



NEW DISCOVERIES CONFIDENCE AND GREAT ROLE MODELS

**PARENT HANDBOOK
KINDER CAMP 2018**

■ OUR PURPOSE

The purpose of Rye Y Camp is to provide all campers a sustained, creative, fun, enriching and educational experience in an outdoor environment. Our efforts work towards the development of the whole person, with a focus on the Y threefold philosophy of spirit, mind and body, and development of the Ys core values of Honesty, Respect, Caring and Responsibility.

■ CAMP CONTACTS

Rye YMCA Front Desk
914-967-6363

Kelly Lewin, Child Care Director/ Kinder Camp Director

KellyLewin@ryeymca.org / 914-967-6363 x 116

Heather Camacho, Assistant Kinder Camp Director

Kindercamp@ryeymca.org / 914-967-6363 x 250

(June 26- August 18 * AVAILABLE VIA PHONE/ EMAIL, please contact Kelly Lewin prior to summer camp with any Kinder Camp inquiries)

Lee Ann Borg, Senior Program Director

LeeAnn@ryeymca.org / 914-967-6363 x 103

Ashley Rosell, Assistant Director of Member Services/ Camp Office Manager

AshleyRosell@ryeymca.org / 914- 967-6363 x 301

■ PROGRAM HOURS

Monday – Friday from 8:30am to 4pm.

Both half and full day programs are held on site at the YMCA rain or shine!

Camp Options:

Just 3's: Half Day 8:30am-12:00 noon

Ages 4 & 5: Half Day 8:30am-12:00 noon

Ages 4-6: Full Day 8:30am-4:00pm

Ages 4-6: Extended care 4:00pm-6:00pm

Please Note: *NEW this summer: Full day program until 4:00pm with additional extended care option until 6:00pm.*

■ PARENT ORIENTATIONS

For new and currently registered participants, parents will have an opportunity to meet some of the staff and receive information related to camp. Please see 2018 Parent Q&A Dates below:

- February

If you are unable to make the following dates, please contact Kelly Lewin, Child Care Director/ Kinder Camp Director who will be able to send you the materials distributed at the orientation. Also, the PowerPoint slideshow from the orientation will be available online, on our camp website.

■ PARENT DROP OFF & PICKUP

For your convenience, please observe the designated traffic patterns and the instructions of camp staff. There is limited parking available and we do work hard to make sure the line moves smoothly so please keep your questions brief during these times. However please don't hesitate to contact us via email during the day. Kinder Camp uses the main traffic circle in the Rye YMCA parking lot.

DROP OFF – 8:30am to 8:45am

PICKUP –Half day-11:45am-12:00pm/Full day- 3:45pm to 4:00pm

- DO NOT ALLOW YOUR CAMPER TO GET OUT ON THEIR OWN.
- Please stay in your car. Your child will be taken out of the car by Camp Staff.

Late Arrivals-after 8:45 am you will need to walk your child into the building. Any camp staff member can assist with finding your child's group.

Late Pickup- if you are going to be later than 3:45:00pm please do your best to inform the camp office no later than 3:30pm. If late pickup occurs consistently, you will be charged a late fee.

Early Dismissal -If you need to pick up your child early, please inform your child's Group Leader or Camp Directors in writing as early as possible indicating the pickup time.

■ PARENT/GUARDIAN SIGN OUT

Only the indicated "Parents or Guardians" on the registration form and those listed under "Emergency Contacts and Pickup Authorizations" will be allowed to pick up your camper, no exceptions! We maintain a strict policy and will not release a child unless the Camp Director speaks with the authorizing parents directly. Notes will not suffice unless they are handed directly from authorized parents/ guardians to camp staff.

Pickup Cards

- Before the start of camp, you will receive two "Pickup Cards" which will have your camper's name on them.
- Please place these in the window of your car when picking up your child. The card is the indication to our staff that this is the appropriate person to pick up your child.
- You may only share these with people you have previously authorized on the emergency contact list on your camper's registration form.
- If someone arrives to pick up your child without a Pickup Card, they will need to present a

positive photo ID. Your child will not be released if the name does not appear on our authorized list.

