



# WELCOME TO YMCA SUMMER DAY CAMP!

Dear Parents,

Thank you for choosing the YMCA Summer Day Camp program and providing the opportunity for your child to make lifelong friends, try new activities and learn values-based social skills. You're also providing your child the opportunity to have the best summer ever!

This handbook will help prepare you and your camper for this summer-long adventure and answer your basic questions. We encourage you to become familiar with this handbook and talk with your Day Camper about what to expect.

Please complete the registration forms. They must be returned to the Y before your child starts Day Camp. If you have any questions or concerns, please contact the Y at 816-273-8922 or contact the Youth Development Director, Ronica Vigliaturo. Again, thank you for choosing YMCA Summer Day Camp. We look forward to working with your child this summer.

If revisions are made to this handbook you will be notified and can access a copy on the website.

Sincerely,  
Ronica Vigliaturo  
Youth Development Director  
816-390-5440  
YMCA of St. Joseph



Parent  
Information  
Packet

# CAMP INFORMATION A-Z

## AGE GROUPS

Day camp is offered to children ages 7 - 12. Campers are assigned to groups according to their ages. This atmosphere encourages close child/staff interaction and provides an opportunity for children to express themselves, be accepted by their peers, and learn new skills.

## CAMP STAFF MEMBERS

YMCA Day Camp staff members are selected on the basis of ability, enthusiasm, and concern for helping young people develop into young leaders. All staff members participate in a pre-camp orientation and on-going training sessions. Staff members are also CPR and First Aid certified.

## CHARACTER DEVELOPMENT

The YMCA's mission comes to life through the emphasis of four character values: Caring, Honesty, Respect and Responsibility. Challenging youth to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for life.

If everyone exhibited Caring, Honesty, Respect, and Responsibility, what would the community look like? The country? The world?

This is the summer for your child to grow and develop strong roots and positive values. Talk at home and in the car about what has been learned and experienced. Talk about how your family can display these values to others.

## CHILD ABUSE PREVENTION & SAFETY

The safety of your child is essential to the YMCA. We will maintain a 1 to 12 staff/camper ratio and at least two staff members will always be present at camp. YMCA is mandated to report any suspicion of child abuse to Social Services. YMCA staff are trained in the signs of child abuse and the appropriate procedures for responding to the suspicion of abuse, and will be alert to the physical and emotional state of all children. When any sign of suspected abuse is detected, the Director will be notified immediately and a report will be made to the appropriate authorities.

## CLOTHING AND DAILY ATTIRE

During Day Camp, children should wear simple, non-restrictive clothing that you do not mind getting dirty, muddy, wet, etc. **Children are required to wear closed-toe shoes at all times.** This is for the child's safety and comfort, as programs are very active. Label all belongings. Please do not wear articles of clothing which are not in good taste or appropriate for Day Camp, or clothing that does not appropriately cover the body.

## CODE OF CONDUCT

Please read over the Camper Code of Conduct form in the registration packet. The YMCA expects all children to behave according to these guidelines.

# CAMP INFORMATION CONT...

## CONTACT BETWEEN STAFF AND CHILDREN

Y staff members are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, and any non-Y events. Any exceptions require a written request before the fact and are subject to CEO approval.

## DISCIPLINE/REDIRECTION PROCEDURES

The YMCA's philosophy of a discipline/redirection program is a continuous, daily process of love and logic during which:

- children will be encouraged at all times, and given feasible choices to adjust their behavior.
- responsible behavior will be recognized.
- self-esteem will be built through positive interaction and age appropriate consequences.

The YMCA does not permit corporal or physical punishment of a child.

### Difficult Child

- Occasionally it becomes necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. In an event such as this, an Incident Report is written and submitted to the Day Camp Director. A copy is given to the parent along with some discussion from the staff regarding the child's behavior.
- In cases where a child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program.
- In some cases, it becomes necessary to dismiss a child from the Day Camp Program. If this occurs, parents will be asked to find alternative care immediately. However, no child will be dismissed without the benefit of a conference between parent and staff first.
- If a child is suspended or removed from the program, no refund will be given.

