack or other easy-to-carry bag filled with items they will need to have a successful camping experience. All items, including the backpack should be labeled with the camper's name.

Don't forget to pack ...

- ☐ Refillable water bottle
- ☐ Swimsuit
- ☐ Towel
- ☐ Sunscreen & Bug Spray
- ☐ Goggles/Nose Plug (*Optional*)
- ☐ Hat for sunny days
- ☐ Jacket/sweatshirt for cool days
- ☐ A spare set of clothes
- ☐ A book or workbook for reading time
- ☐ Nutritious lunch and drink in a sealed container (if desired)
- ☐ Snack (if desired or Trading Post can be purchased)

**Don't forget to
dress for the
weather!
Camp is
held outside each
day!**

**Remember to
label ALL of your
camper's
possessions!**

**Check your child's
backpack each day
for important
information, arts &
crafts projects, etc.**

What should my camper leave at home?

Under no circumstances should children bring the following items to camp. If children do so, staff reserve the right to confiscate it and return it to a parent at the end of the day.

- ☐ Money (All Trading Post is collected at sign in table)
- ☐ Electronics (game systems, iPods, CD players, cell phones, etc.)
- ☐ Any trading-cards
- ☐ New or expensive clothing and shoes
- ☐ Toys
- ☐ Animals

The YMCA and YMCA staff are not responsible for lost, stolen, or broken items.

DAY CAMP & Before and After Care (BAC)

Day Camp

Day camp is designed for children ages 6-11. If 5, children must be entering 1st Grade. Pre and Post camp (Before and After Care) hours are available in addition to the Day Camp program for families who need care before and/or after regular camp program hours. We have 10 weeks of camp fun planned for your child, each focused around a different theme! Pick and choose the weeks you like, or choose them all!

Daily Schedule

Campers and parents will find comfort in knowing the schedule of activities remains basically the same each day. Remember that this schedule is subject to change and that schedules may vary on Field Trip/Event days. Your child's schedule will likely be as follows:

Before Camp Schedule

6:30-7:30 Free play in designated area

7:30-8:00 Snack

8:00-8:45 Group games and activities

8:45-9:00 Transition to day camp

Special Day Camp Schedule

8:45-9:00 Sign in, group games at shelter house

9:00-9:15 Flag Song

9:15-9:30 Devotion

9:30-11:15 Specialty Camp Activities

11:15-11:30 Clean up Wash Hands Bathroom and Drink

11:30-11:45 Lunch

11:45-12:15 Free Play

12:15-12:45 Craft

12:45-1:00 Clean Up Change for Swim

1:00-2:00 Swim

2:00-2:15 Change from swim Bathroom and Drink

2:15-2:30 Read

2:30-2:45 STEAM

2:45-3:15 Special Event

3:15-3:30 Trading Post (snack)

3:30-3:45 Games, Songs, Camp stories

3:45-4:00 Big Group Game At table for dismissal

Traditional Day Camp Schedule

8:45-9:00 Sign in, group games at shelter house

9:00-9:15 Flag Song

9:15-9:30 Devotion

9:30-1:15 Camp Shiffer (5678 Cox Road North Lewisburg Ohio, 43060)

While at Camp Shiffer Campers will:

9:30-9:45 Bus Ride to Camp Shiffer

9:45-10:00 Raise Flag at Shiffer

10:00-10:30 Archery

10:30-11:15 Trail walks, fort building, hiking, creek play,

11:15-11:30 Clean up Wash Hands Bathroom and Drink

11:30-11:45 Lunch

11:45-12:15 Free Play

12:15-12:45 Craft

12:45-1:00 Clean Up Change Load Bus to return to YMCA

1:00-1:15 Bus Ride to YMCA

1:15-1:30 Read

1:30-1:45 STEAM

1:45-2:00 Change from swim Bathroom and Drink

2:00-3:00 Swim

3:00-3:15 Change from swim Bathroom and Drink

3:15-3:30 Trading Post (snack)

3:30-3:45 Games, Songs, Camp stories

3:45-4:00 Big Group Game At table for dismissal

After Camp Schedule

4:00-4:15 Transition to post camp

4:15-5:45 Group games and activities

5:45-6:00 Clean Up

For all camp and BAC fees please see the Summer Day Camp Brochure.

Description of Activities

Below is a brief description of activities indicated on the Daily Schedule and/or Program Descriptions:

Activity	Description
Swim Time	Campers will participate in daily swimming activities at the City Pool, Waterpark, or Indoor Pool.
Transition	Transition includes campers walking from one activity straight to the next.
Shelter House	Shelter House is our daily meeting place where we gather to start and end our day, sing songs, and give activity instructions.
Group Activities (Children are grouped based on their age when they start camp.)	Children participate in activities their counselor has planned for them. Typically, these activities take place at the group's designated table. Campers enjoy a variety of organized group activities, usually relating to our weekly theme. Activities could include: Sports – returning favorites & sports new to camp Science & Nature – activities focused around caring for the Earth & scientific exploration Arts & Crafts – designed to match the weekly camp theme Character Development – games & activities that concentrate on our four core values Games – returning favorites & games new to camp Hodge Podge – a little bit of everything
Lunch/Snack	Staff and children spend quality group time together in a relaxed atmosphere to enjoy lunch and snacking.
Reading Time	Campers may read, work on a workbook, or write during this quiet time. Books are available to borrow or campers can bring their own.
Station Activities (Rainy Day)	During station time, campers choose their activity based on interest. Station choices include things such as kickball, crafts, dance, science, drama, games/puzzles, and more!
Weekly Themes	Campers will be asked to participate in Weekly Themes. This is designed to enhance the camping experience and often includes special events or campers being asked to wear particular items to show their spirit!

CIT PROGRAM

Counselors in Training (CIT)

Our CIT program is designed for teens ages 13-15. This program is designed to develop future camp counselors. Teens in this program will have the opportunity to develop their leadership skills, communication skills, and embrace the philosophies of volunteerism. CITs assist summer camp staff with various activities, including general and specialized sports and games, arts and crafts, and general supervision of participants. **Teens interested in the CIT program must apply and interview.** The CIT application packet is available upon request from the Welcome Center. CIT candidates can interview for the positions. This program is selective and interview will take place in March. The program begins in June . CITs must attend training week in May.

SPECIALTY CAMPS

Specialty Camps

Specialty camps are designed for children ages 6-12. These programs promote development and provide an opportunity for campers to receive additional instruction and technique in their favorite sport or specialty area! Please refer to the Camp Brochure for specific camps, dates, times, ages, and rates. Campers attending any Sports or Specialty should bring a water bottle.

Parents may also opt to register their child for Pre and/or Post camp hours as well.

Information Required by Ohio Administrative Code (JFS 01237)

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing laws or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, U.S.C. 12101 et seq.

*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

IN CLOSING...

We appreciate that your family has selected the Champaign Family YMCA to care for your child. Just like you, we care deeply about your child. Your suggestions and comments will receive careful consideration as we continue to design a program responsive to the needs of your family.