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# FUN HAPPENS HERE

YMCA DAY CAMP  
PARENT HANDBOOK



# WELCOME Y CAMP FAMILIES

I am so excited to have your child(ren) for camp! Our camp is designed to be a place where children can learn new skills, make new friendships, and gain experiences that will last them a lifetime. We carefully select each counselor so that we can make sure we have the best of the best to care for your campers. Our counselors are excited to meet your children and have a variety of activities ready for a fantastic camp experience during their school break. We always include group games, crafts, STEAM activities, guest speakers, swimming, and some quiet time. This handbook is to help give you all the information you will need for your camper to have a great Y Camp experience. Please review carefully and feel free to let me know of any questions you may have.

Sincerely -  
Claricia Gilliam  
Program Director

Contact Information:  
YMCA, 235 Raider Drive  
931-528-1133  
Claricia Gilliam, Program Director  
[claricia@pcfymca.org](mailto:claricia@pcfymca.org)

Camp Hours of Operation:  
Monday-Friday 7:00am-5:30pm

Camp Mission Statement:  
Our program strives to provide children with an incredible summer experience through games, activities, crafts, and much more. We expect all campers to display our Y core values: caring, honesty, respect, responsibility, and faith. Camp activities will help our campers practice and display these core values. We promise to give your children a fun camp experience.

## SUMMER CAMP TUITION:

Weekly Rate - \$95/Member; \$125/Non-Member  
Non-Refundable Deposit per week due at registration: \$30 per week

Daily Rate - \$35/Member; \$40/Non-Member  
Non-Refundable Deposit per day due at registration: \$20 per day

## ALL DEPOSITS ARE NON-REFUNDABLE

An updated card must be saved on your account for scheduled camp payments. The remaining balance of the camp fees must be scheduled at the time of registration using the credit or debit card of your choice. Payments will be deducted from your account 2 weeks before each session begins. For camp cancellations, email Jenny at [jenny@pcfymca.org](mailto:jenny@pcfymca.org) before camp fees are processed.

FALL, WINTER AND SPRING CAMPS TUITION: ALL CAMP FEES DUE UPON REGISTRATION

# ARRIVAL AND DEPARTURE FROM CAMP

Campers must be signed in and out daily by a parent or authorized adult. Photo identification WILL be required upon pick up. Please make sure all authorized adults are on the participant's registration form. No one will be allowed to check out a child if they are not on the form. Please let us know of any changes.

## Late Fee Policy

- Your child must arrive no earlier than 7:00am. Your child must be picked up no later than 5:30pm. You will be charged \$1/minute for every minute you arrive past 5:30pm.
- Failure to pick your child up before or by 5:30pm for three times will result in dismissal from the program.

## CAMP SCHEDULE:

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 four core character values—honesty, respect, caring and responsibility.

## A TYPICAL CAMP DAY

### 7–8 A.M.

Drop-off at Yplay - Table Activities and Playmaze

### 8–9:00 A.M.

Opening Ceremonies

### 9:00–11:00 A.M.

Theme Activities

### 11:00–11:30 A.M.

Lunch #1

### 11:30 A.M.– 12:00 P.M.

Lunch #2

### 12:00 A.M.–3:00 P.M.

Swim Times - divided by groups

### 2:00–3:30 P.M.

Afternoon Snacks

### 3:30–5:00 P.M.

Craft/STEM Activities

### 5:00–5:30 P.M.

Clean-Up and Dismissal

## WHAT WILL MY CAMPER NEED:

Each day, a camper will need to bring a backpack with the following items:

SWIMSUIT

TOWEL

PLASTIC BAG FOR WET ITEMS

WATER BOTTLE

SUNSCREEN/INSECT REPELLANT

LUNCH

SNACK

PLEASE MARK ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME.

## MEALS:

Campers need to eat breakfast before arrival. ALL campers must bring a lunch and afternoon snack EACH DAY. Campers will only be allowed to eat during designated eating times. Soda and energy drinks will not be permitted.

# What to leave at home:

- Toys should not come to camp
- Electronic games/devices
- Cell phones are not allowed

## CAMP ATTIRE

Campers should be dressed appropriately for camp. Please have them wear tennis shoes and comfortable, flexible clothing. Keep in mind that we do spend time outdoors so dressing appropriately for the temperature is important. It's also wise to dress your camper in clothes you do not mind getting dirty.

