



**FINDLAY YMCA
SUMMER DAY CAMP
2021 SUMMER CAMP PARENT HANDBOOK**

**Downtown YMCA
300 E. Lincoln St.
Findlay OH 45840
419-422-4424
www.findlayymca.org**

PROGRAM OVERVIEW

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Findlay YMCA Mission Statement

The mission of the Findlay YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our four core values of caring, honesty, respect and responsibility help us embrace our mission. The Findlay YMCA has three areas of focus: Youth Development, Healthy Living, and Social Responsibility.

Program Philosophy

The purpose of YMCA youth programs is to meet the developmental needs of children and provide families with quality care. Our programs focus on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, which encourages initiative and supports the growth of self-direction and free choice, all under the guidance of nurturing and caring staff. This is done in a setting built with acceptance, respect and encouragement. In all of our programs, we work in cooperation with educational efforts of parents and communities. We believe in building positive self-esteem and strong character development in children by focusing on our values of caring, honesty, respect, responsibility, and faith.

Program Goals

The following are the goals of the camp program. Campers will:

- Grow personally
- Learn values
- Improve personal and family relationships
- Become leaders
- Appreciate diversity
- Develop specific skills
- Have fun

In support of achieving the above goals, camp utilizes the Summer Day Camp Program which is based on 26 of 40 the Developmental Assets. Identified by the Search Institute, the Developmental Assets are identified building blocks of healthy development that help young children grow up healthy, caring and responsible. The 26 Developmental Assets utilized at camp are as follows:

- | | | |
|----------------------------------|--------------------------------------|--------------------------|
| 3. Other Adult Relationships | 4. Caring Neighborhood | 6. Parent Involvement |
| 7. Community Values Youth | 8. Youth as Resources | 9. Service to others |
| 10. Safety | 13. Neighborhood Boundaries | 14. Adult Role Models |
| 16. High Expectations | 17. Creative Activities | 25. Reading for Pleasure |
| 26. Caring | 27. Equality and Social Justice | 28. Integrity |
| 29. Honesty | 30. Responsibility | 31. Restraint |
| 32. Planning and Decision Making | 33. Interpersonal Competence | 34. Cultural Competence |
| 36. Peaceful Conflict Resolution | 37. Personal Power | 38. Self-Esteem |
| 39. Sense of Purpose | 40. Positive View of Personal Future | |

Family Involvement

Family involvement and input is essential to our program! Parents will be notified of events through verbal or written communications. We appreciate any suggestions or concerns from our families. In providing an open relationship with all family members, we believe that we provide better care for their children. Parents and employees are welcome and highly encouraged to participate in all activities planned for the children by Camp Staff. Any family member with a special interest or skill to share should notify the Sports/Camp Director. Parents are welcome and invited to volunteer time and talents!



Enrollment Policy and Information

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

The YMCA camp programs are not drop-in programs. Enrollment must be consistent and in advance. Before attending the YMCA program, all children must be registered and officially enrolled. Program sessions have limited enrollment and registration is on a first-come, first-serve basis.

In order to fully register your child for any camp, you must submit a *Health Record Packet*. This packet must be completed in full. The packet requests pertinent information such as contact information, personal history of any special medical issues, special needs and food allergies, emergency transportation authorization, etc.

If your child has a health/behavioral condition or requires medication, you will be required to fill out additional paperwork.

Immunizations

The Findlay YMCA Day Camp program require all children to maintain current immunizations. These immunizations must be documented by a physician.

Permanent Withdrawals

The YMCA reserves the right to permanently withdraw a program participant at any time. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Camp Staff, Sports/Camp Director, Operations Director and/or the Executive Director.

If your child's schedule changes or you withdraw from the program, parents must notify the Welcome Center with a two week's notice. **No phone or verbal withdrawals will be accepted.** At a minimum, parents must cancel prior to the week their child is registered to attend camp. This will assist in registering children who are on the waiting list.

Payment Procedures

Fees are charged every week regardless of the total number of times your child attends camp. Full payment is due even if your child does not attend at all. Fees will only be prorated for an emergency medical situation.

