



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



Camp Greendale on Indian Lake
2019 Parent Handbook

75 Shore Drive
Worcester, MA 01605
www.ymcaofcm.org/camp



SUMMER DAY CAMP OPERATIONS

The summer day camp program operates from June 24, 2019 – August 23, 2019. The camp day runs from 9am-4:30pm with options for extended care from 7:30-9am and 4:30-6pm. We ask that children plan to be at camp for the full day with limited late arrivals and early dismissals.

ADMISSION CRITERIA

Children must be 33 months and can be up to age 16 to be accepted into our summer day camp program. Parents must complete in its entirety the Camp Greendale's YMCA enrollment form prior to the start of the program. We require a copy of current immunization records to accompany all summer day camp applications.

ENROLLMENT

Enrollment forms are to be filled out completely each year and updated whenever information on

the form changes. A \$50.00 deposit for each week that the child is attending is required upon registration. Payments are due the Friday before each session begins. We will notify parents of any changes to our operation policies in writing.

All YMCA childcare fees from after school must be paid in full before registration in summer day camp. ALL YMCA after school balances must be paid in full before a child can attend summer day camp. There will be no refund in deposits or payment for days/weeks not attended due to past due balances.



YMCA of the USA Code of Conduct for YMCA Staff and Volunteers

To protect YMCA program participants, staff, and volunteers, the YMCA of the USA prohibits employees and volunteers to be alone with a single child where he or she cannot be readily observed by others. As staff supervise children, they should position themselves in such a way that other staff can see them.

Staff shall never leave a child unsupervised. Staff shall not abuse children in any way, including:

- Physical Abuse - Striking, spanking, shaking, slapping...
- Verbal Abuse - Humiliating, degrading, threatening...
- Sexual Abuse - Touching, or speaking inappropriately
- Mental Abuse - Shaming, withholding kindness, being cruel...

Neglect - Withholding food, water, or basic care.

No type of abuse will be tolerated and will result in immediate dismissal if substantiated.

Staff must use positive techniques of guidance including redirection, positive reinforcement & encouragement rather than competition, comparison, criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

Staff are not to be alone with children the meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, driving or riding in vehicles and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to the approval of the YMCA administration.

Staff will act as positive role models for youth by maintaining an attitude of loyalty, patience courtesy, tact and maturity. Staff will act in a caring honest and respectful manner consistent with the mission of the YMCA.



ARRIVAL AND DEPARTURE PROCEDURES

You must sign your child out daily. All persons authorized to pick up my child must be at least 18 years old, must show ID, and must be listed on the registration form or the child will not be released to that person. No child is able to leave the YMCA premises without a parent/guardian or any other authorized individual. No child will be able to walk/or ride a bicycle home without an authorized individual. Early pick-up must be arranged prior to 3pm.

LATE PICK UP

If you are late picking up your child, a late fee of \$1.00 per child per minute will be charged; this amount will be charged to your account. Childcare may be terminated if excessive lateness takes place. Pick up is from 4:30-4:45pm unless signed up for Extended Care when you can pick up until 6:00pm. Parents are responsible for making arrangements for the child to be picked up by another authorized person should they be delayed.

CUSTODY ISSUES

We cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless we have been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

STAFF/VOLUNTEER BABYSITTING POLICY

The YMCA of Central Massachusetts takes child abuse prevention very seriously. The following policy applies to all YMCA staff and volunteers: YMCA staff and volunteers are not allowed to be alone outside of the YMCA with children they meet in YMCA programs. This includes babysitting, sleepovers, and inviting children into their homes. Any exceptions require written explanation and administrator approval before the fact.

Under no circumstances should a parent/guardian approach another child other than their own.

While on YMCA property parents are expected to act appropriately by speaking in an appropriate tone using appropriate language at all times. Any parent who behaves in this manner will be asked to leave the facility and their child's space in camp can be forfeited without a refund of fees paid.

PARENT/GUARDIAN SITE VISITATION

Parents and guardians are always welcome to visit our program any time during our hours of operation. Just stop by the Welcome Center to check in and be given an escort.

UNRECOGNIZED PERSONS ON CAMP GROUND

Our camp may share facilities with the regular YMCA programming. Members and visitors must check in at our Welcome Center in order to gain access to our building. In the event that visitors or members are in the presence of a camp group, the counselors will address the unrecognized person and assess the situation. The person will be educated on YMCA policy and if issues arise, they will be directed to our Welcome Center/Camp Director.

