

# YMCA CAMP 2019

## Parent Handbook

### IS YOUR CHILD READY FOR THE BEST SUMMER EVER?

Thank you for entrusting your child to YMCA Camp. We are excited to offer a wonderful camp experience. Whether it is your child's first camp experience or the hundredth, we want to offer your camper a positive camp setting in which they can learn about themselves, make new friends and create life long memories. Summer camp provides a great opportunity to grow together through meaningful, fun, and safe experiences. We are looking forward to many Out of This World Adventures this summer!

#### Camp Locations:

Camp Round Rock  
1500 N Mays

Round Rock ISD  
Camp Apollo @ Chandler Oaks Elementary  
Camp Echo @ Bluebonnet  
Camp Chisholm @ Blackland

Leander ISD  
Camp Trailhead @ Rutledge  
Camp Summit @ Akin

Hutto ISD  
Camp Legacy @ Veteran's

Georgetown ISD  
Camp Red Hawk @ Carver  
Camp Two Rivers @ Village

#### Camp Hours:

7:00 am to 6:30 pm

#### Important YMCA Phone Numbers:

YMCA Georgetown Office: 512-615-5586 (operating hours are 3:00 – 7:00 pm Monday through Friday)  
YMCA LCC Office in Round Rock: 512-246-9622 or 512-615-5563

#### First Day of Camp:

The first day of Camp is Tuesday, May 28<sup>th</sup>. Make sure you leave a little extra time on your first day of camp to meet the YMCA Staff and to help your child transition into the camp day.

### Sign In/Out Procedures:

- The YMCA accepts responsibility for the safety of the children once they are properly signed-in at camp. If your child is not signed-in, we will assume that they will not be in attendance that day and are safely with a parent or guardian.
- An authorized pick-up person must sign-out campers. To ensure the safety of your children the pick-up person will be authorized by their information provided on the child's registration form and will be required to show proper picture identification. Paperwork may only be changed by Parent/Guardian 1. Any changes to the Parent/Guardian #1 must be submitted with court documentation to the Executive Director.
- Children **will not** be released to anyone else without written authorization.
- Children **will not** be released to anyone under the age of 18.
- Children **will not** be allowed to sign themselves in or out. NO child may just be dropped off.
- The YMCA is legally obligated to withhold the release of any child if the authorized pick-up is intoxicated or under the influence or suspected to be so.

### Late Pick-Ups:

- Children must be picked up by 6:30 pm.
- Late fees of \$1 per minute/per child will be charged. Late fees **cannot** be paid at the site.
- If your child will be picked up late, please contact the YMCA LCC Front Desk at 512-246-9622 #2. However, this will not excuse the parent/guardian from paying the appropriate late fees.
- An authorized pick-up person must sign-out campers. To ensure the safety of your camper the pick-up person will be required to show proper picture identification.
- Repetitive late pick-ups could result in termination from the program.
- If a child is still at the site at 7:00pm, we must notify the proper authorities.



**Field Trips:** May include: Mel's Bowling, Cameron Park Zoo, Lion's Junction Family Water Park, iMax Theater, Brushy Creek Lake Park Splash Pad, Lake Creek Swimming Pool, Georgetown Police & Fire Station, Camp Round Rock, Camp Two Rivers.

**When and Where:** See Field Trip Schedule

**Important Information:** All children must be signed in to camp by times specified by the Camp Director on field trip and pool days to ensure that they participate in the field trip. If your **child is late** and misses the departure of the bus we cannot provide care for your child on that day, unless parent makes prior arrangements with the Camp Director.

### **CHILDREN WEAR THEIR CAMP SHIRTS ON FIELD TRIP DAYS!!!**

#### **Required Camp Attire:**

- Dress your child in play clothes. Having fun can be dirty and messy!
- **NO SANDALS or FLIP-FLOPS!** We will be running and playing in the gym and outside, so for your child's safety they must wear sneakers and socks. Children may be excluded from certain activities if they are not wearing proper footwear. Children may bring sandals or flip-flops on swim/water days but need to wear tennis shoes or other closed toe shoes when at campus.
- Please pack in a small backpack sunscreen, water bottle, a change of clothes and swimsuit for swim days.
- **Please label EVERYTHING!**

#### **Lunches/Snacks/Etc.:**

Morning and Afternoon snack will be provided all summer. Your child will need to bring a sack lunch daily. We do not have access to refrigerators or microwaves.

Snacks provided by the YMCA often include common allergy ingredients. If your child has allergies please speak to staff on site or be prepared to pack an additional snack. If you feel like your child will need additional snacks other than what is provided please feel free to pack extra snacks for them.

## Items from Home:

Children are **NOT** allowed to bring possessions from home (i.e. cell phones, MP3 players, toys, handheld electronics, action figures, dolls, trading cards, etc.)

- The YMCA is not responsible for any item that is broken, lost or stolen during camp.



### Swimming:

**What to bring:** swimsuit, towel, sunscreen and a change of clothes in a small tote or backpack. Plastic bags are recommended for wet clothes. **Mark all items with your child's name.**

**Swim Testing:** The YMCA will require a swim test in order to swim in the deep end of the pool.

The swim test will consist of swimming the length of the pool (from deep end to shallow end wall) without stopping, struggling, or reaching for the side. Child must be able to swim with head under water for part of the swim. YMCA staff will be conducting the swim test and will be in close proximity of the child testing. YMCA staff will determine the results of the swim test. If your child does not want to take the test, they will be required to stay in the shallow end, kiddie pool, or splash area.

**Colors:** After taking the swim test your child will receive a colored wrist band. Red signifies that they were not able to complete the swim test and will not be permitted to enter the main pool. There is a shallow pool that they will be able to use. Green signifies that the camper is capable of swimming and can swim in any part of the pool.