If your child's schedule changes or you withdraw from the program, parents must notify the Welcome Center with two week's notice. **No phone or verbal withdrawals will be accepted.** At a minimum, parents must cancel prior to the week their child is registered to attend camp. This will assist in registering children who are on the waiting list.

Questions regarding payments should be directed to the Sports/Camp Director.

Credit and Refunds

Once the week of camp begins, we will not give credits or refunds for that session. We do not refund or give credit for the registration fee or deposit, nor is it transferable to another session of camp.

Financial Assistance

The Findlay YMCA believes that no child should be excluded from an activity because they are unable to afford the fees. Payment assistance is available to any eligible family through the YMCA's Annual Support Campaign. Some programs also receive assistance through United Way or other agencies. Enrollment and financial funds are limited, and as a result, we encourage you to apply early. Open Doors applications are available on-line at www.findlayymca.org or at the Welcome Center of either YMCA.

Tax Information

We highly encourage you to keep your receipts for tax purposes. If you need a usage statement, one can be requested by contacting the Findlay YMCA Welcome Center. Please allow 10 business days (Monday-Friday) for your request to be processed.

**YMCA TAX I.D.
NUMBER:
34-4428263**

Waiting Lists

In the event that a camp fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available.

Age Exceptions

Campers must be the age indicated in the camp brochure by camper's start date. Camps are designed with curriculum and programming for campers of a certain age.

Pro-rating Camps

We believe that a true camp experience is a week-long experience. For this reason, we do not pro-rate camps.

Communication

Please keep the YMCA informed of any changes during the summer so that we can keep your records updated. These changes may include, but are not limited to medical history, address, phone numbers, email address, etc.

Any concerns of parents/guardians will be addressed with care and concern from our staff. If a parent/guardian would like to meet with Camp Staff, they can call the Camp Director to schedule time with the appropriate staff member. It is the policy of our program to have an "Open Door Policy." Conferences are welcome and available upon request. Please note that we will have opportunities throughout the summer for parents to meet with the program staff that is working with their child on a more casual basis.

Sensitive Issues

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. It is very important that parents talk with the staff and the staff will keep parents informed as well.

All parents/guardians must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pick up the child/children. The staff will ask for the proper identification of the person picking up the child.

On the first Monday of each session you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

Contacting your Child at Camp

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the site director at any time.

Campers are not allowed to have cell phones or any other electronic devices at any of our camp sites.

Parent Communication Log

At each camp, you will find a binder or notebook in which you can leave messages for the Camp Director or Counselor. Please write all messages down in this book including, known absences, vacations, the need to conference, etc.

Babysitting Policy

YMCA employees are not allowed to babysit or transport your child anytime outside of the program. Violation of this policy is grounds for the employee's immediate dismissal.

Parent/Counselor Conference

The success of the Findlay YMCA depends upon the quality of the relationships between staff and families that we serve. We strive to address and resolve any issues or concerns that arise with parents, children, and/or staff. Please feel free to address any questions, comments, or concerns with Sports/Camp Director or the Child Care Director.

Camp Life

Day Camp Daily Schedule

A successful program includes daily schedules that provide structure for the campers. Several different components, including small group time, activity periods, and all camp activities, help create balance so that there is a good mix between low-and high energy activities, small and large group assemblies, and quiet and not-so-quiet time. A good schedule can keep campers interested, enthused, and energized while providing plenty of opportunity for them to focus on the five core values. Here is an example of a typical day's schedule.