PARENT PARTICIPATION

Parents must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check before they can

participate in the camp's operation. For more information, please contact the Director of Child Care Services.

CHILD'S PERSONAL RIGHTS

Each person receiving services from our camp shall have rights, which include but are not limited to the following:

- To be treated with dignity in his or her personal relationship with staff and other persons
- To be accorded safety, healthful and comfortable accommodations furnishing and equipment to meet his or her needs;
- To be free from corporal or unusual punishment, infliction of pain humiliation, intimidation, ridicule, coercion, threats, mental abuse, or other actions of a punitive nature including but not limited to interference with the daily living functions, such as eating, sleeping, toileting, or withholding of shelter, clothing, food or medication.

Under no circumstances should a parent/guardian approach another child other than their own. While in the facility parents are expected to act appropriately by speaking in an appropriate tone using appropriate language at all times. Any parent who does not behave in this manner will

SUSPECTED CHILD ABUSE POLICY

When a YMCA staff person sees signs of possible child abuse or neglect the following steps will be taken:

The staff member immediately informs the Camp Director. The Camp Director will then inform the Sr. Program Director, who will inform the Executive Director;

The staff person will complete an incident report detailing the suspected abuse or neglect. The report will be submitted to the Administrator within 24 hours of the incident.

The Sr. Program Director will review and evaluate the situation;

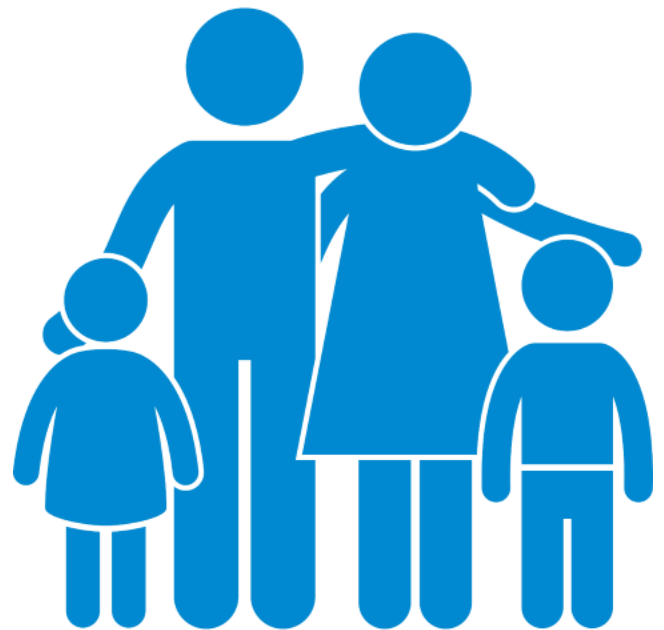
The Sr. Program Director, or Executive Director, will call the Department of Social Services (DCF)

The completed incident report will be submitted to DCF within 48 hours of the initial phone call.

If a YMCA staff member is suspected of child abuse or neglect, the following steps will be taken:

The staff member will be put on paid administrative leave until investigations by the YMCA and the DCF are completed;

2. If the staff member is found to be at fault, he/she will be terminated immediately.



MEDICAL AND EMERGENCY IMMUNIZATION REQUIREMENTS

Immunization Records within the past year are required for children before they are able register for summer day camp program.

ILLNESS AND EXCLUSION

If a child cannot go outside or participate in the program due to illness the child needs to remain at home. Children may not attend the summer day camp program if they are not feeling well. If a child vomits for any reason the child must be picked up by a parent/guardian or authorized individual within 1 hour of notification. No child may attend summer day camp if they have ringworm, pink eye, flu, or any other communicable illness. A doctor must treat any contagious infection; virus or fever and the child can return 24 hours after a doctor's note has been issued.



PROCEDURES FOR DISPENSING MEDICATION

The YMCA will not administer any medication unless the parent or guardian completes a medication form with photo and the medication is in its ORIGINAL container. Medication not in its original container will be taken away from the child and will be returned to the parent at the end of the day or program. The container should include the camper's name, the type of prescription and the dosage. If it is an over the counter medication that the doctor has prescribed, a doctor's prescription must accompany it.

