



YMCA BOROUGH'S FAMILY BRANCH
Parent Handbook
2024

CAMP BOROUGH'S
Ages 3- 14

YMCA Boroughs Branch
ADMINISTRATIVE ORGANIZATION

Camp Director: Larry Harding
Assistant Camp Director: Rosie Tseng
Branch Director: Jeff Laliberte

YMCA of Central Massachusetts
Boroughs Family Branch
4 Valente Dr.
Westborough MA 01581
(508) 870-1320
www.ymcaofcm.org

MISSION STATEMENT

The YMCA of Central Massachusetts is an association united in a common goal to strengthen our communities and to develop the spirit, mind and body of all persons, regardless of means, through activities guided by and based upon our core values of caring, honesty, respect, and responsibility.

VISION STATEMENT

The YMCA of Central Massachusetts will reach out to the communities we serve, assisted by a mission-driven, passionate, diverse group of staff and volunteers, to achieve universal recognition as a values-based association that develops healthy lifestyles and advances its commitment to youth development.

DIVERSITY & INCLUSION STATEMENT

The YMCA of Central Massachusetts will nurture and support an environment that reflects, respects, and celebrates our differences, and embraces the richness of our diversity.

YMCA DAY CAMP - STATEMENT OF PURPOSE

The YMCA will provide children with a program, which reflects and responds to the needs, skills and abilities of the participants. Since children’s needs are diverse, the program provides for all aspects of child development: physical, intellectual, emotional, and social. Further, the child’s development is fostered through his/her participation in a planned program of instructional and social interactions.

Programming provides a balanced and safe environment with a sufficient amount of adult supervision to ensure quality care. While providing a safe environment, children have ample opportunity to observe, ask questions, and experiment within the stable and familiar setting created by the staff. The setting for learning is designed for the child to develop initiative, responsibility, cooperation, and consideration of others. We encourage input on activities from our participants. The YMCA will not discriminate against anyone on the basis of race, religion, cultural heritage, political beliefs, physical disability, marital status, sexual orientation or national origin.

CAMP LICENSE

The YMCA's Summer Day Camp programs are in compliance with the regulations of the Massachusetts Department of Public Health and meets regulation through the MA Department of Health.

STAFF

- **BACKGROUND CHECKS:** All YMCA CAMP staff comply with appropriate criminal background check requirements as required by policy 105CRM 435.090.
- **CONCERNS ABOUT STAFF:** Any concerns or questions regarding camp staff or staff procedures should be discussed with the Camp Director or Camp Leads. Conferences can be arranged to discuss any concerns and to determine appropriate actions.

REGISTRATION & PAYMENTS

- **CAMPER REGISTRATION:** Complete Camper Registration questionnaire online must be filled out. A copy of your child's physical must be emailed to Rosie Tseng at ctseng@ymcaofcm.org or dropped off at the branch
- **Membership Rates:** In order to receive the membership rates for camp, you and your child must be active members of the Y at the time of registration. If you register while being a non-member and then get a membership later, your rates will not change to the membership rates.
- **ADDITIONAL CAMP SESSIONS:** Please use our website to register for additional weeks of camp if they are available.
- **TRANSFERRING SESSIONS/CAMPS:** Please contact the Camp Director or Assistant Director if you need to switch to a different camp session
- **PAYMENT POLICY**
 - To register for summer camp, a \$50 non-refundable deposit per week per child is due at the time of registration
 - If we have not received payment by Monday morning of the week that your child is registered for, they cannot attend until payment is received.
 - To register for field trips, the \$50 cost of the field trip is due at the time of registration. Must give a minimum two weeks notice to receive a refund if your child is no longer able to attend a field trip
 - Payments may be dropped off to the YMCA Welcome Desk or mailed to:

Boroughs Family Branch YMCA

4 Valente Drive, Westborough MA, 01581

- **CAMP COUNSELORS WILL NOT ACCEPT PAYMENTS.**
- **If your payment is not received, your child may be withdrawn from the program until payment is made in full, or an alternative arrangement is made in writing with the Program Administrator.**
- **You will be charged \$25.00 for any checks returned for insufficient funds.**
- **REFUND POLICY:**
- **We must be notified 2 weeks in advance in order to receive a refund for the registered camp week. The \$50 down payment is non-refundable.**
- **To register for field trips, the \$50 cost of the field trip is due at the time of registration. Must give a minimum two weeks notice to receive a refund if your child is no longer able to attend a field trip**
- **INCOME TAX CREDIT: If you use child care in order to work, you may qualify for a federal income tax credit of up to 20% of your child care expense. Check with the IRS office for your current information. For added convenience, please save any receipts and canceled checks of all your child care expenses. The YMCA tax exempt number is: 04-2105885.**