- Cards should be kept in safe and secure space when not in use.

■ CAMP COMMUNICATIONS

Weekly Camp Updates

Each week we will be sending out an email newsletter upcoming the upcoming weeks schedule, reminders, events, and special guests. You are more than welcome to respond to the emails and to clarify any questions you may have. Please be sure we have your email correct on the registration form so you receive these important notifications.

Camp News - <http://ryeycamp.org>

Within our camp website, if you click on the section “News, Camp Updates” it will show videos, session photos, important communications and a whole lot more. Check it frequently to get the best picture of what’s happening at camp.

Camp Website – www.ryeycamp.org

The camp website holds all our forms, calendars, handbooks, and other important information to prepare for camp each year.

“My First Camp”

This packet will help new parents prepare their campers (and themselves) for their first camp experience. We share tips and best practices to make you and your camper feel as comfortable as possible on the first day.

Friday Camper Notes

Each Friday you get a note from your group leader that will share how your camper’s week has been. The first Friday will be a quick list of the activities your camper has done and how they are doing in swim lessons. Going forward you will receive a handwritten letter giving you exciting details about your camper’s week! Our goal is to keep you connected to the camp experience.

Camper Journals

If you are finding that you would like more contact with our staff, you are more than welcome to start what we call a “camper journal.” A simple memo book will do. You can write notes, suggestions and reminders in the book, pass it along to our staff and they will share it with their group. They can then respond to you and maintain a continuing dialogue.

■ ABSENCES

If your child is sick or unable to attend the program, please contact the Y office before 9:00 am. Days missed are not refundable. By enrolling, you are reserving the time, space, staffing and provisions for your child whether your child attends or not.

■ PARENT VISITS

Camp gives kids the opportunity to explore new skills, building positive and meaningful relationships and just have fun in a warm and nurturing environment. We find that campers do best when they are allowed to conquer these challenges on their own; however, we certainly understand when parents want to check in on their camper's well being.

Parent visits are permitted by appointment only and for short durations. Please call the Camp Director to set up a date and time. Please note that for safety reasons, we ask that swim lessons be observed from the Pool Lobby only.

■ CAMPER HEALTH & SAFETY

Signature on the registration form and a complete registration packet acknowledges your permission to treat you camper which includes basic First Aid by a certified staff member, emergency medical services (EMS), doctor and hospital / ER care.

Health History & Immunization Records

State law requires that we have on file a complete immunization record and medical health history for your child. We must have these before your child enters camp. **No child will be allowed to attend camp without a properly completed and signed health history and immunization record.**

First Aid

All Camp first aid is performed by a staff member who is certified to provide appropriate care. Campers who receive first aid will have their injuries recorded in the First Aid Log Book. Camp Leadership will contact parents/ guardians to inform them of injuries based on the severity/ his or her discretion. Experience has shown that the most frequent first aid care is for scrapes and bruises which result from improper clothing and footwear.

Any camper who requires further medical attention will be transported to Greenwich Hospital. Parents will be immediately notified in the event of emergency medical care.

Sunscreen/Insect Repellant

The Rye YMCA does not provide sunscreen or bug repellant for your child (our staff will help apply sunscreen that is in a spray style- not lotion). We will teach your child how to apply the products you send along. We suggest that you apply any sunscreen or bug repellant in the morning before camp begins, and then remind your child to re-apply the same after using the swimming pool. Camp Staff will also remind the children throughout the camp day to reapply sunscreen and allot an appropriate amount of time for this important camp safety element.

Storage and Administration of Medication

ANY prescribed medication and over-the-counter drug MUST be accompanied by a Medication Authorization Form. This form is available online <http://ryeycamp.org>. Prescribed and over-the-counter (OVT) medication for campers must be kept in original containers bearing the pharmacy label or OVT box.