PROCEDURES FOR PARENTAL NOTIFICATION

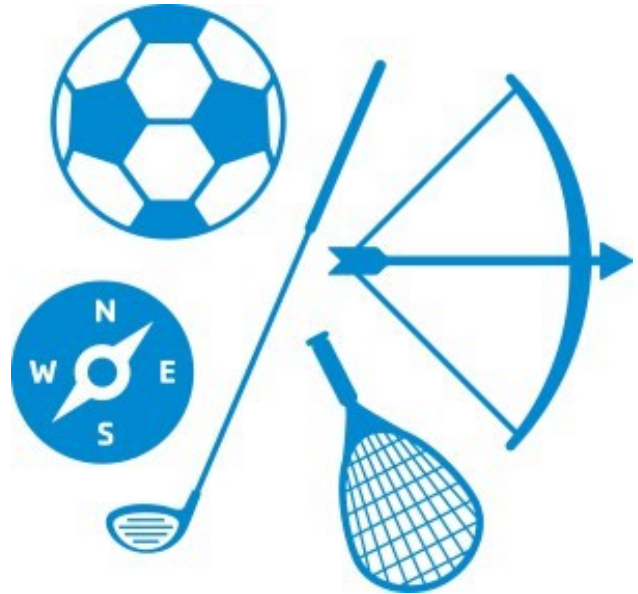
Parents will be notified in person, over the phone, or in writing of any special discipline problems with a child. If there are any life threatening emergencies parents will be notified after emergency care has been called and provided. We do not call parents because of a meal aversion or to provide swim clothes. Parents are only notified for true emergencies or discipline problems.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

If your child becomes injured or ill (vomiting or a fever over 100 degrees or higher) while in the YMCA care, staff will do the following:

1. In extreme emergencies 911 will be called and first aid and/or CPR will be administered
2. Contact the parent or guardian
3. Contact a YMCA Director/Coordinator
4. If necessary, have a child transported to the nearest medical facility

5. Fill out necessary paperwork for YMCA as required by Department of Public Health licensing and YMCA Policy.



FIRE/EMERGENCY DRILLS

We conduct fire emergency evacuation drills, lost child, and lock down drills regularly. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the success for fire and emergency/evacuation plans. During a fire/emergency drill, parents may not sign children into or out of camp, but must wait until the drill is complete and children have returned to the building. **Parents can wait with their child until the drill is over and can sign them out afterwards.**

SUMMER DAY CAMP DISCIPLINE

Praise and positive reinforcement are effective methods of behavior management of children. When a child receives positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

Children are expected to adhere to all YMCA expectations and rules.

The following procedures for dealing with unacceptable behavior is as follows:

1. Clear Warning, including discussion of the problem that occurred with the child.
2. If problems are reoccurring, age appropriate reflection time will be used as needed.
3. Repeat reflection time.
4. Write up form and Reflection Sheet will be completed and Child will meet with Director. Parent will receive behavior management form and will sign and date.
5. After two write-ups parent meeting with Director.

6. Three Write-ups, Persistent problems or situations that endanger the child or others at the program could result in suspension or termination from the program.

7. Fighting, physical aggression or running from the group results in automatic suspension without a refund of fees.

If a child is suspended or terminated from the program parents will not receive a refund for the current week.

ZERO TOLERANCE POLICY FOR BULLYING

Every person at YMCA Summer Camp deserves to feel respected, safe, and valued. Bullying is behavior that undermines this right. To protect this right for all campers and leaders at our camp, we do not tolerate the intimidation, persecution, or intentional exclusion of any participant by any person.

We have taken a proactive approach to preventing and addressing the problem of bullying:

- We work to instill the YMCA character values of caring, honesty, respect and responsibility in all participants and staff. We expect these values to be demonstrated in all interactions between campers, volunteers, parents, and staff.
- We encourage children to tell an adult if they feel unsafe or

- uncomfortable as a result of another participant's words or actions.
- We handle incidents of bullying as a serious threat to the health, safety, and well-being of others. Enrollment will be terminated for participants with repeated incidences of bullying.
- Parents/guardians are encouraged to inform the Camp Director immediately if they feel their child is being bullied at camp.

DISRUPTIVE BEHAVIOR

Children are entitled to a pleasant environment at the YMCA; therefore, the YMCA cannot serve children who display chronic disruptive behavior. Such behavior is defined as "verbal or physical activity that may involve, but is not limited to bullying behavior or behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and /or disobeys the rules that guide behavior.

If a child cannot adjust to the YMCA setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to help children adjust to the YMCA setting.

Camp Greendale reserves the right to suspend a child for behaviors that cause physical or mental harm to themselves, other children, or staff.