POLICIES

- **THE YMCA IS A SMOKE, DRUG AND ALCOHOL FREE ENVIROMENT**
- **ABSENCES: Please call the Boroughs YMCA Welcome Desk if your child will be absent from camp.**
- **FIELD TRIPS: Children registered for field trips must be signed into camp no later than 9AM. Field trips leave promptly at 9:30AM. If a camper is late, they will not be able to attend the trip but may join their usual camp group. Field trips will return at 3:30PM but may be delayed due to traffic. *Some trips will return later than 3:30pm in order to give campers enough time to thoroughly enjoy the trip. This is indicated on the registration page for that field trip online.**

Parents may sign their child up for field trips online. Field trips are a privilege for campers and the right to go on a field trip may be revoked at any time based on camper behavior. We must be able to ensure that all campers and staff will be safe on field trips. Campers

must be able to: treat others kindly, follow directions from staff, and stay with the group consistently. You will not be refunded if your child's behavior results in them not being allowed to go on a field trip. Camp Leadership will do their best to communicate with the child and parent on behavior issues so that this doesn't happen.

Please be aware that some field trips may leave earlier than 9:30am and some arrive back later than 3:30pm. This will be stated in the description of the field trip when you go to register.

Rainy Day Field Trips: If a field trip is not able to run due to weather, we will offer an alternative indoors field trip. If your child does not wish to go on the alternative field trip, they do not have to but we will not issue any refunds.

- **FIELD TRIPS Cont. Campers may bring a max of \$20 for field trip gift shop purchases. The money should be in a sandwich bag or envelope with the child's name on it. Money should be given to staff at Sign In. Staff / Camp Boroughs is not responsible for children's money if it is not turned in at Sign In. After a camper has made a purchase at the field trip location, any extra money is given back to the camper and put in the camper's backpack. Staff / Camp Boroughs is not responsible for camper's money after this point.**
- **STAFF BABYSITTING POLICY: All staff agree as terms of employment to not be alone with YMCA youth or program participants outside of YMCA programs or facilities. (i.e. babysitting, taking children on trips, having them in their homes when others are not present, etc.)**
- **VENDING MACHINES: Campers are not allowed to use vending machines during the camp day.**
- **BATHROOM POLICY: Children must be potty trained in order to attend Camp Boroughs. They cannot be in a diaper as staff are unable to help them change. Most of our bathrooms have child sized stools for them to reach the sink. Camp Boroughs considers a camper fully potty trained for camp if they are able to do the following:**
 - **Recognize when they need to use the bathroom and tell a counselor**
 - **Be able to wait while the counselors take them to the bathroom**
 - **Do not need to have diaper while at camp**
 - **Be able to use the bathroom independently**
 - **Be able to wipe themselves and wash hands independently**
 - **Be able to change in and out of swimsuits independently**

- **VALUABLE PERSONAL ITEMS: CAMPERS ARE PROHIBITED FROM HAVING CELL PHONES AND ELECTRONIC DEVICES AT CAMP. Campers should not bring or wear any valuable personal articles such as expensive footwear, money, watches, radio, electronic games, trading cards, key chains, or toys. The YMCA is not responsible for lost or stolen items. Children are not permitted to use these items in camp. If you need to relay a message to your child, please call the Boroughs YMCA Welcome Desk at 508-870-1320**

HELPFUL TIPS

SUNSCREEN: Please apply a good first coat of SPF 15 – 45 long lasting sunscreen to your child BEFORE camp EACH day. **ALL children must have sunscreen with them each day.** Lotion sunscreen cannot be applied by camp counselors. Campers must apply lotion sunscreen on their own. Counselors are able to assist with spray sunscreen. Please be advised that a T-shirt has minimum sun protection value. Please check your child's sunscreen supply daily and also a tube of lip protection. A new supply is recommended for each summer as sunscreen loses potency after 1 year. For children with fair skin, we also recommend packing a hat or swim-shirt (a.k.a rash guard) that has a high UPF rating, as most of the day is spent outside!

CLOTHING: Children at the YMCA Camps are active and involved in a wide variety of activities. *Please pack a bathing suit, towel and sweatshirt every day.* Sneakers are required each day. Sandals may only be worn during swim time. They should wear clothes that are comfortable, practical, and wash easily. Please label all clothing.

