



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



CAMP PARENT HANDBOOK

2020 SUMMER CAMP
BRAD AKINS BRANCH



Dear Summer Camp Parents,

Welcome to the Brad Akins YMCA summer camp and thank you for allowing us to enrich your child's summer. Our goal is to provide a safe, quality environment for families in our community so that their children may have the best summer camp experience possible. We strive to help your child make lasting memories and friendships, while having a positive camp experience.

We take steps towards success with our program by staffing our summer camp with well-trained and caring staff, who enjoy working with children. Here at the YMCA, we highly encourage parents to communicate with us. Strong communication between staff and parents is essential in running a successful summer camp. Please feel free at any time to let us know of any questions, comments, or concerns you may have about camp and we will be more than happy to assist you.

Please take the time to read over our handbook with your child, so they also can know what is expected and what to expect at camp. This will also give you the chance to become familiar with our policies and procedures, and give you information about payments, field trips, and other important information about camp.

Here at the Brad Akins YMCA, we thank you for allowing us to spend the summer with your child. We look forward to having the best summer yet!

Sincerely,

Todd Lee
Youth Program Director

Kathryn Maysonet
Youth Program Coordinator

PARENT ORIENTATION INFORMATION

We would like to encourage you to come to one of our Parent Orientations:

- Thursday, March 12th at 6:00 pm
- May 14th at 6:00 pm

You will have the chance to meet our Youth Program Director, and our Youth Program Coordinator, as well as find out how our camp runs.

MISSION STATEMENT

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

GOALS AND OBJECTIVES

Our cause is for youth development, healthy living and social responsibility. Our camp program, as being part of the YMCA, reflects these values and is designed for our camp participants to grow physically, mentally and spiritually within a safe, fun camp environment. Our staff is trained to act as an aid as they lead your child through challenging activities that will help them grow developmentally.

All YMCA camps are designed to meet the following goals that are established for these three causes.

Each Camper will:

- Have Fun!
- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills and assets

CHARACTER DEVELOPMENT

At the YMCA, character development and values are a part of who we are. At our YMCA, that means more than just activities. We believe character development is an important challenge for all of us—staff, volunteers, members, participants and parents—to accept and demonstrate the positive values of caring, respect, honesty and responsibility.

PRE-K EXPLORERS PROGRAM

Children who have completed Pre-K will experience a camp of their own. Their day will be filled with themed activities that include: arts and crafts, active games, character development, story time/devotions, a few field trips, and daily swim time. With the Explorers Program, your child will receive FREE swim lessons! Lunch and snack will be provided*.

SUMMER DAY CAMP

The YMCA Summer Day Camp is the perfect solution for parents looking for a safe, fun, and affordable summer camp experience for their child.

Campers are grouped together by grade (just completed) and their days are filled with fun, age appropriate activities that include: arts and crafts, physical activities and games, character development, devotions, field trips, and daily swim time. With the Summer Camp Program, your child will receive FREE swim lessons! Lunch and snack will be provided*.

LEADERS IN TRAINING- LIT PROGRAM

The Leaders In Training (LIT) Program is a special opportunity for 13-16 year olds to learn the skills needed to work with children in a YMCA camp setting. LIT's assist in providing activities to campers in a safe and well-supervised environment. Unlike counselors, LIT's are always supervised by staff when working with campers. Time is also put aside for LIT's to learn and practice new leadership skills, and in-service training will be held during the session. Training is mandatory; attendance and participation is required. Training will cover what LIT's encounter in Summer Camp.

*See page 11 for more information about our lunch program.

REGISTRATION AND ADMISSION

Pre-registration is strongly recommended. As we have a limited number of spaces, our enrollment is taken on a first come, first serve basis. No child will ever be refused admittance to the program due to race, religion, or gender. Please allow a 24-hour process for registration. Same-day registration and attendance is not allowed.

If your child has any special needs/requirements, please contact the Camp Director to discuss prior to registration.

WAITING LIST

In the event that a camp fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available 3-5 days prior to the session start.

AGE EXCEPTIONS

Campers must be the age indicated in the camp brochure by camper's start date. Due to our licensing requirements, there will be no age exceptions. Camps are designed with curriculum and programming for campers of a certain age.

PRORATING CAMPS

We believe that a true camp experience is a weeklong experience. For this reason, we do not prorate camps.

