



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BEST SUMMER EVER™



EASTON FAMILY YMCA  
2018 Summer Camp  
Parent Handbook



# GENERAL CAMP INFORMATION

## HOW DO I REGISTER

- Registration for Members begins March 1 and March 15 for Program Participants.
- A one-time Registration Fee of \$25 (non-refundable) per camper or \$50 per family is required for full day camps and a one-time registration fee of \$15 (non-refundable) is required for half day camps or \$30 per family, the fee is waived through March 31, 201.
- Register at any YMCA Welcome Center or on-line. Complete the registration packet and present it at any of our Y Welcome Centers at the time of registration or scan your completed paperwork to [eastoncamp@ymcachesapeake.org](mailto:eastoncamp@ymcachesapeake.org) after you register on-line. Paper work must be turned in by the Thursday prior to your child attending camp.
- Traditional Camp: \$15 deposit (non-refundable) guarantees your child's place in camp; the balance is due no later than the Thursday of the week prior to camp attendance. If the balance due is not paid in full by the Thursday prior, camp attendance will be denied and registration will be cancelled for that camp.
- Little Steps, Specialty, Outdoor, and Sports: full payment is due at time of registration. Register no later than the Thursday of the week prior to the start of the specific camp. Limited space is available.

## REFUNDS/CREDITS

- If the YMCA of the Chesapeake cancels camp, we will give you a full refund or credit towards another camp.
- If you request to cancel your child's enrollment in camp, you must do so in **writing** no less than 14 days prior to the first day of camp to receive a credit less your non-refundable deposit for Traditional Camps or less a \$15 processing fee for Little Steps, Specialty, Outdoor, Sports, and St. Michaels Camps.

## TRANSFERS

Requests to transfer to a different camp will be considered but must be made in **writing** 14 days prior to the beginning of each camp.

## FINANCIAL ASSISTANCE

Financial Assistance is available to those families unable to afford the full camp fee. These benefits are dependent upon the resources of the YMCA and are based upon each applicant's demonstrated need; applications are available at the Welcome Center or online at [www.ymcachesapeake.org](http://www.ymcachesapeake.org). To process a financial assistance request in time for the summer, please have forms completed and returned to the YMCA at least two weeks prior to registering for camp. If you have specific questions about financial assistance or the process, please contact Ivy Sherwood at 410.822.0566 or [isherwood@ymcachesapeake.org](mailto:isherwood@ymcachesapeake.org).

## BULLYING POLICY

At the YMCA of the Chesapeake, bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our desire to ensure that every camper has the opportunity to build skills, confidence, and character at camp- as well as a lifetime of memories. We work together as a team to ensure that camp is where the magic happens- when caring staff and exuberant youth spend a week, a month or a summer together. The YMCA of the Chesapeake defines bullying as:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience.** Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at the YMCA of the Chesapeake. If your camper is having issues with bullying please contact your camp director immediately.

## **SWIMMING**

All of the YMCA of the Chesapeake summer camps except Little Steps will swim as a part of the weekly schedule. In our efforts to keep your child safe while swimming at the YMCA of the Chesapeake anyone under the age of 18 will be required to demonstrate their swimming abilities and wear an identifying band.

**GREEN BAND** is given by a lifeguard, swim instructor or Aquatics Director employed by the YMCA of the Chesapeake to those who have completed a swim test.

**SWIM TEST:** Consecutively without resting, child must:

**Swim:** Swim one length of the pool (25 yards), starting from the shallow end, unassisted and without resting, maintain freestyle with a strong supportive kick. Position with face in water.

**Tread:** Keep head above water while treading for one (1) minute.

**Exit:** Exit swimming pool by ladder or side.

**Plunge:** Jump into water is over his/her head and easily return to the surface and exit pool by ladder or side.

**RED BAND** is given by a lifeguard, swim instructor or Aquatics Director employed by the YMCA of the Chesapeake to those children who are shallow water competent. Children with a red band will be permitted to swim/play in shallow water where they can readily regain their footing in water that is armpit deep or less.

**GO FOR GREEN (New for 2018)** When your child is enrolled in our traditional day camp program, and they do not pass the swim test, they will automatically be given 15 minutes of swim lessons during pool time each day to make them more capable and confident in the water. Our goal is that your camper will pass the swim test by the end of the summer, and get their green swim band.

Any child receiving a swim band will have their name recorded in the Swim Band Log Book. Please help us keep your child safe and help our lifeguards be successful in implementing this safety procedure.

They may take the test again at anytime during their summer camp experience up to once a day until successful completion. Traditional Campers will have the opportunity to participate in free swim during their camp day. Please see other camp details for swimming activities. Please provide campers with a swim suit and towel each day. Goggles and swim cap are additional items they may bring to use. Air inflated toys and devices are not permitted in the pool.