Examples of behavior that could result in dismissal include, but are not limited to:

- Excessive disruptive behavior
- Bullying
- Refusing to follow the basic rules of the program
- Using foul language or being rude and discourteous to the YMCA staff
- Defacing YMCA property or field trip facilities
- Leaving YMCA program premises without permission, or going into unauthorized areas
- Engaging in physical or verbal violence
- Stealing or defacing another child's property
- Intentionally injuring another child
- Refusing to remain with the group
- Refusing to follow check in and out procedures
- Bringing or using illegal substances



# CAMP INFORMATION CONT...

## **Bullying Procedure:**

YMCA Day Camp has a firm procedure against all types of bullying. The Y's philosophy is based on our goal of ensuring that every child has the opportunity to feel a sense of belonging, make achievements, and create positive friendships with children and meaningful relationships with staff. We work together as a team to ensure that children gain self confidence, make new friends, and go home with great memories.

Parents, please note: bullying can also happen through cyberspace through the use of emails, text messaging, instant messaging, social media, and other less direct methods. This type of bullying can be especially hurtful when people are targeted with meanness and exclusion.

If a child or family member demonstrates bullying behavior, the child may not be allowed to continue in camp.

## **DROP OFF/PICK UP PROCEDURES**

Drop off and pick up for Day Camp will take place at Wilson Hall on Missouri Western State University Campus.

Day Camp opens at 7:00 am and continues until 5:30 pm.

In order to ensure the smoothest possible drop off process for everyone and a successful Day Camp experience for your child, you must walk your child into the designated Day Camp room for sign-in each day.

Day Campers will need to be signed out by their parent, guardian or pre-authorized person with proper picture ID on file. If your child is to be picked up by someone other than their parent or pre-authorized person, we require prior notification and a selfie picture of the person picking up your child, sent from you to 816-273-8922. We thank you for your patience and understanding as we work to assure the safety of all campers.

If you are going to be delayed in dropping off or picking up your camper, please call or text at: 816-273-8922.

## **FIELD TRIPS**

Field trips are included in Day Camp fees. Since all staff are needed on every outing, if your child does not wish to attend, you will need to find alternative care.

## **FINANCIAL ASSISTANCE**

The YMCA of St. Joseph is committed to turning no one away due to the inability to pay the stated fees. Based on available contributed resources, the Y provides financial assistance to those in need who wish to participate. Please contact the Y at 816-671-YMCA (9622) to inquire about this service. State pay is also accepted.

# CAMP INFORMATION CONT...

## **INCLEMENT WEATHER**

YMCA Camp staff members keep the safety of their campers the number one priority at all times. Should we be alerted that there is the potential for inclement weather while at camp, campers will be moved indoors.

In the event of a severe storm that produces damage rendering our facilities unusable, or other natural disaster, you will be contacted immediately. Telephone calls will be placed to parents, or those listed on the registration form as emergency contacts. We will also post information on the YMCA Facebook page, the YMCA website ([www.stjoyymca.org](http://www.stjoyymca.org)), local television (KNPN and KQ2) and radio stations (KKJO, Q Country).

## **ILLNESS**

All staff members are trained in First Aid and CPR. Throughout the summer, Day Camp staff members watch for signs of fatigue, dehydration, improper eating, etc., that may indicate illness. The Camp Director will contact parents or emergency services when necessary. Parents will be notified immediately if a child has a fever in excess of 100 degrees, has been vomiting, or has evidence of lice. The parent will be asked to pick up the child immediately in any of these instances.

Should a child have a communicable disease (i.e. chicken pox, strep throat, etc.), they will be isolated from other campers until the parents pick up the child. In the case of a camper having a communicable disease, parents of all Day Campers will be notified. Please notify us if a communicable disease occurs during Day Camp.

In the event of any injury that requires medical attention, the parent will be notified immediately. Arrangements will be made to meet the parent at the hospital, or for the parent to pick up the child, depending upon the severity. Please be assured that we will always contact parents when there is concern about a child's health and/or when a situation is not progressing as expected.

