



FOR YOUTH DEVELOPMENT*
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

QUEEN ANNE'S COUNTY FAMILY YMCA

BEST SUMMER EVER™



CAMP MONOPONSON at:

The Gunston School

Kent School

Radcliffe Creek School

2018 Summer Camp Parent Handbook



Dear Parents,

We are pleased to welcome you to the YMCA of the Chesapeake's 2018 Upper Shore Summer Camps! YMCA Camp Monoponson at: The Gunston School, Kent School, Corsica River Yacht Club and NEW this year Radcliffe Creek School. The Gunston School is located in the heart of Queen Anne's County on Gunston's 32-acre Corsica River campus in Centreville. We now also have two locations in the beautiful Chestertown area AND The Corsica River Yacht Club in Centreville.

Dedicated to providing the youth of the Upper-shore region with dynamic opportunities for education, recreation, and growth, YMCA of the Chesapeake has partnered with four local organizations to deliver the best summer ever! By combining Gunston's, Kent's, Radcliffe's, and the Corsica River yacht club's educational resources and unique waterfront campuses with the YMCA's ability to offer diverse, high-quality, and safe summer camping opportunities for youth of all ages.

As you review the YMCA of Chesapeake's offerings, you will find a diverse array of camping options. With camps in the areas of field and water sports, arts, academics, environmental, and cultural experiences, it will be easy to find an offering that will provide a safe and high-quality growth opportunity for your child. Again, we want to welcome you to YMCA of the Chesapeake Camp Monoponson, and we look forward to seeing you this summer!



HOW DO I REGISTER

- Registration begins March 1 for YMCA of the Chesapeake members and March 15 for program participants.
- A one-time Registration Fee of \$25 (non-refundable) per camper or \$50 per family is required. The fee is waived through March 31, 2018.
- Complete the registration packet and present it at any of our Y Welcome Centers at the time of registration or register on-line at www.ymcachesapeake.org and email your registration packet to campgunston@ymcachesapeake.org or campkentschool@ymcachesapeake.org or campradcliffecreekschool@ymcachesapeake.org.
- You may pick up parent/ medical packet at the Welcome Center or online (www.ymcachesapeake.org)
- Payment is due in full at time of registration for all camps, if there is a balance from last years camp you will have to pay the remaining balance first before registering for 2018 camp. Register no later than the Thursday of the week prior to the start of the specific camp. Limited space is available.

PARENT ORIENTATION

- At the time of registration each parent will be asked to register for **ONE** parent orientation (they need to attend)
- The session will allow us to provide all families with the important information to ensure both you and your camper have a positive camp experience
- Held at the Queen Anne's County Family YMCA: 123 Coursevall Drive, Centreville MD
 - Monday, April 30- 7:15-8:15pm
 - Saturday May, 19- 9-10am
 - Tuesday, May 22- 6-7pm
 - Wednesday, June 6- 5-6pm

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 \$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.

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.

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. If your camper is having issues with bullying please contact your camp director immediately.

WATER FRONT SAFETY

YMCA of the Chesapeake has a comprehensive water safety policy which includes documenting swimming ability for individuals participating in water sports. Sculling campers will complete a swim check on the first day of their session. Campers participating in other on-the-water activities will have a swimming competence statement signed by a parent or water instructor and will be required to wear a lifejacket at all times while on docks and boats. Most of our swimming is either at The Gunston School or Corsica Yacht Club and lifejackets are worn at all times when in/around the water, there will always be a lifeguard on duty and a water watcher. If we are visiting a community pool or visiting other YMCA pools there will be a swim test taken before entering the water. If a camper fails the test, they have the opportunity to take it **ONCE** a day. This will be repeated each week for swim testing.

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 throughout the camp day.

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. Your camper will be given a colored camp shirt that can be worn throughout the camp week but needs to be worn during field trips (notes will go out regarding field trips based on camp). Sandals and other open toed or heel shoes are not allowed.

WHAT TO BRING DAILY

- Refillable water bottle
- 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 are discouraged
- Morning snack with ice pack for perishables
- Afternoon snack with ice pack for perishables (use of snack machines will not be allowed during camp)
- Sunscreen
- 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
- Bathing suite, towel, swimming shoes (only wore for swimming if wanted)

WHAT NOT TO BRING TO CAMP (including Field Trips)

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

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 right away. 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 during the camp day.

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 (needs to be 24 hr free of 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 right away.

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, it must be handled by the Camp Director who has taken the Medication Administration Training.** 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 on that Monday the first day of camp.** 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.

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.

OUR STAFF

The YMCA of the Chesapeake interviews and selects the most qualified and experienced men and women in our community. They are selected based on their maturity, skills, patience, enthusiasm, and desire to be a good role model. Each staff goes through training and attends trainings that concentrate on the safety of our campers; our staff is trained over 40 hours before camp begins.

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 ASAP in regards to late fees.

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. This needs to be completed at the time of registration.

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 if there are changes that need to be done.