TRADITIONAL CAMPS
7:30-8:30: Check-In & Pre-Care at Riverside Park
8:45-9:05: Opening Ceremonies
9:05-9:30: Group Time
9:30-10:15: Exploratory Activity 1
10:15-10:45: Snack and DEAR
10:45-11:45: Exploratory Activity 2
11:45-12:15 Lunch and DEAR
12:15-1:00 Educational Time
1:00-2:00: Exploratory Activity 3
2:00-3:00 Exploratory Activity 4
3:00-3:30 Snack and DEAR
3:30-4:00: Group Time
4:00-4:30: Closing Ceremonies
4:30-6:00: Post Care and Check out at Riverside
SPECILITY CAMPS
7:30-8:30: Check-In & Pre-Care at Riverside Park
8:45-9:05: Opening Ceremonies
9:05-9:30: Group Time
9:30-10:15: Exploratory Activity 1
10:15-10:45: Snack and DEAR
10:45-12:15: Exploratory Activity 2
12:15-12:45: Lunch, DEAR, & Camp Exchange Check-In/Check Out for half day campers

12:45-2:00: Exploratory Activity 1
2:00-2:30pm Snack and Free Play
2:30-3:45pm Exploratory Activity 2
3:45-4:00: Small Group time
4:00-4:30: Closing Ceremonies
4:30-6:00: Post Care and Check out at Riverside

Camper Orientation

Campers will receive an orientation on their first day of attendance to review rules, policies, and procedures.

Arrival/Departure

During arrival (between 7:15am-8:45 a.m.) and dismissal (4:15-6:00pm) parents and campers will enter/leave at Riverside Park parking lot between the pool and river. **Parents must sign their child in and out.** A staff member will be available to assist you. **It is the parent's responsibility to communicate any necessary information directly to their child's counselor. Riverside Campers will be check in/out at the Pavilion.**

Once check-in has ended, it is the parent's responsibility to sign their child in/out and escort their child to or from his/her counselor's group. **If picking up early or dropping off late, please ensure your child's counselor knows that your child has been dropped off/picked up before leaving.** It is highly recommended that children not be dropped off after 9:00 a.m. or picked up before 4:00 p.m.

If picking up before 4:15pm, please anticipate that picking up your child may take several minutes as the child may need to end an activity and retrieve his/her things and as children may be in different areas of our facility. A staff member may also request that you walk to their location if something regarding your child needs to be discussed. If children are inside for activities or because of inclement weather, parents will be asked to escort/pick up their child from their current location in the building after signing them in/out.

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file, which may include a custody agreement. No child will be released from a program to anyone other than the parents, legal guardians, or other persons specifically indicated in the *Registration Packet*. We require that you give advance, written notification to the Program Director when changes occur. Staff will ask for verification of identity before releasing a child.

Early Pick-up / Late Drop-off Policy

If arriving or departing the program other than the scheduled times, staff must be **notified in advance** – preferably in writing. Parents are responsible for communicating this information in advance so that counselors can ensure the camper(s) are ready and waiting at the appointed time and designated location.

Late Pick-up Policy

A late fee of \$1.00 per minute per child will be charged if the child/children are not picked up on time. The individual that picks up the camper will be expected to sign the late fee slip, and full payment is required before the child returns to camp. After ten minutes, parents and emergency contacts will be called. If late pick-up is more than one hour, **Child Protective Services will be contacted.** Excessive late pick-ups may result in the child's dismissal from the program.

What to Wear

Your child will get dirty! It is important that campers dress appropriately for any weather and that they are comfortable. On rainy days, campers will still go outside, and may need to pack a light wind jacket or extra set of clothes. No sandals, flip flops, crocs or dress shoes are allowed! **Your child must be in tennis shoes or closed toed shoes.**

Outdoor Activities

The program shall provide outdoor play each day in suitable weather. Day Camps are primarily based outdoors. In the event of inclement weather conditions, such as severe storms, winds, or extreme high or low temperatures to the extent that we cannot remain outdoors, the program will provide alternate indoor activities. This will include, but is not limited to, organized games such as kickball, basketball, tag, and developmentally appropriate group games.

The staff maintains daily contact with local weather services and monitors for storm watch and weather signals. At the discretion of YMCA staff, the program participants will be moved to their alternate indoor weather site as the weather changes. However, predicting the weather can sometimes be difficult. If a downpour of rain should occur, campers will be kept in a sheltered location until they can be safely moved to an indoor facility. Due to our love of nature, we may not go indoors during a quick and light summer shower!

