



# Day Camp Parent Handbook



**Stevens Point Area YMCA** 1000 Division Street  
Stevens Point, WI 54481 715-342-2999

[dtrader@spymca.org](mailto:dtrader@spymca.org)

# 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.

### PROGRAM GOALS

- To provide campers with an array of varied experiences, broadening their horizons and improving 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 safety standards.
- To provide an opportunity to accept responsibility, practice leadership, and serve others.
- To deliver the program in a positive YMCA environment allowing campers frequent chances to succeed.
- To increase awareness of the diversity of people's personalities, backgrounds, and orientations.
- To strengthen the spiritual values of campers.
- To give children a safe, supervised, and enjoyable experience as they learn and grow in an outdoor setting.
- To promote the YMCA's character development values of: Caring, Honesty, Respect, & Responsibility.

### PARTICIPATION

- Ages 7 to 12 years of age are welcome!
- The Stevens Point Area YMCA will not discriminate by race, color, sex, gender, sexual orientation, 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 Camp do so with the understanding that throughout their session 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 one-on-one staff time that would not allow for the safety and quality care of the other children in the group. 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.
- Campers are encouraged to participate in all camp activities. If your child cannot participate for medical reasons, a note from a doctor is required.
- All campers are required to be in the beach area during Swim Time. If your child does not have their swimsuit with them, they will be asked to play on the beach, and will not be allowed to enter the water.

### ENROLLMENT

- The entire registration form, health form, and immunization record must be completed when registering for Summer Camp.
- Updating all information, including additional immunizations, changes in address, telephone numbers, pick up authorizations or family situation is the responsibility of the parent/caregiver.
- Enrollment is on a first come, first served basis.

## CAMPER'S RIGHTS

- Campers have the right to express their 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.

## 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 to the other children or staff.
  - 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.
- **Camp termination must be approved by the Camp Director, School Age Director or Child Care Director.** Withdrawal will be made without current week's refund and all deposits.

## CANCELLATION

- Given the current situation with COVID-19, the Stevens Point Area YMCA and Camp Glacier Hollow is and will continue to follow recommendations given by the ACA, CDC, local, state and federal authorities. We will do our best to notify you when and if anything changes.
- If our program offerings change, or your ability to attend camp changes, as a result of health and medical circumstances, our cancellation options are:
  - Donate: Instead of a refund, consider turning your registration fees into a tax-free donation, to support the continued work of YMCA camps.
  - Credit: Turn your refund into a credit on your Stevens Point YMCA account for a future program.
  - Donate and Credit: Do both! Consider taking a partial refund and making a partial donation.
- Medical documentation, and approval by the Camp Director, will be required should you need to withdraw your camper due to a medical circumstance.

## PAYMENTS

- Deposit must be accompanied with registration packet.
- Payment of balance must be made at least **two weeks** prior to attendance and will automatically be drafted to the card you provided at time of registration.
- Your child will not be allowed to attend if payment or registration packet is not complete.
- All payments are processed through the Child Development Office.

## FINANCIAL ASSISTANCE

- The YMCA is a non-profit organization open to people of all ages, races, religions, sexual orientation, gender identity, income and abilities. Anyone requiring special accommodations or financial assistance to participate in a YMCA program or activity should call us at 715-342-2999. Financial Assistance is made possible through contributions to our Annual Campaign and support from the United Way.

## SCHEDULE CHANGES

- All cancellations must be received in writing 2 weeks prior to the weekly session registered, 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

- Please see the Summer Camp Program Guide
- Camp Hours 9:00AM – 4:00PM
- Extended Care:
  - 7:00AM – 8:15AM
  - 4:30PM – 5:30PM

## DROPPING OFF/PICKING UP

- Parent/Guardian or authorized person must sign their camper in and out of camp each day.
- If dropping your camper off before 8:15AM or picking up after 4:30PM your camper will be in our extended care program. Additional pick up/drop off information will be provided at a later date.
- If your camper will not be attending a day they are scheduled for, please inform us of the absence. All individuals scheduled to attend that have not been dropped off by 8:15AM will receive a phone call to determine safety and whereabouts of camper.
- If you are planning to drop off directly at camp, please arrange with the Camp Director. Otherwise drop off will be at the Stevens Point Area YMCA.
- Camp hours run from 9:00AM to 4:00PM. It is recommended that your child stay for the entire camp day to receive the full camp experience. Special accommodations will be addressed by the Camp Director.
- Have picture identification ready for pick up. Only adults on camper's authorized pick up list will be allowed to pick campers up.

## TRANSPORTATION

- Campers will be transported in school buses or the YMCA mini bus or van. In an emergency, campers may be transported via ambulance, at the parents' expense.

## WEATHER

- Camp runs rain or shine.
- At the YMCA, the tornado shelter is located in the lower level, in the fitness locker rooms. Glacier Hollow tornado shelter is located in the outpost or the welcome center.

## HEALTH

- Please take time in the morning to check your child for the following symptoms:
  - Fever, coughing, 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, they 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. This form, along with all other medical documentation will be sent out at a later date. All medication (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.

