



Blanchard Park YMCA Family Center

SUMMER DAY CAMP PARENT HANDBOOK

Central Florida YMCA Mission

The purpose of this Association is to improve lives of all in Central Florida by connecting individuals, families and communities with opportunities based on Christian values that strengthen Spirit, Mind and Body.

We build strong kids, strong families and strong communities.

Staff

All staff has fingerprint background checks (FBI) completed, as well as a local law check, as prescribed by Florida statute. The CFYMCA also conducts reference checks and is a Drug Free Workplace. In addition, all staff must maintain current certification in CPR, AED, BBP and first aid training.

Characteristics of Staff

- Love of children
- Friendly, Patient, & Creative
- Enjoy playing with children
- Receptive and open to parents

Staff/Camper Ratios

The Summer Day Camp is sufficiently staffed to meet the needs of and promote the physical, social and emotional development of children.

CFYMCA Summer Day Camp ratios are as follows:

Elementary 1:18

Middle School 1:20

Camp Location

The Blanchard Park YMCA is offering Summer Day Camp for children who have completed kindergarten and/or are 5 years old after September 1st. We are located inside Jay Blanchard Park in between Dean and Rouse Road. Our wonderful location allows us to have access to field space, walking trails, basketball courts, environmental education opportunities, big playground area and much more. This then allows us to provide your children with creative, educational, and safe activities that will result in them building lifelong friendships and developing everlasting fun memories.

Hours/Days of Operation

Morning Extended Care

7:00AM – 8:45AM

Day Camp Program:

8:45AM – 4:00PM

Afternoon Extended Care

4:00PM – 6:00PM

Location:

Blanchard Park YMCA 10501

J. Blanchard Trail, Orlando Florida, 32817

Camp Schedule (7:00AM – 6:00PM)

7:00 – 9:00	Camper Sign In/Structured Activities
9:00 – 9:30	Open Assembly, Devotion, Camper/Counselor Challenges
9:30 – 10:00	Review Camp Guidelines /Snack
10:00 – 12:00	Scheduled Activities: (Nature, Arts/Crafts, and Team Building)
12:00 – 1:00	Lunch
1:00 – 2:00	Scheduled Activities (Special Events, Organized Games)
2:00 – 4:00	Swimming
3:00 – 4:00	Snack
4:00 – 5:00	Closing Assembly
5:15 – 6:00	Camper Pick up/Sign Out

Eligibility

- A child must be school age in order to participate in Summer Day Camp programs. This means they must have **completed kindergarten and be 5 years old** on or after September 1st.

Payment Procedures

When you are making a payment for camp, please make sure that the following items are written on your check:

1. Child's Name
2. Name of Camp
3. Camp Week

These items should appear in the memo section of your check. This will enable the front desk to properly credit your account. All payments must be received at the **YMCA Front Desk**. Neither Camp Directors nor camp staff will be accepting camp payments. A **non – refundable \$35.00** deposit is also due at the time of registration. All Payments are due by the Friday prior to the start of each new camp week. **Payments received after Friday (normal YMCA hours) are subject to a \$20.00 late fee.**

Ex. Memo: Johnny Appleseed, Discovery Camp, Week 3 (Write important information on the memo portion of the check)

Sign In/Sign Out

Camper drop off is at **7:00 AM**. Camp Staff does not report to work until **7:00AM**, therefore no one is available to supervise campers before the designated time. For the safety of each camper, please make sure that you drop him/her off at **7:00 AM**. Campers are expected to be at the YMCA by **8:45AM**. Camp ends promptly at **6:00 PM** and any campers left at the YMCA after **6:00 PM** will be subject to a late fee.

During the times of 7:00 - 9:00 AM, please drop your child off at the drop off zone (directional signs will be posted). A counselor will be there to assist you. Each camper will be checked in and escorted to their designated area.

Sign out will be conducted in the same way as sign in. During the times of 5:15 – 6:00PM, parents will need to pull through the round about at the Blanchard Park YMCA. We will be using safety identification cards that will need to be displayed in the front of your car window. The identification cards will be given to each person who has permission to pick up your child/ren up. You will be asked to show your ID as well.

If you are walking up to pick up your child/ren, you must show the safety identification card and your ID to the rides out director. The child will be called by their name and escorted out by a member of our Summer Day camp team. This is a great system and a helpful tool for both the parent and the counselor. Extra identification cards are available upon request. You must return ***all*** identification cards when camp is over.

Late Fee Policy

Campers are to be picked up from the YMCA by 6:00PM. A late fee of \$1.00 per minute/ per child will be charged for all campers picked up after 6:00 PM. A late fee form will be given to you letting you know the amount you owe and it must be paid within 3 days. Payment should accompany your form and should be given to the Camp Director.