If your child is showing signs of illness, please keep him/her home that day and let them return to Day Camp when they no longer exhibit signs of illness. Please call or text 816-273-8922 to notify staff that your child will be absent due to illness.

## **INJURY**

All YMCA Day Camp staff members are trained in emergency first aid. If your child sustains an injury more severe than our skills allow, staff will take necessary steps to obtain emergency medical care including, but not limited to, the following:

- Attempt to contact a parent, using all numbers for persons provided on the enrollment form.
- If an injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member.

## **LATE PAYMENTS**

Camp fees must be paid by bank draft on the Wednesday prior to each week of camp. If for some reason your Day Camp payment has not been successfully processed by the end of the business day on the Friday prior to each week of attendance, we will not be able to provide care for your child.

## **LOST AND FOUND**

It is inevitable that your child will misplace some items throughout the summer. Properly labeled or marked items are always easier to get back to their owners, so be sure to put your Day Camper's name on everything you possibly can. Unclaimed items will be held until the end of camp and then donated to local charities. The YMCA is not responsible for the loss of articles. Campers are encouraged not to bring valuables to Day Camp.



# CAMP INFORMATION CONT...

## MEDICATION

Any medications, including vitamins, inhalers, and non-prescription medications, must be checked in with the Camp Director. If you are sending any prescriptions/medications at all with your Day Camper, you must complete the **Medication Authorization** form from the registration packet (forms also available at check-in table) and bring it with you at check in. All medications must be in their original pharmacy containers. Each container must be properly labeled with the child's name, name of medication, dosage, and time to dispense. Containers will be sent home daily.

## ALLERGIES

Help us keep your child safe—please note ALL known allergies or any special dietary needs based on a medical condition in writing on the Camper Medical History in your child's registration packet. Please talk with staff if your child has special or more serious circumstances (example: cannot be near peanut butter or latex). A **Medication Authorization** form must be filled out and signed for all medications given during Camp. This form is in the registration packet and is available at the check-in table.



## OVER THE COUNTER SKIN PRODUCTS

Y staff members are only permitted to apply sunscreen and insect repellent to children in a spray form. Cream products will need to be self-applied by children. Parents are requested to send sunscreen of at least 30 SPF with their child. However, the Y will keep a supply of products on hand. Sunscreen will be applied every hour to protect your child from painful sunburns. According to the ADD, "Sunscreen use can help prevent skin cancer by protecting you from the sun's harmful ultraviolet rays." **Please make sure your sunscreen is at least 30 SPF and less than 1 year old, as expired sunscreen may magnify the sun's rays and can cause a severe burn.**

## PARTICIPATION

Day Campers are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. Campers who refuse to participate in group activities make it difficult for the other campers in the group to have an enjoyable time. If a child continually refuses to participate in activities, staff will discuss with the parent whether this is the right program for their child. When applicable, any child not swimming will sit with the staff on the pool deck for the swim time or an alternative activity may be scheduled.

## PAYMENT

At the time of registration, a \$30 non-refundable registration fee and the first week's payment must be made to hold your camper's spot. All payments will be made by bank draft on Wednesdays for the upcoming week of care. If for some reason payment has not been successfully processed by the end of the business day on the Friday prior to each week of attendance, we will not be able to provide care for your child. If you intend to discontinue participation in the Day Camp Program, please notify us in writing at least one week prior to your intended last day so that your scheduled bank draft will be stopped in time.

## PERSONAL PROPERTY

Please do not have your Camper bring toys from home, or items of value such as any electronics, iPods, trading cards, animals or sports equipment. The YMCA is not responsible for any lost, stolen or broken items, so please be sure your child leave these items at home.

## REFUNDS

No adjustments will be made for missed or partially attended weeks. When you enroll your child, the time, space, and staffing for your child has been reserved whether he or she attends or not.

