



**STEVENS POINT AREA YMCA**

**YDAY CAMP**™

We build strong kids, strong families, strong communities.

**2009**

**Parent Handbook**

Stevens Point Area YMCA  
Child Development Office  
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# Stevens Point Area YMCA

## Summer Day Camp Information

### Mission

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

### Admission

- Ages 5 to 13 years of age are welcome. (Programs may vary)
- The Stevens Point Area YMCA will not discriminate by race, color, sex, origin or creed.
- To ensure that each child's individual needs can be met within the scope of our program, all children who register for Summer Day Camp do so with the understanding that during the first two weeks of attendance each child will be assessed to determine if they can successfully function within the parameters of our program.
  - If this assessment questions the likelihood that the child's individual needs can be met in our program, a conference will be set with parent/guardian to further assess the situation.
  - Every effort will be made to provide "reasonable accommodations" for each child as long as the child's participation in the program does not require an inordinate amount of one-on-one staff time that would not allow for the safety and quality care of the other children in the group.
  - Parents who have not been contacted for a conference within the first week can assume that their child's needs are being met within the scope of our program.
  - At any time thereafter, if the staff have reason to question the compatibility of a child's continued participation in our program; a conference will be set with the parent/guardian to further assess the situation.

### Enrollment

- The entire registration packet must be completed when registering for Summer Day Camp.
- All additional enrollment forms must be completed and submitted a minimum of four weeks prior to the requested start date.
  - Child Care/Day Camp - Health History and Care Form
  - Day Camp Immunization Form or printed copy from Doctor's office
- Updating all information, including additional immunizations, changes in address, telephone numbers, or family situation are the responsibility of the parent.
- It is the Summer Day Camp policy to try to accommodate as many families as possible. However, due to enrollment capacity regulations, we are capable of serving a limited amount of children during any given week. Enrollment is on a first come, first served bases.

## Termination

- Parent Termination: A two week notice in writing is required if a parent decides to withdraw their child from the program. The YMCA will return all but the deposit. After two weeks, refunds will not be available and parents will be held responsible for payment.
- Mutual Termination: When parents and staff agree that placement of a child into the program has been inappropriate and is not in the child's best interest, the child may be withdrawn with loss of deposit.
- Camp Termination: A parent may be asked to withdraw their child when:
  - It is evident the child cannot adjust to the program's environment.
  - A child's behavior becomes detrimental emotionally or physically to the other children enrolled.
  - A parent fails to complete and submit required forms.
  - A parent fails to pay the fees
  - A parent fails to observe the program's regulations including but not limited to arrival and departure rules.
  - Excessive unreported absenteeism.
- Camp termination must be approved by the Camp Director or Administrator. Withdrawal will be made without current weeks refund and all deposits.

## Payments

- Deposit must be accompanied with registration packet.
- Payment of balance must be made at least two weeks prior to attendance.
- Your child will not be allowed to attend if payment or registration packet is not complete.
- Payments can be in person, by mail, drop-in box or over the phone by credit card.
- All payments are received through the Child Development Office.

## Financial Assistance

- The YMCA is a non-profit organization open to men, women and children of all ages, races, religions, income and abilities. Anyone requiring special accommodations or financial assistance to participate in a YMCA program or activity should call us at 342-2999. Financial Assistance is made possible through contributions to our Strong Kids Campaign and support from the United Way.

## Schedule Changes

- All cancellations must be received in writing 2 weeks prior to the weekly session affected with loss of deposit.
- All additions to your schedule will be made based on availability and requires prior approval from the Child Development Office.
- Payments are due at least 2 weeks prior to week of schedule change or at time of scheduling if less than 2 weeks prior.
- Absences should be reported to the Child Development Office. A message may be left on our voice mail.

## General Information

### Dates and hours of operation

- June 11 - (Glacier Hollow - August 31); (Great Escape - August 31); (Sports - August 21)
- Camp Hours 9:00am - 4:30pm
- Extended Care
  - 6:30AM - 9:00AM (*Sports Camp is 7:00am*)
  - 4:30PM - 6:00PM

## Health

- Please take time in the morning to check your child for the following symptoms:
  - Fever, diarrhea, rashes, vomiting, and any signs of communicable diseases.
  - If any of these symptoms are present, please keep your child home.
- If a child develops any of the above symptoms while at Camp, he/she will be placed in temporary isolation and parents will be notified to pick up the child.
- If the staff requires assistance with a sick child, they may consult with a YMCA Director or YMCA personnel.
- Any child at Camp shall be considered well enough to participate in all outdoor activities. A written doctor's excuse will be needed if an exception is to be made.
- A notice shall be posted if any child comes down with a communicable disease. Please notify us if your child has been exposed to or develops any communicable disease.
- Medication will only be administered when an "Authorization to Administer Medication" form is on file. All medicine (prescription and nonprescription) must be in its original container and must be labeled with the child's name, dosage, time and date.
- *Do not supply your child with any prescription or nonprescription drug to take on their own at Camp*

