



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA Day Camp

Parent Information Handbook

Welcome! We are so excited for another summer of sunshine and fun with your camper(s)! We look forward to a safe and exciting summer. Please spend some time carefully reading the following information. This handbook is designed to answer any questions you may have regarding YMCA Day Camp. If you have any further questions, please contact Jenny Boyer at the YMCA.

YMCA's Mission Statement

The mission of the Wapakoneta Family YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA Day Camp's Purpose

Our goal is to enable your child to experience all they can while attending our program. We aim to build self-confidence, build friendships and most importantly, have FUN!

2018 Day Camp Schedule

<u>Week</u>	<u>Dates</u>	<u>Theme</u>	<u>Field Trip</u>	<u>Day</u>
1	May 29-Jun 1	"Stars & Stripes"	No Trip	
2	June 4-8	"Safety Camp"	Fairgrounds	T&W
3	June 11-15	"Time Travelers"	Astro Lanes	T & TH
4	June 18-22	"Inventors Workshop"	COSI**	T & TH
5	June 25-29	"To the Extreme"	Air Force Museum*	T & TH
6	July 2-6	"Happy Days"	Happy Daz	Thurs.
7	July 9-13	"Gettin' Dirty"	Marmon Valley Farm	T & TH
8	July 16-20	"Splish Splash"	New Bremen Splash Pad	T & TH
9	July 23-27	"Where the Wild Things Are"	Overnight	Thurs.
10	July 30-Aug 3	"Party in the USA"	Aug Co Fair*	Tues.
11	Aug 6-10	"Animal Planet"	Ft Wayne ZOO*	T & TH
12	Aug 13-17	"The Magic of Camp"	Ohio Caverns*	T & TH
13	Aug 20-21	"Holidays"	No Trip	

*These trips allow campers to bring money for Souvenirs and/or Concessions

*The YMCA will pay for 1/2 of the COSI admission, campers will pay \$5.00 and may bring spending money.

Camp Hours of Operation

Camp operates Monday through Friday from 9 am until 4 pm. Extended Camp hours are available to help with your schedules. Early drop off is offered from 6:30-9 am and late pick up is available from 4-6 pm. Although camp is flexible to your schedule, we do not recommend picking up your child before 4 pm unless absolutely necessary. The camp day is planned from 9 am until 4 pm and we would like for the campers to stay until the closing of the camp day.

Fees

Camp fees are set based on two factors: Member or Access Member, and 3 days or less and 4-5 days. Camp rates will vary on weeks when the YMCA does not offer camp all five week days. Extended hours are available from 6:30-9 am and from 4-6 pm. A fee of \$2.00 per day, per child will be applied. If a situation arises at the last minute, you may bring your child in early or leave them late on that specific day without any problems, you will simply pay for the extended hours.

Payment Policies

- A \$15 registration fee will be applied to registrations received after February 16, 2018. This fee will be added to each child's first week he/she attends.
- Camp fees are to be paid the Friday of the week your camper will be attending. If there is difficulty with your payment schedule, arrangements must be made prior to that week. Failure to provide payment may deny your camper a spot in that week's activity.
- Families that are two weeks past due will not be able to attend YMCA Day Camp until the balance has been paid.
- Refunds may be granted if for any reason you are dissatisfied with the program or your family has extenuating circumstances. You will need to contact Jenny Boyer at the YMCA. Generally, refunds are given in the form of a credit and can be used toward YMCA programs.
- Financial Assistance is available through the YMCA. By participating in the Scholarship Program you may be granted discounts to camp and other YMCA programs.
- Automatic Credit/Debit payments are the only method of payment. Credit Card payments must be set up for automatic withdrawal, and are deducted the Friday of the week attended. Special circumstances need to be addressed with Jenny.
- Camp payments cannot be made at the front desk.

Be Prepared

We feel it is important that both you and the camper be ready for your experience at YMCA Day Camp. The following information will help you prepare.

