



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



SUMMER DAY CAMP 2019
Parent Handbook

YMCA OF FLORIDA'S FIRST COAST

FCYMCA.org

OUR MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PURPOSE

YMCA summer camps seek to provide a safe, fun-filled, creative, educational day camp experience utilizing Christian leadership to help children achieve a higher physical well being, social growth and the development of values. Our program reflects four core values, which are Caring, Honesty, Respect and Responsibility.

PARENT EXPECTATIONS

Going off to summer camp is a very exciting experience for campers and parents. It is natural for everyone to be anxious about the first day of camp and meeting new friends. We encourage all parents and campers to attend our open house/parent orientation to meet camp staff and fellow campers. In addition, the following information will hopefully minimize first-day anxiety.

PARENT COMMUNICATION

Communication is vital to keeping the program innovative, safe and fun. If you have any questions or concerns, please feel free to speak with the Camp Director. The best way to communicate with the Director is in person during camp hours.

OBJECTIVES

- To provide a safe and fun summer camp experience
- To learn and develop social skills through group activities, sports, arts and crafts, games, swimming and peer interaction
- To learn to function in a group with emphasis on team building, leadership, group identity and involvement
- To learn and develop key skills by incorporating the YMCA's core values into daily Curriculum
- To develop self-confidence and self-worth, which is accomplished by the treatment of campers as individuals and through positive reinforcement
- To improve health and fitness through physical activities and recreation

STAFF QUALIFICATIONS

All staff has to undergo a background screening, drug screening and receive comprehensive training. Each camp site is also staffed with a professional Director. Any camper needs should be brought to the attention of the Camp Director and they will be taken care of in a timely manner. All summer staff are at least 16 years or older and are selected based upon their experience with children, their personal character and their enthusiasm.

CURRICULUM

Each Summer Day Camp follows a curriculum framework based on sound planning principals and on eight core developmental content areas. These eight core content areas are Arts and Humanities, Character Development, Health, Wellness, and Fitness, Homework Support, Literacy, Science and Technology, Service Learning, and Social Competence and Conflict Resolution.

Component	Outcome	Examples
Arts and Humanities	Demonstrate an appreciation for arts and humanities	Program offers arts activities a minimum of two times per week.
Character Development/Assets	Demonstrate caring, honesty, respect, responsibility and faith	Staff and activities teach, celebrate, model, reinforce, and practice character development values on a daily basis. Staff confronts behaviors that are inconsistent with the values.
Health and Wellness	Demonstrate physical fitness and knowledge about healthy lifestyles	Program offers 60 minutes daily of physical activity, cooperative games, dance, or sports. Child will participate in at least 3 days week of nutrition activities.
Service-Learning	Demonstrate caring, honesty, respect, responsibility faith and problem solving and leadership skills.	Program offers service-learning projects once per month over the summer.

Social Competence and Conflict Resolution	Demonstrate age appropriate social skills, compliance with requests and problem solving skills; maintain adequate self-esteem; and not engage in anti-social behavior	Program integrates social skills and social competence activities into the daily curriculum. Staff provides appropriate guidance and is a positive role model for youth. Intentional social competencies are planned at least once a day.
Science	Demonstrates an interest in learning science with interactive and fun experiments	Program offers 1 day a week of science activities.

The specific activities associated with the various curriculum categories generally take place in one or several of the following contexts, each of which is balanced throughout the day or week.

Free Choice: The child has the option of choosing from among several activities.

Small Group: The activities available can be done either in small groups or alone.

Project Time: Time is set-aside for children to begin or return to a long-term project.

Large Group: Activities are designed for large group participation.

Indoor/Outdoor: All of the contexts and activities above are presented or done in both indoor and outdoor settings.

A Typical Week of Camp includes:

- **Camper’s Choice & Play** during early morning and late afternoon hours
- **Skills building** related to STEM, Art and Humanities, Sports and outdoor recreation play
- Participates in **Camp Readers** Program
- Start and end a camp day with a group **assembly** filled with song, dance and recognition to celebrate the spirit of camp

- At least twice a week, campers participate in our **Safety Around Water** program which is designed to gain the basics skills of water safety in group a setting
- **Character development** with a focus on our core values: Honesty, Caring, Respect and Responsibility
- A variety of either **onsite special activities & guest speakers or off site field trips**. *Vary per week, per camp site.

Please take a few minutes to look at the Bright Spots Parent Newsletter weekly at your child's site. It is our hope that your child enjoys his or her experience at YMCA Summer Day Camp. If you have any questions regarding the activities, please do not hesitate to ask your Camp Director.