\* Participants of Boogie Boarding; must be able to swim 50 yards front crawl with rotary breathing and tread water for 1 minute.

## **LOST AND FOUND**

We try our best to help campers keep up with their belongings. It makes our job easier if you put your child's name on everything. We have a lost and found box for YMCA Day Camp. If your child is missing something, please check the Day Camp lost & found at pick up daily. The YMCA is not responsible for money, valuables, or toys brought from home. We would prefer that your child does not bring these items to camp, as they **will not be** allowed to play with handheld electronic games or cell phones.

## **WHAT TO WEAR**

Each camper should wear comfortable clothing to camp each day. **Sneakers or some type of durable shoe is required.** Please keep in mind that the camper will participate in many activities daily. All campers must have a shirt and shoes on at all times, except during swimming activities. **Sandals and other open toed or heel shoes are not allowed.**

## WHAT TO BRING DAILY

- Lunch with ice pack (please no glass bottles)- We urge parents to consider the nutritional quality of the snacks and lunches that are provided for the children. Please be aware that part of the camp curriculum will be to educate our campers on the importance of making nutritious food choices and keeping their bodies fit and healthy. The campers will be very active during their time at camp and will need foods that will provide them with the nutrients they need. Sandwiches on whole wheat bread, fruit, fresh veggies, plenty of water and healthy snacks are recommended. Candy, soft drinks, chips and **most** pre-packaged lunches which are extremely high in sodium and fat are discouraged.
- Afternoon snack with ice pack for perishables (use of snack machines will not be allowed during camp)
- Sunscreen
- Water Bottle
- Backpack: to carry belongings in, campers must be able to carry bag on their own.
- Campers must wear comfortable play clothes, socks, and sneakers. No sandals or flip-flops.
- Hair brush and hair bands.
- Swimsuit: Even if a camper tells you they don't want to swim, they may change their mind when we get to the pool.
- Towel
- Dry Underwear: Campers are not allowed to keep wet swimsuits on after swimming.
- Plastic Bag to put wet swimsuit and towel in.

## WHAT NOT TO BRING TO CAMP (including Field Trips)

- Money
- Chewing Gum/Candy
- Movies/Portable DVD Players
- Toys/Trading Cards/Bay Blades
- Electronic Games
- CD Player/iPods
- Cell Phone
- Pocket knives

## PHONE CALLS FROM HOME

Please do not call and ask to speak to your child or your child's counselor unless it is an absolute emergency. If your child is having problems at camp, we will call you. If you do not hear from us, you can be sure that everything is okay. If you want to talk to your child's counselor, the best time to do so is at the beginning or end of the day when he or she is not involved in group activities. You may call and leave a message for the Camp Director to call you back later if necessary. If you have any questions or concerns, you may call the Camp Director at any time.

## ILLNESS AND INJURY

For your child's sake, and for the sake of the other children and counselors, if your child is ill, please keep him or her at home. Do not bring your child to camp if he or she has a fever, diarrhea, has been throwing up, or has a severe cold. If your child has a fever, please keep them home for 24 hours after the fever breaks.

If your child becomes ill while participating in camp activities, he or she will be isolated from other children. You will be contacted to pick up your child, as YMCA Day Camp is not set up to handle children who are ill.

If your child receives minor injuries, such as bumps or scrapes, while participating in camp activities, we will treat the injuries with ice, soap and water, and Band-Aids, such as the injury dictates. If your child has received anything more than a minor injury, you will be notified at once.

If your child catches a communicable disease (i.e.: lice, chicken pox, etc...), please notify the YMCA Camp Director immediately regarding the nature of the illness and the day the illness first appeared.

## MEDICATION AT CAMP

The YMCA assumes that all children attending camp are physically healthy. If any physical problem does exist, please be sure the Camp Director is notified of the condition. **In order for medication to be taken at camp, camp staff that is identified as medication administrators will administer the medication.** The medication must be brought to camp in the **original container** bearing a pharmacy label which shows the prescription number, date filled, prescribing physician's name, name of medication, directions for taking the medication, and the patient's name. Children are not to bring medication to camp. **The parent/guardian must deliver all medication to the Camp Director and sign a Medication Release Form.** This form is available in the Camp Registration Paperwork. All prescribed medication will be kept in a locked box and a medication log will be kept giving the time administered.

Under State and Federal laws camp staff **may not** administer any non-prescription drugs, such as Tylenol, cough syrup, etc.

## SIGNING IN AND OUT

Whenever you drop off or pick up your child at camp, you must sign your child in and sign them out on the roll sheet every day. The staff uses these roll sheets to determine which children are at the site at any given time. We are not responsible for your child if he or she is not signed in or out. The counselor will assist you in signing in/out your child and locating them in the afternoon. Parents/guardians picking up children **WILL** be asked to show a picture ID EVERY DAY.