## Nutrition

- Campers should bring a nutritional sack lunch with them everyday. Please make sure lunch is something that doesn't need to be heated or refrigerated.
- Lunches should include:
  - Meat or meat alternate (cheese, yogurt, beans, peas, peanut butter)
  - Vegetable and/or fruit (2)
  - Grain/bread
- Milk and/or Juice will be provided as an option for all campers.
- We encourage all parents to limit soda and snacks in their child's lunch.
- Campers will have snack twice a day with a beverage of 100% juice or milk.
- Snack and lunch time are an opportunity for the children and staff to sit and relax together, share the experiences of the day and plan for future activities.
- A snack menu is posted on the parent boards at Camp.

## *Dropping off/Picking up*

Sign in and out Procedures:

- Parent/Guardian or authorized person must sign their camper in and out of camp each day.
- If dropping your camper off before 9:00am or picking up after 4:30pm your camper will be in our extended care program.
  - Glacier Hollow Day Camp - Extended Care will be held in the YMCA Gym or at Glacier Hollow.
  - Great Escape - Please use the Briggs St. entrance across from the Boston Funeral Home. Your camper's Extended Care will be in their assigned room (Preschool room 5/A or the Teen Center.
  - Sports Camp - Extended Care will be held in Roosevelt School Cafeteria.
  - Specialty Camps - Extended Care will be held in the Family Prime Time Center.
- Camp hours run from 9:00am to 4:30pm. It is recommended that your child stay for the entire camp day to receive the full camp experience.
- If your child is scheduled to be at camp and has not arrived by 9:30am, staff will contact parents to determine child's whereabouts. If your child will be arriving after 9:30am, please contact the Child Development Office to avoid unnecessary calls.
- Between the hours of 9:00AM and 4:30PM a sign is posted usually on the door of your child's main room or on the parent board stating the groups current location. You will need to bring to or pick up your child from the groups current location and sign them in or out. Glacier Hollow campers will need to be picked up or dropped of at Glacier Hollow during these times.

Extended Care:

- Extended Care is included for all participants.
- Extended Care hours are 6:30am (7:00am for Sports Camp) - 9:00am and 4:30pm - 6:00pm.
- Please have picture identification ready.

## *Suntan Lotion/Insect Repellent*

- We strongly recommend that you send sunscreen and insect repellent to camp with your camper.
- Please instruct your camper on how to apply sunscreen.
- Our camp staff will remind campers to reapply and make sure they have adequately covered themselves.
- We will also have a supply of lotion and bug spray here, but you must sign off that your child can use our supply on the registration form.

## *Weather*

- Camp runs rain or shine.
- We will use the YMCA facility if severe weather does not permit us to be outside.

- Tornado shelter will be down stairs in the lower level of the YMCA in the fitness locker rooms. Glacier Hollow tornado shelter is located in the outpost or the residential house.
- When it is excessively hot outside our counselors will make sure that your child is getting plenty of fluids and is spending time out of the sun or indoors.

### Participation

- Campers are encouraged to participate in all camp activities. If your child cannot participate for medical reasons, a note from the parent/guardian or doctor is required.
- All campers will be required to be in the pool/beach area during swim time. If your child does not have their suit with them they will be asked to sit on the bleachers/beach.

### Contacting your camper at Camp

- If you need to reach your child during camp please call the Child Development Office at 715-342-2999 or Glacier Hollow at 824-5267. If you need to reach your camper outside of the CDO hours of operation, please call the service desk at 715-342-2980. They will relay the message to the appropriate counselor.
  - If there is an emergency please specify that immediately.

### Lost and Found

- Please mark all personal belongings.
- Unclaimed items are only stored for several weeks. Please have your camper check lost and found for missing articles.

### Camper Conduct and Behavior

- Campers are expected to be courteous and friendly to each other and camp staff.
- Improper language, name-calling, fighting, stealing and disrespect to others will not be tolerated. We reserve the right to remove a camper from a camp session for improper behavior without a refund.
- Please remind your child of proper behavior so that all campers can have an enjoyable summer.