Swimming Policy

- If you do not want your child to swim for any reason, please notify staff in writing.
- Staff members will always accompany and supervise children at swimming sites.
- Staff members review all the center's swimming rules with campers before each opportunity to go swimming. Staff/child ratios will be maintained. Staff members will ensure that the "buddy system" is in place always during swimming activities and will take head counts on a regular basis. We will only use pools that are staffed with certified lifeguards with CPR and first aid training. During all recreational swimming activities, certified lifeguards will be present always. 50% of Camp Counselors will swim with their groups and 50% of Camp Counselors will remain on the pool deck to provide additional supervision. Program participants must complete a swim test on their first day of swimming, to evaluate their skill level. Depending on the swim skills demonstrated, campers might be limited to a specific area of the pool and might be required to wear a flotation device provided by the YMCA.

If possible, children should arrive at camp prepared to swim. Children should have their swimsuit and sunscreen on upon arrival. Please remember to pack appropriate undergarments for your child.

Lost and Found


It is important to label your child's possessions. All campers' possessions should be labeled with their last name or first and last initial. (Sharpies® work great!) This vastly improves the chance that you will have the items returned if they are misplaced. Remember, many younger children do not remember what their possessions look like! The YMCA staff will do their best to remind campers to pick up their items daily. Lost and Found items will be kept for the week at which point unclaimed items will be donated to charity.

Food Information

Daily nutrition plays a vital role in your camper's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. Your child's lunch and snacks should be nutritious and help fulfill a child's recommended daily dietary allowances. Parents are asked to inform staff of any special dietary needs. Campers are responsible for bringing their own snacks and lunch for each day of camp.

All campers attending a full day camp must bring a **sealed container** with a nutritious lunch, containing foods from all food groups. All lunches should be ready to eat, with no need for refrigeration, cooking or microwaving. It is recommended to pack lunches in insulated containers with a freezer pack to keep items cold.

YMCA policy states that campers are not allowed to trade or share food.

backpack		Jacket/sweatshirt
Refillable water bottle		Hat for sunny days
Swimsuit, Towel (on swim days)		A book or workbook for reading time
Goggles <i>(Optional)</i>		Snacks (Morning & Afternoon)
Nutritious lunch and drink in a sealed container		Sunscreen

What to leave at home:

All electronics: including MP3 players, PSPs, iPods, Cell Phones, Toys and Pets. The YMCA is not responsible for lost or broken items.

Screen-Free Camp

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod, DSi, etc., comes to camp, it will be collected and placed in the Camp Director's office until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics. Some camps may require that kids bring their own electronics from home in this instance, electronics will be collected at check in and distributed back to the campers at the appropriate time.

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as a quality recreational program. Prior to hiring, each staff member completes a personal interview session, background check and reference checks. We plan age-appropriate activities for children in a structured and safe environment. Each program has a lead staff or Coordinator who is responsible for program plans and staff supervision.

All YMCA staff members receive CPR, First Aid, and Child Protection training as part of employment.

Staff Training & Qualifications

All camp staff are required to attend 40 hours of training prior to the first day of Summer Camp. Our comprehensive training and development program include behavior management, conflict resolution, planning activities, and risk management. In addition to learning all the policies and procedures of the YMCA Summer Camp program, they learn how important it is to apply sunscreen throughout the day, how to do head counts, how to check children in and out, and how the drop-off and pick-up operates. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects. At the end of our training, they are ready to use their new skills and knowledge with campers.

Staff to Participant Ratios

During any scheduled swimming activity a certified lifeguard or water instructor will be on duty at all times. A child to staff ratio maximum of 1:18 for school-aged children and 1:12 for preschool children will be maintained at all times in the pool.