WHAT TO BRING:

- 2 Water Bottles
- Comfortable clothing
- Sneakers
- Weather Appropriate Gear as needed (raincoat, sweatshirt, etc.)
- Bathing Suit & Towel
- AM Snack, PM Snack, Evening Snack for later pickups if needed
- Lunch (Refrigerators & microwaves are **NOT** available for use)
- Hat
- Backpack
- Sunscreen
- Extra change of clothes
- Insect Repellent

SAMPLE DAILY SCHEDULE

The camp begins at 7:45 am and ends at 5:30 pm. The scheduled activities begin at 8:30am with an all camp opening. The day is divided into activity periods which may include free swim, sports activities, arts and crafts, recreational games. Scheduled camp activities end at 4pm. Extended Care is offered before and after camp from 7:45am–8:30am and 4pm–5:30pm. No extra registration is required.

*Field trips leave promptly at 9:30am. Field Trips campers must check into camp no later than 9am. The field trips will not wait for late arriving campers.

LUNCH: All children should be packed lunch every day. Microwaves and refrigerators are **not available** for use at camp. **Campers have up until**

Thursday morning to purchase pizza slices for Friday. Fridays at camp are Pizza Days. Pizza slices are squares that are a bit bigger than the size of a sticky note. Each slice is \$1 each. Please give cash to a counselor at drop off or pick up any Pizza money and let them know who it is for and which group they are in. We are unable to put down your child's name for pizza if we do not receive the cash at the time you want to place the order.

Lunch may also be purchased by the Fitbar located in the lobby of the Y. All you need to do is fill out this form each week

<https://docs.google.com/forms/d/e/1FAIpQLSfx51eMBYmLx5wH9HzSUTZhidfL65t4LPTdvx9Ba7ZTDJgHvg/viewform>

The form uses the same link each week and the dates for the following week are updated Friday evening. Fitbar lunches are delivered to the campers every day for those who purchased them. You may also purchase afternoon snack from the Fitbar using the same link. If you have any questions, please reach out to the Ftibar at fitbarwestborough@yahoo.com. You will not be charged through the Y for anything bought from the Fitbar. The Fitbar will charge you using their own methods. **Campers are not allowed to bring in their own money to buy any snacks from the Fitbar.** Anything bought from the Fitbar must be done through the form above.

FITBAR: Campers are not allowed to make purchases at the Fitbar themselves. All Fitbar purchases must be ordered by the parent through the google form posted in the lunch section of this handbook

Free Swim: Each group has one period per day scheduled for free swim. Lifeguards and camp staff are on the deck to supervise free swim. Campers are given a swim test on their first day by the Aquatic Department to determine swimming ability. A distinguishable tile line and buoy line divide the pool into the shallow end (up to four feet) and the deep end (up to nine feet). Children will be given a coast guard approved life jacket if they need support while swimming as determined by the Aquatics Department.

Swim Tests: All campers are swim tested in the outdoor pool on their first day of camp (4 feet deep). Campers must be able to swim independently about 10 yards without stopping to rest or put their feet on the ground and not be afraid to put their head underwater. Our Lifeguards have final say on if a camper passes the swim test or not. Campers can only swim test once per week in order to give all campers the most time to swim every day. Additional tests will only be given on a case by case basis and must be approved by the Camp Director.

CAMPER DROP OFF POLICY: Campers should be dropped off by 8:30am in order to receive the best camp experience. Families that drop off campers later than 8:30am may have to wait for a Camp Lead to sign them in.

CAMPER PICK-UP POLICY: Children MUST be picked up by 5:30 pm. Children

will only be released to persons authorized by the parent/guardian ON THE CHILD'S REGISTRATION (please keep this in mind when considering people to pick up your child). Notes sent with the child and phone calls will not be accepted as valid authorization of pick up. This policy is only for the protection of your child. Additionally, all individuals authorized to pick up your child must bring with them a valid form of photo ID. Families of children who are picked up after 5:30pm will be charged \$1 for every minute that they are late.

Authorized Pick Ups: Parents/Guardians need to put the first and last name of those authorized to pick up their child when registering online for camp. If you wish to add an authorized pick up to the list after registering, you must email Rosie Tseng at ctseng@ymcaofcm.org and Larry Harding at lharding@ymcaofcm.org. Only the direct parent/guardians are able to add someone to the authorized pick up list (not grandparents, babysitters, etc.). Parents/Guardians may also give a signed note to the camp directors at the sign in table to add someone to the pick up list. You may not give notes to other staff nor are you able to verbally add someone to the pick up list at the sign in table.

EXTENDED DAY: Extended care begins at 7:45 am and runs until the start of camp at 8:30 am. In the afternoon, extended care begins at 4:00 pm and ends at 5:30 pm. Activities are loosely structured during these times. Extended care is offered to all campers and there is no additional registration required.

ABSENCES: when a child is not going to attend the YMCA Camp, please notify the YMCA by calling (508) 870-1320.