- Everything your camper brings to camp should have their name on it.
- All Campers must be signed in and out on a daily basis. The sign in book is always located in the Community Room. After signing your camper(s) in you are responsible for making sure they are with camp, before you leave the building.
- Anyone signing out your camper must be on the pickup list. Siblings must be at least 16 years old.
- If you will be picking your child up early please notify the Camp Counselor that morning.
- It is important that your camper is dressed appropriately for all activities. Sandals can not be worn. All campers will be required to wear closed toe shoes and socks. Please remember that your camper will be active all day, tight or restrictive clothing should not be worn.
- Campers will need to pack a lunch daily. A refrigerator or microwave will not be available for lunches. Camper's lunches should include a drink (no soda). If your Camper is a big eater please pack them an extra snack. Campers are not permitted to use the vending machines during the camp day. Please do not send extra money to camp. Exceptions may be made for some field trips.
- Campers will be outside often and should be wearing sunscreen when they arrive at camp. Campers should also have sunscreen labeled with their name at camp so that it can be reapplied when we visit the outdoor pool or go on outdoor field trips.
- Lost and Found items will be kept at "Camper Central" for one week and then transferred to the YMCA lost and found before being donated to a local collection house.
- Parent Evaluation forms are located at "Camper Central" and should be completed on Friday of the attending week.
- If your child is going to be absent on a day they are scheduled to attend please call the YMCA and inform us of the absence.
- The camp day ends promptly at 6 pm. We understand that parents get stuck at work, if this is the case you will need to call the YMCA and give us an approximate pick up time for that specific day. If a child's ride is more than 5 minutes late without a phone call, or 25 minutes late with a phone call your account is subject to a \$10.00 charge. Depending on the day's schedule, your child may need to be picked up in Child Watch.
- Please be sure to indicate any allergies or health concerns in the Camper Registration packet. This information is considered confidential and will only be shared with camp staff. Campers requiring Bee Sting Kits or Inhalers will need to contact the Camp director prior to attending camp to make proper arrangements.
- In the case of illness we will call the parents and request that someone pick up the camper immediately. The child will be kept with a Leadership staff until they can be picked up. Please do not send your child to camp if they are not feeling well or are unable to participate fully in camp activities.

- If it is necessary for your camper to take medication you will need to make prior arrangements with the Camp Director. All medications to be administered must be in the original container. The Camp Director or Lead Counselor will dispense all medications accordingly.
- In the case of an emergency the camp staff will provide basic first aid. If the injury requires more than staff are trained to administer, the EMS will be called as well as the camper's parent. Your camper will not be transported by a YMCA employee. If your child is transported before you arrive at the YMCA, a YMCA Leadership Staff member will accompany them.
- Some items are better left at home. Often items brought to the YMCA become lost or stolen. Please help your camper remember to leave the following items at home: MP 3 players, cell phones, ipods, trading cards (Pokemon, etc.), jewelry, electronic games, water pistols, weapons, pets, or money. If your camper brings any of these, the YMCA will not be responsible for any missing or broken items.
- Parent Files are located at camper central and should be checked daily if possible.

Swimming at Camp

- Children will swim a few times a week. A few times through the summer we will swim at the Outdoor Pool, we will walk from the YMCA to the City Pool on Hamilton St. If you have purchased an Outdoor Pool Pass please provide a copy to Jenny as soon as possible.
- Each camper will be given a swim test to establish their swimming ability. To swim in the deep end of the pool, your camper will need to swim the 2 lengths of the pool and tread water for 30 seconds to 1 minute. Other campers will be required to stay in the shallow end of the pool. Extremely inexperienced swimmers will be required to use a floatation device and stay in a designated area.
- Camp Counselors will assist a certified lifeguard while the campers are swimming. Counselors will either be at the edge of the pool supervising or in the pool participating with the children.
- Your camper will need to provide their own suit, sunscreen and towel. We recommend getting multiple suits for the summer, due to the chemicals in the pool. We recommend that you use a permanent marker to label the suit and towel. If your child chooses to bring goggles or other pool toys they also need to be labeled. Large inflatable rings and rafts are not permitted.
- Your child may wear through more than one suit during the course of the summer. For best wear, you should wash it in cold water and let it air dry. Encourage your camper to rinse it well in the shower and not use the suit dryer unless necessary.
- Because of the pool chemicals and all the sun you may notice your campers hair (especially light haired girls) get hard, brittle or turn green. We would encourage them to wet their hair before swimming, use a swimmer shampoo, wear a swim cap and/or get a "Malibu" treatment.