All medications prescribed for campers will be kept in locked storage and will be self-administered by camper, witnessed and documented by the Camp Director or other appropriate staff. Medication prescribed for campers and brought from home shall only be administered if it is from the original container, and there is

written permission from the parent/guardian which includes the name of the camper, day(s) and time(s) to be administered, dose to be administered, name of medication, and signature of parent/guardian. Campers will not be allowed to carry their own medication.

Medical Policy

The Y has a mandatory contagious disease policy. A sick child will be required to remain out of the program until a doctor's note states that the child is no longer contagious. This note must be sent or brought to the Camp Director to be kept on file. Parents will be contacted, if based on the Camp Director's judgment they believe the camper should be sent home. Please do not send your child to camp if he/she is sick and/or running a fever.

■ WHAT TO WEAR

Parents should keep in mind that campers are in an outdoor environment for the majority of the day. Every day clothing required at camp: bathing suit, towel, sneakers, shorts, T-shirt. **Only sneakers (no sandals) will be allowed at camp.** On rainy/cool days, please have your child dress appropriately.

■ WHAT TO BRING

We recommend you send a labeled backpack with: Bathing suit, towel, lunch, full water bottle, sunscreen, snack, plastic bag for wet bathing suit and extra change of clothes just in case. Each item MUST be marked with your child's name, which will aid in keeping track of them. Please keep in mind we are not responsible for your camper's lost belongings.

Lunch, Water Bottle & Snack

Please keep in mind we are NUT SENSITIVE AT THE RYE Y. Make sure to send your child to camp with a full, HEALTHY lunch, snack and beverage each day. We prefer that you use a clear disposable bag or similar as lunches must fit into their group bins and into the refrigerator. Large lunch boxes and coolers will not fit and will have to stay in your child's bag. Please clearly mark your child's lunch and group. Please do not send candy or soda.

We provide water throughout the day, but feel free to send your child with a water bottle with his/her name on it. We do provide snack time during the day but you are welcome to send additional snacks for your child. Please pack the snack separately from lunch.

■ WHAT TO LEAVE AT HOME

As we work to maintain a positive outdoor experience for our campers, it is important that certain items remain at home. This will also ensure that these items are not lost or stolen while at camp. The Rye YMCA is not responsible for lost or stolen items. Cell Phones, Personal Electronic Devices (iPods, DS), Pokémon cards (or similar) and radios are not permitted at camp and will be confiscated until the end of the day.

Rye Y Camp also prohibits any weapons or representation of weapons, matches, lighters, drugs, alcohol, and other and illegal substances. Rye Y Camp intends to maintain a clean and appropriate environment for our campers and staff. Please do not allow your campers to wear clothing with any references to alcohol, drugs, or any other explicit nature as they are not permitted.

Personal Equipment – we have everything your camper will need right at camp! Please leave all personal

sports and specialized equipment at home. Anything that your camper brings from home to camp is at both yours and your campers own risk (both damage and loss). We ask that you keep personal equipment at home.

Pets & Animals – NO pets or animals should ever be brought to camp, this includes when parents/guardians pick up. Please leave animals at home and not in the car.

■ CAMP ACTIVITIES

The Camp Director schedules the weekly activities. Activities include: arts & crafts, gym games, field games, group games, music, nature, sports, and swimming. Special guest and events will provide added enrichment for all campers.

■ SWIMMING

During summer camp, we will teach the National Y Swim Lesson program to all campers. The children will receive a 30-minute swim period consisting of a swim lesson Monday through Thursday and a 30- minute structured play / game swim on Fridays.

The campers wear color-coded swim caps to differentiate swimming levels. Each camper will be provided a labeled swim cap at the beginning of the summer. We will keep their cap here at the Y. Please pack a bathing suit and towel each day.

Swim tests are given on the first day of each session/ week and campers designated to a group according to their swim ability. You will receive a copy of your camper's swim evaluation on a weekly basis.