LATE PICK UP POLICY: when the parent, or other authorized person, is going to be late picking up a child, the YMCA requires that the parent:

1. Calls the YMCA (508)-870-1320
 - a. Identify yourself, your child & the camp (Boroughs, Sports, CIT, LIT, etc.) your child attends
 - b. Name of the person picking up your child (must be on the parent pick up list)
 - c. Telephone number where staff can reach you.
 - d. The time the child will be picked up.

If the parent, or other authorized person, is late and the YMCA does NOT receive a phone call from the parent:

1. Camp staff will try to contact the parent by phone
2. Camp staff will try to reach the emergency contacts listed in the child's file
3. If no authorized person has contacted the YMCA office or come to pick up the child by 6:30 pm, the Camp Director or Camp Lead will contact

the Dept. of Social Services (DSS) and the Westborough Police Department to report a child has been abandoned. The YMCA will then release the child to these services.

Camp Rules:

- 1. To treat myself, others and camp with Caring, Honesty, Respect, and Responsibility.**
- 2. To follow direction and instructions from staff.**
- 3. To keep hands, feet and all other body parts to myself.**
- 4. To respect all camp facilities, equipment, and property.**
- 5. Stay with the group at all times**
- 6. To have FUN!**

DISCIPLINE POLICY

The discipline policy of Camp Boroughs is based on positive reinforcement rather than negative. It is our belief that praising appropriate behavior and giving the child a sense of being cared about and belonging will alleviate much of the poor behavior in the program.

Discipline and guidance shall be consistent and based upon understanding of the individual needs and development of a child. The staff shall direct discipline with the goal of maximizing growth and development of the children and for protecting the groups and individuals within it.

Prohibitions:

- 1- Corporal punishment, including spanking, is prohibited**
- 2- No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse**
- 3- No camper shall be denied food or shelter as a form of punishment**
- 4- No child shall be punished for soiling, wetting, or not using the toilet**

BEHAVIOR TERMINATION/SUSPENSION POLICY

- First time offense is a warning: Camper will be warned that if the behavior continues, then they will have to take a break with Camp Leadership.**
- Second time offense is a break at the picnic table: Camper will sit with Camp Leadership at the picnic table and talk about the situation.**
- Third time offense is a talk to the parents/guardians: Camp Leadership will have a talk with the parents/guardians about the behavior.**
- Fourth time offense is a break from camp: Camp Leadership will continue to have conversations with the parents and guardians while the camper is sent home for the day.**
- Fifth time offense is a break from camp for the week with a restart the following week: Camp Leadership will continue to have conversations with the parents and guardians. The camper will take a break from camp for the rest of the week. They will get to restart the following week.**
- Sixth time offense: Camp Leadership will continue to have conversations with the parents and guardians. The camper will be suspended from camp.**

***Severity of behavior is also considered. Steps may be skipped at the Camp Directors discretion.**

Camp Boroughs reserved the right to send a child home for the day or suspend for multiple days due to the following reasons:

- A child has become so dysregulated that they cannot be re-introduced back to the group safely**
- A child is unable to consistently stay with the group**
- A child has been removed from the group more than 2 times due to aggressive behavior**
- The health and safety of the child, other children, or staff cannot be assured**
- Behavior that seriously injured the child, other children, or staff**
- Serious damage to the facility or equipment**
- Any other behaviors that may not be listed here but is a safety/wellbeing hazard**

Childcare may be terminated immediately for the following reasons:

- The healthy and safety of the child cannot be assured**
- Behavior that seriously injured another child or staff member**
- Serious damage to facilities or equipment**
- Intimidating behavior, threats against other children, staff, or the program, verbal or**

- physical abuse directed at the YMCA staff, the parent/guardian, or other adults
- Any other behaviors that may not be listed here but is a safety/wellbeing hazard

SUSPECTED CHILD ABUSE POLICY

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

1. The staff member immediately informs the Camp Director. The Camp Director will then inform the Sr. Program Director, who will inform the Executive Director;
2. 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.
3. The Sr. Program Director will review and evaluate the situation;
4. The Sr. Program Director, or Executive Director, will call the Department of Social Services (DSS): Office Hours 508-791-1200, After Hours Emergency 1-800-922-8169.
5. The completed incident report will be submitted to DSS 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:

1. The staff member will be suspended until investigations by the YMCA and the DSS are completed;
2. If the staff member is found to be at fault, he/she will be terminated immediately.

TERMINATION/SUSPENSION POLICY

The Boroughs Family Branch Camps reserve the right to immediately suspend and/or terminate services when the health, welfare, or safety of other children is at risk.

Services may be suspended and/or terminated for the following reasons:

1. Child's inappropriate behavior at the program, including during transportation.
2. Chronic tardiness when picking up a child from the program.
3. Overdue fees.
4. Other, as determined by the Camp Director.