- If your child forgets his/her swim equipment we may have some that are available to be borrowed for the day. After use they are washed and bleached.
- All campers will be expected to swim unless a parent provides us with written notice.

Field Trips

Campers will go on at least one field trip per week along with the trips to local parks. We will visit local parks a few times during the summer. Weekly letters will be available at Camper Central with the specifics for each week including trip destination and departing and arriving times. Campers will be transported on the YMCA bus with a licensed driver. Campers will need to wear the YMCA Day Camp shirt they are given on all trips with the exception of walking to the pool. On specified trips campers will be allowed to bring spending money with them. All spending money needs to be in a Ziploc baggie marked with the campers name and amount. The Camp Staff will then collect them and keep it with them until the appropriate time. Other than on designated field trips, money should be left at home.

A Typical Camp Day

The following is a general layout of the camp day. Daily activities may be altered because of trips to the outdoor pool, the park, or on field trip days. Your camper will be assigned to a group. There will be 2 groups and will have different schedules to follow.

9:00-9:15 am	Attendance
9:15-9:45 am	Opening Circle Devotion, Day Schedule, Recap of Rules Large Group Activity Game, Skit, Song
9:45am-11:15 am	Group Activities Playground, Arts & Crafts, Gym Games, Outdoor Play
11:15-1:15 pm	Swim / Lunch
1:15-2:30 pm	Group Activities
2:30-3:30 pm	Group Activity / Snack
3:30-4:00 pm	Closing Circle Game, Skit, Song

Parent Involvement

The Wapakoneta Family YMCA Day Camp is here for you. We want the parents to feel as important as their camper. If at anytime you have questions, concerns, comments or compliments please feel free to share them with the Program

Coordinator. Parent assistance is sometimes needed on big field trips or with special activities. We also encourage all parents to complete the Parent Evaluations as often as possible.

Discipline Policy

Through positive discipline techniques such as suitable program planning, positive verbal communications, and the setting of an appropriate tone at camp, the need for disciplinary actions will be limited. The best motivation for encouraging positive behavior is modeling appropriate conduct, praising positive behavior, and consistently enforcing camp rules.

Our intent is to work as a team with camp parents and guardians to provide the best care for each child. This approach is the best way to correct repeated inappropriate behavior. Your patience, support, and follow through are not only appreciated but necessary.

The YMCA reserves the right to remove a child from camp for the following reasons:

1. Failure of the parent or guardian to pay camp fees, as outlined in this handbook.
2. The child is a safety threat to himself/herself, other children, or YMCA staff.

*In the event of repeated inappropriate behavior by a child, any or all of the following actions will be taken:

- a. The camper will be removed from the group and will be asked to wait in the camp office or designated area.
- b. The parent/guardian will be contacted by the Day Camp Director and informed of the situation.
- c. A parent/guardian will be asked to attend a conference with the Camp Director, Program Coordinator and other necessary camp staff.
- d. In the event that a camper needs to be sent home a parent/guardian will be contacted with a request to pick up the child as soon as possible.
- e. After the following actions, a camper may be suspended for a determined amount of time, expelled and/or termination of their YMCA membership.

Youth Development Coordinator

Ms. Jenny (Boyer)

Counselors

Ms. Kirsten (Simons)
Ms. Miss Becca (Bowersock)
Mr. Jarred (Carpenter)
Miss McKensie (Simons)
Miss Haley (Grieves)
Ms. Kathy (McKinley)
Miss Gwen (Tabler)

Miss Morgan (Carlson)
Miss Josee (Kaeck)
Miss Ellie (Horman)
Miss Sarah (Horman)
Miss Kacey (Gerlach)
Mr. Dewey (McKinley)