Please remember that the weather may not always cooperate with our camp schedule. In the event of rain, some camp activities may not continue as scheduled. Campers may come home a little wet or muddy. In the event of thunder and lightning, all campers will be moved to an indoor area. Some camp activities maybe cancelled or suspended.

## MANNERS

All children are expected to show basic courtesies. This includes table manners, politeness, and respect for all counselors, participants, etc.

Kids will be kids, but one of our goals are to help them grow and learn and achieve the Y Core 5 Values: Caring, Honesty, Respect, Responsibility, and Faith.

Your child needs to understand that rules are in place to keep them safe. Counselors are there to keep them safe as well, and are expected to respect and listen to them at all times.

## SPECIAL NEEDS

The YMCA makes every attempt to serve campers with special physical or emotional needs.

Parents/guardians of campers with special needs should contact the center camp director prior to enrolling their child in camp. This will allow the director to better understand and discuss your camper's specific needs, requirements and options.

## MEDICATION, ILLNESS AND INJURY

The YMCA prefers that all medication is dispensed at home. However, we realize it may be necessary to administer some prescriptions at camp. Parents/guardians should follow these guidelines for medication at camp:

- Medication must be brought to camp by the guardian on a weekly basis, and any excess medication will need to go home with the child at the end of every week.
- All medication must be in its original packaging identifying the prescribing physician, name of the prescription, proper dosage and frequency of administration.
- All medications must be turned in and dispensed by camp staff.
- All medications must have a "Medication Permission" form completed before we can dispense any medication.



## MEDICATION, ILLNESS AND INJURY (CONTINUED)

The YMCA Day Camp is a well-child program and cannot provide care for sick campers. A child who is sick should be kept at home. Any camper showing signs of illness including but not limited to fever, vomiting, diarrhea, or rashes should not participate in camp. Parents/guardians may be asked to provide documentation from a physician to confirm a questionable condition. All cases, or suspected cases, of head lice or rash will require a physician's statement before the child may return.

If a child becomes ill at camp, a parent/guardian will be contacted to pick up their camper by camp staff. All sick campers must be picked up within one hour from the time the parent/guardian is notified.

The steps include but are not limited to:

Campers who suffer routine scrapes, cuts and bee stings will be treated by camp staff and an Incident Report will be completed. In the case of serious injury, the Camp Director will take whatever steps are necessary to obtain emergency medical care.

- Attempt to call parent/guardian
- Attempt to contact those designated on the emergency form
- Call an ambulance or paramedic

Please note: In the event of a serious emergency, 911 will be called first.

The Putnam Co Family YMCA provides liability insurance for all of its programs. It is the parent/guardian's responsibility to provide their own health and accident insurance for their camper. Parent/guardian should include their personal health insurance information in the space provided on the Youth Health History form.

Parent/guardians are responsible for prescriptions and charges incurred for outside medical treatment of their child should this be required during their camp attendance.

Parents/guardians are responsible for providing sunscreen and insect repellent for their child to use at camp. Parents/guardians are expected to apply the first coat of sunscreen/insect repellent in the morning before bringing their child to camp. Day Camp staff will stop activities for all children to apply sunscreen/insect repellent additional times throughout the day.

Please understand that while the use of sunscreen will aid in protecting against harmful sunrays, it may not prevent your child from getting sunburned. Likewise, the use of insect repellent may not prevent all insect bites or stings, but will aid in protecting against insect bites and stings.

## PRECAUTIONS DURING HIGH TEMPERATURES

Since 80% of our activities are outdoors, we take extra precaution with high temperatures. Here are a few things you can do during those high temperatures along with the steps we take to keep your camper safe.

- Dress your camper in loose, lightweight, light-colored clothing, a well-fitting hat, and sunglasses.
- Bring a water bottle. In addition to a water bottle, staff will have a water cooler on hand at camp site.
- Apply sunscreen. (The recommendation is SPF 30+ before your camper arrives to camp.)
- Shaded areas have been identified for your camper to take breaks throughout the day.
- A schedule has been created for water and sunscreen breaks.
- When the heat index reaches 100, unless the campers are swimming or participating in water activities, all activities will be moved indoors.

# DISCIPLINE POLICY

## BEHAVIOR MANAGEMENT GUIDELINES

It is the YMCA's goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow the behavior guidelines based on the Y's four core values and to interact appropriately in a group setting:

- We will CARE for ourselves and for those around us.
- HONESTY will be the basis for all relationships and interactions.
- People are RESPONSIBLE for their actions.
- We RESPECT each other and the environment.