ABSENCES

Please contact our camp staff by phone or email if your child will be absent. This is very important for field trip days.

DAY CAMP FEES

Day Camp/Explorer Camp Fees

- \$35 Registration fee per child (non-refundable)
- \$115 YMCA Member weekly fee
- \$135 Non-YMCA Member weekly fee

Combined Sports/Day Camp Fees

- \$35 Registration fee per child (non-refundable)
- \$140 YMCA Member weekly fee
- \$170 Non- Member weekly fee

PAYMENTS

When registering for camp, you must pay the registration fee. You must have your camp session paid in full by the Wednesday before the session begins. If you do not pay your camp balance by Friday at 12pm (before the session begins), your child will be removed from the roster. You must re-register your child at the front desk, and make full payment in order for your child to attend. If the session is full, your child will be placed at the bottom of the waiting list.

PAYMENT PLANS

We know it is hard to pay for your camp sessions all at once. Let us help you create a payment plan that will allow you to pay for camp in installments as early as March. This way, you can secure the childcare you need, while breaking your payments into more manageable amounts. To create a payment plan, contact the Program Director at 770-868-2917.

FINANCIAL ASSISTANCE (SCHOLARSHIPS)

We want every child to be able to experience the fun and excitement of YMCA Summer Camp. For this reason, we have a number of scholarships available for families who need help paying for their sessions. Interested applicants can find information and request forms at the YMCA front desk. The YMCA offers financial assistance to those who qualify. Applications must be completed and turned in 2 weeks before camp starts.

CAPS PARTICIPANTS

We work with DFCS to ensure that children who receive CAPS assistance can attend our YMCA Summer Camp. Families MUST have current certificates with the Brad Akins YMCA named as the childcare provider. If families do not have the certificates in place at the time of registration, they are responsible for payment until the certificates are active. The YMCA does not refund back-dated payments. Families must seek reimbursement from their local DFCS office. Rate Sheets are provided by the YMCA to ensure correct rates for your certificates. To request a Rate Sheet, please contact our Program Director at todd@gapiedmontymca.org.

GENERAL WITHDRAWAL AND REFUND POLICY

- Withdrawal 10 or more days before the start of the session: Director will give full system credit or refund in the way the original payment was made.
- Withdrawal with less than ten 10 days before the start of the session: Director will give a full system credit. No refunds will be given.
- Withdrawal once session has started: No refunds will be given.
- All cancellations must be made in writing and turned in to the YMCA Front Desk, or email the Camp Director at todd@gapiedmontymca.org prior to the week of service.
- No refunds or credits will be given for any time that a child was registered and did not attend.

CAMP OPERATING DAYS/HOURS

Day Camp starts Thursday, May 21, 2020 and ends Friday, July 31, 2020.

- Early Drop Off: 6:30 am-7:30 am (available for \$15/week)
- Camp Hours: 7:30am-6:00pm

ARRIVAL & DEPARTURE

Summer Day Camp is located at the Brad Akins YMCA, at 50 Brad Akins Drive in Winder. The Camp Desk is located at the back entrance to the YMCA, just off the small parking lot to the left of the entrance (Pryme Tyme parents know it as the pick-up door). Signs will be posted to help you find it. Please remember the following:

- You must sign in your child every day. Do not drop them off and send them into the building on their own. The YMCA is not responsible for children who have not been signed in by an adult.
- If you are dropping your child off between 7:30 – 9:00 a.m., you may drive up to the back entrance and sign in with the check in/out staff.
- If you are dropping your child off for early drop-off, you must walk them into the back entrance and sign them in at the early drop off classroom.
- Anyone signing in after 9:00 a.m. must sign their child in at the FRONT DESK.
- You, and anyone picking your child up, must have a driver's license or photo ID with them.
- If anyone other than you will be picking your child up from camp, they MUST be listed on the Release Form. Any changes to the Pick-up List must be made in advance, and in writing.
- Pick up will begin at the backdoor at 4:00pm. If you arrive before 4:00pm, you will need to sign your child out at the FRONT DESK. Please have a picture ID ready.
- If your child is signed into the Leader Program, they must remain with their respective group until you sign them out of the program.
- If your child is signed into the Leader Program, but they can legally drive, they must have a signed waiver from you in order to sign themselves out and leave. In addition, once signed out, the leader will be required to leave the facility.