DROP-OFF AND PICK-UP

When picking up and dropping off your child at camp, we ask that you sign your child in and out with the correct time and your full signature. You will be asked for a federally issued photo ID, i.e. drivers license or military ID, before we release your child (employee photo badges will NOT be accepted). Only the names listed on the registration form are permitted to remove your child from our care. Only in an emergency situation may you fax written authorization for someone other than who is on file to pick up. These are necessary safety precautions.

CUSTODY

Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in the YMCA Summer Day Camp, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement at the time of registration and keep it updated regularly. The parent or guardian that has signed the registration for is responsible for paying the fees. Occasionally we are asked to provide attendance records. Please know that in order to obtain any records from the YMCA, we must be subpoenaed for them.

PROPER CAMP ATTIRE

- Campers should wear comfortable, cool clothing that is able to get dirty and worn out.
- Campers may not have bare feet, sandals, open-toed shoes or flip-flops. Closed-toed shoes must be worn. Only non-

- marking shoes will be allowed on the gym floor.
- Clothes, swimsuits, towels, bags and all other belongings should have the camper's name on them.
 - Camp shirts must be worn on field trip days and must have their name/initials marked on the tag due to the number of similar shirts.
 - Appropriate clothing is a must. No strapless shirts, spaghetti strap shirts, halter-tops, or midriff shirts. Bikini bathing suits will not be allowed.
 - Apply sunscreen prior to camp. **Staff members are not allowed to apply sunscreen to campers.**

Parents, please monitor your child's clothing to ensure it's appropriate for YMCA summer camp including swimsuits.

SWIMMING

Swimming is part of our regular schedule and it helps us in our promotion of fitness and water safety. Please encourage your child to swim every day it is scheduled. A bathing suit, towel, sunscreen and change of clothes are required daily. If suits are worn to camp please do not forget to pack undergarments to allow for a dry, comfortable rest of the day. Goggles will be allowed during swim time.

The "**Safety Around Water**" Camp Swim Initiative focuses on campers learning the basic skills of water safety in a group setting. Children are swim-tested upon their first visit to the pool, and are designated as a red (non-swimmer), yellow (poor swimmer), or green (strong) swimmer. Campers will be introduced to a new skill each pool day which builds to create two sequences that teach a child how to safely move across the water and exit the pool. Campers will gradually learn the following skills in sequence: Comfort in submersion of face and body, comfort swimming on front and back, jump-push-turn-grab and swim-float-swim. If you would like your child to learn more advance swim skills, we offer swim lessons at our local Y branches. Please ask the front desk for more information.

FIELD TRIPS & SPECIAL ACTIVITIES

We offer a variety of either onsite special activities & guest speakers or off site field trips. *Vary per week, per camp site. On your child's designated off site field trip day, you are required to have your child at camp by 8:30 am, unless otherwise notified. **Camp shirts must be worn on field trip**

days. Specifics about lunches, money and times will be available at your child's camp. Please consider the nature of the field trip when dressing and packing.

Grouping Campers Together

Our camps are divided into their groups by age. Groups may have blended ages but we strive to keep them within 1 year of each other. We will make our best effort at keeping your child with his /her friend within the same age group but we cannot guarantee this. Luckily, there is a great deal of time in which the entire camp is together. Your child will be able to be with his / her friend during this time. And remember, camp is for making new friends too!

LUNCHES & SNACKS

A lunch and two snacks should be sent daily in a container clearly marked with your child's name.

Lunches will be kept in an air-conditioned building but will not be refrigerated. Please pack lunches with an ice pack. Do not bring food that needs to be heated or refrigerated. Water will be available throughout the day.

WEATHER

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions.

During periods of extreme heat, the camp staff will scale down the physical camp activities. Campers will not be able to be outside for more than 30 minutes at a time. Indoor facilities will be utilized for more hands on and low-activity events and programming. Staff will ensure water coolers with ice are fully stocked and monitored throughout the day. All precautions will be taken to prevent heat related injuries during these times.

Hints for the Heat

The YMCA will monitor the weather conditions and plan our camp day accordingly. On Code Red days, we will limit outdoor play. Additionally, here are some ways you can keep your camper COOL:

1. Provide at least two drinks in his/her lunch.
2. Drinking water is encouraged at camp. (We instruct our counselors to "water" their campers whenever they pass the drinking fountain.)

3. Provide them with a hat to wear and dress them in light colors.

Lightning/ Thunder

At the first sight of lightning or thunder, children will be brought indoors. The pool will be cleared. Activities may resume 30 minutes after the last observed thunder/lighting.

Hurricane and Tropical Storm Watch and/or Warning

In the event of a Hurricane or Tropical Storm Watch and/or Warning issued by the National Weather Service, the YMCA will closely monitor the conditions. If conditions worsen, parents will be contacted regarding the pickup of their child (ren) and/or the immediate status of camp.