All children are supervised always. A staff to child ratio during all other camp activities will never be higher than 1:18. Staff to preschool age children ratio will be no higher than 1:12. However, the YMCA, in accordance with American Camp Association (ACA) recommendations, maintains the following staff to camper ratio, under normal circumstances:

Camp Name	Ratio	Ages	Group Size
Traditional Camp	1:12	K-6	25
Specialty Camp	1:8	K-6	16

Babysitting Policy

YMCA employees are not allowed to babysit or transport your child anytime outside of the program. Violation of this policy is grounds for the employee's immediate dismissal

Camper Code of Conduct

The Findlay YMCA has a responsibility to protect the children in our programs and to promote the YMCA mission. This includes practicing programs based on Christian principles that build healthy spirit, mind and body. We teach children to resolve conflicts by peaceful and non-violent means. In support of this responsibility, this Code of Conduct governs the behavior of all adults at the YMCA programs. Staff, parents, and visitors are to treat each other professionally, with respect, and act as role models for the children.

The Code of Conduct identifies unacceptable behaviors by any participant while in any space designated as YMCA program areas. Misconduct includes, but is not limited to, the following:

- Profanity
- Threats, intimidation, or harassment
- Mental or bodily harm
- Disruption or obstruction
- Disturbing the peace
- Dishonesty or misrepresentation
- Violation of criminal law
- Possession of weapons
- Dressing inappropriately
- Possessing illegal substances (including alcohol, tobacco, and other drugs)
- Engaging in sexual activity, harassment or other display or conduct
- Misusing photographic device

Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, and/or criminal charges.

Rules We Live By

The following is a list of rules that all campers must adhere to always:

- Keep your hands and feet to yourself
- Rocks and sticks belong on the ground
- Use appropriate language
- Respect all campers and staff
- Follow all directions
- Wear appropriate footwear
- Stay with your group
- Toys and games belong at home including personal sports equipment
- Electronics and cell phones stay at home
- Leave money at home
- Balls belong outside or in the gym
- No pets in the program area

Discipline

In youth programs, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits and guidelines. When a set boundary is broken, it is also essential to provide some form of understanding.

The YMCA Discipline Policy follows these steps:

- Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, appropriate to the situation, and to each child's individual development. Verbalization of feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.
- No cruel, harsh or unusual punishment, and no corporal punishment, including but not limited to, punching, pinching, shaking, spanking, or biting is ever permitted.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In the case of physical fighting among children, restraint by the staff may be used for the safety of the children involved, but no form of physical punishment or physical restraint is ever used otherwise.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, rest, or toilet use ever withheld as a means of discipline.
- Physical exercise is never used as a punishment or discipline method.
- No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the YMCA.
- No child is ever shamed, humiliated, or frightened by any form of discipline.
- No discipline technique is ever delegated to another child. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.
- "No" is used only if followed by an explanation.

Suspension/Expulsion Policies

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens, the YMCA supervisors can exercise the option to suspend a child from the program. YMCA staff can also request that a child be picked up before the program end time due to behavior issues (failure to pick up your child within 1 hour of notification will result in being charged a late fee of \$1 per minute per child). If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

Serious behavior problems may include:

- Verbal or physical aggression toward staff or other adults
- Repeated incidents of physical and verbal aggression toward other children
- Exhibiting behavior that endangers the safety of the child or the other children
- Racism
- Attempting to leave the program or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession or pretending to possess weapons of any kind

If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others." We strive to help each child reach his or her full potential as a productive, responsible human being.

Procedures for Emergencies or Accidents

All efforts to ensure safety are made at all times. However, although all children will be supervised at all times by staff, an emergency incident or accident may occur. The following general policies are in place to help ensure safety of all campers:

- All camp programs have a telephone available for emergencies as well as for communication with parents. The YMCA number is: (419) 422-4424. The staff will locate the Sports/Camp Director or next available director to assist in the communication process.
- A First Aid Kit is located in the program area's primary space and each group will carry their own kit.
- Children's information concerning medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the administrative area. Copies of these forms are made available for counselors to be taken during the transportation of children to scheduled field trips.
- YMCA personnel will NOT transport children in their personal vehicles, even in emergency situations.

In the Case of a General Emergency

General emergencies include: threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat or water. The staff will follow the posted procedures by the Findlay YMCA regarding general emergencies.