Red swimmers are beginner swimmers and swim with a ratio of 1 counselor or swim instructor to three campers. Yellow is a more advanced beginner/intermediate class with a ratio of 1:6. Purple and blues are intermediate and advanced swimmers who also swim with a ratio of 1:6. With the help of camp counselors our aquatics staff provides swim instruction to the campers enthusiastically. We want every camper to have a great experience in the pool, learning new skills and improving their swimming everyday! We accomplish this while maintaining as our top priority. In order to ensure a safe experience, we have our campers swim one at a time with their counselors and swim instructors. While children wait for their turn we ask that they sit on the wall in order to maintain safety in the pool area. In addition to swim instructors we have from 2 to 5 lifeguards on deck watching over the. We have seen tremendous progress throughout our summers and are excited to continue this year

If you are interested in continuing swim lessons here at the Y in the fall, please contact Vickie, Senior Director of Aquatics/ Safety (vickie@ryeymca.org) or Liz, Assistant Director of Aquatics / Safety (Lizkoenig@ryeymca.org).

■ STAFF

The camp staff at the Rye Y is comprised of college, post-college and exceptional high school students. Each group of campers is assigned counselors and maintains an excellent staff ratio, meeting and exceeding the national standards.

<u>Camper Age</u>	<u>Staff</u>	<u># of Campers</u>
5 years & younger	1	6

The success of our camp and the positive and fulfilling experience of our campers is largely reliant on our directors and counselors. That's why our full-time, dedicated and professional staff works year-round to recruit, secure and train the best possible staff to lead our camp. Our staff goes through a rigorous hiring process, including background and reference checks. We also run a lengthy staff training and development program, focusing on coping skills to anticipate every possible circumstance from emergencies to homesick campers. Leadership staff receive CPR and First Aid training. Many others are certified as lifeguards and activity specialists. Our staff strives to make every camper feel comfortable and welcome in our daily programs.

■ CHILD ABUSE PREVENTION

Our Child Abuse Prevention Policy prohibits our counselors, staff and volunteers from babysitting children they meet at Y programs. Please respect our policy by not asking our counselors to babysit. The policy was instituted to protect your child, the staff and the Y.

This also includes ANY of our staff and volunteers being alone with a camper during camp for any reason. Please inform us of any prior relationships that may exist (babysitting, carpool, etc.). Otherwise we ask that all parents help assist us in our policy and keeping our community safe!

Both summer and full-time staff receive thorough training in child abuse prevention by leading professional trainers and recognized organizations. In total, they receive over 4 hours of child abuse prevention training.

■ ENVIRONMENT

Please inform your child that taking care of the trees and outdoor areas surrounding the camp is essential to the protection of the environment. All garbage should be deposited in the designated bins located throughout the camp. Respect for the trees and property on the campsite is necessary to maintain a beautiful and protected environment.

■ PARENTAL ASSISTANCE

Your child's positive experience at camp is based on the assumption that you are our partners. We, as you do, take our jobs very seriously. We set high goals and strive to reach and maintain these goals throughout the summer. In order to do so, we need your assistance on the home front:

1. Please send your child to camp READY for camp each day.
2. Please make sure your child has a healthy lunch and is eating it every day.
3. Communicate problems and concerns about your camper that you may have.

The Camp Director, your counselors and staff leadership will be best able to help if you keep them informed. The more we know the better your experience will be!

With your cooperation, we will be able to meet the needs and safety of all our campers.

■ LICENSING AGENCY

The Rye YMCA receives its permit to operate a children's camp, as required by State law, from the New York State Department of Health. The camp is inspected twice yearly. Inspection reports are filed at the Westchester County Department of Health, 145 Huguenot Street, New Rochelle, New York, 10801.

■ CAMPER BEHAVIOR POLICY

Our staff is trained and experienced with handling an assortment of behavior issues. This process is described below and we ask that you speak with your camper and discuss what the following means to them.

Progressive disciplinary steps in remedying negative behavior:

- The camper will receive a verbal warning.
- Camper will be removed from their group for an allotted amount of time or special privileges will be revoked.
- If the concern continues the parent/guardian will be contacted and asked to take part in the disciplinary steps with the Camp Director.
- Any continuation of negative behavior beyond this point is considered serious and will result in the camper's suspension or expulsion from Kinder Camp.