HEALTH CARE POLICY

MEDICATION:

1. The Health Supervisor will dispense medications in compliance with the regulations dictated by the Board of Health 105CMR 430. 160 (A) (C) (D).
2. Parent must complete and sign the Authorization to Administer Medication to Camper Form.
3. All medication must be in original containers.
4. All medications must be given to the Camp Staff upon arrival. Campers are not allowed to carry medications, including over-the-counter drugs, such as Tylenol and Advil.
5. Over the counter medication may be provided to campers with written parental permission,
6. All health encounters between camp staff and camper shall be recorded in the daily log as well as completing a Department of Public Health Camper Injury Report.
7. All serious camper injury reports will be sent to the Massachusetts Department of Public Health, Division of community Sanitation on a weekly basis.
8. All medications will be administered by a Camp Lead

ALLERGIES:

1. If a child's health records indicate allergies, the child's name, allergy, symptoms, and procedures for care will be noted by the Camp Director in the medical log
2. The Camp Director will check the med. log daily and inform staff of any changes.
3. If a child has an allergy attack, the Camp Leadership team and counselors will follow the procedure for care as outlined in parent information.

*Please note that we are **NOT** a peanut-free environment. Children are not allowed to share their lunches or snacks with fellow campers.

SICK CHILD POLICY

These guidelines have been established for the comfort and wellbeing of your child and that of other children in the program. Children who do not feel well should be at home. **Children who become ill at camp should be at home, and parents will be notified to pick up their child within an hour.**

Children will not be permitted to come to the program if:

1. They pose a significant health risk to other children.
2. They are feeling so poorly that they require an excessive amount of staff time or cannot participate in the day's activities.
3. They feel so poorly that they need comfort from their parents.

Refunds or credits are not issued if a child misses camp due to illness. In the event of a severe, prolonged illness, please contact the Sr. Program Director about a credit or refund.

COVID: Our camp will follow the covid guidelines stated here:

<https://www.mass.gov/info-details/covid-19-isolation-and-exposure-guidance-for-the-general-public> These guidelines may change at any time

MILDLY ILL CHILDREN: Prudent judgment by the parent(s) and staff are the best guide in dealing with these illnesses. If your child is uncomfortable, or coughing so frequently that he/she is disturbing the other children, then he/she should not be in the program and you will be called to pick up your child. Your child will be offered a quiet space in the camp office to see if they recuperate. If after one hour they still feel unwell you will be called for recommendation on how to proceed.

Below is a list of specific illnesses and YMCA guidelines for treatment. These are based on Department of Public Health Guidelines for Infectious Diseases:

FEVER: No child with a temperature of 100 degrees or higher will be admitted into the program. If your child develops a fever, you will be notified to pick up your child within one hour.

DIARRHEA: Is highly contagious. If your child develops diarrhea you will be notified to pick your child up within one hour. When a child has diarrhea, he/she should be kept at home for 24 hours or until the diarrhea has subsided.

VOMITING: If vomiting has occurred the evening before, your child should be kept at home the next day. If your child becomes ill at the program, you will be notified to pick up the child within one hour

EYE INFECTIONS - BACTERIAL AND VIRAL: Conjunctivitis (pink eye) and infection of the eye, is identified by crustiness or yellow oozing from the eye along with a pinkish tint to the whites of the eyes. These conditions are very contagious and should be treated by a physician. Child may return to camp once treatment has begun.

IMPETIGO: Bacterial skin infection, which appears as a rash that is oozing, red and round, and may have a flat honey colored crust. Because this infection is easily spread, a physician should be seen for treatment. Your child needs to remain at home for 24 hours after starting the medication.

HEAD LICE: Head lice are tiny insects that live on human hair. If your child has head lice, you will be notified to come pick up your child within one hour. You will also be asked to take all of your child's belonging home to be washed. Your child may return to the program as soon as the proper shampoo treatment has been given and the lice have been removed from the scalp.

STREP THROAT: A bacteria causing a sore throat which may be accompanied by tender, swollen neck glands, headache, stomach ache, and fever. If your child tests positive for strep, he/she should stay home and receive 24 hours of medication before returning to the program.

CHICKEN POX: A very contagious disease, beginning with a mild fever and an itchy rash. Chicken Pox is contagious from two days before the rash appears until the last blister has developed crusts. It takes 10-21 days from exposure to the development of symptoms. Children will not be admitted to the program for 6 days or until all blisters are crusted and dry.

HEMOPHILIAS INFLUENZA -(H Flu or HIB): An uncommon, but extremely serious disease. It is the most common cause of meningitis and other illnesses. Should your child be diagnosed with the H Flu it is imperative that the Camp Director be informed as soon as possible.