LATE PICK-UP

Failure to make arrangements to pick up your child(ren) by 6:30 p.m. will result in a late fee charge. The late fee is \$5.00 for the first 10 minutes and \$1.00 for each minute thereafter. Late fees must be paid at the time of pick-up – children with unpaid late fees will not be allowed to return to camp until it is paid.

Note: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pick-up" policy starting 45 minutes from when the parent has been informed of the need for campers to be picked-up.

ILLNESS AND EXCLUSION CRITERIA

All immunizations must be current. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home. Your child must be fever free for 24 hours with no assistance of medication prior to returning to camp.

CAMPER ILLNESS

If your child does not feel well, please do not send them to camp. While it may interfere with your plans for the day, it is unfair to pass the sickness along to the other campers. Please note when your child has a fever (fever 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms return to normal. We may require a physician's release for any medical or health issues. Your child will not be allowed to attend camp if he/she has:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever, or knowledge that child has had a fever in the past 24 hours
- An open rash
- Show evidence of lice, scabies or other parasitic infections
- Vomiting/upset stomach
- Diarrhea

If your child falls ill while at camp, we will separate him/her and notify you immediately. If you cannot be reached, we will call the emergency contacts listed on your form. You or one of your emergency contacts will need to pick the child up from camp as soon as possible.

ACCIDENT & EMERGENCY POLICIES & PROCEDURES

At all times, we have staff onsite who are trained in First Aid and CPR. All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp Incident Report
- The child will be periodically observed after the First Aid has been applied

In case of an emergency, staff will call Emergency Services and the Camp Director will notify parents or emergency contacts. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment. If a camper needs to be transported to the hospital and a parent has not arrived, a staff member will accompany the child with all necessary registration and medical release forms. Please make sure to keep these forms updated at all times.

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate all allergies or special needs your child has concerning medical treatment.

CHILDREN AT RISK

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be used are:

- Call the other parent
- Call another person on the child's emergency contact list
- Call a taxi/Uber
- Call a neighbor/friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

LICENSING

The YMCA of Georgia's Piedmont, Brad Akins Branch follows the standards for licensed center by Bright from the Start, a state of Georgia licensing program. In order to obtain full compliance of these standards, parents must complete each enrollment form in its entirety and as necessary, update the information throughout the summer. It is your responsibility to keep your child's records up to date.

CHILD ABUSE POLICY

By law, all agencies that provide programming for children are required to report questionable bruises or marks that are repetitive or obvious to the staff. Likewise, should a child indicate to a staff member that abuse (physical, mental or sexual) is happening to them, it is our obligation to report the discussion to the proper authorities. Know that if we file such a report, it has been done with much consideration on the part of our staff and with the child's best interest in mind.

STAFF TRAINING & QUALIFICATIONS

All camp staff receive many hours of training prior to the first day of Summer Camp. Our comprehensive training and development program includes behavior management, conflict resolution, planning age appropriate activities and risk management. In addition to learning all the policies and procedures of the YMCA Summer Camp program, they learn how important it is to apply sunscreen throughout the day, how to do head counts, how to check children in/out and how drop-off and pick-up operates. They explore techniques of how to better interact with children, build others self-esteem and confidence, and become experts in songs, games and craft projects.

CAMPER RATIO

We work to maintain a 1:18 ratio in all our age groups.

SPECIAL NEEDS

The YMCA is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best day camp experience possible for every child, and ask that prior to registration you consult with the Camp Director regarding any special needs of your child. We will work to provide reasonable accommodations upon request.

MEDICAL TREATMENT

Due to the fact that there are some medical treatments and procedures that legally the YMCA staff is not trained, or qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

BATHROOM PROCEDURES

No camper is ever alone and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire group or a smaller group escorted by a staff member. Campers will only use bathrooms inspected for safety by camp staff.

COMMUNICATING WITH YMCA CAMP STAFF

If at any time throughout the day you need to reach us, you can call us at 770-868-2917. For any comments, questions, or concerns that are not time sensitive, you can reach us by email at todd@gapiedmontymca.org.

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include moving, hospitalization of a sibling or parent, altercations in the parent relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will keep this information confidential and only use it to better provide for your child.