TERMINATION OF SERVICES

Summer day camp services can be terminated for: (but not limited to)

- Consistent late pick-ups
- Request for special accommodations that Camp staff cannot meet
- Failure to pay tuition in a timely manner
- Failure to comply with camp policies concerning ill children
- Being unreachable and out of touch by phone
- Failure to provide documentation requested by CAMP staff and/or required by DPH regulations
- Failure to keep immunization and other records current
- Failure to provide emergency contact updates
- Extreme behavior that prevents them from participating safely with peers

STAFF HIRING

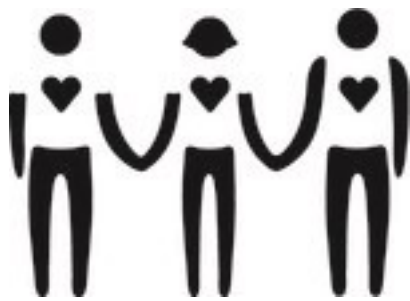
All staff are screened and trained through the following process:

1. Selected candidates are interviewed with Branch Leadership.
2. Candidates are selected based on their childcare experience, attitude, references and display of YMCA values.
3. 3 reference checks are conducted on each candidate.
4. A completed criminal history check, through the YMCA is processed

MEALS AND FOOD SERVICE

Breakfast and lunch are provided by:
WPS FOOD TRUCK

Your child can bring their own lunch or snacks. Children's meals will be stored in their bags for the day and cannot be heated.



MESSY CLOTHING

Please send your child in clothing that can get messy. At camp we sweat, run, jump, swim, paint and much more. We do not want your child's best clothes to get messy. We take precautions and use smocks for some activities but we cannot guarantee clothes at the end of the day will be clean. What fun would camp be if we couldn't jump in muddy puddles?!

CLOSURES

We will be closed on July 4, 2018 in observance of the Independence Day Holiday. This week is prorated.

QUESTIONS

If you have any questions about our summer day camp program, please see any of our Camp Leadership Staff.

TELEPHONE NUMBER

508.852.6692

NAME	POSTION	EXT.
Greg Dustin	Camp Director	x2256
John Brown	Asst. Camp Dir	x2234
Mike Toedt	Asst. Camp Dir	x2238

WEEKLY THEME DESCRIPTIONS

Session 1: Animal Planet

June 24-28

Get WILD this summer! Learn about different animals play wild games and create cool animal art!

Session 2: Mad Scientist

July 01-05

Put on your lab coats, as we dive into a world of interactive science where day camp is your own laboratory!

Session 3: Fun and Fitness

July 08-12

Camp will be split into teams and face off in athletic competitions.

Session 4: Super Hero Training

July 15-19

Grab your mask and cape as you unlock your super powers during this adventure filled week.

Session 5: Hollywood !

July 22-26

Campers will shine during this week of creativity! Come join us for a camp full of karaoke, theater, drama and talent!

Session 6: Spy Training

July 29- August 02

TOP SECRET: Your presence is requested at Spy Camp for a top secret

mission.

Session 7: Passport to Fun

August 05-09

If you want to see the world, look no further than camp! This week we are going to bring all the different countries to you.

Session 8: Under the Big Top

August 12-16

Come one, come all! Check out the worlds greatest camp on earth!

Session 9: Color Wars Week

August 19-23

A rainbow of challenges for all ages and teams. Camp groups will compete for the color war trophy!

General Daily Schedule

7:30am-9:00am Extended Care (fee-based)

9:00am-12:00pm Specialty or Traditional Camp in Pods of 20

12-12:45pm LUNCH

12:45-3:15pm General Camp in Same Pods of 20 from Morning

3:15-4:30pm Return to Specialty focus

4:30-6:00pm Extended Care (fee-based)



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TEST, MARK, PROTECT.

Safety First – Swim Band Policies

Deep End Use (Woodbury Pool)

Ages 6-12

- Must speak with lifeguard on duty to take the swim test.

Over 13 Years of Age

- The Lifeguard may ask a swimmer to perform the skills of a swim test if they are uncertain of the swimmer's ability and



Swim Test Elements for Deep End use will include:

- Swim 25 yards comfortably while maintaining a positive body position without touching the bottom or sides of the pool.
- Jumping into the deep end, fully submerged & recover.
- Tread water for 60 seconds.
- Green Wristband will be issued upon passing.



Shallow End Use

- Children 5 and under, as well as any youth that is flotation dependent, must have parent in the water within arms length, as well as children over the age of 6 that declined or did not take the swim test.
- If at any time a lifeguard on duty is concerned about a child's swim ability they will conduct a shallow water swim test for the child's safety -- the child will need to swim at least 15 yards comfortably on their front without touching a wall or ground for support.