THRUSH OR YEAST INFECTIONS: This is not a contagious condition and children need not be excluded from the program.

COXSACKIE VIRUS - (Hand, Foot, and Mouth Syndrome) is a mild disease, symptoms may include fever, sore throat, stomach pain and diarrhea, and a rash of tiny blister. If the child is well enough to attend the program they may do so because the virus is contagious before symptoms begin.

FIFTH DISEASE - is a mild rash illness, it occurs in three stages. People with fifth disease are most infectious before they have any symptoms therefore if the child is well enough to attend they may do so.

MENINGOCOCCAL ILLNESSES – is extremely serious and sometimes fatal. The disease usually starts suddenly with fever, chills, lethargy and a rash of fine red freckles or purple splotches. People with these symptoms should be hospitalized immediately. They may return to camp when feeling well and on rifampin for 2 days.

SCABIES – is a common skin infection. Symptoms include an intensely itchy rash of red bumps and burrows. Children may return to camp after 24 hours of medication.

If campers are exposed to a serious or contagious illness while at camp, parents will be notified in writing during camper pick-up or as the camp staff become aware of the situation.

CHILDREN'S RECORDS

CONFIDENTIALITY OF RECORDS: All information contained in your child's record is privileged and confidential and cannot be released without your written consent. Authorized representatives from the Department of Health have the right and responsibility to review all records at reasonable intervals.

CONTENTS: Fact sheets, progress reports, medical records, individual program plans (when applicable), consent forms, and correspondence and referrals.

MAINTENANCE OF RECORDS:

- 1. Any changes and/or additions to a child's record must be dated and signed by the person making the entry.**
- 2. Updates, conferences, phone calls, correspondence, notes, etc., relating to the child must be written and filed under the appropriate heading. All reports must be filed under the appropriate heading. All reports must be signed and dated.**
- 3. Records are retained for a period of at least three years after a child has left the program unless the record is transferred by the parent.**

AMENDMENTS:

- 1. A parent/guardian has the right to add information to his/her child's record at any time by making the information available to the Camp Director. They also have the right to request deletion or amendment of material contained in the record in accordance with the following procedures:**

- a. Request a conference with the Program Administrator to make objections known.**

b. A parent will receive in writing within one week after the conference, a decision and reasons for the decision. If the decision is in your favor, the record will be changed immediately.

ACCESSIBILITY:

1. Records are the property to the YMCA of Central Massachusetts.
2. Individual files are confidential and are kept locked in our office.
3. Parents shall, upon request, have access to their child’s records at any time.

DISSEMINATION OF INFORMATION:

1. Information may not be released to anyone not directly related to implementing the program plan for the child without written consent of the child’s parent.
2. A permanent written log must be maintained in each child’s record indicating to whom information is released.

REFERRAL PLAN

1. You may request information and/or referral for your child at any time.
2. If the YMCA feels that your child would benefit from additional services (i.e. medical, social, family, mental health) we will contact you to discuss our referral procedure.
3. Should your child be referred, a written record of such a referral and results will be maintained.
4. When your child leaves the program, we would be happy to provide you with information and/or referrals for other services if so requested.

EMERGENCY PLANS

EMERGENCY TELEPHONE NUMBERS: AMBULANCE, FIRE,

POLICE 911
POISON CONTROL CENTER1-800-682-9211
UNIV. OF MASS MED EMERGENCY ROOM(508)856-3511
MARLBORO HOSPITAL (508)485-1121
HEALTH CARE CONSULTANT (Dr.Aggarwal)..... (508)865-2556