CONTACTING YOUR CHILD AT CAMP

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the Camp Director at any time.

*Campers are not allowed to have cell phones or any other electronic device at our camp.

REMININD 101 TEXT MESSAGE ALERTS

We encourage all parents/guardians to sign up for Remind 101 text alerts, so that you may be informed of any upcoming events or changes to our programs. To sign up, text **@prymetyme** to **81010**. Message and data rates may apply.

JOIN OUR MAILING LIST!

Stay informed about important events and changes in our program by signing up for our email list! To sign up, text **YMCA1** to **22828**. Message and data rates may apply.

WHAT TO BRING TO CAMP

Each day your child will need to make sure that they have the following items with them, in order to make sure they are ready for the day. Please make sure all items are labeled with your child's name.

- Back pack
- Water Bottle
- Closed toed shoes to wear
- Towel
- Swim Suit
- Sunscreen
- Flip Flops (for pool only)

WHAT TO LEAVE AT HOME

All electronics: including iPods, Cell Phones, Tablets, Laptops, any Handheld Gaming Consoles, Toys and Pets.

SCREEN-FREE CAMP

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and distract from the camp experience. If cell phones or other electronics come to camp they will be collected and placed in the camp office until pick up. The YMCA is not responsible for lost electronics.

The YMCA is not responsible for lost or broken items.

NUTRITIONAL LUNCH

Lunch will be supplied to all camp participants, as well as an afternoon snack daily. All meals follow USDA Food Program guidelines.

Our camp is a NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts to ensure the health and safety of all the children in our camp.

Meals and snacks are served by our camp staff which have been trained in proper food handling procedures. Please note no additional meals will be served after the times listed.

- Lunch: 11:30 am-1:00 pm
- PM Snack: 3:00 pm-4:00 pm

MEDICATIONS

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form included in your camp registration packet.
- Keep all medication in the original container with the prescription label/directions attached.
- Medication must be labeled with the child's name, the name of the medication, the dosage amount, and the time/times to be given.
- Hand all medication (including inhalers etc.) to the camp counselor. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags. Each group has a backpack that the counselor carries that houses all emergency medications such as inhalers and epipens.
- All medications will be given to your child at the prescribed time and logged into our medication notebook.

SUNSCREEN

Should your camper be required to use sunscreen while participating in the camp day, the following procedures MUST be followed in accordance with YMCA policies:

- Keep the sunscreen in the original container labeled with your child's name.
- Camp staff will remind campers to reapply sunscreen multiple times a day.

Please note that due to state regulations we are NOT allowed to apply sunscreen to your camper. We recommended spray sunscreen as we cannot rub the lotion on them. We can assist them in spraying sunscreen.

FIELD TRIPS

- The Combined Camp Rate does not include the price for field trips. Therefore if you have registered your child for a sport camp, the fee to add field trips are \$15 for members and \$20 for non members.
- During each week of camp, field trips/program activities are planned to various local attractions or on-site locations. On field trip days children will need to be at camp by 9:00 am.
- Field trips are age appropriate and we encourage each child to participate.
- If your camper has received a camp shirt, please have them wear it on field trip days. Camp shirts are not guaranteed and are given out on the first field trip for each group.
- You will be notified in advance of any schedule changes. If any changes are made, please realize that they are for the benefit of the participants at the discretion of the YMCA, including any unforeseen delays or inclement weather.
- A qualified staff person will be in charge of a specific group of children during each field trip. Each group will not exceed the state ratio for field trips. Each group will have a written list of the children in their group at all times. The Camp Director or other administrative staff are required to go on field trips to ensure all policies and procedures are being followed. The Camp Director or administrative staff will be responsible for bringing the children's necessary documents on the field trip.
- The YMCA will provide all transportation to and from all field trips.

FIELD TRIP DISCIPLINE POLICY

On site discipline policy will be followed on all field trips. Any child who leaves his/her group will not be allowed to go on future trips. Any child who cannot follow field trip guidelines is subject to suspension from all future trips. If a child's behavior poses a threat to the safety of themselves or others, that child will lose field trip privileges. If your child is suspended from a field trip because of behavior, you will not receive a refund for that field trip.

SWIMMING

Please send your child to camp with a swimsuit and towel EVERY DAY, along with their drawstring camp bag for their wet swimsuits. Although you will be provided with your camper's swim schedule, sending your camper daily with their swim gear allows for them to participate in any activities in case of a schedule change.