If you are picking your child up during camp hours of 9 am- 3:30 pm please see the Welcome Center. Please allow 15 minutes for us to locate your child and bring them to the Welcome Center. Children are engaged in activities during this time and could be anywhere on the Y campus or satellite camp facilities with their group.

## AUTHORIZATION TO PICK UP CHILD

Only persons authorized by the parent on the child pick-up form may pick up your child. This person will be asked to show a picture ID so that we can be sure that this person is who they say they are. The staff will question anyone that is unfamiliar to them. If someone else is picking up your child, please notify the Camp Director in writing.

In the case of legal restraints against a parent from seeing their child or picking them up from camp, it is lawful for the Camp Director to have copies of such documents. Please notify the Camp Director of any special situations which could compromise the child's safety.

## CAMP SPECIFIC INFORMATION

### Easton Family YMCA

**Preschool Camp** will operate Monday-Friday from 9 am-12 pm for 3½-5 year olds at St. Mark's United Methodist Church. There will be no before or after care for Preschool Camp.

**BACK FOR 2018: Pick Up Process-** In 2015 we introduced a new camp pick up procedure that streamlined the process for both campers and parents. This system allowed campers to engage in activities for the maximum amount of time each day and allow for parents to quickly pick up their children instead of waiting in line each afternoon.

For this process, we ask that you identify what time you would like to pick up your child. Campers are able to be dropped off as early as 7 am (excluding Preschool Camp) and have the option of three rides out times that will be facilitated quickly each day. Please pick your time that you would like to get your child for that entire week. If for some reason you need to move a child up to an earlier pick up time, please contact us on our camp office phone and we will have your child waiting at the earlier time. However, we cannot adjust a child back to a later pick up time so please plan accordingly.

### Parent Orientation

We would also like to request that a parent for every child attend one of our orientation dates as we have great information to cover. These sessions allow us to provide all families the important information needed for a successful session but also will be the location where each family receives their camper shirts for the summer. We look forward to seeing you at one of these dates.

May 14	6-7pm	May 21	6-7 pm	June 4	6-7pm
May 16	6-7pm	May 23	6-7pm	June 6	6-7pm
May 18	6-7pm	May 25	6-7 pm	June 8	6-7pm

## LATE FEES

All Y camps at all locations will have a late pick up fee of \$5 for every 15 minutes, or portion of 15 minutes, that a child is at the YMCA after their designated pick up time. Payment must be made at the Welcome Center.

## DIRECTORS

### Easton Family YMCA

Preschool, Outdoor Traditional, and Summer Learning	Janelle Dawson	410.822.0566	jdawson@ymcachesapeake.org
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Lazy Days, Sports, Specialty	Mary Frank	410.822.0566	mfrank@ymcachesapeake.org
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## TAX INFORMATION

Please keep your receipts from Camp as proof of child care for tax purposes.

## REQUIRED FORMS

Each child must have the following documents on file at the YMCA. **These forms should be completed at time of registration.**

### REGISTRATION FORM:

This form must be completed at time of registration. It lists all camps that your child is registered for.

### CAMPER HEALTH HISTORY:

This page contains health information mandated by the state of Maryland. It contains contact information in case an emergency should arise while your child is at camp and we need to contact you. This form must be completed at time of registration.

### DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY:

This form explains the policies and procedures for discipline and behavior management during camp. Signing this form you and your child agree follow the rules of camp and understand the policies and procedures when they are not followed. This form must be completed at time of registration.

### STANDARD WAIVER & PERMISSION FORM AND PARENT ACKNOWLEDGEMENT :

This form gives your child permission to participate in all camp activities including swimming and transportation. This form also includes the YMCA of the Chesapeake photo-release information. This form must be completed at time of registration.

The parent acknowledgement states the parent/guardian has read and agrees to all camp policies and procedures. This form must be completed at time of registration.

**MULTI-JURISDICTIONAL AUTHORIZATION AND RELEASE FOR MEDICAL AND DENTAL TREATMENT:** This form gives consent to any X-Ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care (collectively "medical care") to be rendered to the minor under the general or special supervision and upon the advice of a physician or surgeon licensed under the laws of the state or other jurisdiction in which medical or dental care is sought if emergency treatment is needed and parent/guardian is not present.

### PICK UP FORM:

This form lists the adults authorized to pick up your child. Your child may be released at any time to an adult listed on this form. **Make sure you list yourself as the parent/guardian on this form!** We have a VERY STRICT pick-up policy at the YMCA of the Chesapeake. This form may only be adjusted by the person who initially completed the form with the Camp Director in writing once completed.