If camp must be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will alert parents of their whereabouts and the emergency at hand. Staff will be with the children always and no one will be left unsupervised.

In the event of a facility lock-down, we will relocate the children to a designated space in the building depending upon the emergency.

In any event where there would be loss of power, heat, or water, we will contact parents at that time to notify them that their children are to be picked up from the program.

Emergency Transportation Authorization

We are unable to accept enrollment for families who refuse to grant permission for their child/children to be transported for emergency medical or dental treatment. During the time of registration, you will receive an *Enrollment Packet* that contains many important forms that must be completed and kept on file, including documentation on *Emergency Transportation Authorization*.

When there is an emergency, the child will be transported by ambulance and parents will be notified according to each child's ETA.

In the Case of an Accident/Illness

The Camp Counselor or Camp Coordinator will attend to the accident and/or illness. All other staff shall clear the area and supervise the other children. Minor accidents such as cuts, bruises, etc., will be treated by a staff member. If warranted, the Camp Coordinator will immediately call the appropriate emergency contact numbers. If the parents or guardians cannot be reached, the emergency contacts will be called.

In the Case of a Serious Accident/Illness

If a child is injured or becomes severely ill at camp, 911 will be called and then the parents/guardians will be contacted. If the situation requires transportation to a hospital, an emergency squad will transport the child to the appropriate facility. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the child's *Registration Packet* with them.

In the Case of Child Abuse or Neglect

Staff members are trained to observe children daily as they enter the program to look for a variety of signs of child abuse and/or neglect. The YMCA has many policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Director and each employee of the program are required by law to report any suspicion of child abuse or neglect to Child Protection Services.

Incident/Accident Reports

If a child is involved in an incident or accident during camp, the staff will complete an *Incident/Accident Report*. Staff will also fill out this form if they are suspicious of abuse or neglect. One copy will be given to the Executive Director and copies will be retained on file with the Operations Director and Human Resources. Incidents or injuries that require an *Incident/Accident Report* include but are not limited to: illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff, etc.

Illness Policies

All staff members are trained to recognize the signs of communicable diseases and other illnesses. A trained staff member will observe each child as he or she enters the program.

Any child who develops the following symptoms while in our program will be isolated immediately in the designated First Aid area until discharged to his/her parent or guardian. **They may only return with a doctor's note stating that the child's condition is not contagious.** The symptoms include:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and **may be readmitted to the program after he/she is free from all symptoms for 24 hours.** These symptoms include:

- Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- Evidence of untreated lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- Sore throat or difficulty in swallowing.

Isolation Precautions

A child isolated due to a suspected communicable disease (or symptoms listed under the Illness Policy of this handbook) shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room or portion of a room away from other children.
- Made comfortable in an area. After use, the area will be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and disinfected with an appropriate germicide.

Medications

Administration of medication or special diets will be undertaken by the program after a completed *Request for the Administration of Medication Form* and *Medical/Physical Care Plan* are received and signed by a parent/guardian. This form can be obtained at the Welcome Center. The Camp Coordinator/ Sports & Camp Director must receive this form before any prescribed medications will be accepted or administered. The Camp Coordinator, in a confidential log, will note all administrations of medications.

Over-the-counter medication/topical lotions cannot be administered, given to, or applied to children. Sunscreen lotions are welcome at camp, however they are categorized as a topical lotion. Parents must provide authorization for their use. For most camps you may do this by completing the *Authorization to Participate* section of the *Registration Packet*. Sunscreen cannot be applied during Pre/Post Camps unless an *Administration of Medication Form* is on file for the child.

Inhalers and Other Emergency Medications

Pertinent information regarding any special medical issues, special needs and allergies must be clearly noted in the *Health History* section of your child's *Enrollment Packet*. All inhalers and other emergency medications are readily available to program staff members who are working with children that may need such items. A child who is in need of an inhaler may be allowed to carry the inhaler if a *Request for the Administration of Medication* form is on file. Please send an extra inhaler for the Camp Coordinator to keep in the locked medication box.

