

# MT. STERLING COMMUNITY CENTER YMCA SUMMER CAMP

## PARENT AND CAREGIVER MANUAL A-Z

**A** **Ages:** Our camp serves children entering Kindergarten – 6th grade. We are separated into three different age appropriate groupings; Kinder Campers (K-1st Grade), Day Campers (2nd-3rd), and Tween Campers (4th-6th).

**Arrival & Dismissal Procedures:** Parents and Caregivers are required to come in to the YMCA to sign camper(s) in upon arrival and out upon pick up. The only people allowed to sign out a child are those listed on the campers pickup authorization form in the camper registration packet. Any additions or changes to adults on the pickup list must be submitted in writing. Anyone picking up a child must be prepared to show a photo ID if requested by staff.

**B** **Behavior:** Our top priority is to provide a safe and enriching experience for all children. Please read and sign the Behavior Management Policy that is included in our camper registration packet.

**Billing:** The YMCA Childcare Programs operate on an Automatic Bill Pay System. The fees for each week will be withdrawn on Monday morning before business hours. Please see the Bill Pay FAQ page for more information.

**Backpacks:** Campers should bring a backpack to camp each day with the following items clearly labeled: extra set of clothes, towel, a jacket or sweatshirt, and water bottle. Although we do not swim everyday, campers do use their towels everyday! If you have multiple children attending summer camp, each camper needs their own backpack, with their own required supplies.

**C** **Clothing:** Your child should come dressed comfortably for a day of camp. YMCA camper t-shirts must be worn on Thursdays to ensure the safety of our campers when we travel. Please anticipate that these clothes will get dirty during the day. It is recommended to pack an extra set of clothes in your camper's backpack each day. Campers should wear sneakers as we will be running and playing outside and in the gym. Flip flops and sandals are NOT allowed. Depending on the weather, a rain poncho or jacket may also be appropriate. Please be sure that all camper clothing is clearly labeled. As mentioned above, campers should pack an extra set of clothes each day. There are days where campers (and even counselors) could benefit from a change of clothes! Although we do experience changes most frequently with our younger campers, everyone should pack a change of clothes.

**Cost:** The cost for Summer Camp is as follows:

Member Full Time (3 – 5 days) \$105/week; Member Full Time Sibling Rate \$88/week

Member Part Time (1 – 2 days) \$64/week

Non-Member \$144/week.

**Counselors:** We have hired a staff full of amazing character builders that are beyond excited to spend their afternoons influencing the lives of our campers!

**D** **Daily Schedule:** Each day will begin with a morning meeting, from there campers will spend the morning building relationships with their peers, and doing different themed activities such as crafts, games, STEM, sports, art, singing songs, and team-building. We will also have special guests at camp to share their time and talents with our kids! In the middle of the day campers will enjoy lunch and reading time. Our schedule is designed to keep kids engaged, learning, building self-confidence, and having fun!

**E** **Emergencies:** In case of an emergency, every effort will be made to reach you or the contacts listed on your camper registration form. If no one can be reached we will take the necessary actions for the health of your child. Should there be any changes in the emergency contact phone numbers, please notify us immediately. In the event of an emergency situation such as fire, tornado, or earthquake, we will follow all mandated procedures as rehearsed by campers and staff.

**F** **First Aid:** All Staff are First Aid and CPR certified. We have several First Aid kits easily accessible throughout the YMCA.

**Field Trips:** We will travel away from camp on Thursdays this year. Campers are expected to be on their best behavior and a positive representation of our YMCA and community when we travel. Please make sure that you are getting your camper to the Y in enough time for them to prepare for the trip with their group.

**G** **Garden:** We are fortunate to have our very own Community Garden at the YMCA. The produce grown in this garden is donated to provide healthy food to local food pantries. We are proud to involve our campers in the experience of planting and tending to the garden throughout the growing season. We find great value in teaching this level of community stewardship at a young age. The kids are so excited when we start harvesting at the end of the summer!