### Important Information:

**We cannot provide care for children who do not attend the swimming trip. We cannot provide care for children not wanting to attend a field trip (if they are onsite when ready to load buses, children will go as no staff is staying at camp/site).**



### Health and Safety:

#### ➤ **Ill Children Procedures**

- For the protection of all the children, any child showing signs of fever, vomiting, or any communicable diseases, such as chickenpox, pink eye, lice, etc. should be kept home.
- Any communicable disease needs to be reported to the Camp Direct Lead.
- Children must be fever/vomit/diarrhea free (until the condition has been resolved or remedied); at least 24 hours free from condition and medication free to ease those symptoms, before returning to camp.
- Head lice must be treated and nits removed prior to children returning to camp.

**\*If a child is well enough to attend camp, they will be expected to participate with the rest of the group.**

#### ➤ **If any child becomes ill at camp:**

- The parent/guardian will be notified at once to pick up the child.
- If the parent/guardian cannot be reached, the emergency names will be contacted.
- Child will be sent home if temperature is 100.2 or above, vomiting or diarrhea more than 2 times.
- If a child is sent home, they must be fever and symptom (and medication) free for 24 hours before returning to camp.

**\*It is extremely important that we have up to date emergency contact information, including phone numbers.**

#### ➤ **Injuries**

- While at the site, if a child receives a **minor** injury (bumps, bruises, cuts, scratches, etc.), the staff will administer first aid. The parent/guardian will be informed of the injury at the time of pick-up.
- If your child receives a **serious injury or head/neck/back injury**, staff will contact the parent/guardian. A staff person will remain with the child until the parent/guardian arrives.
- For an injury or illness that requires emergency medical attention:
  - 911 will be called and the child will be taken to the nearest hospital for treatment.
  - A parent/guardian will be contacted immediately after.
  - If the parent/guardian cannot be reached, the emergency contacts will be called.
  - A staff member will accompany the child whenever possible.

➤ **Medication:**

Medication will be held by the site and administered by assigned staff and only under the following conditions:

- The medication must be in its original container.
- The label must bear the child's name, directions for administering the medication, date, dosage, and doctor's name.
- Medication may not be out of date.
- A medication authorization form must be completed and signed by the parent/guardian before medication can be administered. See your camp direct lead for a medication form.
- Medication form must be completed for any medication – including but not limited to cough drops/throat lozenges, Tylenol, Aspirin, prescription medications, over-the-counter medications, etc.
- YMCA does not permit children to carry or administer their own medication (regardless of type of medication).
- The YMCA medication form is signed by a doctor.

**Staff Requirements and Qualifications:**

Our staff is thoroughly screened before being hired through reference checks, interviews, and state police background check. Camp staff is chosen on the basis of maturity, patience, leadership qualities, education and experience. Staff goes through numerous trainings including: Risk Management, Child Abuse Prevention, First Aid/CPR, Basic Water Rescue, Supervision/Guidance, Behavior Management and Teamwork/Leadership.

**Guidance and Discipline:**

The YMCA expects the full cooperation of parents to ensure that any behavior management plan developed to support your child in the program will be successful. When a child does not follow the behavior guidelines, the following steps will be taken:

- Staff will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules and a discussion will take place.
- The staff will document the situation on a behavior or incident report.
- The staff will notify the parent about the situation upon pick-up.
- If the problem persists, a conference may occur with parent, child, staff and program director.
- We reserve the right to protect a child from harming themselves or others. (In extreme situations this may lead to holding or removing the child from the situation).

The following behaviors are NOT acceptable and may result in immediate suspension for up to three days (without a refund or credit). A meeting with the program director may be required for your child to return to camp.

- Endangering the health and safety of children and/or staff.
- Mentally, physically or verbally abusing other children and/or staff.
- Theft or damage to YMCA or personal property.
- Leaving the camp without permission (if a parent cannot be reached in this situation, the police may be contacted).
- Continuous disruption of camp.
- Lewd or obscene behavior or language.
- Possession of and/or use of tobacco, alcohol, illegal drugs, weapons, firecrackers or explosives may be cause for immediate expulsion from the program.

Another occurrence after the suspension could result in expulsion from the camp and all other YMCA programs.

**Dismissal Policy**

The YMCA tries to meet the needs of each child enrolled in our program. We will make every effort to communicate and work with parents if there are concerns. However, the YMCA reserves the right to terminate enrollment of a child. The decision to terminate a child's enrollment may fall into different categories:

- If it is decided that the placement of a child is inappropriate and/or not in the best interest of the child.
- The YMCA staff and the parent/guardian are not able to come to a mutually acceptable course of action after identifying and processing a concern.
- A parent/guardian and/or child fails to meet their obligations

- Any type of physical or verbal abuse of children, other parents, or staff by the parent/guardian and/or child.
- Confrontation with other children by a parent/guardian and/or child at the program is not acceptable and will not be permitted.
- Confrontation with a parent/guardian by a parent/guardian and/or child at the program is not acceptable and will not be permitted.

**Parental Responsibilities** For the safety and wellbeing of your child it is the responsibility of the parent:

- All required paperwork completed prior to the start of camp
- Pick-up your child on time each day
- Ensure that your child is at camp on time, especially on trip days
- Ensure we have accurate phone numbers to reach you in case of an emergency
- Ensure we have accurate, up-to-date medical information about your child
- Send campers with sunscreen, water bottle, closed toe shoes, swimming gear
- Make payments in full prior to the start of each week of camp

# **Welcome to YMCA CAMP!!**

## **We are looking forward to a GREAT Summer Camp experience!!!**