# CAMP INFORMATION CONT...

## REGISTRATION

A registration form is required for each child who will be participating in the YMCA's Summer Day Camp. The registration form must be returned to the Welcome Center at the YMCA prior to your child's first day. In addition to the registration form, the \$30 registration fee and first week's payment is required to hold your child's place in the Day Camp Program. The registration fee is non-refundable. Any changes to the information originally provided on the registration form must be given to the Camp Director in writing.

## RELEASE OF CHILDREN (SEE DROP OFF/PICK UP PROCEDURES)

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will suggest alternate transportation with a private provider to be paid by the parent. If no arrangements can be made, DFS and the local police will be notified.

If we have not heard from you by check-out time, and we cannot reach you by phone, your emergency contact numbers will be called and one of those contacts will be asked to come pick up your child. If neither you nor your emergency contacts can be reached, we will keep your child for a half hour. After that time, DFS and the police will be notified.

## Custody Agreements

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. Y staff members cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not allow the YMCA the legal right to refuse pick up.



# CAMP INFORMATION CONT...

## SNACKS AND MEALS

The YMCA encourages healthy eating. The YMCA follows Healthy Eating and Physical Activity (HEPA) guidelines, which encourage nutritious meals. Please send a nutritious lunch for your child each day. Snacks are provided at the YMCA Summer Day Camp Program. Soda, fried foods and money for vending are NOT allowed in our programs. We want all children to be well nourished to have energy during the day.

If your child has a food allergy, be sure to note them on the Camper Medical History in the registration packet to ensure that those foods not be served to your child.

## WHAT TO BRING TO DAY CAMP

- **BRING LUNCH DAILY**
- **WATER BOTTLE**
- A small daypack
- Sunscreen (minimum SPF 30)
- Closed-toe shoes (no sandals, flip flops or crocs)
- Weather-appropriate clothing
- **Positive Attitude!!!!**

## TIPS & GUIDELINES

Water is available to campers throughout the day. Campers with water bottles will be encouraged to fill them periodically. Please LABEL everything you send to camp with your child. Put their first and last name, initials do not help.

## WHAT NOT TO BRING TO CAMP

- Cell Phones
- Toys of any kind
- Jewelry
- iPods
- Video Games
- Makeup
- Pocket Knives
- Anything of personal value
- Money

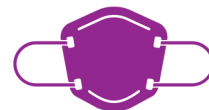
## POLICY UPDATES

### SAFETY COMES FIRST

To ensure the safety of our staff and program participants:

#### ALL STAFF:

- Will wear a mask.
- Will not work their shift if they are feeling ill.

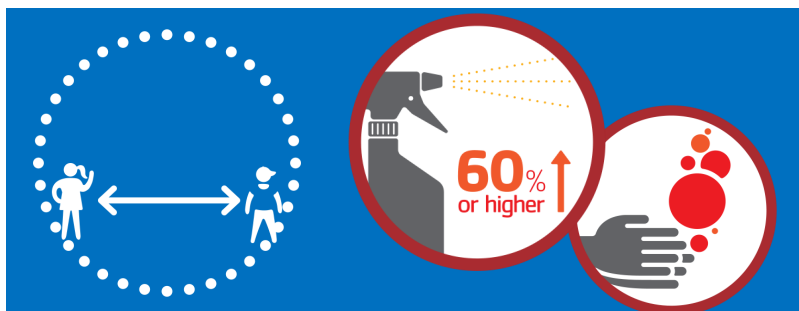


#### ALL PROGRAM PARTICIPANTS:

- Program participants should not come to the program if they are not feeling well.
- Will wear a mask.

#### IN ADDITION:

- Staff will routinely disinfect surfaces and shared toys/equipment.
- Program participants will use their own individual supplies when possible.
- Social distancing will be encouraged.
- Frequent handwashing/ disinfecting will be encouraged.



THINGS THAT ARE BROUGHT TO CAMP ARE THE SOLE RESPONSIBILITY OF THE CAMPER. YMCA STAFF CANNOT BE HELD RESPONSIBLE FOR LOST OR STOLEN ITEMS.