**H** **Hours:** Our camp day begins at 7:30 am and ends at 5:30 pm.

**I** **Illness:** Children who exhibit any symptoms of infectious illness in a 24-hour period are likely to be contagious and should remain at home. Examples of these symptoms include, nausea or vomiting, diarrhea, sore throat with fever, fever, hacking or continuous severe coughing, difficulty breathing, runny nose, eye or ear discharge, body rash with fever, loss of voice, bloody stool, unusually dark urine, stiff neck, yellow skin or eyes, exposed and open skin lesions, lice or nits.

**J** **Jewelry:** (and other valuables) It is not recommended to send any valuables with your camper. The YMCA is not responsible for any lost or stolen items. We do provide a lost and found area. After 2 weeks, lost and found items are donated to charity. We are not financially responsible for children's losses, but will make every effort to help locate a lost item.

**K** **Kids:** That's what we're here for! It is our mission to provide our youth with a positive and meaningful experience at the YMCA!

**Kindness:** Above all, kindness is the expectation for our campers and staff. Kindness goes a long way in camp and in life. 😊

**L** **Lunch:** In collaboration with the Brown County Public Schools, breakfast and lunch will be provided each day for each camper!

**Late Fee:** In fairness to our staff, it is important that your child be picked up on time. A late fee will be charged for each child not picked up by 5:30pm. For every 5 minutes past 5:30 pm, a \$5.00 fee will be applied. This fee will be added to the next automatic weekly withdrawal.

**Library:** On Tuesday mornings, we will travel to the Brown County Public Library to participate in the Summer Reading Program. At this time, we will also check out books that campers will read throughout the week. Daily BEAR (Be Excited About Reading) time is outlined as a chance for campers to decompress and relax in the middle of the day. The continued academic success of our student campers is very important to us!

**Lice:** In any situation where children gather, it is possible for the spread of lice. We will do our best to minimize this risk by encouraging students to keep their personal items to themselves. In the event that we find lice or nits, the student's parent will be immediately notified and the student will need to be picked up and will not be able to return without a note from the Health Department that they are lice-free. In the event that the Brown County Health Department is called to check all students for lice, parents will be notified.

**M** **Medication:** If medication must be administered to your child, please indicate as such on the health information portion of the camper registration form. Please bring the medication directly to our Camp Director or Camp Coordinators at the beginning of each week.

**N** **News:** To stay up-to-date on Summer Camp announcements, please be sure to provide at least one valid email address in the camper registration form! We will be emailing digital Summer Camp updates throughout each week!

**O** **Opportunity:** Thank you for providing us with the opportunity to get to know your child. We take this responsibility very seriously and strive for excellence in our youth serving programs.

**Outside:** The best part of Summer Camp is spending our days outside! We will make our best effort to spend the majority of our time outside, while taking into consideration inclement weather and extreme heat. Please be sure that your child is sent to camp with a water bottle and sunscreen each day.

**P** **Policies:** Please understand that YMCA staff and volunteers are not allowed to transport children at any time outside of the YMCA program. Staff members are also **NOT** allowed to baby-sit children in our program unless there was a pre-existing relationship. This is for the safety of our campers and staff.

State law mandates that the YMCA report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

In cases of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to said parent unless a court decree or separation document is in our file expressly forbidding said parent from picking up the child from our camp. The court decree must also be specific to the rights of visitation on YMCA property during camp hours. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted.

Firearms are not permitted on YMCA premises. This facility and program is not licensed or regulated by DCFS.

**Q** **Questions:** If at any point you would like additional information or have any questions, comments, or concerns, please contact Courtney Sargeant-Freeman at [ymcasargeant@casscomm.com](mailto:ymcasargeant@casscomm.com).

**R** **Ratios:** It is YMCA policy that we adhere to strict staff to student ratios to ensure quality programming and student safety.

**S**

**Snack:** Both morning and afternoon snacks will be provided by the YMCA. If you are willing and able to send in individually wrapped 'nut-free' snacks to help stock our snack stash, we would greatly appreciate it!

**Social Media:** Follow the Mt. Sterling Community Center YMCA on Facebook and Instagram to stay up to date on Y events and activities!