It is important to keep staff aware of any allergies your child may have such as possible allergic reactions to bee stings, peanuts, other food allergies, etc. If you know your child is allergic to something, please note this information on his/her health history and note the severity of a possible reaction. Please provide any emergency medications (bee sting kits, Epi pens, etc.) for your child.

A *Request for the Administration of Medication* form must be on file for all inhalers and other emergency medications. Parents will be notified if emergency medications need to be used.

How can I get a camp schedule?

Camp schedules will be passed out to campers on the first day of the session as well as emailed the Friday before the start of the session. The camp schedule provides you with information on what your child will be doing during his/her time at camp. Please note that these schedules are subject to change. We do our best to provide you with information early so you can plan ahead, but summer camp is full of surprises, and we are often forced to make changes. This schedule also gives you information on what to bring.

What should my camper bring to camp?

All campers must bring a healthy, peanut-free lunch, plenty to drink and two snacks to camp daily if you do not plan to utilize our food program. Please send only non-perishable foods because refrigeration is not possible. Campers should also bring their own water bottle to stay hydrated during the day. Send your child to camp with a backpack to keep all of their belongings together. Please have your camper bring a swimsuit, towel, insect repellent, a hat for sun protection, and sunscreen to help prevent sunburn. It is recommended that parents or guardians apply sunscreen to campers' arms, legs and back prior to arriving at camp.

What to bring for field trips?

Please label all items with name and phone number. Campers must bring a healthy, nut-free lunch, 2 snacks and plenty to drink each day. Campers should not need, nor should bring large sums of money. Trips are subject to change, so campers should bring a backpack with swimsuit, towel and sunscreen each day, regardless of the schedule. All campers should wear comfortable and appropriate attire, such as T-shirt, shorts and tennis shoes. Please do not wear sandals or flip flops.

What should my campers wear to camp?

Children should wear clothing suitable for an active day at camp. Appropriate items would include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes (no sandals). Please label all items sent to camp with the child's first and last name. Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity.

What shouldn't my camper wear?

Sandals, Crocks, nice clothes, inappropriate clothes with adult themes.

Can my camper buy lunch?

No. Campers are not to bring any money to camp. Campers will have no access to vending machines.

What if my camper forgets his/her lunch?

Every so often, a lunch doesn't make it from the car to camp. The camp staff will contact you to let you know that they don't have a lunch. We will make sure that your child gets something to eat or a lunch will be purchased and parents will need to reimburse camp at pick-up.

What shouldn't my campers bring to camp?

- Cell phones
- Video games
- Personal CD players / stereos / iPods
- Expensive jewelry / watches
- New or expensive clothes
- Money
- Toys and card games
- Weapons
- Alcohol and drugs
- Personal sports equipment (unless otherwise specified)

Vehicles

Animals

The YMCA is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse or lost, stolen or broken items.

Should my campers bring money to camp?

No. Camp fees include all day trip admission fees.

What if my camper loses something at camp?

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found at each camp location. Please check for your child's items. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for camper possessions that are lost or stolen.

Should I pack water for my camper?

Yes. Though our staff make regular trips to the restrooms and drinking fountains, parents are ultimately responsible for sending their child with plenty of fluids for the day.

What if my camper can't swim?

Parents of non-swimmers should indicate their child's swimming ability on the registration form. Non-swimmers will be marked and required to remain in the shallow end of the pool. Campers are not required to swim, although encouraged to do so.

The YMCA offers both group and private swim lessons daily throughout the summer as a separate program for ages 6 months – Adult.

How often do campers take the swim test?

In order to keep your child safe, campers wanting to swim in the deep end take the swim test weekly before swimming.

IN CLOSING...

We appreciate that your family has selected the Findlay YMCA to care for your child. Just like you, we care deeply about your child. Your suggestions and comments will receive careful consideration as we continue to design a program responsive to the needs of your family.

Thank you,

Jerry McNamee

Sports/Camp Director

419-422-4424

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