### Discipline Policy

Character Development is at the core of everything we do. The YMCA's core values: **caring, honesty, respect and responsibility** reinforce the emotional foundation that you've already established. Our core values are used to acknowledge, guide and thank our campers for their behavior choices.

- Staff will attempt to redirect your camper to behave appropriately, phrasing it in light of the Four Values.
- If the behavior continues to cause a problem, staff may remove the child from the group for a one-on-one discussion.

- If the behavior is threatening or intimidating to another, you will be required to pick up your camper for the remainder of the day with a possible suspension to follow.
- At any time a conference may be scheduled by staff to assess the situation and develop a plan to help your camper succeed.
- Every effort will be made to enlist the cooperation of the camper, parents and staff to solve problems. **If chronic behavior problems occur, it will lead to termination from the program.**

### Injury

- Camp staff will take whatever steps that may be necessary to obtain emergency medical care. These include but are not limited to the following:
  - Attempts to contact the parent/guardian.
  - Attempts to contact the parent/guardian through emergency contacts.
  - Call 911, an ambulance, or paramedic.
  - If your child has any type of injury to the head we will discuss with you the nature of the injury and keep you posted.
  - A written Incident/Accident report will be filed at the YMCA and the Medical Journal. Parents will be notified of the incident/accident upon end of day pick up if not contacted earlier and asked to sign report.

### Transportation

- Campers will be transported in school buses or the YMCA mini Bus or van.

### Parent letters

- You will receive a parent letter one week prior to each camp your child attends. This will give you more information about arrival/departure times, list of things to bring and the adventures to come.

### Camper's Rights

- Campers have the right to express your thought, feelings and desires.
- Campers have the right to be safe and have their body respected.
- Campers have the right to have their feelings respected and not to be teased, frightened or embarrassed.
- Campers have the right to be treated fairly and to receive the same privileges and considerations as everyone else.
- Campers have the right to their privacy.
- Campers have the right to have their work and possessions respected by others.

### What to Bring

1. Pack a nutritious lunch.
  - Be sure to include utensils
  - Please pack a lunch that doesn't need refrigeration or to be heated
2. Please have your camper dress comfortably and appropriately for the weather. We recommend old clothes

3. Tennis shoes (sandals will only be allowed on the beach)
4. Sweat shirt or coat
5. Rain gear or poncho are required for Glacier Hollow everyday
6. Protective sun gear - sunscreen, hat, sunglasses
7. A swimsuit/trunks and towel everyday. Also bring a plastic bag to store wet suit.
8. A water bottle.
9. Backpack is required for Glacier Hollow campers everyday. Camps held at YMCA will be given a locker or basket. Please label all clothing and belongings.
10. A positive attitude!

Please do not bring money, all necessary field trip money is provided. We discourage and ask that you please limit the amount of personal belongings brought from home. We have a lot fun activities and games at camp. We are not responsible for lost or stolen items.

\*Glacier Hollow campers will be notified to set up a camp account for the Trading Post.

### *Program Goals*

- To provide campers with wider and more varied experiences, which will broaden their horizons and improve their understanding of the world in which they live.
- To provide opportunities for campers to practice good health, become physically fit, and share in maintaining good safety standards.
- To provide an opportunity to accept responsibility, practice leadership and serve others.
- To deliver the program in a positive YMCA environment allowing the campers frequent chances to succeed.
- To increase campers awareness of the diversity of people's personalities, backgrounds, and orientations.
- To strengthen the spiritual value of the campers.
- To increase self-reliance and self-confidence and among our campers.
- To give children a safe, supervised, and enjoyable experience as they learn and grown in an outdoor setting.
- To promote the YMCA's character development values and virtues: caring, honesty, respect and responsibility.

### *Staff Leadership*

- The YMCA staff are carefully selected young adults who not only serve as positive role models for you child, but provide close guidance and valuable companionship.
- We train our staff to anticipate what makes a week at camp special to the development of each camp.

### *Field Trips*

- Field trips will be communicated one week prior to that week of camp in the parent letter.

- We will be taking walking fieldtrips and also using school buses or the YMCA mini Bus or van for transportation.
- Ratio's for fieldtrips increase depending on the type of fieldtrip.
- Most fieldtrips are paid for by the YMCA.

### *Special Activities*

- If your child will be participating in special activities while attending camp (swimming, gymnastics, summer school...) it is essential that parents complete a Special Activities Form prior to the first day that your child will be participating in special activities. Forms are available at each camp site and the YMCA Child Development Office.
- The option of special activities is only available at Great Escape and Glacier Hollow. (Glacier Hollow does not allow mid-day event unless parent provides transportation)