**Sunscreen:** Sunscreen is EXTREMELY important at camp! The last thing any camper, parent, or staff member wants is someone to get burnt! We apply spray sunscreen to our campers. The Y has purchased several bottles, but as you can imagine, we go through it pretty quickly. We appreciate all spray sunscreen donations to help keep our kids safe throughout the summer!

**Swimming:** This year we will be swimming every Tuesday afternoon at a local pool. Campers should wear a clean swim-suit and bring a towel (labeled with their name) for pool days. Swimsuits should be appropriate and modest. Campers may bring money for snacks. Kinder money should be sent in a labeled Ziploc bag. Day Campers and Tweens are responsible for their own money. Day Campers and Tweens will be given a swim test at the beginning of camp to assess their swimming ability. Campers who do not pass the swim test will only be allowed to swim in the shallow end of the pool. Each camper who does not pass the swim test will be allowed to retest throughout camp to reassess their swimming ability. Kinders are allowed to play in the 'kiddie' pool OR swim in the shallow end of the 'big' pool with floatation devices. Kinders are encouraged to bring their own puddle jumper or life jacket from home. From counselor experience, puddle jumpers are the most efficient for Kinder Campers!

**T**

**Themes:** Each week has been given a different theme! We will make all efforts to align our daily activities to the theme, however each day will consist of a variety of activities to cater to the various interests of our campers!

**Transportation:** Our Tuesday and Thursday buses will be contracted through the Brown County School District. We adhere to all of their and our insurance policies and guidelines to ensure the safety of our campers. Campers are expected to demonstrate respect to the vehicles and drivers.

**U**

**Umbrella Weather:** It is our intention to stay outside for as many activities as possible in the case of light rain. With this in mind, it is wise to send your camper with a poncho or raincoat when rain is in the forecast. However, our plans may change if the conditions are unfavorable for our activities or campers. We will be prepared with plenty of fun indoor activities in case of inclement weather!

**V**

**Values:** Our four core character values of Caring, Honesty, Respect, and Responsibility are the root of our mission and expectations at Summer Camp. We will be specifically focusing on one core value each day of the week. Staff members will wear colored t-shirts that align with the value of the day.

(M - Honesty - Blue, T - Respect - Purple, W - Caring - Pink, TH - Responsibility - Green, F - Favorite!) Campers are invited to join staff in wearing the color of the day. These 4 core values will be integrated throughout our camp traditions and curriculum every day!

**Visitors:** For the safety of all of our campers, visitors are not allowed at camp unless specifically pre-arranged with the Camp Director.

**Volunteers:** Volunteers are an integral part of our Summer Camp Program at the Y. If you are interested in donating your time or talents to our program, please contact Courtney Sargeant-Freeman at [ymcasargeant@casscomm.com](mailto:ymcasargeant@casscomm.com) to begin our Volunteer Application Process.

**W**

**Waivers:** Please be sure that you have completed filled out your child's registration form, including all waivers!

**Water:** WATER IS SO IMPORTANT! Keeping campers hydrated is our number one tool in preventing fatigue and illness. You must send your camper with a labeled water bottle each day! Staff will be making a point to ensure that all campers are constantly drinking to stay hydrated!

**X**

**X-Treme Fun:** Behind safety, fun is our number one goal! Summer is time for kids to be kids and Camp is the perfect space to allow kids to have fun, grow, and flourish!

**X-Tremely Thankful:** We are so thankful to have a strong relationship with the Brown County Public Library, Brown County Public Schools, Joel Oliver Memorial Pool, McDaniel Municipal Pool, and all of our field trip hosts!

**Y**

**YMCA Areas of Focus:** The YMCA strives to engage in youth development, healthy living, and social responsibility. We do our best to incorporate these focuses into our camp curriculum!

**Z**

**Zero:** As a reminder, we have a zero tolerance policy for sexual misconduct, possession of illegal substances, tobacco, alcohol, or weapons, assault, intentional facility damage, or theft. These behaviors may result in immediate program dismissal.