## COVID-19

- The ongoing COVID-19 pandemic presents many unique challenges for this summer. YMCA Glacier Hollow is committed to providing a safe environment while maintaining the quality camp experience you expect.
- We will continue to monitor and follow guidelines from local and state health departments, CDC, and American Camp Association (ACA) regarding the best ways to address COVID-19 in the camp setting. These practices are subject to change as more information and recommendations become available.
- We encourage all campers to take extra precautions prior to attending camp similar to current travel guidelines.
- The need for masks will continue to be assessed on a regular basis and communicated prior to each week of camp.
- All activities and dining will be outdoors when possible.
- YMCA Glacier Hollow staff will continue to disinfect all shared spaces and equipment frequently.

## INJURY

- Camp staff will take whatever steps 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 notify you about the nature of the injury.
  - A written Incident/Accident report will be filed at the YMCA and in our 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.

## **NUTRITION**

- Lunch and 2 snacks will be provided.
- A camper not wanting to eat the provided lunch is welcome to bring a lunch from home. Refrigeration and/or heating of lunches brought from home is not available.
- Water is a requirement at Camp. Ensure that a water bottle is provided every day, labeled with your child's name.

## **SUNSCREEN/INSECT REPELLENT**

- Send sunscreen and insect repellent to camp with your camper, labeled with their name.
- When dropping your camper off, please apply sunscreen.
- Prior to Camp, instruct and practice with your camper on how to apply sunscreen.
- Our camp staff will remind campers to reapply sunscreen throughout the day and make sure they have adequately covered themselves, however, our Staff will not apply sunscreen to campers.
- We will also have a supply of sunscreen and insect repellent at camp. Written permission must be granted, via our registration form, in order for your child to use the supply at camp.

## **FIELD TRIPS**

- Field trips will be communicated one week prior to the registered session.
- We may take off-site hiking field trips, which may include additional transportation via school bus, minibus or van.

## **CONTACTING YOUR CAMPER**

- If you have an emergency, and need to relay a message to your Camper, contact Camp Glacier Hollow at 715-824-5267 or the Child Development Office at 715-342-2999. Campers are engaged in activities and programs throughout the entire day, and will not be easily accessible for phone calls.

## **VISITORS**

- For safety, health, and developmental reasons, guests are not allowed at camp without prior approval by the Camp Director.

## **LOST AND FOUND**

- Label all personal belongings.
- Unclaimed items are only stored for two weeks.

## **TRADING POST**

We offer supplemental snacks and beverages, along with Camp swag at our Trading Post. Campers will be given opportunities to browse and purchase items during their session. Snacks and beverages range in price from \$1-3, while swag prices range from \$3-25. Do not send money directly with your camper. A Trading Post account can be setup by contacting Keri Gorski at [kgorski@spymca.org](mailto:kgorski@spymca.org) or (715) 342-2999.

## WHAT TO BRING EVERYDAY

1. Dress comfortably and appropriately for the weather. We recommend old clothes, as much of the camp experience involves exploring!
2. Tennis shoes (sandals will only be allowed on the beach at Glacier Hollow)
3. Sweat shirt or jacket
4. Rain gear or poncho
5. Protective sun gear – sunscreen, hat, sunglasses
6. A swimsuit/trunks. Also bring a plastic bag to store wet gear.
7. A labeled water bottle.
8. Insect repellent & sunscreen.
9. Backpack is required for Glacier Hollow campers every day.
10. A positive attitude!

Do not bring money to Glacier Hollow. A Trading Post account can be setup for your camper to purchase supplemental drinks, snacks, and memorabilia at camp by contacting Keri Gorski at [kgorski@spymca.org](mailto:kgorski@spymca.org) or (715) 342-2999.

We strongly discourage personal belongings brought from home. Personal items not required, may be confiscated and returned to parents upon pick-up. We are not responsible for lost or stolen items.

## CAMPER CONDUCT AND BEHAVIOR

- Campers are expected to be courteous and respectful to each other and camp staff.
- Improper language, name-calling, fighting, dangerous behavior, 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 may have an enjoyable and safe summer.

## DISCIPLINE POLICY

Character Development is at the core of everything we do. The YMCA's core values of 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.
- 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, without reimbursement.

## **PARENT COMMUNICATION**

- You will receive a parent letter approximately one week prior to each registered session. This will give you more information about arrival/departure times, list of things to bring and the fun adventures to come!

## **STAFF LEADERSHIP**

- The YMCA staff are carefully selected and screened young adults who not only serve as positive role models for your child, but also provide close guidance and valuable companionship.
- Our staff are trained through pre-camp and continuous on-going staff training. Our Camp Leadership Team prides itself in helping your Camper succeed, by helping our staff succeed!

## **POINTS OF CONTACT**

- Daniel “Captain” Trader, Camp Director, 715-952-9313, [dtrader@spymca.org](mailto:dtrader@spymca.org)
- BreAnn “Rooster” Constantineau, Member Services Director, 715-952-9363, [bconstantineau@spymca.org](mailto:bconstantineau@spymca.org)
- Keri Gorski, Child Care Services Specialist, 715-342-2999, [kgorski@spymca.org](mailto:kgorski@spymca.org)