MEDICAL EMERGENCIES

FIRST AID

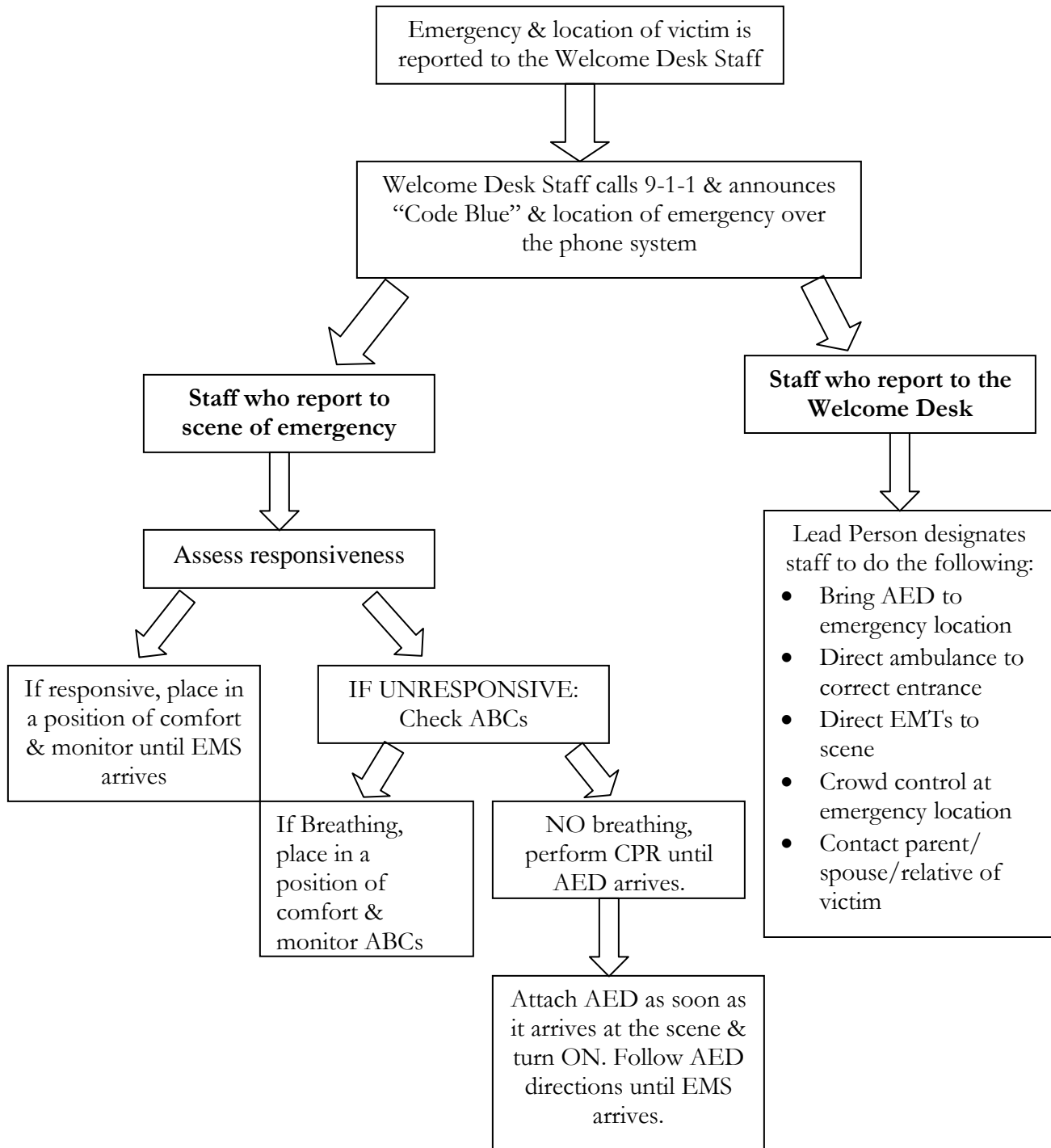
- 1. Lifesaving skills and first aid may only be administered by trained individuals.**
- 2. When first aid is administered, an injury report must be completed, signed, and submitted to the Program Administrator within 24 hours of the incident.**
- 3. A Camp Lead will inform the child's parent when first aid has been administered.**
- 4. The contents of the first aid kit will be checked weekly by the Camp Leads and restocked as needed.**

BLOOD & BODILY FLUID SPILLS:

Staff are trained in compliance with OSHA standards to deal with spills.

Boroughs YMCA Emergency Action Plan When a "CODE BLUE" is reported to the Welcome Desk

CODE BLUE: Any life-threatening medical emergency (such as a heart attack, stroke, loss of consciousness, suspected spinal/head injury) that requires 9-1-1 to be called.



Additional Steps to the Emergency Action Plan for Camp:

- **Other counselors will help supervise and account for all campers when a counselor is helping with an emergency.**
- **Camp Director or his/her designee will get the camper's file, including parent contact information, health form, and emergency medical authorization forms. If necessary, photo copies of these forms will be made & given to the EMTs.**

Code Amber

During a lost camper search, known as an "Amber Alert", one person must be in charge of the entire search to avoid confusion and wasted time. This should be the most senior-trained person, such as the Camp Director or Lead.