Administration of Medication/Sunscreen/Food Allergies

A child may not receive medication of any type at the YMCA unless such medications are absolutely necessary and required by a doctor on a scheduled basis. If this is the case, we ask that the parent follow these procedures:

- Fill out a Medication Authorization Form, advising the Day Camp staff of the amount and frequency of the dosage. The form can be obtained from a member of the Day Camp Staff and must be filled out when you receive the form.
- The medication must be in the original container with the pharmacist's label, marked with the prescription number, child's name and physician's name. You can request from the pharmacist a second empty bottle with the same information so you can have a means of transporting your child's medication.
- At the end of the medication period, parents must take home any unused medication or give the YMCA permission to properly dispose of it.

Non – waterproof sunscreen is what we recommend for campers to use during the summer. The reason for this recommendation is waterproof sunscreen does not come off and if rubbed in the eye, not even water will get it out. Camp director, camp staff, or lifeguards may not apply sunscreen. We recommend that your child/ren have sunscreen on before they arrive at camp.

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) must be listed in the “Allergies” section of the child’s information form. Please include any reactions and treatments of the allergies

Sick Child

Parents will be contacted immediately if their child(ren) show signs of illness. It is better to be overcautious than to risk exposing the rest of the children and staff.

Children must go home for:

- Earache (if they have not been on medication at least 24 hours)
- Fever over 98.6 degrees. Children may return when they have been fever free for 24 hours
- Strep throat (if they have not been on medication at least 24 hours)
- Stomachache
- Anything contagious; i.e., chicken pox, hand, foot and mouth disease
- Diarrhea/vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits. Staff will check head upon return.
- Pink Eye (conjunctivitis) if they have not been on medication at least 24 hours
- Significant runny nose (discolored mucous)

Cancellation and Refunds

If for any reason you are unhappy with Camp and its services, you may cancel and withdraw from the program. Cancellations ***MUST*** be done two weeks before the scheduled date of your withdrawal. Deposits will not be refunded or transferred to existing Camp balances. Camp weeks will not be prorated. Refund forms are available at the YMCA front desk and must be filled out at the YMCA.

Child Safety/Fire & Emergency Drills

Every effort will be made to reach you or other contacts on the camp’s registration form in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please notify the Camp Director and the YMCA in writing so we may update your child’s file.

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by staff members who have received First Aid training, taking note of specifications on the child’s health form. Parents will be informed of all first aid given to their child. If the child’s symptoms persist, parents will be asked to pick-up the child.

Emergency Procedures: In case of a major emergency (such as broken bones, puncture wounds, etc.), the parent will be notified immediately to take care of the emergency.

Monthly fire and/or emergency drills are required to be performed and documented.

Reporting Suspected Child Abuse

In order to ensure the well being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are **mandatory reporters** and must follow Florida statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

Release and Absent Procedures

If a person other than the parent or authorized persons listed on your child's registration form is picking up your child, you are required to notify the camp director by written note. ***We ask you to inform the person picking up your child that we will request a valid driver's license and the safety identification card to be shown before we release your child.***

If your child will not be attending camp, please let the YMCA and camp staff know. Courtesy calls will be made to parents of an absent camper by 10:00AM each day. If your child becomes ill while at camp, you must arrange for him or her to be picked up immediately upon receiving a call from our camp staff.

A Photo ID must be presented to pick up each camper.

Discipline Policy

Discipline is necessary for an effective program. The philosophy of our program is respect being shown to all. Praise and positive reinforcement are used to establish an environment of good will.

Our staff is tolerant and understanding, but we will not deal with disruptive behavior. Should a problem arise, the child will be spoken to in an effort to correct the problem. If unsuccessful, time – out will be used. Time – out is not a punishment, but a discipline technique that is a calming device and a method to help children gain self – control.

If behavior does not improve after time – out and appropriate attention, then counseling with Camp Director and counselors will follow. If a child continues to exhibit unacceptable behavior, then a conference with the parents will take place. The YMCA reserves the right to dismiss any child whose behavior is unacceptable, **without refund of camp fees**. A copy of our discipline policy will accompany the handbook.

How to Prepare for Camp

It is important that each child receive the following everyday before they come to camp to ensure that they have a fun, safe, and energetic day:

- A Good nights sleep and healthy breakfast

Our staff wants your child/ren to get the most out of what our camp has to offer. Please make sure that your child/ren has these items that are listed below with them everyday:

- Packed lunch*
- Two Snacks and two drinks

- Swimsuit and Towel
- Non – Waterproof sunscreen*

Please make sure that your child's lunch is packed in a small igloo cooler or a vinyl lunch bag. Brown bags or plastic bags do not keep your child's lunch cool and will not last if they get wet or ruined. If your child/ren has special eating habits, please let us know.