The following negative behaviors will not be tolerated. At the discretion of the counselor, he/she may choose to have the camper speak with the Camp Director as well:

- Disrespecting staff, other campers and camp property
- Any form of verbal or physical bullying
- Inappropriate name calling and foul language
- Not following directions
- Minor hitting, shoving or pushing
- Straying from the group
- Throwing objects (rocks, sticks, etc.)

The following serious negative behaviors will be immediately addressed by the Camp Director and at their discretion, may result in the immediate expulsion or suspension from Kinder Camp without reimbursement. Please understand that our goal is to provide a nurturing and positive experience for each of our campers. Those few campers who choose to create a negative experience for others are not tolerated:

- Aggressive physical contact (hitting, biting and shoving)
- Harassment, verbal threats or endangerment of other campers and staff
- Possession/use of illegal substances including but not limited to drugs, alcohol and tobacco as well as weapons or other hazardous items
- Destruction of camp property or stealing from others
- Leaving the camp property without notice
- Inappropriate contact or behavior with other campers

■ BULLY PREVENTION POLICY

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Rye Y Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our mission statement which states that programs are available to ALL in a value-based environment. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

■ TERMINATION POLICY

The Rye YMCA reserves the right to suspend and/or dismiss a camper for the following reasons:

- Overdue fee payment(s)
- Inappropriate behavior
- Chronic tardiness at pick-up time
- Chronic failure to inform Rye YMCA of child's absence
- Behaviors identified in the above disciplinary policy

■ REFUND POLICY

There are no refunds past May 19, 2017. Exceptions to this include family emergencies or health related events accompanied by a doctor's note. All exceptions must be communicated to the Camp Director ASAP. Cancellations prior to May 19th are subject to a \$25/week processing fee.

■ PAYMENT PLANS

Payment plans are available if you are interested in breaking up your summer camp payments in more than one installment. Please note there is a \$50.00 fee if you would like to do a payment plan, and all camp payment must be made before the 9th of June. For more information about payment plans, please contact Ashley Rosell, AshleyRosell@ryeymca.org or Lee Ann Borg, LeeAnn@ryeymca.org. Payment plan forms with additional information are available at our camp website under the "Resources and Forms" section.

■ TAXES

For tax purposes, please keep all receipts. The YMCA will not be responsible for the written documentation beyond original receipts. Our tax identification number is 13-1740515.

■ CAMP OBJECTIVES & GOALS

Rye Y Camp is proud to boast strong goals, determined outcomes and camp objectives that strive to make camp a memorable and lasting impression for every camper and staff member.

- To encourage creative expressions and character development through programs which appeal to the camper's imagination. Campers will actively participate in arts, special events, swim lessons, sports and more that are aimed at developing camper's creative potential. Opportunities to participate in problem-solving activities will be provided whenever possible.
- To assist campers in improvement of existing skills and acquire new ones. Campers will be given the opportunity to improve skill levels through participation in the YMCA progressive swim programs, field games, team building and many other activities. New skills will be introduced and developed in all programs when appropriate prerequisites have been mastered.
- To foster awareness of fair play and sportsmanship through games and activities which promotes participation and team work? Through active participation in sports skills, field games and other informal activities, campers will recognize the importance of group cooperation. Sportsmanship guidelines will be enforced, thereby supporting their development.
- To encourage the YMCA's mission of healthy lifestyles through Activate America. Through daily exercise and activities that require varied levels of movement, campers will learn to incorporate fitness in their own daily lives. Camp will model healthy eating habits and enable campers to bring these habits with them into their homes. We strive for not just a healthy body, but an entire healthy camper.
- To build upon our campers' exciting "assets" as identified by the 40 Developmental Assets of Youth. Camp will identify areas that we can further foster each of our camper's own development assets, enabling them to grow into happier and healthier children and young adults as they progress in their own lives.