- 1. Report the missing camper over the walkie talkie by saying "Has anyone seen (camper's name)? They are wearing (describe campers' attire)."**
- 2. Camp Lead will active the Lost Camper Protocol by saying over the walkie talkie "This is a Code Amber. Please bring your groups to (either the field or gym)"**
- 3. All camper groups will do a name to face and then report to the location.**
- 4. Lifeguards must clear the swimming areas.**
- 5. Once at meeting location, groups will send 1 counselor to the Camp Lead who will give them a location to look for the child. The other counselor will stay with the group.**
- 6. Staff will be assigned areas of the facility to search to include: bathrooms, locker rooms, outdoor locker rooms, gymnasium, rock wall, NAZ, Teen Center, fitness, and other indoor areas.**
- 7. Camp staff will also be assigned outdoor areas to search such as the road and outdoor pool and splash pad.**
- 8. If unable to locate the camper after searching the YMCA building and grounds, the police will be called.**

UNREGISTERED CAMPER:

- 1. Staff will check with the child's parents if still on site to establish registration.**
- 2. Staff will find out which camper the child arrived with, i.e., friend, brother/sister, etc. to obtain contact information forms.**
- 3. Staff will call the child's parent/guardian if the child's phone number is obtained.**

TRAFFIC CONTROL PLAN:

1. As parents enter the YMCA facility parking lot they will take the first left toward the field and go along the tree line.
2. Camp Boroughs will meet on the soccer field. On rainy days, camp sign in and out will be held around the back of the Y next to the Rockwall.

DISASTER PLAN:

The YMCA Boroughs Family Branch facility is considered an emergency shelter, therefore during any emergency the staff would be instructed, either by walkie talkies or intercom system, to proceed to the lower level with their groups, staff would maintain ratios until given permission to dismiss camp.

TORNADO or HIGH WINDS

- Go to a basement (if available) or to interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or lodge.
- Crouch down against the floor and cover the back of your head and neck with your hands.
- If no suitable structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.

FLASH FLOOD

- Evacuate low-lying areas – go to higher ground.
- Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
- If in a vehicle: Do not drive through a flooded area, even if it looks shallow enough to cross.

LIGHTNING

- When outside:
- Go inside to safe shelter immediately.
- If boating or swimming, get out of the water immediately and move to a safe shelter away from the water.
- If in a wooded area, seek shelter under a thick growth of relatively small trees.
- If you feel your hair standing on end, squat down with your head between your knees. Do not lie flat.

- **Avoid isolated trees or other tall objects, bodies of water, sheds, or fences.**

WILDFIRE

- **Listen to local radio or television stations for updated emergency information.**
- **Follow the instructions of local officials. Wildfire can change direction and speed suddenly. Local officials will be able to advise you of the safest escape route, which may be different than you expect.**
- **If you are trapped, crouch in a pond or river. You cannot outrun a fire.**
- **Lie flat and cover your body with wet clothing or soil.**
- **If water is not around, look for shelter in a cleared area or among a bed of rocks.**
- **Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.**

FIRE EMERGENCY:

1. **When the fire alarm goes off, the group leader(s) will escort the children from the building via the designated route. The Camp Director will be the last person out of the building, checking that all the children have left the building. Whenever possible, the Camp Director will bring the attendance book and the first aid kit with him/her.**
2. **The staff will take attendance and will remain outside the building with the children unless the firefighters direct otherwise.**
3. **In the event that the children cannot return to the building, they will be escorted or transported to a safe haven.**
4. **Staff will call parents as soon as possible**

Field Trip protocol:

- **Counselors will assemble their groups & do a “face check” to determine what camper is missing. Counselor will communicate with other counselors on the trip via cell phone & all of the field trip group will meet up at a designated location.**
- **Counselor will notify a staff member of the facility/park and activate their emergency action plan. Counselor will relay all information known about the missing camper: Name, what they are wearing, last place seen, swimming ability, etc.**
- **Contact emergency personnel, such as the local fire department, police or search and rescue squad. Notify the dispatcher that you have a possible lost swimmer. Delays in contacting emergency numbers (911, if available) must be avoided. It is better to cancel an emergency call once the swimmer is safe than to delay a call that might save the swimmer.**
- **Adult counselors and lifeguards may help search the water based on the direction of the facility’s director. Other staff should check bathrooms,**

- showers, locker rooms, and other camp areas.
- A camp counselor will contact the Camp Director or Sr. Program Director as soon as possible.
 - The search must continue until all campers are accounted for.
 - The person in charge of the search should have a list of staff conduction searches in assigned areas. Account for the staff to avoid the need for a double rescue. Staff conducting the search (including lifeguards) should use the buddy system.
 - At waterfront facilities such as state parks, staff may have to check other playgrounds, campsites, and wooded areas.

Camper Does Not Show Up to Camp: If a camper does not show up to camp by 9am, and did not notify the Camp directors either by email or phone call, a Camp Lead will attempt call the parent to get the attendance status of the child.

Unknown Persons at Camp: If an unknown person approaches an area being used by camp, a staff member will notify all on the walkie that there is an unknown person in area _____. They will then go up to the person and ask if they can help them. At the same time, a Camp Lead will go to the location to assist the staff.