WHEN A CAMPER DOES NOT FOLLOW THE BEHAVIOR GUIDELINES, WE WILL TAKE THE FOLLOWING STEPS:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent or caregiver will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent or caregiver so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem persists, staff will schedule a conference that includes the parent or caregiver, camper, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent or caregiver may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the day camp program, the Y reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

THE FOLLOWING BEHAVIORS ARE NOT ACCEPTABLE AND MAY RESULT IN THE IMMEDIATE SUSPENSION UP TO TERMINATION TO THE PROGRAM:

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging Y or personal property
- Leaving the day camp program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity
- Acting in a lewd manner
- Possession of drugs, tobacco, alcohol or weapons

**Note: There will be no refunds given for suspension or expulsion from camp.**

## LOST AND FOUND

Please label all items with your camper's first and last name. While we encourage and expect all campers to be responsible for their own belongings, we understand that items do get misplaced. Lost and found items are returned to campers whenever possible. All items that are not labeled will be placed in lost and found. Please check with camp staff for the location of lost and found items. All unclaimed items will be disposed of. The YMCA is not responsible for lost, stolen or damaged personal items.

The following items do not belong at camp: cell phones, personal music players (iPod, etc.), Nintendo DS or other hand-held games, action figures and other toys, game cards, weapons, lighters, tobacco products, drugs and bad attitudes.

## WATER SAFETY AND SWIM TEST POLICY

### YMCA POOL SWIM TEST

Swimmers will be given the opportunity to participate in a swim test to determine if a flotation device will be worn while in the pool. The Swim Test consists of a 25-yard swim, during which youth are asked to achieve the following:

- Jump into the pool, submerge fully, return to the surface and immediately begin swimming without pushing off the wall.
- Swim in a horizontal position on top of the water using a forward crawl or breaststroke. The swimmer's arms must achieve full extension on every stroke, and he or she must maintain one or both of the strokes for the full 25-yard swim.
- Exit the pool without assistance using either the wall or pool ladder.

Those who do not pass the swim test **MUST** wear a Coast Guard-approved personal flotation device provided by the Y or you may bring your own.

YMCA staff reserves the right in final determination of a swimmer's ability to successfully demonstrate the swim test requirements—even if the swimmer has previously completed the swim test at an earlier date or another location.

Our pool is manned by lifeguards certified by the American Red Cross at all times. Counselors will be with located on the pool deck for extra eyes on the water.

### SWIM ATTIRE

Campers will swim every day and will need to provide a towel and swimsuit. Girls swim attire must be a one piece or full coverage tankini. Fridays (with exception to the first Friday of camp in May) are water play days with outdoor water slides. Water shoes are recommended. We will also swim in the indoor pool on Fridays.

Swimming: Each day, we will swim (weather permitting) at the Y. Your child will need their swimsuit and towel. Our pool is inside, however, our pump goes outside. Thundering and lightening requires a 30 minute wait time before entering the pool. We may not be able to swim on those days. We will be prepared with other fun activities!

# STAFF QUALIFICATIONS

All camp counselors employed by the Putnam Co Family YMCA have been vetted by the YMCA Camp Director and have completed all camp training requirements, which includes CPR, First Aid and Child Abuse Reporting.

## STAFF CODE OF CONDUCT

The Putnam Co Family YMCA is committed to ensuring the safety and well-being of your children. We have high expectations of our staff members and would like to share those expectations with you. Should you see any behavior that is not consistent with the Y's staff code of conduct, please report to YMCA management immediately.

1. To protect YMCA staff, volunteers and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site locations.
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children in any way, including physical abuse—striking, spanking, shaking, slapping, and so on; verbal abuse—humiliating, degrading, threatening, and so on; sexual abuse—touching or speaking inappropriately; mental abuse—shaming, withholding kindness, being cruel, and so on; neglect—withholding food, water, or basic care. No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm).
7. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
8. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
9. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
10. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes baby-sitting, sleep overs, driving or riding in cars, and inviting children to their homes.
11. Staff should not give excessive gifts (e.g. TV, video games, jewelry) to youth.
12. Staff may not date program participants who are under the age of 18.
13. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
14. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.

The Putnam County Family YMCA has a zero tolerance standard for abuse and inappropriate behavior by staff, members and volunteers.