If your child is registered for sports camp, their swim time is not guaranteed.

SWIM TEST

Children will swim test at the beginning of the summer or on their first time going to the pool. The swim test consist of them swimming one length of the pool from 3ft to 6ft without touching the bottom of the pool. Successful completion earns them a green band (swimmer), meaning they are allowed to swim in the deep end of the pool. If they are unable to swim all the way across, they will receive a yellow band (non-swimmer) which restricts them to the 3 ft and 4 ft area of the pool. Any child who wears a life jacket is restricted to the 3ft area. No exceptions!

FREE SWIM LESSONS

This summer, your child has the opportunity to take free swim lessons provided to them during summer camp. In order to participate, you must note it on the swim waiver. This is a first come, first serve program. We will group the children by age as best as possible. The lessons may be on the same day as your child's field trip. If more than two lessons are missed, your child will lose his/her spot.

EMERGENCY OR INCLEMENT WEATHER DURING CAMP PLAY

The YMCA Summer Camp has a disaster/emergency plan. In the event of a disaster/emergency the YMCA Program Administrators will follow our current policies and plans that are in place. We ask that parents wait to be notified before trying to call camps, as the staff need to focus on the safety of the children and any weather emergency.

If water or electricity remains off at our camp for more than 2 hours, we will contact each parent to pick up his or her camper as soon as possible. In the case that our location is compromised significantly and deemed dangerous, we may transport campers to an alternate location until we feel it is safe to return.

During heat advisory days we will take extra precautions to keep children in the shaded areas and well hydrated. When possible, indoor spaces will be utilized. Activities will be modified to give campers plenty of rest during extreme heat. It is imperative to keep emergency contact information current so we can reach you in an emergency.

Our YMCA Day Camp program strives to meet the needs of all of our children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA School Age Child Development programs have established rules consequences and a zero tolerance policy for specific behaviors.

The YMCA reserves the right to suspend or expel a child immediately following the violation of the Zero Tolerance guideline without refund.

YMCA RULES

- Have Fun!
- Keep hands, feet, body and objects to yourself.
- Show respect to staff, others and yourself.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.

YMCA CONSEQUENCES

- Verbal Warning
- Redirection to another activity
- Time away without activities
- Parent notification at pick-up time
- Meeting with parent and behavior contract created
- Notice of Suspension (1 Day), next day of care/without refund
- Notice of Suspension (3 Day), next 3 days of care/without refund
- Conference with Program Director/Parent/Camper
- Removal from program

Due to the seriousness of behavior any step can be taken at any time.

ZERO TOLERANCE

- Inflicting physical harm on another individual.
- Verbal threat that may cause physical harm to another individual.
- Verbal threat that may destroy property.
- Possession of a weapon, controlled substance or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Camper does not stay within the boundaries of the camp (runs out of program)

ADULT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, minimum standards for child care centers. All YMCA staff and volunteers are knowledgeable of these standards, policies and procedures.

- Communicate with the Camp Director or staff daily.
- Give detailed information to the Program Director if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the camper must not be present when campers are in care.
 - Do not confront any camper in a threatening manner.
 - Do not confront campers from other families.
 - Using profanity in the presence of a child is prohibited and against the law.
 - Report concerns to the Camp Director.
 - In the event of threatening behavior towards a YMCA staff member or child, 911 will be called.
- Consumption and/or possession of alcohol in any form are strictly prohibited by the YMCA. Controlled substances/medications must be accompanied by a written doctor's prescription when used during Day Camp, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol or controlled substances in the presence of the day campers and staff.
- Day Camp program, during transportation on field trips:
 - Children will not be released to parents, guardians or other authorized adults if the YMCA staff feels as though the individual is consuming, under the influence of or impaired by alcohol or a controlled substance.
- People must not smoke, use tobacco products, E-Cigs, or Vape Pens at the YMCA, on the premises, on the playground, in transportation vehicles or during field trips.

CONSEQUENCES OF PARENT MISBEHAVIOR

In regards to the "Adult Code of Conduct" listed above, any parent misbehavior will result in the Camp Director's decision ranging from verbal warning to the maximum penalty being parent removal from the building or the camper's removal from the program.