



SUMMER DAY CAMP PARENT HANDBOOK 2010

YMCA of Central Florida 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 YMCA of Central Florida staff have fingerprint background checks completed, as well as, a local law enforcement 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, Blood Borne Pathogens (BBP) and First Aid training.

CFYMCA staff exude a love of camperren, while maintaining a friendly and patient demeanor, as well as, being creative, open-minded and energetic. Staff are receptive and open to parents.

Camp Location

The Dr. P. Phillips YMCA Traditional Summer Day Camp is located at the YMCA Family Center and Club House. Specialty camps will be held in the Teen Center and Gym A. The afternoon session of Extended Day Camp will be held at the Clubhouse.

Hours of Operation

Traditional Camp	7:30am—6:00pm
Specialty Camp	9:00am—2:00pm
Extended Day Camp	7:30am—9:00am
Extended Day Camp	2:00pm—6:00pm

All camps are available Monday—Friday

Traditional Camp Schedule 7:30 AM – 6:00 PM

7:30 – 9:00	Camper Drop-off / Structured Activities
9:00 – 9:30	Open Assembly, Devotion, Camper / Counselor Challenges
9:30 – 10:00	Snack Time
10:00 – 12:15	Scheduled Activities: (Nature, Arts & Crafts, and Team Building)
12:15 – 12:45	Lunch
12:45 – 3:00	Scheduled Activities (Special Events, Swimming, Organized Games)
3:00 – 4:00	Snack Time / Closing Assembly
4:00 – 5:15	Scheduled Activities
5:15 – 6:00	Parent Pick-up

Eligibility

A camper must be school age in order to participate in Summer Day Camp programs. Campers must have completed kindergarten prior to the start of Summer Camp.

Payment Procedures

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

1. Camper's Name
2. Name of Camp
3. Camp Week Session

Ex. Memo: Johnny Appleseed, Traditional Camp, Week 3

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.

All Payments are due by the Wednesday prior to the start of each new camp week.

Payments received after Friday (normal YMCA hours) are subject to a \$10.00 late fee.

Rides In / Rides Out

Camper drop off begins at **7:30 AM**. Camp Staff does not report to work until **7:30 AM**, therefore, no staff will be available to supervise campers before the designated time.

For the safety of each camper, please make sure that you do not arrive before **7:30 AM**. Campers are expected to be at the YMCA by **8:45 AM**.

Camp ends promptly at 6:00 PM. Any camper that is picked up after 6:00 PM will be subject to a late fee.

Rides in is a program that we offer for parent convenience when dropping their camper off in the morning before camp. During the times of 7:30 - 9:00 AM, please drop your camper off in the designated camp area. Specialty camps will be at the Teen Center and Traditional Camp will be at the Clubhouse. A counselor will be there to assist you. Each camper will be checked in and escorted to their designated areas.

Rides out will be conducted the same as rides in. During the times of 5:15 – 6:00PM for Traditional Camp and Extended Day Camp, parents will need to pull through the parent pick up line at the Clubhouse. **A photo ID is required.**

If you are walking up to pick up your camper, you must present a photo ID to the Rides Out staff member. The camper will be called by their name and escorted out by a member of our Summer Day camp team.

Our system has been in place for years and ensures the safety of each camper. We appreciate your cooperation with the Rides In and Rides Out program.

Late Fee Policy

Campers are to be picked up from the YMCA by 6:00 PM. A late fee of \$1.00 per minute 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. If you are more than 30 minutes late for pick-up **and** no contact with the Camp Director has been made, the proper authorities will be contacted.

Administration of Medication/Sunscreen/Food Allergies

A camper 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, camper'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 camper'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 camper have sunscreen on before they arrive at camp.

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

Sick Camper

Parents will be contacted immediately if their camper shows signs of illness. It is better to be overcautious than to risk exposing the rest of the campers and staff.

Campers must go home for:

- Earache (if they have not been on medication at least 24 hours)
- Fever over 100.1 degrees. Campers 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.

Camper Safety/Fire & Emergency Drills

Every effort will be made to reach you or other contacts on the 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 camper. 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 camper's file.

Campers 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 camper's health form. Parents will be informed of all first aid given to their camper. If the camper's symptoms persist, parents will be asked to pick-up the camper.

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 Camper Abuse

In order to ensure the well being of the campers 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 subject 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 camper abuse. Parents may not accuse or question staff concerning camper abuse allegations. Camper 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 camper's registration form is picking up your camper, you are required to notify the camp director by written note. **We ask you to inform the person picking up your camper that we will request a valid driver's license and the safety identification card to be shown before we release your camper.**

If your camper 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 camper 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 deal with disruptive behavior. Should a problem arise, the camper 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 camper 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 camper continues to exhibit unacceptable behavior, then a conference with the parents will take place. The YMCA reserves the right to dismiss any camper 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 camper 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 a healthy breakfast

Our staff want your camper to get the most out of what our camp has to offer. Please make sure that your camper 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 campers lunch is packed in a **small igloo cooler** or a **vinyl lunch bag**. Brown bags or plastic bags do not keep your campers lunch cool and will not last if they get wet or ruined. If your camper has special eating habits, please let us know.

Your camper will be in an outdoor environment that involves lots of walking and dirty play. We ask that your camper 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 camper in a comfortable manner, because they will be very active.

If your camper has something else going on that day, please make sure to send a change of clothes with them. We do not recommend that your camper wear anything new to camp, because we cannot guarantee that it will look the same. **All articles of clothing that your camper bring with them should be labeled with your camper'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. Campers must have a swimsuit to swim in 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 camper bring their belongings in a backpack. Campers will carry their backpacks with them to designated spots near program areas.

Campers should not bring special toys or treasures to Summer Camp, including, but not limited to, play guns, chewing gum, candy, money, toys, cell phones, action figures, iPods or any other items that may get lost or destroyed. **The YMCA is not liable for any items of this nature that are lost or destroyed.**

Swimming Instruction

Groups will have the opportunity to swim twice a week at camp. 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 camper'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 camper'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 (life vest must be worn)

Yellow band – Restricted area swimmer

Green band - No swimming restrictions

Waterfront Swimming and Boating: In order to prevent any medical issues related to swimming in waterfront areas, wear a nose plug at all times. Parents, please provide a nose plug if your camper will be swimming or boating in lakes, springs, rivers or ponds.

Staff will not allow swimming or boating if the water temperature is above 80degrees where they are going to be swimming. Certain conditions that may prevent swimming in the waterfront areas include:

- the water has been exposed to high temperatures for an extended period of time
- there has been no rain or cloud cover
the water levels are low.

Field Trips

Field trips are taken to local area attractions weekly and occasionally we have a special guest or event that will be held at the Dr. P. Phillips YMCA. This allows campers to experience many activities outside of camp. Campers will be 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 camper 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 Needs and Disability of a Camper Policy

The CFYMCA makes every effort to accommodate all campers. If the safety of the camper, staff or other campers 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 campers in our summer camp programs, there will be timed group bathroom breaks. All campers will proceed to the bathroom facilities at one time. Staff will ensure that no camper is unsupervised during the bathroom breaks.

If an emergency occurs, staff will provide campers with the necessary bathroom opportunities. The visits to the facility will be in a three buddy system with campers 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 campers 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.

For other questions or concerns, please contact the CFYMCA Camp staff at (407) 351-9417 x 111.