



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



RICHARD A. HENSON FAMILY YMCA
LOWER SHORE FAMILY YMCA
CHINCOTEAGUE ISLAND 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 is required for full day camps, or \$50 per family, and a one-time registration fee of \$15 (non-refundable) is required for half day camps, the fee is waived through March 31, 2018.
- Register on-line or at the Welcome Center of any YMCA of the Chesapeake location.
- Complete the registration packet and present it at any of our Y Welcome Centers at the time of registration or submit it via email at hensoncamp@ymcachesapeake.org or lowershorecamp@ymcachesapeake.org. Registration Packets must be received by the Thursday prior to attending camp.
- Camp Fees are due in full at the 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 a \$10 processing fee.

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. 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.

SWIMMING

All of the YMCA of the Chesapeake summer camps; except Richard A. Henson Preschool Camp and Chincoteague Family YMCA Camps, 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 14 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 a designated time during their summer camp experience once a week until successful completion.

Traditional Campers will have the opportunity to participate in free swim and group swim lessons 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, Triathlon Camps and Surf & Turf; 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. Lost and found boxes can be found at our camp pavilion as well as the Welcome Center and outdoor pool. 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 to use headphones.

WHAT TO WEAR

Each camper should wear comfortable clothing to camp each day. Girls may not wear tube tops, halter shirts or tops that show skin in the abdominal area. Shorts and pants cannot be extremely low cut. 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

- The Lower Shore Family YMCA participates in the USDA Summer Food Program; a lunch and snack is provided.
- At all other Y camps a 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. The YMCA does not sell or supply such items as utensils & napkins and we cannot refrigerate or microwave campers' food. All food must be ready to eat and easily manageable for your child, always pack ice packs!
- Morning & 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 (except at Lower Shore for walking from the water front to the pool area for swimming).
- 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.
- Flip flops or water shoes at the Lower Shore Family YMCA for walking from the water front to the pool area.
- 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
- Electronic Games
- CD Player/iPods
- Cell Phone
- Pocket knives
- Healy shoes

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.

BULLYING

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.**

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. 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.

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, the camper must be able to self 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.

SPECIAL EMOTIONAL AND PHYSICAL NEEDS

Campers with special emotional or physical needs should be called to the attention of the camp director by fully describing any unique requirements of the camper at least 2 weeks prior to arrival. Please call the camp office if you have questions regarding children with special needs. We will make every reasonable accommodation possible to serve all children however some of our physical settings may make it difficult to provide effective care to some campers. Please contact the camp director regarding any campers with special needs or circumstances.

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.

If you are picking your child up during camp hours of 9 am- 3 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 may 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

Henson Family YMCA

Meet the Counselor Night- Wednesday, June 6 from 5 pm-7 pm: Bring your child to meet their counselor and pick up your camp t-shirts. We will play games, eat, and socialize.

Lower Shore Family YMCA

Meet the Counselor Night- Thursday, June 14 from 5 pm-7 pm: Bring your child to meet camp staff and pick up camp t-shirts. Campers will get to work on camp craft activities, have snacks and meet new friends.

Chincoteague Family YMCA

Meet the Counselor Night – Monday, June 4, from 5-7pm: Bring your child to meet their counselor and pick up your camp t-shirts. We will play games, eat, and socialize.

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 the program ends. Payment must be made at the Welcome Center.

DIRECTORS

Henson Family YMCA

Preschool, Traditional,
and Specialty Camps

410.749.0101

hensoncamp@ymcachesapeake.org

Lower Shore Family YMCA

Traditional, Specialty,
and Sports Camps

410.957.9622

lowershorecamp@ymcachesapeake.org

Chincoteague Family YMCA

All Camps

Heather Jorgensen

757.336.6266

hjorgensen@ymcachesapeake.org

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 with the Camp Director in writing once completed.