Dress Code Guidelines

Your child will be in an outdoor environment that involves lots of walking and dirty play. We ask that your child wear comfortable clothing and shoes every day. Tennis shoes are the only foot attire that campers are allowed to wear. Flip flop type shoes may be worn in and around the pool area only. Please make sure to dress your child in a comfortable manner, because they will be very active.

If your child/ren has something else going on that day, please make sure to send a change of clothes with them. We do not recommend that your child/ren wear anything new to camp, because we cannot guarantee that it will look the same. All articles of clothing that your child/ren brings with them should be labeled with your child's first and last name. This will make it easier when doing lost and found at the end of the day.

Shorts are acceptable for both boys and girls. The shorts must be at or below fingertip length while holding hands to your side. Shirts and tops cannot expose the shoulders or stomach area. No tank tops or small strapped tops are to be worn. The width of the strap must be 3-4 adult finger width. Females must wear full cut, one piece swim suits. Bikini style suits are not appropriate for boys or girls. Children must have swimsuit to go into the pools. Street clothing is not permitted.

Lost and found will be kept for two weeks and any items not claimed after the two-week period will be donated to local community charities.

We recommend that your child/ren bring their belongings in a backpack. Campers will carry their backpacks with them to designated spots near program areas.

Children should not bring special toys or treasures to Summer Camp. This includes: **Play guns, chewing gum, candy, money or toys that encourage aggressive play are not allowed.**

- TOYS (this includes ipods, blackberries, skateboards, action figures, make – up and portable game players)
- No cell phones allowed. Staff will have communication devices available for emergencies.

Swimming Instruction

Groups will have the opportunity to swim everyday at camp except on field trip days. All campers will be put through a swim test to determine their swimming level. After completing the swim test, campers will wear swim bands that will notify the lifeguards of a child's specific swim level. A swim band is a nylon circular strap that will be worn by each camper to distinguish his or her swimming ability. Safety comes first when it comes to water and the well – being of each camper. Swim bands will be provided and will be collected after each swim period by their child's counselors. If a campers' swimming ability improves, they will be re – tested and given a new swim band based on their new swimming skills.

The color of the swim bands is as follows:

Red band – Non-swimmer

Yellow band – Restricted area swimmer

Green band - No swimming restrictions

YMCA Awards

YMCA awards are given to each camper when they complete different levels of scheduled programs. (Swimming, Nature, etc) There are five levels in each program area that need to be completed. Once a level is completed, campers will receive a character bead for their hard work. It will then be placed on a leather strap to be worn by each camper. Campers have the opportunity to earn extra beads for other accomplishments at camp. Look for these bracelets to be worn with pride!

Field Trips & Special Activities

Field trips are taken to local area attractions weekly and occasionally we have a special guest or event that will be held at the Blanchard Park YMCA. This allows campers to experience many activities outside of camp. Children are transported by bus and are closely supervised by camp staff. The costs of field trips are included in the weekly fee. A camp shirt will be given to each child registered. Campers are required to wear their camp shirt on all field trips. A list of all the field trips will be available for you at the parent orientation.

Parents are welcome on all field trips however you must first fill out the volunteer packet.

Special Guests are also invited to our camp to provide extra curricular games and activities that are educational and fun. Please be advised that there may be an additional fee for these activities.

Special Needs and Disability of a Child Policy

The CFYMCA makes every effort to accommodate all children. If the safety of the child, staff or other children in Summer Day Camp is in question, the CFYMCA will discuss options with the parents.

Bathroom Policy

In order to provide a safe place for all the children in our summer camp programs, there will be timed group bathroom breaks. All children will proceed to the bathroom facilities at one time. Staff will ensure that no children are unsupervised during the bathroom breaks.

If an emergency occurs, staff will provide children with the necessary bathroom opportunities. The visits to the facility will be in a three buddy system with children of the same gender (males with males, females with females) as well as staff supervising the bathroom break. Staff is required to make sure that the time taken on bathroom breaks is not excessive. All children will report back to the staff when they have finished using the facilities.

Non-discrimination Policy

The Family Centers do not discriminate on the basis of race, color, ethnic origin, religion, gender or sexual orientation.

Parent /Child Orientation

We will have a Parent Orientation to allow parents to ask questions and get a better idea of the activities that their child/ren will be engaging in. The open house is also the time for parents, children, counselors and directors to get to know one another. This open house will be on Saturday, May 24 2008. It will be held from 12:30PM – 2:30PM at the Blanchard Park YMCA. A reminder will be sent out to all registered families.

Parents should contact the Camp Director about specific concerns.