Tornado Warning

When a Tornado Warning is issued by the National Weather Service, Summer Campers will be placed in a safe area until warning has been lifted. It is recommended that parents listen to the local TV News or Radio Station for weather updates.

MEDICATION & SPECIAL NEEDS

All medication must be turned in to the Camp Director with a completed medicine form. The time, dosage and name of medication must be listed. A parent must sign this medication form. Medication must be in the original container with the original label. Medications will be distributed by the Camp Director only and will be documented. Children **CANNOT** carry any medicine with them including over the counter items such as cough drops, etc.

CHILD ILLNESS AND SPECIAL NEEDS

We ask that if your child is showing any symptoms of illness that he or she be kept at home for the protection of self, other children and staff. Parents will be notified and asked to remove the child from camp if symptoms develop while in our care. Parent may be asked to show proof that the contagious condition no longer exists prior to a child returning.

We ask that children who have vomited, had diarrhea, fever, runny nose, etc. within 24 hours of beginning of the camp day be kept home until they are symptom-free for at least 24

hours. We thank you for being sensitive to the health and safety of all our campers.

If your child becomes seriously ill or sustains an injury, all efforts will be made to contact a parent, guardian or emergency contact immediately. As in any severe emergency, 911 will be called. PLEASE KEEP YOUR CONTACT INFORMATION UP TO DATE IN CASE OF EMERGENCY.

COMMUNICABLE DISEASE

When faced with a health issue such as chicken pox, impetigo, meningococcal illness, head lice or mononucleosis, please contact camp immediately. If camp staff should identify possible symptoms of a communicable disease, the child will be removed from the camp group and the parent will be contacted. The child should be taken to a physician for diagnosis. The parent must follow up with the Camp Director with the diagnosis. The child will be unable to return to camp until all symptoms have passed and doctor's release has been submitted. For lice, proof of treatment must be given to the Camp Director.

INSURANCE

The YMCA does not carry or provide accident or medical insurance for the children participating in Summer Day Camp programs. Your health insurance is the primary coverage for your child.

LOST & FOUND

Due to health issues and limited space, lost and found will be cleared out weekly and donated to those in need. Please check the lost and found everyday for any belongings your child/children may have misplaced. The YMCA assumes no responsibility for the loss of personal property.

PERSONAL PROPERTY

Toys, CD players, Gameboys, cell phones and other personal items are not allowed at camp. The YMCA is not responsible for lost, stolen or damaged items.

EMERGENCY PROCEDURES

All emergency procedures including building and facility emergencies, bomb threats, fire emergency, missing persons, life-threatening injury, aquatic emergencies, blood borne

pathogen control and hazardous materials control are available at the front desk in the Emergency Procedures Flip Book.

SAFETY PROCEDURES

All staff will be required to wear staff shirts and staff IDs. Camp staff will provide direct supervision of campers and only staff and campers are permitted in program areas. A federally issued picture ID, i.e. drivers license or military ID, must be provided to sign a child out of the YMCA's care.

REPORTING SUSPECTED CHILD ABUSE

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

BABYSITTING POLICY

The YMCA strives to employ the very best staff possible in all of our programs. After they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with former staff of the YMCA are separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. Current YMCA staff is prohibited from babysitting while under employ of the Y. The YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

CAMP RULES

The purpose of rules is to set boundaries for a child's behavior. Please review with your child daily the types of behaviors that

we expect (outlined below) and perhaps even spend some time discussing their importance in order for your camper to have a successful time at camp.

- **Friends Helping Friends!** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply **WILL NOT BE TOLERATED.**
- **Social Inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs, who needs them? Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.
- **Building a community:** Every child is part of the Y day camp. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, counselors and other campers. The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our camp environment by putting litter in its place, by not destroying property that belongs to camp or to others and putting equipment up in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions. They know best how to keep you and your friends safe

Behaviors that will result in mandatory suspension and may result in immediate dismissal include but are not limited to:

- Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children or staff
- Fighting, biting, stealing and running away
- Possession of a weapon of any kind
- Vandalism or destruction of YMCA property or property of others
- Sexual misconduct
- Possession or use of alcohol or controlled substances

BUS RULES

- 1. Be seated, facing forward while the bus is in motion.**
- 2. When seat belts are provided, they must be worn.**
- 3. Keep all heads, arms, legs and objects inside the bus.**
- 4. Maintain a reasonable noise level.**

POOL RULES

- 1. Running, shoving and horseplay is not permitted on the pool deck, in the water or in the locker room.**
- 2. Do not hang on staff or fellow campers.**
- 3. Obey lifeguards and staff at all times.**

DISCIPLINE POLICY

We want each camper to enjoy the planned activities and benefit from his/her experience. Staff will review basic rules of safety and conduct at camp. We hope that parents will explain rules of camp prior to the first day. Please emphasize to your child failure to abide by these rules may limit his/her activities. Staff has been trained in the YMCA's policies on discipline procedures. The YMCA does not condone or permit corporal punishment, ridiculing, threatening or using an inappropriately loud voice, leaving children unsupervised or use of profanity. In order to effectively deal with a child, we first try to understand the child's motive. Consistency is the most important aspect of discipline and is stressed in the program. The following are progressive steps used for inappropriate behavior:

1. Redirection of child's activity
2. Time out of activity or loss of privileges
3. Documentation of inappropriate behavior on Parent Communication Form

4. Parent conference as needed
5. Removal from program

The Parent Communication Form (referred to as a referral) will be used for all disciplinary issues and will require the signature of the parent or guardian. Referral will be kept on file at the site.

The YMCA reserves the right to expel any child from the program who poses serious or **continual behavior issues with no fee reimbursements. Infractions deemed serious may result in immediate suspension and/or expulsion regardless of previous disciplinary action, whether or not all of the steps in the progressive discipline plan have been completed.**

FINANCIAL ASSISTANCE

Financial assistance is available for those who qualify. A financial assistance application must be filled out and submitted with all proper documentation in order to be accepted. The deadline to apply for financial assistance is ten days prior to your child's first camp session. A new financial assistance application with supporting documentation is required for those currently receiving assistance in Before and After School.

THE BENEFITS OF FAMILY MEMBERSHIP

By becoming a member of the YMCA you can save money on your child's camp tuition and receive discounts on other YMCA programs. To learn more about our family membership options call your local Y.

TRANSFER POLICY

Camper transfers from one session to another or from one site to another will only be made if space is available. Transfer requests must be made in writing and made ahead of time. Please note: the deposit is nontransferable and nonrefundable.

WAITING LIST

In the event that a camp fills, you may place your child on our waiting list. You will be contacted if a spot becomes available. You will have until the end of the business day to contact us back to reserve your space.

AGE EXCEPTIONS

Campers must meet the age requirements by the 1st day the child begins camp. There will be no age exceptions. Camps are designed with curriculum and programming for campers of a certain age.

REGISTRATION DEPOSIT POLICIES

When registering for camp, you must pay the \$50 registration fee and pay \$15 nonrefundable, non-transferable deposit for each week you want your child to attend. This deposit will hold your spot in that week. You must have your remaining camp week balance paid in full by the Friday before the week begins. If your balance is not paid in full by Friday, a late fee of \$10 will incur plus the remaining balance.

CANCELLATIONS

Cancellations with a two-week notice will be refunded any money paid toward the session, minus the \$15 deposit. All cancellations must be made in writing and turned in to the Director at your camp desk.

REFUNDS

Non-attendance without proper notification does not entitle the parent to a refund. The Camp Director and the bookkeeper must approve all refunds. If applicable, the parent will be issued a refund within 30 days of written cancellation.

LATE PICK-UP FEE

All children must be picked up by closing time. If you will be late, please make arrangements with another person listed on your registration form to pick up your child and contact the program supervisor. A late fee will be assessed for **any** late pickups. The late pick up fee is \$1 per minute, per child after 6:00pm.

Contact your local Y for more information on the camp nearest you.

Barco-Newton Family YMCA

2075 Town Center Boulevard
Fleming Island, FL 32003
904.278.9622

Brooks YMCA

10423 Centurion Parkway North
Jacksonville, FL 32256
904.854.2000

Camp Immokalee

6765 Immokalee Road
Keystone Heights, FL 32656
352.473.4213

duPont YMCA Youth Development Campus

7373 Old Kings Road South
Jacksonville, FL 32217
904.731.2006

Dye Clay Family YMCA

3322 Moody Avenue
Orange Park, FL 32065
904.644.0072

Johnson Family YMCA

5700 Cleveland Road
Jacksonville, FL 32209
904.765.3589

McArthur Family YMCA

1915 Citrona Drive
Fernandina Beach, FL 32034
904.261.1080

St. Augustine YMCA

500 Pope Road
St. Augustine, FL 32080
904.471.9622

Ponte Vedra YMCA

170 Landrum Lane
Ponte Vedra Beach, FL
32082
904.543.9622

Winston Family YMCA

221 Riverside Avenue
Jacksonville, FL 32202
904.355.1436

Yulee Kids Campus

86029 Pages Dairy Road
Yulee, FL 32097
904.548.0820

Give to the Y.

Change your Community.

Donations made to the Y's Annual Giving Community Support Campaign provide scholarships for children to participate in recreational, learning and life-enhancing experiences, like summer camp. Anyone interested in sending a child to camp this summer by giving to the campaign may do so in person or online.

**To give to the Y or for a complete list
of locations, please visit
FirstCoastYMCA.org**